

Scope of Work  
Preventive Maintenance Service of Medical/Dental/Research/Plant Air and Vacuum System  
New Jersey Healthcare System (NJHS), East Orange, NJ and  
James J. Howard Community Based Outpatient Clinic, Brick, NJ

1. **Background:** The Facility Maintenance Service (FMS) at VA New Jersey Healthcare System is requesting service contract for Medical/Dental/Research/Plant Air and Vacuum System at the New Jersey Healthcare System East Orange Campus and James J. Howard Community Based Outpatient Clinic, Brick, NJ.
2. **Requirements:**
  - a. The contractor shall furnish all necessary labor, equipment, tools, materials, repair service, software updates, parts, supervision, etc., for complete On-Site Preventative Maintenance Service as specified below in accordance with the terms, conditions and schedule of this agreement.
  - b. All work shall be performed by factory-trained technicians. The maintenance schedule shall be performed in four (4) quarterly visits, annual visits and covers all manufacturer's required service intervals. Standard Maintenance Agreement includes telephone and web-based technical support.
3. **Location of Equipment:**
  - a. East Orange Campus Equipment:
    - i. Building 1 C-111 & 112, Medical and Dental Air Systems
    - ii. Building 1 C-111, Dental Vacuum System
    - iii. Building 1 C-132, Medical Vacuum System
    - iv. Building 1 B-128, House Air Systems
    - v. Building 1 B-128, SPS Air System (Pending)
    - vi. Building 1 B-128, SPS Desiccant Air Dryer (Pending)
    - vii. Building 7 B-143A, Speedair Single Stage Air Compressor and Dryer
    - viii. Building 7 B-139, Quincy Duplex Air Compressor and Air Treatment Filters
    - ix. Building 7 B-138, Powerex duplex Air Dryer, Gast Duplex Vacuum Pump and Speedair Air Compressor and Dryer
    - x. Building 7 B-122, Travaini Duplex Vacuum Pump
    - xi. Building 11 B-103, Gast Duplex Vacuum Pump
    - xii. Building 11 B-104, Ingersoll Rand Air Compressors and Dryer
  - b. James J. Howard Clinic Equipment:
    - i. Room 223 Dental Air System
    - ii. Room 223 Dental Vacuum System
4. **Frequency of Service Tasks:**
  - a. Medical Air Equipment Building 1:
    - i. Powerex OTD150 Oil-less Air Compressor
    - ii. Drypoint RA Refrigerated Air Dryer
    - iii. SPX Hankinson Desiccant Air dryer
    - iv. Air Treatment Filters
    - v. Newport Scientific Dew Point Monitor

- vi. Deltech Carbon Monoxide Monitor
- b. Quarterly Services for Medical Air Equipment Building 1:
- i. Inspect drive belts and adjust as necessary.
  - ii. Inspect safety relief valves for proper operation.
  - iii. Inspect and clean intake air filters.
  - iv. Test function of automatic tank drain
  - v. Check for leaks.
  - vi. Inspect motors – perform amperage draw test.
  - vii. Inspect air dryers – clean condenser coils of refrigerated units. Replace Air filters if pressure drop reaches 4.3 psi.
  - viii. Inspect air treatment filters.
  - ix. Inspect pressure regulators.
  - x. Inspect dew point and carbon monoxide monitors – verify proper operation.
  - xi. Test lead / lag function.
  - xii. Inspect all electrical controls for proper operation
  - xiii. Check all electrical connections and tighten as necessary.
  - xiv. Verify function of all local alarms.
  - xv. Inspect for loose hardware – tighten if required.
  - xvi. Clean all equipment and surrounding areas.
- c. Annual Services for Medical Air Equipment Building 1:
- i. Annual inspection consists of all procedures outlined in the quarterly inspection with the addition of the following:
    - a) Replace both intake filters.
    - b) Replace all air treatment filters.
    - c) Replace dryer filters.
    - d) Lubricate motor bearings
    - e) Replace belts, verify proper alignment of pulleys.
    - f) Replace Desiccant in the dryer.
- d. Medical Vacuum Equipment Building 1:
- i. Nash CL-200 Series Vacuum Pump
- e. Quarterly Services for Medical Vacuum Equipment Building 1:
- i. Inspect overall system.
  - ii. Inspect drive coupling.
  - iii. Check pump bearing and lubricate if necessary.
  - iv. Re-lubricate motor bearings according to manufactures instructions.
  - v. Inspect control panel and wiring. Ensure there are no loose connections.
  - vi. Check to ensure purge piping is not plugged.
  - vii. Inspect storage tanks.
- f. Annual Services for Medical Vacuum Equipment Building 1 :

