

## Attachment 2

### Statement of Work

U.S. Department of Veterans Affairs  
4150 Clement St., San Francisco, CA 94121  
Project: SFVAMC Privacy Curtains for Exam Rooms  
Transaction Number: 662-18-3-094-0073

VA Point of Contact (POC)/Interior Designer: Susan Ives

#### 1. **Overview**

The SFVAHCS's interior design program strives to provide a healing environment that promotes safety, a clean design aesthetic, and environmental stewardship. Our furniture and furnishings must be easily maintained and durable. We expect products to retain their functionality and physical attributes throughout their expected lifecycle and warranty.

#### 2. **Objective**

To provide 100 privacy curtains and carriers (tracks) in our exam rooms located in building 200 and 203. These buildings are located on our Main Building Complex. Specifications and privacy curtain standard can be found in Section 10.

These curtains will be installed in clinical areas where patients are receiving treatment. All fabrics and surfaces must meet the highest infection control standards and be easy to maintain. The tracks and curtains must be easy to use and maintain.

Receipt, delivery, and installation will be conducted before 7 a.m. or after 5 p.m. on weekdays or weekends. Installation may need to be phased.

#### 3. **Definitions**

- a. CO - Contracting Officer
- b. COR - Contracting Officer Representative
- c. Main Building Complex – Buildings 2, 7, 200, and 203. Address is 4150 Clement Street.
- d. POC – Point of Contact
- e. PM - Project Manager. Explanation below
- f. SFVAHCS – San Francisco Veterans Affairs Health Care System

#### 4. **Communication**

- a. All requests for services will come directly from the COR or Alternate COR. Work performed at the direction of anyone other than the COR or Alternate COR is at the vendor's own risk and not subject to payment.
- b. The COR will notify the vendor of any shipping damage within 14 calendar days.
- c. All repairs or replacements must be addressed within 30 calendar days of notification.
- d. The vendor shall be accessible through e-mail and/or phone during from 8 a.m. – 4:30 p.m. PAC on weekdays.
- e. All contact shall include COR. Any requests for PO modifications must include both COR and CO. No changes to the contract shall be made without the written consent of the CO.

**5. Bid Package Requirements**

- a. Bid Document must be a separate, typed document from the VA Solicitation 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. Bid package shall include cut sheet with product detail for all line items.
- c. Bid Package shall list Labor/Services on separate line item(s) than the product line items. Labor/Service line item(s) shall specify acknowledgement of "the Statement of Work (SOW) Document" provided in this Solicitation.

**6. Design Contract Tasks/Requirements**

- a. Upon award, the vendor must assign a PM who will represent the vendor and not the installation company.
- b. The vendor shall provide 30 calendar days storage prior to install initiation. 30 days begins after all product is received by vendor.
- c. Install one complete unit for approval prior to ordering of remaining curtains and tracks. Approved mock-ups to remain in place.

**7. Project Manager (PM) Requirements**

- a. The PM shall be responsible for all communication with VA COR as pertaining to Requests for Information (RFIs), updates, design changes, notifications and installation scheduling in writing by email in addition to any phone conferences or in-person meetings.

- b. The PM shall reach out to the COR to schedule a time for a site survey to verify ceiling and other site conditions prior to ordering product. All sample materials for awarded product must be sent within 7 working days of COR's request.
- c. The PM shall obtain COR final approval per order by signature prior to placing into manufacturing.
- d. PM shall perform on-site assessment of product and replacement of damaged product due to freight delivery. PM shall visit the site and report daily progress to the COR.

**8. Protection of Property**

- a. The vendor/installer shall take precaution against damage to the buildings, grounds and furnishings.
- b. The vendor/installer shall repair or replace any items damaged due to actions by the vendor or subcontractor, utilizing materials of the same quality, size, grade and color, to match existing work.
- c. The PM shall perform an inspection of the buildings and grounds with the POC prior to commencing work to assess site conditions.
- d. The PM shall be responsible for security of the area(s) in while work is in progress.
- e. The vendor/installer shall provide floor protection while working in all VA facilities.

**9. Installation**

- a. The PM shall contact the COR at least 30 working days prior to their proposed installation date.
- b. Installation to occur during non-business hours. Installation must NOT occur between 8 a.m. and 4 p.m. on weekdays unless approved by the COR.
- c. The PM must notify the COR immediately if there is a delay.
- d. The PM may not deliver any items directly to the Main Medical Building premises without, 2 business days-notice, or store any items on site ahead of installation date. Any such deliveries shall be refused at the expense of the vendor. Business days do not include federal holidays.

