

STATEMENT OF WORK (SOW)

1. Contract Title. 541-16-104 Enhance consolidate mental health phase II

2. Background.

Due to construction project 541-16-104 Renovation of the Mental Health PTSD suite. Mental Health services will be consolidating its practices into one space to help with the increase in patient mental health population. The consolidation of the two (2) clinical spaces that are currently spread throughout the medical center will help with the overall patient health and satisfaction of mental health appointments.

3. Scope.

Modular desk system with horizontal mount wall storage in specific desk sizes, heights, components, and finishes are required to outfit all psychiatric offices. All lateral filing, file/file filing, storage cabinets in specific sizes, heights, and finishes are also required for the suite. Combination storage wardrobes in the offices will help with keeping providers articles closed to the patient for staff safety. The attached PDF of specification layout to this document needs to be replicated in full. Field measurements will need to be done to confirm furniture will fit in allocated offices and areas. Current space is available for field measuring immediately after bid is awarded. Field measurements will need to be done within one week after the award is given to keep project timeline on schedule. Contact VA designer to set up time.

4. Specific Tasks.

Attached PDF to this document labeled "VAMC-Mental Health PTSD" will need to be followed to create the proper dimensions, physical layout, product type, finishes required to be awarded the contract in addition to what is written below. In the package an AutoCad drawing with the area is attached. Questions may be filtered through VA Contracting to the designer.

Tasks

Explains the product design intent and quantities for the project.

The accompanying Mental Health office and waiting rooms layout PDF gives visual explanation of the verbal tasks. Design intent needs to match identically as requested by the providers of the offices for their work session practices.

The following finishes are provided to depict the finishes and fabrics to achieve the desired design aesthetics. Any deviations from these requirements must meet or exceed the characteristics of the requested finishes and fabrics and must meet the intent of the design aesthetics.

The finishes are:

CF Stinson Tweed #61431 Celestial – no alternates will be accepted
Maharam lithe 466394 001 Orchid – no alternates will be accepted
CF Stinson Supersilliness Seahorse – no alternates will be accepted
DesignTex Gleam 3708-402 Brook – no alternates will be accepted
Momentum Nifty Relic 09166111 – no alternates will be accepted
Maharam Urban 466079-007 Marsh – no alternates will be accepted
MAHARAM; SPAN 466395-002 SPIRIT – no alternates will be accepted
MAHARAM; CHIME 465350-002 HONEY – no alternates will be accepted
Momentum Sublime II – Gold – no alternates will be accepted
HM Metallic Bronze paint or equal
HM Warm grey neutral or equal
HM Clear on Ash or equal
HM Dark Brown Walnut or equal
HM Moire Rattan or equal
NOF Pact Aloe or equal
NOF Satin Nickel Metallic or equal

Furniture requirements:

Offices:

Desks: horizontal mount laminate wall storage casegoods with locking doors, horizontal wall mount laminate open shelving casegood and wall mount tack boards. Task lights beneath the shelves in the offices. Surfaces must be freestanding on square post leg or U/H-shape metal legs (metallic Bronze) add all brackets and connection needed for proper structure. Pedestal files can be mobile or fixed where specified, veneer front on drawers with bar pull, metal construction. 5H vertical file cabinet with wardrobe, veneer front drawers, metal construction. Laminate on desks to be Clear on Ash or equal, veneer drawer fronts Clear on Ash or equal, Tackboard fabric to be HM Moire Rattan or equal. Submit samples for approval.

Dimensions Noted on the drawings attached to the package. There are a couple rooms that have a slight variance.