- i. Annual inspection consists of all procedures outlined in the bi-annual inspection with the addition of the following:
  - a) Replace the stuffing box packing as per manufactures instructions.
- g. Dental Air Equipment Building 1:
  - i. Powerex OTD150 Oil-less Air Compressor
  - ii. Ingersoll Rand Refrigerated Air Dryer
  - iii. SPX Hankinson Desiccant Air dryer
  - iv. Air Treatment Filters
  - v. Cosa Instrument Dew Point Monitor
  - vi. Deltech Carbon Monoxide Monitor
  - a) All services performed both quarterly and annually are identical to those outlined for the Medical Air System.
- h. Dental Vacuum Equipment Building 1:
  - i. Spencer Vacuum Cleaner
  - ii. Separator
  - iii. Pump
- i. Quarterly Services for Dental Vacuum Equipment Building 1:
  - i. Inspect overall system.
  - ii. Re-lubricate motor bearings according to manufactures instructions.
  - iii. Inspect control panel and wiring. Ensure there are no loose connections.
  - iv. Check for proper operation of separator and pump.
- j. Plant Air Equipment Building 1:
  - i. Ingersoll Rand Rotary Screw Air Compressor
  - ii. Ingersoll Rand Refrigerated Air dryer  
Note: Dryers due to be replaced with iDRY iDRp Premium Refrigerant Dryers Model # iDRp 150
  - iii. Coalescing Air Treatment Filters
- k. Quarterly Services for Rotary Screw Air Compressors, Dryers and Filters Building 1:
  - i. Inspect drive belts – adjust as necessary
  - ii. Inspect inlet air filter – clean if required
  - iii. Check oil level – top off if required
  - iv. Inspect all air and oil lines for deterioration
  - v. Verify correct operating temperature
  - vi. Inspect all electrical controls – tighten connections if required
  - vii. Check pressure drop across separator elements
  - viii. Inspect for loose hardware – tighten if required
  - ix. Inspect air dryers – clean if required
  - x. Clean all equipment and surrounding areas
- l. Bi-Annual Services for Rotary Screw Air Compressors, Dryers and Filters Building 1:

- i. Bi-Annual inspection consists of all procedures outlined in the quarterly inspection with the addition of the following:
  - a) Change oil
  - b) Change oil filter
  - c) Replace inlet air filter
  
- m. Annual Services for Rotary Screw Air Compressors, Dryers and Filters Building 1
  - i. Annual inspection consists of all service procedures outlined above with the addition of the following:
    - a) Replace separator elements
    - b) Replace coalescing air treatment filters
    - c) Inspect motor and lubricate bearings
    - d) Replace belts
  
- n. Sterile Possessing Service (SPS) Air System Equipment Building 1:
  - i. Powerex Duplex Scroll Air Compressor Model # STD0503
  - ii. Hankison Desiccant air dryer Model # DHW30-F
  
- o. Quarterly Service for Sterile Possessing Service (SPS) Air System Equipment Building 1:
  - i. Replace inlet air filter
  - ii. Clean compressor fins
  - iii. Inspect/service moisture separator and automatic drain.
  - iv. Inspect all electrical/pneumatic controls for proper operation
  - v. Inspect dryer air filters.
  - vi. Check/adjust belts
  
