Statement of Work
DVR Autoclave Preventive Maintenance and Repair Services

1. **BACKGROUND INFORMATION**: The Service Provider will service DVR autoclave equipment located in Bethesda and Poolesville, MD. The autoclave equipment is regularly utilized for routine sterilization of caging, equipment, water, diets, bedding, and waste. DVR autoclaves are critical to maintaining the health and well-being of the animals, NIH's AAALAC accreditation, and overall mission.

2. **OBJECTIVES:** This agreement entails routine preventative maintenance (PM) of DVR autoclave equipment located in Bethesda and Poolesville, MD, to ensure that the equipment covered operates with maximum dependability and efficiency. This agreement requires four PM visits per year, spaced roughly three months apart. At each PM visit, the contractor shall perform all inspections, tests, services, and maintenance activities as recommended by the manufacturer or are necessary to maintain the system in proper working condition, as outlined in the Guide For The Care and Use of Laboratory Animals, Eighth Edition, where there is significant guidance provided on animal environment, housing, and physical plant requirements.

   This agreement also entails callback repair and special projects service. All replacement parts (excluding parts and components listed) and miscellaneous hardware on each autoclave are funded via separate purchase requisition after review and approval of a detailed quote.

   Successful contract performance shall include the prevention or early detection and correction of deficiencies, the proper repair and use of test equipment to prevent equipment damage during repairs or inspections, and the proper use of test equipment to prevent equipment damage during repairs or inspections. The contract period shall be for one (1) year with the potential of four (4) option years for Autoclave equipment.

   The contract period of performance shall entail a base year plus four, one-year option periods:

Base Year:	September 1, 2026 – August 31, 2027
Option Year One:	September 1, 2027 – August 31, 2028
Option Year Two:	September 1, 2028 – August 31, 2029
Option Year Four:	September 1, 2029 – August 31, 2030

3. **Equipment description, location(s), and summary:**

FACILITY	ROOM/CORRIDOR	MANUFACTURER	MODEL	S/N
10A	219	Amsco	2323	011918907
10A	319	Getinge	133LS	011918906
10A	1.00E+110	Getinge	833LS-E	25488-01
10A	112	BetaStar	497286-SHA-HHR	25488-01
10B2	Cagewash	BMT	SLV497355-2PA	AC20024
14A	138	BetaStar	VR567272	
14A	139	Getinge	72x84	30165
14E	114C	Amsco	3012	0113997-05
14E	114C	Amsco	250-LS	32341906
14E	103	Sterivap	9615-1FD	5170525
14F	East Corridor	BetaStar	LS-648484	21241-01
102	Corridor	Getinge	733LS	08B07782
103	467	BetaStar	VR-498686-SHA	PA03299301
103	101	BetaStar	LS11 202038	PA03531501

4. **Preventive Maintenance:** The contractor will work with the individual Government Animal Facility Managers to establish a mutually acceptable schedule for each PM visit. All work will be performed during regular business hours, Monday through Friday, excluding federal holidays. All labor for inspections is included under the agreement, excluding replacement parts and repairs, which are to be funded by a separate purchase requisition after review and approval of a detailed quote.

5. **DVR Animal Facility Classifications and Entry Procedures:**
Each animal facility is classified according to the pathogen status of the animals housed in that facility. Therefore, entrance requirements vary. DVR animal facilities are classified as conventional, limited access, specific pathogen free (SPF), for purposes of disease containment or the prevention of cross-contamination between facilities. A description of each classification and the order of entry between classifications follows:
Conventional:

Protective clothing requirements for conventional facilities will be indicated by signage at the facility entrance. Strict adherence is required. Entering any SPF facility is prohibited on the same day after entering a Conventional Facility, unless the individual showers and changes clothing first.

Limited Access:
Protective clothing requirements for Limited Access facilities will be indicated by signage at the facility entrance. Strict adherence is required. Entering any SPF facility is prohibited on the same day after entering a Limited Access Facility, unless the individual showers and changes clothing first.

Specific Pathogen-Free:
SPF facilities are considered the "cleanest." Therefore, entry into an SPF facility should occur first if multiple facilities are to be visited on the same day, unless the individual showers and changes clothing before entry. Protective clothing requirements for SPF facilities will be indicated by signage at the facility entrance. Strict adherence is required.

6. **Responsibility for Service Utilities:** The portions of utility connections servicing the Autoclave equipment for which the Contractor shall be responsible include:

   Electrical: The Contractor shall inspect, maintain, repair, and/or replace all electrical wiring and components from the load side of the building main disconnect to all Autoclave equipment.

   Steam: The Contractor shall maintain, repair, and/ or replace as needed, all steam regulators, piping, piping insulation, gauges, and all steam components from the main shut-off valve feeding the Autoclave equipment to the Autoclave equipment. The Contractor shall maintain, repair, and/or replace all pumps, piping, valves, strainers, and steam traps on all steam condensate lines serving the Autoclave equipment back to the next-in-line shut-off valve. The minimum steam supply pressure is 50 psi. The Contractor shall notify the Government Animal Facility Manager of any indication of low steam pressure as soon as it is discovered.

   Domestic hot water and city water: The Contractor shall inspect, maintain, repair, and/or replace as needed, all piping, piping insulation, and valves on the domestic cold-water systems from the shut-off valve back to the Autoclave equipment.

