



Invitation For Bids

**General Contracting Services
Cambridge MD 21613**

1. Purpose of IFB and Anticipated Timeline of the Project

1.1 Purpose of the IFB

Choptank Community Health System, Inc. (“CCHS”) is issuing this Invitation for Bids (“IFB”) to qualified General Contractors to submit fixed price bids or proposals for a General Contract to increase the air exchange rate in a 9,900-sf building located in Cambridge MD. The completed project will increase the exchange rate of “outside-air” to “inside air” to (4) air changes per hour in the Dental Operatories and (2) air changes per hour in the rest of the building as specified in the plans prepared by the engineering firm DEDC LLC. The completed work shall include utility site work, concrete, masonry, suspended ceiling work, mechanical, electrical and all other components for a complete and acceptable project. The Contractor shall provide all necessary labor, equipment, tools, materials, and incidentals, and shall perform all operations required to completely finish all of the work in the manner approved by DEDC and CCHS. DEDC will handle construction administration and will be onsite as needed.

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.

1.2 Timeline

The anticipated schedule for the IFB process is as follows:

- January 5, 2022 (Wednesday) – IFB Advertised/Issued
- January 19, 2022 (Wednesday) – Deadline for Letter of Intent
- January 26, 2022 (Wednesday) – Pre-Bid Meeting
- February 9, 2022 (Wednesday) – Deadline for Submitting Questions
- February 18, 2022 (Friday) – Questions and Answers Distributed

- March 11, 2022 (Friday) – Proposal Due Date (NLT 2 PM)
- March 18, 2022 (Friday) – Anticipated Notice of Award
- April 11, 2022 (Monday) – Anticipated Contract Start Date
- *CCHS reserves the right to revise the timeline in its sole and absolute discretion.*

2. Special Instructions – Federal Mandates

2.1 COVID-19 Vaccination

Due to the federal mandates, full COVID-19 vaccination is a requirement of every worker providing services inside of any CCHS facility. This requirement includes contractors who will be providing services during or after normal business hours.

As a federally qualified health center, CCHS is included in the Centers for Medicare and Medicaid Services (CMS) rule that requires all staff, volunteers, contractors, students, and trainees to be fully vaccinated. This rule does not allow for a regular testing option for those that provide service in any CCHS facility. Recent preliminary injunctions may be lifted prior to completion of this project, which makes the timing of implementation and enforcement of the CMS rule unpredictable. Accordingly, ***as a condition of award and prior to execution of the contract***, the selected contractor must supply CCHS with COVID-19 vaccination documentation for any employees and subcontractors who will be working on CCHS property. The vaccine documentation will be kept confidential. Acceptable forms of proof of vaccinations include: 1) CDC COVID-19 vaccination record card (or legible photo of the card), 2) documentation of vaccination from a health care provider or electronic health record, or 3) state immunization information system record. If the selected contractor hires new employees or subcontractors who will routinely work on this job, documentation of their COVID-19 vaccination must be delivered to CCHS prior to their delivery of services or entry to the CCHS facility.

3. Letter of Intent

Contractors responding to the IFB are required to submit a “Letter of Intent to Propose” to the Owner Representative designated below by January 19, 2022 (Wednesday). The Letter of Intent to Propose shall be non-binding. **The prospective contractor must indicate in the LOI that section 2.0 “Special Instructions – Federal Mandate” has been read and that it is understood that the conditions are mandatory.**

Owner Representative:

Brett Meyers
Choptank Community Health System, Inc.
P.O. Box 660
301 Randolph Street
Denton, MD 21629
Phone: (410) 479-8342
bmeyers@choptankhealth.org

4. IFB Instructions

4.1 Obtaining a Copy of the IFB

Copies of the Invitation for Bids and Engineering Drawings and Specifications are available at the Choptank Community Health Administration Building, located at 301 Randolph Street, Denton, MD 21629. Office hours are 8:00 AM to 4:30 PM Monday through Friday. The IFB and Engineering Drawings and Specifications will also be available on the Choptank Community Health website (www.choptankhealth.org). They will be posted under the Resources / RFP tab.

4.2 IFB Conference/Pre-Bid Meeting

A pre-bid meeting will be held on site at Choptank Community Health – Fassett Magee Medical Center, 503A Muir Street, Cambridge, Maryland 21613. The meeting will be held at 8 AM on January 26, 2022. Attendance by General Contractors intending to submit a bid is mandatory.

4.3 IFB Questions and Clarifications

All questions or requests for clarification concerning the IFB shall be submitted via e-mail to Brett Meyers (bmeyers@choptankhealth.org) by 4:00 PM on February 9, 2022 (Wednesday). No questions or requests for clarification will be accepted by telephone. No verbal agreements will be considered during the IFB response process. Questions submitted by vendors and all CCHS responses will be distributed to all prospective proposers who attended the pre-bid conference.

4.4 Addenda to IFB

In the event it becomes necessary to revise any part of this IFB or extend any deadline listed herein, CCHS will issue an addendum to the IFB and distribute it to all prospective proposers who attended the pre-bid conference.

4.5 Vendor Debarment/Exclusion Questionnaire

Attachment A – Vendor Debarment/Exclusion Questionnaire must be completed and returned with the proposal.

