



District Health Department & Home Health Agency

Serving Harrison, Nicholas, Scott & Bourbon County Home Health

Request for Proposal

New HVAC system for WEDCO Harrison County Health Center

Issue Date: January 12, 2021

Due Date: February 1, 2021 by 4:30 PM EST, WEDCO Harrison County Health Center, 364 Oddville Ave., Cynthiana, KY 41031

Introduction & Background

WEDCO District Health Department – Harrison County Health Center is accepting proposals in response to this Request for Proposal in order to find a qualified source to perform a complete HVAC system at our Harrison County Health Center Office at 364 Oddville Ave.

While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.



Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for

Proposal. **References will be required to be submitted with your proposal. Examples of work should be provided as well.**

2. Bidders intent on submitting a proposal must call to schedule an appointment to tour the site (Harrison County Health Center, 364 Oddville Ave., Cynthiana, KY 41031) and familiarize themselves with our building. All measurements and building specs may be taken at that time. Appointments may be scheduled by calling 859-405-4252, Rachel Kendall, Administrative Services Manager.
3. A proposal must provide an overview of the proposed work, as well as, all key subcontracted personnel performing the work. In addition, the proposal should provide a proposed schedule, as applicable.
4. Proposals must be signed by a representative that is authorized to commit bidder's company. Proposals must have the proper workers' compensation and general liability insurance accompany them.
5. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
6. Two (2) sealed copies of the proposal must be received on or prior to February 1, 2021 by 4:30 PM EST to be considered. Proposals must be submitted to WEDCO District Health Department, 302 Oddville Ave., Cynthiana, KY, Attn: Rachel Kendall. Please ensure they are plainly marked "WEDCO Harrison County Health Department HVAC project".
7. Proposals must remain valid for a period of 120 days.

Project Description

The description of the project is as follows:

WEDCO SCOPE OF WORK

Our goal is to provide a system(s) that will heat and cool individual areas/offices and common areas to the comfort level of each office.

1. Provide suggestions on how to provide the best alternative, both from efficiency and an economic standpoint, to replace our current HVAC system.
 - a) Provide each office with a separate unit for their desired/controlled comfort level.

- b) Provide all common areas (waiting areas, breakroom, conference rooms, kitchen and lobby areas) with a unit that can be controlled for comfort level.
2. HVAC system will be grouped in one general area, to include fencing around the equipment and keeping with the integrity and appeal of the building's exterior.
3. Remove unused equipment once new system is installed, to include dismantling of any utilities not being used. Further, the contractor shall be responsible for making sure the roof remains intact and free from any leaks once older equipment is removed.
4. Contractor must provide, in writing, how they will address the HVAC comfort needs for the building according to the specification in the above itemized listing. The bid must outline in detail the exact design, equipment, and data sheet to prove their solutions will be adequate for the comfort needs of the Harrison County Health Center.
5. Contractor must provide a full warranty on workmanship and materials/system used for this HVAC project.
6. Bids must include entire cost of project, including electrical work, fencing, etc.

All bids must be SEALED and received at the WEDCO Harrison County Health Center, 364 Oddville Ave., Cynthiana, KY 41031 by Friday, February 1, 2021.

The WEDCO District Health Department has the right to accept or reject any or all bids.

All work shall be in compliance with State and Local Codes.

All work must be completed by a date specified in bid.

All contractors must show proof of insurance.

Questions regarding this project should be directed to Rachel Kendall (859) 405-4252.

It is highly encouraged that you take your own measurements to ensure accuracy of your proposal. WEDCO reserves the right to hold the contractor responsible for their own measurements for this project.

Acceptance of the work is contingent on the following acceptance criteria:

1. Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.

2. Contractor shall submit payment timeline with proposal.

Description of Services – Provide the following information:

1. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience in providing similar services.
2. Describe your approach and methodology to providing these services.
3. Provide insight on how your team will phase our project, any processes that your team recommends to maintain WEDCO employee safety and productivity during construction and your proposed schedule for each phase of our project.
4. References - Provide the following information:
 - a. Name, title, address, (email address if applicable) and telephone numbers of two (2) references for clients whom you have provided similar services.
 - b. Describe the actual services provided and the length of tenure providing services to each client referenced



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	01/12/2021
Sealed bids (2) must be returned by	02/01/2021
Selection of Bidders: WEDCO Harrison Co. Board Meeting and WEDCO District Board of Health Meeting Date: TBD 364 Oddville Ave., Cynthiana, KY 4103	We will notify all bidders of board meeting schedules when those are determined.

Contract Award / Notification to Unsuccessful Bidders	Immediately following board meetings
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The need-date for project completion is May 31st, 2021. Bidders may propose a date earlier or later, and will be evaluated accordingly.

Evaluation Factors

WEDCO District Health Department will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. References
4. Cost, including an assessment of total cost of ownership.
5. Technical expertise/experience of bidder and the bidder's staff

WEDCO District Health Department reserves the right to award to the bidder that presents the best value to WEDCO District Health Department as determined solely by the WEDCO District Board of Health its absolute discretion.

Miscellaneous (Disclaimers)

1. The WEDCO District Health Department reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in WEDCO's sole judgment, best meets the requirements of the project.
2. WEDCO reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. WEDCO further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as WEDCO may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations

will not necessarily be conclusive, and proposers may be required to justify why the WEDCO should not, upon written request, disclose such materials.

5. Contractor is responsible for pertaining any necessary permits and paying all applicable employment taxes.
6. Contractor agrees to abide by all confidentiality and HIPAA privacy rules by signing having all employees sign a confidentiality agreement.