

**Request for Proposal (RFP)
For
Access Health – Fort Pierre Floor Covering
Proposal #2022-01**

Issued by:

Rural Health Care, Inc.

**Proposals must be submitted
no later than 5 PM 9/16/2022**

to:

**Rural Health Care, Inc.
Attn: Jim Hardwick, CEO
202 Island Drive, Suite 1
Fort Pierre, SD 57532**

**LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal**

For further information regarding this
RFP contact Jim Hardwick
At (605) 223-2200 or
Email: jimh@ruralhc.net

Issued: 7/25/2022

RURAL HEALTH CARE, INC.
REQUEST FOR PROPOSAL (RFP) #2022-01
ACCESS HEALTH – FORT PIERRE FLOOR COVERING
Fort Pierre, South Dakota

Rural Health Care, Inc. (RHCI) shall accept proposals for replacement of floor coverings at its Fort Pierre, SD location. Proposals must be received at RHCI's administrative offices at 202 Island Drive, Suite 1, Fort Pierre, SD 57532 by Friday, September 16, 2022 at 5:00p.m.

RFP INTENT

The intent of this RFP is to obtain reasonable proposals from all interested parties (Respondent) for the replacement of floor coverings. Each Respondent shall be registered and have appropriate applicable licensure(s) as applicable to conduct business in the state of South Dakota. It is the intent that any Respondents shall possess the professional knowledge, experience and skills to advise, provide product samples and recommendations and complete, either directly or indirectly, professional removal of existing floor coverings and installation of new products.

LOCATION OF PROJECT

Access Health – Fort Pierre, 202 Island Drive, Suite 1 Fort Pierre, SD 57532

The project location includes medical clinic space and administrative offices. It is expected that proposals include the entire complex as described herein.

POINT OF CONTACT

RHCI's Chief Executive Officer (CEO) shall be the sole point of contact and authorizing official for all aspects of the project. RHCI's CEO is the only individual authorized to engage, alter, accept, decline, or otherwise affect the project in any manner. Point of Contact information:

Jim Hardwick, CEO
202 Island Drive, Suite 1
Fort Pierre, SD 57532
jimh@ruralhc.net
605-223-2200, 605-280-2283 (cell)

SCOPE OF WORK

It is the intent of these specifications to describe the project in sufficient detail to secure proposals. RHCI acknowledges that these specifications are not all-inclusive. Furthermore, RHCI staff does not possess the professional knowledge or internal skill set on this subject matter so, by means of this RFP, will rely on honest, good-faith service by individuals possessing the necessary knowledge and skill to complete the project as mutually agreed upon.

The project shall include replacing existing floor coverings in an approximate 7,683 +/- sq. ft. commercial space. The space is utilized as a medical clinic and administrative offices. It is intended that 100% of the existing floor coverings in this space shall be removed and replaced in a manner similar to its current state (i.e. carpet with carpet wall base and hard floor coverings with wall base replaced in similar fashion). Carpeting currently covers approximately 6,466 +/- sq. ft. of the facility while vinyl covers the remaining 1,217 +/- sq. ft.

All materials, labor and professional considerations not specifically mentioned that would customarily be used to meet industry standards or best-practices and are necessary in order to successfully complete the project shall be included in the proposal and shall conform in strength, quality of material and workmanship to what is usually provided the trade in general.

Specifically, the scope of work shall include:

A. Professional advice/product recommendation and samples

1. Respondent shall educate on product options, provide professional advice and recommend product options, complete with samples, consistent with industry standards. Respondents shall provide a brief narrative of experience and expertise related to the services sought.

B. Removal

1. Removal of existing floor coverings, wall base, tack strips, adhesive and all materials necessary to ready the previously covered areas for new coverings.
2. Immediately remove all materials from the property and discard in an appropriate manner.

C. Preparation

1. Prepare areas where new flooring will be installed in accordance with product recommendations and industry standards.

D. Installation

1. Install selected floor coverings and wall base products in accordance with product recommendations and industry standards.

E. Clean up

1. Clean up and haul away all removed material, debris, nails/staples, and other materials used during the course of project. Clean up includes removal of nails/staples and debris on the ground around the perimeter of the building (as applicable).

LOGISTICS NARRATIVE

Respondents shall include a logistics narrative (Appendix A) in sufficient detail to explain completion of the Scope of Work. The narrative should include logistics such as project stages (if applicable), movement of contents, including but not limited to; furniture, desks, exam tables, etc. The narrative should also include anticipated impact and/or interruptions in facility operations.

MANUFACTURE WARRANTY

Each proposal shall contain any manufacture and/or factory warranty/guarantee represented by the

Respondent of the product to be furnished. The warranty/guarantee shall be stated in the descriptive literature or by a letter.

