

# **STATEMENT OF WORK**

## **Mental Health Services**

### **Modular Demountable Wall Systems – Phase 2**

**30 December 2022**

#### **VA Boston Healthcare System**

940 Belmont Street

Building 3 - Fourth Floor

Brockton, Massachusetts 02301



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## I. JUSTIFICATION:

The VA Boston Healthcare System's Brockton Campus needs a coworking and shared workspace for its outpatient Mental Health service line. In providing this space, it will allow mental health services to have greater mobility, productivity, flexibility, and efficiency, while providing outstanding care for Veterans and their families on an outpatient basis. The demountable walls, acoustic panels and sound masking system described herein will provide consult spaces that are quiet, HIPAA compliant allowing providers to see or call patients and prevent sensitive information from being overheard.

## II. SCOPE OF WORK:

The selected contractor shall be required to furnish, deliver, and install new modular, demountable architectural wall systems, acoustic panels, and solar shades to the fourth floor of Building 3, B side at VA Boston Healthcare Systems, Brockton campus. The timeframe for delivery receipt shall be no later than 14 weeks following award of contract, with coordination of specific dates mutually agreed upon by the VA Boston Healthcare System Engineering Department and the selected contractor.

The vendor shall field verify the space before placing a final order. This assembly shall be developed with the awarded vendor with use of the materials outlined within. The vendor responding to the solicitation shall provide the required furnishings as noted on the attached drawing, described in the performance-based technical specification, and described here within. The attached technical based specification describes the minimal materials, construction, and technical requirements.

## III. BID REQUIREMENTS:

All bids shall be formatted appropriately as shown below to ensure a consistent basis for comparison:

<u>Line Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost</u>	<u>Extended</u>
(Item 1)	(Guest Chairs Pieces Parts Fabric @ \$60/yd. Etc.)	(5)	(\$100)	(\$500)

**Cost of item (as defined below, i.e. 'DIRTT Demountable Wall Partition Assembly') shall be wholly inclusive of all required components. DO NOT break out costs for any parts, pieces, or COMs in either the cost or extended cost columns.**

- Comprehensive freight, installation, and any associated project management fees to be indicated as a single final line-item amount.
- All 'Or Equal' product bids must include a comprehensive technical package for review. The technical package shall include 2D and 3D drawings of the line items, cut sheets or other documentation supporting the item meets or exceeds all the indicated required characteristics.

#### **IV. FURNITURE REQUIREMENTS:**

##### **Reference Appendix A – Drawing ID 1 of 1 Outpatient Mental Health Services Furniture Plan dated 28 December 2022**

##### **Qty.2 DIRT Environmental Solutions – Architectural Demountable Wall Systems**

*(Reference COP shop drawings dated “11-04-22”)*

Item 1: DIRT demountable wall partition assemblies

Item 2: Comprehensive project management, delivery and freight and installation.

Finish:	Clear Anodized Aluminum
Hardware Finish:	Brushes Stainless Steel 12" Pulls
Glass:	3/8" Tempered Clear
Painted Tiles:	Standard Scout #DC83; UC-50024
Powder Coat:	Grade 2 – Shimmer DPM50 (Metallic)
Fabric Panels:	Grade 6 – Dash Meteor; Meteor 700
Door Type:	QTY. 2 – Aluminum & glass butt hinge door w/ADA Bottom
Power & Data:	QTY. 1 Quad data, 1 Quad and 1 Duplex electrical receptacle per room for total of 4 of each (12 KO's)
Dimensions:	8'-6"H V.I.F. x 40 +/- Linear Feet
Locations:	B-422C & A-405

##### **Or Equal Salient Characteristics:**

##### **Demountable Wall System Technical Specifications**

Requirements and configurations shall be in accordance with the layouts and typical types shown in drawings and specified herein. Components and hardware shall be provided by a single manufacturer and shall be a standard commercial product as shown in the vendor's pricelist. Although such work is not specifically indicated, furnish, and install all supplementary or miscellaneous items, appurtenances, and devices incidental to, or necessary for sound, secure and complete installation.

