

## SPECIFICATIONS AND STATEMENT OF WORK

### 1.0 PURPOSE.

This statement of work describes the requirements for the procurement, delivery, set up and installation of furniture and furnishings, for Veteran Health Indiana (VHI) - Shelbyville VA Clinic, 30 W. Rampart St, Suite 160, Shelbyville, IN 46176.

### 2.0 BACKGROUND.

SCOPE Service is requesting additional furnishings for a new clinic in Shelbyville, IN. With the addition of this clinic to our space inventory to increase patient access and improve patient care and experience within VHI, new furnishings are required to fit the space requirements, aesthetics and functions. Existing furnishings from previous orders are barely enough to open the primary care and Mental Health clinics, and even some of those items are borrowed from Engineering's inventory and needs to be returned. We will need more furniture to accomplish the facility's continuing effort to provide a safe, therapeutic, and aesthetically pleasing environment for our Veterans.

### 3.0 SCOPE OF WORK.

This project shall consist primarily of procurement, delivery, assembly and installation of all furniture and furnishings outlined in this document. The Awarded Vendor shall include the removal of all related shipping debris and construction cleanup associated with the installation of the furniture and furnishings for the VHI – Shelbyville VA Clinic.

#### 3.1 The Contractor shall provide the following products and related services.

##### 3.1.1 Manufacturing and delivery of products.

**3.1.1.1** The Contractor shall be responsible for any damage to the furniture that occurs due to manufacturer/freight/dealership error or neglect. The Contractor will be responsible for the coordination for delivery, receiving and installation to the VHI.

**3.1.1.2** The Contractor shall submit an estimated schedule of delivery and installation. This schedule must coordinate with construction phases as shown on enclosed illustration sheets for each furniture item.

Projected need date is July 1, 2018 or as soon as possible thereafter during July.

##### 3.1.2 Standard installation: All work is to be completed during normal business hours.

#### 3.2 Preliminary furniture requirements are defined in the documents listed below.

**3.2.1** Attachments A: Drawings. The drawings show all furniture related products for this Unit and their planned location for installation. These drawings are provided for information only and should not be used in developing quotes for this delivery order. Quotes should be prepared using the Vendor as the definition of the detailed requirements for each item.

**3.2.2** Attachment B: Furniture Needs List. Please use this document for quantities and

room numbers where furniture will need to be installed.

- 3.3** This is a Brand-name or Equal procurement. All products shall be brand name or equal to the products listed in this document. Products shall comply with the salient characteristics listed in the Furniture Illustration. If a product listed in the Furniture Illustration Sheets has been discontinued or is no longer available, the Contractor shall provide a currently available product that is equal in terms of essential salient characteristics to the product in the Furniture Illustration Sheets.

#### **4.0** PRODUCT.

##### GENERAL SUMMARY:

This project consists of the procurement, delivery, set up and installation of:

- Knoll Generation Task Chair – Qty:24
- Stance Accent Chair w/arms, Wood Back, Vinyl Uph Seat – Qty: 8
- Stance Accent Side Chair w/Arms, Bariatric, Wood Back, Uph Seat – Qty: 17
- Safco Nail Head Coat Hooks, 3 Hooks Rack: Qty: 24
- HON Occasional Laminate End Tables: Qty: 4
- HON Endorse Single Seat Lounge Chair: Qty: 4
- The Great American Picture Company Artwork – 3’ x 4’ framed pieces: Qty – 7
- Metro Shelves – chrome mobile shelving: Qty – 2
- Knoll under counter pedestal file cabinet BBF: Qty – 4
- Doctor Stool – Qty: 12
- Chicago Lighthouse Designer Series Clock – Qty: 28

#### **4.1** SPECIFICATIONS AND REQUIREMENTS. All furniture must meet the following salient characteristics as specified below.

