

## Request for Proposal (RFP)

### Medical Furniture & Equipment, Delivery and Installation

**221 W. Main Street, Branford, CT, 06405**

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking fee proposals to furnish the exam room and clinical areas of Shoreline Family Health Care, 221 West Main Street, Branford CT.

FHCHC is currently renovating approximately 13,000 square feet of single-story retail space to create a new community health care facility. Included in the space are administrative offices and clinical exam rooms.

The project is funded by State and Federal grant monies and will be subject to predetermined disbursement criteria including EEO and affirmative action requirements. The successful firm will be expected to deliver all furnishings as described within this document and complete installation per the timeline below. Proposals from women and minority owned businesses are encouraged.

#### Timeline of the RFP:

Timeline	
10/25/2019	Release of RFP Documents
11/8/2019	Proposals must be received by 2:00 PM Eastern Daylight Time. Proposals may be either in hard copy or electronic.  Hard copy submission to: Administrative Offices of Fair Haven Community Health Clinic, Inc., at 374 Grand Avenue, New Haven, CT 06513 Attention: Janine Davey, Director of Facilities  OR electronic submission to: <a href="mailto:j.davey@fhchc.org">j.davey@fhchc.org</a>
11/12/2019	Award Contract, procurement to begin immediately.
11/22/2019	Delivery and Installation to begin.
11/29/2019	Installation Complete.

### **Deliverables and Scope of Work:**

1. Furnish a total of seven(6) Medical Exam Rooms and one (1) Triage Room
2. Quote furniture per Attachment (floor plan showing the intended furniture layout). Additional information required:
  - Colored cut sheet/brochure of the furnishings and finishes should be included in proposal.
  - Pricing should include delivery and installation.
  - Manufacturer or vendor warranties.
  - Where applicable; note if line item pricing can differ based on final selection of colors, finishes, fabrics, etc.
  - Where applicable; note if lead times vary based on final selection of colors, finishes, fabrics, etc.
3. Respondents must satisfy the base bid in full in order for alternates to be considered. Alternate furnishings must be equal or better quality in comparison to the base specification.
4. The successful respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at 221 W Main Street, Branford, CT. The office is accessible by a street-level entrance. No loading dock.
5. Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities.
6. A final walk through upon completion of the project will be conducted by FHCHC or designee to ensure the furniture package was delivered and installed as anticipated.

### **Design**

Respondents should make recommendations in their proposals for colors, finishes, fabrics etc. that coordinate, compliment and work with the overall finishes already selected in Attachment 3. Finishes should project calmness, nature and warmth in a timeless and professional design. The alternate fields in Attachment 1 can be used for a finish alternate, cost savings alternate or a second hand alternate. Samples, swatches and photos need to be included to accurately portray all finishes as recommended.

### **Submission Requirements:**

1. Provide information on your firm including number of years in business and design capabilities.
2. List projects recently completed of similar type and/or scope.
3. Include three (3) references for similar projects completed within the past two (2) years.
4. List materials, products, quantities and provide a total project cost.

5. Indicate current lead times for all products.
6. List hourly rates of all personnel and/or subcontractors for labor related services.
7. Qualified firms/vendors must submit bids to the Fair Haven Community Health Clinic, Inc. (FHCHC) administrative office at 374 Grand Ave in New Haven by 2:00 pm, EDT on November 8<sup>th</sup>, 2019 in person or via email to [j.davey@fhchc.org](mailto:j.davey@fhchc.org)
8. Bids will only be accepted from Firms/Vendors bidding to the work in its entirety.

**General Requirements:**

1. Proposed Fees must include all costs for the project.
2. Proposals must be valid for sixty (60) days.
3. Upon awarding the contract payments will be issued on the schedule in the assigned contract and upon receipt of invoices and completed W-9 via email to [finance@fhchc.org](mailto:finance@fhchc.org).
4. The selected firm will be required to enter into a contract with Fair Haven Community Health Clinic, Inc. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. Fair Haven Community Health Clinic, Inc. reserves the right to negotiate a change or modification to any of the proposed contractual conditions.
5. All garbage, packing materials, crating and any other materials used for delivery or installation are to be removed from the site on a daily basis by the installers by their own means unless prior arrangements are made with the general contractor. Use of the Owner's dumpsters is not permitted.