##### **Demountable Wall General Requirements are as follows:**

1. Lines should offer Contemporary, Transitional or Traditional design element options.
2. Demountable walls shall meet or exceed the minimum fire code ratings as applicable to each project and in accordance with ASTM E-84.
3. Manufacturer shall certify that wall products have been tested with ASTM E 72-98 (Transverse load capacity), BIFMA X-5.6 (load bearing capacity) and all applicable tests.
4. The final constructed panel system needs to provide an STC rating of 50 or better, where loud speech can be heard faintly.

### **Construction and Materials**

1. Panels and framework shall be unitized (not stick built), and non-progressive to allow for flexible reconfiguration including the removal or relocation of panels and sliding doors on the same module.
2. All panel components including frames, glass frames, door frames, base trim, ceiling trim and tracks shall be cold-formed steel or extruded aluminum. All framework, exposed steel or aluminum, shall be powder-coat finished.
3. Panels shall include other material selections such as metals and tempered glass.
4. Panels shall be 4" thick, shall have panels available up to 60" with 1/16" minimum nominal widths available. Panels shall be precisely installed and include the option to provide filler panels when necessary. Panel heights shall be available up to 120" high, and allow for seismic bracing where code requires.
5. Panels shall be stackable to accommodate ceiling height changes and future panel type changes.
6. Panels shall have the ability to connect to and release from the base building and ceiling without damage.
7. Panels shall have the option to be designed in a radius application.
8. Each panel shall have integrated leveling devices and have a minimum of ½" adjustability at the ceiling and 1" adjustability at the floor.
9. In general, solid panels shall provide an overall sound transmission class of no less than a 50 STC rating and glass panels no less than a 40 STC rating. Minimum STC ratings will be evaluated on a project-by-project basis. Manufacturer shall be able to provide documentation regarding STC ratings for their products.

### **Doors**

1. Doors shall be a minimum of 1-3/4" thick and available in various heights including full height, with an option to segment and utilize transoms above.
2. Various door options shall include a butt hinge with the ability to be a single or double door and come with or without glass.
3. Frame and panel finish option shall be the same as the wall surface finishes.
4. Hardware shall be provided by wall manufacturer with multiple styles including traditional, contemporary, and transitional, and multiple finish options.
5. Best brand lock and door hardware required to meet medical center standard.
6. Door and frame assemblies shall be aligned and fitted, and securely anchored to partitions.

### **Wall Surfaces**

1. A wide variety of wall surfaces to be available including fabric, wood veneer, plastic laminate, painted MDF, glass, Plexiglas, tempered glass, resin, dry erase board, metal, and custom paint options.
2. Surface skins shall be segmented or monolithic, and hung either vertically or horizontally.
3. Wall surfaces shall be interchangeable with the ability to apply a new skin/finish.
4. Panels shall have no more than a ¼" reveal between adjacent panels.

5. STC ratings shall be available up to 50 for solid walls, and 40 for glass walls. Cut panels shall achieve the same STC ratings.
6. Acoustical walls that mount directly to existing walls shall achieve a minimum .80 NRC.
  - a. STC = Sound Transmission Coefficient
  - b. NRC = Noise Reduction Coefficient

### **Glass**

1. Glazing shall comply with the Federal Safety Standard for Architectural Glazing Materials (16 CFR Part 1201).
2. Glazing shall be tempered.
3. Options shall include clear, frosted, patterned, custom etching, back painted, and shall be available for use on both panels and doors.
4. Glass shall be factory installed.

### **Storage Options**

1. Panels shall be capable of hanging or mounting any manufacturer's furniture using vertical reveals and brackets or other approved methods. Reveals shall have the ability to be finished off for a monolithic aesthetic when furniture is not installed.
2. Furniture shall have the capability to be hung off the module at various heights.

### **Installation**

1. All materials, labor, and equipment needed for a turn-key installation shall be installed by a factory approved installer.
2. Partitions shall be installed rigid, level, plumb, and aligned. Install seals at all connections including floors, ceilings, fixed walls, columns and other surfaces. Partitions shall be securely attached to the building where applicable.
3. Partitions shall have the ability to begin at the building perimeter, windows, or columns.
4. Existing walls, hard cap ceilings, ceiling suspension systems, or floors shall not be altered or damaged in any way.

