



**PureView Downtown Clinic
Medical Equipment/Supplies Request for Bids (RFB)
July 2021**

Table of Contents

1.0 General Information on Bid Process..... 2

 1.1 General..... 2

 1.2 Submission Instructions..... 3

 1.3 Questions..... 3

 1.4 Bidding Process Schedule..... 4

2.0 Background and Scope of Service..... 4

 2.1 PVHC Overview..... 4

 2.2 Scope of Services..... 5

3.0 RFB Requirements..... 6

4.0 Evaluation and Selection 7

Appendix A – PVHC Medical Equipment List RFB



1.0 General Information on Bid Process

PureView Health Center (PVHC), a federally qualified health center, is conducting this Request for Bids (RFB) process to select a qualified Medical Equipment/Supply Vendor, which meets the PVHC service(s) requirements. The vendor must have a proven record of accomplishment in delivering high-quality equipment and service(s) while maintaining high-levels of customer satisfaction at market-based, pricing levels. The requested service(s) will be provided under general oversight of the PVHC Project Manager.

The scope of services for this RFB:

- Delivery of high-quality equipment;
- Installation of equipment;
- Meet all safety and installation requirement(s) for medical equipment;
- Provide management of equipment, configuration and maintenance services, as warranted.

1.1 General

Structure and content for the bids should be organized as listed below:

1. Cover page - Include Company name, address, primary contact and contact information.
2. Responding person contact information - Provide contact information for the person responsible for managing and responding to the Medical Equipment/Supplies Request for Bid (RFB).
3. Customer references. Provide at least three (3) customer references. Include the company name, contact person, contact information, services rendered, dates of services rendered, length of your business relationship and any other relevant information.
4. Capabilities - Capabilities to Provide Medical Equipment Maintenance and Management Services, as listed in the RFB, upon completion.
5. Equipment Price List – Provide prices of requested medical equipment (Appendix A); includes manufacturer, manufacturing item number, equipment name, quoted price, and any warranties and/or service agreements, extended by vendor and/or manufacturer.
6. Delivery of Bid – Bid information to be received in a sealed package.



1.2 Submission Instructions

The bid is required to be submitted no later than Friday, July 23, 2021, by 4:00 PM (MST), in a sealed package.

Bidders shall submit:

- three (3) copies;
- one (1) electronic copy on a USB flash drive.

All responses must be delivered to:

- If submitting via U.S. Postal Service:
Identify the solicitation title and number clearly on the submitted envelope.

PureView Health Center
Attn: Melonie Van Dyke, Executive Assistant
RE: PVHC Downtown Clinic - Medical Equipment/Supplies RFB
1930 9th Ave.
Helena, MT 59601

- If submitting in person or by carrier:
Identify the solicitation title and number clearly on the submitted envelope.

PureView Health Center
Attn: Melonie Van Dyke, Executive Assistant
RE: PVHC Downtown Clinic - Medical Equipment/Supplies RFB
1930 9th Ave.
Helena, MT 59601

1.3 Questions and Walk-Through

Questions concerning this solicitation must be submitted in writing or email to: Ben McGaugh, Project Manager, at Benjamin.McGaugh@pureviewhealthcenter.org by July 19, 2021, at 5:00 PM (MST). Emails must be sent with the subject line “*Questions: PVHC Downtown Clinic – Medical Equipment/Supplies RFB; return receipt requested.*” An email confirmation reply will be sent within 24 hours to the sending email.

Questions may be delivered, mailed or emailed. Answers will be sent via an addendum to all registered bid document holders, via email. Offerors are encouraged to contact Ben McGaugh, at (406) 500-2082, to register as a bid document holder to automatically receive addenda as they are issued.



A building walk-through will be conducted on Friday, July 16, 2021, at 10 AM (MST), for interested parties to physically see the new facility and space in preparation for preparing equipment/supply bids.

Notate: Any interested parties should report to the PVHC Downtown Clinic (Seeley Building), located at 630 N. Last Chance Gulch, Helena, MT 59601, by 10:00 AM to receive a walkthrough of the facility; parking is available along Last Chance Gulch and enter from the southwestern entrance (next to Her Alibi). Safety equipment (i.e. hard hat, vest) will be provided on-site.

