US Department of Agriculture (USDA)

Statement of Work

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Project
Certification Services Agreement for Laboratory Centrifuges

General Information

1.0 Scope of Work

The contractor shall furnish all labor and materials to perform one certification/calibration visits per year on approximately 30 laboratory centrifuges, 5 vortex shakers, and 1 tachometer located at the Richard B. Russell Building located at 950 College Station Rd., Athens, GA 30605. A complete listing of the associated equipment is provided as an attachment.

2.0 Background

The Food Safety and Inspection Service (FSIS), a public health regulatory agency of the U.S. Department of Agriculture (USDA), protects consumers by ensuring that meat, poultry, and egg products are safe, wholesome, and accurately labeled. The Eastern Laboratory (EL), part of the Office of Public Health Safety (OPHS), is a regulatory laboratory performing analytical testing of meat, poultry, *Siluriformes*, and egg products to identify chemical residues, allergens, microbiological pathogens, and other hazards. Preventive maintenance and annual calibration of laboratory centrifuges, shakers, and tachometers are necessary to maintain accuracy and operational readiness.

Contractor Requirements

3.0 Technical Requirements / Tasks

- The contractor shall provide on-site scheduled certification / calibration services to include all labor and travel.
- The contractor shall perform calibration / certification once a year to ensure the equipment is performing at the level of performance set by the manufacturer. All calibration / certification activities must be documented and provided to the laboratory point of contact when work is completed or when the information can be sent via email to the COR or his or her representative.
- The contractor will support any equipment listed in the solicitation that becomes legacy equipment and out-of-support instruments on a best effort basis.
- The equipment shall be fully operational according to laboratory methodology and serviceable after the calibration / certification service. Prior to leaving the area, the contractor shall demonstrate to the point of contact or designated representative that the equipment is operational. The COR or designated representative will certify the equipment is performing satisfactorily.
- The contractor shall be accredited to ISO/IEC 17025 and will provide documentation of accreditation to the COR upon request.

NOTE: *Limited changes could be made each year to the listing of equipment that needs to be maintained. If changes need to occur, the Government will contact the contractor and discuss pricing for the new equipment. In addition, some pieces of equipment may be removed from the list each year depending on whether they are obsolete or not in use any longer.*

4.0 Government Furnished

The Contracting Officer's Representative (COR) will act, on-site, as the technical point of contact for the Government, initiate service calls, and perform acceptance of equipment after calibration / certification is performed. The COR's authority is limited to technical issues, and he/she is not authorized to make contractual decisions. The authority to resolve monetary issues and contractual interpretation is the responsibility of the Contracting Officer.

A. Access to Government Facilities:

1) Facility Location
   USDA FSIS OPHS Eastern Laboratory

950 College Station Rd.
Athens, GA, 30605

2) Location of Equipment
Eastern Laboratory located in the Richard B. Russell Building, Athens, GA, across multiple floors assigned to the MSB, MCB, and Chemistry Branches.

3) Hours of Service
Certification services shall be provided during normal working hours, 8:00 am to 6:00 pm EST, Monday through Friday, excluding Federal Holidays (see https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/ for a listing of the Federal Holidays).

B. Closure of Government Facilities

The Federal Government observes the following days as holidays and government facilities will be closed.

LEGAL HOLIDAYS (JUN 2021)

(a) The Federal Government observes the following days as holidays:

New Year's Day	January 1st*
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19*
Independence Day	July 4th*
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11th*
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th*

*If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

(b) In addition to the days designated above as holidays, the Government may observe additional days in accordance with 5 USC 6103.

5.0 Deliverables / Schedule

- The contractor shall perform calibration / certification once (1) per contractual period. The contractor shall provide a tentative calibration schedule to the COR within fifteen (15) days after contract award. Work performed shall include recertification of equipment. All calibration / certification work must be documented, and the documentation must be provided to the COR prior to leaving the site unless alternate arrangements have been made with COR.
- Invoices should be submitted upon completion of calibration / certification services.

6.0 Travel

Travel costs of the service personnel to the USDA-FSIS-OPHS Eastern Laboratory shall be included in the service contract.

7.0 Contractor's Key Personnel

The contractor will guarantee only precision measurement trained and certified employees, sub-contractors, agents or other authorized labor of the contractor are to perform work on the equipment listed in this Statement of Work. The contractor shall demonstrate said training and certification by providing a recent (within 1 year) copy of precision measurement training and/or certification documentation to the COR if requested. The COR may reject employees, subcontractors, agents or other authorized labor of the contractor if they do not meet the training or certification documentation requirements.

A. CONTRACTING OFFICER

The Contracting Officer (CO) has the overall responsibility for the administration of this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; issue task orders against the contract; make final decisions on disputed deductions from contract payments for nonperformance, or unsatisfactory performance; terminate the contract for convenience or default; and issue final decisions regarding contract questions or matters under dispute. However, the CO may delegate certain other responsibilities to the Contracting Officer's Representative (COR). All delegated duties will be specified in writing by a COR Appointment and Delegation Notice.

B. DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE

1. The Contracting Officer hereby designates as the COR:

   [TO BE DESIGNATED UPON AWARD]

8.0 Security Requirements

The contractor shall provide the COR with information on the names of all employees who will require access to the facility in order to perform work on equipment, including approximate date and time of arrival. This should be provided at least 24 hours in advance of work being performed or as mutually agreed upon by contractor and COR or designee representative. All employees provided by contractor must have valid driver's license or state photo identification before being allowed onto the premises.

If the delivered item meets the criteria that establishes it as an information system, the item must complete the Assessment and Accreditation (A&A) process in accordance with the USDA Risk Management Framework Process Guide to ensure the appropriate security controls and configuration baselines are implemented.

If the delivered item meets the criteria that establishes it as an information system, the item shall include documentation with information describing the functional properties of the security controls to be employed within the information system, information system components, or information system services in sufficient detail to permit analysis and testing of the controls.

9.0 Data Rights

A. ACCESS TO SENSITIVE INFORMATION

1. As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.

2. To assist the U. S. Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS) in accomplishing management activities and administrative functions, the Contractor shall provide the services specified elsewhere in this contract.

3. If performing this contract entails access to sensitive information, as defined above, the Contractor agrees to

    a. Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement action.
    b. Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
    c. Allow access to sensitive information only to those employees that need it to perform services under this contract.
    d. Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.
    e. Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.
    f. Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
    g. Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.

4. The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a government contractor.

5. The Contractor shall include the substance of this clause, including this paragraph (e); suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

10.0 Section 508 – Electronic and Information Technology Standards

Not Applicable

Attachment

List of all included centrifuges.

Attachment

Below is a list of included centrifuges.

Make	Section/Branch	Model	Name	Serial #
Eppendorf	Chemistry	5417R	CFG_E02347	5407-02342
Thermo Fisher Scientific	Chemistry	RC-4	CFG_E08952	42904198
Thermo Fisher Scientific	Chemistry	IEC CL30	CFG_E07021	308030257
Eppendorf	Chemistry	5810	CFG_E08897	5810IG867111
Thermo Fisher Scientific	Chemistry	Legend X1R	CFG_E07351	41231488
Eppendorf	Chemistry	5810	CFG_E07352	5810ZQ961262
Thermo Fisher Scientific	Chemistry	Legend XTR	CFG_E07247	41121638
Eppendorf	Chemistry	5910 Ri	CFG_E08956	5943KN903199
Eppendorf	Chemistry	5810	CFG_E00187	581000866
Eppendorf	Chemistry	5424	CFG_E08500	5424GG973755
Eppendorf	Chemistry	5810	CFG_E06111	12016
VWR	Chemistry	Galaxy 16	CFG_E06249	Y804053
Thermo Fisher Scientific	Chemistry	Sorvall ST 16R	CFG_E06355	41005022
Eppendorf	Chemistry	5424	CFG_E08491	5424HI180469
Eppendorf	Chemistry	5810R	CFG_E09110	5811IN588872
Thermo Fisher Scientific	MCB	Legend X1R	CFG_E07277	41124080
Eppendorf	MCB	5417R	CFG_E00982	5407-01734
Eppendorf	MCB	5417R	CFG_E02010	5407-0017282
Eppendorf	MCB	5425	CFG_E08636	5405HR910298
Eppendorf	MCB	5425	CFG_E08961	5405JK517033
Thermo Fisher Scientific	MSB	Sorvall X4R Pro-MD	CFG_E09368	43309955
Hermle	MSB	Z206A	CFG_E09683	602150115
Hermle	MSB	Z206A	CFG_E09684	602150162
Thermo Fisher Scientific	MSB	Micro 17	CFG_E09685	42934362
Eppendorf	MSB	5424R	CFG_E06428	5404ZL204309
Thermo Fisher Scientific	MSB	Sorvall Legend Micro 21	CFG_E09044	42738059
FisherBrand	MSB	Accuspin 17	CFG_E09468	43425081
VWR	MSB	Mega Star 4.0	CFG_E09780	43097958
Eppendorf	MCB	5424	CFG_E08500	5424GG973755
Thermo Fisher Scientific	MCB	IEC CL31R	CFG_E01796	307090345

Below is a list of additional equipment to be certified/calibrated.

Make	Model	Name	Serial #
Talboys	Talboys Heavy Duty Vortex 120V ADV	SHK_E09271	C308732933
Talboys	Talboys Heavy Duty Vortex 120V ADV	SHK_E09352	C245215140
Talboys	Talboys Heavy Duty Vortex 120V ADV	SHK_E09353	C249365207
Talboys	Talboys Heavy Duty Vortex 120V ADV	SHK_E09355	C245241695
Talboys	Talboys Heavy Duty Vortex 120V ADV	SHK_E09431	C245241674
Monarch	Tachometer PLT200	MSC_E09373	C1821773