

Hawkeye Community College Request for Proposal For Simulation Center Medical Equipment

Overview and General Information

1. Hawkeye Community College (HCC) is currently constructing a new state-of-the art simulation center and is looking expand services offered and update current capabilities. To this end an RFP Has been assembled to outline the equipment needed.

This RFP aims to receive proposals aimed at Simulation Center Equipment to meet the selection criteria below.

Vendors should read all materials carefully and note the due date.

2. College Representative Vendors must direct all questions and comments in reference to this RFP to the College Representative. For this RFP, the College Representative is:

Adam Wiese – RDG Planning and Design – awiese@rdgusa.com
 Barbara Farrell – Hawkeye Community College – Barbara.farrell@hawkeyecollege.edu
 Dan Gillen – Hawkeye Community College – Daniel.gillen@hawkeyecollege.edu

3. Schedule of Events

| Activity | Date |
|-----------------------------------|--------------------------------------|
| Issuance of RFP | January 23 rd 2023 |
| Deadline for Receipt of Questions | February 10th 2023 |
| Proposals Due | February 23rd 2023 |
| *Evaluations Complete | |

**Indicates projected dates only*

4. Editable Copies of the RFP Documents Vendors may request copies of the RFP document by contacting the College Representative above.
5. Receipt and Opening of Response This RFP response is due **February 23rd 2023 at 3:00 PM CT** and is required to be combined into a **single pdf file** unless specified in the submittal requirements and shall be submitted in one of the following ways:

- Simulation Center Medical Equipment
- By paper or electronic copy to HCC POC

6. Evaluation The evaluation criteria utilized for this RFP may be based upon, but not limited to, the following:
 - Compliance with Specifications and Functionality
 - Compliance with Installation and Training Requirements if Applicable
 - Compliance with Warranty and Support Requirements
 - Pricing
 - Lead Time and Required Delivery Timeframe

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Section I - Instructions

1.1 Definitions

| | |
|-------------------------------|--|
| College/Owner | College/Owner is Hawkeye Community College (HCC) |
| Vendor/Bidder | Vendor/Bidder refers to the individual or entity that is proposing or offering to contract for goods or services in the Proposal and is identified in the Acceptance Form. |
| Contract | Contract will be a Hawkeye Community College issued purchase order and/or a contractual agreement that would be signed by the awarded vendor/consultant and an authorized representative of the College/Owner. |
| RFP Documents | All documents issued that pertain to this RFP. This could include original bid documents, addenda, exhibits, plans, etc. |
| Proposal | All documents submitted by the Vendor/Bidder as a response to the RFP in accordance with the RFP requirements. |
| College Representative | College Representative is the individual identified on the Overview and General Information page of this RFP. |
| Work | Construction related projects or goods and deliverables that will be performed by Vendor in accordance with this RFP. |
| Final Acceptance | The term "Final Acceptance" is used to indicate the point in which all contract requirements have been met by the successful Bidder after equipment delivery, assembly and when required installation has been accomplished to ensure its proper function. This includes, but is not limited to, the correction and acceptance of any remaining damaged or defective items, approval and delivery of all Operations and maintenance Manuals, and user training as specified. |

1.2 Inquiries

- (a) Oral statements made by the College Representative or other College employees interpreting, correcting, revising, or amending the RFP documents shall not be deemed part of the RFP documents and are not binding. The College Representative shall issue any interpretations, corrections, revisions, and amendments in the form of written addenda, which will be sent to all known recipients of the RFP documents. Except for addenda modifying the proposal due date or canceling the RFP, such addenda shall be issued to be received at least five (5) calendar days prior to the time set for receipt of proposals. All addenda so issued shall become part of the RFP documents and shall be acknowledged in the Acceptance Form. College reserves the right to issue an addendum in a shorter time frame if in the best interest of College.

1.3 Proposal Submission

- (a) Vendor must read the RFP documents in their entirety and comply with the requirements of the RFP documents. Vendor must promptly notify the College Representative of any ambiguity, inconsistency, or error that Vendor discovers in the RFP documents. College may reject proposals that fail to comply with the requirements of the RFP documents.

