

Statement of Work

Patient Communication Boards

Department of Veterans Affairs

Southeast Louisiana Veterans Health Care System

2400 Canal Street, New Orleans, LA. 70119

Inpatient Building

November 30, 2017 revised December 18, 2017

1. INTRODUCTION

- 1.1. These specifications describe the requirement for procuring, set up, delivery, and installation of Patient Communication Boards for the Inpatient Building for the Southeast Louisiana Veterans Healthcare System (SLVHCS) Campus New Orleans, Louisiana.

2. SCOPE OF WORK

2.1. OVERVIEW

This project shall consist primarily of field verification, receiving, delivery, assembly, installation and inspection of all Patient Communication Boards.

2.2. SPECIFICATIONS:

2.2.1. LOCATIONS:

Locations of each Communication Board shown on

- Attachment 1- Site Plan
- Attachment 2- Floor Plan Locations

NOTE 1: All sizes and finishes must be field verified before the final order is placed.

NOTE 1: THE SIZES PROVIDED ON THE ATTACHMENTS ARE APPROXIMATE SIZES FOR BIDDING PURPOSE ONLY. Contractor shall label all items per room.

2.2.2. PRODUCTS/SALIENT CHARACTERISTICS: All products must meet all minimum salient characteristics defined in this section.

2.2.2.1. Patient Communication Board

Health Environment Art Services, or equal

2.2.2.1.1. Communication Boards

- **ALL VENDORS MUST PROVIDE A MOCK UP (+/- 8.5" wide x 11" Tall) FOR EVALUATION**
- **Construction:** Fully Changeable Tempered Glass Boards: Entire backing contains a channel in which a printed set of information or prompts for written information may be inserted. The graphic insert shall have A resolution of a minimum of 300 DPI (Dots Per Inch). The insert is printed paper mounted on 3/16-inch width foam-board mounting product. Product can be Horizontal or Vertical. The (+/-)20"x30" board will weigh +/- 12 lbs. Installation is with Z-Bar mounts and locking screws.
- **Glass:** Framed white Top & Bottom +/- 1/4" low iron glass, tempered with polished edges
- **Size:** 20" wide x 30" Tall (+/-)
- **Metal Backer:** 22-gauge stainless steel metal with a powder coated finish color white
- **Cleaning:** Recommend using Dry Erase markers on the glass surface. Kleenex, a soft cloth, an alcohol wipe or cleaning spray can be used to wipe down surface. If permanent marker gets used accidentally, antibacterial gel will take the ink.
- Non-porous surface is anti-microbial
- Erasable-easily wipes clean, never ghosts or stains
- Floating frameless security hanging system
- Does not accumulate marker dust
- Removable Marker Holder color white +/- 6-10" wide
- Custom graphic with no additional cost
- **Locations:**

Inpatient Building

- 2nd Floor: Patient Rooms 2B (24) & 2C (24)
- 3rd Floor Patient Rooms 3B (24) & 3C (24)
- 4th Floor: Patient Rooms 4B (24), Dialysis 4C (4)
- (4) Locations not noted on Attachment 2 Floor Plans

2.3. DELIVERY AND INSTALLATION

2.3.1. DELIVERY

2.3.1.1. Delivery, Set-up, and Installation shall be coordinated with a SLVHCS COR. CINDY LESCALE 504-507-7026 office phone.

2.3.1.2. Contractor shall review all items needed for this project with the SLVHCS COR to ensure all items requested on the project are included and final placement is correct prior to installation.

2.3.1.3. Installation shall be scheduled per building with COR.

2.3.1.4. Delivery and unloading shall be at the loading docks off Tulane Ave. between South Galvez and Rocheblave. Two Service Elevators shall be available for delivery of products. Elevators may be share with other contractors. Each elevator size shall have a 72" wide door opening X 97 ½" wide clear interior opening X 148" depth clear interior opening X 96" high clear opening. Path of travel from loading dock to installation is approximately eleven hundred feet.

2.3.2. INSTALLATION

2.3.2.1. Hundred and twenty (120) white marker boards are currently installed in each patient room. The existing installed marker boards are approximately sizes are 20" wide x 28" long. Anchored into sheetrock with four (4) 'L' brackets and four (4) plastic anchors. Remove existing mark boards before adding the new Patient Communication Boards. The sizes of the newest boards shall be 20" wide x 30" Tall. (+/-)

2.3.2.2. The contractor shall coordinate all deliveries, staging areas, installations, and parking arrangements with the COR.

2.3.2.3 The Contractor shall remove all related shipping debris and cleanup any construction associated with delivery and installation of the specified items. Contractor shall remove all packaging from the SLVHCS premises. The Contractor shall be responsible for any damage to the building that occurs due to Contractor error or neglect.

2.3.3. INSTALLATION SCHEDULE

2.3.3.1. The installation of specified products shall be completed per Section 3.

2.3.3.2 Contractor shall develop an installation schedule, which shall include installation and inspection of the specified item as well as a final walk through with the COR in coordination with the COR. The contractor shall provide the installation schedule and location plan within 10 business days of award for COR final approval.

2.4 SITE CONDITIONS

2.4.1. There shall be no eating or drinking inside the hospital at any time. There shall be no smoking anywhere on the entire VA campus at any time.

3. PERIOD OF PERFORMANCE AND WORKING HOURS

3.1. All work must be initiated and completed: January 29, 2018 -February 28 2018

3.2. All work shall be completed between 7:00 a.m. – 4:00 p.m. Monday – Friday. All federal holidays excluded.

4. INSPECTION AND ACCEPTANCE

4.1 The Contractor shall conduct a joint inspection with the COR upon delivery of patient communication boards.

5. DELIVERY/STORAGE REQUIREMENTS

5.1. No Delivery or Storage available on the premises.

6. PROTECTION OF PROPERTY

6.1 Contractor shall protect all items from damage. The Contractor shall take precaution against damage to the building(s), grounds and furnishings. The Contractor shall repair or replace any items related to building(s) or grounds damaged accidentally or on purpose due to actions by the Contractor.

6.2 The Contractor shall perform an inspection of the building(s) and grounds with the COR prior to commencing work. To ensure that the Contractor shall be able to repair or replace any items, components, building(s) or grounds damaged due to negligence and/or actions taken by the Contractor. The source of all repairs beyond simple surface cleaning is the facility construction contractor (or appropriate subcontractor), so that building warranty is maintained. Concurrence from the VA Facilities Management POC and COR is required before the Contractor may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade, and color to match adjacent existing work.

6. DELIVERABLES

6.1. Shall be completed Statement of Work SOW.

7. SECURITY REQUIREMENTS

7.1 SECURITY CLAUSE:

"A&A requirements do not apply--Security Accreditation Package is not required".

7.2 GENERAL

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

8. WARRANTY

8.1 The contractor shall provide a one year manufacturer's warranty on all parts and labor.

8.2 The warranty shall include all travel and shipping costs associated with any warranty repair

9. LIST OF ATTACHMENTS:

- Attachment 1 – Site Plan
- Attachment 2- Floor Plans Inpatient Building
- Attachment 3- Graphic PDF