

Statement of Work

Chicago Heights CBOC Relocation

Project 537-18-163

August 19, 2019

- A) Goal:** The goal of this project is relocation of the existing Chicago Heights CBOC to a facility comprising a minimum of 10,211 square feet (SF). The facility will require a minimum of 75 parking spaces.
- B) Current Conditions:** The existing CBOC's Lessor has declined renewal of that lease.
- C) Justification:** The current configuration does not conform to the PACT model and is deficient in exam rooms, a telehealth room, a treatment room, a nutrition consultation office, a social work office, a patient education room, storage, staff spaces, and administrative space.
- D) Objectives:** The objectives of this project are to:
- 1) Establish a new CBOC lease for a 10,211 SF facility.
 - 2) Lease is to include the design, construction, and maintenance of the facility to meet VA CBOC requirements.
 - 3) Lease is to include the design and construction of the HVAC system to meet the temperature and humidity requirements of the biohazard clean & soiled rooms, utility rooms, SPS/SPD closets, IT closets, the clinical rooms, and the staff office areas.
- E) Acronyms and Definitions:** The following is a listing of acronyms and/or definitions to terms that may be used in this document:

ABAAS	Architectural Barriers Act Accessibility Standards
A/E	Architect and Engineering Firm hired by the Lessor
CBOC	Community-Based Outpatient Clinic
CO	Contracting Officer
CS	Contracting Specialist as designated by the CO
COR	Contracting Officer's Representative as designated by the CO
CPS	Construction Period Services provided by the A/E
GC	Construction Contractor/General Contractor firm hired by the Lessor
ITOPS	Information Technology Operations & Services
JBVAMC	Station 537 Jesse Brown VA Medical Center and its satellite facilities
LF	Linear Feet or Lineal Feet
PDT	Project Delivery Team – Typically comprised of the CO/CS, the COR, and selected JBVAMC and CBOC staff
QA/QC	Quality Assurance/Quality Control
RFI	Request for Information
RFP	Request for Proposal
SDVOSB	Service Disabled Veteran Owned Small Business
SF	Square Feet
SOW	Statement of Work
VA	United States Department of Veterans Affairs

F) Design Requirements:

Where a conflict exists between the Statement of Work (SOW) requirements and the requirements of other associated contract documents, the SOW requirements shall prevail.

The space shall be designed to Facility Security Level 2 as required by the Real Property Policy Memorandum 2018-02 Physical Security Standards for Leased Facilities.

The A/E shall utilize front-end specifications from the VA Technical Information Library <https://www.cfm.va.gov/til/> for inclusion in their project manuals. These specifications shall be used for a basis of developing the overall project manual and include the following specification sections at a minimum:

- 1) Section 000110 – Table of Contents
- 2) Section 010000 – General Requirements
- 3) Section 013216.15 – Project Schedules
- 4) Section 013300 – Submittal Registry
- 5) Section 013323 – Shop Drawings, Product Data, and Samples
- 6) Section 013526 – Safety Requirements
- 7) Section 014219 – Reference Standards
- 8) Section 015719 – Temporary Environmental Controls
- 9) Section 017419 – Construction Waste Management
- 10) Section 018113 – Sustainable Construction Requirements

The A/E will adhere to all codes, standards, guidelines and design requirements found in the VA's Technical Information Library (TIL) <https://www.cfm.va.gov/til/> including but not limited to the following:

- 1) Master Construction Specifications (PG-18-1).
- 2) Design and Construction Procedures (PG-18-3).
 - a. Topic 1 – Codes, Standards, and Executive Orders.
 - b. Topic 2 – Drawings.
 - c. Topic 16 - Sustainable Buildings Policy for New and VA Renovation Construction.
 - d. Topic 17 - Physical Security Strategies for New and Renovation VA Construction.
- 3) Standard Details (PG-18-4).
- 4) Equipment Guide List (PG-18-5).
- 5) Space Planning Criteria for VA Facilities (PG-18-9).
- 6) Design Manuals (PG-18-10).
 - a. Architectural Design Manual
- 7) Design Guides (PG-18-12).
- 8) Barrier Free Design Guide (PG-18-13).
 - a. Barrier Free Design Guide – A Supplement to the Architectural Barriers Act Accessibility Standards.
- 9) Room Finishes, Door, and Hardware Schedules (PG-18-14).

- 10) Minimum Requirements for A/E Submissions (PG-18-15).
 - a. Volume C – A/E Submission Instructions for Minor and NRM Construction Program.
- 11) Environmental Planning Guidance (PG-18-17).

G) Design Scope of Work.

- 1) The A/E shall furnish multi-discipline architectural and engineering services for the preparation of construction plans (drawings), cost estimates and specifications for the build-out of the lease space including:
 - a. Contiguous facility configured to meet ***S02-Attachment 15 – CBOC Room Templates*** (attachment #5 to this SOW) including HVAC system(s), plumbing, electrical, door hardware & locksets, and network connectivity requirements addressed for all CBOC spaces.
 - b. Rooms configured to meet ***Appendix C3 – Agency Specific Requirements*** (attachment #3 to this SOW).
 - c. Installation of a new glass security swing door between the waiting area and the clinical space, with electrically assisted operation including:
 1. A motion sensor to activate the door opener from the discharge side of the door.
 2. A switch to activate the door opener, mounted at the reception desk, to permit entry.
 - d. Parking lot configured to accommodate 75 passenger automobiles, including conventional passenger vans, minivans and pickup trucks.
- 2) Drawings, specifications and costs shall include all facets of work and trades necessary to facilitate award of a construction contract. Construction Period Services (CPS) are to include site visits during construction as part of this SOW.
- 3) The A/E shall collaborate with the designated PDT in the Design Phase and continuing through the Construction Phase.
- 4) The A/E shall be solely responsible for the management and professional design, including all associated labor, equipment, materials, mailing costs, testing, and inspections to meet the requirements of the contract to deliver the following:
 - a. Activities required during the investigative phase, including but are not limited to:
 1. Review of existing conditions drawings.
 2. Performance of field investigations.
 3. Review of existing above-ceiling conditions. Where existing drywall ceilings obstruct access, A/E shall design access panels for subsequent inspection of above-ceiling conditions.
 4. Investigation of existing floors above and below for possible obstacles such as plumbing, ductwork, and electrical & electronic conduits.
 - b. A progress schedule showing percent of work completed and weekly status updates shall be provided throughout the project.
 - c. An updated, detailed Construction Cost Estimate shall be provided confirming that designs are within estimated construction funding.

- d. A/E shall include deductive bid alternates equal to approximately 20% of the construction cost. Up to half of these deductive bid alternates (10% of the construction cost) may be applied to specification of less-expensive finishes or features which do not affect the functionality of the space.
 - e. A/E shall complete the design package to include plans, mechanical and plumbing views, details, sections, elevations, shop drawings, construction drawings, edited specifications, site visits, detailed construction estimate and all related information as required to build out the space.
 - f. The A/E shall submit a Quality Assurance/Quality Control (QA/QC) template for review. Template shall have a signature block for the QA/QC reviewer. The QA/QC template must be submitted for approval by the COR.
 - g. The A/E shall provide Construction Period Services (CPS) as a separate line cost in their proposal.
- 5) End-User Design Parameters: The design shall consist of several end-user design parameters that must be included with the design and will be used to measure the success of the overall project. The parameters include, but are not limited to the following:
- a. Accessibility: All doorways must conform to current VA accessibility requirements.
 - b. Aesthetics:
 - 1. The level of finishes shall be comparable to the finishes found on the VA TIL.
 - 2. 2' x 2' acoustical ceiling grid is preferred.
 - c. Circulation: Vertical circulation including stairway(s) and elevator(s) shall conform to current VA requirements.
 - d. Electrical:
 - 1. All outlets are to be circuited on 3-wire ground.
 - 2. Medical equipment power shall be provided by dedicated circuits.
 - 3. All electrical distribution panels shall be labeled with their power source information (i.e. the circuit feeding each panel).
 - 4. Emergency power outlets shall be red in color.
 - e. Energy: The design shall include Energy Star rated materials and equipment, or a VA-approved equivalent.
 - f. Plumbing:
 - 1. Low-flow water fixtures are required.
 - 2. All toilet fixtures are to be manually operated except ABAAS-required fixtures, which shall be automatically controlled.
 - 3. Toilet accessories shall be coordinated with JBVAMC Environmental Management Services (EMS).
 - g. Signage: Signage requirements will be provided by JBVAMC EMS and coordinated through the COR.

- h. Specifications: The most current versions of the standard specifications shall be taken from the VA's Technical Information Library (TIL) but may be augmented as necessary to clearly define the project. When applicable, A/E shall develop the drawings, notes, and/or specifications to include the following:
 - 1. For rated doors, frames, and hardware the UL labels shall be clearly visible and shall not be covered with primer or paint. For rated doors with continuous hinges the UL label for door shall be placed on the top edge of the door and the UL label for the frame shall be placed on the underside of the header.
 - 2. Construction Contractor (GC) shall avoid cutting floor tile to less than half-size widths and/or lengths where possible. The tile layout should be shown for each room to avoid this situation.
 - 3. Concrete shall not be used to fill floor/wall penetrations. UL-approved fire-patching materials are to be specified in such situations.
 - 4. GC shall install/hang wire for acoustical ceiling systems at (or as close as possible) to the four corners of lighting fixtures on the grid mains in conjunction with the fixture locking clips. Wire shall be attached to ceiling above, and not attached to pipe or conduit. Locking clips shall be installed on all fixtures.
 - 5. GC shall install service valves at risers for hot and cold-water lines, and upstream of the zone valves for the medical gas system(s). This work is to enable isolation of each floor or zone for future maintenance work.
 - 6. Electrical receptacles and junction boxes shall have labels installed on the outside of their respective cover plates, and labels installed inside the outlet or junction box, with their circuit numbers and the panel it is fed from.
 - 7. All plumbing fixtures utilizing hot water shall be checked for temperatures exceeding 120° Fahrenheit at point of use. No run outs of greater than 50 LF are allowed without a hot water return line tie-in.
 - 8. Replace all occurrences of "Resident Engineer" with "Project Engineer" in this SOW and throughout VA Master Specifications. "Project Engineer" is a term synonymous with "COR" in this SOW.
 - 9. Replace all occurrences of "Facility Management Service" in this contract and throughout VA Master Specifications with "JBVAMC Engineering Service".
- i. Telecom: Telecom standards for this project will be provided by JBVAMC ITOPS and coordinated through the COR.
- 6) Although primarily architectural in nature, this project will also have components that fall under additional disciplines including but not limited to:
 - a. Accessibility Design.
 - b. Acoustical Design.
 - c. Construction Period Services (CPS).
 - d. Control Systems.
 - e. Cost Estimating.
 - f. Electrical Design.