- (b) Vendor must identify on the Acceptance Form all parties who will be involved with performance of the Contract. By submitting the Proposal, Vendor warrants that all such parties have received a copy of the RFP documents and that the Proposal is acceptable to these parties.
- (c) Vendor must clearly state in the Exceptions Form any exceptions to or deviations from the RFP documents. Exceptions taken to the RFP documents may cause the Proposal to be rejected at the sole discretion of the College. Any terms in the RFP documents to which Vendor does not take exception on the Exception Form shall be binding and any subsequent objections to those terms shall have no effect.
- (d) A representative of Vendor who is authorized to agree to the terms in the RFP documents and to offer the pricing and make the representations about Vendor's products and services in the Proposal must sign the Proposal.
- (e) Vendor is responsible for any costs incurred in the preparation and submission of the Proposal and any travel and personnel expenses associated with its on-site presentations or demonstrations or other trips related to the RFP. HCC has no responsibility for such costs or expenses even if HCC should elect not to make an award.

1.4 Withdrawal and Resubmission of Proposals

- (a) Prior to the date and time designated for receipt of proposals, Vendor may withdraw a Proposal only by submitting written notice to the College Representative. Such notice must be received by the College Representative prior to the designated date and time for receipt of proposals.
- (b) Vendor may resubmit a withdrawn Proposal up to the time designated for receipt of proposals provided that the resubmitted Proposal complies with the RFP documents.
- (c) Vendor may not withdraw its Proposal for a period of ninety (90) calendar days after the time designated for receipt of proposals unless the Proposal contains an obvious and documented error for which it would be a manifest injustice to require the Vendor to perform pursuant to such terms.

1.5 Acceptance of Proposals and Award of Contract

- (a) The RFP does not commit College to award a Contract. If College elects to award a Contract, it will do so based on the criteria set forth in the RFP documents. College is not required to purchase the lowest priced goods or inferior or substandard goods. College may make multiple awards if College determines it is in its best interest to do so.
- (b) College reserves the right to accept or reject any or all proposals.
- (c) College may request from Vendor additional documents or Proposal clarifications after the due date and time for proposal submission. College may also request Vendor to make an on-site presentation/demonstration. College may reject the Proposal if Vendor fails to provide the additional documents or clarifications or participate in the on-site presentation/demonstration.
- (d) College may waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any vendor. College may accept deviations from the specifications in the RFP documents if through information submitted or demonstrations College determines that the offered product or service is substantially compliant and would be in College's best interest.

- (e) College may investigate as it deems necessary the ability of Vendor to provide the expected goods or services. College may reject the Proposal if the evidence submitted by, or investigation of, Vendor fails to satisfy the College, in its sole opinion, that Vendor is properly qualified to carry out the obligations specified in the RFP documents.

1.6 Formation of Contract If College elects to award a Contract, it will take one of the following actions to form a Contract between College and selected vendor(s):

- (a) Accept a proposal, as written, by issuing a contract to selected vendor(s) that incorporates the RFP documents by reference and accepts all or selected portions of the selected vendor's proposal. The contractual agreement which must be signed by an authorized representative of the College and the selected vendor(s). Vendor(s) shall be given twenty (20) days to sign such Contract. Delays in finalizing by a vendor may be viewed as lack of interest by the vendor in servicing the Contract and would be grounds for rejecting that vendor's proposal.
- (b) Enter into negotiations with one or more vendors to reach a mutually satisfactory Contract that will be executed by both the College and vendor and that will be based on the RFP documents, the proposal submitted by selected vendor, any clarification(s) requested by the College and submitted by vendor, except as amended by mutual agreement through the associated negotiations. These negotiations will not include any changes to the pricing structure submitted in the proposal unless the negotiations change the requirements. Should College and the selected vendor be unable to negotiate a mutually acceptable contract within thirty (30) days of the College initiating negotiations, College shall have the right to reject the selected vendor's proposal and enter into negotiations with another vendor, without penalty or any liability to the College.
- (c) Because the College may use the alternative described in (a) above, Vendor shall include in its Proposal all requirements, terms, or conditions it may have, and shall not assume that an opportunity will exist to add such matters after the Proposal has been submitted.

