

VA261-17-Q-1187

SECTION B – STATEMENT OF WORK (SOW)

1. Background:

The VA Palo Alto Health Care System has a requirement for light fixtures for its community based outpatient clinic (CBOC) located at 5855 Silver Creek Valley Road, San Jose, California 95138.

2. Scope of Work:

The scope of work includes providing light fixtures, rebar, electrical wire, design and project management services, and turnkey installation. The light fixtures will be installed on the second and third floors of the building as indicated on the schematics in Section D of this solicitation. The second and third floor electrical systems are also included in the schematics and other documents in Section D of this solicitation.

3. Supplies/Services:

The items shall be completely new, and shall not be used, refurbished, recycled, or in any other form, including substitutions, except as indicated in the salient characteristics. The contractor shall not add or substitute any component(s) without prior approval from the contracting officer. The contractor shall be fully licensed to perform the work. The light fixtures and hardware shall be of the same fit, fashion, and form as the rest of the interior of the VA facility; and the colors, finishes, style, and dimensions shall be of the same type and/or match and/or fit well within the interior of the VA facility.

4. Specific mandatory salient characteristics of light fixtures and hardware:

4.1 Light fixtures must be in a drum style design/shape, like the design/shape below:



4.2 Drum of light fixtures must be 3 feet in diameter and 7.5 inches high,

4.3 Shade material of light fixtures must be in a swept silver color,

4.4 Front finish of light fixtures must be in a sandstone color,

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- 4.5** Back finish of light fixtures must be in a patina color,
- 4.6** Top and bottom diffusers of light fixtures must be in a white opal color,
- 4.7** Light fixtures must have ghost side diffusers that produce an approximately 30 percent light diffusion,
- 4.8** Must be a fully integrated, solid state LED system to save electricity,
- 4.9** Must be capable of dimming at least 0 – 10 volts(V) to save electricity and be able to adjust light levels,
- 4.10** Light fixture must suspend from the ceiling with three to four stainless steel cables from light fixture to ceiling mounted mounting plate,
- 4.11** Hardware must have a white canopy with a white dress plate that mounts to a round electrical junction box, and has a silver power cord attached to the canopy,
- 4.12** Silver power cord must be at least 8 feet long,
- 4.13** Stainless steel cables must have a suspension, height adjustment feature of at least 12 inches – 96 inches,
- 4.14** Top and bottom diffusers of drum must be made of a light weight material with at least a 5 percent diffusion,
- 4.15** Fixture must be capable of a 200 watt level,
- 4.16** Light fixture must be damp rated,
- 4.17** In compliance with the LEED V4.0 Well Building and Living Building Challenge, the entire light fixture must be completely polyvinyl chloride (PVC) free and any powder coat must be completely triglycidyl isocyanurate (TGIC) free, and
- 4.18** Light fixture and hardware must be designed and constructed of materials that do not present a significant environmental or human health risk.

5. Contract Tasks/Requirements

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5.1 Contractor shall be familiar with VA San Jose Outpatient Clinic campus, regulations, security requirements, loading dock locations, and hours of operations.

5.2 Contractor shall provide proof of project-related insurance upon request of VA.

5.3 The contractor's storage facility shall meet all building requirements, including but not limited to, sprinkler, security, safety, and environmental controls so as to not void furniture warranties.

5.4 Contractor shall have trained personnel in various system furniture assembly and free standing furniture assembly.

5.5 The contractor shall provide white-glove furniture delivery installation to the jobsite.

5.6 The contractor shall provide a project manager (PM), client representative, installers, and service technicians as needed when providing service to the VA.

5.7 The contractor shall provide all necessary materials, equipment, labor, supervision, and management to: (A) coordinate delivery; (B) load and unload; (C) place/install in designated rooms/locations; (D) assemble items as required; (E) secure as designated; (F) properly dispose of all associated packing and/or crating materials offsite of VA premises; and (G) during anything else that is contract-related.

5.8 Contractor shall verify project schedule with VA Point of Contact (POC).

5.9 Contractor shall coordinate the installation date(s) with VA POC no later than thirty (30) days after notification of receipt of furniture.

5.10 Contractor shall obtain the contracting officer's approval for any changes or corrections to the floor plan.

6. Project Management

6.1 The contractor shall complete a pre-installation meeting with the VA POC at least ten (10) business days prior to installation.

6.2 The contractor shall be available and onsite to coordinate and oversee the delivery of items to the project site.

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6.3 The contractor shall complete a final walkthrough with the VA POC to confirm completion of all previously identified punch list items prior to final VA acceptance of project completion.

7. Installation:

7.1 Contractor shall uncrate all items received and perform all required assembly in accordance with the manufacturer's instructions.

7.2 Contractor shall place items in building(s) as identified in the contract and rooms in accordance with the spreadsheets and/or design drawings or specifications by the VA POC.

