



PRODUCT DESCRIPTION TEMPLATE

DEPARTMENT OF VETERANS AFFAIRS
Records Center and Vault (RCV)

36-inch Wide Rolling Aluminum Pulpit Ladders

Date: 06/06/2017
TAC-17-45168

PRODUCT DESCRIPTION

1.0 REQUIREMENTS

1.1 The Department of Veterans Affairs, Records Center and Vault (RCV) requires at least one, but not more than 100, special-purpose, custom built pulpit ladders over the next five years. It is important for the safety of RCV employees that ladders are built in accordance with (IAW) the specifications laid out in Attachment 2 of this product description. The schedule for the ladders is as follows:

Item	Schedule of Supplies/Services	Quantity	Unit
0001	<p>9-step, 36-inch, Custom Rolling Aluminum Pulpit Ladders</p> <p>The contractor shall provide products IAW the Federal Record Center Platform Ladder Standard, 11-05-2013; Version 2, 10-14-14; Version 3, 05-23-2017 (Product Description, Attachment 2).</p> <p>Type CLIN: Firm Fixed Price</p> <p>Requirements Contract Period of Performance: September 30, 2017 to September 29, 2022</p> <p>Inspection and acceptance: Destination</p> <p>Delivery: 11693 Lime Kiln Drive, Neosho MO 64850</p>	100 (Max)	EA
0001A	<p>9-step, 36-inch, Custom Rolling Aluminum Pulpit Ladders Warranty Information</p> <p>The contractor shall e-mail warranty terms for completed ladders within 7 days of contract award to the following addresses: TBD</p>	1	EA
0001B	<p>Manufacturer's Maintenance Instructions. The manufacturer shall provide three printed copies of instructions: assembly (if required), use, and maintenance instructions with each delivery. The Maintenance Instructions shall include at a minimum the following:</p> <p>(a) Visual inspection procedures to be followed prior to the setup and use of any unit.</p> <p>(b) Visual inspection procedures to be followed</p>	3	EA

Item	Schedule of Supplies/Services	Quantity	Unit
	after the initial setup and use of a unit to determine its fitness for continued use. (c) General maintenance, such as cleaning, lubrication, and the replacement of unreadable and missing labels/markings, wheels, casters, and rubber leg tips/pads, as recommended by the manufacturer. (d) Instructions to properly tighten and secure (periodically or regularly) all threaded fasteners.		
0001C	For vendors manufacturing their first 36" wide ladder from the attached spec for the VA: Submit QA inspection results of first unit, and the load test results addressed in Attachment 2, Paragraph 3, Construction, whereby individual steps support 300 lbs. plus a 50% overload factor, and pulpit file shelf supports 60 pounds plus a 50% overload factor.) Delivery to coincide with arrival with the first ladder.	1	EA

1.2 Specifications for the ladders will be in accordance with the Federal Records Center Platform Ladder Standard, 11-05-2013; Version 2, 10-14-14; Version 3, 05-23-17, "36 Inch Ladder, Aluminum, Rolling, Platform/Pulpit Type." (Attachment 2 of this product description).

2.0 SCHEDULE FOR DELIVERABLES

Delivery: The RCV has limited personnel and dock space to accept shipments. The maximum quantity of ladders for completion will be no more than 40 within a 60-day time-frame, delivering in quantities of up to 20 each with a minimum of 2-week intervals occurring between delivery dates.

Inspection: Destination

Acceptance: Destination

Free on Board (FOB): Destination

Ship To and Mark For: TBD

2.1. Special Shipping Instructions

Prior to shipping, the Contractor shall notify Site POCs, by phone followed by email, of all incoming deliveries including line-by-line details for review of requirements. The Contractor cannot make any changes to the delivery schedule at the request of Site

POC.

Contractors must coordinate deliveries with Site POCs before shipment of ladders to ensure sites have adequate staff to receive delivery and storage space.

All shipments, either single or multiple container deliveries, shall bear the VA Purchase Order number on external shipping labels and associated manifests or packing lists. In the case of multiple container deliveries, a statement readable near the VA PO number will indicate total number of containers for the complete shipment (ex. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

Packing Slips/Labels and Lists shall include the following:

IFCAP PO # _____ (e.g., 166-E11234. The IFCAP PO number is located in block #20 of the SF 1449.)

Project Description: (e.g., Tier I Lifecycle Refresh)

Total number of Containers: Package ___ of ___. (e.g., Package 1 of 3)

INFORMATION SECURITY CONSIDERATIONS:

This is a non-IT acquisition. The Assessment and Authorization (A&A) requirements do not apply and a Security Accreditation Package is not required.