

1. After 90 days of storage, where will Category A & B items go? DRMO, another clinic, trash?  
The VA will be responsible for removing all items out of the Contractor's storage facility.
2. On page 5 #2 and page 6 #17, it states that the contractor will be allotted "up to 120 days" for the receiving and installation phase. However, on page 13 #6 it says it must be completed no later than 100 days after receiving and installation phase start. Please clarify.  
120 calendar days
3. The Commodity Move Coordinator and BMET are shown on the bid schedule document but not discussed in the PWS. Are these positions required and if so, are there any expectations regarding qualifications and availability?  
These positions are not considered "key personnel", and therefore not required. Commodity Move Coordinator and Biomedical Technician are not a requirement for this scope of work (SOW); usage of these positions are optional.
4. Please confirm there is no requirement for additional insurance other than General Public Liability, Workman's Compensation, and Employer's Liability. On page 43 of the solicitation document, under C.9 Supplemental Insurance Requirements identifies this information.
5. What material and type is the existing flooring in the lobby area?  
Porcelain Tile
6. Will medical equipment items that are to be stored require a documented BMET inspection and operational check prior to storage? Who will be responsible for the BMET check when it is removed from storage?  
See number three (3) above. The Biomedical Technician (BMET) is not a requirement for this SOW. VA BioMed will take responsibility for this role.
7. Where in the bid schedule should ODC's (travel, hotel, per diem, etc.) be shown?  
Cost Accounting Standards (CAS) are not included in this solicitation. Travel costs are not currently known.
8. Amendment 4 (Q&A) Response to Question 19 states that the ***"Delivery schedule is still dependent on contract awards and lead times. Delivery schedule shall be provided by VA."*** This statement contradicts the PWS (pg. 4 #8) which states that ***"The Contractor shall coordinate with the VA to determine the receiving and installation sequencing."*** Given this conflicting information, please respond to the following questions:
  - a. Is the delivery schedule already established or can IO Contractor assist with sequencing to ensure all product can be installed upon arrival? Procurement is ongoing and being completed by the VA Contracting Activity. There are a number of contract awards still pending. The VA and Contractor will need to work together to coordinate receiving and installation schedules, as awards are made, and delivery dates are confirmed. The use of a four (4) week look ahead schedule will be a critical element of this project.
  - b. In regards to delivery, are shipments of product planned to arrive by phase or all at once? Will the VA produce a delivery schedule of furniture to allow for manpower allocation? See response above, delivery schedule will be dependent on procurement actions and pending contract awards. Milestone dates will be established as soon as vendor confirmation on delivery dates are received. A four (4) week look ahead schedule will be a critical element for this effort.
  - c. Who will be responsible for managing what sequence the delivery of products to site occurs in, how much arrives at once, arrival times, and in what order? For example, is this predetermined or will we have some input to assist with sequencing to avoid situations where product cannot be installed or delivered because all components of a system aren't available? i.e. worksurfaces cannot be installed until panels arrive. Phones cannot be placed until worksurfaces are in...etc. The VA Contracting Officer (CO) and Contracting Officer Representative (COR) are ultimately responsible for procuring

and establishing delivery schedules and the coordination. There is a master schedule which takes into account predecessor and successor activities and dependencies. This includes coordination with OIT and BioMed. Weekly meetings to review the four (4) week look ahead schedule is a requirement of this project. Contractor input into sequencing and coordination is expected. Scheduling to maximize efficiency of manpower resources will be a consideration.

