Cayman Islands Health Services Authority

Request for Proposal
Supply & Install
Generators at District Health Centers Project
#HSA1314 SER08
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I. INSTRUCTIONS TO PROPOSERS

It is the intent of the Cayman Islands Health Services Authority (Authority) to procure services with a professional and established business for the provision and installation of generators at our four (4) District Health Centres. The Authority is inviting qualified proponents to submit a proposal for the services as outlined in this document.

- Proposals should be submitted in a sealed package clearly marked with the address and RFP number. If more than one package is submitted, they should be marked 1 of 2, etc.
- All documentation relating to the cost/prices must be in a separate sealed package and clearly marked as such and submitted with proposals.
- All proposals must be submitted in PDF on a CD and two (2) hard-copies (one clearly marked as ORIGINAL) to:

  Cayman Islands Health Services Authority
  P.O. Box 915
  Grand Cayman KY1-1103
  Cayman Islands
  Attention: Ms. Lisa Bell
  Tender #HSA1314SER08

Proposals must be received at the above address no later than 12:00 Noon, Wednesday May 21th 2014. Late proposals will not be considered, regardless of the reason.

Hand carried proposals may be delivered to the Health Services Authority Procurement Unit, located on the 2nd Floor of the Health Service Authority Hospital at 95 Hospital Road, between the hours of 8:30 am and 5:00 pm, Monday through Friday up to the deadline for proposal submission.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the above address and tender number appears on the outer wrapper or envelope used by such service.

INTERPRETATION OF SPECIFICATION

During the proposal period, questions of interpretation and clarification relating to this RFP must be submitted, in writing, preferably by email, to the below address and received by the Authority on or before 12:00 noon on Thursday May 15th, 2014:

  Cayman Islands Health Services Authority
  P.O. Box 915
  Grand Cayman KY1-1103
  Cayman Islands
  Attention: Ms. Lisa Bell
  Email: lisa.bell@hsa.ky

Any questions answered during the proposal period, if said answer affects the essence of the proposal will be incorporated in an addendum, which will be posted on www.hsa.ky .

SITE SURVEY

During the proposal period a proposer may request to visit the sites to conduct a site surveys. Requests for site surveys must be submitted, in writing, preferably by email, to the below address and received by the Authority before 12:00 noon on Tuesday May 13th, 2014:

  Cayman Islands Health Services Authority
  P.O. Box 915
  Grand Cayman KY1-1103
  Cayman Islands
  Attention: Ms. Lisa Bell
  Email: lisa.bell@hsa.ky
RFP TIMELINE

A schedule of key dates for the solicitation has been established as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Key Timeline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Issue RFP</td>
<td>Friday, May 2nd 2014</td>
</tr>
<tr>
<td>2.</td>
<td>Closing Date to Request Site Survey</td>
<td>Tuesday, 12:00 PM May 13th, 2014</td>
</tr>
<tr>
<td>3.</td>
<td>Closing Date for Questions</td>
<td>Thursday, 12:00 PM May 15th 2014</td>
</tr>
<tr>
<td>4.</td>
<td>Closing Date For Receipt of Bid Proposals</td>
<td>Wednesday, 12:00 PM, May 21st 2014</td>
</tr>
</tbody>
</table>
II. INFORMATION FOR PROPOSERS

REQUEST FOR PROPOSAL

The Cayman Islands Health Services Authority (Authority) is requesting proposals from qualified proponents for the supply and installation of generators at the District Health Centres as outlined in the scope of works.

This RFP contains instructions governing the proposals to be provided, requirements which must be met for eligible consideration, general evaluation criteria, and other requirements to be met by each proposal.

This RFP does not commit the Authority to award a contract. The Authority reserves the right to accept or reject any or all proposals, or to negotiate separately with competing proposers, and to waive any informalities, defects, or irregularities in any proposal if it determines it is in the best interest of the Authority to do so. The Authority will notify all Proposers in writing if it rejects all proposals or cancels this RFP process.

