

GENESEE HEALTH SYSTEM
REQUEST FOR QUOTE
INTERIOR PAINTING – OFFICES
ISSUED: 12/09/2018

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I. PURPOSE AND SPECIFICATIONS

Genesee Health System (hereinafter referred to as the “Board”) is seeking sealed quotes from interested and qualified parties to provide **INTERIOR PAINTING – OFFICES**. This service will be provided to Genesee Health System at locations as requested by the Board.

Quote must be clear, concise, typewritten, and must be signed in ink by the official authorized to bind the submitter to its provisions. The contents of this REQUEST FOR QUOTE (RFQ) will become incorporated within any contract signed by the Board and the provider of these services. Do not retype this RFQ, instead, respond on a separate page and cite the section number for each response. All areas of the quote must be addressed in the same sequence cited in the RFQ instructions in order that proper consideration is given to the quote. Quotations submitted without supporting information or incomplete content will result in the quote being removed from consideration. The Offeror must complete an **RFQ Cover Sheet** and attach it to the quote.

To ensure that each potential Bidder has a complete understanding of the scope of this project, a **mandatory** pre-bid conference and walk through will be held on **December 13, 2018 at 10:00 A.M.**, at 1102 Mackin Road, Flint, MI 48503. The structure of the RFQ will be reviewed at this time. The information and documents provided during the pre-proposal conference are intended to become an integral part of the RFQ. Bidders are to use their expertise and creativity to meet or exceed the Board’s needs and earn its trust as a preferred value-added partner. Questions about the RFQ will only be addressed at the conference. Questions from the pre-proposal conference will be responded to in writing and made available to all interested parties.

Any change to this RFQ subsequent to its release will be confirmed in writing by the Board.

One original and five copies of each bidder quote must be submitted in a sealed envelope/package. **Quotations will only be accepted until December 26th, 2018 at 2:30 P.M.. Quotations must be received by this date and time in order to be considered.** The following should be noted on the outside of the envelope:

CONFIDENTIAL

INTERIOR PAINTING – OFFICES

RFQ MATERIALS ENCLOSED

DO NOT OPEN UNTIL DECEMBER 13TH, 2018 @ 3:00 P.M.

INSERT YOUR COMPANY NAME

Quotes must be mailed or hand delivered to the following address:

Genesee Health System
420 W. Fifth Ave. – 2nd Floor
808 Annex Bldg., Contract Dept.
Flint, MI 48503

Quotes will be publicly opened **on December 26th, 2018, at 3:00 P.M.** at 420 W. Fifth Ave., 2nd Floor, 808 Annex Breezeway, Flint, MI 48503. The quote shall cover services beginning on or about January 7th, 2018 or as agreed upon by the Contractor and the Board. The product/service will be delivered on or about January 7th, 2018 or as agreed upon by the Contractor and the Board.

The Board reserves the right to accept or reject any/all quotations received pursuant to this RFQ, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate proposal terms in any way whatsoever to obtain a proposal as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

INTRODUCTION AND OVERVIEW

The Genesee Health System Board received Authority status as of 1/1/2013, and is now effectively separate and distinct non-profit separate from the County of Genesee. Prior to 1/1/2013, the agency was previously known as Genesee County Community Mental Health.

The Board intends to enter into a contract with a for-profit or non-profit entity or entities to provide **INTERIOR PAINTING of OFFICES**. It is expected that the quote to provide this service will be in compliance with all applicable State and Federal standards and guidelines.

The Board has chosen to meet the challenge of managed care by managing its mental health care service delivery through evaluation and monitoring, and expecting its service providers to be solely responsible for managing its operations consistent with terms of the accepted contract. Consequently, the submitter should be aware that providers from whom the Board purchases equipment/services are expected to operate in the marketplace and be able to effectively meet the requirements for establishing and maintaining a contractual relationship with the Board.

COST LIABILITY

The Board assumes no responsibility or liability for costs by any Offeror prior to the execution of a contract between the organization and the Board.

