

## Request for Proposal (RFP)

### RFP DESCRIPTION

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals to upgrade our current HVAC systems at our 374 Grand Avenue, New Haven, CT site. Current systems are nearing end of service life and we are looking to increase efficiency and reliability.

The project is funded by Grant monies and therefore, may be subject to predetermined disbursement criteria. The successful firm will be expected to provide all services as described within this document through to project completion.

There is a tight turnaround time for contract execution which must take place prior to the end of CY 22

Proposals from women and minority owned businesses are encouraged.

#### Timeline of the RFP:

Timeline	
11/11/2022	Release of RFP Documents
By 11/28/2022	Site Inspection, 374 Grand Avenue, New Haven CT. Bidders can make appointment to tour the site. Contact Janine Davey, Director of Facilities, cell: 781.760.6203 or email: <a href="mailto:j.davey@fhchc.org">j.davey@fhchc.org</a>
11/28/22	Deadline for Request for additional information.
12/1/22	Final Responses to Request for Information issued.
12/6/22	Proposals must be received by 12:00PM Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc. 374 Grand Avenue, Fair Haven, CT 06513 Attention: Nestor Quinones, Procurement Specialist. Or email Nestor Quinones: <a href="mailto:n.quinones@fhchc.org">n.quinones@fhchc.org</a> Proposals may be either in hard copy or electronic.
12/12/22	Anticipated Award of Contract
12/19/22	Contract fully executed

#### Scope of Work:

Remove and replace any existing piping and equipment necessary to included units. Furnish and install new equipment and any related materials needed. Any modifications needed to accommodate the new equipment. Any units requiring filters must accommodate up to at least MERV 13.

The work to be done under this division of the specifications include the furnishings of all



equipment, supplies, labor, supervision, and all materials not specifically mentioned, ready for use, heating, ventilation, air-conditioning and fire protection equipment and associated items. It is the intention to have all work finished, tested and operational upon completion.

It is the intent that all mechanical specifications, where specifically mentioned here or not, shall be furnished. All work and materials necessary to fulfill this intent shall be supplied under the mechanical specifications without additional costs to the owner.

**Due to cost inflation, please price each per unit as FHCHC may not be able to do all the units and the number of units we are purchasing can vary depending upon funds available.**

**Deliverables:**

1. All materials, labor and associated costs required to undertake and complete the project must be included in proposals, i.e., Demolition, Duct Work, Electrical, Trades & Equipment and any possible finish work.
2. A project schedule, including start date, installation schedule and anticipated number of days for the actual installation to be completed. Note that the building will be in operation during installation and would intend to stay open to the maximum extent possible during the term of the project.
3. The selected contractor must show evidence of adequate insurance of the types the Owner requires.
4. Note that FHCHC is a not-for-profit entity not subject to State sales tax.
5. Bids should include related electrical, fire suppression and any and all other trades, as well as the management of those trades, required to provide a complete project.
6. Responsible for demo and removal of all replaced equipment.
7. Evening and weekend work may be required.
8. Secure required permits.
9. Work to be completed by 04/30/2023

**Firm Requirements:**

1. The proposal must include a timeline for starting and completing the project if required in the deliverables.
  2. Proposed Fees must include all costs for the project broken out into reasonable categories, e.g., demolition, electrical, duct work, major equipment, engineering fees, permits, etc.
  3. All final quotes received must show a uniform price for so many units – “from 1 to 5 units at XX cost”. Specifying labor and installation cost per unit.
  4. Proposals must be valid for ninety (90) days.
  5. The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization as necessary to provide an accurate bid. Contact person at the Clinic to facilitate your access during bidding and installation is Janine Davey (781.760.6203) [j.davey@fhchc.org](mailto:j.davey@fhchc.org).
  6. 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.
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reserves the right to negotiate a change or modification to any of the proposed contractual conditions.

### **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 accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. Fair Haven Community Health Clinic, Inc. reserves the right to negotiate contract changes following the award.
  3. If there is any conflict between these documents and the proposal, these documents shall control.
  4. 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.
  5. 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.
  6. 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.
  7. 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.
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