



Manufacturers of Level-Lok and WebbGlide – Made in USA
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Statement of Work

Veterans Affairs Medical Center

Window Shade Installation

Transaction #

1. Overview

VA Health Care System Building , Room

2. Objective

To Purchase window shade required for activation of project department.

3. Contract Tasks/Requirements

- a. Webbshade shall be familiar with VA campuses and various VA Outpatient Clinics, regulations, loading dock locations and hours of operations.
- b. Webbshade must provide Proof of Insurance.
- c. If required Webbshade will provide offsite storage
- d. Webbshade shall have trained personnel in window shade installation.
- e. Webbshade shall provide Project Manager/Lead Supervisor, Client Coordinator, Installer and Service Technician when servicing the VA.
- f. Webbshade shall provide all necessary materials, equipment, labor, supervision, and Management to: (A) coordinate delivery; (B) load and unload; (C) place/install in designated rooms/locations; (D) assemble items as required; (E) secure as designated; and (F) properly dispose of all associated packing/crating materials outside the VA premises.
- g. Webbshade shall be capable of handling multiple installations at various VA locations at one time.
- h. Webbshade shall verify dimensions of windows in buildings to receive window shades prior to start of work. Verification is required to ensure adequate space for installation services.

4. Protection of Property

- a. Webbshade shall protect all items from damage. Webbshade shall take precaution against damage to the buildings, grounds and furnishings. Webbshade shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by installation of Webb shades, utilizing materials of the same quality, size, grade and color, to match existing work.
- b. Webbshade shall perform an inspection of the buildings and grounds with the Point of Contact (POC) prior to commencing work.

POC Name:
Address:
Office Phone:
Cell Phone:
Email Address:

Alternate POC Name:
Address:
Office Phone:
Cell Phone:
Email Address:

To insure that the contractor shall be able to repair or replace any items, components, buildings or grounds damaged due to negligence and/or actions taken by Webbshade. The source of all repairs beyond simple surface cleaning is the facility construction contractor (or appropriate subcontractor), so that building warranty is maintained. Concurrence of the POC is required before the Webbshade 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.

- c. The Contractor shall be responsible for security of the areas in which the work is being performed prior to completion. Webbshade shall maintain accountability and control of any keys provided, and shall return them to the POC upon completion of the work.
- d. Webbshade shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

5. Delivery

- a. Webbshade shall contact the POC at least 5 working days prior to start of work/shipping to ensure that the Building is ready for install.
- b. In the event there is a delay in delivery, Webbshade must notify the VA POC immediately
- c. Webbshade shall provide the POC with scheduled date and time that the delivery truck will be arriving at least 24 hours minimum.
- d. Webbshade must ensure that the driver of the delivery vehicle has copies of the delivery order and shall not attempt to deliver any items before the scheduled delivery date.

6.0 Receive and Unload

- a. Webbshade shall start assembling and installing window shades in rooms upon delivery between the hours (7:00 am - 4:00 pm) or keep evening/weekend installations outside of this timeframe as necessitated by location, provided they have received the prior approval of the POC.
- b. If Webbshade is unable to complete the assembly and placement of all window shades before the end of the workday, Webbshade will be responsible for moving these items to a secure location, until the next available workday. Webbshade will be responsible for moving the items from the overnight storage site to its designated position in the building.
- c. Webbshade shall verify and inspect all items. Any and all deficiencies (damage/overage/shortage) shall be brought to the attention of the POC.
- d. Webbshade shall store damaged items in the location designated by the POC. The Webbshade shall maintain a complete file of all documents relating to each discrepancy and copies of all Discrepancy Reports shall be forwarded to the POC on a daily basis.

- e. Webbshade shall repair or coordinate for replacement of damaged, defective, or missing items.

7.0 Installation

- a. Webbshade shall uncrate all window shade received and perform all required assembly in accordance with the manufacturers' instructions.
- b. Webbshade shall place window shades in building(s) as identified in the contract and rooms in accordance with the spreadsheets and/or design drawings or specifications by the POC.
- c. All window shades shall be level, plumb, square, and in proper alignment. Webbshade will ensure all window shades are working properly.
- d. Webbshade shall complete installation of window shades under this statement of work in the time period specified (am – pm.) Webbshade shall coordinate jobs with last minute changes instigated by the users to be approved by POC.
- e. Webbshade shall inspect to ensure that the window shades are free of surface dirt, clean and free of defects, and installation is complete and ready for use.
- f. Webbshade shall do a final walkthrough with POC and provide a punch list before releasing crew for the day.

8.0 Quality Control

- a. Webbshade will be responsible for the removal and disposal of all trash/debris connected with uncrating and installing window shades under this contract. Final Acceptance from the Contractor will not occur until **all** debris connected with window shade installation is removed from the VA site.
- b. Recyclable cardboard products shall be disposed of in accordance with applicable statutes, in respective containers. The contractor is responsible for providing trash containers at an offsite facility.
- c. Packing materials will not be stored in the buildings for any period exceeding 24 hours.
- d. Personal trash generated by Webbshade installers (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis.

9.0 Excess Items

- a. Once window shades are installed as shown on the facility drawings Webbshade shall coordinate with the POC as to where any excess items are to be stored.

10.0 Contract Work Hours

- a. The contract normal work hours will be (7:00am - 4:00pm) Monday-Friday excluding Government holidays. The Government has the option to modify the normal work week, days and hours, as necessary for the accomplishment of VA HCS mission. When hours may be needed to accomplish a job, contractors will need to be available.

10.0 Procedures of Payment

- a. The Webbshade may invoice only for the hours, travel and unique services ordered by the Contractor and actually used in direct support of the project. Invoices submitted for payment must be accompanied by a copy of the government's document(s) (i.e. DD250 or similar form) accepting the covered services. Failure to comply with the procedures outlined above may result in your payment being delayed.