- g. Energy Conservation Initiatives.
- h. Environmental Design & Hazardous Materials considerations.
- i. Fire Alarm and Suppression Design.
- j. Furniture and Equipment layouts.
- k. Interior Design.
- l. HVAC/Mechanical Design.
- m. Lighting Design.
- n. Plumbing Design.
- o. Schedule Development and Maintenance.
- p. Security Considerations.
- q. Signage and Wayfinding Considerations.
- r. Specifications Development.
- s. Telecom Design (Telephone and Data transmission).

H) Design Tasks and Responsibilities.

- 1) A post-award “Kick-Off Meeting with Documentation” including the CO/CS, the COR, the Lessor, and key A/E team members will be conducted to review project objectives, scope of work, deliverables, communication, site access, project schedule, and responsibilities. After this meeting the A/E shall provide their services per the following phases.
- 2) The “30% Design Phase” (Schematic Design) shall begin nine (9) calendar days after the Kick-Off Meeting has been held. Each design phase will be concluded with deliverables rendered, and may include a meeting with key personnel from the Lessor, the A/E team, the CO/CS, the COR, and/or the GC. The A/E shall submit a QA/QC template for review after each phase. The template shall have a signature block for the QA/QC reviewer.
 - a. Upon the start of this design phase, the A/E shall meet with the JBVAMC PDT to determine a program for design. Based upon this meeting and the scope of work, the A/E shall develop three (3) preliminary designs options, with each option addressing the requirements of the scope of work. Each option shall include a narrative of the suggested design alternative, drawings, the estimated cost of construction, and the expected construction duration.
 - b. Upon the conclusion of this design phase, the A/E shall submit all documents per the deliverables schedule to the COR, with confirmation via email to the CO/CS.
 - c. Upon receipt of the deliverables, the JBVAMC PDT will review the documents provided and select one of these options to pursue in the next phase. Comments will be collected by the COR and formally sent to the CO/CS, who will forward these comments to the A/E. It is possible the selected option may contain elements from any of the three preliminary options resulting in a single, hybrid option.
 - d. Upon receipt of comments from the CO/CS, the A/E shall revise the documents as necessary and resubmit all documents per the deliverables schedule to the COR, with confirmation via email to the CO/CS.

- 3) 60% Design Phase (Design Development) shall begin upon resubmittal of the previous phase documents incorporating VA comments, if any:
 - a. Upon the start of this design phase, the A/E shall develop the design option specified by the JBVAMC PDT by expanding upon the drawings, details, and specifications of the work to be performed. The selected option shall include revisions to the A/E's suggested design alternative, design narrative, drawings, specifications, the estimated cost of construction, and the expected construction duration.
 - b. Upon the conclusion of this design phase, the A/E shall submit all deliverables to the COR, with confirmation via email to the CO/CS.
 - c. Upon receipt of the deliverables, the JBVAMC PDT will review the documents provided to confirm that the design adequately and appropriately addresses the requirements of the scope of work. Comments will be collected by the COR and formally sent to the CO/CS, who will forward these comments to the A/E.
 - d. Concurrent with the 60% design submission, the COR will submit the package for an independent Fire Code Review. This review may render life safety comments that shall be incorporated into the 90% design submission.
 - e. Upon receipt of comments from the CO/CS, the A/E shall revise the documents as necessary and resubmit all documents per the deliverables schedule to the COR, with confirmation via email to the CO/CS.
- 4) 90% Bid Issue Phase (Bidding Documents) shall begin upon resubmittal of the previous phase documents incorporating VA comments, if any:
 - a. Upon the start of this phase, the A/E shall develop a full set of construction drawings and specifications. The A/E shall incorporate any life safety comments from the independent Fire Code Review. The A/E shall incorporate any comments from the JBVAMC PDT.
 - b. Upon the conclusion of this design phase, the A/E shall submit all deliverables to the COR, with confirmation via email to the CO/CS.
 - c. Upon receipt of the deliverables, the JBVAMC PDT will review the documents provided to confirm that the design adequately and appropriately addresses the requirements of the scope of work. Comments will be collected by the COR and formally sent to the CO/CS.
 - d. Upon conclusion of the resubmittal period, the A/E shall submit all deliverables to the GC, with confirmation via email to the CO/CS and the COR. These construction drawings and specifications will be used by the GC to generate any questions or Requests for Information (RFI's). The GC should be encouraged to submit any cost-saving measures or time-saving measures at this time.
 - e. Upon receipt of comments from the CO/CS, the A/E shall revise the documents as necessary and resubmit all documents per the deliverables schedule to the COR, with confirmation via email to the CO/CS.
 - f. These construction drawings and specifications shall become the Bid Issue Documents to be used by the GC to develop his initial proposal, and generate questions, RFI's , cost-saving measures, and/or time-saving measures.

- g. Conclusion of the re-submittal period marks the beginning of the GC's Pre-Construction phase.
- 5) 100% Contract Issue Phase (Construction Documents) shall begin upon resubmittal of the previous phase documents incorporating VA comments, if any.
- a. During this phase, the A/E shall address all questions, RFI's , cost-saving measures, and/or time-saving measures submitted by the GC during his Pre-Construction phase. Prior to responding to the GC, the A/E shall submit all proposed responses to the CO/CS and the COR for approval.
 - b. The A/E shall incorporate all VA-approved revisions or clarifications resulting from all questions, RFI's , cost-saving measures, and/or time-saving measures submitted by the GC.
 - c. Upon the conclusion of this design phase, the A/E shall submit all deliverables to the COR, with confirmation via email to the CO/CS.
 - d. Upon receipt of the deliverables, the JBVAMC PDT will review the documents provided to confirm that the design adequately and appropriately addresses the requirements of the scope of work. Comments will be collected by the COR and formally sent to the CO/CS.
 - e. Upon receipt of comments from the CO/CS, the A/E shall revise the documents as necessary and resubmit all documents per the deliverables schedule to the COR, with confirmation via email to the CO/CS.
 - f. These construction drawings and specifications will become the Contract Documents to be used by the GC as Construction Drawings and Construction Specifications to build out the facility.
- 6) Construction Period Services (CPS):
- The A/E shall provide services during the construction phase of the project including but not limited to:
- a. Site visits during construction:
 - 1. Attend Pre-Construction meeting.
 - 2. Coordinate and attend bi-weekly construction meetings.
 - 3. Participate in final acceptance inspection, and prepare punch list.
 - 4. Verify completion by inspection of punch list items.
 - b. Bi-weekly (every 2 weeks) construction meetings:
 - 1. Provide a report (minutes) narrating each visit/meeting with JBVAMC personnel and GC within three (3) calendar days of the visit/meeting to the CO/CS and the COR.
 - c. Prepare site visit reports to include the purpose of each visit, observed construction progress, items reviewed, notification of any deviations/deficiencies, recommendations, and/or additional actions required, to be furnished to the CO/CS and the COR within three (3) calendar days following the visit day.

- d. Review all GC-submitted shop drawings, samples, RFI's and submittals, as required by specifications, recommending either conformance/non-conformance with inclusion of comments to the CO/CS and the COR within three (3) calendar days of receipt.
 - e. Review all cost proposals for construction changes, and return with inclusion of comments to the CO/CS and the COR, within three (3) calendar days of receipt.
 - f. Issue construction clarification drawings when requested by the CO, the CS, and/or the COR.
 - g. Assist in the development and resolution of RFI's on behalf of the VA.
- 7) Construction Close-out Documents:
- The A/E shall review the GC-provided close-out submissions for thoroughness and conformance with the Contract Document requirements. The A/E shall also review as-built drawing mark-ups for conformance with final installations. The A/E shall utilize these as-built drawing mark-ups and specifications from the GC to generate record (As-Built) drawings and specifications.

I) Design Deliverables

The A/E shall have their services delivered per the following phases:

- 1) Kick-Off Meeting with Documentation:
 - a. List of A/E personnel with contact information, position description, and discipline.
 - b. Project schedule including milestones.
 - c. Submittal Registry Outline.
 - d. Schedule of Values: A detailed Breakdown for Payment, including design stages, work performed, and work invoiced per Progress Payment submission.
 - e. QA/QC Plan: Describes the methods by which the A/E will ensure all work is being accomplished in accordance with this SOW.
 - f. Certificates, Licenses, and Training Documents.
- 2) 30% Design:

A 30% review set (narrative report and other pertinent documents) shall be issued in hardcopy and electronic formats. Three (3) bound copies of the report and two (2) compact disks containing the electronic copies of the report shall be delivered to the COR. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of other pertinent documents shall be in PDF or JPEG formats. Report shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the following disciplines:

 - a. Architectural.
 - b. Cost Estimation.
 - c. Furniture and Equipment.
 - d. HVAC.
 - e. Plumbing.
 - f. Schedule Development.

g. Space Planning.