- 4.1.1** Colors and Fabrics. The vinyls/finishes cited below should be provided unless they are unavailable, either due to discontinuation, or because the lead time for manufacturing the vinyl would delay product delivery in accordance with the schedule. In that case, alternate vinyls shall be of the same or higher grade than the vinyls cited below. Alternate vinyls shall be of similar color, material, pattern, scale, and texture as the vinyls specified below. All vinyl and finish color selections shall be approved by the VHI SCOPE Interior Designer.
- 4.1.2** All products shall be designed with durability to meet the demands of the healthcare environment, including abrasion resistance (100,000 double rubs or higher) and anti-microbial finish to support the reduction of fungal growth, spores from germs, microbes and bacteria, and provide tight cushion or clean out space to assist with the cleaning of products, and prevention of buildup of debris and germs. All furniture items must be ANSI/BIFMA compliant.
- 4.1.3** All finishes shall be engineered for heavy use and frequent cleaning using hospital-grade cleaning substances.
- 4.1.4** Seating Vinyls: All seating vinyls shall comply with the following minimum standards:

**4.1.4.1** Bleach Cleanable

**4.1.4.2** Anti-Microbial

**4.1.4.3** ASTM D4167 Wyzenbeck Method, minimum 100,000 double rubs

**4.1.4.4** Colorfastness to Light, AATCC 16 option 1 or 3, Grade 4 minimum at 40 hours

**4.1.5** All products within each room or space shall have compatible finishes and colors to provide an aesthetically pleasing solution.

**4.1.6** Dimensions. All dimensions defined in the SOW and on the drawings, are nominal dimensions. The actual dimensions of each product or component may vary slightly from the nominal dimensions listed, as long as the products provide the same functionality as products of the exact dimensions, and as long as the products fit within each room or space. Vendor is responsible for all field measurements to confirm furniture complies within the space and make any adjustments necessary.

**4.1.7** Warranty. All products shall be designed for healthcare application and covered with manufacturer's standard warranty, including parts and labor. All items shall be repaired/replaced on-site at VHI Shelbyville. Product may be out of service for up to 6 hours on-site or with approval by the VA Interior Designer or representative. The Contractor shall provide written documentation showing that their products meet warranties in accordance with the equivalent or better standard. Specific warranty requirements shall be as listed below.

**4.1.7.1** Garment Hooks, Limited Lifetime

**4.1.7.2** Metal Storage, Lifetime (including parts & labor)

Colorfastness: 5-Year

High Pressure Laminate & Wood: 12-Year

**4.1.7.3** Metal Frame Guest Side Chairs, Lifetime

Foam, Textile Offering, Glides, Arms Caps: 12-Year

**4.1.7.4** Lounge Chairs, Limited Lifetime

**4.1.7.5** Waiting Guest Chairs, Limited Lifetime

**4.1.7.6** End Tables, Limited Lifetime

**4.1.7.7** HPL Laminate Tables, Lifetime Structural Finishes: 2-Year

**4.1.7.8** Clocks, quality and functionality for a 3-year limited warranty.

**4.1.7.9** Seating, Task Chair 300 Lbs, 15-year Parts,  
5-year cushion/upholstery

- 4.1.8** All products shall meet indoor air quality and low emitting VOC requirements in accordance with the GREENGUARD Indoor Air Quality Certification program, or equivalent or better environmental standard. The Contractor shall provide written documentation showing that their products are GREENGUARD certified or are certified in accordance with the equivalent or better standard.

Knoll Generation Task Chair with carpet casters – Qty: 17

- Standard task chair cylinder
- Frame: Dark
- Black Flexible Back Web: Espresso
- Textile Seat: Atlas Vinyl, Color: Brown
- Ultra Seat Foam Pan
- Hard Casters (for use on carpet)
- Plastic Base

Knoll Generation Task Chair with hard floor casters – Qty: 7

- Standard task chair cylinder
- Frame: Dark
- Black Flexible Back Web: Espresso
- Textile Seat: Atlas Vinyl, Color: Brown
- Ultra Seat Foam Pan
- Soft Casters (for use on resilient flooring)
- Plastic Base
- Height adjustable arms
- Seat to have tilt and slide out options

