



REQUEST FOR PROPOSAL

EQUIPMENT BIDS FOR

SHORE REGION HEALTH REPLACEMENT HOSPITAL

PNEUMATIC TUBE SYSTEM

RFP #: 2800181-002

DATE: JANUARY 31, 2024

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University of Maryland Medical System

DATE: January 31, 2024

RFP: # 2800181-002

SUBJECT: Equipment Bid for the Shore Regional Health Replacement Hospital Pneumatic Tube System

Dear Prospective Offeror:

University of Maryland Medical System ("UMMS") in its corporate capacity is seeking proposals from qualified respondents to provide equipment required per HKS Architects' schematics and specifications.

This Request for Proposal ("RFP") does not commit UMMS to pay for any cost of preparation and of a proposal nor to procure or contract for the goods or services as specified herein. It is also brought to your attention that the Contracting Officer is the only person who can legally commit UMMS to the expenditure of funds in connection with the proposal procurement.

Any contact, correspondence, or communication in any way, with anyone other than the Project Manager assigned to this initiative, Kelley Battaglia, or UMMS Owner's Representative, Covalus LLC, will result in the disqualification of the vendor making contact from participating in this offer.

Those who receive this RFP other than directly from UMMS and wish to submit an offer or receive amendments and other information as may be forthcoming, should make themselves known to [Kelley.Battaglia@umm.edu](mailto:Kelley.Battaglia@umm.edu) and [chaines@covalus.com](mailto:chaines@covalus.com).

If your firm wishes to submit a proposal, please read and follow the enclosed instructions.

University of Maryland Medical System

A handwritten signature in black ink that reads "Kelley R. Battaglia".

Kelley Battaglia

Associate Project Engineer  
University of Maryland Medical System

## SCOPE OF WORK

**Overview:** This RFP is for the pneumatic tube system for a new replacement hospital located at 10000 Longwoods Road, Easton, MD. The intent of this work is for the vendor to provide a cost proposal for installation of the pneumatic tube system at University of Maryland Shore Regional Medical Center (UMSRMC), a future 122-bed and 25 observation bed, 407,872 gross square foot hospital with a full complement of diagnostic, treatment, and emergency medical care. The vendor should also include a separate fee for design-assist services to aid in the completion of the construction documents.

The design team will be beginning construction documents in March and anticipates completion of the design in September 2024. The Owner would like to select the preferred vendor for installation in the new facility, so that they can assist the design team in the completion of the construction documents related to their systems, and coordinate with all disciplines. Upon acceptance of the selected vendor's proposal, UMMS will contract with the vendor for the design portion of the fee only. Once construction begins, the owner will contract for the manufacture and installation of the system.

Refer to the included drawings and specifications compiled by HKS Architects for the Pneumatic Tube System. Please use these drawings as a guideline as to our intent and indicate changes necessary to accommodate your proprietary system.

## SOLICITATION INSTRUCTIONS AND PROCEDURES

1. Submission Requirements
  - A. Submission Content
    - (1) Statement of Qualifications of firm. (Identify local service providers – including size and location.) (no more than 10 pages)
    - (2) Schematic of Equipment (no more than 10 pages)
    - (3) Pneumatic Tube Bid Tabulation Form
    - (4) Forms which must be completed, signed, and included with the Proposal (included with this document):
      - (a) Proposal Cover & Signature Page (included with this document)
      - (b) Certification of Liability Insurance (according to UMMS guidelines)
  - B. Based on the time required by UMMS to adequately evaluate proposals, Offerors are requested to specify a proposal acceptance period of not less than sixty (60) days.
  - C. Prior to proposal submission, Offerors shall examine the proposed form of the Contract as contained under Attachment B and note all conditions and limitations that may influence execution or completion of the work required. Any discrepancies noted should be identified in writing to the UMMS Contract Administrator for resolution prior to submission of proposals. Any substantive information given to a prospective Offeror will be furnished to all prospective Offerors as an amendment to the solicitation.

