

1. Title: One-Time Preventative Maintenance and System Restore for CardioHelp System

2. Purpose: The Michael E. DeBakey VAMC (MEDVAMC) hereby issues the following Sources Sought to Request Information (RFI). This RFI is to seek Contractors with the capability to provide Houston MEDVAMC with all labor, materials, equipment, tools, travel, and supervision required for performing a one-time maintenance and system restore (including parts replacement) on the CardioHelp System

3. Objective: To find qualified and certified contractors with the capability to provide services to the equipment listed below:

CardioHelp System (S/N 90411171)

Contractor shall be an authorized vendor, trained technician, authorized by Maquet Cardiovascular US Sales, LLC., for proprietary equipment and services to meet all government requirements and objectives. All questions shall be answered in Section 5 of this document for the government considered contractor with the capability to meet the government requirement.

4. Place of Performance:

Michael E. DeBakey VA Medical Center (MEDVAMC)
2002 Holcombe Blvd, Bldg 100
Houston, TX 77030

5. Responses Required:

The MEDVAMC requires all the following questions answered in this RFI. Answers that are not provided shall be considered **non-responsive** to the Request for Information/Sources Sought and **contractor shall not be considered** as part of the market research.

- a. Is the contractor a Maquet Cardiovascular US Sales, LLC., authorized vendor with certified technicians to meet all government requirements and objectives? (Contractor shall attach authorization letter to be reviewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice).
- b. Does the Contractor possess the capability to obtain software updates for Maquet Cardiovascular US Sales, LLC., CardioHelp System? (Contractor shall attach authorization letter to be reviewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice)
- c. Does the Contractor possess all required license, transportation and certification required to perform Service Maintenance on Maquet Cardiovascular US Sales, LLC., CardioHelp system (S/N 90411171)?
- d. Contractors shall also provide:
 - Point(s) of contact name, address, telephone number, and email address;
 - Company's business size; Data Universal Numbering System (DUNS) Number.

- e. Is the Contractor a small business, SDBs, HUBZone, or 8A concern? (Contractor shall attach authorization letter to be reviewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice).
- f. Has Contractor provided similar services? (Contractor shall provide in capability statement a list of active contracts for commercial, federal, state, and local governments. List of contracts shall provide communication on the Government requirement illustrating the capability for comparison).
- g. Is the Contractor available under any of the following:
- Government Wide Agency Contract (GWAC),
 - General Services Administration Schedules (GSA),
 - Indefinite Delivery Indefinite Quantity (IDIQ), and/or
 - Blanket Purchase Agreement (BPA)?
- (Please list the contract number and a brief summary of the products and services provided).
- h. Provide a short summary of your potential approach to this type of contract and meeting the specific requirements per the draft Statement of Work and your experience managing similar contracts with similar requirements for the MEDVAMC.

6. Opportunity:

The MEDVAMC, is seeking information from potential contractors on their ability to provide this service. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVAMC in determining potential levels of competition available in the industry. Contractor shall provide answers to all questions requested and shall possess the capability to provide all requirements and objectives per the **DRAFT STATEMENT OF WORK.**

7. Instructions and Response Guidelines:

RFI responses are due by December 18, 2017 at 9:00am (Central Time); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to jeneice.mcclinton@va.gov .

All Questions shall be submitted by December 13, 2017 at 12:00 pm (Central Time) via email to jeneice.mcclinton@va.gov . Telephone requests or inquires will not be accepted.

The subject line shall read:

36C256-18-Q-9071

Sources Sought One-Time Preventative Maintenance and System Restore/ CardioHelp System

NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on above subparagraphs 5(a) - 5(g). Please provide the information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team. This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or

Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government.

7. In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it will be synopsisized in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP.

8. Contact Information:

Contract Specialist, Jeneice McClinton

Email address: jeneice.mcclinton@va.gov

Your responses to this notice are appreciated.

THIS NOTICE IS NOT A REQUEST FOR COMPETITIVE QUOTES; however, any firm that believes it can meet the requirements may give written notification prior to the response due date and time. Supporting evidence must be furnished in sufficient detail to demonstrate the ability to perform the requirements.

DRAFT Statement of Work

Michael E. DeBakey VA Medical Center (MEDVAMC)

Cardihelp One-Time Preventative Maintenance & System Restore

I. GENERAL REQUIREMENT

Contractor shall provide all labor, materials, equipment, tools, travel, and supervision for a one-time preventative maintenance and system restore (including parts replacement) on the CardioHelp system (S/N 90411171) located at 2002 Holcombe Blvd, Houston, TX 77030.

II. DETAILED SERVICES:

1. The Contractor shall be able to perform with competency, be experienced and factory-trained to work on the specific equipment. All work performed shall be first-class and accomplished in accordance with manufacturer's instructions, including but not limited to adjustments, calibrations, cleaning, lubricating, testing, disassembly, check-out, software updates etc., required to keep the equipment in first-class operating condition. All work shall be performed to the satisfaction of the Contracting Officer Representative (COR) who will inspect the repairman's work and indicate approval on a signed statement prior to the repairman's departure from the premises.
2. Contractor must provide adequate records indicating of their capacity to work on the equipment. The records must contain a minimum of 2 years of work on equipment like the equipment listed above and work of a similar quantity.