### **Sustainability**

1. The system shall be GREENGUARD certified, Cradle to Cradle Certified, or SMART certified.
2. SCS Indoor Advantage Gold certification.
3. Shall contain recycled content, composed of rapidly renewable materials, and manufacturer re-use or recycling program in place.
4. Insulation shall be made of 80% post-consumer recycled content.
5. Aluminum components shall be of 25% pre-consumer recycled content.
6. All components and materials shall be 100% recyclable.
7. Finish coats shall be free of VOC's and HAP's.
8. Materials shall be free of urea formaldehyde.
9. Finish shall not require an oven for curing.

10. FSC certified wood shall be available.

11. Product provided under this specification shall be at least 65% recyclable at the end of its useful life and be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards.

### **Warranty**

1. Warranty for all products shall be for a period of 10 years with a 24 hour-per day for administrative product. Parts and labor included. Limitations or exclusions involving materials and components such as lamps and ballasts, wood veneer, and upholstery fabric is acceptable.

2. Substitutions shall be approved by the VA Interior Designer.

**Note:** Vendor shall provide hard copy data sheets and technical information on the substituted products. Data sheets shall include picture or rendering, make and exact model number, description, cut sheet, price list, and technical information on why substituted item meets SOW requirements. Technical data shall be provided within 10 days of bid submission. Failure to provide all information and samples will be considered an incomplete bid package.

### **Qty. 2 Acoustic Panel Wall Treatments– Brand name or equal**

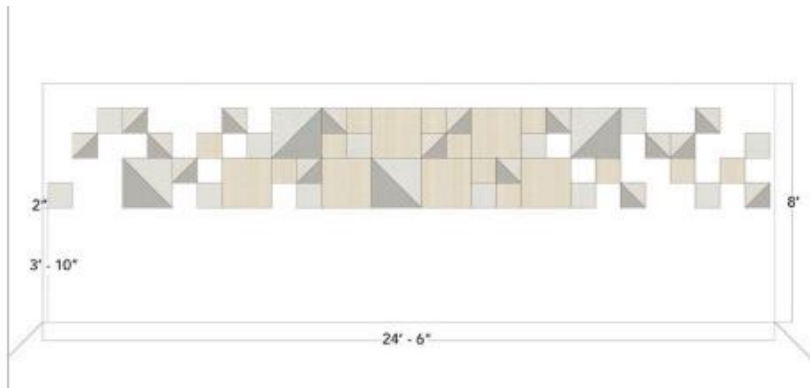
ITEM 3: Carnegie Fabrics Xorel Artform (as shown below)

Instant Artform Collection – Basket Weave A2808-3

Color Palette: 3

Panel Type: Quiet Core

Note: Install as per manufacturers recommended install instructions



### **Or equal Salient Characteristics:**

- Panel fabric must be able to withstand 10:1 bleach cleaning solution
- Panels must have an NRC rating of .70 or greater
- Panels must be offered in a variety of shapes, sizes and 350 colorways of fabrics
- Panels must be tackable and self-healing
- Verify site condition panels for proper mounting type

**Qty. 1 Cambridge Sound Masking System**

Biamp Qt Patient Privacy System – Speech Privacy Solution for Patient Rooms  
(Reference data sheet labeled "Qt Patient Privacy System")

Speakers: 44 recessed units with ceiling plate & brushed aluminum housing

Include: Control module, privacy indicator light signs, sound masking generator, recessed emitters, individual room controller, engineered drawings for approval, project management, delivery, freight, and off-hour installation.

Housing Finish: White

**Or Equal Salient Characteristics:**

**Sound Masking System Technical Specifications**

Requirements and configurations shall be in accordance with the data sheets specified herein. Components and hardware shall be provided by a single manufacturer and shall be a standard commercial product. Although such work is not specifically indicated, furnish, and install all supplementary or miscellaneous items, appurtenances, and devices incidental to, or necessary for sound, secure and complete installation.

