

## SOURCES SOUGHT

This is not a solicitation announcement. This is a sources sought synopsis only. The purpose of this is to gain knowledge of potential qualified sources and their size relative to NACIS 811219. Responses will be used by the Government to make appropriate acquisition decisions. Responses are not considered responses to any potential solicitation announcement.

**Michael E. DeBakey VA Medical Center**

**2002 Holcombe BLVD**

**Houston, TX 77030**

(Draft)

### STATEMENT OF WORK

#### **ADVANCED STERILIZATION PRODUCTS STERILIZERS**

SCOPE.

##### I. EQUIPMENT IDENTIFICATION

<b>Manufacturer</b>	<b>Model</b>	<b>Serial Number</b>	<b>Location</b>	<b>Coverage</b>
<u>Advanced Sterilization Products Services, Inc.</u>	<u>Sterrad NX</u>	<u>33102157</u>	<u>SPD, Room BB210</u>	<u>FULL NX4-7</u>
<u>Advanced Sterilization Products Services, Inc.</u>	<u>Sterrad NX</u>	<u>33102162</u>	<u>SPD, Room BB210</u>	<u>FULL NX4-7</u>
<u>Advanced Sterilization Products Services, Inc.</u>	<u>Sterrad 100S Sterilizer</u>	<u>10101984260</u>	<u>SPD, Room BB210</u>	<u>FULL 100SEOL</u>
<u>Advanced Sterilization Products Services, Inc.</u>	<u>Sterrad 100S Sterilizer</u>	<u>10101995172</u>	<u>SPD, Room BB210</u>	<u>FULL 100SEOL</u>
<u>Advanced Sterilization Products Services, Inc.</u>	<u>Sterrad® 100NX™ 1-DR</u>	<u>1041100322</u>	<u>SPD, Room BB210</u>	<u>FULL 100NX4-7</u>

## II. GENERAL REQUIREMENT

The service contract is for a base plus up to four option years for the equipment specified above. Vendor will provide services to the equipment listed above. The services will include but is not limited to quarterly calibration and preventative maintenance inspections in line with the original manufacturer recommendations. The calibration procedure shall consist of calibrating the entire instrument to traceable calibration standards. The instruments shall be cleaned. Worn or defective parts shall be replaced when necessary, as per manufacturer's specifications. Preventative maintenance inspections shall be scheduled at least (3) days in advance with the Contracting Officer Representative (COR). Service also includes all necessary intervening service calls required to replace any worn or defective part needed to due to instrument failure. The VA will provide first call service, which includes trying to resolve any problem first before calling the Contractor.

## III. EQUIPMENT:

Equipment will be in good operating condition upon the effective date of this contract. This contract will not apply to any instrument damaged through negligence, misuse, abuse, fire, or explosion or any act of God.

## IV. VENDOR PERFORMANCE:

Vendor must provide adequate records indicating of their capacity to work on the equipment. The records must contain a minimum of 5 years of work on all of the equipment listed above and work of a similar quantity.

## V. ADDITIONAL SERVICES:

Contractor guarantees all equipment covered in this contract shall be in optimum working condition at the contract expiration date provided that the Contractor is notified of any deficiencies at least one (1) day before the contract expiration date. Any changes, updates or retrofits made on any component or system shall be reported to the COR for annotation on station equipment manuals and records. For any service call made during normal working hours, the Contractor's repairman shall report their arrival and departure to the COR. Contractor shall include, at no extra charge, any engineering and software update necessary for continued optimum operation of the equipment listed in this contract. The Contractor 's repairman shall complete a full service report, in writing, after each service call (emergency or scheduled) and submit either a hard copy or an electronic version of this report to the COR within 5 days after the service day.

## VI. PERFORMANCE AND RESPONSE TIME

1. The Contractor shall respond to service calls, within two (2) hours for telephonic response, and on-site within forty-eight (48) hours. This requirement for response time shall be the same for both services calls during the VA normal business hours and after-hour service calls.

