



**REQUEST FOR PROPOSALS (RFP)
FOR
MOBILE MEDICAL CLINICS**

SNHD-20RFP102

**December 4, 2019
280 S. DECATUR BLVD.
LAS VEGAS, NEVADA 89107**

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION	
A. Purpose.....	1
B. Entity Information	1
C. Grant Funding	1
D. Ethics in Public Procurement.....	2
E. Anticipated Contract Term and Conditions	2
F. Interpretation or Correction of Solicitation Documents	2
G. Multiple, Alternate, or Conditioned Offers.....	2
H. All or None Offers	2
I. Modifications, Corrections or Withdrawal of Proposals	2
J. Rejection	2
K. Proposal Costs.....	2
L. Exclusivity	2
II. SCOPE OF SERVICES	3
III. TIMETABLE	
A. Release Date of the Request for Proposals	4
B. Designated Contacts/Questions	4
C. Proposal Due Date, Time and Location	4
D. Late Proposals.....	4
E. Receipt and Opening of Proposals	4
IV. INSTRUCTIONS TO PROPOSERS	
A. Minimum Qualifications	5
B. Specific Requirements	5
V. PROPOSAL EVALUATION.....	8
ATTACHMENTS	
Attachment A, Proposal Form	
Attachment B, Firm-Fixed Price Proposal	
Attachment C, Certifications and Representations	
Attachment D, Flowdown Clauses	

SECTION I – INTRODUCTION

A. Purpose: The Southern Nevada Health District (Health District) requests proposals from qualified Proposers for the design, construction, training and delivery of two (2) new mobile medical clinics (MMC). The Health District intends to award a one-time contract to the proposer or proposers determined to be most able to fulfill the Health District’s requirements.

B. Entity Information:

The mission of the Health District is, “[t]o protect and promote the health, the environment and the well-being of Clark County residents and visitors.” The Health District is one of the largest local public health organizations in the United States.

The Health District was created in 1962, following statutory authorization from the Nevada State Legislature to combine the county health department and the health departments of several surrounding cities. The Health District serves over 2 million residents and safeguards the public health of over 42 million visitors to the Las Vegas valley each year.

The Health District offers services and regulatory supervision that impact the public every day – from the food they eat and the water they drink, to the public establishments they visit, the businesses they operate and the requirements they must meet to work in certain industries such as food service and child care.

The Health District operates at the following locations between 8:00 AM and 4:30 PM:

Main Campus 280 S. Decatur Blvd. Las Vegas, Nevada	East Las Vegas Public Health Center 570 N. Nellis Blvd, Suites D1 & E12 Las Vegas, Nevada
Henderson Public Health Center 874 American Pacific Dr. Henderson, Nevada	Mesquite Public Health Center 830 Hafen Lane Mesquite, Nevada
Laughlin Public Health Center 55 Civic Way Laughlin, Nevada	City of Las Vegas Development Services Ctr 333 N. Rancho Dr. Las Vegas, Nevada

C. Grant Funding. If a contract is awarded under this requirement, it will be funded through Federal grant funding received as follows: CH MMC - Department of Health and Human Services, Centers for Disease Control and Prevention, Federal Award Identification Number NU17CE925002, CFDA 93.136, Project Title: Southern Nevada Health District Overdose Data to Action Project, Grant award date August 12, 2019; and FP MMC - Department of Health and Human Services, Public Health Service, Award Identification Number FPHPA006485, CFDA 93.217, Project Title: Southern Nevada Family Planning Program, Grant award date March 26, 2019.

D. Ethics in Public Procurement. It is unlawful for any proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any order issued by the Health District.

E. Anticipated Contract Term and Conditions.

- a. The duration of the contract awarded from this RFP will be from date of award through MMC delivery date(s). The Health District reserves the right, prior to contract award, to determine the length of the initial contract term.
- b. The resulting agreement(s) will be subject to the availability of funding and shall be terminated immediately if for any reason State and/or Federal funding ability, or private grant funding ability, budgeted to satisfy this RFP and/or agreement is withdrawn, limited, or impaired.
- c. The Health District does not guarantee to award a contract under this RFP.