**Sound Masking System General Requirements are as follows:**

1. 120 VAC connectivity for the system specified within.
2. Sound masking system shall comply with all applicable electrical codes.
3. Manufacturer shall certify that the system is UL 1069 listed

**Note:** Vendor shall provide hard copy data sheets and technical information on the substituted products. Data sheets shall include picture or rendering, make and exact model number, description, cut sheet, price list, and technical information on why substituted item meets SOW requirements. Technical data shall be provided within 10 days of bid submission. Failure to provide all information and samples will be considered an incomplete bid package.

**Installation**

1. All materials, labor, and equipment needed for a turn-key installation shall be installed by a factory approved installer.
2. Authorized Distributor for product supplied. Authorized Distributor Letter from manufacturer required upon request of specifying authority.
3. Applicable state licenses. Copy available upon request.
4. Certificate of successful completion of manufacturer's installation/training school for installing technicians of the equipment being proposed. Letter from manufacturer stating technician qualifications on request.



5. Certificate of completion of certifications (i.e. Cisco or Microsoft). Copy available upon request.
6. Existing walls, hard cap ceilings, ceiling suspension systems, or floors shall not be altered or damaged in any way.
7. System is to be stand alone and is not to be connected to any VA device. Controls are to be located within each consult space and can turn off and on as needed.

### **Warranty**

1. The supplying contractor shall provide a warranty on the system which shall include all necessary labor and equipment to maintain the system(s) in full operation for a period of 1 year from the date of acceptance.
2. In addition, the equipment (parts) warranty for all core system components including control / switching equipment, power supplies, transformers, speakers, and consoles shall extend to a total of at least five (5) years.
4. System hardware and firmware shall be the product of a single, reputable manufacturer with a proven history of product reliability and sole control over all source code. System configuration programming changes shall not require any exchange of parts.

### **Execution**

1. Only factory certified installers shall install and service the specified system.
2. Manufacturer shall have the equipment manufacturer's engineers, or their designated agents inspect the installation and operation of this system to determine that the system complies with all listed standards.

#### **A. TRAINING**

Contractor shall provide thorough training of all staff assigned to operate the sound masking system equipment. This training shall be developed and implemented to address different types of staff.

#### **B. WIRING**

- i. Contractor shall terminate all wiring with manufacturer approved connectors. The use of wire nuts is prohibited.
- ii. All wiring shall be free from shorts and faults. Wiring shall be UL listed, NEC and NFPA 70, Article 25 approved.
- iii. Wiring shall not be run in the same conduit with other systems (i.e. Class 1 AC power distribution, fire alarm, entertainment systems, lighting controls, etc.).

### **C. ELECTRICAL POWER CONNECTIONS**

- i. It shall be the responsibility of the CBOC provide a dedicated 120 VAC, 60 HZ conduit feed into the equipment cabinet. This power feed shall not have any other devices connected directly to it. A 20 AMP circuit breaker located in the electrical sub-panel labeled “sound masking” will control this circuit.

### **ENVIRONMENTAL PROTECTION**

Make certain that all network control equipment is accessible for service. Contractor shall notify specifying authority if designated equipment closet does not meet manufacturer’s requirements for heat, radiation or static electricity.

### **PROTECTION OF NETWORK DEVICES**

Contractor shall protect network devices during unpacking and installation by wearing manufacturer approved ESD wrist straps tied to chassis ground. The wrist strap shall meet OSHA requirements for prevention of electrical shock, should technician encounter high voltage.

### **V. OTHER CONSIDERATIONS FOR PROPOSAL**

1. Dealer shall have in-house services available including interior design, sales, installation, and warehousing capability.
2. Dealer/manufacturer shall have the ability to train and demonstrate to owner facilities and maintenance staff how to adjust, operate and maintain demountable partitions.
3. Dealer/Manufacturer shall have the following professional associations:
  - a. Efficient Data Centers 7x24 Exchange
  - b. AFCOM
  - c. BICSI
4. Lead-time is a critical factor. Bidders shall present their best lead-time to design, manufacture, ship, and install furniture.
5. If bidder is not the manufacturer of all major components, such as core, surfaces, modular walls, and lift solutions, then the bidder shall specify which manufacturer is being used and include their reference information and past experience to determine qualified status.

