



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

DENTAL EQUIPMENT

2019-OP-2

June 2019



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I. INTRODUCTION AND PROJECT DESCRIPTION

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents at eight locations spread across three counties. An award-winning leader in its field for more than 40 years, NHCAC has played a vital role in creating much-needed services such as ob-gyn and prenatal care, emergency food and shelter, transitional housing, and mental health and addiction services

One of NHCAC's core services is the provision of primary and other health care services to the underserved and uninsured members of several communities within New Jersey. As a Federally Qualified health Center, NHCAC is committed to its mission of delivering health care to patients without regard to the ability to pay.

North Hudson Community Action Corporation is in the process of selecting a vendor that can provide dental equipment for the new dental suite in Englewood. We invite responsible proposers to respond to our request for dental equipment (listed below).

The RFP responses will provide NHCAC with proposals to evaluate and select a vendor¹ or vendors to provide the required products and services. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC with the required information such that NHCAC can make an informed and prudent decision for the acquisition of the services and products described herein.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules as described in 42 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.

¹ Note: The term VENDOR used throughout this RFP is defined as the company or contractor responding to this RFP and who is offering to provide services and products.

II. GENERAL CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel this procurement process at any time.
- B. NHCAC is not bound to accept the lowest bid, nor any proposal submitted.
- C. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. Respondent agrees that should they be selected as the vendor\contractor to deliver a portion or all of the services and products required in this RFP, and that the selected vendor\contractor fails to meet the delivery\installation\acceptance timetable then the vendor\contractor will be responsible for delay damages in the amount of \$5,000 per day to be deducted from final invoice amounts.
- F. NHCAC will keep all responses to this RFP confidential.
- G. NHCAC will maintain sole ownership of responses after submission.
- H. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations.



III. LOCATION OF HEALTH CENTER SITES

NHCAC consists of 10 community health centers throughout New Jersey that vary in square footage and layout. The following table lists the location of each NHCAC site that will require vendor/contractor services described in this RFP.

NHCAC Health Center at West New York
5301 Broadway
West New York, New Jersey

NHCAC Health Center at Union City
2500 Kennedy Blvd.
Union City, New Jersey

NHCAC Health Center at Union City
714-31st Street
Union City, New Jersey

NHCAC Health Center at North Bergen
1116-43rd Street
North Bergen, New Jersey

NHCAC Health Center at Jersey City
324 Palisade Avenue
Jersey City, New Jersey

NHCAC Health Center at Passaic
220 Passaic Street
Passaic, New Jersey

NHCAC Health Center at Hackensack
25 East Salem Street
Hackensack, New Jersey



NHCAC Health Center at Garfield
535 Midland Ave
Garfield, New Jersey

NHCAC Health Center at Harrison
326 Harrison Avenue
Harrison, New Jersey

NHCAC Health Center at Englewood
197 South Van Brunt Street
Englewood, New Jersey



IV. REQUIRED SERVICES AND PRODUCTS

NHCAC is seeking the following services and products from one or more vendors\contractors. All work must be performed to state and local codes. Any work that requires licensure or certification must only be performed by qualified individuals. Licenses, certificates or other required documents are to be included in vendor\contractors' response according to Section VI. Instruction to Vendors contained in this RFP. Selected vendor\contractor is required to obtain all necessary work and\or site permits, inspections and approvals, as necessary.

Requirement A –

Description	Item code	Quantity Needed	Other Specifications
Nu Simplicity Chair, w/Uph	639-1213 / 153758-003	4	Midmark or Belmont
Uph, Seamed UL Numsimplicity	639-5228 /	4	Midmark or Belmont
Wider Dbl Art Hrdst	639-8500	4	Midmark or Belmont
Dlv Unit, CORE, Magellan L/R	639-0291	4	Midmark or Belmont
Cusp, Galaxy LR Rear Mt w/	639-7388 / 153604LRCA	4	Midmark or Belmont
HVE	639-1125 / 029-2563-00	4	Midmark or Belmont
F/O Bx Factory Installed	639-3290	4	Midmark or Belmont
CORE/NuSimplicity Lt Post	639-0729	4	Midmark or Belmont
City/Water Switch	N/A / 7700-1593	4	Midmark or Belmont
Simp LED Retrofit Kit	639-0636	4	Midmark or Belmont
C20D Drs. Stool, RND. SEAT	567-4189/ 153811	4	Midmark or Belmont
Deluxe Asst's Stool	567-4189/ 153812	4	Midmark or Belmont
Osprey Compress, Basic Control	550-2308/ 7700-1593	1	Midmark or Belmont
Water Ring Pump, MC-201FSW	260-7955	1	Midmark or Belmont
WC—210 Water Control Valve	260-3151	1	Midmark or Belmont
Nxt Hg5 Amalgam Separator	550-2409 / NXT-HG5-001	1	Midmark or Belmont