**RFP General Terms**

1. Acceptance of Proposal: Fair Haven Community Health Clinic, Inc. reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of Fair Haven Community Health Clinic, Inc. will be best served thereby.
2. Fair Haven Community Health Clinic, Inc. reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
3. No proposer shall have a right to make a claim against Fair Haven Community Health Clinic, Inc. in the event FHCHC accepts a proposal or does not accept any proposals.
4. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.
5. Debarment and Suspension: The Contractor warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.
6. The following affirmations must be submitted with the proposal:

**NON-COLLUSION CERTIFICATION**

The Bidder attests and affirms that to the best of its knowledge, none of its principals, corporate officers, employees, or agents has made, promised, or inferred an exchange of compensation for influence or advantage in obtaining this Bid pursuant to the Copeland "Anti-Kickback" act (18 U.S.C 874 and 40 U.S.C. 276c) and will report any violation if it becomes aware of such.

INITIAL \_\_\_\_\_

**AFFIRMATIVE ACTION**

The Bidder has a current written policy for taking Affirmative Action in the solicitation, hiring, and promotion of members of "minority groups" in its workforce as defined in Section 32-9n CGS, as well as soliciting and employing businesses defined in Section 4a-60 CGS as "minority-owned," including those businesses owned by disabled individuals as provided in Section 4a-60g CGS.

INITIAL \_\_\_\_\_

**GOOD STANDING TO PROVIDE BID**

The Bidder attests and affirms that none of its principals, corporate officers, employees, or agents are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs pursuant to Executive Orders 12549 and 12689.