VARIATION, DEVIATION OR ALTERNATES

If for any reason Respondent is unable to meet or equal the scope of work as outlined, RHCI may receive for consideration minor deviation or variation. Deviations and variations must be fully detailed in Appendix B and included with the Proposal.

INSPECTION/EVALUATION

It shall be the responsibility of any potential respondent to inspect, evaluate and measure the premises to determine the scope of work required to fulfill the work identified in the following specifications. RHCI shall work with parties to gain access to the facility for those purposes.

DUE TO THE NATURE OF BUSINESS CONDUCTED RESPONDENTS MUST COORDINATE ANY INSPECTION IN ADVANCE BY CONTACTING JIM HARDWICK AT (605) 223-2200 or jimh@ruralhc.net

GENERAL CONDITIONS

1. Proposed prices represent an offer to contract on the part of Respondent, and all proposed prices must remain in effect for at least 6 months from the date of receipt of the proposal by RHCI.
2. No Respondent may withdraw a proposal after submission to RHCI except in cases where an Respondent demonstrates to RHCI's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the Respondent has 24 hours after receipt of the proposal to deliver to RHCI, a notice in writing that they desire to withdraw their proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a Respondent makes an error in extension of prices in a proposal, the Respondent shall be bear sole responsibility for such error.
3. RHCI reserves the right to waive any informalities or immaterial omissions or defects in any proposal.
4. RHCI will not pay any costs associated with the preparation of any proposals in response to this RFP.
5. RHCI reserves the right to reject any and all proposals or accept part and reject part of any proposal, with or without cause and for any reason.
6. RHCI is a 501c3 health relief agency and is exempt from sales tax. Do not include such taxes in

the proposal figures. RHCI will furnish the successful vendor with tax exempt certificates upon request.

7. Submission of a proposal in response to this request for proposals represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency. RHCI will conduct an inquiry on the selected vendor to assure they are not currently debarred, suspended, or proposed for debarment by any federal entity.

8. All deviations from the specifications must be specified in writing by the Respondent at the time that the formal proposal is submitted. The absence of a written list of requested deviations or exceptions when the proposal is submitted will result in the Respondent being held strictly liable for the specification or requirements as written. RHCI reserves the right to accept or reject any requested exception or deviation.

9. Any deviation from the specifications included or attached to this RFP must be noted in the proposal and the proposing Respondent must provide written rational for the deviation.

10. Award will be made, at the discretion of RHCI, to a sole Respondent. The selected Respondent shall be solely responsible for all elements of the Scope of Work. While the Respondent may engage another party for a portion of the project, the Respondent shall be solely responsible for any and all costs associated with such engagement and remains wholly responsible and liable for the Scope of Work. The selected Respondent will not be permitted to assign or delegate its duties under the proposal to a third party.

11. The selected Respondent unconditionally warrants and guarantees that the services to be provided to RHCI will be fit and sufficient for the purpose intended and that the services will be merchantable, of good quality and free from defects, whether patent or latent, in material or workmanship.

The preceding list is provided for informational purposes only, and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by RHCI through a formal agreement, a copy of which is attached to this RFP.

WARRANTIES

Any warranties of the manufacture and represented by the Respondent shall be identified on APPENDIX C and Respondent shall provide documentation to RHCI of any warranties identified in the RFP at the time of award. Respondent agrees that failure on their part to provide RHCI with any documents required to access or benefit from any manufacture warranties represented at the time of submission of proposal shall result in the Respondent being solely responsible for the full terms of the warranties as Respondent represented in their proposal.

Respondent agrees to warranty their work, aside from any manufacturer warranties, for a period of one (1) year. Such warranty shall include any issues with form, fit, or any matters related to the new materials and installation thereof within one year of project completion.

INDEPENDENT CONTRACTOR

Awardee shall function as an independent contractor. Under no circumstances shall Respondent, or any of Respondent's employees, look to RHCI as his/her employer, or as a partner, agent or principal. Neither Respondent, nor any of Respondent's employees, shall be entitled to any benefits accorded to RHCI's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Respondent shall be responsible for providing, at Respondent's expense, and in Respondent's name, unemployment, disability, worker's compensation and other insurance, as well as licenses and permits usual or necessary for conducting the Services.

AWARD

RHCI shall award on a best-value basis. Best-value procurement allows other factors, such as qualifications, schedule, quality, and performance-based criteria, to be used in evaluation and selection. RHCI reserves the right to reject any and all proposals. Awards and subsequent expenditures will be made in accordance with RHCI policies.

CONTRACT

By submission of a proposal the Respondent acknowledges that they have received, read, and understand the ACCESS HEALTH – FORT PIERRE FLOOR COVERING AGREEMENT included with the RFP and agree to execute the Agreement as drafted. Any exceptions to the draft Agreement must be noted on APPENDIX B at the time of submission.