Remote Switch, Geo. Panel 4	550-5134	1	Midmark or Belmont
Air/Water Separator Optn	260-1126 / 7700-0246	1	Midmark or Belmont
Preva DC, Single Stud Mnt	606-3462/ P7016-P	1	Midmark or Belmont
Assts.Alabama Mobile Cart	189-8043	1	Midmark or Belmont
NOMAD Pro2,Pkgd Sys, White	844-0018	1	Midmark or Belmont
Model Trimmer 10 1/4HP	612-2252/ 61790A	1	Midmark or Belmont
Red Wing Lathe 16B/26A W/	612-2539/ 58300	1	Midmark or Belmont
Splash Hood W/Shield &	100-6068	1	Midmark or Belmont
Vibrator PowerRite #1A	365-3555	1	Midmark or Belmont
Master L35 Laboratory HP System	112-5641	1	Midmark or Belmont
Vacuum Forming Machine	100-6234/ 80186	1	Midmark or Belmont
Dispos-A-Trap/Complete	101-9233/ 62100	1	Midmark or Belmont
ProSensor w/Sensor Size 0	445-3450	1	Midmark or Belmont
Pro/Sensor w/Sensor Size 2	445-9465	1	Midmark or Belmont

CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED SERVICES AND PRODUCTS. PLEASE PROVIDE A MATERIALS LIST WITH PRICING ALONG WITH YOUR BID FOR APPROVAL.



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V. TIMELINES

The procurement process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC.

<u>Milestone</u>	<u>End or Due Date</u>
RFP Issued	June 17, 2019
Contractor \Vendor Responses Received by NHCAC Representative	July 8, 2019
Responses Evaluated including clarifications	July 8, 2019
Contractor \Vendor Selected	July 8, 2019
All work complete and accepted by NHCAC	TBD with Construction Contractor

VI. INSTRUCTIONS TO VENDORS

Note: The term VENDOR used throughout this RFP is defined as the company or contractor responding to this RFP, and who is offering to provide services and products.

Vendor responses should be complete and concise. All responses should include, at a minimum, the following response sections organized and submitted in the following order:

1. Vendor Qualifications to Provide Deliverables – The Respondent should provide detailed information on their qualifications to provide the required services, products and deliverables. Should the respondent be providing only some of the products and deliverables, AND is collaborating or subcontracting with additional vendors to provide all services, then this should be fully explained in this Section 1 of the response. If more than one contractor or vendor is party to this response then each vendor or subcontractor must sign and execute a Vendor Agreement and Certification (see Section VII) and include all certifications with their response.
2. Identified Responsible Individual – Please provide the name and detailed contact information of the person responsible for contracting with your company. Also provide the name and contact information of the person responsible for work performance under this solicitation.

THE REMAINDER OF THIS PAGE IS BLANK. SECTION VI. IS CONTINUED ON THE NEXT PAGE.

3. Respondents should provide a complete workplan, which details the anticipated size and number of work crews to be deployed to provide all services. Information should be provided as to how crews will be supervised, anticipated work hours, and any special needs including access to utilities, special parking needs for over sized vehicles, etc.
4. Respondents should provide a complete timeline and schedule for the delivery of services and products. Anticipated timelines should commence with awarding of the contract and include all anticipated installation timeframes and projected dates for completion.
5. Contractor is responsible for all materials and supplies necessary to provide the required services and products. Respondents should provide a materials list and price, by line item, for all supplies and materials not specified in the Requirements. Pricing should be incorporated into master proposal budget.
6. Please include a sample of your vendor contract or contracts that would be required for NHCAC to execute for the required product and services. Include a description of any payment or financing options.
7. Copy of business license, trade licenses and certifications, as appropriate
8. Copy of business insurance binder
9. Disclosure statement from owner or chief executive listing any liens, pending lawsuits or contingent liabilities
10. Include a description of all warranties and their source including Contractor/Vendor supplied warranties (e.g. labor) and any product warranties, listed by Requirement.



VII. VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that all services and products described in this RFP response is immediately available and warrants that the vendor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFP response is not true, or there are products or services that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFP dated June 2019. Please check all that apply.

- Installation of equipment**

Company _____
Name of Company

Signature Date: _____

Printed Name and Title

Address: _____

Telephone Number: _____



VIII. EVALUATION AND SUBMISSION INSTRUCTIONS

NHCAC will convene a selection group to review the proposals received in response to this RFP. During this review process, additional information may be required of the respondent\vendor and some respondents may be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services and products within the timeframes outlined in Section V above.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Vito Veneruso
Director of Operations
North Hudson Community Action Corporation
800 31st street
Union City, NJ 07087
E-mail: yveneruso@nhcac.org
Telephone: 201-210-0100 ext 10105
Fax: 2018633025

Proposals should be provided in both electronic and hardcopy formats by the Due Date. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Proposal for Dental Equipment."

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation.