- d. Is there warehousing available from the VA if product arrives out of sequence? All storage and staging will be on site at the San Jose CBOC. We have created areas to hold product until it is appropriate for the sequencing of the schedule for placement and installation.
  - e. Is it an option for the Activation contractor to obtain a list of product that will be arriving, and manage deliveries to ensure highest efficiencies are achieved? Some delivery scheduling will be beyond our control, and subject to procurement and contract award. Every effort has been made to submit procurement packages to contracting in an order that takes proper sequencing into account. Efficiencies will be a consideration in the development of the four (4) week look ahead schedule.
  - f. Who will be responsible for coordinating 3rd party installations? The VA COR / VA Activation Project Manager.
9. Attachment 00003006 shows the equipment list for the San Jose CBOC. The installation responsibility (AS, CC, VA) is shown for the majority of the equipment but there are many lines where the Installation column is blank. For the purposes of providing a firm fixed price, should the Activation Contractor assume that they will have no responsibility for items where the installation responsibility is left blank on the San Jose Outpatient Equipment List (attachment 000030006)”.  
Items on the equipment list (Attachment 00003006) with the column for installation responsibility left blank, have no known assembly or installation (attachment) requirements. For the purposes of providing a firm fixed price, the Activation Services Contractor shall have responsibility for receiving, unboxing, moving, and final placement of items in this category.
10. Paragraph 5.a.2 of the PWS (Appendix 0003001) says, “The Contractor shall use the proposed technical and management approach as the basis for the PMP unless otherwise directed by the COR”. This means that the 12 pages of the proposal allocated for the PMP will be based on the information already provided in the 8 pages of the proposal allocated for the technical and management approach so the two sections will essentially repeat the same information. Is this the intent? The PMP required at the time quotes are due is a “draft” and a proposed outline on how you intend to complete the services as identified in the SOW. The final PMP that will be complete is due after contract award and after the project kickoff.
11. Paragraph 9.3.1.3 Evaluation Factor #3 of Appendix 0003013 says the PMP will be submitted with the proposal and limits the PMP to 12 pages. That same section also says the PMP should include the following; Phase-based integrated master schedule (IMS), Communication Management Plan, Quality Management Plan, Risk Management Plan, Inventory Management Plan, Receiving and Installation Plan, Staffing Management Plan, and Deactivation Plan. A comprehensive PMP for this project with each of the identified plans will be much longer than 12 pages. Each identified plan will be 2 or more pages. Would it be possible for the requirement to be changed to allow 20 pages for the Technical and Management approach with the technical and management approach addressing the Phase-based integrated master schedule (IMS), Communication Management, Quality Management, Risk Management, Inventory Management, Receiving and Installation, Lessons Learned, Deactivation, Organization chart, and Staff Management but without including the PMP? As an alternative suggestion, would it be possible to exclude the PMP from the proposal page count limits and reduce the proposal length by 12 pages? No. The PMP required at the time quotes are due is a “draft” and a proposed outline on how you intend to complete the services as identified in the SOW. The final PMP that will be complete is due after contract award and after the project kickoff.
12. Paragraph 5.a.4 and paragraph 8.b.1 of the PWS (Appendix 0003001) say, The Contractor shall provide an initial draft of the PMP at the kick-off meeting.
- a. Paragraph 5.a.2 of the PWS (Appendix 0003001) says, “The Contractor shall use the proposed technical and management approach as the basis for the PMP unless otherwise directed by the COR”.
  - b. Paragraph 9.3.1.3 Evaluation Factor #3 of Appendix 0003013 says the PMP will be submitted with the proposal and limits the PMP to 12 pages

- c. Is the expectation that an abbreviated, sample PMP be provided with the proposal or that an initial draft PMP based on the proposal's technical and management approach be submitted at the project kick-off meeting? **See number 11 above.**
13. Paragraph 5.d.13 of the PWS (Appendix 0003001) says, "The VA will visually tag all FF&E and IT items in one of three category designations at the existing clinic. The Contractor will coordinate Category C items to be disposed in trash/recyclable bins on-site at the existing clinic. The trash/recyclable bins will be provided by the Contractor. The Contractor will be responsible to coordinate with the City of San Jose for disposal pickup. The Contractor will coordinate to segregate and store Category A and B items in the warehouse storage facility in the following groupings:" Category C includes items to be disposed of at the existing clinic. What do Category A and B consist of? **Category A: either furniture or equipment to be repurposed within the VA. Category B: either furniture or equipment to be excessed to other Governmental Agencies and/or through public auction.**
14. Paragraph 5.d.13 of the PWS (Appendix 0003001) says, "At the completion of the Receiving and Installation Phase, VAPAHCS requires the deactivation of the existing San Jose clinic as part of this contract. Deactivation shall consist of removing all FF&E and IT items from the existing clinic, transportation to and storage at an offsite warehouse facility." Can you describe the process whereby the equipment will be removed from the warehouse?
- d. Will Activation contractor warehouse personnel load the equipment on VAPAHCS trucks for transportation to another site? **Once FF&E items from the deactivation effort are stored in the Activation Contractor's warehouse, it shall be the responsibility of the VA to remove, relocate, dispose of these items.**
- e. Will the Activation contractor be required to transport the stored items from the warehouse to another site? If so where? **No**
- f. Will all items of a similar type ( i.e. Furniture Category A or Equipment Category B) be removed from the warehouse at the same time? Or will items be removed from the warehouse in smaller groups than that? **Items will most likely be removed in smaller lots of similar product, dependent on the final disposition of the items.**
15. For equipment to be decommissioned, are there any requirements for the Activation Contractor to disconnect equipment from utilities such as plumbing or electrical that will require a certified professional? **No**
16. For systems furniture/equipment to be decommissioned, do any of the pieces include internal cabling/wiring? **Not to the best of our knowledge**
17. Does the existing San Jose CBOC have a loading dock or designated location for loading during the relocation/decommissioning process? **The existing San Jose CBOC does NOT have a loading dock. There is a receiving area with a roll up door, at grade. Trucks with lift gates, or use of fork lifts, will be most appropriate for this location. Trucks may be loaded from the most appropriate location on site, determined by proximity of items in the building, and the nearest access point.**
18. Regarding delivery of items directly to Hospital:
- a. Does the new Clinic have loading docks - How many? **Yes. There is one elevated loading dock / truck bay. There is an additional truck loading bay at grade. Receiving area is accessed via roll up door.**
- b. Will a forklift be needed in the unloading of trucks? **No**
- c. What is the duration of delivery / receiving - (How many days?) **Delivery schedule is dependent on procurement efforts and contract awards.**
- d. Asset checking and labeling will need to be performed by VA personnel - how will this work? **VA Logistics has a dedicated staff member who will provide asset tagging and inventory services on site, as needed, in coordination with VA Activation Project Manager and Activation Services Contractor.**
- e. Will there be dumpsters provided by client for disposal of packing material? **Yes. There are currently two 40 yard dumpsters provided by the Lessor. Per City of San Jose, co-mingling is allowed in the dumpsters. No product separation shall be required, including wood pallets. Removal schedule can be modified to meet project needs.**