1.4. Bid Schedule

RFB Issued	07/09/2021
Building Walk-Through	07/16/2021 at 10 AM (MST)
Deadline for submitting questions to RFB	07/19/2021 by 5 PM (MST)
Bids Due	07/23/2021 by 4 PM (MST)
Tentative Contract Award Date	07/28/2021

2.0 Background and Scope of Services

2.1 PVHC Overview

PureView Health Center (PVHC) is a 501(c)(3) federally qualified community health center (FQHC) in Helena, MT, currently operating four (4) site(s) located in the following communities: East Helena, Lincoln and Helena, Montana. PVHC provides medical, dental, behavioral health, pharmacy and enabling services, like case management, insurance eligibility and others to the communities we serve. PVHC is in the process of opening our fifth site in the downtown Helena, Montana, by the mid-end of November 2021. The new site is expected to increase the operations by about 40% and all services described above will be available at the new site.

PVHC currently generates around 35,000 office visits and services around 8,000 patients yearly. PVHC employs approximately 80 Full-time Employees (FTE), between the four (4) sites.



PVHC's current fiscal year budget is around \$10MM. Major funding categories are patient revenues and federal funding, respectively 56% and 25% of total revenue(s).

PVHC is seeking bids for medical equipment/supplies and services from a qualified vendor for our new downtown site, located in Helena, Montana. PVHC is subject to an annual audit under the Uniform Guidance (2 CFR Part 200), associated with solicitation(s) for procurements.

The selected vendor for PVHC's medical equipment/supplies and services will be expected to provide timely delivery, installation, and service, while providing the most cost-effective and high-quality equipment/supplies.

Additional information concerning PVHC, the required medical equipment/supplies and services, request for bid process, as follows.

2.2 Scope of Services

PVHC is seeking the following set of mature and professional services, which the selected vendor shall provide a detailed listing of medical equipment prices, services, and services associated with the requested equipment list. The following sections provide an overview of the services sought.

The equipment list must define a clear and accurate description of the following: manufacturer, manufacturing item number, equipment name with description, quoted price and any warranties and/or service agreements, extended by vendor and/or manufacturer. Reference and utilization of the Medical Equipment List - Appendix A.

The desired delivery and installation of equipment is requested, by October 31, 2021, and if this is not feasible for the bidder, please define the timeline for delivery and installation, of such equipment requested, while meeting all safety and installation requirement(s) for medical equipment on-site.

The Project Manager will serve as PureView Health Center's point of contact, for services rendered by the vendor in the RFB. In this capacity, the appointed individual will have the authority to allocate the needed resources to insure the transition of those service(s) to the successful vendor.



3.0 RFB Requirements

All bidders will have expertise in equipment and services, but also be able to understand the environment of a healthcare center with multiple sites. Bidder should demonstrate a minimum of ten years' experience.

All bids submitted in response to this solicitation must contain the following information:

1. Executive Summary

Bids should include a brief summary of overall qualifications and experience of the vendor, as it pertains to the Vendor's ability to provide the equipment, supplies, and services outlined in this RFB, including any aspects of the organization that would enable it to excel at the requested services and attributes that would provide value added benefits.

2. Statement of Qualifications & Experience

Bids should address the vendor's qualifications and experience as it relates to providing the type of service(s) specified in the 2.2 Scope of Services. Bids need to include the experience and qualifications of any person(s) that would be assigned a task under this agreement. Bids should illustrate the specific types of task that would be assigned under this agreement as well as identify team leaders and primary points of contact. Provide the qualifications and experience of any subcontractors that would have a role under this agreement. Bidders must also provide the number of years the firm has been in operation.

3. Equipment Price List

Provide an overall project cost to complete the project described in the 2.2 Scope of Services and return the price list for the equipment in Appendix A with prices.

4. Timeline of Delivery and Installation

The desired delivery and installation of equipment is requested by October 31, 2021, and if this is not feasible for the bidder, please define timeline for delivery and installation of equipment requested.

5. References

Bidders must also include at least three (3) references for provisions of goods and services.



4.0 Evaluation and Selection

Bids shall be reviewed and evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all vendors as it deems necessary. PVHC reserve the right to reject all RFBs in their entirety or to select certain applications from the RFBs. PVHC reserves the right to award a contract in any manner deemed in the best interest of the organization.

Bids will be evaluated according to the following criteria:

1. **Cost (75%)**
2. **Timeline for Delivery and Installation (15%)**
3. **Overall Experience and Qualifications (5%)**
4. **Additional Warranties and Services (5%)**

The award will be made to the qualified offeror or whose bid is deemed most advantageous to PVHC, all factors considered. Any unsuccessful bidders will be notified in writing not more than five (5) working days after the awarding of the bid. The letter will include the PVHC Grievance Process for reference.

The successful offeror will be an independent contractor, not an employee of PureView Health Center.

The successful offeror will provide proof of the following:

1. Proof of registration with the Secretary of State
2. Workers Compensation
3. Liability Insurance
4. Errors and Omissions Insurance

PVHC reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and service(s) proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate and to waive any irregularities.