1.7 Disposition and Disclosure of Proposals

- (a) Once opened, the Proposal becomes the property of the College and will not be returned to the Vendor.
- (b) Until the date of an award of this RFP, the Proposal and any other related documents provided by Vendor, including but not limited to, attachments, appendices, and exhibits, shall be treated as confidential to the extent required and permitted under State of Iowa law.
- (c) If College receives a request for a portion of the Proposal or other documents that Vendor has identified as confidential, College shall notify Vendor (unless legally prohibited from doing so) and Vendor shall, at its sole expense and in a timely manner, appear before an administrative or judicial authority to obtain an order restraining its release. If Vendor fails to do so, College may release the portions of the Proposal or other documents that Vendor has identified as confidential.
- (d) Failure to properly identify items as confidential on the Acceptance Form and appropriately cite the specific provisions of the Open Records Act relied upon shall relieve College from any responsibility to notify Vendor of a request for those items and from any liability should such items be released.

1.8 Conflict of Interest In order to comply with federal and state laws and regulations, a Vendor who is a “Conflict of Interest Vendor” must have approval from the College Representative prior to submitting its Proposal on this RFP. A Vendor is a “Conflict of Interest Vendor” if it is any of the following:

- (a) A paid employee (whether full-time, part-time, hourly, temporary, or student--including a graduate student on assistantship) of the College
- (b) A member of the Board of Trustees
- (c) An entity in which any of the above referred persons is a partner or sole proprietor

1.9 Independent Price Determination Vendor certifies that in connection with its Proposal:

- (a) Any prices or hourly rates in the Proposal have been arrived at independently, without consultation, communication, or agreement with any competitor for the purpose of restricting competition.
- (b) Any prices or hourly rates which have been provided in this Proposal have not been knowingly disclosed by Vendor, directly or indirectly, to any competitor.
- (c) No attempt has been made by Vendor to induce any other person or entity to submit or not to submit a proposal for the purpose of restricting competition.

1.10 Bill of Material and Cut Sheets

- (a) The Vendor shall submit a comprehensive Bill of Materials
- (b) The Bill of Materials shall be submitted electronically in Microsoft Excel format, unless an alternate format is approved in writing by the Consultant and/or Owner.
- (c) The Bill of Materials submittal shall contain at a minimum the following fields for each item: Quantity, Make, Model, Description, Color/Finish (if applicable). Items that are Owner Furnished should be identified as such. Additional columns may be added for notes or other supplemental information as needed.
- (d) Product Cut Sheets: Unless otherwise agreed to in writing, the Vendor shall prepare a package of product cut sheets for review by the Owner The package shall include manufacturer’s cut sheets

1.11 Quality Assurance

- (a) Unless otherwise stated, all equipment will be new, less than one year from the date of manufacture,

and without blemish or defect.

- (b) All equipment must be purchased from a manufacturer-approved distributor or reseller. Purchase of equipment from a non-approved reseller is prohibited.
- (c) The equipment shall be the latest model or type offered which meets the applicable specifications at the time of the submittal. Discontinued items replaced by newer models or versions are prohibited from use in the project. It shall be the Vendor's responsibility to provide the Owner & Consultant with information regarding discontinued products listed in the specification. If a product listed is discontinued prior to installation, the Vendor shall submit a substitution request.

1.12 Progress Reports

- (a) Vendor shall submit a brief Progress Reports via e-mail to the Owner & Consultant. The Progress Reports should be concise, utilizing bullet points or another efficient format.
- (b) The reports shall be submitted by 15th day of every month throughout the procurement, delivery & installation period and to Adam Wiese, Terence Flynn and Dan Gillen
- (c) Progress Reports shall list the status of the ordered equipment to include date ordered, expected ship date, and expected date of receipt.