4.6 Cost of Proposals

Proposers will not be reimbursed for any costs or expenses incurred in the preparation or submission of proposals or in connection with interviews or with any other process related to this IFB. All costs associated with a proposer's response to this IFB shall be borne by the proposer.

4.7 Proposal Format and Content

Proposals must provide a straightforward, complete, and concise description of the proposer's capabilities to satisfy the requirements of the IFB. Proposals must state any assumptions made when preparing the proposal.

4.8 Submitting the Proposal

Proposals are due not later than 2 PM on March 11, 2022. Proposals shall be mailed, submitted electronically, or hand delivered to:

Choptank Community Health System, Inc.
P.O. Box 660
301 Randolph Street
Denton, MD 21629
Attention: Brett Meyers (Cambridge IAQ Bid)
bmeyers@choptankhealth.org

5. Scope of Work

All work performed under this contract will be performed in accordance with drawings and specifications prepared by DEDC LLC, issued for bid November 16, 2021.

The Fassett Magee medical center provides medical, dental, and behavioral health services to the local community. Operations may not be interrupted during any phase of this construction project.

5.1 General Construction Requirements

Step-by-step (construction sequence) planning may be required for this project given that interruption of services within the building will not be allowed.

5.2 Hours of Operation

Hours of building operation are 7 AM thru 7 PM – Monday through Friday.

External work (pouring of concrete, delivery, and removal of equipment, ...) may be performed during normal hours as long as operations within the building are not affected.

All work internal to the building will be performed after hours and/or on weekends (as required).

The building must be restored, cleaned and ready for operations not later than 6 AM – Monday through Friday.

5.3 Cleaning

When construction is ongoing in/over any room/area where equipment/furniture is located (exam rooms, dental operatories, labs, offices, ...), the equipment/furniture must be covered with plastic.

Any area where work has been performed (including exterior walkways and internal hallways that have been tracked through) must be cleaned and ready by 6 AM. Cleaning includes, at a minimum, all floors, flat surfaces, shelving, equipment, and furniture.

The contractor will inspect, and ensure, that all aspects of the building are ready for normal operations not later than 6 AM (Monday through Friday).

5.4 Suspended Ceilings

Work on this project may involve the daily removal and re-installation of suspended ceilings (acoustical ceiling tiles and gridwork). At the completion of this project, CCHS expects all affected suspended ceilings to be new or in like new condition and to match the existing suspended ceilings.

6. Insurance Requirements

The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work:

- | | |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| a) Worker's Compensation | \$1 Million |
| b) Comprehensive General Liability | \$1 Million each occurrence combined single limit for personal injury and/or property damage.
\$2 Million aggregate. |
| c) Automobile Liability | \$1 Million combine singles limit, each occurrence |
| d) Umbrella | \$2 Million |
| e) Builder's All Risk | Limit equal to completed value of project on an "All Risk" coverage form covering direct physical loss or damage on a replacement cost basis |

The policies of insurance shall be in such form and shall be issued by such company or companies satisfactory to CCHS. Such insurance shall name CCHS as an additional insured, shall be primary and non-contributory in favor of CCHS, and shall not be cancellable except upon thirty (30) calendar days' notice in writing to CCHS. Contractor and any subcontractors shall waive all rights of subrogation in favor of CCHS. Contractor shall deliver certificates of insurance and any endorsements necessary to comply with these requirements.

IFB ATTACHMENT - A

Vendor Debarment/Exclusion Questionnaire

1. Are you or your company or any of its employees currently ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs because of being excluded, debarred, suspended, or otherwise declared ineligible to participate?

Yes * _____ No _____

* *If you answered Yes, please provide a complete explanation on an attached sheet of paper.*

2. Have you or your company or any of its employees been convicted of any of the following offenses: program-related crimes, crime relating to patient abuse, felony conviction relating to health care fraud, or felony conviction relating to controlled substances, but have not yet been excluded, debarred, suspended, or otherwise declared ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs?

Yes * _____ No _____

* *If you answered Yes, please provide a complete explanation on an attached sheet of paper.*

3. If you furnish products/goods/services from other vendors/contractors, do you verify with them at the time of contracting that neither the company nor any of its employees is ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs because of being excluded, debarred, suspended, or otherwise declared ineligible to participate?

Yes * _____ No _____

* *If you answered No, and you are awarded this contract, you will be required to undertake this screening for any vendors/contractors that will be providing goods or services pursuant to this contract prior to the effective date of the agreement. Such screening is to be performed utilizing the OIG's List of Excluded Individuals/Entities and the GSA's Excluded Parties Listing System.*

4. If you furnish products/goods/services from other vendors/contractors, do you verify with them that neither the company nor any of its employees has been convicted of any of the following offenses: program-related crimes, crimes relating to patient abuse, felony conviction relating to health care fraud, or felony conviction relating to controlled substances, but have not yet been excluded, debarred, suspended or otherwise declared ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs?

Yes _____ No * _____

* *If you answered No, and you are awarded this contract, you will be required to undertake this screening for any vendors/contractors that will be providing goods or services pursuant to*

this contract prior to the effective date of the agreement. Such screening is to be performed utilizing the OIG's List of excluded Individuals/Entities and the GSA's Excluded Parties Listing System.