

## **STATEMENT OF WORK**

VA Northern California Health Care System  
150 Muir Road, Martinez, CA 94553

### **1. OVERVIEW**

VA Northern California Healthcare System, (VANCHCS) ongoing projects on the **Martinez Campus** emphasizes principles and strategies for safety, serenity, mobility and ergonomic features for both patients and staff in health care settings.

### **2. OBJECTIVE**

To purchase new **Furniture** for the new **Neurocog TBI Research Building** on the Martinez Campus that will meet the high-quality threshold while integrating excellent environmental stewardship.

### **CONTRACT TASKS/REQUIREMENTS**

- 3.1 Supplier shall be familiar with VA campuses and various VA Outpatient Clinics, regulations, loading dock locations and hours of operations.
- 3.2 Supplier must provide Proof of Insurance.
- 3.3 Supplier receiving/storage facility must meet all building requirements including but not limited to sprinkler, secure, safe, environmental controls – not to void furniture warranties. Supplier must notify VA of specific location of any or all stored furniture.
- 3.4 Supplier shall have trained personnel in various systems furniture and free standing furniture assembly, being certified by the manufacturer.
- 3.5 Supplier shall provide Project Management/Lead Supervisor, Client Representative, Installers and Service Technician when servicing the VA.
- 3.6 Supplier shall provide all necessary materials, equipment, labor, supervision, and Management to: (A) coordinate delivery; (B) load and unload; (C) place/install in designated rooms/locations; (D) assemble items as required; (E) secure as designated; and (F) properly dispose of all associated packing/crating materials outside the VA premises.
- 3.7 Supplier shall verify space and dimensions of rooms in buildings to receive furniture prior to start of work. Verification is required to ensure adequate space for assembly and installation services and that actual dimensions are equal to drawn.
- 3.8 Supplier shall provide final scaled drawing of furniture plans and renderings of furniture prior to scheduling manufacturing.
- 3.9 Coordinate installation/delivery date with VA Point of contact (POC) to occur at the convenience of the Government.

#### **4. PROTECTION OF PROPERTY**

- 4.1 Supplier shall protect all items from damage. The Supplier shall take precaution against damage to the buildings, grounds and furnishings. The Supplier shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by the Supplier, utilizing materials of the same quality, size, grade and color, to match existing work.
- 4.2 The Supplier shall perform an inspection of the buildings and grounds with the POC prior to commencing work. To insure that the contractor shall be able to repair or replace any items, components, buildings or grounds damaged due to negligence and/or actions taken by the Supplier. The source of all repairs beyond simple surface cleaning is the facility construction contractor (or appropriate subcontractor), so that building warranty is maintained. Concurrence of the POC is required before the Supplier may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade and color to match adjacent existing work.
- 4.3 The Contractor shall be responsible for security of the areas in which the work is being performed prior to completion. The Supplier shall maintain accountability and control of any keys provided, and shall return them to the POC upon completion of the work.
- 4.4 Supplier shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

#### **5. DELIVERY**

- 5.1 Supplier shall contact the POC at least 5 working days prior to start of work/shipping to ensure that the Building is ready for install.
- 5.2 The Supplier shall confirm the scheduled installation date no less than 15 working days prior to start of installation to ensure that all parts have been received and in good condition. VA will confirm that space will be made available at installation start date.
- 5.3 In the event there is a delay in delivery, Supplier must notify the VA POC immediately.
- 5.4 Supplier shall provide the POC with scheduled date and time that the delivery truck will be arriving at least 24 hours minimum.
- 5.5 Supplier must ensure that 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.

#### **6. RECEIVE AND UNLOAD**

- 6.1 Supplier shall start assembling and installing items in rooms upon scheduled and coordinated delivery with POC. Keep evening/weekend installations outside of this timeframe as necessitated by location, provided they have received the prior approval of the POC.
- 6.2 If the Supplier is unable to complete the assembly and placement of all unloaded items before the end of the workday, the Supplier will be responsible for moving these items to a secure

location, until the next available workday. The Supplier will be responsible for moving the items from the overnight storage site to its designated position in the building.

6.3 The Supplier shall verify and inspect all items both at time of receipt at off-site storage warehouse and upon arrival to the VA site. **Any and all deficiencies (damage/overage/shortage) shall be brought to the attention of the POC.**

6.4 Supplier shall repair or coordinate for replacement of damaged, defective, or missing items.

## **7. ASSEMBLY AND INSTALL**

7.1 Supplier shall uncrate all items received and perform all required assembly in accordance with the manufacturers' instructions.

7.2 Supplier shall place items in building(s) as identified in the contract and rooms in accordance with the spreadsheets and/or design drawings or specifications by the POC.

7.3 All furniture, equipment and accessories shall be level, plumb, square, and in proper alignment with adjoining furniture. Furnishings shall be securely attached to the building where applicable. The Supplier will provide light bulbs, and plug in lights to ensure all fixtures are working properly.

7.4 Supplier shall complete installation of furnishings under this statement of work in the time period specified and agreed upon. The Supplier shall coordinate jobs with last minute changes instigated by the users to be approved by POC.

7.5 Supplier shall inspect to ensure that the furniture is free of surface dirt, clean and polished, free of defects, and that the installation is complete and ready for use.

7.6 Supplier shall adhere to manufacture's specifications and not use other manufacture's product to interlock with new or existing product potentially jeopardizing and nullifying warranties.

7.7 The Supplier shall do a final walkthrough with POC and provide a punch list before releasing crew for the day.

7.8 The Supplier shall complete installation within 14 calendar days from start of installation.

7.9 Installation shall be conducted during NON-BUSINESS hours (4:30pm-8am) Monday-Friday as to not interfere with direct patient care, unless by the expressed written consent of the VA Interior Designer. Supplier may work on weekends during the day, with 15 days advance written notice.

## **8. QUALITY CONTROL**

8.1 Supplier will be responsible for the removal and disposal of all trash/debris connected with uncrating and assembling furniture and other items installed under this contract. Final Acceptance from the Contractor will not occur until **all** debris connected with furniture installation is removed from the VA site.

8.2 Recyclable products shall be disposed of in accordance with applicable statutes, in respective containers. The contractor is responsible for providing trash containers at an off-site location.

8.3 Packing materials will not be stored in the buildings for any period exceeding 24 hours.

8.4 Personal trash (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis by the Supplier.

## **9. CONTACT HOURS**

9.1 The normal work hours will be business hours (7:30am-4:30) Monday-Friday. The Government has the option to modify the normal work week, days and hours, as necessary for the accomplishment of VANCHCS mission. When additional hours may be needed to accomplish the job the POC must approve prior to work and be on-site for after hour supervision.

## **10. RECORD MANAGEMENT LANGUAGE FOR CONTRACTS REQUIRED**

**The following standard items relate to records generated in executing the contract and should be included in a typical Electronic Information Systems (EIS) procurement contract:**

10.1 Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.

10.2 Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

10.3 Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

10.4 Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.

10.5 Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.

10.6 The Government Agency owns the rights to all data/records produced as part of this contract.

10.7 The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

10.8 Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

10.9 No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

10.10 Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.