The Authority reserves the right to accept the proposal of a vendor other than that of the lowest bidder.

All materials submitted shall become the property of the Authority, and may be returned only at the Authority's discretion. The Authority has the right to use any or all ideas presented in any reply to the RFP. Selection or rejection of the proposal does not affect this right.

CONDITIONS OF AWARD

It is the intent of the Authority to engage with the most responsive Proposer, provided the proposal has been submitted in accordance with the requirements of this Request for Proposals document, judged to be fair and reasonable, and does not exceed the appropriated funds available. The Authority shall be the sole judge of the Proposer's qualifications, and whether the priced proposal is in the best interests of the Authority.

The Authority may conduct such investigations as the Authority considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the proposer and award in accordance with the Request for Proposal documents to the Authority's satisfaction within the prescribed time.

CONTRACTUAL CONDITIONS

For this RFP, the proposal must remain valid for at least one hundred and eighty (180) days. Moreover, the contents of the proposal of the successful bidder may become contractual obligations if a contract is entered into.

The amount for the services to be rendered will be negotiated with the firm selected, and said firm will be required to enter into a formal agreement with the Authority. The Authority reserves the right to delete or amend any of the services as listed and described in this RFP.

The content of the RFP and the successful vendor's proposal will become an integral part of the contract, but may be modified by the provisions of the contract.

The successful vendor will be required to include a disclosure statement of any potential conflicts of interest that the firm may have due to other clients, contracts, or interest associated with this project.

The selected vendor will be required to assume responsibility for all services offered in the proposal whether or not she or he provides them. Further, the Authority will consider the selected vendor to be the sole point of contact with regard to contractual matters.

KNOWLEDGE OF CONDITIONS

The proposer shall satisfy himself as to the nature of the work and general and local conditions. He or she shall gain full knowledge of working conditions and other facilities in the area which will have a bearing on the performance of his or her work. Any failure by the proposer to acquaint himself/herself with all of the available information shall not relieve that proposer from any responsibility for performing all work properly.
SOLICITATION PROCESS

Firms are requested to submit priced proposals addressing those items cited in the RFP. Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section VI, Evaluation Criteria.

In the final phase, negotiations will be held with the firm ranked the highest by the evaluation committee on the basis of the proposal and interview. If a tentative agreement is reached with the top ranked firm, the recommendation will be sent to the Authority’s Board for approval. Board approval may be subject to successful negotiation of a final contract. The Authority and the top ranked firm will then negotiate the details of the final contract; the contract will be signed; and work may begin.

Should the Authority be unable to reach an agreement with the top ranked firm, negotiations will commence with the next ranked firm. This process will continue until a satisfactory contract is negotiated, or the Authority exercises its right to reject all proposals.

ADDITIONAL INFORMATION

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The Authority reserves the right to be the sole judge of these criteria.

The Authority may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.
III. RFP CONDITIONS

ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, or subcontractors have successfully completed services, similar to those specified in the Scope of Services section of this RFP, or have equivalent experience in a closely related field.

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer’s responsibility to ensure that its proposal arrives on or before the specified time.

PUBLIC RECORDS

Freedom of Information law provides that municipal records shall at all times be open for personal inspection by any person. Information and materials received by Authority in connection with all Proposers’ responses shall be deemed to be public records subject to public disclosure. However, certain exemptions to the public records law are statutorily provided. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Freedom of Information Law, then the Proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the Authority will treat all materials received as public records.

CONFIDENTIALITY

The Proposer agrees not to use or disclose any information it receives from the Authority under this agreement that is confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this agreement or as authorized in advance by the Authority. The Authority agrees not to disclose any information it receives from the Proposer which the Proposer has previously identified as confidential and which the Authority determines in its sole discretion is protected from mandatory public disclosure under a specific exception in the Freedom of Information Law. The duty of the Authority and the Proposer to maintain confidentiality of information continues beyond the term of this agreement, including any extensions.

