

1. Title: **Inspection and Maintenance Service for Exit Signs and Emergency Lights**
2. **Purpose:** Purpose: The Michael E. DeBakey Veteran Affairs Medical Center (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, tools, material, parts, equipment, supervision, software, license, certification, transportation, management, and personnel required for inspection and maintenance services. Seeking contractor with the capability to provide inspection and maintenance services for all exit signs and emergency lights at the MEDVAMC campus Houston, Texas.
3. **Objective:** To find qualified and certified contractors with the capability to provide services to all exit signs and emergency lights.
NOTE: Contractor shall be an authorize vendor, trained technician, possess licenses and certification for proprietary equipment and services to meet all government requirements and objectives. All Questions shall be answered in Section 5 for the government to consider contractor with the capability to meet the government requirement.
4. **Place of Performance:** Equipment located at VA Medical Center, 2002 Holcombe Blvd. Houston, TX 77030.
5. **Responses Requested:** The MEDVAMC requires the following questions answered in this RFI: Questions that are not provided shall be considered non- responsive to the Request for Information.
 - a. Does the contractor have the capability to meet all government requirements and objectives in the Draft Statement of Work (See Attached)?
Contractor shall provide information/documentation to be viewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice.
 - b. Does the Contractor possess all license/certification to service proprietary equipment (exit signs and emergency lights)?
Contractor shall attach license/certification to be viewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice.
 - c. Contractors shall also provide their point(s) of contact name, address, telephone number, and email address; and the company's business size, and Data Universal Numbering System (DUNS) Number.
 - d. Is your company a small business, SDBs, HUBZone, or 8A concern? Please provide proof of qualifications.
 - e. Provide in your capability statement a list of active contracts for commercial, federal, state, and local governments. List Contracts shall provide communication on the government requirement illustrating the capability for comparison.
 - f. Is your company available under any Government Wide Agency Contract (GWAC), General Services Administration Schedules (GSA), Indefinite Delivery Indefinite Quantity (IDIQ), and/or Blanket Purchase Agreement (BPA)? If so, please list the contract number and a brief summary of the products and services provided.

g. 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 and possess OEM license and certification. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.** Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVACM in determining potential levels of competition available in the industry. Contractor shall possess the capability to provide all requirements and objectives.
7. **Instructions and Responses Guidelines:** RFI responses are due by January 11, 2018 at 10:00am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to venson.wilkins@va.gov. All Questions shall be submitted by January 8, 2018 2:00pm (CST) via email to venson.wilkins@va.gov. Telephone requests or inquiries will not be accepted.

The subject line shall read: Inspections and Maintenance Service Contract for Exit Signs and Emergency Lights

NO SOLICITATION EXISTS AT THIS TIME: There is no page limitation on subparagraphs 5(a) - 5(g). All **Questions shall be answered** to be considered as part of the Market Research for capable contractors to meet the government requirements.

Please provide additional 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.

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, Venson Wilkins
Email address: venson.wilkins@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

Inspection and Maintenance Service for Exit Signs and Emergency Lights

1. EQUIPMENT/IDENTIFICATION: Please see the Contractor task/duties on how equipment/identification shall be accounted for.
2. DEFINITIONS/ACRONYMS:
 - A. Biomedical Engineer(ing) - Supervisor or designee.
 - B. CO - Contracting Officer
 - C. COR - Contracting Officer's Representative
 - D. PM - Preventive Maintenance Inspection. Services which are periodic in nature and are required to maintain the equipment in such condition that it may be operated in accordance with its intended design and functional capacity with minimal incidence of malfunction or inoperative conditions.
 - E. FSE - Field Service Engineer. A person who is authorized by the contractor to perform maintenance (corrective and/or preventive) services on the VAMC premises.
 - F. ESR - Vendor Engineering Service Report. A documentation of the services rendered for each incidence of work performance under the terms and conditions of the contract.
 - G. Acceptance Signature - VA employee who is authorized to sign-off on the ESR which indicates that the PM has been concluded or is still pending completion, or that the Emergency Repair has been accomplished or is still in a pending status.
 - H. Authorization Signature - COR's signature; indicates COR accepts work status as stated in ESR.
 - I. NFPA - National Fire Protection Association.
 - J. CDRH - Center for Devices and Radiological Health.
 - K. VAMC - Department of Veterans Affairs Medical Center
 - L. VAH - Department of Veterans Affairs Hospital

3. CONTRACTOR TASKS/DUTIES:

- Perform a one-time inventory of all electrically operated exit signs in building 100 (Basement through Seventh floor and Interstitials) and a one-time inventory of all battery-operated exit signs and emergency lights for rest of MEDVAMC campus.
- Provide a location description on the inventory list to correspond with physical location of exit signs and emergency lights.
- Barcode every exit sign & emergency light and upload the inventory into a project management platform accessible by VA staff.
- Perform visual monthly inspection of electrical exit signs in building 100 and a push button test of battery-operated exit signs and emergency lights for the rest of campus to verify integrity of light source in accordance with the most current NFPA standards.
- Provide a report of visual inspection results before the end of each month to include a PASS or FAIL status of all exit signs & emergency lights.
- Remove exit signs & emergency lights from inventory and add additional exit signs & emergency lights to inventory, as necessary based on construction renovations, to include barcode labeling, location description, and submission into the project management platform.

4. Place of Performance: MEDVAMC 2002 Holcombe Blvd Houston, TX 77030

(END DRAFT STATEMENT OF WORK)