



DEPARTMENT OF VETERANS AFFAIRS
Great Lakes Acquisition Center Southern Tier
3001 Green Bay Road
North Chicago, IL 60064

Great Lakes Acquisition Center Request for Quotation (RFQ) Checklist

Maintenance & Support of Girton Cage Washers at the Edward Hines Jr. VA Hospital located in Hines, IL

*** Offerors are strongly encouraged to use this checklist when preparing their response to this RFQ. Please mark "Yes" or "No" in the "Enclosed" column for each item. The completed checklist should be included as page 1 in any offer submitted in response to this RFQ. ***

ITEM DESCRIPTION	ENCLOSED (YES / NO)
1) Blocks 17a and 30a, 30b, and 30c are completed on page 1 of SF 1449 (Attachment #1 Pricing Information)	
2) Section B1 Contract Administration Data is completed with all contractor information on page 3 of this RFQ. (Attachment #1 Pricing Information)	
3) Section B.3 on pages 5 and 6 are completed with all pricing information (Attachment #1 Pricing Information)	
4) Narrative describing firm's ability to provide services IAW SOW. This narrative also demonstrates understanding of the equipment, types of problems likely to occur, and how they will accomplish all of the required services within the specified timeframes listed in the SOW. (Attachment #2 Technical & Past Performance Information)	
5) List of personnel that are certified, licensed, and/or trained to perform required services with evidence included. (Attachment #2 Technical & Past Performance Information)	
6) Confirmation in writing showing their firm's ability to meet any required, unscheduled maintenance/emergency repairs response times. (Attachment #2 Technical & Past Performance Information)	
7) List of three companies/organizations where similar services were performed within past three (3) years. (Attachment #2 Technical & Past Performance Information)	
8) Contact information for main office and personnel which may be contacted for the scheduling of services under this contract. (Attachment #2 Technical & Past Performance Information)	