2. All work shall be performed by competent, experienced and factory-trained to work on the specific equipment. All work performed shall be first-class and accomplished in accordance with manufacturer's instructions, including but not limited to adjustments, calibrations, cleaning, lubricating, testing, disassembly, check-out, replacement of worn or defective parts, etc., required to keep the equipment in first-class operating condition. All work shall be performed to the satisfaction of the COR who will inspect the repairman's work and indicate his approval on a signed statement prior to the repairman's departure from the premises.
3. Service calls during the VA normal business hours and related to malfunctions not successfully preempted by preventive maintenance services shall be at no additional cost to the Government. Repair service calls shall not take time away from preventive maintenance and other requirements required under this contract.
4. Emergency service or repairs authorized by the COR, which occur after the VA normal business hours of operation, shall be accomplished at the overtime-hourly rates specified in the pricing schedule. The VA will be responsible for premium portion of the overtime rate only. All overtime service calls shall be handled by one repairman only unless approved in advance by the COR. If regular timework must be carried over and the Contractor wishes to continue to work beyond the VA normal business hours of operation, authorization for overtime work must be obtained from the COR before proceeding.
5. The Government shall not be responsible for incidental charges including, but not limited to, parking, tolls, mileage, phone, etc., on straight time or overtime work.

## VII. OTHER WORK

1. Maintenance problems discovered on equipment covered by this contract which the Contractor believes exceed the scope of contract provisions, shall not be worked on without concurrence and specific authorization from the BIOMED COR to perform repairs. The Contractor shall immediately notify the BIOMED COR of any equipment or environmental conditions which impair or jeopardize the functioning of the equipment.
2. In any case, the VA shall be explicitly notified in advance that additional charges will be incurred, prior to beginning such work. In such instances that the VA agrees the work is not within the scope of the contract, and the VA desires the Contractor to perform repairs, a separate purchase order will be issued to the Contractor for the work. Any service required which the Contractor believes to be in excess of the contract provisions and require additional payment (e.g., work beyond normal work hours) shall not be performed without prior authorization from the BIOMED COR, who will arrange a separate purchase order to pay for the additional service if desired by the VA.
3. In addition to covered services, Contractor shall provide equally responsive, competent service for additional work on covered equipment when requested by

the VA, during regular business hours or after-hours, which will be paid via separate purchase order at a pre-determined cost if unrelated to maintenance requirements of the contract. (See WARRANTY)

#### VIII. DOCUMENTING

The contractor shall supply certification of tuberculosis testing completion prior to commencing any work located on the MEDVAMC campus.

a) The Contractor shall maintain a separate maintenance record on each equipment covered under this contract,. All maintenance records shall be readily available anytime upon request for inspection by the Contracting Officer, COR or designee. The maintenance record is the property of the government and shall be turned over to the Government at the end of the contract. The maintenance record shall be a chronological file that includes the following information: look at this

- (1) Date.
- (2) Nature of work (i.e. PM or repair services).
- (3) Description of work performed (contractor should be brief and concise).
- (4) Any indication of problems experienced.
- (5) Initial or signature of repairman performing work.

#### IX. PROCEDURE FOR REPORTING OF ARRIVAL AND DEPARTURE FOR ONSITE WORK

The Contractor's representative shall report his arrival and departure for onsite work in accordance with the following procedure:

1. Upon arrival at the station, the Contractor shall check in with the BIOMED shop to sign in on response log, so that the VAMC will be aware of the Contractor's presence at the facility at all times. Response time shall be determined by the first appearance of a service representative at the appropriate office in response to a particular call.
2. Upon each departure, Contractor shall serve notice of disposition of work to the COR or designee. In addition the contractor shall furnish the BIOMED COR or his designee a copy of a work order, service sheet or other such written notification of services performed. Such reports shall include at a minimum the following information:
  - Name and address of contractor
  - Name of contractor employee(s) performing the work
  - Date(s) work performed and hours spent.
  - Brief description of work performed, including preventive maintenance services and identification of equipment worked on.
  - Signature of contractor's employee(s) and signature of COR or his designee.

