

# Request for Bid (RFB)

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**Advertised Date:** February 5, 2024

**RFB Title:** Geraldine Health Clinic Renovations

**Due Date:** **by March 15, 2024, at 2:00 PM Central Time**

**Procurement Lead:** Katina Blanchett, [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com)

**Purpose:** To obtain bids for renovations to the old Geraldine Bank building and convert it to a new health clinic.

**Funding:** Up to \$375,000

**Project Period:** From April 1, 2024 through September 30, 2024 (subject to change)

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*This project is being supported, in whole or in part, by federal award number CE1HS52480-01-02 awarded to Town of Geraldine, Alabama by the Health Resources and Services Administration*

## Pre-Bid Conference

An in-person tour of the project site will be held February 20, 2024, at 2:00 PM at 13808 Highway 227 Geraldine, Alabama 35974

**Register for the tour with the town clerk at [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com). If you are unable to attend the pre-scheduled tour, please contact the clerk to schedule a separate tour.**

## Questions

Prospective bidders must send any questions in writing prior to 2:00 pm Central Time on **February 23, 2024**, to allow staff to prepare any response(s) required to be answered in an FAQ to be posted to the Town of Geraldine website by March 1, 2024. Questions about this RFB should be emailed to the town clerk at [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com).

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## Submitting a bid

A bid is hereby solicited and will be sent and received using the email provided below, by the due date and time stated. The services obtained through this IFB shall be provided in accordance with the following and the attached instructions, requirements, and specifications. Bidders are responsible for regularly checking the town website for any updates, clarifications, or amendments to this RFB.

**Submit Bid by email to [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com).**

# REQUEST FOR BID

## Geraldine Health Clinic Renovations

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# I. Introduction

The Town of Geraldine, Alabama is pleased to release this Request for Bid (IFB) for Geraldine Health Clinic Renovations with funding from the Health Resources and Services Administration (HRSA).

The Town of Geraldine was gifted the old Liberty Bank building by the bank and seeks to remodel the building to house a health clinic. The Geraldine Clinic opened in 2019 and is currently housed in a strip mall and after rising demands for service the town plans to renovate the old bank building to enable expanded services for the community including X-ray, mammograms, EKG, infusion therapy, and aesthetics to meet the medical demands of the community.

## II. RFB Overview

### A. Background

The town recently received a donation of the former Liberty Bank Building. The building is in a state of disrepair in several areas. This IFB will obtain qualified contractors for the renovation of the former Liberty Bank Building to the point that it is serviceable as a rental unit to house the Geraldine Medical Clinic, which is currently housed in a small unit in a strip mall. Specific areas which need improvement include a new roof, an updated HVAC system, a new floor, interior partitions to meet the needs of a clinic, and a reconfigured electrical system.

### B. Objective / Scope of Work

The following are the goals of the renovation.

1. Roof Replacement – The roof has been patched and needs to be completely replaced with a new roof.
2. Interior Improvements – The inside of the building must be renovated per the current interior design plan. This will include installing new floors, adding restrooms where needed, and widening doorways. All appropriate building modifications must be made in compliance with the 2010 ADA Standards.<sup>1</sup>
3. HVAC – A modern HVAC system with smart or automation functionality.
4. ADA accessible bathrooms.
5. Updated electrical.
6. All new plumbing.

## III. Minimum Qualifications

Eligible bidders must meet the following minimum qualifications:

- *At least three years of experience in commercial construction or installing similar commercial systems (if bidding on a single element of the project).*

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<sup>1</sup> 2010 ADA Standards, <https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

- *Must be licensed in the State of Alabama for the type of work (e.g. general contractor, plumber, electrician)*
- *Certificate of Compliance from Alabama Department of Revenue*

## IV. Available Funding

Up to \$300,000 is available through funding in the FY 2023 Consolidated Appropriations Act (P.L. 117-328) to support the work described in this RFB. Awards will be offered for the program period of April 1, 2024 through September 30, 2024 (subject to change). The ability to expend the awarded amount beyond September 30, 2024, is subject to approval by The Town of Geraldine, Alabama and is not guaranteed.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The Town of Geraldine, Alabama reserves the right not to award all funds advertised in this RFB or select multiple contractors.

Bidders are expected to estimate and develop a 12-month budget covering proposed goals, activities, and outcomes. See Section XX., APPLICATION PROCESS.