- p. Bi-Annual Service for Sterile Possessing Service (SPS) Air System Equipment Building 1:
  - i. Clean blower fan
  - ii. Clean fan duct
  
- q. Annual Service for Sterile Possessing Service (SPS) Air System Equipment Building 1:
  - i. Re-grease bearings
  - ii. Replace tip seal
  - iii. Replace heat insulation pipe
  - iv. Replace dryer filters.
  - v. Replace Desiccant in the dryer.
  - vi. Replace belts
  
- r. Research Air Equipment Building 7
  - i. Duplex Quincy Reciprocating Air Compressor  
Note: Due to be replaced with Powerex Duplex Scroll Air Compressor Model # STD0756.  
Service to mirror SPS compressor
  - ii. Duplex Powerex Refrigerated Air Dryer
  - iii. Speedair Single Stage Reciprocating Air Compressor

Note: Due to be replaced with one Powerex Simplex Scroll Air Compressor Model # STS0754. Service to mirror SPS compressor.

One Champion Air Compressor Model # HR5-8 208/3

- iv. Speedair Refrigerated Air Dryer
  - v. Air Treatment Filters
  - vi. Duplex Gast Vacuum Pump
  - vii. Duplex Travaini Vacuum Pump
- s. Quarterly Services for Rotary Screw Air Compressors, Dryers and Filters Building 7:
- i. Inspect drive belts and adjust as necessary.
  - ii. Check oil level and top off as required
  - iii. Inspect safety relief valves for proper operation.
  - iv. Inspect and clean intake air filters.
  - v. Test function of automatic tank drain
  - vi. Check for leaks.
  - vii. Inspect motors – perform amperage draw test.
  - viii. Inspect air dryers – clean condenser coils of refrigerated units
  - ix. Inspect air treatment filters.
  - x. Inspect pressure regulators.
  - xi. Test lead / lag function on duplex models
  - xii. Inspect all electrical controls for proper operation
  - xiii. Check all electrical connections and tighten as necessary.
  - xiv. Inspect for loose hardware – tighten if required.
  - xv. Clean all equipment and surrounding areas.
- t. Bi-Annual and Annual Services for Rotary Screw Air Compressors, Dryers and Filters Building 7:
- i. Bi-Annual and annual inspection consists of all procedures outlined in the quarterly inspection with the addition of the following:
    - a) Replace air treatment filters
    - b) Replace intake air filter
    - c) Change oil
    - d) Replace belts (annual)
    - e) Inspect motor and lubricate bearings (annual)
- u. Quarterly Services for Vacuum Pump Systems Building 7:
- i. Inspect filters
  - ii. Inspect mufflers – clean as required
  - iii. Check oil level - top off as required
  - iv. Inspect motor to pump couplings
  - v. Test lead / lag function
  - vi. Inspect all electrical controls for proper operation
  - vii. Check all electrical connections and tighten as necessary.
  - viii. Inspect for loose hardware – tighten if required.
  - ix. Clean all equipment and surrounding areas.
- v. Bi-Annual and Annual Services for Vacuum Pump Systems Building 7:

- i. Bi-Annual and annual inspection consists of all procedures outlined in the quarterly inspection with the addition of the following:
  - a) Flush old oil from pump and refill with new oil
  - b) Replace filter oil
  - c) Test vacuum pump performance
  - d) Inspect motors and lubricate bearings

w. Research Air Equipment Building 11

- i. Ingersoll Rand Reciprocating Air Compressor
- ii. Duplex Gast Vacuum Pump
- iii. Speedair Refrigerated Air Dryer
  - a) All services performed both quarterly and annually are identical to those outlined for the Research air systems for Building 7.

