

Statement of Work

U.S. Department of Veterans Affairs
4150 Clement St., San Francisco, CA 94121
Project: SFVAMC Roller-Shades
Transaction Number: 662-18-3-094-0072

VA Point of Contact (POC)/COR: 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 236 roller shades in buildings 200, 203, and 211. These buildings are located on our Medical Center campus. See salient characteristics in Section 10 for specification and floorplans.

3. Definitions

- a. CO - Contracting Officer
- b. COR - Contracting Officer Representative
- c. POC – Point of Contact
- d. PM - Project Manager. Explanation below
- e. 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 PM of any shipping damage within 14 calendar days.
- c. All repairs or replacements must be addressed within 30 calendar days of notification.
- d. The PM 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 and warranty information.
- 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. There may be a PM for the installation company but all references to PM in this document is for the vendor's PM unless noted otherwise.
- b. The vendor shall provide 30 calendar days storage prior to install initiation. 30 days begins after all product is received by vendor.

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 window sizes prior to ordering product. All sample materials for awarded product must be sent within 7 calendar 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.

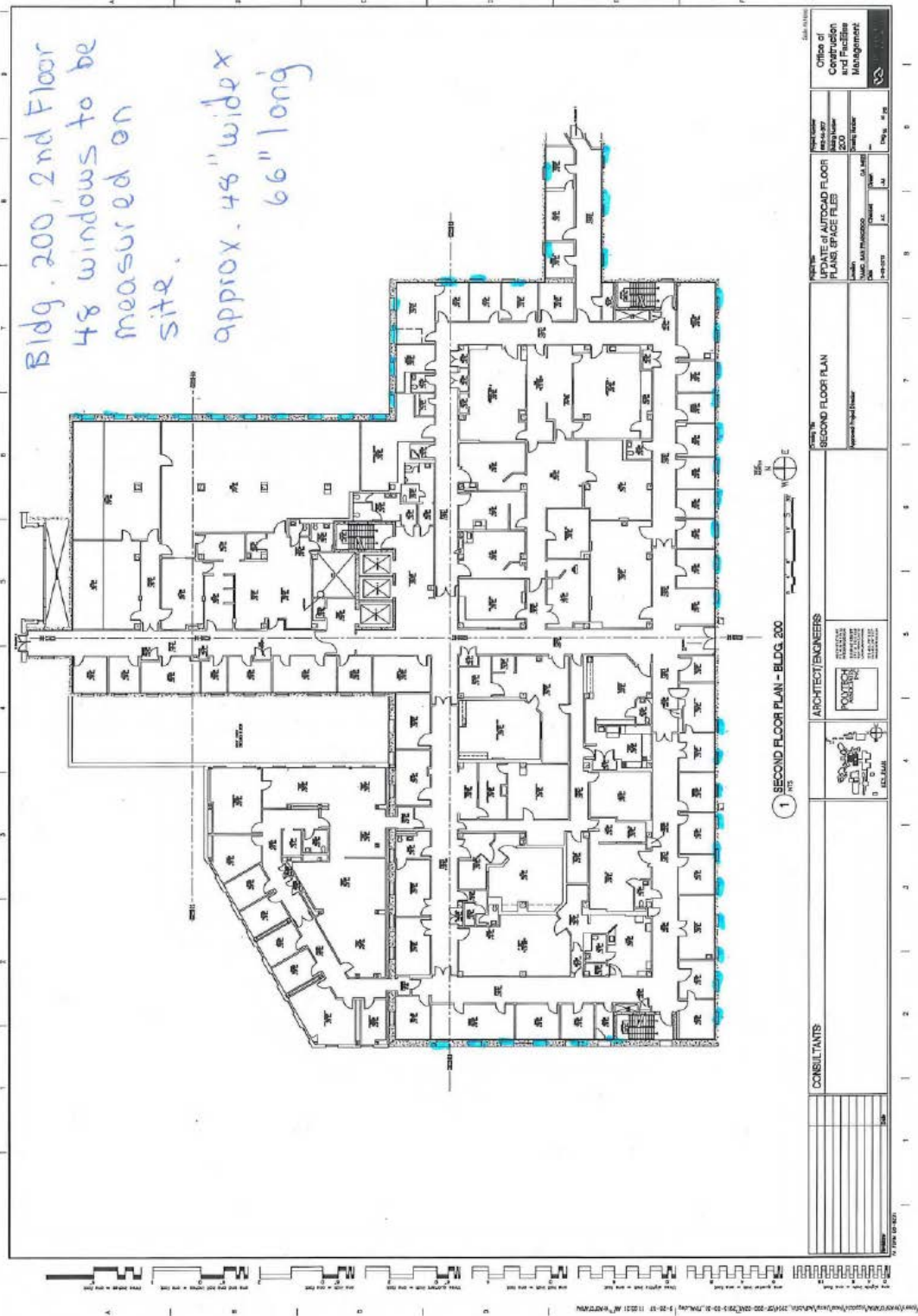
8. Protection of Property

- 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 SFVAHCS premises without, two 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.