ADDITIONAL ITEMS/SERVICES

The Authority may require additional items or services of a similar nature, but not specifically listed in the contract. The Proposer agrees to provide such items or services, and shall provide the Authority prices on such additional items or services based upon a formula or method which is the same or similar to that used in establishing the prices in the proposal. If the price(s) offered are not acceptable to the Authority, and the situation cannot be resolved to the satisfaction of the Authority, the Authority reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Proposes thirty (30) days written notice.

FEES

Compensation for the project will be based on best value for money and the final negotiated price with the successful vendor. The submitted cost estimate must include all projected cost associated with the project.

INCURRED COSTS

This RFP does not commit the Authority to pay any costs incurred by Proposers in the preparation of a proposal in response to this request and Proposers agree that all costs incurred by Proposers in developing this proposal are the Proposer’s responsibility.

FINAL AUTHORITY

The final authority to award a Contract rests solely with the Board of the Health Services Authority.

GOVERNING LAW

The agreement will be governed by the laws of the Cayman Islands.
AMENDMENTS TO THIS REQUEST FOR PROPOSAL

The Authority, reserves the right to amend this Request for Proposal by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be posted on the Authority’s Web site www.hsa.ky, as soon as available and shall be the responsibility of the proposer to obtain all addenda. If revisions are of such a magnitude to warrant, in the Authority’s opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.
IV. SCOPE OF SERVICES

SCOPE OF WORK

1. Supply and install new generators, equipment and materials for the 4 District Health Centers:
   - West Bay Nurses Health Centre
   - Lilith McLaughlin Memorial Health Centre, East End
   - Dica Brown Memorial Health Centre, North Side East End
   - Jessie Ritch Memorial Health Centre, Bodden Town

2. All Generators shall meet at least the following:
   - NFPA 110 type 10, Level 2
   - Fitted with the minimum instruments/alarms shall be as per NFPA 110 table 5.6.5.2
   - Include automatic battery charging system
   - USA EPA Tier 3 compliant or better
   - Equipped with engine block heater and alternator anti-condensation heater
   - Provide a minimum warranty of 2 years on each from the date of commissioning
   - Equipped with automatic programmable exercise clock

3. Submit applications and procure permits from Planning and BCU. The Authority will responsible for paying the BCU application fees

4. West bay Health Centre Project scope:
   - Upgrade Building Service: Change incoming supply 240V/120V 3 phase to 208V/120V 3 phase
   - Remove and dispose of generator with sub-base tank and enclosure and transfer switch
   - Provide & install
     i. 75 KVA, 208V/120V 3 phase generator
     ii. UL 142 double wall sub base fuel tank of minimum 400 Gallon fuel capacity
     iii. Outdoor Enclosure rated for 150 MPH winds
     iv. 300 Amp Transfer switch (3 phase)

5. Bodden Town Centre Project Scope:
   - Design all aspects of the installation as per the attached drawing A100
   - Provide & install
     i. Generator Pad with railings
     ii. 75 KVA, 240V/120V, 1 phase generator
     iii. UL 142 double wall sub base fuel tank of minimum 400 Gallon fuel capacity
     iv. Outdoor Enclosure rated for 150 MPH winds
     v. Enclosure to be equipped with lighting and service convenience outlet
     vi. 300 Amp Automatic Transfer switch (1 phase)
     vii. New 300 Amp Feeder service breaker disconnect
     viii. All feeders and wiring

6. East End Centre Project Scope:
   - Remove and dispose of generator and transfer switch.
   - Provide & install:
     i. 75 KVA, 240V/120V 1 phase generator (no enclosure, located inside generator room)
     ii. Refurbish/paint fuel tank and install appropriate placards
iii. Replace all fuel lines
iv. 300 Amp Automatic Transfer Switch (1 Phase)
v. Replace exhaust silencer & system

