

**APPENDIX A – TECHNICAL SPECIFICATIONS  
RFP 98931 INSPECTION AND SERVICE OF FIRST AID EQUIPMENT FOR JEA**

**1. GENERAL**

1.1 Scope of Work (Services)

The provider shall be required to perform monthly inspection of resources identified within the Technical Specifications to ensure first aid equipment located at JEA facilities and or on JEA vehicles is in a constant state of readiness and meets or exceeds all regulatory standards and expectations. This RFP covers the provision of service, repair and replacement of items in first aid kits, automatic external defibrillators, emergency eyewash, secondary eyewash, emergency shower stations, and portable emergency oxygen units.

**2. EYEWASH STATIONS, EMERGENCY SHOWERS AND COMBINATION EMERGENCY SHOWERS**

2.1 Eyewashes, emergency showers and combination emergency showers shall be inspected for cleanliness and correct operation on a monthly basis.

2.2 Portable eyewash stations shall be checked for microbial growth and refurbished as needed.

2.3 Eyewash stations emergency showers and combination emergency showers shall meet all the operating requirements of the appropriate ANSI Standard and/or OSHA.

2.4 Inoperative or missing eyewash stations or showers shall be immediately tagged as Out Of Service and the facility manager and Area Safety Specialist notified. Inoperative eyewashes and showers shall be repaired and or replaced as required by the responsible JEA facility manager.

2.5 Each eyewash station, emergency shower and combination emergency showers shall have attached a tagging mechanism on which the monthly inspection record will be documented. Such tagging shall be capable of withstanding the conditions produced by the environment where the equipment is located.

2.6 Locations and numbers of units, see attached Appendix Master Facility Listing First Aid Equipment.

**3. FIRST AID KIT/CABINET SUPPLY AND REFILLS**

3.1 The provider will inspect all first aid cabinets monthly.

3.2 First aid cabinets and other equipment shall be inspected for cleanliness and cleaned if dirty.

3.3 Damaged first aid cabinets shall be replaced with JEA Standard approved replacement cabinets with the approval of the JEA Contract Administrator (shelf, large cabinet for office use, vehicle kit-metal 9-1/2” H x 14” W x 2-5/8” D).

3.4. First aid supplies that have been deleted or are no longer available from the supplier shall be replaced by a similar item approved for use by JEA.

3.5 Provider shall develop an accurate listing of all first aid cabinets by facility serviced and their locations within that site.

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- 3.6 No supplies shall be added or deleted to the standard inventory without JEA approval.
- 3.7 The provider shall provide a Monthly Activity Report to reflect all items replaced. Report shall show location, size, materials replaced and reason. Use shall be defined as normal stock reduction or expired shelf life.
- 3.8 The provider shall notify JEA immediately if an unusually high utilization of items occurs in repeated instances. This information must also be included on the Monthly Activity Report.
- 3.9 Each first aid kit shall have attached a tagging mechanism on which the monthly inspection record will be documented. Such tagging shall be capable of withstanding the conditions produced by the environment where the equipment is located.
- 3.10 The cost for the above services, including all travel expenses shall be included in the monthly inspection charge.

**4. MEDICAL OXYGEN**

- 4.1 Provider shall inspect oxygen tanks at each JEA location monthly and maintain records of inspections.
- 4.2 Cylinders that have been used and contain less than 2/3 (two-thirds) full volume shall be replaced with full cylinders.
- 4.3 Deteriorated or unsanitary face masks and hoses shall be replaced.
- 4.4 Any malfunctioning valves or gauges shall be replaced.
- 4.5 Hydrostatic tests on cylinders shall be in accordance with current regulations with the cost for this service billed on a per unit basis.
- 4.6 Each medical oxygen unit shall have attached a tagging mechanism on which the monthly inspection record will be documented. Such tagging shall be capable of withstanding the conditions produced by the environment where the equipment is located.
- 4.7 The cost for the above services, including all travel expenses shall be included in the monthly inspection charge.
- 4.8 All service related to this resource shall be reflected on the Monthly Activity Report referenced within 3.7 of this section.
- 4.9 Locations and numbers of units are referenced in the attached Appendix Master Facility Listing First Aid Equipment.

**5. AUTOMATIC EXTERNAL DEFIBRILLATORS, LOCATIONS AND QUANTITIES**

- 5.1 AED units shall be inspected on a monthly basis. This process shall include self check readiness of each unit, expiration date of pads and batteries.
- 5.2 Provider shall maintain records of inspections.
- 5.3 Each AED unit shall have attached a tagging mechanism on which the monthly inspection record will be documented. Such tagging shall be capable of withstanding the conditions produced by the environment where the equipment is located.

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5.4 All service related to this resource shall be reflected on the Monthly Activity Report referenced within 3.7 of this section.

5.5 The cost for the above services, including all travel expenses shall be included in the monthly inspection charge.

**6. CONTRACTOR PERFORMANCE MATRIX**

6.1 JEA expects the company to provide a person(s) who is responsible for the performance of this contract. This person(s) will provide strategic direction and oversee day-to-day account management and customer satisfaction performance for the contract. Primary responsibility shall include but not limited to:

- i. Communication – Primary point of contact for customer complaints and issues.
- ii. Planning - Conduct service process reviews with the JEA Contract Administrator on a monthly or quarterly basis. Review contract performance targets and goals and assist with making improvements. Conduct periodic Customer Service reviews to assess and identify items which place JEA at risk of meeting its goals and objectives.
- iii. Reporting – Manage Monthly Activity Report and ensure timely reporting as defined within this specification. **Such reports shall be submitted to the JEA Contract Administrator by the 15<sup>th</sup> of each month for activities performed during the previous calendar month.** These reports shall be provided on diskette or electronic mail in a format specified by JEA. There will be no charge for any required reporting.
- iv. Process Improvement – Work with JEA to identify process improvement opportunities that increase contract performance.
- v. The company shall provide a website through which the JEA Contract Administrator may verify services reflected in the Monthly Activity Reports against invoices submitted to JEA Accounts Payable. This information shall be entered on the website at the time an invoice is submitted to JEA for payment.