x. James J. Howard Clinic Dental Air Equipment

- i. Powerex Oil-Less Scroll Air Compressor
- ii. SPX Hankinson Desiccant Air dryer

y. Quarterly Services for James J. Howard Clinic Dental Air Equipment

- i. Replace inlet filters.
- ii. Inspect/Replace belt
- iii. Inspect compressor fins
- iv. Inspect safety relief valve
- v. Inspect pressure gauge
- vi. Inspect pressure switch
- vii. Inspect control panel
- viii. Inspect air dryers. Replace Air filters if pressure drop reaches 4.3 psi.

z. Annual Services for James J. Howard Clinic Dental Air Equipment

- i. Annual inspection consists of all procedures outlined in the quarterly inspection with the addition of the following:
  - a) Replace air filters
  - b) Lubricate bearings
  - c) Replace belts, verify proper alignment of pulleys.
  - d) Replace Tip seal
  - e) Replace Dust seal
  - f) Replace Desiccant in the dryer.

aa. James J. Howard Clinic Dental Vacuum Equipment

- i. Midmark Classic Series Vacuum System

bb. Quarterly Services for James J. Howard Clinic Dental Vacuum Equipment

- i. Inspect overall system.

- ii. Re-lubricate motor bearings according to manufactures instructions.
  - iii. Inspect control panel and wiring. Ensure there are no loose connections.
- cc. All oil and parts required to perform all of the above mentioned services shall be provided by the vendor and included in the cost of the service agreement. All used oil will be removed from the facility and disposed of properly.
- dd. If any deficiencies or materials not covered under the service agreement are found to be required, a written estimate will be provided and no work shall be performed without prior consent.

**5. Place of Performance/Place of Delivery:**

New Jersey Healthcare System (NJHS), East Orange Campus  
 Facility Maintenance Service  
 385 Tremont Avenue  
 East Orange, NJ 07018-1095

James J. Howard Community Based Outpatient Clinic (CBOC)  
 970 Route 70  
 Brick, NJ 08724

**6. Definitions/Acronyms:**

CO – Contracting Officer

COR – Contracting Officer Representative\

PM – Preventive Maintenance Inspection. Services which are periodic in nature and are required to maintain the equipment in such condition that it may be operated in accordance with its intended design and functional capacity with incidence of malfunction or inoperative conditions.

FSE – Field Service Engineer. A person who is authorized by the contractor to perform maintenance (corrective and/or preventive) services on the VAMC premises.

ESR – Vendor Engineering Service Report. A documentation of the services rendered for each Incidence of work performance under the terms and conditions of the contract.

Acceptance Signature – VA employee who indicates FSE demonstrated service conclusion/status and User has accepted work as complete/pending as stated in ESR.

Authorization Signature – COR’s signature; indicates COR s accepts work status as stated in ESR.

NFPA – National Fire Protection Association

CDRH – Center for Devices and Radiological Health

VAMC – Department of Veterans Affairs Medical Center

OSHA – Occupational Safety and Health Agency

OEM – Original Equipment Manufacturer

- 7. Conformance Standards:** Contract service shall ensure that the equipment functions in conformance with the latest published editions of NFPA-99, OSHA, CDRH and include performance standards and specifications used when the Quality Assurance test equipment was procured by VA National, Acquisition Center (NAC) and any upgrades/updates.

**8. Hours of Coverage**

- a. All work performed under this contract will be during the hours of 8am to 6pm and the days of Monday through Friday. Exclusions: Weekends and Federal Holidays. All service/repairs shall be

performed during the normal business hours of coverage unless requested and approved by the COR.

- b. Preventive maintenance will be performed per OEM specifications. Preventive maintenance is to be during normal business hours.
- c. Worked performed outside the normal hours of coverage at the request of FSE will be considered service during normal hours of coverage.

NOTE: hardware/software updates scheduled and performed during normal hours of coverage at no additional charge to the Government (unless it would be detrimental to equipment up-time; to be determined by COR).

