



Attachment B – Specifications

RFx No.: 3000023176

Title: Medical Equipment Maintenance - LDH

- Contractor is to provide a Medical Equipment Management Program. Within that program, the Contractor shall staff, conduct and administer a risk-based medical equipment service with risk prioritized equipment service with rating criteria governing inclusion of equipment and type/frequencies of tests performed, so that equipment included in the program is repaired and maintained in a methodical, safe, effective and economical manner.
- The program shall include policies and procedures, current equipment inventories, and periodic reports on all activities of the Safety Committee, as well as system documentation storage & retrieval, which the Contractor shall maintain current on site. All equipment maintenance records and report hard copies shall become the property of the Agency and be stored in a format and fashion accessible to the Agency even after the services are no longer needed.
- In order to facilitate ongoing equipment maintenance and repair, the Contractor shall structure the program in such a way as to guarantee an ongoing, weekly, on-site biomedical presence on a minimum of 2 hours per visit; this way guaranteeing adequate labor coverage for execution on the program. This contract will therefore include all labor and travel necessary to execute all elements of the program with a minimum of 104 hours/year of on-site presence in the form of weekly visits, with equipment repair labor included, as long as such repairs can be effectively completed within the timeframe of the prescheduled visits. Some equipment failures or maintenance may necessitate involvement of other vendors, or equipment manufacturers, in order to expedite them, especially in cases of specialized equipment such as respiratory ventilators, anesthesia machines, x-ray machines, large laboratory analyzers, etc. In such cases, additional Contractor charges will remain Agency's responsibility, independent of this contract.
- The onsite weekly visits shall include, but not be limited to: Equipment troubleshooting, repair parts identification and ordering, electrical safety inspections, calibrations, verification of outputs, such as accuracy of numerical displays, high/low alarms, or cardiac rate accuracy, inspection of all moveable and structural equipment components for integrity and proper operations as applicable in respective equipment being serviced and as recommended by the manufacturer and/or common industry practices.
- In case a specific model unit is declared obsolete and no longer supported by the original manufacturer, the Contractor shall maintain such equipment by making every effort to procure repair/pm parts from other (second) sources and/or resolve multiple equipment failures in such a way as to maintain a maximum amount of equipment operational at all times, even if such action puts a burden of additional repair labor on the Contractor.

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- All work should be performed by certified biomedical services personnel that are in possession of AAMI certification issued by ICC for biomedical technology. Management oversight should be by senior biomedical services management personnel who possess formal biomedical education and a minimum of at least 5 years verifiable records of satisfactory performance of similar services of comparable magnitude. The above credentials will become part of the Contractor's personnel record to be submitted for review prior to award.
- The Contractor is to provide all tools and test equipment necessary to execute all elements of the program at no additional cost to the Agency. This contract does not include any repair or pm parts or consumables. Repair and maintenance parts costs will be separately invoiced by the Contractor at prices not-to-exceed manufacturer's retail list prices.
- Work will be performed during normal business hours (8:00 am to 4:30 pm) and on regular working days (Monday - Friday), excluding holidays. Work performed during other than normal business hours or outside regular scheduled visits (emergency callouts) should be authorized by the Agency's representative and may require issuance of individual purchase orders. The bidder should enter the intended labor rates in the spaces below, however, the State reserves the right to accept or reject any or all rates or contract out the work to others whenever practicable and in the best interest of the State.
- **Specify Contractor's Overtime Rates:**

Holiday/hr.: _____

Mon-Fri outside regular working hours/hr.: _____

Weekend/hr.: _____

- Equipment in this program includes the below. The amounts are approximate.
- (01) Pulmo-Aids (50)
- (02) Concentrators (15)
- (03) Suction machines (50)
- (04) Electric hospital beds (160)
- (05) Blood pressure (BP) machines (24)
- (06) Infusion Pumps (3)
- (07) Defibrillators AED (5)
- (08) Defibrillators regular (2)
- (09) Bipap/Cpap Machine (10)
- (10) Electronic Lifts with attached scales (9)
- (11) Electric Whirlpool Gurney (1)

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- (12) Sterilizer (1)
- (13) EKG machine (3)
- (14) Electronic Lift (5)
- (15) Digital Stand-up scale (1)
- (16) Digital Wheelchair Scale (2)
- (17) Electric Shower Trolleys (3)
- (18) Pulse Oximeters (12)
- (19) Sonic Degas Soaker (1)