F. Interpretation or Correction of Solicitation Documents.

- a. Proposers shall promptly notify the Health District in writing of any ambiguity, inconsistency, or error which they may discover upon examination of the solicitation documents.
- b. Proposers requiring clarification or interpretation of the solicitation documents shall make a written request which shall reach the health District no later than ten (10) days prior to the date for receipt of proposals.
- c. Any interpretation, correction, or change of the solicitation documents will be made by written amendment, Interpretations, corrections, or changes of the solicitation documents made in any other manner will not be binding and proposer shall not rely upon such interpretations, corrections or changes.
- d. Protests based upon any omissions or errors or on the content of the solicitation will be disallowed if not made know n in writing prior to the proposal due date.

G. Multiple, Alternate, or Conditioned Offers. Unless specifically allowed, multiple, or alternate offers, or proposals conditioned upon receiving award of all or a portion of this and/or another Agreement shall be deemed nonresponsive and shall be rejected.

H. All or None Offers. Unless specifically allowed, line item or lot offers which restrict acceptance to the entire offer shall be rejected as nonresponsive.

I. Modification, Correction or Withdrawal of Proposals. Proposal may be modified, corrected or withdrawn on written request received prior to the time fixed for proposal opening.

J. Rejection. Any or all proposals received in response to this solicitation may be rejected by the Health District if the Health District determines that any such proposer is not responsive or responsible or that the quality of the services, supplies, materials, equipment or labor offered does not conform to requirements of if the public interest would be served by such a rejection.

K. Proposal Costs. There shall be no obligation for the Health District to compensate proposers for any costs associated with responding to this solicitation.

L. Exclusivity. Nothing in this RFP or any resulting Agreement precludes Health District from obtaining services similar to those described hereby from other sources.

SECTION II: SCOPE OF SERVICES

The Health District seeks proposals for two (2) new vehicles fully equipped as mobile medical clinics (MMC): one (1) Family Planning (FP) MMC shall include one (1) confidential exam room, one (1) confidential client intake room, a small lab area, a small administration/reception area, and an ADA compliant lavatory; one (1) Community Health (CH) MMC will include three (3) confidential counseling rooms, one (1) blood draw work station, and an ADA compliant lavatory.

Background

The Health District is a regional, multi-jurisdictional government agency that provides public health services to Southern Nevada residents.

The Health District performs the following functions:

- Nursing and clinical services, including family planning, sexual health, tuberculosis treatment and control and immunizations.
- Plan review and inspections involving food and beverage establishments, public accommodations, subdivisions, child care facilities, tattoo and body piercing facilities, swimming pools, public water systems, septic and underground storage tanks and solid waste facilities.
- Community health services, including emergency medical services and trauma system, epidemiology, disease surveillance, public health informatics, vital records, chronic disease prevention and health promotion, public health preparedness, and the Southern Nevada Public Health Laboratory.
- Administers the region's Body Art Card and Food Handler Safety Training and Certification Program.

The MMCs will be housed in vehicles outfitted to provide health care services to clients in outlying communities who are unable to come to the Health District's main clinics.

The MMCs will be operated by Health District staff. The selected contractor(s) will not be responsible for staffing the MMCs.

SECTION III – TIMETABLE

A. Request for Proposals (RFP) Release Date: December 4, 2019

B. Authorized Health District Contact: Kevin Bratcher

All questions about this RFP, through the award of a contract(s), shall be directed only to the Authorized Health District Contact. No other person has the authority to respond to questions about this RFP.

Communication about the RFP with any person other than the Authorized Health District Contact is prohibited. Failure to adhere to this requirement will result in rejection of the proposal(s).

