

Statement of Work (SOW)

Orlando VA Medical Center (Lake Baldwin Out Patience Clinic (OPC)), Agreement for Acquisition Delivery and Installation of new furniture. Which includes Guest Chairs, Bariatric Chairs, Workstations, and Tables. Ergonomic Monitor Arms, under mount Keyboard Trays and under mount CPU holders.

Lake Baldwin OPC, 5201 Raymond Street, Orlando, FL 32803

- Phlebotomy (Blood Lab)
- Eligibility & Enrollment
- Boardroom
- Lawson Room

Definitions:

a) **Contracting Officer (CO)** – VA official with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

b) **Contracting Officer's Representative (COR)** – VA official responsible for providing contract oversight and technical guidance to the Contracting Officer. Responsibilities include certification of invoices, placing orders for service, providing technical guidance, overseeing technical aspects of the contract. All administrative functions remain with the Contracting Officer.

c) **Contractor** – The term "Contractor" as used herein refers to both the prime Contractor and his/her employees, and any sub-contractor and their employees. The Contractor shall be responsible: his/her subcontractors comply with the provisions of this contract.

d) **Fixed-price contract-** is a type of contract where the payment amount does not depend on resources used or time expended.

1. **Objective:** This requirement is to procure new office furniture for the Lake Baldwin Out Patience Clinic (OPC) Phlebotomy (Blood Lab, Eligibility & Enrollment, Boardroom and Lawson Room Departments renovations.
2. **Background:** The Lake Baldwin OPC requests acquisition of delivery and installation of new furniture for the above department renovations. Which includes Guest Chairs, Bariatric Chairs, Workstations, and Tables.

I. General Requirements: The contractor shall furnish all labor, material, tools, equipment, supervision, and insurance required to deliver and install workstations, CPU holders, tables, Guest and Bariatric Chairs:

****NOTE**:** This is a phased project with a Delayed ship request. DO NOT PROCESS THIS ORDER UNTIL ORDER IS OFFICIALLY RELEASED BY VA INTERIOR DESIGNER. ORDERS SHIPPED BEFORE VA INTERIOR DESIGNER'S SCHEDULED DATE, WILL BE REFUSED. THERE IS NO STORAGE ROOM ON SITE. Locations of all installations will be determined by the Interior Design staff. Work shall include but not limited to:

1. The Selected Contractor will be required to provide protection for all floors (including tile and stone areas) carpeted areas, walls, doors, and protruding corners where movement is focused. Cleaning of floors furniture may be required during delivering, installing process.
2. Upholstered items must be protected from dust & environmental elements while being delivered, installed and stored.
3. The Selected Contractor must remove all debris after installation and movement of furniture as well as dispose of contractor provided packing boxes within (5) days of move completion.

II. Building Office Hours:

Government Regular Working Hours:

- Normal business hours are Monday through Friday from 8:00 AM to 4:30 PM. Performance schedule to be arranged by delegated COR.

Federal Holidays:

- In accordance with 5 U.S.C. 6103, Executive Order 11582 and Public Law 94-97 the following national holidays are observed and for the purpose of this contract is defined as "Legal Federal, official holidays" as follows:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Or any other day specifically declared by the President of the United States to be a national holiday. When one of the above designated Legal holidays falls on a Sunday, the following Monday will be observed as a Legal holiday. When a Legal holiday falls on a Saturday, the proceeding Friday is observed as a holiday by US Government agencies.

Government Needs:

Renovation of waiting must include:

- The seating must be 48" x 24" (min) ergonomic stations.
- The brand of the equipment is Spruce, Alpine, Joya, Link, Xsede (Or Equal).
- Manufacturer name – Wieland, Kimball (Or Equal).
- The contractor must provide all labor, materials, equipment, transportation, and supervision necessary to satisfy the needs of each ordering activity.
- Quote must include removal of all packing material and debris from Orlando VA Medical Center (OVAMC) at 5201 Raymond Street, Orlando, FL 32803.
- Vendor must work with the warehouse to Deliver and Install material for the Orlando VA Medical Center (OVAMC).