3. Contractor guarantees all equipment shall be in optimum working condition preventative maintenance with no additional cost to the government to get the equipment in serviceable condition.
4. Any changes, updates or retrofits made on any component or system shall be reported to the COR for annotation on station equipment manuals and records.
5. The Government shall not be responsible for incidental charges including, but not limited to, parking, tolls, mileage, phone, etc., on straight time or overtime work.
6. Maintenance problems discovered on equipment exceeding the scope of work, shall not be worked on without concurrence and specific authorization from the BIOMED COR to perform repairs. The Contractor shall immediately notify the BIOMED COR of any equipment or environmental conditions which impair or jeopardize the functioning of the equipment.
7. The Contractor shall explicitly notify the VA COR in advance that additional charges will be incurred, prior to beginning work. Any service required which the Contractor believes to be in excess of the statement of work require additional payment (e.g., work beyond normal work hours) shall not be performed without prior authorization from the BIOMED COR.

III. HOURS OF WORK:

Service shall be performed during the VA normal business hours, 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding Government holidays.

IV. REMOVAL OF EQUIPMENT:

The Contractor may not remove equipment from Government site for minor repairs. The Contractor shall notify COR if repairs are to be completed at the Contractor's plant and requires a loaner piece of equipment. Government property cannot be removed from the station without a signed Property Pass. The Contractor shall be responsible for damage or loss of equipment.

V. SAFETY REQUIREMENTS:

The Contractor shall take such safety precautions to protect the lives and health of occupants of the building. The Contractor shall have one supervisory employee, who will disseminate requirements to those who work at our facility, report to the Safety Manager's office for a one- (1) time training class before working on-site. The COR will notify the Contractor of any noncompliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately correct the conditions to which attention has been directed. Such notice, when served on the Contractor or his representative at the site of work, shall be deemed sufficient for the purpose aforesaid. If the Contractor fails or refuses to comply promptly with such notice, the Contracting Officer may issue an order stopping all or any part of the work and hold the Contractor in default.

VI. ORDERS:

Orders for service will be placed by the COR. The Contractor shall report to the COR prior to the commencement of work and after completing the services. Services to be rendered will be as directed by the COR and any changes must receive concurrence.

VII. OTHER REQUIREMENTS

- a) The Contractor shall require his employees to comply with all VA rules and regulations pertaining to the conduct of his employees while on station. Particular attention is drawn to the fact that the VAMC is a **NO SMOKING** Facility. Smoking is not permitted in any building.
- b) Contractor shall have use of station telephones to make business calls related to Medical Center's equipment. Misuse of this privilege will necessitate the need to require the contractor to use public telephones.
- c) **UNAUTHORIZED USE OF GOVERNMENT EQUIPMENT**
 - (1). The Contractor shall not allow his/her employees, including Subcontractors' employees, to open desk drawers, cabinets, or to use office equipment, including the use of non-pay telephones for any purpose other than a local emergency call.
 - (2). The Contractor shall be responsible to provide all necessary equipment, tools, and materials to perform the work. The Government shall not be obligated to provide any equipment, tools, and materials to assist the Contractor in performing the work.

VIII. DOCUMENTING

1. The Contractor shall maintain a separate maintenance record on each equipment covered under this contract. The Contractor shall email maintenance records within 48 hours of the end of their work to vhahoubiomed@va.gov . All maintenance records shall be readily available anytime upon request for inspection by the Contracting Officer Representative (COR). The maintenance record is the property of the government and shall be turned over to the Government at the end of the contract. The maintenance record shall be a chronological file that includes the following information:
 - (1) Date.
 - (2) Nature of work (i.e. PM or repair services).
 - (3) Location of work (i.e. room number, site location).
 - (4) Description of work performed (contractor should be brief and concise).
 - (5) Any indication of problems experienced.
 - (6) Initial or signature of repairman performing work.

IX. PROCEDURE FOR REPORTING OF ARRIVAL AND DEPARTURE FOR ONSITE WORK

The Contractor and representatives shall report arrival and departure for onsite work in accordance with the following procedure:

1. Upon arrival at the station, the Contractor shall check in with the BIOMED shop to sign in at the response log, so that the VAMC will be aware of the Contractor's presence at the facility at all times. Response time shall be determined by the first appearance of a service representative at the appropriate office.
2. Upon each departure, Contractor shall serve notice of disposition of work to the COR. In addition, the contractor shall furnish the BIOMED COR a copy of a work order, service sheet or other such written notification of services performed. Such reports shall include at a minimum the following information:
 - a) Date.
 - b) Nature of work (i.e. Preventative Maintenance or repair services).
 - c) Location of work (i.e. room number, site location).
 - d) Description of work performed (contractor should be brief and concise).
 - e) Any indication of problems experienced.
 - f) Initial or signature of repairman performing work.

If the report is not submitted, it will indicate to the Government that no inspection or maintenance was performed and payment may be withheld and/or delayed.

X. UNIFORMS

The Contractor shall require all employees, including supervisors, to wear distinctive uniform clothing for identification, and assure that every employee is in uniform no later than the time specified by the COR, or otherwise no later than 10 working days from the date first entered on duty. The uniform shall have the Contractor's name, easily identifiable, affixed thereon in a permanent manner such as a badge or monograms.

End of Scope of Work