

Construction Scope of Work
Replacing Patient Wander Guard System
Project Number: 640-15-114M

Contractor shall furnish and install all equipment, devices, connection diagrams, devices installation details, programming, interconnection cables, control and signal cables, electrical power supplies, electrical wiring, system connections to existing it system & nursing stations, programming, training and all incidental work to deliver a fully functional patient guardian security system.

Contractor shall provide all necessary training on-site to Veterans Affairs personnel, including Contracting Officer Representative, nursing staff (3 shifts), administrative and technical personal.

Building 331 and Building 360

Veterans Affairs Palo Alto Health Care Systems
795 Willow Road
Menlo Park, California 94025

Work hours shall be Monday to Friday 08:00 am to 4:30 pm

***If phases are involving and or impact V.A. patients, general contractor is expected at C.O.R. Contracting Officer Representative's request to work after working hours and or weekends TO ACCOMMODATE PHASES not to impact V.A. patients.

Veterans Affairs Point of Contact:

Mr. Pham, Contracting Officer Representative
Phone: 650-444-5805
Min.Pham@va.gov

CenTrak Point of Contact:

Joseph C. Conti
Phone: 732-533-7612
jconti@centrak.com

A job site visit is required for contractor to perform a thorough field survey of the existing site system. Any site conditions which may cause significant deviation from the design drawings shall be brought to the attention Veterans Affairs, as a Request for information, emailed to the Contracting Officer for clarification prior to submission of the contractor's bid.

Do not use any scaled measurements taken from the drawings as they are only for reference.

The work shall be performed in accordance with applicable latest code requirements on:

- International Building Code (IBC).
- NFPA 2012 101 Life Safety Code
- NFPA National Fire Codes with the exception of NFPA 5000 and NFPA 900.
- National Electrical Code 2014 (NEC).

- Architectural Barriers Act Accessibility Standards (ABAAS) including Veterans Affairs supplement, Barrier free design guide (PG-18-13).
- Veterans Affairs design and construction procedures PG-18-3.
- NFPA 13.
- NFPA 99 Health Care Facility.
- OSHA, In the event of a discrepancy between contract document(s) and Veterans Affairs Specifications, the most stringent shall govern.

CONSTRUCTION SECURITY REQUIREMENTS

Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. Before starting work the General Contractor shall give notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of Veterans Affairs premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

Guards:

1. The General Contractor shall provide unarmed guards at the project site if necessary to protect unattended contractor materials and equipment after construction hours.
2. The Contractor shall provide the guards and Veterans Affairs police with communication devices as directed.
3. The general Contractor shall install equipment for recording guard rounds to ensure systematic checking of the premises.

Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting Officers Representative for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the Veterans Affairs locksmith for permanent installation. See Section 08-71-00, DOOR HARDWARE and coordinate.

Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of “sensitive information”.
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
3. Certain documents, sketches, videos or photographs and drawings may be marked “Law Enforcement Sensitive” or “Sensitive Unclassified”. Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD’s and diskettes shall be shredded and destroyed in a manner acceptable to the Veterans Affairs.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of “sensitive information”.
7. All electronic information shall be stored in specified location following Veterans Affairs standards and procedures using an Engineering Document Management Software.
 - Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the Engineering Document Management Software system.
 - “Sensitive information” including drawings and other documents may be attached to e-mail provided all Veterans Affairs encryption procedures are followed.

Statement of work:

- The project will replace an existing Patient Wander Guard System with a new network PATIENT ELOPEMENT and WANDERING solution in Buildings 331 and 360 provided by CenTrak. The products from CenTrak and the installation of such products, including but not limited to; new controller packagers, sensors, keypads, electronic message displays, patients tags, signal cabling, power wiring and low voltage power supplies shall be integrated to the existing VA CenTrak Real-time location system network, rack mounted server and two forty-eight port switches. This integration will be provide by Intelligent InSites, which includes programming interconnected diagrams and training to furnish a fully functional patient guardian security system.

Drawings are based on:

G-001	VICINITY MAP, SITE LOCATION, DRAWING INDEX AND PROJECT DATA
TY-100	DESCRIPTION AND SCHEMATIC DIAGRAM PATIENT GUARDIAN SECURITY SYSTEM
TY-101	BUILDING 331 DEVICE LOCATIONS
TY-102	BUILDING 360 WINGS A-C DEVICE LOCATIONS
TY-103	BUILDING 360 WINGS D-E DEVICE LOCATIONS

TY-104	BUILDING 360 WINGS G-F DEVICE LOCATIONS
TY-105	BUILDING 360 WING H DEVICE LOCATIONS
E-101	BUILDING 331 ELECTRICAL FLOOR PLAN
E-102	BUILDING 360 WINGS A-C ELECTRICAL POWER PLAN
E-103	BUILDING 360 WINGS D-E ELECTRICAL POWER PLAN
E-104	BUILDING 360 WINGS G-F ELECTRICAL POWER PLAN
E-105	BUILDING 360 WING H ELECTRICAL POWER PLAN
E-106	BUILDING 360-ONE LINE DIAGRAM
E-107	PANEL SCHEDULES
E-108	BUILDING 331-ONE LINE DIAGRAM