Stance Accent Side Chair w/arms, Wood Back, Vinyl Uph Seat – Qty: 8

- 14-gauge steel frame powder-coated: textured nickel
- BIFMA Seating Durability test to 500 lb.
- Seat width: 18.5", overall chair width: 23.5"
- Chair back contoured for enhanced comfort
- Waterfall seat front design does not inhibit blood circulation
- CAL TB 133 Compliance
- Moisture barrier
- Wall-Saver frame design
- Wood back finish: Chocolate w/ oval cut out
- Wall saver Legs
- Upholstered seat: Grade 4 Maharam, Pattern: Stature Color: Stealth
- Clear non-marring glides
- Moisture Barrier

Stance Accent Bariatric Side Chair w/arms, Wood Back, Vinyl Uph Seat – Qty: 17

- 14-gauge steel frame powder-coated: textured nickel
- BIFMA Seating Durability test to 500 lb.
- Seat width: 22", overall seat width: 27"
- Chair back contoured for enhanced comfort
- Waterfall seat front design does not inhibit blood circulation
- CAL TB 133 Compliance
- Moisture barrier

- Wall-Saver frame design
- Maple wood back finish: Chocolate w/ oval cut out
- Wall saver Legs
- Upholstered seat: Grade 4 Maharam, Pattern: Stature Color: Stealth
- Clear non-marring glides
- Moisture Barrier

Safco Nail Head Coat Hooks, 3 Hooks Rack, model 4201 (12/per Carton) or Equal – Qty: 24 (2 cartons)

- 18" w x 2-3/4" d x 2" h
- Finish: Satin Aluminum Hooks w/Matching Back Plate
- Wall Mount – Hardware Included
- Greenguard Certified
- Three Oversized Circular Hooks

HON Occasional Laminate End Tables – Qty: 4

- Tack-In Non-Marring Glides
- Field Replaceable Components
- 20"D x 24"W x 20"H
- Wood Finish: Mocha
- Scratch, spill and stain resistant laminate
- 1-1/8" thick solid core made from durable high-performance particleboard
- Flat edge profile

HON Endorse Single Seat Lounge Chair, or Equal – Qty: 12

- Closed Arm Lounge Chair
- Inner frame molded from high-strength engineering polymer
- Cast aluminum round legs
- Powder coat finish: textured satin chrome
- Grade 1 Vinyl upholstery: Contourett, color: Coffee Bean
- Overall Dimensions: 33.5"D x 30.5"W x 26.5"H

Great American Picture Company Artwork – Qty: 7

- Pieces to be approximately 3' x 4' in size
- Frame: 1.5" Midnight Black - Deep
- Mat 1: Topsail White
- Mat 2: Black
- 3" space on all sides of mats between image and frame
- Glazing: Acrylic, shatter-resistant non-glare cover
- Security Hardware required
- Images to be selected after award to approved vendor

Metro Shelves storage racking – Qty: 2

- Adjustable chrome shelving on casters
- 36"W x 18"D x 80" H
- 4 shelves and one slanted shelf on top
- Bottom shelf to be solid, rest of them can be wire



Knoll Undercounter BBF File Cabinet – Qty: 4

- Floorstanding pedestal w/back
- Series 2 Steel Front
- 23-1'4" D x 28" H
- Powder coated Paint: Soft Grey (textured)
- Keyed separately

Doctor Stools – Qty: 12

- Medical Exam stool with swivel back
- Pneumatic height adjustable
- Black vinyl seat upholstery
- Chrome base with 5-star, caster base



Chicago Lighthouse Wall Clock, 12" diameter Designer or Equal – Qty: 28

- Designer Series
- Non-yellowing white dial face features bold, easy-to read Arabic numerals
- Black hour and minute hands and red second hand
- 12" Dia
- Color: Silver
- Movement: quartz
- Clocks made by individuals whom are legally blind

All lockable units to provide VA Interior Designer with (5) sets of master keys and core removal keys to manufacturer's series.