7. North Side Centre Project Scope:
   - Remove and dispose of generator and transfer switch.
   - Provide & install:
     i. 75 KVA, 240V120V 1 phase generator (No enclosure, located inside generator room)
     ii. Refurbish/paint existing fuel tank and install appropriate placards
     iii. Replace all fuel lines
     iv. 300 Amp Automatic Transfer Switch (1 Phase)
     v. Replace exhaust silencer & system

8. For all equipment supplied, the contractor must supply the manuals and one electronic copy in pdf.

9. The Contractor shall, at its own expense, and at all times during the term of this Agreement maintain in force the minimum insurance coverage set out below. Such coverage shall be procured and maintained with insurers acceptable to the Authority. In the case of any claims-made policy the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage:
   - Construction All Risk - the policy shall provide cover for the works (including associated works and site mobilization) permanent works and Temporary works undertaken in relation to the project including all design drawing specifications and plant to be provided and all other property for use in connection with this project. For avoidance of doubt, the insured amount shall be approximately CI $1,000,000.
   - Third Party Liability Insurance - the policy shall provide cover to The Contractor and to The Authority against all sums which any party or parties hereto become legally liable to pay as damages (including costs and expense) in respect of our consequent upon accidental bodily injury to or illness of third parties and/or accidental loss of or damage to property belonging to third parties occurring in direct connection with the construction or erection of the projects and to include any period of maintenance. This cover shall be in the amount of CI $1,000,000 per occurrence and in the aggregate.
   - Workmen’s Compensation and Employer’s Liability - The Contractor shall maintain and cause any of its subcontractor to maintain a policy in respect to their respective employee at a minimum amount of CI $1,000,000 per occurrence and in the annual aggregate. The Contractor shall add The Authority as a named insured under its policy for Employer’s Liability and shall provided evidence of cover prior to the commencement of the works.
   - The Contractor shall be solely responsible for any deductible losses under any policy.

10. The Consultant shall ensure that the jurisdictional or other relevant clauses in the insurance policies provide for Cayman Islands or worldwide cover.
V. PROPOSAL REQUIREMENTS

Proposer shall prepare their proposals using the following format with each section clearly labeled and shall include the following:

- Letter of Transmittal/Cover Letter, dated and describing the firm’s and any subcontractors’ (if applicable) background and history. Include number of years in business and the range of services the firm provides. The cover letter must be signed by an official of the firm who has authority to enter into a contract. Identify the qualifications and experience of the firm and lead personnel proposed for this project.

- Provide confirmation of compliance with Cayman Islands Pensions and Health Insurance legislation.

- Provide current or a proposal to procure insurance coverage as required.

- Provide a list and resumes of the key personnel to be used under the proposed contract. Note principal(s), project manager(s) and technical staff who will be working on the project and their specific roles. Include any relevant licenses or certification information.

- List at least three (3) current and pertinent professional references (name, address, and phone number) that the Authority may contact in relation to the Proposer’s qualifications, experience and stability.

- Scope of Work - This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities, work products and schedule of events. The proposal shall also include and Identify suggested revisions and improvements to the Scope of Work.

- Provide a proposed fee structure for services provided. The fee structure must include a detail of the materials and labor fees per project zone. The price proposal should identify the level or effort and work product is expected from Authority staff. Proposals should be inclusive of all costs necessary to conduct business in the Cayman Islands

- Provide a summary of any and all litigation filed against the Proposer in the past three years which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.

- Identify the type of business entity involved (e.g., sole proprietorship, partnership, corporation, etc.). Identify whether the business entity is incorporated in the Cayman Islands or a foreign country. The proposal must name all persons or entities interested in the proposal as principals (including subcontractors). The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this Request for Proposal.

- If Proposer is a corporation, provide certification from registering authority verifying Proposer’s corporate status and good standing, and in the case of foreign corporations, evidence of authority to do business in the Cayman Islands. In the case of a sole proprietorship or partnership, provide picture identification for all owners or partners.