- This includes installation of new controller packagers, control and signal cabling, electronic message displays, keypads, patient tags, power wiring & low voltage power supplies shall be integrated to the existing Veterans Affairs CenTrak Real Time Locating System Programming interconnected diagrams, sensors, signal cabling, and training to furnish a fully functional Patient Guardian Security System.
- A total of eleven (11) new monitors will be required. Five (5) monitors will be added to the existing computers and six (6) monitors are required for the new computers. One (1) Rack Mounted Server (If RTLS is not available) and two (2) forty-eight (48) port switches.
- Patient Guardian Security System main software is anticipated to be loaded on the existing RTLS network located in Bldg 334, main data center. In the event the RTLS network has not been approved, the contractor shall install a new rack mounted server with software. Location to be approved by VA and coordinate with VA OIT.
- The project consist of the replacement of the existing Patient Wander Guard System with a new network patient guardian security system in Buildings 331 and 360. This includes installation of new controller packagers, sensors, electronic message displays, control and signal cabling, power wiring and low voltage power supplies, programming interconnected diagrams and training to furnish a fully functional Patient Guardian Security System, 5 monitors will be added to the existing computers and 6 monitors are required for the new computers (2 each).
- GENERAL CONSTRUCTION: Replacement of existing Patient Wander Guard System with a new networked Patient Guardian System. Work includes general construction, alterations, necessary removal of existing system certain other items including patient detection, surveillance, and alarms.
- Networked Patient Guardian System installation including cabling, connections to IT closets, nurse stations and LED displays. IT closets location will assist by a Contracting Officer Representative
- Electrical Work: Work includes all labor, material, equipment and supervision to perform the required electrical construction work on this project including electrical power for the new Patient Guardian System, video cameras, and power supplies.

- Computer Monitors - Furnish 8 monitors stands and 11 new monitors for installation at nurse stations existing and new computer stations.
- Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work.
- Any damage to government property shall be repaired by the contractor back to its original condition at no cost to the government.
- General housekeeping practices shall be included during all phases of work, at the end of each work shift all areas shall be left clean and free of dust prior to departure.
- Provide safety precaution with orange cones and yellow tapes around working areas.
- Submit construction work schedule and submittal shop drawings for approval prior to start.
- Top priority at all times for contractor to maintain the cleanliness of the construction area.
- Work area shall be protected to prevent the migration of construction and paint residue outside of the construction site by providing: plastic sheet covers on all openings in the construction areas to include doors, windows, supply and return air ducts registers must be separate from the rest of facility.

General Information and Requirements:

- The contractor shall provide, equipment, personal protective equipment necessary, all tools to complete this project as deemed by Contracting Officer Representative, industry standards, this Scope Of Work all related specifications, applicable code requirements, and site policy.
- The contractor shall provide daily cleanup and securing of work site, including securing tools and equipment. Disposal of all waste and debris is at the contractor's own expense and contractor debris box.
- The contractor shall provide quality control of all work conducted and the individual appointed shall be competent and educated with experienced as California State Certified Journeyman Level in the field of work this scope encompasses.
- All work shall be coordinated with the **Contracting Officer Representative** assigned to this project and only commence once approved.
- The contractor shall restrict access only to the construction area and designated construction lay down areas. The contractor shall submit (prior to beginning of work) a request for staging/laydown area/yard to the Contracting Officer Representative for approval.

- Badges: Contractor will obtain required ID badges for all employees used on project at start of each workday; report to the Contracting Officer Representative or designated individual for escort to the station police service for sign in and badge issuance.
- Security: The contractor and their personnel shall be subject to the same Federal laws, regulations, standards, and Veterans Affairs policies as Veterans Affairs personnel regarding information and information system security, accessing Veterans Affairs facilities, and working on Veterans Affairs property.
- A normal working hours will be 08:00 am to 4:30 pm, Monday to Friday, not counting Government holidays. If request by Contracting Officer Representative (C.O.R.) due to impact patients schedules contractor shall be working after 4:30 pm and or weekends.
- Non-Normal working hours are any days/time outside normal working hours (Saturdays & Sundays, and any time outside 8:00AM-4:30PM Monday-Friday). If requested by Contracting Officer Representative contractor will work after 4:30 pm or on weekends.
- It is the intent of VAPAHCS that the work shall be completed within **30 calendar days** from the issuance of the Notice to Proceed. Any request to utility shutdown must be requested in writing at a minimum of **30 days prior** to the requested day of shutdown (first come, first serve).
- Utility shut down requests are dependent upon **Contracting Officer Representative** and Facilities review, VAPAHCS staffing availability, and written approval from the Contracting Officer Representative.

Codes and Standards: The Contractor shall follow all **current** applicable codes and standards to this type of work including but not limited to:

- Health Care System Memorandums,
- Lock-out-Tag-out.
- OSHA Guidelines.
- Rules of Station.
- NFPA, and etcetera. In the event that any code/standard is found to be contradictory; the authority having jurisdiction **Contracting Officer Representative** shall make the final determination and work shall proceed at no additional cost to the Government.
- The provision for construction and safety signs. Stated in the general requirements section 01-00-10 of the VA master construction.
- 2014 Veterans Affairs Information Technology VA specification.

Vendor/Product Information:

V.A. Nurses selected CenTrak which meet their requirements, out of all the vendors. The contractor is to contact CenTrak to purchase all required specified equipment, software etc. and for training.

- Vendor CenTrak (Patient Elopement and Wandering)

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- Vendor Intelligent InSites (CenTrak Real-time location system Integrator)

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