STATEMENT OF WORK
SERVICE MAINTENANCE

GENERAL REQUIREMENTS: The effort required hereunder shall be performed in accordance with this Statement of Work and with all other terms and conditions set forth herein.

SCOPE: The contractor is required to provide all services, materials and equipment necessary for the repair/preventive maintenance of government owned microscope equipment to include: **(43)** microscopes as well as **(35)** extra heads with tubes, bridges and pointers (see equipment list below), located in the *Laboratory Department* at Naval Medical Center, San Diego (NMCSD) to ensure dependable and reliable equipment operation. The scope of work performed under these specifications includes the furnishing of all labor and parts to perform all repairs on equipment listed to assure continued operation at their designed efficiency and capacity.

LOCATION: Material Management BIOMED Repair Department, Building 1, Ground Floor, Room GD-18H1, Naval Medical Center San Diego, 34800 BOB WILSON DRIVE, SAN DIEGO, CA. 92134-5000.

NMCSD PREVENTIVE MAINTENANCE REQUIREMENTS:

a. Perform service repair/preventive maintenance to industry standards.

b. Ensure that only FULLY QUALIFIED FIELD ENGINEERS and TECHNICIANS who have gone through original equipment manufacturer (OEM) or comparable third party service schools for the above-mentioned equipment, shall be employed in the performance of any and all work performed under this contract. Upon request, contractor shall provide training certificates (or notarized copies) to the Material Management Department, Biomed Repair Department division for verification.

c. Make repairs to the extent necessary (as determined by inspection tests or disassembly) to ensure a functional system that will efficiently serve its intended purpose.

NMCSD CORRECTIVE MAINTENANCE REQUIREMENTS:

a. Correct inoperable condition in a timely manner. Immediately upon contract award, the contractor will provide Material Management Department BIOMED division, Naval Medical Center San Diego, an emergency telephone number. Contractor will respond no later than two (2) hours after telephone notification Monday-Friday, hours of 0800–1600.

b. Provide only the work necessary to restore the equipment to a serviceable/operating condition by adjustments, replacement parts, or minor repairs when it is determined that extensive repairs and parts replacements are not necessary.

c. Equipment improvements/modifications shall be made only upon Material Management Department, Biomed Repair Department written approval and direction.

d. Notify the Material Management Department, Naval Medical Center San Diego, Biomed Repair Department immediately upon receipt of OEM or replacement parts/equipment safety recalls notices.

e. Insure that original design and functional capabilities will not be changed, modified, or altered unless the Material Management Department, Biomed Repair Department, Naval Medical Center, San Diego authorizes such changes in writing.

f. Provide suitable OEM recommended repair equipment/tools required for the satisfactory execution of all repairs made.

g. Furnish manufacturer OEM approved lubricants and lubricate wear points within the equipment.

h. Extend to the Government all commercial warranties on replacement parts consistent with standard industry inventory.

RESPONSE TIME: Contractor shall use commercially reasonable efforts to:

a. Respond by telephone to any report of a malfunction requiring repair within two (2) hours of notification by NMCSD Monday – Friday, 0800-1600.

b. Provide on-site support within one (1) business day of notification by NMCSD Biomed Repair Department personnel.

TITLE TO EQUIPMENT: Contractor shall not assume possession or control of any part of the equipment. The government retains ownership to title thereof.

LIABILITY: The Contractor shall not be liable for any loss, damage, or delay due to any cause beyond reasonable control including but not limited to, acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or acts of God.

UTILITIES: The Contractor may use Government utilities, (e.g., electrical power, compressed air, and water) that are available and required for any service performed under this contract. The building engineer, to ensure compatibility with the Naval Medical Center's electrical wiring and equipment, must approve the contractor’s electrical equipment.

SHIPMENT: The contractor shall not exceed two (2) business days of shipment for all equipment coming and/or going to Material Management Department, Biomed Repair Department, Naval Medical Center San Diego.

ACCESS TO EQUIPMENT: Contractor shall be provided reasonable access to all equipment that is to be serviced and utility outlets required to do the service. The contractor shall be free to start and stop all primary equipment incidentals to the operation of the maintained equipment after permission is received from Laboratory on-duty personnel responsible for such equipment.

GOVERNMENT PERSONNEL: NMCSD employees will not perform maintenance or attempt repairs to equipment while such equipment is under the purview of this contract unless agreed to in writing by the contractor.

PARTS AVAILABILITY: To ensure minimal equipment downtime, contractor shall maintain replacement repair parts and materials necessary to perform each repair within two (2) business days.

LABOR: All compensation for labor from the hours of 0800-1600. Local PST time is included in the contract price. Any labor performed outside of this timeframe is not included in the contract pricing. If service becomes necessary to be performed between 1600-0800, NMCSD Biomedical Repair Division shall be notified prior to performance.

PARTS/SUPPLIES QUALITY: Parts and Supplies provided under this contract shall be new. All compensation for parts and materials is included in contract price. Vendor will provide equipment repair at an additional cost. Repairs will require an itemized list of parts replaced as well as model, serial number and equipment control numbers for microscope(s) serviced.

