

Statement of Work

Department of Veterans Affairs
VA Palo Alto Healthcare System
3801 Miranda Ave., Palo Alto, CA 94304

Project: **VAPAHCS Overbed Tables**

1. Overview

VA Palo Alto Healthcare System, (VAPAHCS) is expecting to remodel and expand over 2 Million square feet and decommissioning 1 Million square feet of facilities over the next 10 years. Nearly all current facilities will be impacted, requiring frequent and spontaneous decommissioning, reconfiguration, and installation of both new and existing furnishings to support the facilities daily operating demands. The existing overbed tables in the inpatient areas are well worn, broken, dirty and need to be replaced.

2. Objective

To purchase overbed tables in the inpatient rooms to replace old, worn, broken, dirty – unable to be cleaned and over the warranty schedule (product & services). Key will be the ability of the product to withstand the heavy uses of the patients and clean-ability and ease of maintenance of the furniture. The Overbed Table is to provide dedicated space for both patients and caregivers and be comfortable for the patient in bed or a chair.

Procurement request is to include minimal project management time fees to supply and deliver all furniture.

3. Contract Tasks/Requirements

- a. Contractor shall provide professional delivery and handling service to B&M warehouse at 2008 Martin Ave., Santa Clara, CA 95050
- b. Contractor shall coordinate delivery date with VA Point of Contact (POC) to occur at the convenience of the Government or no later than 60 days after notification of receipt of furniture.

4. Protection of Property

- a. Contractor shall protect all items from damage. Contractor shall take precaution against damage to the buildings, grounds and furnishings. Contractor shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by Contractor personnel, utilizing materials of the same quality, size, grade and color, to match existing work.

5. Delivery

- a. Contractor shall contact the POC as soon as possible to schedule delivery.

- b. Contractor shall confirm the scheduled delivery date no less than 15 working days prior to delivery to ensure that all items have been received and in good condition to give ample notice for warehouse personnel.
- c. In the event there is a delay in delivery, Contractor shall notify the VA POC immediately.
- d. Contractor shall notify the VA POC a minimum of 24 hours advance notice of the scheduled date and time of delivery.
- e. Contractor shall ensure that the driver of the delivery vehicle has copies of the delivery order at time of delivery.
- f. Contractor shall not attempt to deliver any items before the scheduled delivery date.

6. Receive and Unload

- a. The Contractor shall verify and inspect all items at time of receipt at off-site storage warehouse. Any and all deficiencies (damage/overage/shortage) shall be brought to the attention of the POC. The VA POC to be present at time of delivery.
- b. Contractor shall repair or coordinate for replacement of damaged, defective, or missing items.

7. Quality Control

- a. Contractor shall be responsible for the removal and disposal of all trash/debris connected with uncrating and assembling furniture (not applicable as no install required) under this contract. Final acceptance from the VA will occur once there is no visible damage to the product or the mechanics.
- b. Recyclable products shall be disposed of in accordance with applicable statutes, at respective off-site locations.
- c. Conduct of Contractor installation crew (not applicable) shall be courteous and respectful at all times.

8. Hours

The normal work hours will be business hours (7:30am-4:30pm) Monday through Friday. The Government has the option to modify the normal work week, days and hours, as needed to meet the mission of the VAPAHCS.

Contractor shall be flexible if a change in work hours is necessary to complete the project in order to accomplish the mission of VAPAHCS.