

Statement of Work

Analytical Balance for Toxic Elements Analysis

Background

The Food & Drug Administration (FDA) Southeast Food and Feed Laboratory (SFFL) requires an analytical balance for the Nutrient Analysis Branch (NAB). One of the responsibilities of NAB is to analyze samples for heavy metals, confirming food and feed are safe for public consumption. An analytical balance is needed in order to fulfill that task. Currently, the lab utilizes a balance that is only capable of weighing up to 163 grams. However, in some instances, particularly in one of the laboratory methods, there is a need for more weighing capability.

Objective

The instrument will be used to weigh out samples for nutritional metals analysis in different types of matrices, including food, infant formula, medical food, and dietary supplements. The proposed instrument will also have antistatic features that will help eliminate a source of weighing error. This instrument would increase laboratory efficiency and accuracy.

Scope

The Contractor shall be capable of providing an instrument that can perform as specified in the Statement of Work and provide Preventative Maintenance in accordance with the manufacturer's specification during the period of performance.

Salient Characteristics for a Mettler-Toledo Balance:

- The balance must be an XPR analytical balance with a maximum capacity of 320 g and minimum weight of 41 mg.
- The balance must have a readability of 0.05 mg and a repeatability of 0.06 mg.
- The balance must have the ability for automatic adjustment internal/FACT.
- Weighing pan specifications: dimensions must be 78 mm (W) x 73 mm (D).
- Balance must be provided with 7" capacitive colored touchscreen.
- The balance must contain the integrated StatusLight™, LevelControl, and also be GWP approved.
- The balance must have StaticDetect function to detect electrostatic charges inside the weighing chamber.

- The balance must have the ability to connect to LabX software.
 - The software must be available in the English language

Trade and Service Specifications

- A standard qualification plan is required for all components of the balance and shall include at a minimum: IPac qualification delivery, installation of equipment, calibration by ISO 17025 requirements, and calibration of GWP annex. All IPac standard qualifications must be performed by the instrument vendor, not a third party contractor.
- The system shall be delivered with all necessary supplies and accessories required for installation and start-up.
- The instrument must be a newly manufactured unit, not used and refurbished or previously used for demonstration.
- An option for purchasing a service plan for two (2) visits under Extended Care from the vendor for the balance must be provided and shall include at a minimum: full preventative maintenance onsite, full repair coverage with one (1) day response, calibration by ISO 17025 requirements, and calibration of GWP annex. All service plan work must be performed by the instrument vendor, not a third party contractor.
- An option shall be available to purchase additional units at the same price.
- The shipping and handling price must be included.

Service Call

- The contractor shall respond with one (1) day after receipt of a service call
- The Contractor shall provide unlimited telephone and email access to instrument technical support Monday – Friday, 8 am – 5 pm.

Deliverables

Deliverable	Quantity	Delivery Date
Balance XPR305D5	1	30, Aug 2022
IPac Standard Qualification (Included Services – IPac Qualification Delivery EA, Install Equipment EA, Calibrate ISO17025, Calibrate GWP Annex)	1	30, Aug 2022
Service Plane – 2 Visits Extended Care – (Included Services –	1	30, Aug 2022

Full Preventative Maintenance Onsite EA, Repair Coverage Full, Calibrate ISO17025, Calibrate GWP Annex		
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Records and Reports

- The Contractor shall, commensurate with the completion of each service call (inclusive of warranty service), provide the end-user of the equipment with a copy of a field service report/ticket identifying the equipment name, manufacturer, model number, and serial number of the equipment being serviced/repaired and detailing the reason for the service call, a detailed description of the work performed, the test instruments or other equipment used to affect the repair or otherwise perform the service, the name(s) and contact information of the technician who performed the repair/service, and for information purposes, the on-site hours expended and parts/components replaced.
- **Packing, Marking and Shipping**
- All deliverables required under this contract shall be packaged, marked, and shipped in accordance with Government specifications. At a minimum, all deliverables shall be marked with the contract number and contractor name. The contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition.
- All packing material shall be removed from the FDA premise by the contractor.

Shipping Destination/Place of Performance

- Satisfactory performance of this contract shall be deemed to occur upon delivery, installation, training, and performance of services described above or upon acceptance by the Contracting Officer, COR or TPOC of these products/services. Deliveries required by the contractor shall be made F.O.B. destination within 45 days from receipt of the award of order to the address listed below:

Place of Performance

- Food and Drug Administration (FDA)
- Southeast Tobacco Lab (STL)
- 60 8th Street NE
- Atlanta, GA 30309

TPOC:

- Freddy Ortiz, 404-575-1501, Freddy.Ortiz@fda.hhs.gov

- Douglas Scott, 404-253-1256, Douglas.Scott1@fda.hhs.gov

Period of Performance

The period of performance shall be for a base period of one year.

BASE YEAR— 06/08/2022 – 06/07/2023

Unless otherwise specified, services shall be performed Monday through Friday (excluding Federal Holidays) between the hours of 8:00 a.m. and 4:30 p.m. EST. Supplies or services scheduled for delivery on a Federal holiday shall be made the next business day.

Government Holidays

Workplace is not available on the Government Holidays stated below, or as prescribed by an Executive Order (EO) due to inclement weather.

January (New Year's Day)
January (Martin Luther King Day)
February (President's Day)
May (Memorial Day)
July (Independence Day)

September (Labor Day)
October (Columbus Day)
November (Veterans Day)
November (Thanksgiving Day)
December (Christmas Day)