Section II – Scope of Work-Goods Specifications

2.1 Vendor shall reference Appendix A of this RFP for Simulation Center Equipment list and specifications.

2.2 General Warranty Requirements

- 2.2.1 Should not begin until setup has been completed by vendor if applicable.
- 2.2.2 Comprehensive software and hardware support.
- 2.2.3 On-site service if applicable.

2.3 General Support Requirements

- 2.3.1 On-site installation and setup if applicable.
- 2.3.2 On-site user training if applicable.
- 2.3.3 Off-site user training for duration of ownership if applicable.
- 2.3.4 Maintenance and troubleshooting training for local support staff.

2.4 Delivery and Acceptance Specifications

- 2.4.1 Delivery shall be no sooner than **June 9, 2023**, and no later than **July 15th, 2023**
- 2.4.2 Delivery shall be to **Hawkeye Community College 1501 E Orange Rd, Waterloo, IA 50701**
- 2.4.3 Vender shall provide 30 Day notice of shipments as well as anticipated arrival dates
- 2.4.4 Unless otherwise directed, the Vendor shall activate all manufacturer warranties in the Owner's name. The start date of the warranties shall be the date that the Owner has received all equipment per this specification and full installation has occurred if applicable

Section III – Submittal Requirements

3.1 Submittal Responses Complete the following questions/requirements below and return as **Supplement 1** with your RFP response. Additional space may be required but responses and information provided should be clearly labeled and concise.

Delivery

Vendor can meet the required delivery timeframe noted in Section II – Scope of Work/Specifications?

- Yes
 No

Delivery/Installation

How soon can item(s) be delivered within specifications of delivery section 2.4 if a purchase order is awarded? _____

(Be specific on delivery date as this is a key evaluation factor.)

How soon can installation and training if applicable take place after delivery? _____

Freight Terms

Installation/Training

HCC is requesting installation (if required) of the equipment. Is installation and training included in the cost of the equipment?

- Yes
 No

If not, what is the cost of training, and what is included in the training? (e.g.: 1 day training on-site, calibration testing, etc.) Cost \$ _____

Description of Training:

Warranty

What is the warranty duration?

What does the warranty cover?

Does Company offer an extended warranty? (If yes, include annual cost.)

- Yes Cost \$ _____
 No

Service/Preventative Maintenance

Provide cost of annual, or multi-year maintenance agreements, if applicable?

\$ _____ per year/per unit \$ _____ per multi-year/per unit for _____ year term

What is included in the agreement? (e.g., PM, discounted parts, 24/7 technical telephone support, etc.)

Sales and Support

Time/days telephone support is available _____
If on-site support is provided, hours of operation, and where support person would be dispatched from?

What would be the response time from time of call to time of dispatch to location?

Name and number of dedicated contact dispatch person?

References

| Name | Institution/Company | Phone Number and/or Email |
|-------|---------------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Payment Terms

Be certain to state terms of payment. Failure to indicate Vendor terms will mean that, if Vendor submittal is accepted then Hawkeye Community College will apply a five percent (5%) discount for payments made within 15 days of receipt of Vendor invoice in Procurement Services.

Owner has 30 days from end of month in which the invoice was submitted for payment to vendor.

Provide the **Export Control Classification number (ECCN)**, if any, for the instrument:

This information is required by HCC for reporting purposes enforced by the Bureau of Industry and Security.

[the following sections are reserved for any Supplement requests you would like completed and returned, examples included. Be sure to match with your Submittal Checklist]

- 3.2 References** Include four (4) references currently engaged in a similar contract of this type preferable related to government, education, or large corporate contracts of similar scale as **Supplement 2** of your proposal.
- 3.3 Pricing** Please submit pricing as **Supplement 3** of your proposal. **Must be submitted in Excel format for comparison and evaluation purposes.**
- 3.4 Additional Value-Added Services and Technologies** Provide additional information on options for student and personal discounts, services, or technologies your company can provide as value added solutions as **Supplement 4** of your proposal.

Section IV – Acceptance Form

The undersigned Vendor, in response to this RFP after carefully reviewing all instructions, scope of work/specifications, and terms and conditions contained therein, submits this proposal as an offer to enter into a mutually acceptable contractual agreement with the College. If this proposal is accepted by the College, the Vendor agrees to provide goods and/or furnish services in accordance with this RFP.

