

**STATEMENT OF WORK
PREVENTATIVE MAINTENANCE
FOR
ANESTHESIA MACHINES**

1. GENERAL

1.1 General: This is a non-personal services contract to provide preventative maintenance to government owned anesthesia machines and associated services described herein. The Government shall not exercise any supervision or control over the service providers providing the services described herein.

1.2 Description of Services/Introduction: The Contractor shall provide all personnel, transportation, equipment, supplies, facilities, supervision, and other items and non-personal services necessary to perform the preventative maintenance services as defined in this Statement of Work. The Contractor assumes all liability risks for work performed under this contract. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract.

1.3 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property provided to Contractor personnel while performing the services described herein.

1.4 Period of Performance: TBD

1.5 Type of Contract: The government will award a firm fixed-priced contract

1.6 Service Contract Act: The Service Contract Act applies to this contract. Current Service Contract Act Wage Determinations for the service areas will be attached to the contract. Employees performing under this contract must be paid at least the pay and fringe benefits described therein.

1.7 Contracting Officer Representative (COR): The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which will be provided to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.8 Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.

1.9 Invoices: Invoices are to be submitted electronically; monthly, in arrears of the start of the services that are performed. Electronic invoices can be submitted at no additional cost at

the VA Vendor Information System (VIS) website <https://www.vis.fsc.va.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, or at <http://www.tungsten-network.com/us/en/veterans-affairs/>. Invoices must include the IFCAP obligation number (Finance Purchase Order Number) that is provided on the order in order to ensure timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government.

2. CONTRACTOR QUALIFICATIONS AND PROVISIONS

PERSONNEL QUALIFICATIONS

Contractor personnel must be directly trained and qualified to work on all components of the anesthesia equipment and the latest revisions of hardware and software as required by the manufacturer (Datex-Ohmeda). Contractor personnel must be able to provide proof of successful completion of training and certification by the manufacturer (Datex-Ohmeda).

ID BADGES/PARKING/SMOKING POLICY

BADGES: All Contractor personnel are required to wear identification (ID) badges during the entire time they are on the VA grounds. Contractor ID badges must have an identification picture, name of the individual and the represented company depicted on it. VA badges will also need to be worn while on VA grounds and should be obtained through the VA Police Dispatch Center.

PARKING: It is the responsibility of Contractor personnel to park only in designated parking areas. Parking information is available from the VA Police Service. The VA will not invalidate or make reimbursement for parking violations of the Contractor's personnel under any circumstances.

SMOKING: Smoking is not permitted within or around the VA Healthcare System facilities, except in designated areas.

3. SCOPE OF WORK

The Contractor shall furnish all labor and materials to provide full preventative maintenance services for eleven (11) Government owned anesthesia equipment and associated equipment services located at:

Department of Veterans Affairs (VA),
Central Texas Veterans Health Care System (CTVHCS)
1901 Veterans Memorial Drive
Temple, TX 76504-7451

Second floor, D-Wing, Building 163

4. TASK SPECIFICATIONS

SERVICES TO BE PROVIDED

a) **Preventive/Corrective Maintenance:** Preventive maintenance / calibration inspections are as noted under the Preventive Maintenance Schedule. Preventive maintenance inspections will be coordinated with the Surgical Service and Clinical Engineering. Maintenance will comply with all applicable regulations and manufacturers specifications, and it will include, but is not limited to the following:

1. Reviewing operating system diagnostics to ensure that the equipment is operating within its specifications.
2. Calibrating and cleaning.
3. Replacing any worn or defective parts.
4. Repairing or replacing any vaporizer that fails the vaporizer efficacy test.
5. Installing and maintaining all software updates/upgrades.

