

Gulf Coast Veterans HCS, 400 Veterans Ave., Biloxi, MS 39531
B2 – Renovation Phase 1 – Breakroom table and seating
Shannon Day

STATEMENT OF WORK

1.0 GENERAL SCOPE

The Veterans Health Administration (VHA) has a requirement for healthcare furniture for (Gulf Coast Veterans HCS – B2 – Renovation Phase 1 – Breakroom table and seating – 400 Veterans Ave., Biloxi, MS 39531) that meet the VHA IDIQ specifications and high-quality threshold while integrating excellent environmental stewardship.

This requirement includes healthcare furniture, furniture removal, professional installation. Service required is detailed in OT, OT1, GC1 Healthcare Furniture technical requirements per VHA Healthcare Furniture multiple award IDIQ The Contracting Officer Representative (COR) is Shannon Day, Interior Designer, Shannon.day@va.gov

Healthcare furnishings include, tables and seating for breakrooms and related services.

The contractor shall provide all labor, materials, equipment, transportation, and supervision necessary to satisfy the needs of each ordering activity.

2.0 PERFORMANCE REQUIREMENTS

The contractor shall provide and be responsible for the technical assistance, development and generation for final specifications.

Furniture delivery and installation will be required in October 2019.

Duty hours will be 7:30 am – 4:30 pm. The Government recognized US holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. If the holiday falls on Sunday, it is observed on Monday.

The contractor shall:

- a. Coordinate and provide project management of all products and services to manage, design, order, ship, deliver and install new furniture from the manufacturer until final acceptance by Shannon Day Shannon.day@va.gov
- b. Only include products specified within the IDIQ.
- c. Prepare and provide as built furniture drawings in PDF and AutoCAD.
- d. Provide maintenance manuals for all products specified.

3.0 KICKOFF MEETING

The prime contractor(s) shall participate in a kickoff meeting within ten (10) days of task order issuance, in person at Gulf Coast Veterans HCS, 400 Veterans Ave., Biloxi, MS 39531. Time and date will be determined by VA Point of Contact.

4.0 SUBMISSION OF QUESTIONS

Questions: All questions must be received by **June 30, 2019**. All questions submitted for this solicitation must be electronically sent to the following email address: Shannon Day Shannon.day@va.gov (228) 523-4630. Questions received after the stated date and time, may be addressed at the discretion of the Contracting Officer.

5.0 SUBMISSION OF QUOTATION

Quote Submission: The contractors shall submit complete emailed electronic copy portable document format (.pdf) or Microsoft Excel (.xls) format of:

Volume 1: (technical)

- a. Submit a scaled drawing incorporating the products and services listed below. (PDF)
- b. Submit a furniture schedule tagged to the floor plan.
- c. Submit two 3D images (one of the Reception Area and one of the Treatment / Exam Room)
- d. Bill of Materials tagged per CLIN/ floorplan department and room etc. (no pricing)
- e. Quantity of man hours for labor/installation
- f. Project management plan
- g. Product literature
- h. Project staffing plan
- i. Physical finish samples
- j. Warranty.
- k. Self-certifying statement confirming ability to meet project deadlines

Volume 2: (pricing)

- a. price quote with separate line for labor/installation
- b. Bill of Materials with subtotals and tagged per CLIN/ floorplan

Submissions can be sent in multiple emails to avoid computer system email size limitation, to Shannon Day Shannon.day@va.gov, or in person at: Quotes submitted by any other method will not be considered. All proprietary information shall be clearly marked. The use of hyperlinks in quotes is prohibited. **Late quotes will not be accepted for evaluation.** The contractor is responsible for confirming the Government's receipt of the contractor's quote.

Pricing must be within the established IDIQ Pricing.

6.0 EVALUATION CRITERIA

Task order will be evaluated on:

- a. Bill of Materials with subtotals and tagged per CLIN / floorplan department and room etc.

- b. PDFs of detailed and dimensioned: Plan, 2-D and 3-D drawings of each workstation (and/or) products with multiple parts list to represent exactly what is being included in task order and to determine accuracy.
- c. Labor/Services appropriate to the scope of work. (no pricing included)
- d. Project staffing plan appropriate to scope of work
- e. Project management plan appropriate to scope of work

7.0 PRODUCT

General

All finished surfaces shall be free of scratches, mars, dents, or blemishes, and withstand staining, and exhibit to flaking, cracking, or loss or adhesion.

Furnishings shall have smooth finishes with no hazardous projections, sharp corners, or detail, which can be hazardous and cause personal injury or damage to clothing.

