



**REQUEST FOR  
INFORMATION &  
QUALIFICATIONS**

Solicitation Number: P14-0020

**Materials Management  
Procurement**

9875 N. 85th Avenue  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118



**REQUEST FOR INFORMATION  
& QUALIFICATIONS**

**CPAP DEVICES (DISPOSABLE AND DEMAND FLOW)**

**DUE DATE:**

**December 4, 2013 by 5:00 p.m.**

**CONTACT PERSON:**

**LISA HOUG, CONTRACT OFFICER  
MATERIALS MANAGEMENT**

**[LISA.HOUG@PEORIAAZ.GOV](mailto:LISA.HOUG@PEORIAAZ.GOV)**

**623-773-7191**



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#### I. INTRODUCTION:

The City of Peoria Fire Department is seeking responses from vendors capable of providing disposable, demand flow, or dual ventilator/CPAP CPAP devices.

#### II. GOALS & OBJECTIVES:

The City wishes to gain a better understanding of disposable CPAP devices as well as a comparison with CPAP demand flow devices and ventilator/CPAP devices. In addition, the City hopes to obtain cost information for budgetary purposes and the information gathered during this RFI process will help us analyze our options.

#### III. BACKGROUND INFORMATION:

The City of Peoria Fire Department employs 73 sworn paramedics and 78 sworn EMT's. In 2012, the Fire Department generated over 13,000 reports and responded to 18,700 calls for service.

#### IV. SUBMITTAL REQUIREMENTS:

In order to achieve the above stated goals and requirements, the City of Peoria hereby solicits responses from interested vendors. Please submit four (4) copies of your submittal. Submittals should be structured in order as listed below and at a minimum, should include the following for each category:

##### 1) CPAP Functionality & Capabilities

- Provide specifications and related information.
- Provide maintenance and support information regarding the CPAP demand flow devices.
- Provide typical training plan that outlines proposed training for the product.

##### 2) Experience & Qualifications

- Provide a brief history of your company and its experience with this product.
- Provide a list of your clients that are comparable to the City of Peoria Fire Department.

##### 3) Cost Considerations

- Provide an approximate cost for a complete disposable and/or demand flow CPAP system for a City that is of similar size and scope for budgetary purposes.



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- Include warranty information and provide a list of any consumables or frequency needed for replacement parts.

#### 4) Additional Information Required

- Provide any additional information and/or important factors that we may not have included in this RFI.
- Provide any information available related to vendor Trade-In policy.
- Responding vendors shall also include a cover page with the following information: Company Name, Contact Person, Address, Phone Number, Email Address, Website Address and Hours of Operation.
- Provide a list of contracts that you have in place with other governmental entities that may be available for the City to utilize.

#### V. Evaluation Criteria

Submittals will be evaluated on the following criteria in relative order of precedence:

- 1) Functionality & Capabilities
- 2) Experience & Qualifications
- 3) Cost Considerations

#### VI. Review Process

A work group will evaluate submissions that meet the requirements and deadline. The work group will be composed of fire department paramedics and administrators. The work group will determine the most qualified submittals from this RFI. The workgroup may request product demonstrations and/or a limited time field evaluation of the device. A Request for Proposal (RFP) may be issued at a later date to the most qualified candidates. The City of Peoria reserves the right to gather other information that can be used during the evaluation process in order to make a decision on whether an RFP process will be utilized and if so who will move forward to the RFP stage.

This RFI does not commit the City to enter into any agreement or contract, or pay any costs associated with the preparation or submittal of a response. The City further reserves the right to waive responses to any part of this request if, in its sole judgment, it determines that it is in the best interest of the City to do so.

#### VII. General Information

**The RFI must be received by no later than 5:00 p.m. (local time) on December 4, 2013** at the following location:



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Materials Management  
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Peoria, Arizona 85345**

Four (4) copies of your RFI response must be enclosed in a sealed package marked as follows: City of Peoria, Materials Management, Attention: Lisa Houg, RFI# P14-0020, and Name of Company.

Direct questions related to this RFI can be submitted by email to  
[Lisa.Houg@peoriaaz.gov](mailto:Lisa.Houg@peoriaaz.gov)