Anesthesia Equipment:

EE #	Equipment Type	Serial #
61559	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRH02074
61560	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRH02075
61558	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRH02076
61556	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRH02077
61557	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRH02078
64745	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRK02367
64748	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRK02368
64749	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRK02369
64750	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRK02370
97712	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRR00130
97715	AESTIVA/5 7900 ANESTHESIA MACHINE	AMRR00131

Preventive Maintenance Schedule:

Required Testing	Number	Frequency
AIR EXCHANGE	10 each (rooms)	Quarterly
TRACE GAS ANALYSIS	10 each (rooms)	Quarterly
PREVENTIVE MAINTENANCE	11 each (machines)	Semi-Annually
VAPORIZER EFFICACY TEST	11 each (machines)	Semi-Annually

b) **Repair:** Upon completion of inspection, calibration and maintenance services, the contractor will identify repairs and corrections to be made. The Contractor shall have five (5) working days (for in-house stocked parts and materials) and ten (10) working days (parts and materials that require ordering) to complete the repairs and corrections. The cost associated with repairs and corrections not inclusive of the service contract shall include all labor and materials at one fixed price. Those costs for repairs and corrections not inclusive must be approved by the Contracting Officer before performance of the

- service and will be approved by an order modification. Inadequate or improper repairs performed by the Contractor shall be resolved at no additional cost to the Government.
- c) **Parts:** The Contractor shall furnish and replace all necessary parts as required to return equipment to full manufacturers published specifications. All parts supplied shall be OEM (Datex-Ohmeda) parts and compatible with existing equipment. The Contractor shall use new parts only. Re-built or backward-engineered parts are not permitted.
 - d) **Technical Support:** Telephone service for technical support will be provided twenty-four (24) hours per day, seven (7) days per week. Contractor shall provide appropriate telephone number(s) for 24-hour access.

SERVICE SCHEDULE

All services will be performed during normal working hours of coverage unless authorized by the Contracting Officer's Representative (COR) (i.e., emergency service calls).

Normal hours of coverage are Monday through Friday, 7:30 a.m. to 4:00 p.m., excluding federal observed holidays and any other day specifically declared by the President of the United States to be a National Holiday. When a holiday falls on a Sunday, the following Monday shall be observed as a legal holiday by U.S. Government agencies. When a holiday falls on a Saturday, the preceding Friday shall be observed as a legal holiday.

SERVICE CALLS

Contractor personnel will report to the Clinical Engineering office or Biomed prior to performance of services. In the event that the Contractor reports after normal working hours, the Contractor will report to the supervising official of the equipment to be serviced. Payment for services may be held up if the Contractor does not follow proper reporting procedures.

Routine service calls are hereby defined as necessary to diagnose and repair equipment problems which can be performed during normal working hours. Response time of the Contractor for routine service calls shall be within twenty-four (24) hours after being officially notified.

Emergency service calls are defined as services required to safeguard the health and well-being of VA patients, and shall be responded to within six (6) hours of being officially notified.

The term "Response time of the Contractor" indicates the physical presence of a fully qualified technician on station within the specified time frame.

"Official notification" is hereby defined as the time a service call is placed with the Contractor.

DOCUMENTATION

The Contractor shall provide individual service reports that reference services performed on the equipment. The following information must be provided in each service report:

- a) Date of service
- b) Summary of problem and action taken
- c) Equipment details (description, equipment ID, serial number, etc.)
- d) Labor hours
- e) Parts and other expenses
- f) Purchase order number
- g) Certificate of safety to use anesthesiology equipment following a PMI or repair activity.

The service report must be approved and signed by the CTX Clinical Engineering representative. A copy of each report must be left with CTX Clinical Engineering representative at the time the services were completed. In the event that Clinical Engineering is not available to receive the service report (outside normal working hours), the service report will be left with the supervising official of the equipment serviced.

DELIVERY

The Contractor may make delivery of parts or equipment to the following address:

Central Texas Veterans Health Care System
Warehouse / Receiving, Bldg. 44
1901 Veterans Memorial Drive
Temple, TX 76504

The Contractor must include the IFCAP obligation number (Finance Purchase Order Number) of the order on shipping documents for the shipment to be recognized.

5. GOVERNMENT FURNISHED PROPERTY AND SERVICES

5.1 Government Furnished Property: None

5.2 Government Furnished Services: The Contractor may use the available utilities (gas, electricity and water) while in the performance of the services defined in this Statement of Work.