The awarded Bidders agrees to administer the funds consistent with the contract, and in accordance with the applicable provisions of ARPA, any future applicable guidance issued by the U.S. Department of Treasury, and any other applicable federal, state, or local provisions. See Attachment X – Federal Terms and Conditions for more information.

All available funds for this program will be awarded through this procurement. However, the ability to extend awarded funding beyond the current budget is subject to Organization Name approval through the budget process.

## V. Contract Period of Performance

The period of performance of any contract resulting from this RFB is tentatively scheduled to begin on or around *April 1, 2024*, and to end on *September 30, 2024*. Amendments extending or shortening the period of performance, if any, will be at the sole discretion of the Town of Geraldine.

## VI. RFB Process and Timeline

### A. Timeline

The following timeline represents the tentative schedule of the entire RFB process, from solicitation to program implementation. The dates listed here are subject to change. Prospective bidders are responsible for monitoring the town website for any changes prior to the submittal deadline.

<b>RFB Release</b>	February 5, 2024
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<p><b>Pre-Bid Conference</b>  An in person tour of the building that is the subject of this RFB. If a prospective bidder is unable to attend this tour, please email <a href="mailto:clerk@townofgeraldineal.com">clerk@townofgeraldineal.com</a> to arrange a separate tour. NO tours will be given after March 1, 2024.</p>	
<p><b>Final day to submit questions via</b>  <a href="mailto:clerk@townofgeraldineal.com">clerk@townofgeraldineal.com</a></p>	<p>March 1, 2024</p>
<p><b>Bid due</b></p>	<p><b>March 15, 2024, by 2:00 PM central time</b></p>
<p><b>Bids Opened</b></p>	<p>March 15, 2024, at 3:00 PM central time</p>
<p><b>Interviews with Bidders</b> (if applicable)  <i>The Town of Geraldine reserves the right to conduct interviews as needed to make award determinations.</i></p>	<p>March 21, 2024</p>
<p><b>Notification of selected and non-selected Bidders</b></p>	<p>March 28, 2024</p>
<p><b>Anticipated contract start date</b></p>	<p>April 1, 2024</p>

## B. Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFB schedule. The response to all questions received will be posted as an RFB addendum on March 4, 2024.

Bidders are encouraged to complete their Bid early to avoid any difficulties or errors in submission. The Town of Geraldine is not responsible for any technical difficulties that Bidders may experience, and **late submissions may result in rejection of Bid.**

## C. Pre-Bid Conference

A tour of the building that is subject of this RFB is scheduled to be held at the date and time indicated in the schedule. The location of the pre-bid conference will be 13808 Highway 227 Geraldine, Alabama 35974. All prospective Bidders should attend if possible and notify the town clerk of your intent to attend. However, attendance is not mandatory, and prospective bidders may arrange a separate tour if necessary by emailing the town clerk at [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com).

The Town of Geraldine will be bound only to Town of Geraldine -written answers to questions. Questions arising at the pre-bid conference or in subsequent communication with the Procurement Lead will be documented and answered in written form. A copy of the questions and answers will be posted as an RFB amendment on the town website. Bidders are responsible to check the town website for any posted amendments to this RFB.

## D. Communication

### 1. RFB Communication

All RFB documents will be posted at [townofgeraldineal.com](http://townofgeraldineal.com), as described in Section VII, below.

The Procurement Lead is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the Bidders and the Town of Geraldine upon release of this RFB must be through the Procurement Lead, as follows:

Katina Blanchett  
Procurement Lead  
[clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com)

Any other communication will be considered unofficial and non-binding on the Town of Geraldine. Bidders are to rely on bid documents posted on the town website.

***Communication with anyone other than the Procurement Lead on this RFB may result in disqualification of the Proposer.***

### 2. Bidders Communication

Unless otherwise requested, letters and other transmittals pertaining to this RFB will be issued to the point of contact noted in the Bid response. If other personnel should be notified, please list those people in the bid response cover letter.

## VII. Bid Process

Responses are hereby solicited and will be received via email to [clerk@townofgeraldineal.com](mailto:clerk@townofgeraldineal.com) no later than 2:00 PM Central Time on the due date noted on this RFB. Responders are responsible for regularly checking [townofgeraldineal.com](http://townofgeraldineal.com) for any updates, clarifications, or amendments.