SECURITY REQUIREMENTS: The Vendor shall obtain and maintain Defense Biometric Identification System (DBIDS) for access to US Naval facilities, in order to obtain entrance into the NMCSD compound prior to the scheduled visit. DBIDS guidance for Vendors/Contractors to obtain a pass is accessible through the following website: https://cnrsw.cnic.navy.mil/Installations/NAVBASE-San-Diego/Operations-and-Management/SECURITY/Base-Access/

CONTRACTOR CHECK-IN/CHECK-OUT: Contractor is required to report to the Material Management Department, Biomed Repair Department, Build 1, Ground Floor, Room GD-18H1 Naval Medical Center San Diego, for Visitor Badges during the hours of 0800-1600, Monday through Friday, prior to and upon completion of any service/repair performed.

FIELD SERVICE REPORTS: Contractor shall furnish a written or electronic vendor supplied Field Service Report (FSR) to the Duty Staff at:

Naval Medical Center, San Diego
Bio Medical Repair
Building 1, Ground Floor, Room GD-18H1
Phone: 619-532-8010
Fax: 619-532-8013

Or electronically at:

jesse.a.bell2.civ@health.mil

The contractor, or his representative, shall complete the vendor supplied Field Service Report to include the following:

Contractor Name
Technician's Printed Name, Telephone Number and Signature
Date and Time of Arrival
ECN (Equipment Code Number) and Serial Number
Time Expended Repairing/Service; Labor Hours, Rate and Materials
Summary of Work Performed and Accepted by End-User (Government Representative's Printed Name and Signature)
All Field Service Reports shall be submitted within 72 hours of completion of service.

Completed Field Service Reports are Required Prior to Acceptance of any Invoice.

PREVENTIVE MAINTENANCE AND REPAIR SERVICE SCHEDULES

SERVICES SHALL BE REQUIRED BASED UPON THE FOLLOWING AGREED SCHEDULES:

PREVENTIVE MAINTENANCE: (Check One)

___X____ Two (2) times per fiscal year January / July

REPAIR: (Check One)

___X___ Monday - Friday, 0800-1600, as necessary

No	Heads/Attributes	MAKE	MODEL	ECN	Serial No.	Location
1	1H	Olympus	BX45	29100	2G14001	Lab Supply Office
2	2H	Olympus	BX45	29101	1L11848	Histology
3	3H	Olympus	BX45	29102	1L11417	Lab Admin
4	1H	Olympus	BX45	29103	3J09914	Cytology
5	1H	Olympus	BX45	29104	3K09852	Cytology
6	1H	Olympus	BX45	29105	3J09307	Cytology
7	4H	Olympus	BX45	29106	1M20089	Cytology
8	3H	Olympus	BX45	29107	3K07566	Cytology
9	3H	Olympus	BX45	29109	2G14017	Histology
10	2H	Olympus	BX45	30845	0K14300	Cytology
11	1H	Olympus	BX45	32931	5A19770	Cytology
12	1H	Olympus	BX45	34075	5K16304	Microbiology
13	2H	Olympus	BX45	98026	8H18328	Cytology
14	2H	Nikon	50i	104766	116168	Microbiology
15	15H	Nikon	80i	104975	552891	Cytology
16	1H	Olympus	BX41	106735	9G17734	Cytology
17	Stereo	Generic	Stereo Z-2	114946	12251	Microbiology
18	2H	Olympus	BX40	126759	8J12825	Cytology
19	1H	Olympus	BX46	134565	6K44062	Core Lab
20	2H	Olympus	BX46	134563	5K44682	Core Lab
21	2H	Olympus	BX46	134564	5K45399	Core Lab
22	1H	Olympus	BX43	144001	7G49500	Cytology
23	2H	Olympus	BX43	144010	7G49304	Microbiology
24	1H	Olympus	BX43	144011	7G48902	Pending?
25	1H	Olympus	BX45	0M2827	9K07770	CYTO/3F-30F1-A-CD
26	1H	Olympus	BX40	0M282E	9K07762	CYTOLOGY
27	1H	Olympus	BX40	0M2831	0A02651	Cytology
28	1H	Olympus	BX45	0M28A7	1G00681	Core Lab Office
29	1H	Olympus	BX45	0M28ED	220875	Morgue/Cytology
30	2H	Olympus	BX45	0M2D8D	1H08549	Cytology
31	3H	Olympus	BX45	0M2D95	1J13383	Cytology
32	2H	Olympus	BX46	134566	6K44684	Core Lab
33	1H	Olympus	BX46	144005	7D47554	RM 3E - 22G5 AP
34	1H	Labomed	LX400	135433	1G0275093	MCRD
35	Fluorescent	Laxco	LMC-4000	177845	I2525-8221-0010	Microbiology
36	1H	Olympus	BX41TF	135436	6C43712	Cytology
37	1H	Olympus	CX33	144004	7C44691	Blood Bank Student Area
38	1H	Olympus	BX45	159666	9E50420	Cytology
39	Stereo	Olympus	SZ2-ILST	144006	7D46640	Cytology

40	Stereo	Olympus	SZ2-ILST	144007	7E40599	Cytology
41	Stereo	Olympus	SZ51	177715	7E02594	Microbiology
42	Stereo	Olympus	SZ51	177716	7F01002	Microbiology
43	1H	Nikon	E200	Unknown	841155	Bood Bank