- If the report is not submitted, it will indicate to the Government that no inspection or maintenance was performed and payment may be withheld and/or delayed.

#### X. UNIFORMS

The Contractor shall require all employees, including supervisors, to wear distinctive uniform clothing for ready identification, and assure that every employee is in uniform no later than the time specified by the COR, or otherwise no later than 10 working days from the date an employee first enters on duty. The uniform shall have the Contractor's name, easily identifiable, affixed thereon in a permanent manner such as a badge or monograms.

#### XI. HOURS OF WORK:

Services shall be performed during the VA normal business hours, 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding Government holidays.

#### XII. REMOVAL OF EQUIPMENT:

Should a piece of equipment require repair at the Contractor 's plant, the Contractor shall provide a loaner at no extra charge. Government property cannot be removed from the station without a signed Property Pass. This Property Pass may be obtained from Acquisition & Material Management Service, Personal Property Section, 4A-320 after removal is authorized by the COR,. The Contractor may not remove equipment from Government site for minor repairs only. The Contractor shall be responsible for damage or loss of equipment while in the Contractor 's charge.

#### XIII. PARTS:

The Contractor shall furnish only new standard parts. All parts shall be of current manufacture and shall have versatility with presently installed equipment. Contractor shall certify their ability to ship parts overnight to the hospital. For equipment repairs, parts must be shipped overnight. Contractor shall coordinate part shipping and delivery with the COR before shipment.

All new installed replacement parts become the property of the Government. Replaced parts shall be disposed of by the Contractor at no extra cost to the Government after obtaining approval from the COR. Contractor shall be responsible for disposing replaced parts in accordance with applicable federal, state, and local laws.

#### XIV. SAFETY REQUIREMENTS:

In the performance of this contract, the Contractor shall take such safety precautions as the Contracting Officer, or his/her designee, may determine to be reasonably necessary to protect the lives and health of occupants of the building. The Contractor shall have one supervisory employee, who will disseminate requirements to those who work at our facility, report to the Safety Manager's office for a one- (1) time training class before working on-site. The Contracting Officer or his/her designee will notify the Contractor of any noncompliance with the foregoing

provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately correct the conditions to which attention has been directed. Such notice, when served on the Contractor or his representative at the site of work, shall be deemed sufficient for the purpose aforesaid. If the Contractor fails or refuses to comply promptly with such notice, the contracting Officer may issue an order stopping all or any part of the work and hold the Contractor in default.

XV. ORDERS:

All orders for service will be placed by the COR or his designees, and the Contractor's service representatives shall report to the COR or his designees prior to the commencement of work and after completing the services. Services to be rendered will be as directed by the COR, and any changes must receive concurrence of that.

XVI. OTHER REQUIREMENTS

- a) The Contractor shall require his employees to comply with all VA rules and regulations pertaining to the conduct of his employees while on station. Particular attention is drawn to the fact that the VAMC is a **NO SMOKING** Facility. Smoking is not permitted in any building.
- b) Contractor shall have use of station telephones to make business calls related to Medical Center's equipment. Misuse of this privilege will necessitate the need to require the contractor to use public telephones.
- c) Contractor shall provide at least five (5) years of evidence of work on the systems mentioned above at other facilities to prove technical experience.
- d) Contractor shall provide evidence of certification to work on the equipment listed above from the original manufacturer. This certification includes but is not limited to a training certificate, letter from the manufacture, etc.
- e) **UNAUTHORIZED USE OF GOVERNMENT EQUIPMENT**
  - (1).The Contractor shall not allow his/her employees, including Subcontractors' employees, to open desk drawers, cabinets, or to use office equipment, including the use of non-pay telephones for any purpose other than a local emergency call.
  - (2).The Contractor shall be responsible to provide all necessary equipment, tools, parts, and materials to perform the work. The Government shall not be obligated to provide any equipment, tools, parts, and materials to assist the Contractor in performing the work.