3) 60% Design:

A 60% review set (narrative report, full-size drawings, half-size drawings and bound specifications) shall be issued in hardcopy and electronic formats. Three (3) bound copies of the report, one (1) set of full-size drawings, two (2) sets of half-size drawings, two (2) bound sets of specifications, and two (2) compact disks containing the electronic copies of all documents shall be delivered to the COR. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier version, and PDF formats. Electronic copies of specifications shall be in Microsoft Word and PDF formats. Report, drawings, and specifications shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the following disciplines:

- a. Architectural.
- b. Cost Estimation.
- c. Electrical.
- d. Fire Alarm and Suppression.
- e. Furniture and Equipment.
- f. HVAC.
- g. Interior Design.
- h. Lighting.
- i. Plumbing.
- j. Schedule Development.
- k. Security.
- l. Signage and Wayfinding.
- m. Specifications.
- n. Telecom (Phone and Data)

4) 90% Bid Issue:

A 90% review set (narrative report, full-size drawings, half-size drawings and bound specifications) shall be issued in hardcopy and electronic formats. Three (3) bound copies of the report, two (2) sets of full-size drawings, two (2) sets of half-size drawings, two (2) bound sets of specifications, and two (2) compact disks containing the electronic copies of all documents shall be delivered to the COR. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier version, and PDF formats. Electronic copies of specifications shall be in Microsoft Word and PDF formats. Report, drawings, and specifications shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the following disciplines:

- a. Architectural.
- b. Control Systems.
- c. Cost Estimation.
- d. Electrical.

- e. Fire Alarm and Suppression.
 - f. Furniture and Equipment.
 - g. HVAC.
 - h. Interior Design.
 - i. Lighting.
 - j. Plumbing.
 - k. Schedule Development.
 - l. Security.
 - m. Signage and Wayfinding.
 - n. Specifications.
 - o. Telecom (Phone and Data)
 - p. Additionally, the A/E shall develop a submittal registry listing all submittals, samples, and testing called for on the drawings or specifications.
 - q. Upon conclusion of the resubmittal period, the A/E shall submit a 90% Bid Issue set (narrative report, full-size drawings, half-size drawings and bound specifications) in hardcopy and electronic formats to the GC, with confirmation via email to the CO/CS and the COR. Two (2) bound copies of the report, two (2) sets of full-size drawings, two (2) sets of half-size drawings, two (2) bound sets of specifications, and two (2) compact disks containing the electronic copies of all documents shall be delivered to the GC. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier version, and PDF formats. Electronic copies of specifications shall be in Microsoft Word and PDF formats.
 - 1. Report, drawings, and specifications shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the above disciplines (a–q).
 - 2. These construction drawings and specifications, after incorporating comments from VA, will be used by the GC to generate any questions or Requests for Information (RFI's).
- 5) 100% Contract Issue:
- A 100% review set (narrative report, full-size drawings, half-size drawings and bound specifications) shall be issued in hardcopy and electronic formats. Three (3) bound copies of the report, two (2) sets of full-size drawings, two (2) sets of half-size drawings, two (2) sets of specifications, and two (2) compact disks containing the electronic copies of all documents shall be delivered to the COR. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier version, and PDF formats. Electronic copies of specifications shall be in Microsoft Word and PDF formats. Report, drawings, and specifications shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the following disciplines:
- a. Architectural.
 - b. Control Systems.

- c. Cost Estimation.
 - d. Electrical.
 - e. Fire Alarm and Suppression.
 - f. Furniture and Equipment.
 - g. HVAC.
 - h. Interior Design.
 - i. Lighting.
 - j. Plumbing.
 - k. Schedule Development.
 - l. Security.
 - m. Signage and Wayfinding.
 - n. Specifications.
 - o. Telecom (Phone and Data).
 - p. Submittal Registry.
- q. Upon conclusion of the resubmittal period, the A/E shall submit a 100% Contract Issue set (narrative report, full-size drawings, half-size drawings and bound specifications) in hardcopy and electronic formats to the GC, with confirmation via email to the CO/CS and the COR. Two (2) bound copies of the report, two (2) sets of full-size drawings, two (2) sets of half-size drawings, two (2) sets of specifications, and two (2) compact disks containing the electronic copies of all documents shall be delivered to the GC. Electronic copies of the report shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier version, and PDF formats. Electronic copies of specifications shall be in Microsoft Word and PDF formats.
- 1. Report, drawings, and specifications shall be consistent the Program Guide, PG-18-15, Volume C, Design Development checklist with the above disciplines (a–q).
 - 2. These construction drawings and specifications, after incorporating comments from VA, will be used by the GC as Contract Documents to build out the facility.
- 4) Construction Period Services (CPS):
- a. Field reports by the architect and their engineers based upon field visits and bi-weekly meetings.
 - b. RFI's, submittal reviews, and construction clarification drawings.

5) Construction Close-out Documents:

Construction Close-out Documents shall consist of as-recorded CAD drawings and specifications. The documents shall be revised drawings and specifications based upon as-built drawings and specifications submitted by the GC, and A/E clarification drawings generated during the construction project. The as-recorded CAD drawings shall focus on the actual built structures and components and remove all unnecessary construction notes and references. Drawings and specifications shall be stamped, signed, and sealed. Sets shall be issued in hardcopy (full-size/half-size drawings and bound specifications) and electronic copy. Electronic copies of specifications shall be in Microsoft Word and PDF formats. Electronic copies of drawings shall be in AutoCAD 2013 or earlier, and PDF formats. CAD reference files shall be bound to the principle sheet drawing. Two (2) sets of full-size drawings, two (2) sets of half-size drawings, two (2) bound sets of specifications, and two (2) compact disks containing the electronic copies shall be delivered to the COR.

J) Design Timeline – Period of Performance

AE PERIOD OF PERFORMANCE (CALENDAR DAYS AFTER KICK-OFF)				
Level Complete	Calendar Days for the Work	VA Review	Resubmit if Comments	Total days after Kick-Off
Kick-Off Meeting with Documentation	7	1	1	9
30% Design Issue & Review	21	7	4	41
60% Design Issue & Review	21	3	4	69
90% Bid Issue & Review	21	3	4	97
100% Contract Issue & Review	14	3	4	118
Construction Close-out Documents	21	3	4	307

The A/E shall have their services executed per the following timelines. These timelines should be viewed as guidelines for milestone dates.

- 1) Kick-Off Meeting with Documentation – 7 calendar days to complete this phase from the Kick-Off Date as established by the CO/CS.
 - a. VA has 1 working day to review documentation and submit comments.
 - b. A/E has 1 working day to resubmit documentation if VA developed comments.
- 2) 30% Design – 15 working days to complete this phase from completion of the Kick-Off Meeting with Documentation phase. until all deliverables are received by the CO/CS and the COR. This phase shall include all internal coordination between the A/E and its consultants as well as any meetings between the A/E and the PDT.

- a. VA has up to 4 working days to review documentation and submit comments. The technical comments report will notify the A/E of the selected option or combination of options (hybrid) to pursue in the 60% Design phase.
 - b. A/E has up to 3 working days to resubmit documentation if VA developed comments.
- 3) 60% Design – 15 working days from the prior phase’s technical comments report until all deliverables are received by the CO/CS and the COR. This phase shall include all internal coordination between the A/E and its consultants as well as any meetings between the A/E and the PDT.
 - a. VA has up to 3 working days to review documentation and submit comments.
 - b. A/E has up to 2 working days to resubmit documentation if VA developed comments.
- 4) 90% Bid Issue – 15 working days from the prior phase’s technical comments report until all deliverables are received by the CO/CS and the COR. This phase shall include all internal coordination between the A/E and its consultants as well as any meetings between the A/E and the PDT.
 - a. VA has up to 3 working days to review documentation and submit comments.
 - b. A/E has up to 2 working days to resubmit documentation if VA developed comments.
- 5) 100% Contract Issue – 10 working days from the prior phase’s technical comments report until all deliverables are received by the CO/CS and the COR.
 - a. VA has 3 working days to review documentation and submit comments.
 - b. A/E has 2 working days to resubmit documentation if VA developed comments.
- 6) JBVAMC Reviews – Shall immediately follow each design phase per the schedule below. Each review phase is listed as a maximum duration and any relevant comments will be submitted to the A/E as technical comments formatted in a report. This report will also notify the A/E to proceed to the next phase.
- 7) Construction Period Services (CPS) – To be determined based upon the schedule for construction. The GC’s Pre-Construction Phase shall immediately follow completion of the 90% Bid Issue resubmittal phase, with all product submittals to be initially delivered within the first thirty (30) calendar days of the GC’s Period of Performance.
 - a. VA has 3 working days to review documentation and submit comments.
 - b. A/E has 2 working days to resubmit documentation if VA developed comments.
- 8) Construction Close-out Documents – 15 working days from receipt of the GC’s As-Built drawings and specifications.

J) Construction Requirements.

Where a conflict exists between the SOW requirements and the requirements of other associated Contract Documents, the SOW requirements shall prevail.

This SOW presumes the GC will not required access to the VA Local Area Network (LAN) or any VA Sensitive Information to execute the contract.