INITIAL \_\_\_\_\_

**BIDDER**

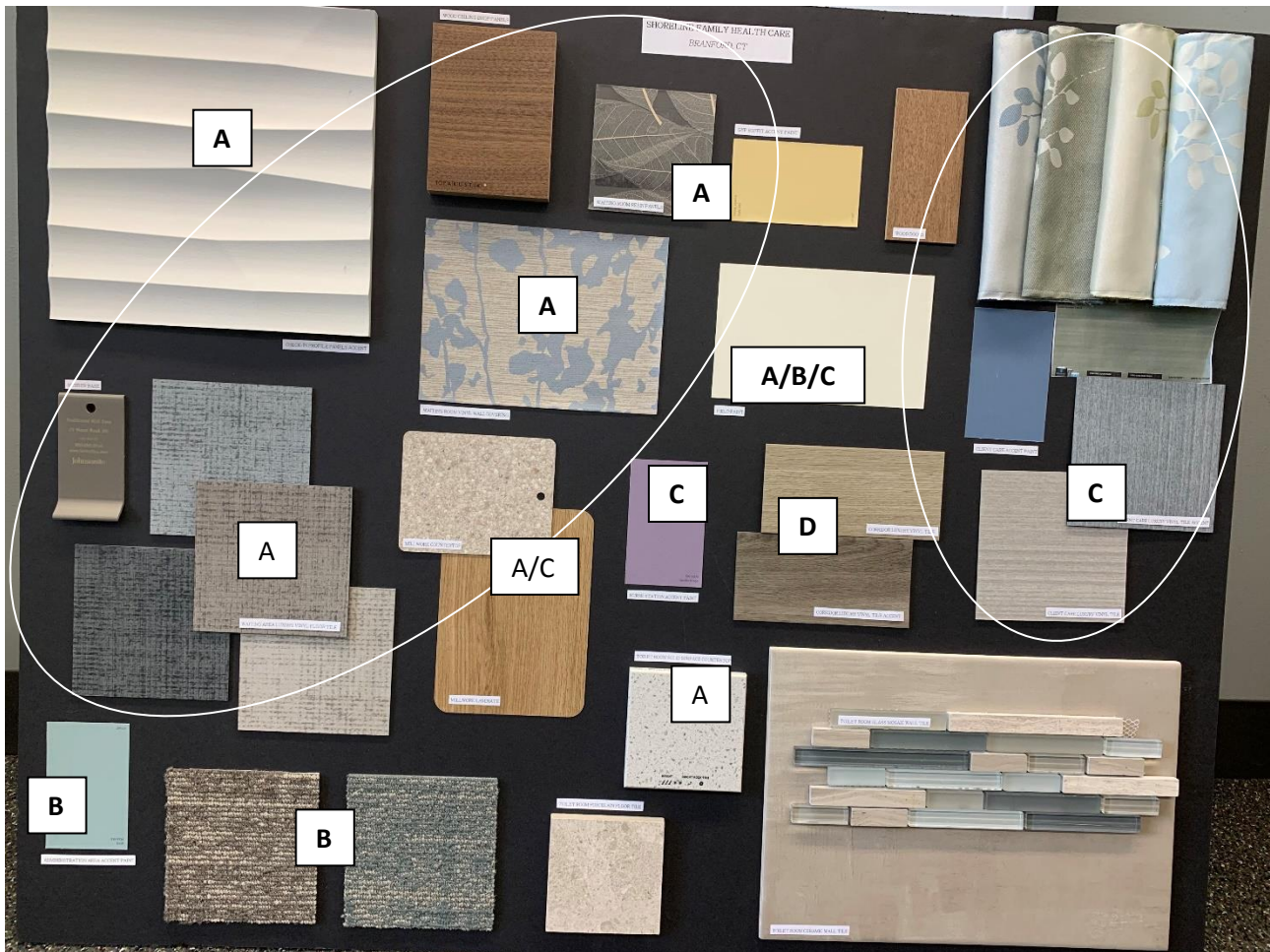
Name of Company\_\_\_\_\_

Named of Authorized Signatory \_\_\_\_\_

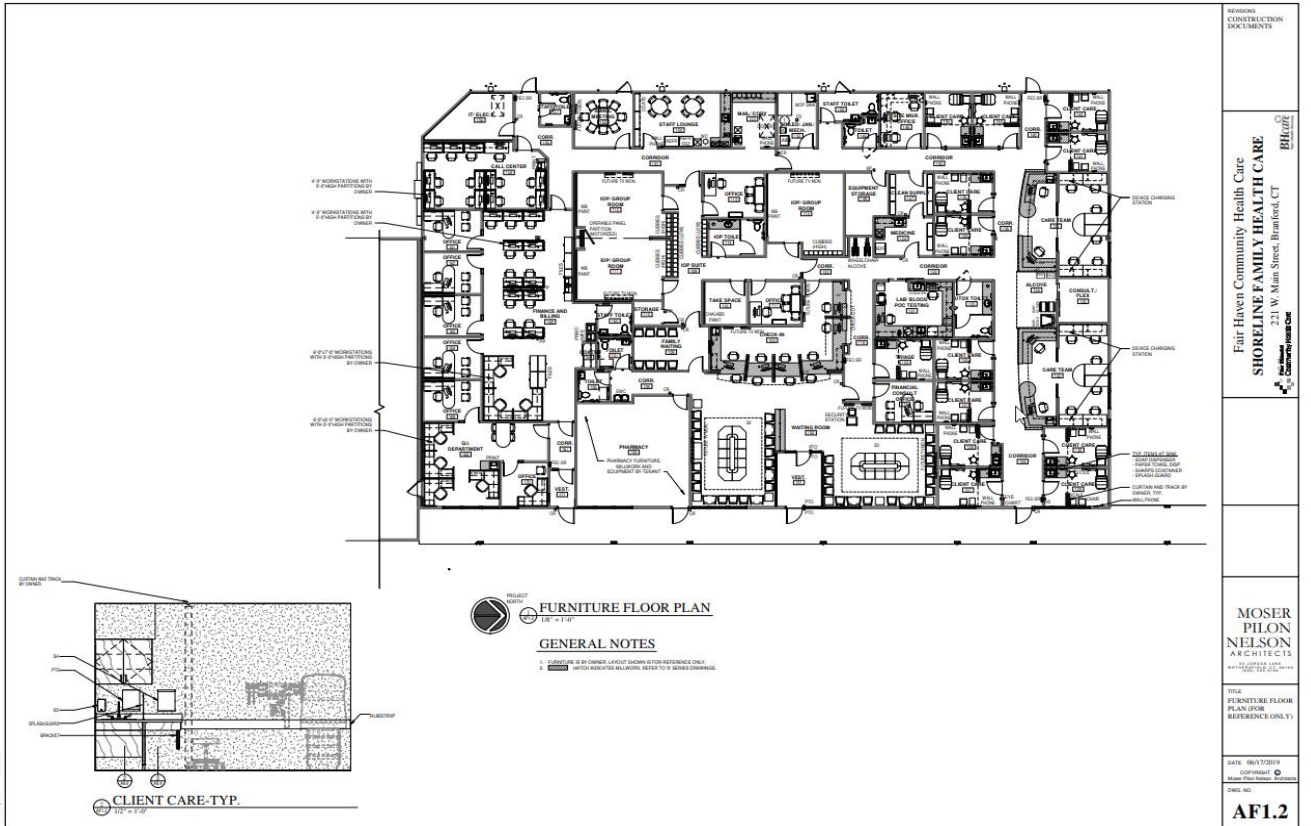
Signature\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_