### **VI. CONTRACTOR REQUIREMENTS**

The contractor shall perform all work under this contract in strict accordance with all safety codes to eliminate the possibility of damage or injury to patients, personnel and equipment or building structures.

**Delivery, Assembly, Installation and Storage**

1. The contractor shall not be alone in the designated installation space and shall be escorted by a VA employee at all times.
2. Point of Contact (POC) for delivery and installation is Louann Wright (774) 826 – 1238.
3. Track all orders to insure timely delivery and communicate issues to COR.
4. The contractor shall be contacted by the POC at least two weeks prior to date that services are to begin. Pick-up, delivery and installation services are expected to be performed per future information. The contractor shall coordinate delivery times with the POC to confirm that the building is ready for delivery of furnishings. Once confirmation is received, the contractor shall provide the POC with a minimum of 72 hours notification as to date and time that the trucks and crews will be arriving.
5. In the event there is a delay in install, the contractor shall notify the Government POC immediately.
6. Furniture delivery not to interfere with the operation of the facility. The contractor shall coordinate the work of the project with the COR to ensure minimal disruption of the Medical Center operations.
7. Foreman shall be available to supervise all installation.
8. Furniture layout and shop drawings will be provided before award, the contractor shall place items in building as identified in the furniture layout. Final furniture layout shall be determined by COR. Furniture layout shall meet the requirements and design intent of ABA, NFPA, OSHA, BIFMA, CAL 117, VA, for all accessibility, life safety, occupational safety, VA, and federal requirements for a business
9. All products shall be installed by manufacturer certified installers with experience working in healthcare environments.
10. The contractor shall uncrate all items received and perform all required assembly in accordance with the manufacturers' instructions. All uncrated material shall be removed from VA property by the contractor.
11. If the contractor is unable to complete the assembly and placement of all unloaded items before the end of the workday, the contractor shall be responsible for moving these items to a secure location, until the next available workday. The contractor shall be responsible for moving the items from the overnight storage site to its designated position in the building. The contractor shall coordinate with the POC as to where any excess items are to be stored. The contractor shall be responsible for delivery of excess items to storage area(s) designated by the POC.
12. post-installation "walk-through" shall be required by manufacturer's Regional Installation Manager and Senior Account Manager in order to ascertain full compliance to the floor plan, console design, and materials specified. Any inconsistencies will be noted and shall be scheduled for completion prior to sign off of the project.
13. Repair or replace damaged products at the discretion of COR.

### **Product Documentation**

1. Vendor shall provide furniture cut sheets, warranty and delivery schedule. Vendor shall provide O&M manual including warranty, care, and manufacturer contact information to COR at completion of project.

### **Record Management Statement**

The following standard items relate to records generated in executing the contract and should be included in a typical procurement contract:

1. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
4. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
5. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
6. The Government Agency owns the rights to all data/records produced as part of this contract.
7. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
8. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
9. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for

preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

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

### **Sustainability Statement**

- Awarded vendor is required to provide a report of items purchased by requesting VA Boston Healthcare System once purchase orders have acknowledged at the end of the quarter. This report should include any previous requests awarded to you for this same station location that may have acknowledged. Report must answer the below questions and is requested within 30 days of the end of the VA's fiscal quarter.
- What VA Site is this for? \_\_\_\_\_
- Were the items partially or fully blanket wrapped or in environmentally friendly packaging? (Y/N) \_\_\_\_\_
- Were 10% or more of the materials for the product sourced within 500 miles from the manufacturing facility? (Y/N) \_\_\_\_\_
- What was the dollar amount of the recycled content purchased? \$\_\_\_\_\_
- What was the dollar amount of biobased product purchased? \$\_\_\_\_\_
- Did the products purchased contain 100 parts per million (ppm) or less of the following chemicals?
  - Urea formaldehyde (Y/N) \_\_\_\_\_
  - Heavy metals including mercury, cadmium, lead, antimony (Y/N) \_\_\_\_\_
  - Hexavalent chromim in plated finishes consistent with the Restriction of the Use of (Y/N) \_\_\_\_\_
- Certain Hazardous Substances of the European Union Directive (EU RoHS) (Y/N) \_\_\_\_\_
- Stain and non-stick treatments derived from Perfluorinated Compounds (PFCs), including Perfluorooctanoic Acid (PFOA) (Y/N) \_\_\_\_\_
- Added antimicrobial treatments (Y/N) \_\_\_\_\_
- Polyvinyl Chloride (PVC) (Y/N) \_\_\_\_\_
- What was the dollar amount of biodegradable or recyclable materials at end of life product purchased? \$\_\_\_\_\_
- What was the dollar amount of rapidly renewable materials in product purchased? \$\_\_\_\_\_