   Compressed air: Compressed air supply lines and pumps should be checked with the utility connections. The jacket and chamber relief lines should be checked with the utility connections.

7. **Preventive Maintenance Services**: The Contractor shall perform preventive maintenance services that include the following:
   - Inspect all mechanical, electrical, and plumbing components of each piece of Autoclave equipment. The term "inspection" means to check and/or test whether satisfactory manufacturers' recommended operating conditions and performance are met.
   - Perform all adjustments and repairs necessary to keep each piece of Autoclave equipment in peak operating condition.
   - Operate each piece of Autoclave equipment through all cycles and observe for proper operation of all components.

- Inspect all tanks, chambers, manifolds, hoses, door gaskets, door latches, and related equipment on each Autoclave for leaks or other malfunctions. Defects found with equipment or parts shall be documented in the service reports and shall be corrected before equipment or parts are inoperable or become non-functional. Inspect, clean, and lubricate (as required) all motors, pumps, gearboxes, pulleys, and other moving parts on each piece of Autoclave equipment.
- Perform other maintenance services as recommended by the appropriate Original Equipment Manufacturer's literature.
- Preventive maintenance inspections shall be performed between 7:00 a.m. and 3:30 p.m., Monday through Friday (excluding Federal holidays). The Contractor shall schedule each inspection at least three (3) working days in advance with the Government Animal Facility Manager
- The first preventive maintenance inspections shall be performed within thirty (30) days after the award of this contract on each piece of equipment. The Contractor shall provide a report to the Government Animal Facility Manager within five (5) working days of the inspection. This report shall include a detailed description of what was inspected on each machine, the condition of each machine, any problems or defects found, estimates of time required to perform the repairs, a list of replacement parts, and labor.
- All labor incurred during the preventive maintenance service shall be included in the contract price.
- After the first preventive maintenance inspection, the remaining inspections shall be scheduled at 90-day intervals for the remainder of the contract period. At least four (4) preventive maintenance inspections shall be performed annually, and billing shall be accomplished quarterly.

8. **Emergency and Call-back Repair Services**:

   In between scheduled inspections, if repairs are needed for Autoclave Equipment:

   - At the time of the contract award, the Contractor shall furnish the COR and the Government Facility Managers, the name(s) and telephone number(s) of a person(s) to call when a call-back service is needed. The Contractor shall begin work within 24 hours (excluding Federal holidays and weekends) of initial notification by the Government Facility Manager.
   - The Government Facility Manager shall provide the Contractor with a description of the problem, location, and type of Autoclave equipment when calling for service.
   - The Contractor shall prearrange with the Government Animal Facility Manager for building access for work that shall be performed after normal working hours. All repairs shall be completed within five (5) business days after the COR submits and approves a detailed quote.
   - After the completion of the repair service, the Contractor shall provide the Government Facility Manager with a field service report that details the service performed, who will verify, sign, and send it to the COR for purposes of receiving in POTS to authorize payment.

9. **Parts and Materials:** The Contractor shall maintain or have access to 24-hour delivery and installation, all replacement parts and materials for the repair of each piece of Autoclave Equipment covered under this contract. All replacement parts and materials shall be specifically designed for the autoclaves on which they are to be used.

Prior to replacing any of the above items, the Contractor shall submit a written cost estimate for the COR's approval. **Contract staff working in animal facilities are not authorized to commit or approve funds**. Work is not to begin until written authorization is obtained from the COR.

10. **Exclusions:** The contract does not include any labor or material for service lines and fittings, operating problems related to environmental conditions, e.g., electrical, steam, water, and/or ventilation that do not comply with equipment specifications. This contract does not include daily routine maintenance of the Autoclave Equipment. This type of routine maintenance shall be the responsibility of the Government.

11. **Contractor's Personnel:** The Contractor shall have available under his direct employment and supervision the necessary trained personnel, organization, facilities, and transportation to properly fulfill all services specified in this contract. Personnel shall respond and report on-site within twenty-four (24) hours after receiving a request for service from the Government Animal Facility Manager. All work performed under this contract shall be accomplished by skilled specialists with prior training and experience in autoclave equipment, maintenance, and repairs. In jurisdictions that require licensing for work performed under this contract, all contractor personnel involved in such work must be licensed by the state and local governments.

12. **Equipment and Components Removal for Repair**: In the event that pumps, motors, or other components are required to be sent out for repairs, the Contractor shall obtain prior approval from the Government prior to removal of any Government-owned equipment from NIH premises.
13. **Cleaning:** At the end of each PM Visit, or Service Call, all materials, parts, and tools shall be removed from the site, and all debris shall be removed, and the area of work shall be left in a clean condition.

14. **Hazardous Work Permits:** The Division of the Fire Marshall issues hazardous work permits for personnel performing "hot work" such as welding, grinding, soldering, metal cutting, etc., on the NIH Bethesda Campus. The permit system ensures that proper fire safety precautions are in place before hot work proceeds. The contractor shall obtain a Hazardous Work Permit prior to starting any hot work by calling 301-496-0414.

15. **Reporting Requirements:**

Recipient	Item	Quantity	Due

The Government Facility Manager where the machine is located	PM Inspection	1	Within 5 days of service
	Service & Repair Reports	1	same day of service
Claudia Diaz, Contract COR claudia.diaz@mail.nih.gov	Status update of any machine out of service.	1	By COB each Friday