- A) Lobby/Reception (floors, walls, paint, millwork)
- B) Admin (carpet and paint)
- C) Clinical (floors and paint)
- D) Flooring for Hallways, private offices, care teams, group/conference rooms





<b>Description</b>	<b>Quantity</b>	<b>Specifications</b>	<b>To Be Placed (Area)</b>
Exam tables	7	Midmark Ritter 33" fixed height (base and top)	Medical Exam Rooms 6 each; Triage Room - 1
Stool air lift	7	Midmark Ritter with Casters	Medical Exam Rooms 1 each; Triage Room - 1
Exam Room Chairs	7	Stackable, vinyl, 300 minimum weight no arms	Medical Exam Rooms 1 each; Triage Room - 1
Vitals units - Connex	6	Welch Allen Connex must have BP, O2, SureTemp thermometer, otoscope, and ophthalmoscope	Medical Exam Rooms 1 each of 6
Vitals units - Spot Monitor (Nurse on Stick) with a cart	1	Welch Allen Connex vitals spot monitor with cart	Triage Room - 1
Wall mount box-gloves	8	Acrylic clear - holds three (3) boxes of gloves	Medical Exam Rooms 6; Triage - 1; Lab - 1
Wall mount sharps container	7	BD Lockable for BD sharps Model #305447	Medical Exam Rooms 1 each; Triage Room - 1
ECG and software included	1	Welch Allen Cardio Perfect Software/Computer Base - Includes laptop	Placed in Alcove
ECG roll stand cart	1	Welch Allen Model 105341	Alcove
Arm for ECG cart	1	Welch Allen model 102794	Alcove
Spirometer	1	Lumeon Easy One	1 in each Care Team Pod
AED	1	Zoll AED Plus with Pediatric Pads and Adult Stat Pads	On ER Cart
Refrigerator (vaccines/meds)	1	Horizon Scientific 5.2 cubic feet	In Med Room
Freezer - for meds	1	Horizon Scientific 1.5 cubic feet	Med Room
Hemocue	1	Hemocue Hemoglobin 201 Analyzer CLIA Waived	Lab
Glucometer	1	Hemocue Glucose 201 Analyzer CLIA Waived	Lab

<b>Description</b>	<b>Quantity</b>	<b>Specifications</b>	<b>To Be Placed (Area)</b>
Scale w/ac adapter	1	Healthometer 500KL with height	Medical Exam Rooms - various - Camila reduced to 1
Bariatric Scale	1	Healthometer 1100KL	Alcove
Pediatric Scale	1	Healthometer 553KL	Alcove
Stainless Steel Rolling Cart for Pediatric Scale	1	Stanley Steel Utility cart 3 shelves 27"x17"	Alcove
Biohazard Cans	8	Red step on self-closing 8 gallon metal	Medical Exam Rooms 1 each; Triage Room - 1; Lab - 1
Oxygen Tank	2	Medical E 24 cft with regulator	Alcove
Hygiene Station	1	Purell	Lobby
Contact Precaution - Wall Mount PPE Dispenser	3	Bowman Industries 20 1/16" X 25 1/5" Model: LD-070	Near Triage - 1; In hallways near Medical - 2
Wall mount sharps container	7	BD Lockable for BD sharps Model #305447	Medical Exam Rooms 1 each; Triage Room- 1 Med Room-1 Med Room 1
Oxygen Tank trolleys	2	Trolley for medical e tanks	Medication Room
Vaccine Thermometer	1	Fridgetag 2 (1 freezer and 1 fridge)	Medication Room
Curtains w/tracks	9	<ul style="list-style-type: none"> <li>• 9 curtains with mesh top (estimated ceiling height 9 ft)</li> <li>• 9 straight tracks @ 10' long</li> <li>• All required hardware and curtain clips</li> <li>• Manufacturer: Momentum</li> <li>• Fabric Patter: Respite</li> <li>• Fabric Color: Aquila</li> </ul>	Medical Exam Rooms 1 each; Triage Room- 1