BIDDER RESPONSIBILITIES

All inquiries concerning the content of the RFQ shall be addressed to the address cited on page two (2) of the RFQ.

It is the responsibility of the Offeror to understand all details of the RFQ. The Offeror, by submitting a response indicates a full understanding of all details and specifications of the RFQ. Offerors are expected to present narrative statements/summaries in a clear, concise and organized manner for review.

Quotes entitled to consideration shall be filled out completely without interlineations, alterations or erasures. Each quote shall be completed on a quote form like the one found in Attachment B.

The Offeror is solely responsible for delivery of its **one original quote and five copies** to the Contract Management Department at Genesee Health System, located at 420 W. Fifth Ave, 2nd Floor, 808 Annex Bldg., Flint, Michigan 48503, **no later than 2:30 PM on December 26, 2018.** The Contract Management Office will be the sole point of contact throughout the RFQ process. Questions: send by e-mail to RFQreplies@genhs.org .

RFQs submitted after the deadline will not be considered and will be discarded.

All RFQs submitted by the deadline will become the property of the Board.

OTHER MATERIALS

Offeror may attach other materials believed to be relevant to illustrating the bidder's ability to successfully provide the service.

AWARD OF CONTRACT

It is the intent of the Board to enter into a contract with provider(s) that will emphasize administrative efficiencies, and possess the capacity, infrastructure and organizational competence to provide the required equipment under this quote.

Award recommendations are contingent upon an initial evaluation of the Offeror's qualifications to determine if the Offeror is a quality provider.

Specific requests for information, to assist the evaluators, will be submitted to the Offeror in order to facilitate sampling satisfaction.

It is anticipated that the contract(s) will be awarded on or before January 3, 2018.

Offeror who is awarded a contract shall not have the right to assign or delegate any of duties or obligations under the contract to any other party without written permission of the Board.

DISCLOSURE

All information in an Offeror's proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

CONFLICT OF INTEREST

Offeror awarded a contract shall affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the Offeror, is currently an employee of the Board; nor will any such person connected to the Offeror currently be using or privy to any information regarding the Board which may constitute a conflict of interest.

At the time of quote, any Offeror shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the Offeror or its potential subcontractors, and GHS personnel. This disclosure shall be made to the Chief Administrative Officer who will forward the information to the CEO.

As part of the quote, include a list of any known potential subcontractors, including the portion of quote work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Contractor shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.

RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

The relationship between the Board and any Offeror successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFQ.

NO WAIVER OF DEFAULT

The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFQ shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

DISCLAIMER

All the information contained within this RFQ reflects the best and most accurate information available to the Board at the time of the RFQ preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFQ, a supplement will be issued to all Offerors who obtained the original RFQ.

SERVICE DESCRIPTION

The following **INTERIOR PAINTING – OFFICES** services will be provided under a contract(s) with the Board:

Scope of Work:

The scope of work includes the interior painting of the office building located at 1102 Mackin Rd. in Flint, MI. Specific rooms and certain hallways may not be included in areas to be painted. To be confirmed during walk-through Dec. 13th @ 10:00 AM.

- Patch all walls and prime.
- Paint: Sherwin Williams Pro-200 satin finish. **2 coats**.
New color - Accessible Beige (**SW7036**).
[Note: Existing wall color is currently Rice or similar. (An off white)]
- Lobby will require one wall painted with an accent color, to be determined.
- Match metal door frames with existing color. (unknown).
Frames are Sherwin Williams alkaloid urethane Pro industrial water based. (B-53x1151)
- Doors are wood finish and will remain wood finish.

Attachment A - contains an architectural drawing which has been modified to add additional dimensions and eliminate areas which are not to be considered in your quotation.

Project Location: 1102 Mackin Road, Flint, MI 48503

1. EXAMINATION OF THE SITE

Before bidding, Contractor shall examine the site and satisfy himself as to existing conditions under which he will have to operate in performing the work. No allowance shall be made subsequently for his failure to do so.