VA Boston Healthcare System Interior Design  
Brockton Campus – Mental Health Services Demountable Wall System

- What was the dollar amount of products that were Greenguard, SCS, or Level certified?    \$\_\_\_\_\_
- Were any products returned to you to be recycled? (Y/N) \_\_\_\_\_
- If yes, was a credit towards the purchase received? (Y/N) \_\_\_\_\_

### **Protection of Property**

1. The contractor shall protect all items from damage. The contractor shall take precautions against damage to the buildings, grounds and furnishings. The contractor shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by the contractor, utilizing materials of the same quality, size, grade and color, to match existing work.
2. The contractor shall perform an inspection of the buildings and grounds with the POC prior to commencing work. To ensure the contractor shall be able to repair or replace any items, components, buildings or grounds damaged due to negligence and/or actions taken by the contractor. The source of all repairs beyond simple surface cleaning shall be the responsibility of the facility construction contractor (or appropriate subcontractor), so that building warranty is maintained. Concurrence of the POC is required before the contractor or anyone other than the facility construction contractor (or its subcontractors) may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade and color to match adjacent existing work.
3. The contractor shall be responsible for security of the areas in which the work is being performed prior to completion and transfer to the Government. The contractor shall maintain accountability and control of any keys provided and shall return them to the POC upon completion of the work.
4. Material handling equipment shall have rubber wheels.
5. Assure that adjoining work is not damaged by installation of this work.
6. Provide temporary protection as required and repair all damage to such work.

### **Clean-up**

1. The contractor shall be responsible for the removal and disposal of all trash connected with uncrating and assembling furniture and other items installed under this contract. Final acceptance from the contractor shall not occur until **all** trash connected with furniture installation is removed from the site.
2. Recyclable cardboard products shall be disposed of in accordance with applicable statutes, in respective containers.
3. Packing materials shall not be stored in the buildings for any period exceeding 24 hours.
4. Personal trash (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis by the contractor.
5. Immediately after installation and adjustment; clean all surfaces to remove all marks, soil, and foreign matter. Just prior to substantial completion, recheck all components and perform all required additional cleaning.

### **Installer Qualifications**

1. Furnish proof of familiarity with equipment to be installed.
2. Provide list of at least three previous projects, giving names of projects, scope, and name and telephone number of individuals at facility to contact.
3. Furnish proof of financial and technical resources to assure prompt performance in delivery and installation and in-service training of hospital personnel.
4. Provide competent supervision and installation personnel.

### **Conformance Standards**

Contractor shall provide installation service and ensure that the equipment functions in accordance with the equipment manufacturer's technical performance specifications. Contractor shall conform to all regulations to include but not be limited to federal, state and local governing any chemicals, equipment or work which may be used or performed in the work under this contract

### **Certified Trained Technicians & Key Personnel**

The installation and testing shall be performed by vendor trained personnel in accordance with the agreement. In addition, each report must, at a minimum, document the following data legibly and in complete detail.

- A. Name of contractor and contract number.
- B. Name of FSE who performed services.
- C. Contractor service ESR number/log number.
- D. Date, time (starting and ending), equipment downtime and hours on-site for service call.
- E. Identification of equipment to be serviced:
  - 1) Inventory ID number,
  - 2) Manufacturer's name,
  - 3) Device name,
  - 4) Model number,
  - 5) Serial number,
  - 6) Any other manufacturer's identification numbers.
- F. Itemized Description of Service Performed (including, if applicable, costs associated with after normal working hour services) including:
  - 1) Labor and Travel,
  - 2) Parts (with part numbers),
  - 3) Materials and Circuit Location of problem/corrective action.
- G. Signatures:
  - 1) FSE performing services described
  - 2) Authorized VA Employee who witnessed service described.