- d. Federal Holidays observed by the VAMC are New Year's Day, Labor Day, Martin Luther King Day, Columbus Day, President's Day, Veterans Day, Memorial Day; Christmas Day, Thanksgiving Day, Independence Day, and any other day specifically declared by the President of the United States to be a national holiday.

#### **9. Repairs:**

- a. The contractor shall maintain the equipment in accordance with the Conformance Standards Section, by furnishing all necessary labor, unlimited technical phone support, equipment, tools, materials, repair service, shipping charges and all peripherals. Equipment repairs/service for items identified in paragraph 3 shall be accomplished in accordance with the terms, conditions and schedule of this agreement. The contractor will provide repair service which may consist of calibration, cleaning, oiling, adjusting, replacing parts and maintaining the equipment, including all intervening calls necessary between regular service calibrations.
- b. Only the CO, or designated alternate has the authority to approve/request a service call from the contractor.
- c. Response time: Contractor's FSE must respond with a phone call to the COR and his/her designee within two (2) hours during Principle Coverage Period (PCP). If the problem cannot be corrected by phone, the FSE will commence work (on-site physical response) within eight (8) hours after receipt of notification or completion without undue delay. Except when outside hours of coverage is authorized by the COR. Outside hours of coverage and repairs shall be paid by modification to task order upon approval of CO, COR and approval of funds.
- d. Repair Up-Time: From the time when the FSE commences the on-site unscheduled maintenance, the repairs/service must be completed within 16 hours, 24 hours per day.

#### **10. Scheduled Maintenance:**

- a. The Contractor shall perform Preventive Maintenance (PM) service to ensure that equipment listed in paragraph 3 above performs in accordance with the standards identified in paragraph 7 of this PWS. The contractor shall make thorough technical inspections of the equipment identified in paragraph 3. The contractor shall provide, utilize these procedures and checklists with worksheet originals indicating the work performed and actual values obtained (as applicable) provided to the COR at the completion of the PM. All equipment listed under paragraph 3 will have PM service performed according to manufacturer's recommendation.
  - (1) PM services shall include task listed in Paragraph 4 herein statement.



- b. PM services shall be performed in accordance with and during the hours defined in the Preventive Maintenance schedule established herein. All exceptions to the PM schedule shall be arranged and approved in advance with the COR.
  - c. All parts, services, manuals, tools, or software required to successfully complete scheduled PM are included within this contract, and its agreed upon price, unless specifically stated in writing otherwise.
  - d. Upon completion of the preventive maintenance and electrical safety inspection, the FSE must tag the equipment with the appropriate labels used by each facility, if required by the facility. The FSE must fill-in label sections for: date inspection, date next due, and initials of FSE. Labels will be provided to the FSE when reporting (signing-in) to Facility Maintenance Service.
- 11. Parts:** The contractor shall furnish and replace parts to meet the repair up-time requirements as stated in paragraph 9d. If parts cannot be furnished by this time, the COR must be notified. The contractor has ready access to unique and/or high mortality replacement parts. All parts supplied shall be compatible with existing equipment. New and/or OEM refurbished parts shall be furnished by the contractor and guaranteed against defects and/or failure for a period of six (6) months from completion of installation of the component.
- 12. Service Manuals:** The VAMC shall not provide service manuals or service diagnostic software to the contractor. The contractor shall obtain, have on file, and make available to its FSE's all operational and technical documentation, (such as operational and service manuals, schematics, and parts list) which are necessary to meet the performance requirements of this contract.
- 13. Unscheduled Maintenance:** The Contractor shall perform unscheduled service repairs for equipment identified herein for service which is not considered preventive maintenance in accordance with industry standards. Repairs outside of PCP will be bill separately under a separate Contract Line Item Number (CLIN 0002 and 0003). The vendor will only bill the repairs outside of PCP when authorized by the Contracting Officer. Ensure that equipment listed in paragraph 3 above performs in accordance with the standards identified in paragraph 7 of this PWS. The contractor shall make thorough technical inspections of the equipment identified in paragraph 3.
- 14. Documentation/Reports:** The documentation will include legible detailed descriptions of the scheduled and unscheduled maintenance procedures performed, including replaced parts and prices (for outside normal working hour service required to maintain the equipment in accordance with conformance standards. Such documentation shall meet the guidelines as set forth in the conformance standards. In addition, each ESR must as a minimum document the following data legibly and in complete detail:
- a. Name of Contractor.
  - 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. Contract award number and obligation number identified in the contract which covers the call if outside normal working hours.