C. Questions: Written questions about this RFP may be submitted via email to procurement@snhd.org or posted in the Nevada Government Marketplace (NGEM) by **4:30 PM PST December 13, 2019**. All written questions and answers will be posted as an addendum in NGEM.

D. Proposal Due Date and Time: Proposals are due **January 6, 2020, by 4:30 PM PST**.

E. Proposal Submission: Proposals may be mailed, hand-carried, e-mailed or posted in NGEM. Faxed proposals will not be accepted.

Mailed or hand-carried: Submit one (1) hard copy and one (1) electronic copy on USB drive in a sealed envelope clearly marked “SNHD 20RFP102 Mobile Medical Clinics” to:

Financial Services Department
Attn: Kevin Bratcher
280 S. Decatur Blvd.
Las Vegas, NV 89107

E-Mailed: Submit one (1) PDF/Adobe document with the subject “SNHD-20RFP102 Mobile Medical Clinics” to: procurement@snhd.org.

F. Late Proposals: Proposals received after 4:30 PM PST January 6, 2020, will be rejected.

G. Addenda: Changes to this RFP will be only by addenda issued by the Authorized Health District Contact. Addenda will be posted in NGEM. Proposers shall be responsible for ensuring that their proposals reflect any and all addenda.

SECTION IV. INSTRUCTIONS TO PROPOSERS

Proposals eligible for consideration must be made to the Health District in accordance with the following instructions.

A. Minimum Qualifications:

- a. Proposer shall have been regularly and continuously engaged in the business of designing, building and delivering customized mobile medical clinics (MMC) for at least three (3) years.
- b. Proposer shall possess all permits, licenses, and credentials necessary to supply equipment and warranty repair as specified in this solicitation.

B. Specific Requirements

Proposer is encouraged to submit up to five (5) different proposed MMC designs. Submit all proposed MMC designs in the same proposal, clearly separated for ease of evaluation.

Both MMCs shall:

1. Be new.
2. Include exterior graphics wrap (paint, SNHD logo, phone number and web site address will be provided to selected Proposer(s)).
3. Be 26 ft. to 28 ft. long (maximize space utilization).
4. Be gasoline or diesel powered.
5. Include two (2) air conditioners with individual thermostat control.
6. Include back-up camera.
7. Be ADA compliant (including a patient-friendly navigable environment).
8. Include an under-chassis hydraulic wheelchair lift.
9. Include an electric awning.
10. Include exterior electrical outlets on both sides.
11. Include a generator (minimum 7,000 watts).
12. Include wiring for computers and internet connectivity with a 100-amp power service, capable of switching between the generator and an external power source.

13. Include ethernet, wireless and router connectivity for all designated work stations; built-in antenna system for wireless and router connectivity.
14. Include a 50 ft. or longer power cord rated for 100 amps with a marine type twist lock disconnect.
15. Include one (1) fresh water holding tank and one (1) gray/black water holding tank (capacity must be enough to meet each MMC's requirements).
16. Be fully warranted from date of delivery for at least the term of the original manufacturer's warranty including the following minimum warranty terms:
 - a. Air conditioner – two (2) years, unlimited miles;
 - b. Corrosion – five (5) years, unlimited miles;
 - c. Engine – three (3) years, 50,000 miles;
 - d. Emissions – five (5) years, 50,000 miles;
 - e. Frame rail corrosion – five (5) years, unlimited miles;
 - f. Generator – 1,000 hours, unlimited miles;
 - g. Noise emissions – life of vehicle;
 - h. Suspension – two (2) years, unlimited miles; and,
 - i. Power train – extended warranty, five (5) years, 100,000 miles.
17. Include MMC operations training of Health District personnel by qualified personnel.
18. Include detailed scale elevations of the proposed MMCs and a completely detailed scale floor plan, including cabinets, chairs, exam equipment, etc.
19. The FP MMC will be used to provide comprehensive, confidential family planning services, including birth control, preconception health and reproductive life plans counseling, STD screening and treatment, and preventive health services such as Pap smears and HPV testing and vaccination. **The FP MMC must be delivered by June 15, 2020**, and include the following:
 - a. One (1) confidential medical exam room and equipment, including:
 - 1) Medical exam table with stirrups and swivel light (include client weight specifications);
 - 2) Physician's exam stool; and
 - 3) Desk/workspace with storage (counter, cabinet, drawers);
 - b. One (1) confidential client intake room and equipment, including:
 - 1) Desk/workspace with storage (counter, cabinet, drawers) and adjustable staff chair;
 - 2) Client seating for at least two;
 - 3) Space and wiring for refrigerator (deliver with removeable shelves);
 - 4) Sink with hot and cold running water, cabinet;
 - 5) Space for Health District provided digital scale and height measuring; and
 - 6) Integrated wall system to integrate with Health District clinical equipment (Mfg: Welch Allen. Part # 77791-MX).

