



**AMERICAN SAMOA MEDICAL CENTER
FAGA'ALU AMERICAN SAMOA**



April 2, 2025

**REQUEST FOR QUALIFICATIONS
LBJ-RFQ25.01**

LBJ Dietary Kitchen Appliances & Assembly Services

Scope of Service:

To secure an agreement with a contractor to maintain kitchen equipment that will assure continued operational value and prolong its life cycle via its factory preventive maintenance recommendations.

Objectives:

- Assure continued operational value of equipment
- Meet safety standards/requirements by third parties – (DOH, CMS, NFPA) – (Kitchen Exhaust Hoods, Condensing Hood [Captiveaire]; 6 Open Burner Range; Double Stack Convection Oven, Water Filtration System)
- Utilize factory recommended PM schedule for each equipment (Kitchen Exhaust Hoods [Captiveaire]; Walk-in Freezer, etc.)
- Ensure that correct tools and chemicals are utilized

Tasks:

- Follow Factory recommendations for equipment maintenance, Preventive Maintenance
- Provide schedule of maintenance
- Provide logs of maintenance
- Respond to emergency calls in a timely fashion, at least within an hour (Walk-in freezer; standing 2-door Fridge; standing 2-door freezer;
- Make recommendations on regular cleaning not requiring contractors' expertise
- Provide reports on possible misuse of equipment that may lead to breakdowns
- Procure/provide parts, accessories for equipment
- Ensure contractor has trained and certified personnel (NFPA 96) as required and provide proof upon request
- Use correct specialized tools and chemicals when/where needed
- * Personnel performing must adhere to all facility, security and safety protocol and must check in and out with Dietary Manager.
- Upon arrival to facility, personnel performing work shall check in immediately with Security and sign in with Dietary/Kitchen Manager/Staff.
- Work performed shall have a joint quality control inspection and test.
- Upon completion, personnel performing work shall check out with Maintenance Manager
- Must be available for emergency response 24/7.

Delivery:

- Guarantee cleaning Kitchen Exhaust Hoods comply with NFPA 96
- Well maintained equipment

- High quality workmanship

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Kitchen Preventive Maintenance Experience: The specialized experience and technical competence of the staff to be assigned to the services with respect to maintenance improvements or related work, description of firm's prior experience, including any similar, total cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, and firm's anticipated availability during the term of services;
4. The proposed work plan and schedule for activities to be performed.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. <u>Qualifications, Competence, and Reputation of Firm and Personnel</u>	20 points or %
2. <u>Firm's Capability to Meet Time and Service Project Requirements</u>	20 points or %
3. <u>Present and Project Workload of Firm</u>	20 points or %
4. <u>Related Experience on Similar Services</u>	20 points or %
5. <u>Recent and Current Work for the Entity Issuing RFO</u>	20 points or %

Upon completion of the review, the Source Evaluation Board will make its recommendation to the American Samoa Medical Center Board of Directors for approval to negotiate a contract price.

Contract Award:

Once the most qualified firm is selected a cost for the implementation of services of the project will be negotiated. Contracting for these activities will be clearly defined with costs/payments attributed to each work stream identified.

The above information should be submitted no later than 2pm on April 21, 2025, to the Chief Procurement Officer of the American Samoa Medical Center For more information, contact Fota Finau at (684) 633-1222; Email: fota.finau@lbj.as

Date: 4-2-25

Authorized Representative: 