NOTE: - Any additional charges claimed must be approved by the COR or designated representative before service is completed!

### **Reporting Requirements**

The Contractor shall be required to report to the Police Office to check in. This check-in is mandatory. When the service is completed, the FSE shall document services rendered on a legible ESR(s). The FSE shall be required to check out with Engineering and submit the ESR(s) to the COR or designated representative. ALL ESRs shall be submitted to the equipment user for an "acceptance signature" and to the COR or designated representative for an "authorization signature". If COR or designated representative is unavailable, a signed, authorized copy of the ESR will be left with the user.

### **Identification, Parking, Smoking & VA Regulations**

The Contractor's FSE's shall always wear visible identification while on the premises of the VAMC. The Contractor shall park in the appropriate designated parking areas. Information on parking is available from the VA Police Section. The VAMC will not invalidate or make reimbursement for parking violations of the Contractor under any conditions. Smoking is prohibited inside any buildings at the VAMC. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violations of VA regulations may result in citation answerable in the United States (Federal) District Court, not a local district, state, or municipal court

### **Security Requirements**

All contractor personnel shall obtain a short-term identification badge issued by the COR or government designated representative. Such badge shall be worn by the individual and prominently always displayed while on VA Property. No employee of the contractor shall enter the project site without a valid identification badge issued by the VA. To obtain a short-term identification badge, contractor personnel shall present to the COR a valid (non-expired) photo identification issued by a US federal, state or local government agency.

### **Source Quality Control**

1. Systems furniture manufacturer shall have minimum 5 years of continuous experience in manufacture of all systems components and accessories.
2. Manufacturer shall furnish proof of successful completion of at least three projects of similar scope within that time; furnish names of projects, scope, and name and telephone number of individual at facility to contact.
3. Furnish proof of financial and technical resources to assure prompt performance in production and delivery

The identified Sole Source Vendor shall be subject to the Federal laws, regulations, standards, and VA Directives and Handbooks regarding information and information



system security as delineated in standard acquisition guidelines. Per the VA handbook 6500.6, no VA sensitive information will be transferred, shared, or stored with said vendor. As such, no additional mechanisms will be needed to ensure the protection of information.

## **VII. PLACE OF PERFORMANCE**

The contractor shall coordinate delivery and installation of furnishings at the VA Medical Center, Brockton Campus, Building 3, Fourth Floor. Work hours will be off hours after 4:30 PM, Monday – Friday or Saturday from 7:30am-4:30pm. Loading dock and freight elevator are made available with appropriate advance notice and coordination.

## **VIII. PERIOD OF PERFORMANCE**

The vendor is on notice that time is of the essence in the performance of this contract. The timeframe for delivery receipt shall be no later than 10 weeks following award of contract, with coordination of specific dates mutually agreed upon by VA Boston Healthcare System Brockton Campus and the selected contractor. Vendor supplied storage for up to 60 days may be required.

## **IX. PAYMENT SCHEDULE**

The contractor shall bill on completion and acceptance of the work. Invoices will be paid upon the completion and acceptance of the procured equipment. Invoices shall include at a minimum, the following information: Contract Number, Purchase Order/Task Order Number, Contractor Name, and Item(s) installed.

## **Additional Charges**

There shall be no additional charge for time spent at the site (during, or after the normal hours of coverage) awaiting the arrival of additional FSE and/or delivery of parts.

## **X. NON-PERSONAL SERVICES STATEMENT**

The contractor employees performing services under this order shall be controlled and always supervised by management personnel of the contractor. The contractor management shall ensure that employees properly comply with the performance work standards outlined in the SOW. The contractor employees shall perform their duties independent of, and with occasional supervision of VA COR. The tasks, duties, and responsibilities set forth in the SOW may not be interpreted or implemented in any manner that results in any contractor creating or modifying

Federal policy, obligating the appropriate funds for the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating contracting regulations.