Furniture Group 1 (4AC213, 4AC221, 4AC223)

- L shape desk Qty 3
- 48" x 24" return with support Box/box/file pedestal with veneer drawer fronts
- 72 x 24 surface
- metal support leg (U style, H style or 3" square support legs will be accepted)
- 72" wide wall storage with doors.
 - o Doors must be locking and/or wood laminate
 - o Laminate/wood construction
 - o Horizontal mount
- 72" wide wall shelf
 - o Metal or laminate will be accepted
 - o Horizontal mount
 - o Must match the furniture collection
- 72" wide task light
 - o Under shelf mount
- 72" wide tack board wall mount
 - o Fabric HM Moire Rattan or equal
- Must include all surface brackets and components to make desk stand.
- Personal storage cabinet (qty 2) (Tag: 4AC221, 4AC213)
 - o 24 x 24 metal
 - o 5 drawer vertical file
 - o 9" coat wardrobe on side
 - Refer to drawings for right hand/left hand doors
- 42" lateral file with overfile Qty 1 (Tag: 4AC223)
 - o 5 drawer lateral
 - o 2 door over file
 - o Locking mechanisms

Furniture Group 2 (4AC219, 4AC220)

- U shape desk Qty 2
- 42" x 24" bridge
- 66 x 24 surface x 2
- metal support leg (U style, H style or 3" square support legs will be accepted)
- 66" wide wall storage with doors.
 - o Doors must be locking and/or wood laminate
 - o Laminate/wood construction
 - o Horizontal mount
- 66" wide wall shelf
 - o Metal or laminate will be accepted
 - o Horizontal mount
 - o Must match the furniture collection
- 66" wide task light
 - o Under shelf mount
- 66" wide tack board wall mount
 - o Fabric HM Moire Rattan or equal
- Must include all surface brackets and components to make desk stand.
- Box/box/ file mobile ped with veneer drawer fronts
- File/File mobile ped with veneer drawer fronts
- 30" lateral file Qty 2
 - o 5 drawer lateral
 - o Locking mechanism

Furniture Group 3 (4AC218, 4AC217)

- U shape desk Qty 2
- 48" x 24" bridge Qty 2
- 72 x 24 surface x 3
- 4AC218 54 x 24" surface to accommodate for column.
- metal support leg (U style, H style or 3" square support legs will be accepted)
- 72" wide wall storage with doors.
 - o Doors must be locking and/or wood laminate
 - o Laminate/wood construction
 - o Horizontal mount
- 72" wide wall shelf
 - o Metal or laminate will be accepted

- Horizontal mount
- Must match the furniture collection
- 72" wide task light
 - Under shelf mount
- 72" wide tack board wall mount
 - Fabric HM Moire Rattan or equal
- Must include all surface brackets and components to make desk stand.
- Box/box/ file mobile ped with veneer drawer fronts
- File/File mobile ped with veneer drawer fronts
- Personal storage cabinet (qty 2)
 - 24 x 24 metal
 - 5 drawer vertical file
 - 9" coat wardrobe on side
 - Refer to drawings for right hand/left hand doors

Furniture Group 4 (4AC216, 4AC215)

- U shape desk Qty 2
- 48" x 24" bridge Qty 1 (Tag: 4AC216)
- 42" x 24" bridge Qty 1 (Tag: 4AC215)
- 72 x 24 surface x 4
- metal support leg (U style, H style or 3" square support legs will be accepted)
- 48" wide wall storage with doors. (qty 2)
 - Doors must be locking and/or wood laminate
 - Laminate/wood construction
 - Horizontal mount
- 48" wide wall shelf (Qty 2)
 - Metal or laminate will be accepted
 - Horizontal mount
 - Must match the furniture collection
- 48" wide task light
 - Under shelf mount
- 48" wide tack board wall mount
 - Fabric HM Moire Rattan or equal
- 24" wide wall storage with doors. (qty 4)
 - Doors must be locking and/or wood laminate
 - Laminate/wood construction
 - Horizontal mount
- 24" wide wall shelf (Qty 4)
 - Metal or laminate will be accepted
 - Horizontal mount
 - Must match the furniture collection
- 24" wide task light (qty 4)
 - Under shelf mount
- 24" wide tack board wall mount (qty 4)
 - Fabric HM Moire Rattan or equal
- Must include all surface brackets and components to make desk stand, wall brackets for shelving/storage.
- Box/box/ file mobile ped with veneer drawer fronts (Qty2)
- File/File mobile ped with veneer drawer fronts (Qty 2)
- Personal storage cabinet (qty 1) Tag: 4AC215
 - 24 x 24 metal
 - 5 drawer vertical file
 - 9" coat wardrobe on side
 - Refer to drawings for right hand/left hand doors
- 30" 3 drawer lateral file (Qty 1)
 - veneer drawer fronts
 - Locking mechanism
 - Metal construction
- 30" wide 3 shelf bookcase (Qty 1) Tag 4AC216
 - Laminate/wood construction
 - Must match height of 3 drawer lateral.