- f. Is there available Wi-Fi provided by client on site? **WiFi is not currently available. VA staff utilizes hotspots via cell phones. Cell signals are strong at this location.**
- g. What is the procedure for dealing with damaged items that are delivered? **A damage report shall be produced, when required. The VA Activation Project Manager has ultimate authority for acceptance or refusal of a delivery that has suspected damage. Deliveries to the site are included in the VA contract award.**
- h. For the product directly delivered to site, who is liable? **VA is responsible for product delivered under VA contract. Once the product has been accepted on site, it becomes the responsibility of the Activation Services Contractor. Any damage discovered upon uncrating / unboxing product, shall be reported to the VA Activation Project Manager / VA COR as soon as it is discovered.**

19. Regarding 'existing' items at 'Old Clinic'

- a. Is the list named: "Existing SJ Clinic - Medical Equipment & IT list" a CAT-R (Reuse) list? If not, what are the existing FF&E items that need to be removed? **"CAT-R (reuse) list" is an unknown term. The existing FF&E items that need to be removed are either being moved to the new facility and/or being determined by the three categories identified in number 13.**
- b. Old Clinic Close Out - who provides disposal dumpsters? If recycling required/needed who will provide recycling dumpsters? **Only limited furniture items will be disposed of on site. All equipment shall be processed through VA. Activation Services Contractor shall provide dumpsters for use on site at the existing San Jose clinic.**
- c. After the "A & B" Items are stored for 90 (or 180) days, where do they go? Who will move them there? **Final disposition of items shall be determined by the VA. The VA shall be responsible for removal of items from the Activation Services warehouse at the end of the storage period.**
- d. Who is to value and insure the A & B items being stored at the warehouse we provide? **On page 43 of the solicitation document, under C.9 Supplemental Insurance Requirements identifies this information. What is the location of the 'Old Clinic'? VA San Jose Community Based Outpatient Clinic (CBOC), 80 Great Oaks Blvd., San Jose, CA 95119**

20. Noted that although computer monitors are to be mounted on monitor arms - monitor arms are not in equipment list. Please clarify who is providing them? **Computer monitor arms shall be installed by others.**

21. Cisco phones are to be attached to workstation panels - please confirm they will be provided with the phones or that VA will provide them if they are not. **Attachment brackets for phones shall be provided by VA.**

22. Will we have access to the new CBOC building on a 24-7 basis for equipment moves and installations? **Typical work hours shall be 07:00 to 16:30. Extended hours shall be considered on an as needed basis.**

23. PWS, 4. GENERAL CONTRACTOR REQUIREMENTS, The Contractor shall provide ten (10) Apple 9.7-inch 256GB iPad Pro hand-held computing tablets with keyboard and folio case. PlanGrid installed and an unlimited LTE data plan for the VA's use for one year starting fourteen (14) calendar days after the project kick-off meeting. **Correct**

24. Will the 10 Apple computers become the permanent property of the VA or will the contractor take possession of them after the contract period? **Tablets shall become the property of the VA.**

25. Per PWS, 5. DESCRIPTION OF SERVICES, g. Receiving and Installation Plan, all items will be received at the site located at the CBOC: The Contractor will be responsible for the receiving, inspection, acceptance and installation of FF&E and IT items at the new San Jose CBOC. The Contractor shall move FF&E and IT items to identified holding and/or secured storage areas, and to each item's destination in the CBOC as identified by the Section 13 documents and as instructed by the COR.