The GC shall adhere to all codes, standards, guidelines and design requirements found in the VA TIL including but not limited to the following:

- 1) Pre-Construction site visit:
 - a. A Pre-Construction site walk through is required and will be coordinated by the CO/CS and the Lessor. The intent of this walkthrough is to give the GC access to the project site so that an accurate evaluation of the project requirements and site assessment can be made.
 - b. The GC shall coordinate with the COR to schedule the site visit seven (7) calendar days prior to the requested date.
- 2) RFI Submittals:
 - a. The GC shall submit all RFI's resulting from the site visit within five (5) working days after the inspection to the A/E, the CO/CS and the COR.
 - b. Unless otherwise stated the GC shall allow A/E and VA five (5) working days to respond to an RFI.
- 3) Equipment Lead Times:
 - a. Equipment lead times line shall be incorporated in to the project schedule and used in conjunction with the baseline for the project start date.
- 4) JBVAMC Permits:
 - a. Unless otherwise stated the GC shall submit and pay for all required VA, federal, state, and local municipality permits.
- 5) Project Pay Applications:
 - a. All submitted project pay applications require certified payroll and waste report documents to be current with each pay submission.
 - b. Certified payroll documents shall be submitted to the COR weekly.
 - c. Approval of Pay Applications will require documents to be current.
- 6) Work outside of normal business hours or weekends:
 - a. All work performed after hours or on weekends requires coordination with the COR and shall be requested fourteen (14) calendar days prior in writing or e-mail to the COR for approval.
 - b. No work shall take place without written or email confirmation from the project COR.
- 7) Utility Shutdowns:
 - a. GC shall provide twenty-one (21) calendar days' advance notice for any planned utility shutdowns to all allow the Lessor to make arrangements for temporary utilities as necessary to protect his property, or continue services for other occupants.
 - b. Planned utility shutdowns shall be indicated on the construction schedule.
- 8) Submittals and Shop Drawings:
 - a. Unless otherwise stated the GC shall provide shop drawings and equipment submittals for review and approval by the COR twenty-eight (28) calendar days prior to mobilization.
 - b. No work shall be started prior to review and approval by the COR.

9) Certifications:

- a. When applicable, the GC shall provide certification for all personnel performing any field welds, and shall certify all field welds prior to the start-up of any systems or equipment requiring field welds.
- b. Personnel certifications shall be provided to the COR prior to the start of construction, and retained as a permanent record of the project folder.
- c. Completed field weld certifications shall be provided to the COR on a weekly basis.

10) OSHA Certification:

- a. The GC shall have an OSHA-certified site superintendent on site whenever any work is being performed.
- b. A copy of all OSHA certifications shall be supplied to the COR prior to the start of any work, and retained as part of the project folder.

K) Construction Scope of Work.

The scope of work for this project includes all labor, management, and materials for complete construction and delivery of final products as described in this scope of work, the project drawings, and specifications. These items are also referred to as the Contract Documents.

The GC shall inspect the area under contract prior to commencing work and identify any pre-existing damage and provide an Existing Site Conditions report with related photos to the CO/CS for review and approval.

Any deviation from this scope of work requires the express authorization of the CO/CS. The COR does not hold the authority to authorize changes to this scope of work.

1) Contract Documents.

- a. Consists of drawings, specifications, reports, and other pertinent information developed by the A/E and approved by JBVAMC and the VA

L) Construction Tasks and Responsibilities.

A Pre-Construction (Kick-Off) meeting between the CO/CS, COR, the Lessor, the A/E, and key GC team members will be conducted to review project objectives, scope of work, deliverables, communication, site access, schedule, and responsibilities. After this meeting the GC shall provide their services according to the approved project schedule.

1) Pre-Construction Phase: The GC shall provide the following:

- a. Logistics Plan: A comprehensive narrative describing the chronological planned development of the project. The Logistics Plan shall include an organizational chart, hourly rates, staging plan, and hours of work.
- b. Construction Security Plan: Defines both physical and administrative security.
- c. Submittal Registry: The Submittal Registry shall include a listing of all documentation required for pre-approved submissions including shop drawings, technical data, product performance information, calculations, and samples.
- d. Accident Prevention Plan: The APP (Construction Safety & Health Plan) shall interface with the GC's overall safety and health program.

- e. Activity Hazard Analyses: AHAs are also known as Job Hazard Analyses, Job Safety Analyses, and Activity Safety Analyses.
 - f. Construction Schedule: Work Breakdown Schedule (WBS) including start dates and end dates, duration, and sequencing, preferably in MS Project or Primavera format (include float).
 - g. Schedule of Values: A detailed Breakdown for Payment, including design stages, work performed, and work invoiced per Progress Payment submission.
 - h. Existing Conditions Survey: Before any work is started, the GC shall make a thorough survey with the COR of the buildings or areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the CO/CS.
 - i. Quality Control Plan (QCP): Describes the methods by which the GC will ensure all work is being accomplished in accordance with specifications and this SOW.
 - j. Environmental Protection Plan: The GC shall meet with the Lessor and the COR to discuss the proposed Environmental Protection Plan and to develop mutual understanding relative to details of environmental protection.
 - k. Document Submissions: All documents included as Attachments to this SOW that are required to be filled out and signed or jointly signed by the GC.
 - l. Demolition Debris Management Plan: Also referred to as the VA Green Environmental Management System (GEMS) plan.
 - m. Certificates, Licenses, and Training Documents.
 - n. RFI's: Other than those resulting directly from demolition or construction.
- 2) **Construction Phase**: The GC shall provide the following during constructions:
- a. Display the signed Emergency Contact Information documents in a location coordinated with the COR.
 - b. Attend bi-weekly construction meetings, facilitated by the COR.
 - c. Submit RFI's during construction as necessary.
 - d. Issue weekly field reports of construction progress to the CO/CS and the COR.
 - e. Attend field inspections and punch list inspections as requested by the CO/CS and/or the COR.
- 3) **Construction Close-out Phase**:
- a. The GC shall provide the following:
 - 1. Request for Inspection and Approval by the COR and/or the CO/CS.
 - 2. Notice of readiness for Final Approval and Beneficial Occupancy.
 - 3. Warranty documents and O&M Manuals.
 - 4. As-Built Drawings and record submittals.
 - 5. Staff training when applicable.
 - 6. GC's Release of Claims.
 - 7. GEMS Reports.
 - 8. Existing Conditions Re-survey.

- b. The COR shall review the GC close-out submissions for thoroughness and conformance with the contract document requirements. The COR shall also review field-marked As-Built drawings for conformance with final installations.
- c. A/E shall utilize these As-Built drawings and specifications from the GC and generate as recorded drawings and specifications.

M) Construction Deliverables.

- 1) The GC shall provide all submittals required by the Specifications Book.

N) Construction Time Frames – Period of Performance

CONSTRUCTION PERIOD OF PERFORMANCE (CALENDAR DAYS AFTER KICK-OFF)				
Level Complete	Calendar Days for the Work	VA Review	Resubmit if Comments	Total days after Kick-Off
Part 4.1 Pre-Construction Meeting with Documentation	7	1	1	9
Part 4.2 Shop Drawings and Product Submittals	21	5	2	37
Part 4.3 Mobilization including Performance of the Work	112	5	6	160
Part 4.4 Acceptance and Close Out	14	2	5	181

- 1) This project shall be completed within One Hundred Eighty-One (181) calendar days after Pre-Construction Meeting.
 - a. Pre-Construction (Kick-Off) Meeting period begins when the 90% Bid Issue Drawings have been accepted by VA.
 - b. Pre-Construction Phase duration is the Kick-Off Date + 7 calendar days. Within this phase the GC shall provide all materials included under Tasks and Responsibilities and the following:
 1. Logistics Plan.
 2. Construction Security Plan.
 3. Submittal Registry.
 4. Accident Prevention Plan.
 5. Activity Hazard Analyses.
 6. Construction Schedule.
 7. Schedule of Values.
 8. Existing Conditions Survey.
 9. Quality Control Plan (QCP).
 10. Environmental Protection Plan.
 11. Document Submissions.
 12. Demolition Debris Management Plan.

13. Certificates, Licenses, and Training Documents.

- c. Construction Phase: To be determined based upon the approved schedule for construction. The Construction Phase is 151 calendar days in duration, with all product submittals to be delivered prior to the start of construction to the COR for review and approval. No demolition or construction shall be started without the review and approval from the COR for those items listed in the Pre-Construction Phase unless authorized in writing by the CO/CS.
- d. Construction Closeout Phase duration is the Kick-Off Date + 181 calendar days. The GC shall submit within seven (7) calendar days from JBVAMC acceptance of the completed punch list items and commissioning reports. Within this phase the GC shall provide all materials included under Tasks and Responsibilities and the following:
 - 1. Request for Inspection and Approval by the COR and/or the CO/CS.
 - 2. Notice of readiness for Final Approval and Beneficial Occupancy.
 - 3. Warranty documents and O&M Manuals.
 - 4. As-Built Drawings and record submittals.
 - 5. Staff training when applicable.
 - 6. GC's Release of Claims.
 - 7. GEMS Reports.
 - 8. Existing Conditions Re-survey.

O) Constraints.

- 1) Work hours for JBVAMC staff are generally from 8:00 am until 4:30 pm, Monday through Friday.
- 2) Photographs may be taken of the work performed at the jobsite for use of the GC, the A/E, and VA for the purposes of this project only. Photographs containing images of patients and/or staff are a violation of VA policy. Violations are subject to penalties and/or dismissal. Permission to publish or circulate these photos must be obtained from the JBVAMC Public Affairs Officer (PAO) and should be coordinated through the COR.
- 3) Exploratory demolition is permitted but must be coordinated with the COR and the Lessor.

P) Performance Monitoring.

The VA will periodically evaluate the GC's performance by appointing representative(s) to monitor such performance and ensure services are received. The VA representative(s) will evaluate the GC's performance through intermittent on-site inspections of the GC's performance.

Q) Other Pertinent Information or Special Considerations.

- 1) All GC personnel and subcontractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements as applicable. All licenses, permits, and welding certifications shall be kept current throughout the Period of Performance of the contract. The GC shall provide VA with copies of such certificates.