Furniture Group 5 (4AC222)

- U shape desk Qty 1
- 42" x 24" bridge Qty 1
- 66 x 24 surface
- metal support leg (U style, H style or 3" square support legs will be accepted)

- 42" wide wall storage with doors. (qty 1)
 - o Doors must be locking and/or wood laminate
 - o Laminate/wood construction
 - o Horizontal mount
- 42" wide wall shelf (Qty 1)
 - o Metal or laminate will be accepted
 - o Horizontal mount
 - o Must match the furniture collection
- 42" wide task light
 - o Under shelf mount
- 42" wide tack board wall mount
 - o Fabric HM Moire Rattan or equal
- 24" wide wall storage with doors. (qty 2)
 - o Doors must be locking and/or wood laminate
 - o Laminate/wood construction
 - o Horizontal mount
- 24" wide wall shelf (Qty 2)
 - o Metal or laminate will be accepted
 - o Horizontal mount
 - o Must match the furniture collection
- 24" wide task light (qty 2)
 - o Under shelf mount
- 24" wide tack board wall mount (qty 2)
 - o Fabric HM Moire Rattan or equal
- Must include all surface brackets and components to make desk stand, wall brackets for shelving/storage.
- Box/box/ file fixed support ped with veneer drawer fronts (Qty 1)
- File/File fixed support ped with veneer drawer fronts (Qty 1)
- Personal storage cabinet (qty 1)
 - o 24 x 24 metal
 - o 5 drawer vertical file
 - o 9" coat wardrobe on side
 - Refer to drawings for right hand/left hand doors

**Notes on furniture: wall cabinet and shelves dimensions can be combined to create a single cabinet instead of multiples.

Example: 30" and 36" can have a 66" wall cabinet and shelf substituted. This goes for tackboards and lighting beneath them as well.

Example: (3) 24" overheads can be substituted for a 72" wall cabinet and shelf. This goes for the tackboard and light beneath as well.

This is preferred.

** Quote breakout: please break the quote out by room with all furniture and components listed with quantity and pricing.

Guest seating in the offices must have wood arm caps, metal legs, and fully upholstered and be a lounge chair for comfort. They are to be weighted for mental health safety to staff and patient. Chairs must weigh at least 70 lbs. clean out feature for easy cleaning and wall saver legs. Approximate sizing of lounge seating to be 27 ¼" W x 26 5/8"D x 33 5/8"H. seat height at least 18 ½"H no more than 19", Seat width to be at least 22" wide. multiple COM fabrics on the chair. (Qty 20)

Back: MAHARAM; SPAN 466395-002 SPIRIT Seat: MAHARAM; CHIME 465350-002 HONEY, arms: MAHARAM; SPAN 466395-002 SPIRIT

Side table in offices, 22" round upholsterd side table with maple top finish #82 molasses. Height 22" model # 6422-ET-OT or equal, upholstery: MAHARAM; LITHE 466394, 001 ORCHID (qty 8) upholstery: STINSON SUPERSILLYNESS SEAHORSE (qty 4)

Task chairs:

height adjustable mesh contoured back with adjustable lumbar. High Back frame to be ergonomically hourglass designed to move arms freely. Dual tension technology in the mesh. Upholstered minimally contoured seat with adjustable depth. Fully adjustable arms (height, depth, width, pivot 15 degrees inwards and outwards). Seat width 20 ½", seat height 17" to 21 ½", seat depth 17"-19", lumbar adjustability 6 ¼". Weight capacity 300 lbs. overall chair width 27"-32", overall chair height 43"-50.4", overall chair depth 23"-26". Fabric on seat CF Stinson Tweed #61431 Celestial, black finish base, multi-surface 65MM caster, intuitive synchro tilt mechanism, platinum mesh, optima platinum arm, air cell lumbar support. (qty 14) model: A2708-P-B18-C19-Y16-SS-AOPL/AOPR-AOPL/AOPR-H DENSITY-AL-G4 FABRIC or equal.

