

## Statement of Need: Air Handling Unit(s) Maintenance Supplies

**Introduction:** The Wilkes Barre VAMC located at 1111 East End Boulevard Wilkes Barre, PA is seeking a vendor to supply this facility with the supplies required to perform quarterly maintenance on the Air Handling units throughout the facility.

**Purpose:** The purpose of this contract is to supply the facilities maintenance personal with the supplies to perform routine maintenance required to meet air quality and infectious control standards.

**Scope:** The vendor shall provide and deliver the materials listed in their quantities on a quarterly or annual basis where noted under the deliverables section of this document and attachment "C".

### Requirements:

- The vendor shall supply the materials that meet or exceed the specifications to include available options in Attachment "A" for each type of material listed in Attachment "B".
- The vendor shall meet the required delivery dates under the deliverables section of this document.
- The vendor must be able to supply the quantities of materials in Attachment "B" on the scheduled dates in the delivery schedule table shown in the deliverable section of this document.
- The vendor must be able to meet the packaging requirements in Attachment "C".

### Deliverables:

- The vendor shall notify the facilities lead HVAC technician a week in advance of the delivery date for the materials.
- All materials listed must meet the delivery dates shown in tables below.

### Delivery Schedules

Quarterly Items Delivery Schedule (Pre Filters and Biocide Conditioners)	
VA Fiscal Year Quarters	Items must be delivered during
1 <sup>st</sup> Quarter Oct, Nov and Dec	3 <sup>rd</sup> Week of Sept
2 <sup>nd</sup> Quarter Jan, Feb and Mar	3 <sup>rd</sup> Week of Dec
3 <sup>rd</sup> Quarter Apr, May and Jun	3 <sup>rd</sup> Week of Mar
4 <sup>th</sup> Quarter Jul, Aug and Sept	3 <sup>rd</sup> Week of Jun

Annual Items Delivery Schedule (Final Filters and Drive Belts)	
VA Fiscal Year Quarters	Items must be delivered during
1 <sup>st</sup> Quarter Oct, Nov and Dec	3 <sup>rd</sup> Week of Sept

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### Deliverables: (Continued)

- The vendor shall be able to drop ship the materials at various location at the facility.
- All deliveries shall be made Monday through Friday during Administrative Hours Only (7:00 AM- 5:00 PM). No deliveries shall be made on Federal Holidays and/or Weekends. All Contractor staff shall be required to wear company badges with company name and employee name. Staff shall utilize appropriate Personal Protective Equipment.