Note: Bidders bear the risk that technical difficulties may result in late or undelivered Bid. Therefore, Bidders are encouraged to submit materials via email on a timely basis, and to reach out to the town clerk by phone if encountering technical difficulties.

Responsive bids must include the following:

- Cover letter detailing your interest in this project, point of contact, total bid amount, and your sam.gov UEI (if known).
- Scope of Work describing which elements of the project you can address (e.g. roofing, HVAC, remodel). If you are bidding on the entire project and your firm will serve in a general contractor role, please detail how you will manage the project.
- Project Timeline detailing milestones for the project.
- Project Budget
- Three references of similar work include the value of the project, brief description of the project, and a point of contact for the project (name, email, and phone) that can be contacted.

## VIII. Selection Process

### A. Selection Criteria

All responsive Bids will be reviewed in accordance with the requirements stated in this RFB and any amendments issued.

All Bids received by the stated deadline will be reviewed by the Procurement Lead to ensure that the Bids contain all of the required information requested in the RFB. Only responsive Bids that meet the threshold requirements will be evaluated by the Town of Geraldine or the designated reviewers. Any bidder who does not meet the stated qualifications or any Bid that does not contain all of the required information may be rejected as incomplete.

All references listed in the bid will be contacted. Please ensure correct and up to date contact information is included for each reference.

### B. Review Process

The review panel may consist of Town of Geraldine staff, council members (current or former), project experts, and/or contracted reviewers.

Following a review of each bid and after hearing from references the lowest responsive and responsible bidder(s) will be selected.

### **C. Selection Process**

Final selection of awardees will be made by the Town of Geraldine based upon recommendations from the review panel to ensure services are responsive to funding priorities and community need. The Town of Geraldine reserves the right to make such selections based on the best interests of the Town of Geraldine, and as a result, may select more than one bidder, and it will execute contracts based upon the final selections.

To serve the best interests of the Town of Geraldine, the Town reserves the right to be its own reference with any potential Bidders as deemed necessary in its sole discretion.

### **D. Funding Allocation and Contract Negotiations**

The Town of Geraldine anticipates that requests for funding from the pool of selected Bidders may exceed the total dollar amount of funding available through this RFB. If this occurs, the Town reserves the right to enter discussions with Bidders to assess if proposed services and activities can be scaled to match the dollar amount offered by the Town. If the Bid is not scalable, or the Bidders rejects the dollar amount offered by the Town, the Town reserves the right to withdraw the funding offer to the Bidders and enter discussions with other responsive and responsible Bidders. Contract negotiations and development will begin when a funding amount for each Bid has been agreed upon between the Bidders and the Town.

## **IX. RFB and Contract Terms**

### **A. RFB Terms**

#### **1. Revisions to the RFB**

If the Town of Geraldine determines in its sole discretion that it is necessary to revise any part of this RFB, an addendum to this RFB will be posted on the town website home page. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFB and will be placed on the town website.

The Town of Geraldine also reserves the right to cancel or to reissue the RFB in whole or in part, prior to execution of a contract.

#### **2. Cost to Propose**

The Town of Geraldine will not be liable for any costs incurred by the Bidders in preparation of a Bid submitted in response to this RFB, in conduct of a presentation, or any other activities related in any way to this RFB.

#### **3. No Obligation to Contract**



This RFB does not obligate the Town of Geraldine to enter into any contract for services specified herein.

#### 4. Rejection of Bid

The Town of Geraldine reserves the right, at its sole discretion, to reject any and all Bids received without penalty and not to issue any contract as a result of this RFB.

#### 5. Acceptance Period

Bid must provide 60 calendar days for acceptance by Town of Geraldine from the due date for receipt of Bid.

#### 6. Best and Final Offer (BAFO)

The Town of Geraldine reserves the right to use a BAFO before awarding any contract to further assist in determining the successful Bidders. Terms of the BAFO will be communicated by the Procurement Lead.

#### 7. Award

Final selection of winning bidder(s) may be made by the Town of Geraldine based upon final recommendations from the RFB review panel. The Town of Geraldine will execute contracts based upon the final selections approved and authorized by the town council.

The Town of Geraldine intends to award one or more contracts to potential Bidders. The Procurement Lead will notify all Proposers in writing of the acceptance or rejection of their Bid. Written notification will be sent via email to the email address(s) submitted on the cover letter.