Ergonomic Monitor arms: dual monitor arms C- clamp mount, independently position your screens. Both arms supported by a dual hub. 360-degree rotation capabilities, independent angle and height adjustments, 14" height range, 20.5" depth range, supports monitors up to 34 lbs. will need one bolt through mount (tag reception desk) model # EF-02-Q-GT-P. (Qty 13, clamp) (Qty 1, bolt)

Group Rooms:

Guest chair: metal framed heavy duty guest chair. Four leg, wall saver frame design, stacking, additional seat foam, silver frame finish. Heavy duty 24/7 option should be weight rated for 350lbs. carpet glides. Must have matching 30" bariatric chair weight rated to 500 lbs. 10 year warranty.

Model # 5214.UP-HD-F1-G13-FS-AC4-AC-FABRIC-FG7, or equal Seat: MOMENTUM; NIFTY-RELIC 09166111, Back: DESIGNTEX; GLEAM 3708-402 BROOK (Qty 20)

Model # 5314-FS-AC4-G13GAC-FABRIC-FG7, or equal Seat: MOMENTUM; NIFTY-RELIC 09166111, Back: MAHARAM; URBAN 466079-007 MARSH (Qty 10)

Wall mounted marker board and tack board, slat wall with pockets, horizontal rail system, metallic silver/platinum. Fabric: Grade B, Pact Aloe. tack board 30"W x 48"H (qty 4) 42"W x 48"H (qty 1), 60"W x 48"H marker board (Qty 2), 36"W x 48"H slat wall rail (qty 1), 42"W x 48"H slat wall rail (qty 3)

Storage: Media storage Credenza 48"W x 24"D, high pressure laminate, softened PVC, mocha color, curved platinum metallic pull, Mocha laminate

Storage: Media storage Credenza 72"W x 24"D, high pressure laminate, softened PVC, mocha color, curved platinum metallic pull, Mocha laminate

Waiting Room:

High back lounge seating, multiple fabrics Width 27" single seat, 53 ½" two seat without arms, width with arms 35" 61 ½", height 53 ¼", seat height 18 ½", seat depth 20 ½", seat width 27, arm height 27 ½", weight 83 lbs. single seat, 149 two seat ganged together. Width and height can have a variance of no more than 2". Depth of unit, no more than 31".

Back: MAHARAM; LITHE 466394-001 ORCHID, Lumbar : MAHARAM; LITHE 466394-001 ORCHID, Seat: MOMENTUM; NIFTY-RELIC 09166111, arm: STINSON, GRADE J TWEED CELESTIAL, Leg: finish Mocha

Oval ottoman 24" x 48" 5" bar legs, secure bottom cover, complex combo upholstery. Model # AOV-7, AOV5B1, 4AB, SBC Grade U.

Fabric: MOMENTUM SUBLIME II color GOLD, CF STINSON SUPERSILLYNESS color SEAHORSE

Cubicle space:

68"H frame and tile panel option. Cubicles to have laminate tile on the exterior, fabric tile interior. Panel laminates are a combination of Clear on Ash (top tile) and Dark Walnut brown (bottom tile).

Frame, no base, architectural foot 68H x 24W Qty 2, 68H x 36W qty 6

Tile, full height tackable fabric 63H 24W qty 3

Tile, lower power/data/fabric 30H x 36W qty 4

Upper tile, tackable fabric 33H x 36W qty 4

Tile, full height, tackable fabric 63H x 36W qty 4

Tiles and frames to include top caps, architectural foot, connectors 90-degree, connection hardware, power entry 4-circuit, power harness, 15 amp receptacle 4-circuit duplex, surface cantilevers, ganging brackets to finish off all panel systems.