- a. What arrangements have been made to secure space at the CBOC for receiving, inspection, acceptance, assembly, staging, and installation activities? **Areas have been provided for secure storage with lock cores having limited access by VA Staff. The building has a monitored perimeter intrusion alarm system and video surveillance system for overall building security.**
- b. Can room 1013 be used for receiving? **Room # 1013 is the primary receiving area, with roll up door and loading dock. The room is not large enough for extended storage use.**
- c. Can room 1037 be used for an alternate or for all BMET items? Can any of the open seating areas be used for staging? **Room # 1037 and Room # 1017 are secure (lockable) storage areas, used primarily**

for OIT assets. Room # 1085 (Physical Therapy) shall be used as a primary staging / storage / asset tagging area. Other areas may be identified for storage / staging needs, as appropriate, and as allowed by sequencing of installation in that area.

26. During Deactivation, does cleanup of old facility include repairs and/or patching after removal of wall installed equipment/furniture? **No**
27. Will the MFD devices from the old facility be moved and re-installed by the vendor? **The term "MFD" is unknown.**
28. Will the Network switches be moved by the contractor or VA personnel? **VA personnel**
29. Does the government have a transition plan developed to move from the old facility to the new facility? If a transition plan has been developed, can the plan be provided to offerors to better understand the movement sequence? **The basic plan is to continue patient care at the existing facility as long as possible, and begin patient care at the new facility with a minimum of down time (less than one week). Minimal equipment and/or furniture will be relocated to help facilitate this plan.**
30. When is the last day the staff will be in the old facility? **Date TBD. Dependent on procurement, contract awards, and completion of activation efforts.**
31. Will the contractor be allowed to schedule inventories and tagging of the equipment in the old facility well in advance of starting deactivation process? **Access to the existing facility is a possibility.**
32. On page 6 of 14 "b. Receiving and Installation Phase. 26. The Contractor shall consider VA's need to package, transport, deliver and install 20 equipment items from the existing clinic to the new San Jose CBOC. Consider each equipment item to be equivalent to a microwave oven for size.
  - a. Are these the only reuse items to be moved from the old facility to the new facility? **Yes. This is included as a contingency. The plan is to relocate a minimum number of items from the old facility.**
33. What level of detail has been put into Attainia? Has make, model and accessories been incorporated into Attainia? **Yes. Including cut sheets, where available.**
34. Has the VA contracting included the manufacturer seismic mounting requirements in all their equipment procurements or will the contractor need to research and purchase seismic mounting kits for all new equipment? **Seismic anchoring kits shall be provided with the equipment, by the VA. Actual anchors are the responsibility of the Activation Services Contractor.**
35. In reference to the storage of the deactivated equipment from the old clinic in the warehouse for 90 days with an option for 90 additional days. There is no reference to what the VA wants to do with the deactivated equipment within the warehouse at the end of the final storage timeframe. Does the VA plan on working separately with the warehouse company to have all the deactivated equipment moved from the warehouse to a final location or will the VA want to request the contractor provide a follow-on quote for a modification on final movement from the warehouse at the time of final closeout of the warehouse? **VA shall be responsible for final disposition / relocation of stored items at the end of the storage period.**
36. What is the date of the lease expiration of the existing VA clinic? **December 4, 2018**
37. Does the Dock at the new facility have dock levelers? If not, does the VA have dock plates? **There is a dock leveler at the loading dock. Dock plates can be provided by VA, if needed.**
38. As part of the relocation of the 100 VA-packed boxes and 20 pieces of equipment from the existing clinic, will this be done in phases or in one day? Who determines this schedule? **The boxes will contain staff members personal files and items, and will be moved in one day. Equipment items may require move at various times. Schedule shall be determined by VA Activation Project Manager, in coordination with VA Operations staff. This will be included in the four (4) week look ahead schedule.**
39. The Receiving and Installation Phase is up to 120 calendar days. Can the Contractor work weekends if desired, or after hours? Or is all work to be completed Monday- Friday during normal business hours? **The intent is to work Monday – Friday. Extended hours are negotiable, and shall be considered based on the needs of the schedule.**

40. In order to ensure that our warehouse meets the 35 mile radius as specified in 5(d)(6), page 9 – what is actual address of the VAPAHCS Campus in Palo Alto? [Veterans Affairs Palo Alto Health Care System | 3801 Miranda Avenue | Palo Alto, CA 94304](#)