- 2) VA Information Security Program policy per VA Directive and Handbook 6500 and 6500.6 Appendix A, storage, generation, transmission or exchanging of VA-sensitive information by the GC and/or A/E outside the requirements of this project is not acceptable.
- 3) All work shall be scheduled to meet requirements of VA. All work shall be coordinated through the CO/CS. Local coordination shall be coordinated through the COR.
- 4) The GC shall provide to the CO/CS the records of work certifications for all trades relative to this contract, five (5) calendar days prior to beginning work. Certifications shall include welders, pipe installers, machine operators, etc.
- 5) GC is responsible for repairing any damages to existing facility and utilities incurred during construction or demolition.
- 6) Utilities within the area and identified on existing drawings are not to be interpreted as the exact location, or as the only existing site conditions. GC shall verify all existing conditions and proceed with caution around any anticipated obstructions.
- 7) Where any work disturbs the grass areas, ornamental vegetation, walls, ceilings, floors, windows, entrances or building structures, etc. or where new and old work join, the GC shall restore, repair or refinish affected areas or surfaces to their original condition, or as existed before the commencement of this project. Upon completion of the contract, the GC shall deliver all work complete and undamaged. Any damage caused by the GC or his work crews or subcontractors to any existing structure, grounds, or utilities shall be repaired or replaced to their original condition.
- 8) Should a conflict exist between VA requirements and VA adopted nationally recognized codes and standards, the conflict shall be brought to the attention of the CO/CS. The resolution of the conflict shall be made by the authority having jurisdiction for VA to ensure system-wide consistency. All work conducted under this scope of work shall comply with the Department of Veterans Affairs Master Specifications and all applicable state and federal regulations and codes.

R) Government Furnished Equipment (GFE)/Government Furnished Information (GFI).

- 1) GFE:
 - a. Office Furniture will be provided and installed by VA.
 - b. Office Equipment will be provided and installed by VA.
 - c. Clinical Furniture will be provided and installed by VA.
 - d. Clinical Equipment will be provided and installed by VA.
 - e. Commercial casework identified on Construction Documents as ‘Provided by VA’ will be provided and installed by VA.
- 2) GFI:
 - a. No additional information is intended to be supplied other than information that is requested by the GC and/or the A/E.

S) Janitorial Services.

- 1) Janitorial Services are to be provided by Lessor per the schedules shown in the following attachment:
 - a. *Appendix C2 – Janitorial Services* (Attachment #1 to this SOW).

T) Agency Specific Requirements.

- 1) In addition to above requirements, the Design and Construction of the facility are to incorporate the requirements as listed in the following attachment:
 - a. *Appendix C3 – Agency Specific Requirements* (Attachment #2 to this SOW).

U) Information Technology Requirements.

- 1) In addition to above requirements, the Design and Construction of the Information Technology systems are to incorporate the requirements as listed in the following attachment:
 - a. *Appendix E – CBOC IT Specifications* (Attachment #3 to this SOW).
 - b. *S02-Exhibit C – IT Jacks* (Exhibit C to this SOW).

V) CBOC Room Templates.

- 1) In addition to above requirements, the Design and Construction of the facility are to incorporate the requirements as listed in the following attachment:
 - a. *– CBOC Room Templates* (Exhibit J to this SOW).

W) Lessor Provided Room Features

- 1) In addition to above requirements, the Design and Construction of the facility are to incorporate the requirements as listed in the following attachment:
 - a. *Lessor Provided Room Features* (Attachment #4 to this SOW).

X) Physical Security Requirements

- 1) In addition to above requirements, the Design and Construction of the facility are to incorporate the requirements as listed in the following attachment:
 - a. *Exhibit S–FSL Physical Security Determination* (Exhibit S to this SOW).

Y) Attachments

- 1) Appendix C2 – Janitorial Services
- 2) Appendix C3 – Agency Specific Requirements
- 3) Appendix D – Room Space Plan
- 4) Appendix E – CBOC IT Specifications
- 5) Appendix F - Lessor Provided Room Features (list)

1.01 JANITORIAL SERVICES**A. Work by Lessor**

The Lessor shall furnish all supplies, materials machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services shall be provided in all interior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall make careful selection of cleaning products and equipment to ensure they are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes.

The Lessor shall select paper and paper products with recycled content conforming to EPA's CPG. Performance will be based on the Contracting Officer's evaluation of results, not the frequency or method of performance.

B. Materials and Procedures**(1) *Standards***

It is the Lessor's responsibility to maintain the clinic in a condition that meets all housekeeping and sanitation requirements of this solicitation and the current standards of The Joint Commission (TJC).

(2) *Janitorial Services Cleaning Schedule*

Work shall be accomplished at times indicated. Work schedule shall be from 7:00 AM to 6:00 PM (or as specified by the CO), Monday through Friday. The Lessor shall ensure that sufficient employees are available to prepare the clinic to see patients at 7:30 AM, to be available to clean up spills, keep the public and specimen collection toilet rooms clean, and keep the toilet rooms stocked with sufficient paper products and soap. Mechanical equipment such as vacuum cleaners, burnishers, scrubbing machines, etc., shall not be used during patient appointments.

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

I. ONCE PER DAY:

Waiting rooms shall be policed, drinking fountains and door glass cleaned.

POLICING:

Waiting rooms shall be free of all paper, trash, empty bottles, and other discarded materials. There shall be no evidence of other foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

(b) DAILY

- I. Empty wastebaskets, dust all horizontal surfaces of furniture and clean desk tops. Vacuum full rug area and Sweep full floor area. Clean waste basins and mirrors, as necessary to meet Quality Requirements. Supply paper towels where dispensers are provided. Damp mop floors with germicidal solution. (Cleaning methods and germicidal solutions shall be prescribed by the Contracting Officer's Representative).*
- II. Chairs, other furniture, walls and Waste receptacles will be spot cleaned as needed. Toilet tissue dispensers and soap dispensers will be stocked daily. Window glass in lobby and waiting rooms will be cleaned daily.*
- III. Spot clean wall surfaces.*

SOLID WASTE COLLECTIONS

Will be properly bagged and placed in the large waste container located outside of the building.

THOROUGH DUSTING:

There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oil spots or smudges on dusted surfaces caused by dusting tools.

DAMP WIPING (DESK TOPS):

Desk tops shall be free of dirt, dust, streaks and spots.

THOROUGH VACUUMING:

Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task.

SPOT CLEANING:

Smudges, marks or spots shall have been removed without causing unsightly discolorations.

THOROUGH SWEEPING:

Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, under furniture or behind doors.

PORCELAIN WARE CLEANING:

Washbasins shall be clean and bright; there shall be no dust, spots, strains, green mold, encrustation, or excess moisture.

DAMP WIPING (MIRRORS):

Mirrors shall be clean and free of dust, streaks, dirt and spots.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

(c) WEEKLY

- I. *Dust all vertical surfaces and under surfaces of furniture (knee wells, chair rungs, table legs, etc.). Dust pictures, file cases, and bookcases.*
- II. *Damp mop and spray buff all hard resilient floors.*

FINISHING

*See Quality Requirements
In Paragraph (b)1.*

DAMP MOPPING AND SPRAY BUFFING:

Floors shall be free of streaks, mop strand marks and skipped areas. Wall baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished area should have uniform luster.

(d) MONTHLY

- I. *Surface scrub top layer of floor finish and add new coat of finish.*
- II. *Damp wipe both sides of all glass in doors, partitions, and bookcases, and other glass within approximately 70" of the floor.*

FINISHING

Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished areas shall have a uniform luster.

INTERIOR GLASS CLEANING:

Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

(e) EVERY 6 MONTHS:

- I. *Strip and apply four (4) coats of floor finish to resilient floors. Vendor shall be responsible for moving and returning furniture.*

STRIPPING:

All old finish or wax shall have been removed. There shall be no evidence of gum, rust burns, or scuff marks. Water solutions shall not be used on wood flooring.

FINISHING:

Walls, baseboards and other surfaces shall be free of streaks, mop strand marks and skipped areas. The finished areas shall have a uniform luster.

- II. *Perform high dusting or vacuuming to include removal of all dust, cobwebs, soot or other foreign substances from wall, ceilings, fans, light fixtures, transoms, tops of*

HIGH CLEANING:

Surfaces shall be clean and free of dust. Where glass is present both sides shall be clean.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

partitions, clocks, ceiling diffusers, lockers, plant hangers, wall plaques, drapes and drapery rods, window blinds, overhead pipes, and any item not previously mentioned in these specifications.

- III.** Wash walls in waiting rooms, examination and treatment rooms, lab areas.
(Cleaning methods and germicidal solution shall be, prescribed by the Contracting Officer's Representative).

DRAPERY VACUUMING:

Drapes shall be free of dust. Vacuuming equipment is to be kept clean and free of rough edges that may snag the drapery material.

WALL WASHING:

Walls shall be free of streaks or spots. There shall be no signs of overlapping. There shall be no smudge spots where lower halves of the wall overlap. Walls shall be uniformly clean. Woodwork on doors, windows, moldings, etc., shall be clean.

(f) EXTERIOR CLEANING:

I. DAILY:

Sweep entrances, landings, steps, and sidewalks adjacent to entrances in the morning before the occupants have entered the building.

Police all sidewalks, parking areas, driveways, lawns, etc.

SWEEPING (ENTRANCES, LANDINGS, STEPS, AND ADJACENT SIDEWALKS):

Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

POLICING (GROUNDS AND SIDE WALKS):

Areas shall be free of all paper, trash, empty bottles and other discarded material.

II. WEEKLY:

Sweep sidewalks, parking areas and driveways including moats, arcades and courts, weather permitting.

SWEEPING (OUTSIDE AREAS):

Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

(g) ENTRANCE RUGS:

- I.** Clean and shampoo entrance rugs as required to maintain quality standards, but not less than three (3) times per year.

SHAMPOOING (ENTRANCE RUGS):

Rugs shall be clean and free of dirt, grime, stains, and excessive build-up and crusted material.

(h) WINDOWS AND GLASS:

I. SEMI-ANNUALLY:

Wash both sides of all exterior building windows, glass above and in exterior and vestibule doors and all plate glass around entrances, lobbies and vestibules. Exterior of all spandrel glass shall be washed.

WINDOW WASHING:

Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surrounding interior glass shall be wiped free of drippings and other watermarks.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

Solar film will be cleaned according to manufacturer's recommendations. Outside of windows must be washed from the outside; windows will not be pivoted. Schedule will be approved by the Contracting Officer's Representative.