Lower tile, laminate with square edge and vertical grain 30H x 24W, dark walnut brown qty 1

Lower tile, laminate with square edge and vertical grain 30H x 36W., dark walnut brown Qty 4

Upper tile, laminate with square edge and vertical grain 33H x 24W, clear on ash, qty 1

Upper tile, laminate with square edge and vertical grain 33H x 36W, clear on ash, qty 4

Vertical tower w/ wardrobe, 59 7/8H, file/file/file/file/file, metallic bronze

Pedestal freestanding, std pull, box/box file, 15W x 22D metallic bronze, qty 2

Pedestal freestanding, std pull, file/file, 15W x 22D, metallic bronze, qty 2

Flip door unit, B style, painted 36"W, metallic bronze, Qty 4

Rectangular surface, square edge, laminate top, thermo edge 20D x 36W, clear on ash Qty 1

Rectangular surface, square edge, laminate top thermo edge 24D x 72W, clear on ash Qty 2

Refer to drawings attached to package.

Task: COM FABRIC FOR SEATING – OPEN MARKET/GRADED IN

Quantity 1 Package

Characteristics:

ALL REQUESTED FABRIC YARDAGES ARE BASED ON THE SEATING QUANTITIES LISTED ABOVE. FABRIC MUST BE INCLUDED IN THE ORDER OF THE FURNITURE. VA WILL NOT PURCHASE SEPERATLY. IF FABRIC IS PART OF AN ALLIANCE PROGRAM, PLEASE USE GRADED IN PRICE FOR SEATING.

Task: Technical Specifications of case good furniture, wall rail solution and seating

Characteristics that should meet or exceed:

A.1 ► WARRANTY

A.1.1 Product needs to offer a limited lifetime warranty that product is free from defects in materials and workmanship includes shipping, parts and labor for the repair or replacement of defective item.) estimated lifetime of product to be at least 10 years.

A.1.2 The following lifetime warranty exceptions are allowed:

A.1.2.1 Laminates and wood veneers have a minimum 10 year warranty.

A.1.2.2 Paint colorfastness has a 5 year warranty.

A.1.2.3 Seating parts and pieces must be field replaceable due to wear and tear

A.2 ► TESTING

A.2.1 Products must meet or exceed ANSI/BIFMA

A.2.1.1 Drawers are tested to 75,0000 cycles for opening/closing

A.2.1.2 Drawers are loaded at .026 lbs./cubic inch for proof loading and .017 lbs./cubic inch for functional loading tests. There can be no sudden and major changes in structural integrity. Refer to calculated weights below.

A.2.5 Laminated wood tops feature high-pressure laminate which meets or exceeds NEMA LD3-2005 High-Pressure Decorative Laminate standards.

B ENVIRONMENTAL FEATURES

B.2 ► MATERIALS CHEMISTRY

B.2.1 Products are to be constructed free of environmentally hazardous materials such as solvent-based adhesives, heavy metals (chrome, lead and mercury) and benzene.

B.2. • Constructed free of environmentally hazardous processes such as those that produce VOC's and deplete ozone

B.2.2.1 Paint is VOC-free powder coat type. Powder coat paint overspray is to be collected, reprocessed, and used on interior components.

B.2.2.2 Water-based stains and topcoats are available for specifying a wood finish. These help reduce VOC emissions.

B.2.3 PVC-free edge banding is standard on laminated wood tops to avoid potential long-term human and environmental impacts that have been associated with the manufacture and future disposal of PVC.

C PRODUCT DESIGN FEATURES

C.1 ► Minimally Strong 22 ga. (.030") steel unibody construction with welded 22 ga. steel rear horizontal braces and 18 ga. (.047") vertical steel upright braces (2 per side) to minimize racking and misalignment are required

C.1.4.1 Standard 20 ga. (.036") steel top with 1"H flanged edges, welded in the corners, with a 20 ga. steel reinforcing channel for support of top loads.

C.1.4.2 Flush security top assembly for use on 2-high (28"H) models is constructed of a 14 ga. (.047") steel top panel with all four edges hemmed, reinforced with 20 ga. (.036") steel channels spot-welded for stiffness and strength. This top is primarily used for under work surface application to provide added security.