PROPOSAL SUBMISSION

Each proposal envelope shall contain ONLY ONE (1) Proposal. **The proposal shall include one (1) total amount for all materials, labor, and associated costs to complete the work identified in Scope of Work, Section A-E.** Each proposal shall be marked with the words **RFP #2022-01**

Each submission shall constitute the entire proposal and include the following:

Proposal Form

Appendix A – Logistics Narrative

Appendix B – Variations and Deviations (as applicable)

Appendix C – Warranties (as applicable)

Proposals may be emailed to jimh@ruralhc.net or submitted by mail to:

Rural Health Care, Inc.

Attn: Jim Hardwick

RFP #2022-01

Rural Health Care, Inc. Request for Proposal #2022-01

202 Island Drive, Suite 1
Fort Pierre, SD 57532

Proposals must be received by Friday, September 16, 2022 at 5:00 p.m.

MISCELLANEOUS

It is the intent of this RFP to be thorough enough to solicit well-intended proposals to the mutual benefit of both parties. In the event of conflicting information, omissions, or questions RHCI reserves the right, through the CEO, to add, render, resolve, or correct as needed any information deemed necessary for the overall good of the project.

RHCI reserves the right to reject any and all proposals received with or without cause, and reserves the right to select the proposal which is determined to be in the best interest of RHCI.

Rural Health Care, Inc. RFP #2022-01 Floor Covering

PROPOSAL FORM

Proposal includes all necessary materials and labor to complete services requested in Scope of Work Sections A, B, C, D & E of RHCI RFP #2022-01.

Proposal cost and manner of payment (explain in detail and estimate total cost):

(additional sheet if needed)

Check One:

No deviations or variations of the work identified in the specifications exist.

Deviations or variations of the work identified in the specifications do exist. If checked, then any deviations or variations must be identified on APPENDIX B.

Submission Checklist:

- Proposal Form**
- Logistics Narrative – Appendix A**
- Deviations and Variation - Appendix B (if applicable)**
- Warranties - Appendix C (if applicable)**

Submitted By:

(Company Name) (Point of Contact)

Signature of authorized agent:

(Name) (Date)

(For informational purposes only. Will be entered into with awardee)

ACCESS HEALTH – FORT PIERRE FLOOR COVERING AGREEMENT
BETWEEN
RURAL HEALTH CARE, INC. AND _____

THIS AGREEMENT, made the _____ day of _____, 2022, by and between Rural Health Care, Inc., Fort Pierre, South Dakota, hereinafter "RHCI" and _____ hereinafter "Contractor".

WITNESSETH:

That the Contractor and RHCI, for the consideration named, agree as follows:

SECTION 1. SCOPE OF WORK

Specifications for the project entitled RHCI Request for Proposal (RFP) #2022-01 has been fully reviewed by Contractor. Contractor hereby agrees to furnish all of the materials, labor and perform all of the work as described in in RFP #2022-01. It is mutually agreed by Contractor and RHCI that all components of RFP #2022-01 are hereby memorialized and made a part of this Agreement.

SECTION 2. TIME OF COMPLETION

Commencement of this project may begin as soon as possible following award and shall be completed on or before _____.

SECTION 3. THE AGREEMENT SUM

RHCI shall pay Contractor for the performance of this Agreement, subject to additions and deductions provided therein, as follows:

_____,
subject to provisions set forth in SECTION 4.

RHCI reserves the right to negotiate payments with the awardee if circumstances warrant and are demonstrated to the satisfaction of RHCI (i.e. covering front-end costs of materials).

SECTION 4. ACCEPTANCE AND FINAL PAYMENT

Upon delivery of any items under this Agreement, RHCI shall satisfy itself by examination, either personally or by an experienced 3rd party that the furnishing of supplies and equipment has been finally and fully completed in accordance with RFP #2022-01 and this Agreement. Upon satisfaction RHCI shall pay remaining costs in full.

SECTION 5. THE AGREEMENT DOCUMENTS

- Request for Proposal #2022-01

Rural Health Care, Inc. Request for Proposal #2022-01

- Submitted Proposal Form
- Logistics Narrative – Appendix A
- Deviations and Variation - Appendix B (if applicable)
- Warranties - Appendix C (if applicable)

The Contractor further acknowledges that they have read the Request for Proposal #2022-01 and have studied the detailed specifications and are familiar with the terms and conditions stipulated therein.

IN WITNESS WHEREOF:

RHCI of Fort Pierre, South Dakota, hereby accepts the Contractors proposal subsequent to issuance of RFP #2022-01 on this _____ day of _____, 2022.

For:
Rural Health Care, Inc.

For:
Contractor

James M. Hardwick, CEO Date

Date