(i) VENETIAN BLINDS: ANNUALLY:

- I. Wash all venetian blinds in building. Clean cords and tapes. Defective cords and tapes shall be replaced.*
- II. Dust or vacuum all venetian blinds quarterly as previously specified.*

WASHING (VENETIAN BLINDS):

Both sides of venetian blinds shall be clean and free of dust and water spots. Cords and tapes shall be clean.

DUSTING (VENETIAN BLINDS):

Both sides of venetian blinds slats shall be free of dust.

(j) HARD FLOOR MAINTENANCE: INITIAL

- I. In the first thirty (30) days of the initial contract period and quarterly thereafter. Contractor will strip and refinish all hard surface floors such as brick, terrazzo, marble, tile, etc.*

Floors shall be sealed with a penetrating seal which fills the pores of the matrix and becomes a bonded integral part of the surface. This initial stripping and refinishing will require the Contractor to lay two (2) coats of sealer and four (4) coats of floor finish.

STRIPPING:

All old finish or wax shall have been removed. There shall be no gum, rust, burns or scuff marks.

SEALING:

Sealant must adhere to the floor. All floor areas must be coated. Spots and stains will be eliminated.

FINISHING:

Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform lustre.

(k) TRASH OR SOLID WASTE DISPOSAL/REMOVAL REQUIREMENTS:

I. EXTENT OF WORK:

Furnish all necessary labor, equipment, and supervision to provide solid waste disposal and/or removal services as outlined herein. Overflow of trash from containers shall be picked up daily from the floor of the area used to collect solid waste.

All solid waste shall have been removed from the premises. There shall be no overflow around containers.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

II. DISPOSAL FACILITY:

It is the desire of the Government that all solid waste collected as a requirement of this contract shall be removed from the premises and transported to a processing facility for the purpose of remanufacturing or recycling to the extent available. All solid waste not transported to a facility for remanufacture or recycling shall be disposed of only through a solid waste disposal facility that has been certified by the appropriate State Agency responsible for solid waste management, or by the Environmental Protection Agency.

(l) *As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.*

(m) *Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).*

(3) Janitorial Staff and Supervision

Janitorial staff shall have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious than traffic or parking violations. There shall be a janitorial staff supervisor on duty at all times when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government shall be removed from the janitorial staff. Smoking is permitted in designated areas only. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Janitorial company's standard uniforms are acceptable, if they clearly identify the company and the occupation of the individual. Janitorial staff shall be required to wear photo identification badges.

(4) Safety and Special Procedures

The Lessor shall consider the clinical environment and ensure that the janitorial staff is instructed on applicable safety precautions and special requirements including meeting OSHA BBP requirements. These requirements may include, but are not limited to, such conditions as cleaning of human secretions, blood, etc. from both floors and walls. Lessor shall be notified of isolation areas that need terminal cleaning. Terminal cleaning is defined as complete wipe down of all sinks, walls, countertops, casework, exam tables, etc., with germicide, and mopping of the floor with germicide. These areas require the use of gloves, gowns, masks, and shoe covers, which will be provided by the Government. The Lessor shall be responsible for collecting of sharps containers and hazardous materials. See "ALL AREAS" below under "Daily Cleaning Requirements" for method of handling sharps containers and hazardous waste. The janitorial staff shall comply with applicable Federal, State, and Local safety and fire regulations and codes. The Lessor shall immediately bring to the attention of the Government any fire and safety deficiencies. The Lessor shall take reasonable safety precautions to promote a safe environment within the lease premises.

(5) Equipment and Materials

All equipment and materials used in the performance of this contract shall be cleaned and stored properly at the end of the workday. Cleaning carts and/or equipment shall not be left unattended for any reason while patients are in the clinic. Lessor shall ensure all equipment, tools, and supplies meet necessary safety requirements and janitorial staff has full working knowledge of their use. An EPA-registered germicide shall be used to clean all patient areas, floors, examination tables, and medical equipment. The Lessor shall provide all labor, materials, supplies, machinery, and appliances that may be necessary or appropriate in the performance of janitorial services.

The Lessor shall provide supplies such as toilet tissue, multifold paper towels, toilet seat covers, and non-triclosan based antimicrobial soap (such as PMX or other) that contains moisturizer. The Lessor shall provide plastic linings for all trash receptacles. Provide clear plastic linings for non-hazardous waste trash receptacles and red plastic linings for hazardous waste trash receptacles. Housekeeping aide closets are located throughout the clinic for storage of supplies and equipment. The Lessor shall keep a minimum of two (2) weeks' stock of supplies on hand. All accumulated waste shall be removed and disposed of in the dumpster. Hazardous waste and sharps containers shall be picked up and stored in a designated storage area. Supplies to be used shall be approved by the Government. Specifications for supplies are as follows:

- **Toilet tissue and dispensers:** Roll type, 4-1/2 inches wide, single ply
- **Paper towels and dispensers:** Multi-fold, 10-1/8 inches wide
- **Hand soap:** non-triclosan based antimicrobial soap (such as PMX or other) that contains moisturizer

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

- **Trash receptacle liners:** (a) Polyethylene, flat type, 33 inches long, 52 inches wide, .66 millimeters thick; (b) Polyethylene, flat type, 24 inches long, 33 inches wide, .31 millimeters thick; (c) Polyethylene, red bags (biohazard) 33 inches long, 52 inches wide and 24 inches long, 33 inches wide
- **Furniture polish:** Spray type for use on wood and wood veneer
- **Window cleaner:** Ammonia type appropriate to remove smoke film and dust
- **Air freshener cartridges in bathrooms:** Johnson Wax *Good Sense* or equivalent
- **Upholstery cleaners:** Dry or foam type recommended for fabric upholstery
- **Germicide:** EPA-registered
- **Resilient floor tile cleaner and maintainer:** As recommended by manufacturer of resilient flooring
- **Floor finish:** High-speed floor finish as recommended by manufacturer of resilient flooring
- **Floor sealer:** As recommended by manufacturer of resilient flooring
- **Floor stripper:** As recommended by manufacturer of resilient flooring
- **Toilet seat covers:** Paper, white **(TO BE PROVIDED BY THE VA)**

A copy of the MSDS sheets for all products used shall be maintained at the clinic and shall be available for review by VA upon request.

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

AGENCY SPECIFIC REQUIREMENTS (ASR)	DEPARTMENT	SHELL/TI
Interior and Exterior Janitorial services are to be provided by the Lessor.	GENERAL	SHELL
Pull cord operators connected to a Nurse Call system are required in patient and public toilets.	GENERAL	SHELL
Corridors for patient areas shall have minimum 6'-0" width.	GENERAL	TI
Provide acoustical separation of STC 45 (Sound Transmission Coefficient) for all conference rooms and group rooms in non-staff areas.	GENERAL	TI
No code blue in parking lots	n/a	n/a
Provide exterior monument sign at facility site entry. Follow VA signage standards.	SITE	SHELL
Provide building-mounted exterior building identification sign with VA logo in prominent location. Follow VA signage standards.	SITE	SHELL
Provide one (1) flagpole at a location to be approved by the Contracting Officer.	SITE	SHELL
Vestibule floor mats are to be recessed to avoid trip/fall hazards.	LOBBY/ENTRY	SHELL
Main team workrooms are preferred to have natural light from exterior windows, with borrowed light or other source if rooms are not on an exterior wall.	PACT	SHELL
The HVAC system(s) shall meet the temperature and humidity requirements of the biohazard clean & soiled rooms, utility rooms, SPS/SPD closets, IT closets, the clinical rooms, staff office areas, toilet rooms, and public areas.	PACT	SHELL
Door(s) separating the lobby area from the PACT cross corridor shall be equipped with PIV card readers for access control.	PACT	SHELL
Provide TempTrak monitoring with dedicated power at Medication Alcoves.	PACT	SHELL
Provide Emergency Power to meet CAP Accreditation standards.	LAB	SHELL
Provide Temp Track monitoring on all refrigerators and freezers. Provide Emergency Power to all refrigerators and freezers.	LAB	SHELL
Lab area(s) shall be maintained at all times with relative humidity between 20% and 60%.	LAB	SHELL
Lab area(s) shall be maintained at all times with temperature between 18° C and 25 ° C.	LAB	SHELL
Specimen collection toilets require one (1) specimen pass-through to the Lab area.	LAB	TI
Blood collection room(s) shall be designed with one (1) door for patient access and one (1) door opening into the Lab.	LAB	TI
Mental Health Exam Rooms and similar rooms shall be constructed with rough in sink plumbing.	MENTAL HEALTH	SHELL
Patient Consult rooms require acoustical treatment to provide quiet rooms that support therapy.	MENTAL HEALTH	TI
Maximize daylight in Mental Health consult and group rooms.	MENTAL HEALTH	TI
Dimmable lighting is required in Mental Health rooms for light sensitive patients.	MENTAL HEALTH	TI
Wi-Fi is required for both public (hotspots) and VA (wired) use. The public Wi-Fi system requires filtering. The wired VA system requires CAT 6 cables fed from the Telecom closet to wireless access point locations. Locations will be provided by VA. VA wireless access points will be GFE, Contractor installed.	OI&T	SHELL
The Demarcation (Demarc) Room is where the main data cables enter the building. The Demarc Room shall be located adjacent to or nearby the Main IT Communications Room.	OI & T	SHELL
Lessee will provide data circuits. The Demarc Room shall have connecting wire and/or cable routed to the Telecommunications (Telecom) Room using conduit(s).	OI & T	SHELL
The Lessor shall provide the data cable installation from the data racks to the local data ports.	OI & T	SHELL