7.3 All furniture and accessories must be level, plumb, square, and in proper alignment with adjoining furniture. Furniture above 65 inches AFF must be securely attached to the building where applicable. The contractor will provide light bulbs, and plug in lights to ensure all fixtures work properly.

7.4 Contractor shall inspect components to ensure that they are clean, dust free, free of defects, and that installation is complete and all items are ready for use. Floors shall be swept and vacuumed upon completion.

7.5 Contractor shall adhere to the manufacturer's specifications, and not use any other manufacturer's product(s) to interlock with new or existing product potentially invalidating warranties.

7.6 Contractor shall do a final walkthrough with VA POC and provide a punch list before releasing crew.

7.7 Contractor shall deliver excess supplies, parts and pieces to offsite storage location at the VA San Jose CBOC.

8. Delivery:

8.1 Contractor shall contact the POC, when complete order has been received, to schedule installation.

8.2 Contractor shall confirm the scheduled installation date no less than fifteen (15) working days prior to the start of installation to ensure that all parts have been received and are in good condition. The VA POC will confirm that space will be made available at appointed installation start date. Installation shall not be scheduled until the contractor has confirmed the receipt of all light fixtures and hardware.

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8.3 In the event there is a delay in delivery, the contractor shall notify the contracting officer and VA POC immediately.

8.4 The contractor shall notify the VA POC a minimum of twenty-four (24) hours in advance of the scheduled date and time of delivery of the light fixtures and hardware.

8.5 Contractor shall ensure that the driver of the delivery vehicle has copies of the delivery order at time of delivery.

8.6 Contractor shall not attempt to deliver any items before the scheduled delivery date.

8.7 The contractor shall verify and inspect all items at time of delivery to the VA site. Any, and all, deficiencies (damage/overage/shortage) shall be brought to the attention of the VA POC.

8.8 If the contractor is unable to complete the assembly and placement of all unloaded items before the end of the workday, the contractor shall be responsible for moving these items to a secure location, until the next scheduled workday. Contractor shall be responsible for moving the items from the overnight storage site to its designated position in the building.

8.9 Contractor shall store damaged items in the location designated by the VA POC. Contractor shall maintain a complete file of all documents relating to each discrepancy and copies of any discrepancy reports shall be forwarded to the POC on a daily basis.

8.10 Contractor shall replace any damaged, defective, or missing items.

8.11 Once the light fixtures and hardware are installed as shown in the schematics in Section D of this solicitation, the contractor shall coordinate with the VA POC as to where any excess items are to be stored.

9. Packaging:

9.1 All items shall be marked clearly with the order number, obligation number, and delivery location within the hospital (e.g. warehouse).

9.2 All items shall be adequately packaged to prevent damage during shipping, handling, and storage. Bags or boxes or containers shall be whole, intact, and not otherwise torn or damaged.

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9.3 Upon delivery, the Government shall examine all packages. The contractor shall be required to replace damaged products at the contractor's expense.

10. Administrative Data:

10.1 Upon contractor Point of Contact: The contractor shall designate one (1) employee as the POC responsible for administrative matters in the performance of services under this contract. The POC shall have full authority to act for the contractor on all matters relating to the daily performance of this contract. An alternate may be designated, but the contractor shall notify the contracting officer and VA POC, in writing for those times when the alternate shall act as the POC.

The contractor shall provide the name and telephone number of the person designated as the POC in the space below:

POC

Name:

Telephone Number:

Alternate Point of Contact, Name:

Telephone Number:

10.2 Hours of Work:

10.2.1 Installation will be conducted Monday(s) through Friday(s) during normal working hours from 7:30 a.m. to 4:30 p.m. Pacific Standard Time. Working after hours or on weekends or on holidays is not authorized unless the VA POC has provided written authorization.

10.2.2 Contractor shall be flexible if a change in work hours is necessary to complete the project in order to accomplish the mission of VAPAHCS.

10.3 Identification (ID) Badges:

The contractor's personnel, including permanent and temporary staff installers, shall be cleared ahead of the installation start date through the VA Palo Alto Police Department. The contractor's personnel shall wear contractor provided ID and a VA visitor's badge at all times while on VA property.

10.4 Clean-up and Storage:

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10.4.1 Contractor shall be responsible for the removal and disposal of all trash and/or debris connected with uncrating and assembling items installed under this contract. Final acceptance from the VA will not occur until all debris connected with the installation is removed from the VA site.

10.4.2 Recyclable products shall be disposed of in accordance with applicable statutes, at respective offsite locations.

10.4.3 Packing materials will not be stored in the buildings for any period exceeding twenty-four (24) hours.

10.4.4 The contractor shall remove all personal trash (food wrappers, drink containers, etc.,) from the worksite daily.

10.5 Parking:

All vehicles shall be parked at the contractor's staging area, which shall be offsite of the VA premises.

10.6 Quality Control:

Conduct of contractor installation crew shall be courteous and respectful at all times. Contractor's personnel shall be particularly mindful of our veterans and their needs.