C.1.4.3 High-Pressure Laminate (HPL)-covered 1-3/16" thick medium density particleboard top with PVC-free plastic edge banding.

C.1.4.4 Seating frame to consist of 7/8" x 1 1/4" 16-gauge elliptical tubular steel, crossmembers joined with MIG welds with wall saving feature. Interior Frame is constructed of plywood with tenon joints glued and stapled for maximum joint stability. Welded leg is screwed within the arm frame assembly. 1" high grade foam over plywood on back and at least 4 1/4" high grade polyurethane foam over plywood seat for lounge seating (at least 2" over plywood for guest seating).

C.1.4.5 Casegood chassis construction – all joints are securely fastened by screws, dowels, and fasteners to ensure maximum strength.

Task: Installation

Quantity 1 job

Characteristics:

Furniture will need to be delivered via box trucks with a lift gate. Furniture will not be able to be received any earlier than June 1, 2018, dependent upon space completion. Direct shipments to the Cleveland VA Medical center warehouse is not permitted. Product delivery will need to be delivered to the awarded party's own warehouse if delivered before June 1, 2018. Install teams need to adjust staffing accordingly, and it is preferred that the install team be employees of the awardee company or affiliate company. All installers need to be trained and certified in systems furniture and commercial furniture installation. The awardee will need to assemble a team that will work with and for the VA interior designer. This team will be a Lead team installer, dealership consultant, dealership interior designer and VA interior designer.

Any and all issues will run through this team and be brought to the VA interior designer's attention as they occur. VA interior designer will need to be kept informed with all steps of the project from order to installation. Open, daily communication in the form of face to face, email and phone calls are essential and required to be given to VA interior designer in a timely manner. Lead team installer will be responsible for being on the job site during the entire project all the installers on the job, assigning them to specific tasks, monitoring their work, fielding questions, watching that all codes and safety regulations are followed, and assuring the project stays on task and on time. He or she will be keeping a daily log that will be given to the dealership consultant of any outstanding issues or concerns that need monitoring and may become part of the final punch. He or she will be in communication with the awardee's warehouse, the dealership consultant, the dealership interior designer as well as VA interior designer to monitor activity and note discrepancies.

Awardee is fully responsible for uncrating and unpacking all furniture, and removing all waste products from site. It is not permitted to dispose of packaging materials on the job site. There is no designated dumpster being provided for discarding of packaging of products. Environmental practices and recycling sensitivity is encouraged. Blanket wrapping vs carton packaging is acceptable as long as it is proper precautions are taken to protect the furniture. If something is damaged or broken during shipment to job site, it shall be replaced free of charge to the VA, within a 2-4 week (depending on product) timeframe.

Deliverables:

5. Performance Monitoring

Dealership consultant will make no less than 1 site visit(s) to the jobsite during the installation. He or she will be responsible for communicating issues to the awardee manufacturer, troubleshooting, and tracking deliveries and ship dates. Overall coordination of the project will run through this person to the VA designer. All subsequent punch list items that occur post the completion of this project install will be followed up by this person with the VA designer Dealership interior designer will provide detail drawings for installation that will be given to the lead team installer. He or she will be responsible for keeping updated AutoCAD drawings for the project, documenting any changes that may occur in the field. He or she will work with VA designer and lead team installer to work out the design issues. If new product must be ordered, he or she will get involved with dealership consultant and VA interior designer. If an error with the design and specifications committed by the dealership, interior designer, or by the manufacturer, and this negatively impacts the ability of the VA to open clinic for business one day, it will be on the awardee's own cost to fund and provide suitable and safe alternative rental furniture until new order can be fulfilled. Awardee will be responsible for all costs associated in purchasing, setting up, and removing of rental furniture if there is a catastrophic issue deemed by VA facility designer. As mentioned previously, a log will be kept of any ongoing punch list items as they are discovered during installation. At final install, a walk through with VA interior designer, lead team installer, dealership consultant, and dealership interior designer will occur. Every room will be accessed for accuracy and for completeness. Any items outstanding will be denoted. This punch list will be typed and given to the VA interior designer within 3 business days post the punch list with a course of action showing how each item will be addressed and the timeframe in which it will be fixed.