LEASE No. _____ LESSOR: _____ GOVERNMENT: _____

SCHEDULE D: Function & Space: Listing of Rooms						10/1/2019
Room Number (Existing)	Type of Room	Number of Rooms Required	Room Dimensions (Existing)	Room Area (Existing)	Room Area	Room Count (New)
314	Waiting Room	1	22.7 X 21.1	483	855	1
315	Office Supplies	1	5 X 2.5	13	35	2
316	AMSA / PAS	1	12.3 X 13.3	162	264	3
317	Security Station	1	6.5 X 5.4	35	35	4
319	Mental Health	1	7.8 X 11.8	92	120	5
320	LPN Exam	1	7.8 X 11.8	93	120	6
321	LPN Exam	1	6.8 X 11.8	80	120	7
322	Clean Supply	1	5 X 5.9	30	90	8
323	Toilet	1	5 X 5	25	66	9
324	Lab	1	7.8 X 16.3	128	128	10
325	Womens Health	1	10.9 X 11.5	125	125	11
326	Toilet	1	8.9 X 11.6	25	66	12
327	Women's Health	1	10.9 X 11.5	125	125	13
329	Medical Supply	1	8.9 X 11.6	104	94	14
330	BioHazard	1	4 X 6	24	0	-
331	E.K.G. Procedure	1	9 X 12	108	125	15
332	RN / Exam	1	10 X 12	121	120	16
333	Group Room	1	22.7 X 19.3	436	440	17
335	Clinic Manager	1	10 X12	121	100	18
336	NP / Exam	1	10 X12	121	120	19
337	Exam / CT	1	10 X12	121	120	20
339	Mental Health	1	10 X12	121	120	21
340	RN / Exam	1	10 X12	121	120	22
341	MD / Exam	1	12.3 X 12	147	120	23
342	Fax & Priner	1	6.5 X 7.7	50	50	24
343	Social Work	1	8.1 X 12	97	120	25
344	RN / Exam	1	9 X 12	108	120	26
345	Telehealth Tech	1	8.6 X 12	103	120	27
346	Family Toilet	1	7.3 X 12	87	80	28
347	Mental Health	1	8 X 12	95	120	29
349	Pharm D / Psych	1	8 X 12	96	0	-
350	Toilet	1	5 X 5	25	66	30
352	Telehealth	1	8.6 X 9.3	80	120	31
353	Mental Health	1	8 X 12	96	120	32
354	Break Room	1	10.6 X 19.8	209	240	33
355	Housekeeping	1	4.6 X 4.8	22	45	34
356	Locker Room	1	9.8 X 14.2	139	0	-
357	Telehealth	1	8.8 X 9.3	82	120	35
358	IT Closet	1	6.5 X 9.3	61	120	36
359	Clean Supply	1	5.5 X 16.3	90	90	37
New	W.H. Toilet	1	N/A	0	60	38
New	W.H. Toilet	1	N/A	0	60	39
New	Exam Room	1	N/A	0	120	40
New	Exam Room	1	N/A	0	0	-
New	Large Locker Room	1	N/A	0	148	41
New	Medical Euipment Storage	1	N/A	0	0	-
New	Large Conference Room	1	N/A	0	500	42
New	PACT Team Area	1	N/A	0	600	43
New	Mental Health Team Area	1	N/A	0	418	44
New	Team Area	1	N/A	0	320	45
New	IT Storage / Work Room	1	N/A	0	64	46
New	Telecom Room	1	N/A	0	64	47
New	Teleretinal	1	N/A	0	120	48
New	Office Supplies	1	N/A	0	0	49
	TOTAL NET USABLE SQ. FT.			4401	7633	
	CORRIDORS SQ. FT.			1174	2453	
	MECHANICAL ROOM SQ. FT.			125	125	
	TOTAL RENTABLE SQ. FT.			5700	10211	

Overview.

The following is a guide designed to articulate Information Technology (IT) requirements for new construction or major remodeling projects. In some areas this document peripherally addresses Electronics and Biomed requirements, but those Shops should be contacted directly to independently identify any requirements they have exceeding the data presented here. Where there is a conflict between the various requirements, the most stringent requirements shall apply.

References.

- OIT Design Guide, Feb 2011
- Physical Security Design Manual for VA Mission Critical Facilities, January 2015

OIT Design Guide.

- A. Locate Telecommunications (Telecom) Rooms interior to the facility, above the area's base flood elevation level.
2. Telecom Rooms shall not be located in patient care areas and shall not be located beneath toilets, showers, laboratories, kitchens, sinks, open courtyards, planters, roof drain leaders, or other areas where water service is provided.
3. Provide sufficient dedicated Telecom Rooms as specified. Active voice, data, and special systems equipment shall not be installed in elevator penthouses or mechanical rooms.
4. No pipe, conduit, or duct system foreign to the Telecom installation shall enter or pass through a Telecom Room.
5. Water and smoke detection devices are required under raised floors.
6. Extend the building's automatic wet-pipe sprinkler system to include all Demarc Rooms, Main Computer Rooms, and Telecom Rooms.
 - A. Note: Standard response fusible link sprinkler heads are to be used in the Computer Area. These sprinkler heads will lessen the chance of a head being accidentally broken and will provide structure protection (a standard response head is more robust and harder to break than a typical glass bulb-equipped quick response sprinkler head).
7. Provide a clean agent fire suppression for the Main Computer Room and Backup Computer Room.
8. Maintain a minimum 20-foot separation (horizontally and vertically) from any high-level induction electrical sources, such as electrical transformers, large electric motors, generators, radio transmitters, induction heating devices, photocopying equipment, radiology machines, variable frequency drives, and arc welding equipment.
9. A minimum of one (1) Telecom Room per floor is required. A minimum of one (1) Telecom Room per 15,000 square feet of (gross) building floor area served.
10. Fiber/Copper Distribution: Telecom Rooms shall be served by a minimum of 24 strands of Single Mode Fiber with LC terminations and home run to the Main Computer Room. Facilities and floors with high computer may require additional strands.
 - A. This fiber requirement does not include support for Cable TV or Patient Wireless systems.

- B. Each Telecom Room shall be serviced by 100 pairs of CAT 3 home run to the Demarc Room. All copper shall be terminated through lightning protection.
11. Alternate Data Path Requirements: All Main Telecom Closets shall have an alternate 12 strand single mode fiber feed to the Alternate Server Room (where applicable). The fiber shall be terminated in a patch panel with LC terminations at both ends.
12. Multiple Telecom Rooms are required if the horizontal cable length, routed parallel and perpendicular to the building geometry between the Telecom Room and the furthest Telecom outlet exceeds 262 feet (80 M).
13. Telecom Rooms shall be aligned vertically (stacked) on multi-floor buildings wherever possible.
14. HVAC:
- A. Maintain continuous and dedicated environmental control with limits for Telecom Rooms of 65°F–80°F and 40%–60% humidity.
 - B. Maintain continuous and dedicated environmental control with limits for Server Rooms of 65°F–75°F and 40%–60% humidity.
 - C. If sufficient emergency power is available, connect HVAC system to emergency power.
 - D. Maintain positive pressure with a minimum of one air change per hour.
 - E. As part of the building energy management system, the Telecom Room HVAC systems shall be alarmed for power loss, high and low temperature, high and low humidity, smoke detection, HVAC unit compressor failure (if/as applicable), and water flooding.
15. Telecom Rooms shall be functionally divided into IT space and FMS (Facility Management Support) space. An optional barrier with keyed gates (sliding or hinged) may be provided. The barrier may be removable.
16. Racks:
- A. Each Telecom Room shall be equipped with a minimum of two racks.
 - B. Racks shall be open floor-mount, two-post systems which support 19" wide rack-mountable equipment.
 - i. The racks shall be approximately 7 feet tall and shall have both horizontal and vertical wire management. An example of an appropriate rack can be found at:
<https://www.chatsworth.com/en-us/products/racks-cable-management/two-post-racks/relay-racks/universal-rack/48353-703>
 - C. Facilities with high computer density (floors or the facility itself) may require up to four (4) open racks; two (2) each on the IT side and two (2) each on the FMS side of the divided room. On each side, one (1) rack shall be reserved for horizontal passive distribution equipment, i.e., patch panels, and one (1) rack on each side shall be reserved for active distribution equipment, and termination of fiber backbone cables.
 - D. Power management shall be included in each rack with two (2) power supplies and associated, separate power distribution strips.
 - E. Vertical wire management shall be attached to both sides of the rack and run the full height of the rack. The dimensions of the vertical wire management should be approximately 84" x 6" x 24.5" with doors that open on the front and back.

- F. Horizontal wire management shall be approximately 2" in height and run the depth of the rack. The wire management shall have snap on covers over the front. Horizontal wire management shall be installed between switches, patch panels, and other rack-mountable devices. If angled patch panels are installed, then horizontal wire management is not required between them. A minimum of 5 per rack shall be provided. Examples of appropriate vertical and horizontal cable management can be found at:

<https://www.chatsworth.com/en-us/products/racks-cable-management/cable-management>

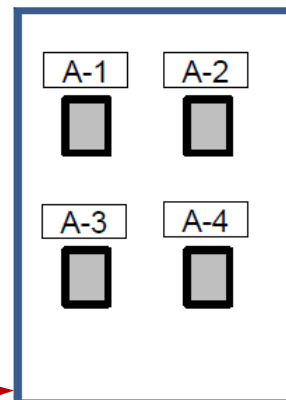
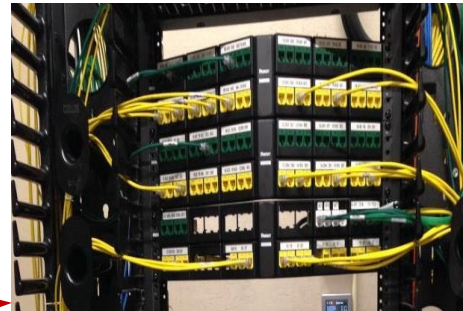
17. Power:

- A. Uninterruptible Power Supplies (UPS's) shall be provided to all Telecom Rooms with the following standards for full rated output:
- Demarc Room—4 hours of service
 - Main Computer Room—20 minutes of service
 - Telecom Rooms—4 hours of service
- B. Main Computer Rooms and Demarc rooms shall be provided with generator-backed HVAC service.