- c. One (1) administration/reception area and equipment, including:
 - 1) Desk/workspace with storage (counter, cabinet, drawers) and adjustable staff chair;
 - 2) Client seating for at least two; and
 - 3) Space and wiring for printer.
 - d. One (1) small lab workspace (to process specimens), including:
 - 1) Desk or counter workspace;
 - 2) Electrical wiring to accommodate a centrifuge (Health District will provide equipment); and
 - 3) Sink with hot and cold running water, cabinet.
 - e. One (1) ADA compliant lavatory, including:
 - 1) Toilet; and
 - 2) Sink with hot and cold running water, cabinet.
20. The CH MMC will conduct one-on-one counseling sessions, provide harm reduction and other training, and identify and coordinate necessary mental health/substance use and other medical services. **The CH MMC must be delivered by August 15, 2020**, and include the following:
- a. Three (3) confidential counseling rooms and equipment, including:
 - 1) Desk/workspace with storage (counter, cabinet, drawers) and adjustable staff chair or bench;
 - 2) Client seating for at least two; and
 - 3) One (1) under-counter refrigerator (one room only).
 - b. One (1) blood draw/work station and equipment, including:
 - 1) Blood draw chair; and
 - 2) Counter workspace for staff.
 - c. One (1) ADA compliant lavatory with toilet and overhead storage.
 - d. One (1) sink with running water, counter and cabinet (accessible to lavatory and blood draw/work area).
 - e. One (1) working window to distribute supplies to clients outside.

SECTION V. PROPOSAL EVALUATION

All proposals accepted by the Health District will be reviewed to determine whether they are responsive or nonresponsive to the RFP requirements. Proposals determined to be nonresponsive will be rejected. The Health District's Evaluation Committee will evaluate all remaining proposals based on the Evaluation Criteria prescribed below. The Health District reserves the right to conduct site visits and/or interviews and/or to request that Proposers make presentations and/or demonstrations, as the Health District deems applicable and appropriate. Although discussions may be conducted with Proposers submitting acceptable proposals, the Health District reserves the right to award a contract(s) based on the initial proposals received, without discussions; therefore, the Proposer's initial proposal should contain its best programmatic, technical and price terms.

Proposals received on time will be evaluated against the following criteria, listed in descending order of importance:

1. Design and suitability: proposed solutions that best meet the Health District's needs per the RFP requirements; proposed solutions must be presented in a clear and organized manner.
2. Delivery schedule: customized MMCs must be delivered by the required delivery dates per the RFP; proposer must provide production timetables.
3. Cost and warranty: cost of proposed solutions based on the equipment produced and the warranty offered.
4. Organizational experience: proposers experience designing, building and delivering customized MMCs; proposers must describe their experience and provide at least five (5) examples of completed vehicles similar in size, layout and/or function with verifiable references.
5. Ancillary warrant services, repairs and/or alterations: proposers shall indicate whether such services will be provided directly or indirectly through a local authorized service provider.