6. Security Requirements

All installers must wear uniform with company logo. All installers must obtain contractor badges from Cleveland VA Police before the project is to install. The badges take at least one week to meet clearance criteria.

7. Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI).

N/A This is not applicable to the order

8. Other Pertinent Information or Special Considerations.

Consideration will be given to GSA contract bidders within a 500 mile geographic location from the jobsite in order to practice VA's green initiative purchasing program, Environmentally Preferable Purchasing (EPP), Executive Order 13514 and 13423. Executive Orders (E.O.) are edicts issued by the President. Executive Order 13514 and 13423 require federal agencies to purchase environmentally preferable products and services, and revokes previous Executive Orders related to environmentally preferable purchasing. Cleveland is located amongst the commercial furniture manufacturing hub. 500 mile radius is to reduce the amount of fuel consumed by trucking companies and the installing company for delivering the product this will help keep with LEED credits as well as responsible stewardship for fuel conservation.

Dealership who is awarded this contract, it is preferred that the dealerships have commercial healthcare and government project job experience.

A cover letter must be submitted explaining in detail the time they estimate the project to install, including assigned dealer contact information with project manager listed. Details included in the letter should also mention the following past government projects they have completed and name of the designer they worked with.

All bidders must be certified dealerships of the product they are submitting for bid.

All bidders must have certified commercial systems furniture installers, preferably employees of the dealership.

All Bidders must be a certified dealer of the contract holder. All bidders must be bonded and insured in order to be awarded the contract.

All bidders must submit not only their quote but full AutoCAD drawings (can be saved into PDF's for size) for showing finish material and product design. Failure to do so, will result in not being considered for bid.

Submitted product information is required in the package. This must include product specifications and technical data. Product quoted must be an itemized line item quote broken down by room. Condensed quote with general notes will not be considered.

It will be required for Awardee to have all employees carrying badge identification, proper vehicle parking and Logistics dock use, phone call identification to VA designer once on sight, proper uniform and dress, proper adherence to all OSHA regulations, careful storage and staging of materials in public and back of house areas, sensitivity of install to the type of end user, timely communication to VA designer when issues arise during install.

d. Packaging, Packing and Shipping Instructions.

All furniture must be delivered to an off site warehouse until project is ready for installation. VA dock will be available with prior scheduling with VA interior designer. Any boxes damaged in the shipping process upon arrival at the warehouse should have the product inspected to see if it is in acceptable condition. If damaged piece is beyond repair Dealership must be notified for immediate replacement of the damaged piece(s) so they are delivered on time for the project installation.

e. Inspection and Acceptance Criteria.

VA interior designer will be on jobsite monitoring installation crews during installation period. The awardee dealership representative to the furniture lines will also be required to make no less than 1 site visit(s) to assure that product is being delivered and installed correctly and that install crews are given proper drawings and support. A final walk through will be initiated with VA interior designer, lead install crew contact, and dealership representative to note all discrepancies in the install. This punch list will be typed and given to the VA interior designer within 3 business days after the installation with a course of action showing how each item will be addressed and the timeframe in which it will be fixed. Dealership will provide temporary furniture at their own cost if there is a catastrophic issue that cannot be resolved prior to patients being seen and staff moving in.

9. Risk Control

None

10. Place of Performance.

The location of work will be performed at the VA Medical Center located at 10701 East Blvd, Cleveland OH 44106. Project is located on the 1st floor of the medical center.

11. Period of Performance.

We will be able to receive furniture dependent on final punch list June 1, 2018 this date is estimated. Installation will be coordinated with VA interior designer prior to delivery to jobsite, and not to exceed two week period. Installation shall occur during standard business hours and not on weekends or evenings.

12. Delivery Schedule.

Delivery schedule is based on the punch list of newly constructed space; certificate of occupancy, estimated time should not take more than 2 weeks for dealership to install.