The undersigned acknowledges receipt of the following Addenda if applicable, which are a part of the contract documents:

All issued Addenda must include an authorized signature and be returned with your RFP response.

The undersigned notes the following sections of this proposal represent trade secrets or proprietary information.

Note: Pricing information and other financial offers cannot be considered proprietary information.

The undersigned agrees their proposal is an offer to the College that may not be withdrawn for a period of ninety (90) calendar days after the RFP due date.

The undersigned hereby certifies by signing below; **(a)** that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; **(b)** that the undersigned has not directly or indirectly induced or solicited any other Vendor to put in a false or sham proposal; **(c)** that the undersigned has not solicited or induced any person, firm, or corporation to refrain from bidding; and **(d)** that the undersigned has not sought by collusion or kickback to obtain any advantage over any other Vendor or over the College.

Legal Business Name: _____

Official Address: _____

Federal Employment Identification Number: _____

State of Iowa Vendors Number (if applicable): _____

Authorized Signature: _____

Name Printed or Typed: _____

Title: _____

Telephone Number: _____

Email _____ Date: _____

Section V – Exceptions

List all exceptions to this RFP in this section. Include page number, section, and reason for exception.

Note: Attach additional pages if necessary.

Check one of the following:

- Vendor has no exceptions to this RFP
- Vendor has the following exceptions to this RFP

| | <u>Page Number</u> | <u>Section</u> | <u>Exception</u> |
|-----|--------------------|----------------|------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ |
| 13. | _____ | _____ | _____ |
| 14. | _____ | _____ | _____ |

Section VI – Submittal Checklist

RFP responses will not be considered complete unless all items in the checklist are provided. See Section III – Submittal Requirements for more detailed information.

- Supplement 1 -
- Supplement 2 -
- Supplement 3 -
- Supplement 4 –
- Completed and Signed Section IV - Acceptance Form
- Completed Section V – Exceptions if applicable

ATTACHMENT A

Iowa Department of REVENUE

Iowa Sales/Use/Excise Tax Exemption Certificate

tax.iowa.gov

This document is to be completed by a purchaser when claiming exemption from sales/use/excise tax. Certificates are valid for up to three years.

Purchaser legal name: Hawkeye Community Colle

Seller legal name:

Doing business as: Hawkeye Community College

Doing business as:

Address: 1501 E Orange Rd, PO Box 8015

Address:

City: Waterloo State: IA ZIP: 50704

City: State: ZIP:

General nature of business: Education

Phone number: (319) 296-2320

Purchaser is doing business as:

Retailer Permit number (if required):

Retailer car dealer Enter your DOT number:

Governmental agency (including public schools)

Wholesaler

Farmer

Lessor

Manufacturer

Nonprofit hospital

Private nonprofit educational institution

Qualifying residential care facility

Nonprofit museum

Commercial enterprise

Nonprofit food bank

Other

Purchaser is claiming exemption for the following reason:

Resale Leasing Processing

Qualifying farm machinery/equipment

Qualifying farm replacement parts

Qualifying manufacturing machinery/equipment

Research and development equipment

Pollution control equipment

Recycling equipment

Qualifying computer or computer peripheral

Qualifying replacement parts/supplies (manufacturing, research & development, pollution control, recycling, computer)

Qualifying computer software, specified digital products and digital services

Grain bins and replacement parts

Other Public Education Institution

Direct pay Permit number required:

Permit:

Description of purchase (Include additional information if necessary):

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this certificate, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature of purchaser: Julie M. Monz





Title: Director of Business Services Date: 1/4/22






Seller: Keep this certificate in your files.




Purchaser: Keep a copy of this certificate for your records.