#### 8. Protest

The Town of Geraldine will accept any appeals or protest within 7 calendar days of the winning bidder(s) being announced. Appeals or protests will be heard by hearings to be scheduled within 10 days of the winning bidder announcement, should any appeals or protests be received.

### **B. Contract Terms**

#### 1. Standard Terms

Contractors awarded through this procurement process will contract with the Town of Geraldine. Funded organizations will be required to meet baseline requirements, including insurance, performance bond, equal employment opportunity, record keeping, and more, as set forth in the contract.

A performance bond is required for this project per 2 CFR 200.326, equal to the full amount of the awarded bid. The bond must be presented to the town prior to work commencing.

A contract may be negotiated with the Bidders whose Bid would be most advantageous to Town of Geraldine in the opinion of Town of Geraldine, all factors considered.

The contents of the selected Bidders Bid shall become contractual obligations if a contract ensues.

A contract between the selected Bidders and Town of Geraldine shall include the contract instrument, the original RFB as issued by Town of Geraldine, the response to the RFB, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFB.

## 2. Public Records Act

- a. Alabama's Public Records Law (Ala. Code § 36-12-40) requires public organizations in Alabama to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Law or are otherwise privileged.
- b. All submitted Bid and RFB materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFB, negotiation, and award process. This process is concluded when a signed contract is completed between the Town and the selected Bidders. Note that if an interested party requests copies of submitted documents or RFB materials, a standard Town per page copying charge must be received prior to processing the copies. Town of Geraldine will not make available photocopies of pre-printed brochures, catalogs, tear sheets, or audio-visual materials that are submitted as support documents with a bid. Those materials will be available for review at the Town of Geraldine town hall.
- c. No other distribution of Bids will be made by the prospective bidders prior to any public disclosure regarding the RFB, the Bid, or any subsequent awards without written approval by Town of Geraldine. For this RFB, all Bids received by Town of Geraldine shall remain valid for sixty (60) days from the date of Bid. All Bids received in response to this RFB will be retained.
- d. Bids submitted under this RFB shall be considered public documents and with limited exceptions, Bids that are recommended for contract award will be available for inspection and copying by the public.

If a Proposer considers any portion of his/her Bid to be protected under the law, the Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the Town will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the Town is unable to make a determination of such an exemption, the Town will notify the bidder of the request and allow the bidder ten (10) days to take whatever action it deems necessary to protect its interests. If the bidder fails or neglects to take such action within said period, the Town will release the portion of the Bid deemed subject to disclosure.

By submitting a Bid, the bidder assents to the procedure outlined in this paragraph and shall have no claim against the Town on account of actions taken under such procedure.

### 3. Americans with Disabilities Act

Town of Geraldine complies with the Americans with Disabilities Act (ADA). Prospective bidders may contact the Procurement Lead to receive materials for this RFB in alternative formats, such as Braille, large print, audio tape, or computer disc.

### 4. Immigrant Participant Protection

Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and regulations at 31 C.F.R. Part 22, prohibits discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance.

### 5. Reimbursement

All funds will be paid to the contractor on a reimbursement basis. Contractor(s) must submit reimbursement requests as part of milestone reports. Milestone report due dates will be specified in the contract. Reports must include an updated project timeline with completed work indicated, copies of invoices and/or receipts showing proof of the same and must be approved by the Project Director. Reimbursement requests will be honored, if deemed valid, within 30 days of approval.

### 6. Repayment of Funds

If Contractor has unspent award funds on hand at project completion or termination of the Contract/Exhibit, whichever occurs first, it shall return all unspent grant proceeds to the Town within ten (10) calendar days. If any funds provided to the Contractor is determined to have been used in a manner not consistent or allowable as outlined in the Contract/Exhibit or in Attachment A, Contractor shall return funds to the Town in the amount determined to be ineligible within ten (10) calendar days after notice provided. Failure to return provided funds in accordance with the notice provided may result in further action being taken against contractor up to and including debarment from future federal or state contracts, reporting of the violation to the United States Attorney, and legal action by the town.

### 7. Debarment and Suspension

These funds are subject to debarment and suspension regulations set forth in 2 CFR 180, which restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

8. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))

Contractors that apply or bid for an award exceeding \$100,000 must file the required lobbying certification form. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#).

9. False Statements

Making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

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