See attachment for technical requirement of products. (MTRs for Project Sample)

Requirements of Space

A. Staff Break Room to accommodate staff members of B2 – Renovation – Phase 1

- a. 12 tables – Room# 1A109 = 3/ Room# 1A115 = 3/ Room# 2A104 = 3/ 3A102 = 3, total tables needed = 12 quantity
- b. 48 Seating/guest chairs - Room# 1A109 = 12/ Room# 1A115 = 12/ Room# 2A104 = 12/ 3A102 = 12, total tables needed = 48 quantity
- c. See MTR items OT, OT1, GC1

Specification/Characteristics

A. Seating/Guest Chairs

Brand: Global, Model: Caprice or equal with the following technical specifications or equal.

- All-purpose guest chair molded black polypropylene arm caps enhanced comfort and durability of the chair.
- Seat bottom finished and finished seat back – no mesh seats or backs.
- Four legged with rubber glides – no caster.
- Wall saver legs/back.
- Dimensions/ Overall: 25" W x 24" D x 31.5" H

B. Finishes – Seating/Guest Chairs

- Frame: tungsten/3365
- Arm cap: polypropylene – black
- Standard bullet glides
- Upholstery Seat (finished seat bottom) and Back: shall be C.O.M. – Manufacture – C.F. Stinson/ Name: Casablanca/ Color: CSA10 Frost.

C. Tables

Brand: Global, Model: Alba Tables or equal with the following technical specifications or equal.

- Laminate table 29" high and made of 45 lb. density particle board covered on both sides with high performance – thermally fused laminate.
- Top shall be 1 1/8" thick with high performance -thermally fused laminate on both sides
- All tops and bases use a metal to metal connection, allowing for easy installation.
- Edge/slant edge.

D. Size/Finishes – Tables

- Size: 30" diameter = 30"x30"x29"
- Laminate Top and Bottom = White/WHT
- Edge = Slant Tungsten (tun)/GC30FZS
- Base = Four-Legged base
- Base color: Tungsten

8.0 SERVICES

Service required is detailed in General Requirements for Services and OT,OT1,GC1 as outlined in the IDIQ Solicitation.

Design Contract Tasks/Requirements

- a. The contractor shall attend a minimum of on (1) in-person meetings at the VA Gulf Coast VHCS to review final award with VA Interior Designer and End Users and to make necessary revisions.
- b. During first meeting the contractor shall provide the Interior Designer with the Auto-Cad drawings to 1/8" scale drawings showing layouts of awarded product.
- c. The contractor shall allow for three (3) revisions per line item included in design services including updating Auto-Cad Drawings and PDFs as request by VA Interior Designer.
- d. The contractor shall be responsible for taking and applying accurate field measurements to ordered product for verification of correct sizing. Auto-Cad drawings may not be accurate finished dimensions and may not be used in place of field measurements. The Vendor shall be liable for any incorrect field measurements leading to incorrect product order.
- e. The contractor shall be responsible for providing all sample materials for awarded product (2-Day Delivery) as requested by VA Interior Designer.
- f. The product must not be placed into production without clearance from the VA COR Shannon Day, Shannon.day@va.gov, (228)523-4630.
- g. The contractor shall provide final, clean 1/8" scaled drawings of product layout for sign-off prior to scheduling manufacturing.

- h. The contractor shall track manufacturing schedule and notify VA Interior Designer with updates of estimated completion date by email.
- i. The contractor shall attend meeting or conference call post-installation meeting to assess, address, and document any punch-list items and shall submit to the VA Interior Designer a remediation plan within 5 business days.
- j. The contractor shall provide 30 days free storage.
- k. The contractor shall provide necessary tools, equipment and parts to complete installation.
- l. The contractor shall provide floor covering protection as needed during installation.
- m. The contractor shall be responsible for any damage during installation to walls, floor covering, corner guards and windows/doors.
- n. The contractor shall provide a vacuum with hepa-filter to clean before installation and after installation is completed.
- o. The contractor shall remove all trash from installation site. If construction dumpster is not available, all trash must be removed by contractor and taken off site to dispose of trash.
- p. The contractor shall give any extra parts and pieces of furniture to Interior Design to keep in warehouse for future use.
- q. The contractor shall take any extra furniture from installation site to warehouse 9 to be stored.
- r. The contractor shall contact Interior Design to inspect furniture before leaving job site. Any damage shall be captured on vendors delivery paperwork. Vendor shall be responsible to notify dealer of damage and ensure replacement parts/pieces/furniture shall be resolved and notify Interior Designer of estimated time of delivery for replacement part/pieces/furniture.
- s. The contractor shall inspect all parts/pieces/furniture before off-loading direct shipment to job site.
- t. The contractor shall level all storage, seating, tables, furniture and artwork before inspection to be completed by Interior Design.
- u. The contractor shall contact Interior Design after installation is completed. Interior Design will meet at the job site with installation lead crew member to inspect all furniture.
- v. The contractor shall provide paperwork to be signed off after inspection has been completed.

The Government maintains the option to modify the normal work week, days and hours, as necessary for the accomplishment of VHA mission.