A mandatory walk through will be held on Thursday, December 13th, 2018 @ 10:00 A.M. No other time will be available.

2. INTERPRETATION OF PLANS

All Contractors/Bidders/Offerors shall carefully examine the RFQ documents to fully inform themselves as to all conditions and limitations. If there is any doubt as to the true meaning of any parts of the RFQ documents, submit questions via email to RFQreplies@genhs.org . Interpretations of documents shall be made by addendum only. GHS will not be responsible for any other explanation or interpretation of the RFQ Documents.

Questions will be answered at the pre-bid meeting, and during the walk-through. A Question & Answer document will be produced following the walk-through and e-mailed to those who sign-in at the pre-bid meeting and provide their email address. It is the responsibility of each bidder to determine and confirm the actual square footage measurements for the completion of this project prior to placing their bid.

3. HOURS OF OPERATION

The building is currently vacant. The preferred primary hours of operation available for painting are from 6:30 A.M. to 6:00 P.M.

4. CONTRACT REQUIREMENTS

The following are required and shall be supplied by the successful low quote and all Contractors quoting the work.

Certificate of general liability insurance \$1,000,000.00 coverage, business automobile policy \$1,000,000.00 coverage, and workers compensation with standard state of Michigan statutory rates. Policies must list "Genesee Health System" as additionally insured, as well as the property location.

II. BIDDER CRITERIA AND RESPONSE REQUIREMENTS

A. *Service Delivery System*

1. Offeror shall provide a list of 10 business customers served during the past year.
2. Offeror shall provide a list of 4 business customer references including: business name, contact name & title, telephone number, business address, and approximate dollar value of projects, of customers who agree to be contacted as a reference for the company.
3. Offeror shall provide a time line identifying: projected start date, number of calendar days needed to complete the project, etc.

4. Offeror shall provide a list of the physical locations of its operations.

B. Legal Structure and Financial Viability

1. The Offeror shall submit documentation and proof of entity (e.g. IRS 501(c) 3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception;
2. The Offeror shall include the names, addresses, and title or representation of all owners or controlling parties of the organization, whether they are individuals, partnerships, corporate bodies, or subdivisions of the bodies.
3. The offeror shall attach a certificate of professional liability (errors and omissions) in a sum of not less than \$1 Million per claim and \$1 Million annual aggregate.
4. The Offeror shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1 Million per occurrence and \$1 Million annual aggregate.

[NOTE: The winning contractor must provide a certificate of general liability insurance \$1,000,000.00 coverage, business automobile policy \$1,000,000.00 coverage, and workers compensation with standard state of Michigan statutory rates. Policies must list "Genesee Health System" as additionally insured, as well as the property location.]

C. Pricing

Offeror shall provide their **all-inclusive pricing** for the project and shall also include: expected start date, # of business days to complete the project, projected completion date of the project. Offeror shall also provide their **calculated total square footage of office wall space** identified as requiring painting as per the information they collected during the walk-through.

III. RFQ COVER SHEET

Offeror Information

Name of Organization:

Address:

Authorized Representative:

Title:

Telephone Number:

Fax Number:

Email Address:

Person(s) to Contact:

1. For Board representative to ask questions regarding the contents of the bid packet:

Title:

Telephone Number:

EMAIL:

Program Services Included in the Proposal:

INTERIOR PAINTING - OFFICE

IV. TIME REQUIREMENTS

The following is the calendar of events related to this RFQ:

<u>EVENT</u>	<u>FIRM DATES</u>
Issue REQUEST FOR QUOTES (RFQ)	December 9, 2018
Mandatory Pre-Bid Conference/Walk-Through	December 13, 2018 at 10:00 A.M.
<u>Deadline</u> for Final Submission of Quotations to GHS Board (1 sealed original and 5 copies)	December 26, 2018 at 2:30 P.M.
Quote Opening Quoted amounts are not revealed at opening. We log in who submitted and quantity of docs.	December 26, 2018 at 3:00 P.M.
Award (Tentatively)	January 3, 2018