- e. The PM must ensure the driver of the delivery vehicle has copies of the delivery order and shall not attempt to deliver any items before the scheduled delivery date.

## **10. Salient Characteristics**

### **A. General**

- a. Curtains and carriers to be designed for use in a medical environment with mesh upper section and fabric panel lower section. Privacy curtains to be constructed to allow a floor clearance of 12" from the finished floor to the bottom of the curtain fabric panel unless otherwise specified.
- b. Curtain fabric panels must work on a hookless track to facilitate safety. Curtains must be able to be removed without a ladder. Snaps or fasteners must be plastic and fasten firmly. The curtains must be able to withstand at least 200 washes.
- c. Curtain fabric panels will overlap each other if needed by approximately 4". Attic stock of privacy curtains to be 10% of total order for laundering and change out.
- d. Curtain fabric must be splash, stain and flame resistant. Curtain material must have inherent antimicrobial properties which are certified by third party testing. Xstatic silver antimicrobial fiber or equal.
- e. Carriers and tracks must be compatible with existing system or equal. Existing system is On the Right Track (OTRT) provided by Standard Textile. Curtains must be able to be removed from track without a ladder.
- f. Track to be installed on ceiling grid. All conflicts to be brought to the attention of the COR during or shortly after site visit.

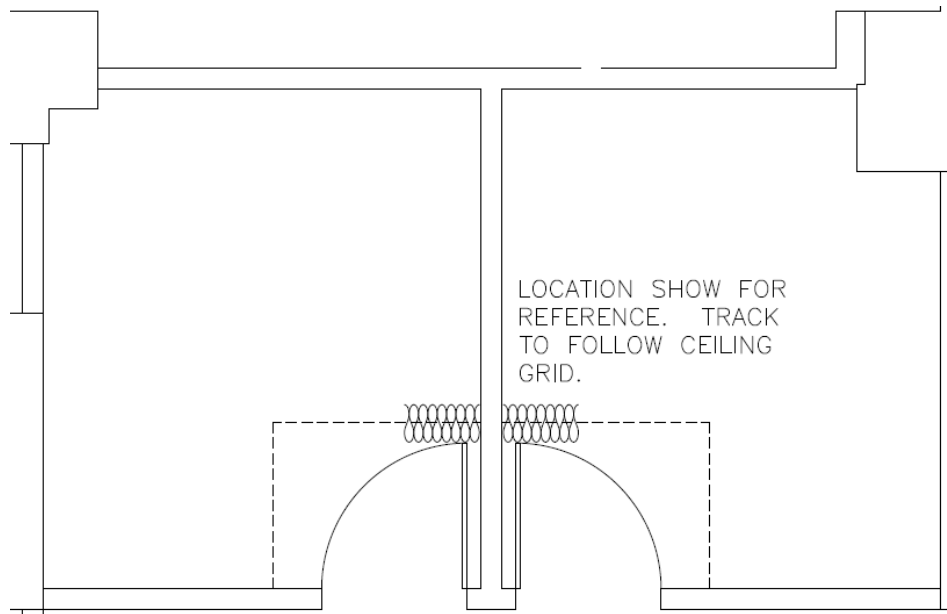
### **B. Warranty and Code Requirements**

- a. Lifetime Limited Warranty (up to 25 years), including 100% replacement.
- b. Testing of fabric abrasion, stain resistance and durability must be documented and available upon request.
- c. Curtains shall pass NFPA 701 – Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

### C. Specifications

<u>ITEM</u>	<u>QTY</u>	<u>Description</u>	<u>Preferred Manufacturers</u>
1	100	Track and Carriers <ul style="list-style-type: none"> <li>• Hookless attachment to curtain</li> <li>• Smooth, quiet operation</li> <li>• Easily removal and replacement of curtains without a ladder</li> <li>• Powder coated white finish</li> </ul>	Standard Textile  OR EQUAL
2	100	Custom Made Cubicle Curtains for Exam rooms <ul style="list-style-type: none"> <li>• 2 panels per track</li> <li>• 72" W x 72" L</li> <li>• Vertical Plastic Snap</li> <li>• Standard tie backs at all wall</li> <li>• 12" mesh</li> <li>• Tie backs</li> </ul>	ARC COM XStatic Structure-X, AC-33297X Spring #8 OR EQUAL
3	1	Mock-Up – One complete unit for approval prior to installation of remaining cubicle curtains and tracks.	
4		Installation	

### D. Existing facility standard



End of Statement of Work