**#NVCC-42816 Hospital Beds**

**REQUEST FOR PROPOSAL**

**FOR**

**Refurbished Hill Rom VersaCare Hospital Beds**

**Project: BI-CTC-442; NVCC Founders Hall**

**FOR**

**Naugatuck Valley Community College**

**(NVCC)**

**April 28, 2016**

# I. PROJECT / TEAM OVERVIEW

**The client for this project Is Naugatuck Valley Community College or as noted with this document NVCC.**

**A. Project Description**

NVCC currently is renovating Founders Hall at Chase Parkway, Waterbury, CT, to an Allied Heath Training Facility

### B. Client Description

NVCC is a two year community college in Waterbury CT. As the campus grows, NVCC wants to give its student’s the bestlearning environment with the latest technology**.**

**C. STV|DPM Role**

DPM|STV is a Hartford, CT based consulting firm that specializes in coordinating corporate construction and relocation projects. STV|DPM is an owner’s representative working directly for NVCC and does not accept commissions, referral fees or other incentives. STV|DPM will be acting as NVCC’srepresentative throughout the process and, along with internal NVCCpersonnel, will be involved with the selection and management of the development team and all trades involved with the project. All correspondence should be directed through STV|DPM. The vendor must sign exhibit 1 that is attached and return with the bid.

# II. SCOPE OF WORK

NVCC is in search of a firm to provide, deliver and install Thirty seven (37) refurbished and certified Hill Rom VersaCare hospital beds with scale and nurse call.

Installation will take place around November/December of 2016.

Since these will be refurbished beds we expect that the following will be done to each bed before delivery is made:

* Disassemble hospital bed: Remove headboard/footboard, rails, sleep surfaces, printed circuit boards, caster and wheels and all labels
* Clean/Prep bed & eradicate hidden dust particles
* Sand & Repaint completely: Hospital Bed frame, rails, sleep surfaces & motor covers
* Orthopedic Sleep Surfaces: Sanitize, sand & completely repaint
* Install new Tente® Caster Assemblies: Stems, Forks & Wheels
* Install new Plastics on siderails: Top canes, End canes & Switch housings
* Install new Switches in siderails: Head, Hi-Lo & Knee
* Test hospital bed Communications: Entertainment, Nurse call & Bed exit.
* Full-function test using OEM Side Com test equipment
* PCB Controls: Clean, test, repair & final test under full motor load
* Motors: Test, grease drive assembly & repair/replace as necessary
* Replace all Motor Couplings & Capacitors
* Dielectric Test (high voltage insulation) & Leakage Test (leakage to ground)
* Electrical safety test bed to the original (OEM) specifications
* Affix all new labels: Safety warning, Instruction & Product marketing
* Retention of permanent Hill-Rom® serial ID
* Install NEW Headboard & Footboard: Choice of color laminate
* New mattress

See Bid sheet on next page.

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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40 Refurbished, like new Hill Rom VersaCare Hospital bed with new mattress and integrated patient scale;

Unit Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost of 37 beds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Freight $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set up $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 year warranty on parts & Labor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL BID PRICE $**

List EXCLUSIONS TO WARRANTY: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**INCLUDE 3 REFERENCE WHEN RESPONDING WITH NAME, ADDRESS, COMPANY NAME AND TELEPHONE NUMBER.**

# III. GENERAL PROVISIONS

### A. Bid Due Date

All proposals shall be due by May 19, 2016 at 2:00pm:

NVCC

Att: Lisa Anderson

Fiscal Administrative Officer

Room K705

750 Chase Parkway

Waterbury, CT 06708

### B. Faxes

Faxes will not be accepted.

**C. Vendor Selection**

It is expected that the vendor selection will be made no later than 6/15/16

### D. Number of Copies required

Please provide **(4)** **sealed** hard copies including detailed colored brochures for the product line specified.

### E. Bid Rejection

STV|DPM or NVCCmay reject any bids in all formalities, whichever in STV|DPM’s or NVCC opinion appears most advantageous to NVCC.

### F. Bid Modification

Modification of quotes will not be considered.

### G. Insurance

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insured. NVCC reserves the right to require the vendor to carry specific limits that will be provided at a later date.

### H. Questions

Questions should be directed via e-mail to Roxanne Perugino (Roxanne.perugino@stvinc.com) no later than 96 hours prior to the proposal due date. All questions will be answered via email to all bidders.

### I. Confidentiality

All information contained herein is confidential and shall be treated as such. The selected vendor may be required to sign a client confidentiality and non-disclosure statement before starting work on the project.

### J. Governing Law

The contract shall be governed by the laws of Connecticut.

### K. Contract & Billing

The contract will be entered into directly between NVCC and the selected vendor. STV|DPM must approve completion of each phase and all vendors used by the bidder including subcontractors, engineers, and consultants.

**L. Billing** will be directly to NVCC.The original invoice should be **delivered** for auditing and approval to Roxanne Perugino at STV|DPM.

Failure to mail original invoices to STV|DPM will result in a delay in payment.

### M. STV|DPM Relationship

NVCC has appointed STV|DPM as the project manager for this project. The selected vendor will need to indemnify and cooperate with STV|DPM for the duration of this project. The attached exhibit acknowledging this relationship must be signed and returned with your proposal.

**N. Substitutions**

Substitutions **WILL NOT** be allowed.

**O. Pricing**

Proposal pricing and fees will be in effect for 90 days from proposal submission date.

# IV. BID SUBMISSION CRITERIA

### A. Overview

1. Indicate how you intend to coordinate this project including names, positions, and brief background of your proposed design and project management team.
2. Include information on your firm including number of years in business and design capabilities.
3. Include at least three references for similar projects completed within the past two years.
4. List the Subcontractors you plan to use.
5. Discuss the future availability / non-obsolescence of the product being proposed, should NVCC decide to add additional product at a later date.
6. List any other value added services.
7. List any litigation your firm or any of its principals may have been involved with in the past five years, and list that litigation’s status and /or result.
8. Include your firm’s annual dollar volume of furniture sales for the past two years.

**B. Cost Proposal**

1. The selected firm will be responsible for coordinating the order placement, delivery, installation, debris removal, cleaning, testing of equipment and punch list process.
2. List any deposits required and any other terms.
3. Indicate current lead times for all products.

EXHIBIT 1

Naugatuck Community College, (the Owner) has appointed STV|DPM to observe the work and to have such other responsibilities as the Owner and STV|DPM agree in writing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contractor Name) will:

1. Cooperate with STV|DPM in every way.
2. Provide full access to all parts of the Project and the Work to STV|DPM at all times during normal working hours.
3. Provide advance notice and invite STV|DPM to all project meetings and subcontractor meetings concerning the project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CONTRACTOR NAME) will indemnify, defend and save STV|DPM harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of NVCC, undertakings and approvals authorized on behalf of NVCC, personal injury, death and property damage, related to the conduct of the work including third party claims..

Until the Contractor has been given written notice to the contrary, STV|DPM shall act as the Owner’s representative in connection with the project. STV|DPM shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. Any action by STV|DPM shall be binding upon the Owner. The Owner may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

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|  |  |  |
| Name |  | Date |

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| --- |
|  |
| Company |