

Attachment B - Specifications
Title: Scale Calibration
LDH – OPH – Bureau of Nutrition Services

CALIBRATION OF LOUISIANA INFANT AND ADULT BEAM BALANCE AND DIGITAL SCALES

SCOPE OF SERVICE

1. The successful vendor shall provide all necessary services to calibrate approximately 286 scales (adult and infant beam balance and adult and infant digital) according to the regions listed below. These scales are utilized in Public Health Clinics, Children's Special Health Services Clinics (CSHS), and private provider clinics contracted for WIC services by the Louisiana Office of Public Health/ Bureau of Nutrition Services. The purpose of this calibration is to increase the accuracy of anthropometry throughout the State of Louisiana. Refer to Attachment C - Worksheets for a breakdown of the facilities by Region. Each scale shall be calibrated once per fiscal year (July-June).

Region	Scales
1	24
2	29
3	31
4	39
5	24
6	35
7	40
8	34
9	30
Total	286

2. This project will require the services of a trained technician to travel to all sites listed by Region and Facility as outlined in Attachment C - Worksheets in order to perform the necessary procedure.
3. Bidders are required to submit a minimum of three references outlining previous experience in scale calibration projects. These references must include the name of the facility, number of scales inspected, type of scales inspected and calibrated, complete address, telephone number, and a contact person. This information should be submitted with the bid or shall be submitted within 10 business days of request by OSP.
4. Equipment at the designated facilities shall be calibrated with weights deemed accurate by the United States Department of Agriculture (USDA) Department of Weights and Measures Division to within 1/4 pound at the level 25, 50, 75, 100, 125, 150, 225, and 250 pounds for adults and to within 1 oz of 5, 10, 15, 25 and 30 pounds for the infant scale calibrations. These calibrations should be completed by a technician from a laboratory accredited to ISO 17025 standards.

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5. A sticker with the inspection/calibration date shall be placed on each scale in a place that is easily visible and conspicuous, and that will not interfere with the scale operation.
6. The successful vendor is responsible for scheduling and confirming all necessary appointments to inspect and calibrate the scales and contacts with the facilities to provide the necessary service.
7. The successful vendor shall complete the calibration of scales for the entire state, based on the number of scales listed at each facility on Attachment C - Worksheets. If staff at the facility request more than the number of scales listed to be calibrated the vendor must contact Leslie Lewis at LDH-OPH, Bureau of Nutrition Services for permission to increase the number of scales calibrated.

Leslie Lewis: leslie.lewis@la.gov; (504)568-8234

8. The successful vendor shall submit invoices via email on a monthly basis. Invoices are to be itemized by clinic, indicating the specific facility name, the number of scales calibrated, and the serial or model number of each scale calibrated. This invoice shall certify that all scales have been calibrated in the particular clinic(s) covered on the invoice for the month referenced. Invoices are to be forwarded to: LAWICFinance@la.gov.
9. The successful vendor shall provide each clinic a work order type receipt indicating the facility name, total number of scales calibrated and the serial or model number. This work order shall verify that all designated scales at that particular facility have been calibrated, and this work order shall be signed by an authorized representative of the facility. A copy of this signed work order shall be attached to the invoice to be sent to LDH - OPH/ Bureau of Nutrition Services via LAWICFinance@la.gov.
10. Payment shall not be due until 30 days after the receipt of invoice and verification that the entire clinic's scale calibration has been completed. Payment will only be made for calibrating the number of scales for each site listed on Attachment C - Worksheets unless prior written permission to calibrate other scales is received from Leslie Lewis.