18. Additional Locally-Derived Telecom Room Standards:

- A. Minimum size shall be 10' x 10' for two (2) racks, 10' x 12' for three (3) racks, and 10' x 15' for four (4) racks.
- B. Ceiling height shall be a minimum of 9' above finished floor (AFF).
- C. All walls shall be lined with ¾" thick fire-rated plywood backboards, 4' high, with the bottom located 3' AFF (4' x 8' sheets hung horizontally).
- D. Rooms shall not have a suspended ceiling.
- E. Room entrances must have a minimum unobstructed area of 48" x 48" directly in front of the door opening.
- F. Room shall be enclosed with fire-rated construction per NFPA 75 – Standard for the Fire Protection of Information Technology Equipment.
- G. Rooms shall be provided with temperature and humidity monitoring and alarms.
- H. Rooms shall be provided with one (1) dedicated 208V circuit terminated at and grounded to each equipment rack. A minimum of four (4) dedicated 120V circuits shall be installed evenly spaced on the walls around the room and terminated in four (4) gang boxes. A minimum of two (2) 120V four gang box circuits shall be installed evenly spaced on any wall longer than 10'.
- I. Cable Colors:
- Cables from room data jacks to the patch panel shall be BLUE.
 - Guest Internet cables shall be PURPLE.
 - VA Wireless patch panel cables shall be ORANGE.
 - PC, Phone, and VTC patch panel cables shall be YELLOW.
 - Electronics patch panel cables shall be BLUE.
 - Biomed patch panel cables shall be RED.

7. HVAC control patch panel cables shall be PINK.
- J. Telecom Closets shall have direct access at all times and shall not be located inside conference rooms, offices, or other rooms whose occupancy may hinder access.
19. Additional Locally-Derived New Construction/Remodeling Standards for Data Drops and Cabling:
- A. Data/power boxes shall be provided and centered in each wall not containing a door in all occupied rooms (typically 3 boxes/room). For walls longer than 15', additional boxes shall be located no greater than 15' apart. Data/power boxes shall also be installed on any wall containing a door with 8' or more of open wall space.
- B. Data boxes shall consist of four (4) RJ45 ports.
- C. All data jacks shall be wired back to the Telecom Room via CAT 6 cables.
- D. A data box meeting the standards above shall be installed in all locations identified for centralized printing stations.
- E. CAT3/6 Patch Panel Specifications: Patch panels shall be 48 port/connector angled devices, 2RUs in height. See photo at right for example.
- F. Patch Panel and Room Wall Jack Labeling Standards: 48 Port RJ-45 Patch Panel shall be mounted starting at the top of the 19" Rack. The top/1st Patch Panel shall be marked as "A", then each Patch Panel installed under it shall continue with markings: B, C, D etc. Room RJ-45 Wall Jacks shall correspond with the Rack RJ-45 Jack Plates (i.e. A-1, A-2, B-1, B-2 etc.). During installation the Technician shall terminate the Room Wall RJ-45 Jacks in a Left to Right, Top to Bottom configuration as indicated in the figure to the right.



Physical Security Design Manual for VA Mission Critical Facilities.

1. Wireless: Provide a wireless data access system or install infrastructure (cabling) placed for later system installation. Wireless layout design is to be provided by ITOPS.

Other.

1. Contractor shall provide "As Built" drawings for all installed IT cabling and equipment. Drawings shall include, as a minimum, digital floorplans with data jack locations and identifications annotated.
2. Contractor shall provide results of all fiber/copper cable and port testing.

Waiting Room		
Content Name	Qty	Unit of Issue
Water Fountain	1	EA
Telecommunication Outlet	5	EA
Dispenser, hand sanitizer	2	EA
Basket, wastepaper, fire resistant	3	EA

Office Supplies		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Shelves 60"x18"	7	EA

AMSA/ Reception		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Workstation, ADA accessible	3	EA
Basket, wastepaper, fire resistant	3	EA
Telephone outlet	4	EA
Workstation with blue background wall for Photo ID and scanning	1	EA
Countertop, laminate	1	EA

Security Station		
Content Name	Qty	Unit of Issue
Telecommunication outlet	1	EA
Workstation	1	EA
Telephone outlet	1	EA
Basket, wastepaper, fire resistant	1	EA

Mental Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

LPN		
Content Name	Qty	Unit of Issue

Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

LPN		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Clean Supply		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Temp and humidity control within space	1	EA

Toilet		
Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA

Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA

Specimen Collection (Lab)		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	2	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	2	EA
Track, cubicle, ceiling mounted	2	EA
Basket, wastepaper, step-on	2	EA
Telephone outlet	1	EA
Electrical outlet, dedicated circuit for refrigerator	1	EA
Countertop, laminate, 11' wide X 26" deep	1	EA
Eye wash station, sink mounted, hands free	1	EA
Door lock with keys	1	EA
Sink, SS, single basin, two handles, manual control	1	EA
Cabinet, upper, 36" wide X 24" tall X 12" deep, 2 door, 2 shelves	3	EA

Women's Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA

Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Toilet		
Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, sensor	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA

Women's Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA

Telephone outlet	1	EA
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Medical		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Telecommunication outlet	5	EA
Telephone outlet	1	EA
Electrical outlet, dedicated circuit for refrigerator	1	EA

Biohazard/ Dirty Supply		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Bin, red biohazard infectious waste with lid, 44 gallons	1	EA

EKG/Procedure		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handle, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

RN/Exam		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA

Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Group Room		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Basket, wastepaper, fire resistant	2	EA
Telephone outlet	1	EA

Clinic Manager		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Basket, wastepaper, step-on	2	EA
Door lock with keys	1	EA
Telephone outlet	1	EA

NP/Exam		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Exam/Tele primary care		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA

Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Conference Room		
Content Name	Qty	Unit of Issue
Telecommunication outlet		EA
Dispenser, hand sanitizer	3	EA
Countertop, laminate	1	EA
Basket, wastepaper, fire resistant	3	EA
Telephone outlet	3	EA
Electrical outlet		EA
Workstation	1	EA
Sink, SS, two handles, manual	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Room divider, accordion curtain type	2	EA
Mental Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet		EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA
RN/Exam		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted,	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

MD/Exam		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Fax/Printer		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Telecommunication outlet	5	EA

Social Work		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

RN/Exam		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted,	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA

Telephone outlet	1	EA
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Telehealth Tech		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Family Toilet		
Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA
Table, diaper changing, wall mounted	1	EA

Mental Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

Pharm D		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA
Sink, vitreous china, two handles, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Toilet		
Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA

Telehealth		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

Mental Health		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

Staff Break Room		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Countertop, laminate, 144" wide X 24" deep	1	EA
Basket, wastepaper, fire resistant, metal/plastic size	1	EA
Telephone outlet	1	EA
Cabinet, upper, 36" wide X 24" tall X12" deep, 2 doors, shelves	4	EA
Sink, SS, two handles, manual, double basin	1	EA
Cabinet, lower, 36" wide X 24" tall X12" deep, 2 door, 2 drawer, 2 shelves	4	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA

Housekeeping Closet		
Content Name	Qty	Unit of Issue
Sink, mop, molded stone basin with faucet	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Shelf, utility with mop/broom holders, ss, surface mounted	1	EA

Locker Room		
Content Name	Qty	Unit of Issue
Telephone outlet	1	EA

Telehealth		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA

Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

IT Closet		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Door lock with key/card access	1	EA
Telephone outlet	1	EA
Relay rack, aluminum	3	EA
Cable management, horizontal base unit	26	EA
Rear wire frame	13	EA
Rear hinged cover, for LAN rack	13	EA
Fiber optic cabinet, 36 port, rack mounted	1	EA
Power supply, uninterruptable, rack mounted	1	EA

IT Storage		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Door lock with key/card access	1	EA
Telephone outlet	1	EA
Shelves, 5'x24"	5	EA

IT Office		
Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Door lock with key/card access	1	EA
Telephone outlet	1	EA

Clean Supply		
Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Temp and humidity control within space	1	EA

Women's Health Toilet (inside women's health exam room)		
Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA

Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA
Table, diaper changing, wall mounted	1	EA

Women's Health Toilet (inside women's health exam room)

Content Name	Qty	Unit of Issue
Mirror, float glass, ADA Accessible	1	EA
Dispenser, soap, touch free	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Disposal, sanitary napkin, ss, surface mounted	1	EA
Grab bar, 1 1/4" diameter, ss, 2 wall, w/c accessible	1	EA
Dispenser, toilet tissue, ss, 2-roll, surface mounted	1	EA
Basket, wastepaper, step-on	1	EA
Sink, vitreous china, two handles, manual	1	EA
Toilet, wall hung,	1	EA
Emergency call system	1	EA
Door lock accessible by staff from outside	1	EA
Table, diaper changing, wall mounted	1	EA

Exam Room (Request from Clinic Manager)

Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, soap, touch free	1	EA
Dispenser, hand sanitizer	1	EA
Dispenser, paper towel, SS, surface mounted	1	EA
Dispenser, 3 pair glove, surgical/examination, Wall mounted	1	EA
Waste disposal unit, sharps	1	EA
Track, cubicle, ceiling mounted	2	EA

Sink, vitreous china, two handle, manual control, Wall mounted	1	EA
Basket, wastepaper, step-on	1	EA
Telephone outlet	1	EA

Mental Health (Request from clinic Manager)

Content Name	Qty	Unit of Issue
Telecommunication outlet	5	EA
Dispenser, hand sanitizer	1	EA
Telephone outlet	1	EA
Basket, wastepaper, step-on	1	EA

Storage Medical Equipment

Content Name	Qty	Unit of Issue
Door lock with keys	1	EA
Temp and humidity control within space	1	EA
Telecommunication outlet	2	EA
Telephone outlet	1	EA

Hallways

Content Name	Qty	Unit of Issue
Handrail, 1 1/4" diameter, match decor, one side of hallway, ADA compliant		EA

Entire Unit

Content Name	Qty	Unit of Issue
WI-FI infrastructure		EA