XVII. WARRANTY

The Contractor shall warrant satisfactory equipment condition for repair and maintenance work outside the contract for a period of ninety (90) days immediately following completion of such work.

The Contractor shall warrant satisfactory equipment condition for covered systems for a period of ninety (90) days immediately following the contract expiration date.

Warranty service shall be limited to correcting items discovered to be in poor condition due to insufficient upkeep or failure to replace worn parts during the contract period. The Contractor shall correct these deficiencies upon notification by the Contracting Officer. This warranty shall remain valid while other parties perform service on the overall systems in question, provided the individual items requiring warranty service have not been obviously subjected to unnecessary, detrimental treatment by parties other than the Contractor (qualified service performed which is reasonable and necessary to uncover the deficiency shall not void warranty obligations of the Contractor). When directed to correct any such deficiency, the Contractor shall complete the required repairs with the same responsiveness stipulated in Section V, "Performance and Response Time". Each repair performed in satisfying this warranty clause shall include a ninety-day extension of this warranty for the subject item, from the completion date of the related warranty work, as well.

XVIII. GOVERNMENT PARTY TO EXECUTE AND MODIFY THE CONTRACT

After the contract has been in force for a period of time, it may be necessary to change and/or modify the operations to provide better service. Pursuant to FAR 43.102, no government personnel other than the Contracting Officer can execute contract modifications on behalf of the government.

XIX. END OF SERVICE PERIOD

No service shall be performed under this agreement after the contract expiration date without written authority or direction from the Contracting Officer.

End of Scope of Work

**Responses Requested:** The MEDVAMC requires the following questions answered in this RFI: Questions that are not provided shall be considered non responsive to the Request for Information.

- a. Is the contractor a authorized vendor with certified technicians to meet all government requirements and objectives.
- b. Contractors shall also provide their point(s) of contact name, address, telephone number, and email address; and the company's business size, and Data Universal Numbering System (DUNS) Number.
- c. Is your company a small business, SDBs, HUBZone, or 8A concern? Please provide proof of qualifications.
- d. Provide in your capability statement a list of active contracts for commercial, federal, state, and local governments. List Contracts shall provide communication on the government requirement illustrating the capability for comparison.

e. Is your company available under any Government Wide Agency Contract (GWAC), General Services Administration Schedules (GSA), Indefinite Delivery Indefinite Quantity (IDIQ), and/or Blanket Purchase Agreement (BPA)? If so, please list the contract number and a brief summary of the products and services provided.



f. Provide a short summary of your potential approach to this type of contract and meeting the specific requirements per the draft Statement of Work and your experience managing similar contracts with similar requirements for the MEDVAMC.

**Opportunity:** The MEDVAMC , is seeking information from potential contractors on their ability to provide this service. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVAMC in determining potential levels of competition available in the industry.

Contractor shall possess the capability to provide all requirements and objectives.

**Instructions and Response Guidelines:** RFI responses are due by November 12, 2017 at 9:00 am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to John.Ritter2.gov.

All Questions shall be submitted by November 10, 2017 8, 2017 at 12:00 pm (CST) via email to John.Ritter2.gov. Telephone requests or inquires will not be accepted.

The subject line shall read: 36C25618Q9054 Advanced Sterilization Products Annual Service Contract. NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on subparagraphs 5(a) - 5(g).

Please provide the information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team.

This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government.

In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it is will be synopsisized in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP.

**Contact Information:**

Contract Specialist, John Ritter

Email address: John.Ritter2@va.gov

Your responses to this notice are appreciated.

THIS NOTICE IS NOT A REQUEST FOR COMPETITIVE QUOTES; however, any firm that believes it can meet the requirements may give written notification prior to the response due date and time. Supporting evidence must be furnished in sufficient detail to demonstrate the ability to perform the requirements.