High-Pressure Laminates to meet or exceed NEMA LD3-2005 High-Pressure Decorative Laminate standards PVC-Free edge-banding standard. HPL covered 1-1/8" thick medium density particleboard top with PVC-Free plastic edge banding.

Steel Furniture constructed free of environmentally hazardous materials such as PVC, CFC, Solvent-Based

Adhesives, Heavy Metals (Chrome, Lead, Mercury) and Benzene. Free of processes that produce VOC's and deplete the ozone. Paint is VOC-free powder coat type. Powder coat paint overspray is to be collected, reprocessed and used on interior components. All counterweight packages to be included in units recommended by manufacturer for stability. No units to be ganged or anchored.

Office furniture to be certified by a third-party, such as MBDC Cradle-to-Cradle Certification to show environmentally-intelligent product design.

All Furniture to meet or exceed ANSI/BIFMA tests. Any alternative options must include warranty, ANSI/BIFMA and applicable Fire Rating documentation in writing at time of proposal submission to be considered.

Pulls to meet 2010 ADA Standards for Accessible Design (section 309.4) for easy grasping with one hand and do not require tight grasping, tight pinching or twisting of the wrist to operate.

## **5.0 DELIVERY/INSTALLATION.**

### **5.1 Project installation**

**5.1.1** The Contractor shall submit an installation schedule for approval.

**5.1.2** The Contractor shall coordinate with facility on staging needs and parking prior to installation dates. There is no dock access so all items will need to be lowered from the truck bed to the ground on a liftgate. The clinic is on the ground floor of the building so no elevator access required.

**5.1.3** Protect adjacent existing and newly placed construction, equipment and finishes as much as possible during installation to limit damage. The Contractor shall be responsible for any damage to the building that occurs due to contractor error or neglect.

**5.1.4** The Contractor is responsible for the clean-up of each work area and for proper disposal of all packing/crating materials and will have no access to cardboard recycling, metal recycling and garbage dumpsters.

**5.1.5** The Contractor shall furnish all supplies, equipment, facilities and services required to perform the service under this contract.

**5.1.6** Any painting and patching, if required due to contractor damage during installation, will be performed by VHI Painters at the Contractor's expense.

**5.1.7** The VHI SCOPE Interior Designer or a designee will accomplish furniture installations requiring a final inspection. The contractor will correct deficiencies at no additional cost to the government.

### **5.2 Delivery.**

**5.2.1** The Vendor shall provide up to 45 days free storage if needed.

**5.2.2** Deliver materials to job in manufacturer's original sealed containers with brand name marked thereon. Protect materials from damage.

- 5.2.3** Package to prevent damage or deterioration during shipment, handling, storage and installation. Maintain protective covering in place and in good repair until removal is necessary.
- 5.2.4** Store products in dry condition inside enclosed facilities.
- 5.2.5** The vendor is responsible for receiving and storing furniture until the VA is ready for furniture installation.
- 5.2.6** Padding, packing and/or crating, dollies, hand trucks and any other type of equipment commonly used for moving services activities as required for the safe transportation of the property and any other specialty equipment or tools shall be provided by the contractor.
- 5.2.7** To be eligible to perform under this contract, each crew member shall meet the following
  - 5.2.7.1** The ability to meet and deal with the general public
  - 5.2.7.2** The ability to read, understand and apply printed rules, detailed orders, instructions and furniture drawing layouts
  - 5.2.7.3** Familiarity with a variety of commercial furniture product disassembly and assembly, parts and components
  - 5.2.7.4** Expected to be physically able to perform the functions required in the performance of their assigned duties
  - 5.2.7.5** Maintain a neat, clean appearance and be in proper uniform at all times
  - 5.2.7.6** Maintain professional behavior, respect healthcare environment and patient care, using proper language and subject matter at all times
  - 5.2.7.7** Comply with all VHI security, safety and infection control policies

**5.3** Period of Performance. Contract shall be completed by July 31, 2018.

**5.4** Place of Performance.

Veteran Health Indiana  
Shelbyville Clinic  
30 W. Rampart Street  
Suite 160  
Shelbyville, IN 46176

**5.5** Operational Hours. Facility will be available for deliveries and installation between the hours of 0800 and 1700 M-F, excluding Federal Holidays.

