



Technology and Equipment Committee

Request for Proposals: Explanatory Note and Bidding Instructions

Thank you for your interest in working with Mascoma Community Healthcare. We appreciate your interest in providing a bid for our equipment needs. As you can see, there are many areas that require purchasing and we look forward to working with our selected vendors. We hope that the following information will be effective in explaining the process we are engaging in for the complete scope of this project and the requirements placed upon this process by working in collaboration with the USDA; the primary financial stakeholder of the equipment purchase.

Please read and complete the following instructions for this bidding process.

Overview:

- The bidding process will be conducted through sealed bids, to be opened simultaneously and evaluated by a small evaluative committee.
- The complete bid list is available to all vendors. To facilitate the bidding process for those vendors operating in only specific areas of our purchasing scope, the bid lists have been separated into five smaller modules: Medical, Dental, Office, Technology, and Services.
- Bids will be awarded on this modular basis. Therefore, the successful bid for the Medical module may very well be for a different vendor than that of the Office module.
- Our bid list, in its entirety, represents the full build-out of our Health Center. Not all of the equipment will be purchased in this current round of bidding, however, and so the bid list has been further separated into Phase 1 and Phase 2. Phase 1 represents the immediate purchases that are required to open the Health Center and Phase 2 represents the future needs as the Health Center expands.
- Within each of the modules therefore, there are two components; Phase 1 and Phase 2.
- Vendors are invited to bid for both Phase 1 and Phase 2 lists if desired. Phase 1 is required. If both are bid, these should be identified separately so that it is clear to the committee which bids are for which Phase.
- During the awarding of bids, the primary focus will be to meet all of the Phase 1 needs for purchasing. If funds remain available after these needs are met, we will expand into Phase 2 bids and award them on a priority basis to meet future operational needs.
- Return all proposals **by 6:00pm on January 24th, 2017** via email to: pthurber43@yahoo.com

Bid Lists

The available bid lists (in Microsoft Excel format) represent the identified needs for the health center and should be used to guide vendors through the proposal development and delivery. Once again, there are two phases to be bid upon; Phase 1 is the priority and Phase 2 will be awarded only if funds remain available after completion of Phase 1 needs. Vendors may bid on Phase 2 if they choose, but Phase 1 is immediately necessary and required.

These bid sheets should be completed and submitted as they will be used for comparisons. Vendors may submit additional materials as well, including their own customary proposal forms, but these should be in addition to the bid lists provided.

The Services bid list is available for vendors of such services to recognize where we have identified equipment needs that we anticipate may come packaged with certain ongoing supply or service needs. Examples of which may be: Paper and Soap Products, Copier Services, or Water and Coffee Delivery.

Prior to submission, please be sure to:

- Label vendor information at the top of the bid lists (company and contact info at the top of column F)
- Specifically identify which items are being offered by completing column E (this is column D on the IT list).
 - Please do this even if the proposed items are the exemplar items from the list itself.
- Indicate the proposed price in column F (this is column E on the IT list).
 - The form is set to calculate the extended price.
- Use the Notes section in column H (or column G for the IT list) to express any additional information that you feel would be valuable when evaluating the bids.
- Return proposals via email to: pthurber43@yahoo.com **by January 24th, 2017 at 6:00pm.**
 - Please clearly indicate in the subject line of any emails that the completed proposal is enclosed so that they may remain unopened until the allotted time for review.

Awarding Process:

The sealed bids will be opened and examined by the Technology and Equipment Committee beginning January 24th, 2017 at 6:30 pm.

The bids will be awarded based on the following criteria.

- The bid meets or exceeds specified criteria for need and quality.
 - Bid modules include exemplars that should be used for matching selection requirements.
 - Items proposed in the bid need not be these exact products but should have equivalence.
 - Vendors will be contacted with line item requests to make adjustments if specific items are found to be unsatisfactory.
- The bid represents the most cost-effective solution
 - Lowest bid will be selected if all else is equal regarding need and quality
 - Vendors are invited to include other contingencies, offers, and stipulations which will be considered when balancing bids
 - Examples: warranties, calibrations, additional consumables and supplies, delivery and installation, etc...

Delivery:

The window for expected delivery of products will begin March 13th, 2017 and conclude April 7th, 2017.

- Bids should include FOB Destination with delivery in place and installation for those items that require it.
 - There is no dock or heavy equipment available to remove items from trucks so delivery should occur with lift-gate enabled trucks where necessary for larger items.
 - Assembly and installation will be considered when awarding bids for those items requiring this as well as waste removal for all packaging materials.
- If delivery charges are to be included in the bid, make certain these are indicated separately.
- Notice of delivery will be required and further contact information will be provided for selected vendors.
 - The facility is new and not yet in operation prior to delivery. Staff will need to be aware of delivery dates and times in order to be prepared and on location for acceptance of any deliveries.
- Deliveries should be made to the facility directly.
 - The facility is located at 18 Roberts Road in Canaan, NH at the corner of Route 4 and Roberts Road. It will have a physical street address for GPS.
- Include all information on return and exchange policies with your bid.

Summary Timing:

Bids must be submitted by January 24th, 2017 at 6:00 pm.

Bids will be opened beginning January 24th, 2017 at 6:30 pm.

Vendors will be notified of selections by January 27th, 2017 at 5:00 pm.

The window for delivery of products will begin March 13th, 2017 and end on April 7th, 2017

Please send questions regarding this process, prior to bid completion, to:

Peter Thurber: Chair – Technology and Equipment Committee

Email: pthurber43@yahoo.com

Thank you again for your interest in taking part in this process. We look forward to reviewing your proposals.

18 Roberts Road - Corner of Roberts Road and US Route 4 - PO Box 550, Canaan, New Hampshire
Phone: 603-523-4343

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