- Any additional information that the Proposer considers pertinent for consideration should be included.

- Disclosure of any potential conflict or statement that there are none to the best knowledge of the consultant(s). Also, consultant(s) should state its intention to conform to the no conflict provisions of the RFP.

- A complete Proposer Warranty (Attachment A).
VI. EVALUATION PROCESS

A. GENERAL

All proposals will be reviewed by the Health Services Authority’s Staff, Management, & Board.

B. INITIAL REVIEW OF SUBMITTED PROPOSALS

1. All proposals will be initially evaluated to determine if they meet the mandatory requirements.
2. The proposal must have been received on or before the specified deadline.
3. Be complete, in the required format, and comply with all the material requirements of this RFP.
4. Failure to meet these requirements may result in a rejected proposal.

C. CONTRACT AWARD PROCESS

Contract(s) will be awarded based on a competitive selection of proposals received. A selection committee will submit its analysis and recommendation, in a summarized form, to the Board. Upon review and recommendation of the proposed contractor, the Authority will negotiate and prepare a professional service contract. In the event the contract negotiations are not successful, the Authority reserves the right to commence negotiations with the next-ranked proposer.

The Committee’s review will be based on the following criteria:

Criteria | Percentage
--- | ---
Qualifications and Experience of company: | 40%
  
  • Provide information that demonstrates that it possesses the technical expertise that the Authority requires for this RFP.
  
  • References
  
  • Respondent must demonstrate adequate experience in the following areas:
    
    o Experience with similar type/size project
    
    o Expertise and resources that can perform the necessary tasks required to deliver results.

Overall Impression of Proposal | 10%

  • Compliance with RFP requirements
  
  • Organization, clarity, conciseness and thoroughness.
  
  • Approach to the Scope of Services and statement of works
  
  • Proposed Project schedule

Cost Proposal: | 50%

  • Cost proposal should include any payment schedule setting forth the frequency and amount of progress payments, and identifying the tasks and deliverables (“milestones”) to be completed for each payment to be deemed earned.

Cost of service is an important factor in the evaluation process; however, the Authority is not obligated to accept the lowest cost proposal. Ability to provide a quality service in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.

The Authority will evaluate each vendor’s proposal in accordance with the evaluation criteria identified above.
ATTACHMENT A

PROPOSER’S WARRANTY

The undersigned person warrants that:

1. She/He is an officer of the organization.

2. She/He is authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.

3. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

PROPOSER:

BY: __________________________________________________________
(SIGNATURE)

___________________________________________________________
(PRINT NAME & TITLE)

___________________________________________________________
(NAME OF COMPANY)

___________________________________________________________
(PHYSICAL & MAILING ADDRESS)

___________________________________________________________
(TELEPHONE NUMBERS)

___________________________________________________________
(WEB & EMAIL ADDRESS)
Cayman Islands Health Services Authority

REQUEST FOR PROPOSAL

The Cayman Islands Health Services Authority invites all interested companies to submit proposals to supply and install generators at their four District Health Centers

Eligibility for Tender:

Interested firms will need to meet the following eligibility criteria in order to be considered and evaluated:

1. Must comply with all requirements in the tender documents as well as all applicable local laws, including business registrations, pensions, and other regulations and any other regulation
2. Have been in this type of business for the last 3 yrs and provide references from two current clients
3. Bids should include all cost necessary to conduct business in the Cayman Islands.

Request for Proposal documents will be available at www.hsa.ky (Open Tenders) on 2nd May 2014. All proposals must be returned no later than 12:00 noon on Wednesday, 21st May 2014.

Cayman Islands Health Services Authority
P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands
Attention: Ms. Lisa Bell
Tender #HSA1314SER08

Tenders received after the specified date and time will not be considered.
HSA will not defray any cost incurred by bidders.

For additional information on this invitation, please contact Ms. Lisa Bell @ 345-244-2690 or email lisa.bell@hsa.ky