Do not send to the Iowa Department of Revenue





ATTACHMENT B



| RFP TAG Line item # | ITEM | COUNT | DESCRIPTION | COMMENTS/PHOTO EXAMPLES |
|------------------------|------------------------------------|-------|---|---|
| HCC-101 | Hospital Bed Medical Surgical Type | 29 | Electric. Adjustable height, head and foot. Patient and Nursing controls in rails. Includes 3" mattress, and IV pole. Minimum 1 year warranty |  |
| HCC-102 | Hospital Bed BaratricType | 1 | Electric. Adjustable height, head and foot. Scale included. Includes mattress and minimum 1 year warranty |  |
| HCC-103 | Bedside Cabinet | 29 | Standard bedside cabinet with casters. 1 drawer with door storage below. Color-Brown |  |
| HCC-104 | Over Bed Table | 29 | Standard non-tilt overbed table. Adjustable height. Caster base. Color-Brown |  |

| | | | | |
|---------|-------------------------------|----|---|---|
| HCC-105 | Exam Stool | 13 | Standard exam stool. Screw type height adjust. 250lb capacity. With foot ring. Color-Black |  |
| | | | | |
| HCC-106 | Wall Mount Diagnostic Station | 39 | Wall mount diagnostic station with Powersupply. Manual Aneroid Clock BP, Otoscope, Othmalascope and Dispenser |  |
| | | | | |
| HCC-107 | Mobile Computer Work Station | 6 | Non-Powered rolling laptop cart with two drawers |  |
| | | | | |
| HCC-108 | Exam Table | 10 | Standard exam table with stirrups. Step Stool integrated. Storage drawers integrated. Paper roll included |  |
| | | | | |
| HCC-109 | Isolation Cart | 2 | 3 Drawer isolation cart |  |

| | | | | |
|---------|------------------|----|--|---|
| | | | | |
| HCC-110 | Bed Linen Set | 62 | Bed linen set. Per Pack - Pillow case, flat sheet, fitted sheet and pad. Dark Blue -14, Medium Grey - 48. Cotton | |
| HCC-111 | Sharps Container | 45 | Wall mount sharps container with lock |  |
| HCC-112 | Oxygen Regulator | 50 | Oxygen Flowmeter Ohmeda Type fitting |  |
| HCC-113 | Air Regulator | 31 | Air Flowmeter Ohmeda Type fitting |  |
| | | | | |

| | | | | |
|---------|------------------------|----|---|---|
| HCC-114 | Vaccum Regulator | 31 | Suction Regulator Ohmeda Type fitting |  |
| | | | | |
| HCC-115 | Phelbotomy Chair | 2 | Phlebotomy chair, standard no recline |  |
| | | | | |
| HCC-116 | Glove Dispenser | 45 | Glove Dispense. - 3 Glove Box capacity universal horizontal or vertical mount |  |
| | | | | |
| HCC-117 | Therapy Stair Step | 1 | Up Down Staircase for Therapy L Configuration |  |
| | | | | |
| HCC-118 | Platform Parallel Bars | 1 | Platform Mount parallel Bar Dimensions : 12" 18" – 28" 26"– 39" |  |

| | | | | |
|---------|------------------------------------|----|---|---|
| HCC-119 | Portable Folding Mat/Massage Table | 2 | Deluxe Adjustable Headrest with FacePillow 3" Cushion Adjustable legs to 33" height 400lb capacity |  |
| HCC-120 | Wall Mount Folding Mat Table | 1 | Wall mount fold up mat table for therapy |  |
| HCC-121 | Plinth Table | 10 | Adjustable High Low Therapy Table (19"-38") 1-3/4" firm foam surface 15" x 27" head section raises 25°, lowers 80° 19" x 27" center section does not raise 38" x 27" foot section raises 75° 400-lb weight capacity |  |
| HCC-122 | Transport Chair Aluminum | 1 | Aluminum Construction 250lb Capacity 19" wide seating Foldable for storage |  |

| | | | | |
|---------|----------------------------|---|---|---|
| HCC-123 | Clicical Supply Cabinet | 4 | 72" High Cincal Supply Cart. Drawer and Shelf combination. Locking door optional, clear glass or plastic. White |  |
| | | | | |
| HCC-124 | Stainless Steel Prep Table | 1 | Stainless Steel Prep/Instrument Table with Shelf Rubber Casters with Locks 72" length by 24" wide |  |

END LIST