- f. Description of problem reported by COR/User.
- g. Identification of equipment to be serviced:
  - (1) Invoice number, Manufacturer's name, Device name, Model number, Serial number, and any other manufacturer's identification numbers.
- h. Itemized Description of Service performed (including cost associated with after normal working hour services), to include:
  - (1) Labor and Travel.
  - (2) Parts and materials (with parts number).
  - (3) Circuit location of problem/corrective action.
- i. Total cost to be billed.
- j. Signatures:
  - (1) FSE performing services described.
  - (2) An employee who witnessed service described.
- k. Equipment downtime. (NOTE: Any additional charges claimed must be approved by the COR before service is completed!)

**15. Reporting Requirements:**

- a. The contractor shall be required to report to Facility Maintenance Service to log in. This check in is mandatory, and each facility will designate the appropriate area to report to. When the service is completed, the FSE shall document services rendered on a legible ESR(s). The FSE shall be required to log out with and submit the ESR(s) to Facility Maintenance Service.
- b. The contractor is totally responsible for providing Service and Preventive Maintenance reports directly to the COR.
- c. The contractor shall notify the COR, in writing, of any required services which are outside of the services requested in this performance work statement which the contractor considers he/she is not responsible for under the terms of this contract. The contractor shall notify the COR immediately, but not later than 24 consecutive hours after discovery, of the existence or the development of any defects in, or repairs required to the scheduled equipment. The contractor shall furnish the CO and COR with a written estimate of the cost to make necessary repairs

**16. Condition of Equipment:** The contractor accepts responsibility for the equipment described in paragraph 3 in "as is" condition. Failure to inspect the equipment prior to contract award will not relieve the contractor from performance of the requirements for this contract.

**17. Competency of Personnel Services Equipment:**

- a. Each respondent must have an established business, with an office and full time staff. The staff includes a “fully qualified” FSE who will serve as the backup.
- b. “Fully Qualified” is based upon training and on experience in the field. For training, the FSE(s) has successfully completed a formalized training program, for the equipment comparable to that identified in the Section B Price/Cost Schedule. For field experience, the FSE has a minimum of one (1) year of experience, with respect to scheduled and unscheduled preventive and remedial maintenance, on equipment comparable to the X-Ray System, identified in Section B schedule.
- c. The FSE’s shall be authorized by the Contractor to perform the maintenance services. All work shall be performed by “Full Qualified” competent FSEs. The contractor shall provide written assurance of the competency of their personnel and list of credentials of approved FSEs for each make and model the Contractor services at the VAMC upon formal written request by CO. The CO may authenticate the training requirements, request training certificates or credentials from the contractor at any time for any personnel who are servicing or installing any VAMC equipment. The CO and/or the COTR specifically reserve the right to reject any of the contractor’s personnel and refuse them permission to work on the VAMC equipment.
- d. If subcontractor(s) are used, they must be approved by the CO; the contractor shall submit any proposed change in subcontractor(s) to the CO for approval/disapproval.

**18. Test Equipment:** Upon written request from CO, the contractor shall provide the VAMC with copy of current calibration. Test equipment calibration shall be traceable to national standard.

**19. Identification, Parking, Smoking, and VA Regulations:** The contractor’s FSE’s shall wear visible identification at all times while on the premises of the VAMC. 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.

**20. Information Technology Security:**

- a. The C&A requirements do not apply, and that a Security Accreditation Package is not required.