



REQUEST FOR PROPOSAL (RFP) No. KCCARE-202108-MED/LAB
for
New Location Renovation

***** IMPORTANT NOTICE*****

INCOMPLETE OR BIDS RECEIVED AFTER DUE DATE WILL BE REJECTED

Due No Later Than: September 28, 2021, 5pm (CST)

PLEASE READ RFP CAREFULLY

**RESPONSE AND QUESTIONS MUST BE SUBMITTED
ELECTRONICALLY THROUGH WEB PORTAL**

CAB-Victrix.bonfirehub.com

1. SUMMARY AND BACKGROUND

KC CARE Health Center (KC CARE) is currently accepting proposals from qualified Vendors (“Vendors”) to design and build fully stocked and functional (turnkey) medical exam rooms and laboratory at its new location to serve the Kansas City and surrounding community. Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of KC CARE and will not be returned after the Proposal Submission Deadline.

KC CARE intends to review the proposals submitted with the goal of entering into a purchase agreement with one Vendor. This RFP describes the technical specifications and contains an overview of the general terms and conditions.

KC CARE is a Federally Qualified Health Center with the mission to promote health and wellness by providing quality care, access, research, and education to the underserved and all people in the community. KC CARE is exempt from federal income tax under Section 501(c)(3) of the IRS code.

2. GENERAL INFORMATION

KC CARE is an Equal Opportunity Employer and **strongly encourages small businesses and minority-owned businesses to bid**. This RFP will also be publicized per Electronic Code of Federal Regulations §200.320.

3. GENERAL AND SPECIFIC REQUIREMENTS

- a. **General Description:** The Medical space contains 18 Exam Rooms, 2 Procedure Rooms, 2 Flex/Shared rooms, and a Medical Laboratory. A current floor plan is included.
- b. **Project Timeline:** Pay special attention to all dates in the portal. Incomplete bids, or **bids received after the September 28, 2021, 5pm (CST) due date WILL BE REJECTED**. Vendor selection shall be awarded no later than September 15, 2021.
- c. **Design:** KC CARE is expecting that the Vendor use their knowledge, skill, and expertise to create a proposal balancing the best value of quality, service, and price. Minor changes to exam room layout, partitions, or equipment placement for efficiency are welcome. Cases where KC CARE requires a specific brand of equipment will be noted. Alternative product may be submitted for improved value and/or to reduce the overall cost. Vendor will be required to briefly describe the Pros and Cons of their proposal.
- d. **Order, Delivery, and Installation Timeframes:** Please provide the current estimated timeframe for each delivery and installation/testing and describe the availability of temporary Vendor storage to allow KC CARE the ability to take advantage of discounts and promotions and/or construction delays.
- e. **Pricing:** The total price must be F.O.B. (Free on Board) destination and include equipment, delivery, installation, warranties, and training – ultimately, a fully functional operation. KC CARE will entertain providing a down payment to secure pricing through 2022. Any documented manufacturer increases must be provided on Company letterhead, otherwise they must be absorbed by the vendor.

Scaled CAD Drawings: A floor plan is provided in PDF format. The Vendor shall prepare and submit, in PDF format, a full design drawing package indicating the floor plan, dimensions, equipment placement, to support all MEP (Mechanical, Electrical, Plumbing) and power requirements as well as cut sheets, if required.

If any other format of the floor plans is required, other than the PDF provided, to complete the proposal, fill out the Electronic Release Form included in the RFP and email a signed copy of the request to the following 3 email addresses:

stephanie@irelandarchitects.com
natalier@irelandarchitects.com
dereckw@kccare.org

- f. **Warranties:** Vendor shall list all warranties for equipment and provide copies and pricing of any offered service plans.
- g. **Additional information:** The Vendor may provide any other information that it believes will add to its proposal.

4. PROPOSAL EVALUATION CRITERIA AND VENDOR SELECTION

Each qualified proposal will be evaluated based on the response of the submittal or subsequent information gained in the process. Price is important, but price alone will not be the sole determination for an award. The determination for the award is the absolute and complete responsibility of KC CARE leadership and personnel.

KC CARE reserves the right to extend timelines if deemed necessary, waive irregularities, and to reject any or all bids in accordance with internal policy. KC CARE or their designee also reserves the right to negotiate with the selected vendor in the event the price exceeds available funds.

The selected Vendor shall work directly with KC CARE or their agent in the final design of the space to match the services for which it will be used. The selected Vendor will be required to submit cut sheets within 10 business days (or sooner) of selection and award.

Final contract terms and conditions will be negotiated with the selected vendor. All contractual terms and conditions will be subject to review by the KC CARE CEO and/or Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

By signing your designated RFP response proposals, you agree to the award criteria and process stated in this section. Our evaluation analysis will be weighted based on the following criteria: 1. Overall Cost and Terms 45%, 2. Warranty and Maintenance 45%, 3. Proposal is complete and meets scope and needs 10%.

5. REQUIRED PROPOSAL FORMAT AND CHECKLIST OF ITEMS TO BE INCLUDED:

****Proposals not conforming to these requirements will not be considered****

**Proposals must be submitted electronically through the web portal CAB-Victrix.bonfirehub.com
by **September 28, 2021, 5pm (CST)**.**

Make sure your proposal includes the following:

- a. Cover Letter and Signature Sheet – **Exhibit A** to be submitted with the proposals
- b. Detailed Scaled Drawings (CAD) for the proposal must be provided in PDF format. These drawings must support all MEP (Mechanical, Electrical, Plumbing) and power requirements as well as cut sheets, if required.
- c. Detailed list, description, and price of equipment proposed.
- d. Warranty Information and Summary.
- e. Optional Maintenance Service Plans offered.
- f. Share any additional information, features, pictures, etc. as desired.

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EXHIBIT A - Cover Letter and Signature Sheet (Submit with Proposal)

The undersigned Vendor acknowledges that I/we have received and thoroughly reviewed the Project Requirements. Pursuant to notices given, the undersigned Vendor with complete understanding of the requirements and conditions, shall provide all labor, materials, and shall deliver required items meeting timeframes and deadlines outlined in the Project.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to KC CARE and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest, pertaining to all work or services to be performed as a result of this request and any resulting contract with KC CARE.

All pricing and KC CARE information must be kept confidential.

KC CARE reserves the exclusive right to reject, for any reason at its sole discretion, the response of any bidder and/or Vendor. By signing this response, you understand and agree to the requirements and process stated in this RFQ.

ALL PRICES ARE TO BE F.O.B. DESTINATION. ALL FREIGHT/DELIVERY CHARGES ARE TO BE INCLUDED.

Total RFP proposed cost (mandatory): \$ _____

Total Alternate proposed cost (optional): \$ _____

I hereby certify that I am authorized to sign as a legal Representative for the Vendor:

Date

Signature

Print or Type - Name / Title