Building 203, Ground Floor



Building 203, Third Floor

Bldg 203, 1st Floor



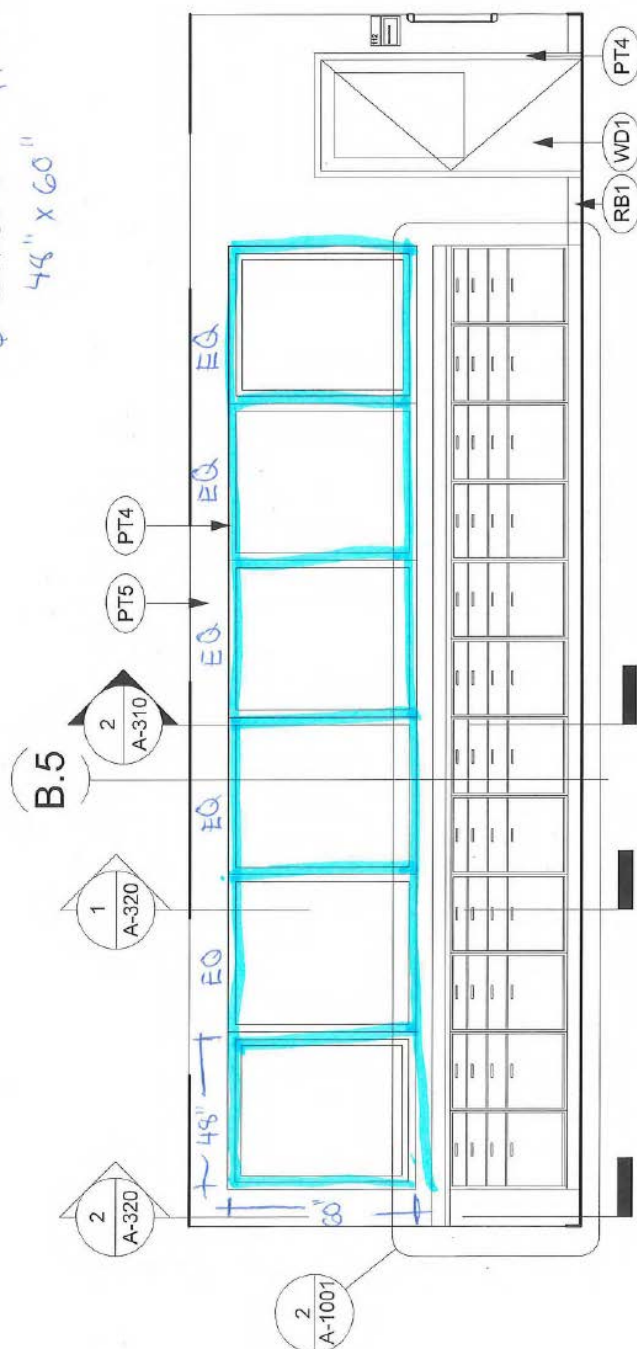
Bldg. 203, 3rd Floor
 approximate window sizes & counts

48" x 64" - 36
 72" x 64" - 14
 84" x 64" - 9
 120" x 64" - 2
 36" x 64" - 1
 144" x 64" - 1



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|--------------------------------------|--|--|--|---|--|---------------------|--|
| CONSULTANTS | | ARCHITECTS/ENGINEERS | | PROJECT INFORMATION | | DATE | |
| | | PROJECT NO. 203-03 PROJECT NAME PROJECT LOCATION | | PROJECT NO. 203-03 PROJECT NAME PROJECT LOCATION | | DATE PAGE 2 OF 2 | |
| THIRD FLOOR PLAN THIRD FLOOR PLAN | | | | OFFICE OF Construction and Facilities Management | | | |

Bldg 211 Ground
 Sizes provided are
 approximate.
 Windows to be
 measured on site
 prior to ordering
 6 windows approx.
 48" x 60"



End of Statement of Work