**5.6** CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES. The Contractor shall furnish all supplies, equipment, facilities and services required to perform the service under this contract. The Contractor shall perform all work in accordance with this Performance Work Statement.

**5.7** SECURITY REQUIREMENTS.



**5.7.1** The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and Government personnel work products that are obtained or generated in the performance of this contract. This includes dissemination of protocols and papers not generally available through the public literature. No photographs are allowed on VANIHCS sites.

**5.7.2** In addition to the changes otherwise authorized by the changes clause of this contract, should the security condition change at any facility, the Government may require changes in contractor security requirements.

**5.8** NON-PERSONAL SERVICE STATEMENT. Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and perform the inspection and acceptance of the completed work.

**5.9** The Contractor is responsible for ensuring that its firm and staff maintain any generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.

**5.10** The on-site working supervisor is responsible for management and oversight of all crew members; escort of additional, non-badged crew members; and ensures that property is boxed, crated, tagged/identified, loaded, and protected in a manner suitable for the type and complexity of the move. Supervisor to have a minimum of 5 years' experience installing major brand (grade A) systems furniture.

**5.11** Contract Officer Representative (COR). The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions, assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. The COR is not authorized to change any of the terms and conditions of the resulting order.

## 6.0 SUBMISSION OF QUESTIONS.

All questions submitted for this solicitation must be electronically sent to [Terry.VanAllen@va.gov](mailto:Terry.VanAllen@va.gov) who will obtain answers from the technical reviewer. The VA will respond to questions in writing within 48 hours. Model numbers and descriptions of products that do not coincide should be questioned and approved before quoting

product.

## **7.0 SUBMISSION OF QUOTATION.**

Quote Submission: The contractors shall submit complete emailed electronic copy in portable document PDF format (.pdf) or Microsoft Excel (.xls) format, and requirements below:

Volume 1: (technical)

- a.** drawings, (floorplans, isometrics, shop drawings, typicals, etc.) of proposed furniture items with dimensions per bill of materials with product subtotal
- b.** complete manufacturer's product specifications
- c.** quantity of man hours for labor/installation
- d.** product literature
- e.** finish samples (2/each actual memo samples to mailed to VA SCOPE Interior Designer for approval at Richard L. Roudebush VAMC, 1481 W. 10<sup>th</sup> Street, Room D-5009, Indianapolis, IN 46202)
- f.** sustainability certification documents
- g.** complete testing results/certificates
- h.** warranty documents
- i.** self-certifying statement confirming ability to meet project deadlines.

Volume 2: (pricing)

- a.** price quote with separate line for labor/installation

Submissions can be sent in multiple emails to avoid computer system email size limitation. Quotes submitted by any other method will not be considered. All proprietary information shall be clearly marked. The use of hyperlinks in quotes is prohibited. Late quotes will not be accepted for evaluation. The contractor is responsible for confirming the Government's receipt of the contractor's quote.

## **8.0 INFORMATION EVALUATION AND FORMATTING**

As needed for communication and review of technically acceptable requirements, please include the following formatting and information:

- a.** A separate, typed document that matches the Solicitation document exactly per each line item. Products or services that include multiple parts shall be listed within each line item. No additional line items will be added.
- b.** PDFs of detailed and dimensioned: Plan, 2-D and 3-D drawings of each product with multiple parts list to represent exactly what is being included in task order and to determine accuracy.
- c.** Cut sheets with product detail for each line item.
- d.** Labor/Services appropriate to the scope of work. (no pricing included)
- e.** Project staffing plan appropriate to scope of work
- f.** Sustainability Certification
- g.** Warranty Documentation

Quotes shall be submitted to Terry Van Allen, Contracting Specialist, at [terry.vanallen@va.gov](mailto:terry.vanallen@va.gov) no-later-than Friday, June 22, 2018 at 11:59 pm Eastern Time.