If UMMS, at any time prior to the due date for receipt of proposals, amends or changes any part of the RFP, then the UMMS Contract Administrator will transmit an appropriate notification to all prospective Offerors, and each Offeror shall acknowledge in writing the receipt of any such amendment unless otherwise provided for in the particular amendment.
  - D. This solicitation provides sufficient information for Offerors to prepare a proposal. In order to provide a forum for questions and to ensure equal opportunity and

knowledge for all Offerors, UMMS may at its sole discretion respond to written questions and requests for clarification. Questions or requests must be submitted to [Kelley.Battaglia@umm.edu](mailto:Kelley.Battaglia@umm.edu) and [chaines@covalus.com](mailto:chaines@covalus.com) no later than February 7, 2024.

Questions regarding Form of Contract, Terms of Conditions, and technical questions are to be submitted to:

Kelley Battaglia, Associate Project Engineer  
University of Maryland Medical System

SUBJECT: UMSRMC Pneumatic Tube RFP Questions-[Firm's Name]

E-Mail Address: [Kelley.Battaglia@umm.edu](mailto:Kelley.Battaglia@umm.edu) and [chaines@covalus.com](mailto:chaines@covalus.com)

Note: Technical questions will be routed through HKS Architects for response.

- E. UMMS may conduct a pre-award survey to obtain independent verification of the Offeror's technical, managerial, and financial capability to provide the deliverables described. UMMS may also conduct a site survey and inspection of the Offeror's facilities and staff.
- F. After UMMS has received and evaluated all proposals and determined those Offerors in the "competitive range," those Offerors in the competitive range will be contacted to resolve any clarifications, deficiencies, or questions regarding their proposals and may be asked to provide additional information and a more detailed analysis of the equipment and maintenance needed by UMMS.

The "competitive range" is defined as those proposals which are (1) technically acceptable as submitted, or (2) not acceptable as submitted, but could be made acceptable through discussions with a minor rewrite of the proposals, price and other factors considered.

## 2. Submission Instructions

- A. The proposal shall stipulate that it is predicated upon all the terms and conditions of this Request for Proposal ("RFP") and shall acknowledge any amendments thereto.
- B. Cover letters must clearly state the RFP Number. The proposal must be emailed to [Kelley.Battaglia@umm.edu](mailto:Kelley.Battaglia@umm.edu) and [chaines@covalus.com](mailto:chaines@covalus.com) SUBJECT: [Firm's Name] Proposal UMSRMC Pneumatic Tube RFP# 2800181-002.
- C. Deadline: The electronic bid package must be submitted in PDF format no later than 5:00 P.M. on Wednesday, February 21st, 2024.
- D. UMMS specifically disclaims any warranty or guarantee as to the accuracy of the information contained in the bid package. The bid packages will remain the exclusive property of UMMS.
- E. Late proposals, modifications of proposals and withdrawals of proposals:
  - (1) The UMMS reserves the right, at its sole discretion, to review a proposal received after the date and time specified for receipt, when it is received before award is made.
  - (2) A modification resulting from the Contract Administrator's request for "Best and Final" offers received after the time and date specified for such offers will not be considered unless received before award and the late receipt is due solely to mishandling by UMMS after receipt.

- (3) The time of receipt by UMMS is determined from the time and date stamp of such on the email or other documentary evidence of receipt.
- (4) Proposals may be withdrawn by written or telegraphic notice received at any time prior to award. Proposals may be withdrawn in person by the Offeror or his authorized representative provided his identity is made known and he signs a receipt for the proposal prior to award.

3. Timeline

Step in Process	Date
Issue RFP	Wednesday, January 31, 2024
Bidder questions due to UMMS**	Wednesday, February 7, 2024 at 5 PM EST
Responses to questions due to Bidders	Monday, February 12, 2024 at 5 PM EST
Submissions due	Wednesday, February 21, 2024 at 5 PM EST
Interviews (as needed)	February 27-29, 2024
Notifications	Monday, March 4, 2024
Contract Finalization	March 4-12, 2024

**EVALUATION CRITERIA**

1. Evaluation of Proposals

- A. The evaluation of proposals will be based on UMMS's sole and independent review.
- B. The objective of the evaluation process is to identify Offerors whose proposals will result in the best value, lowest overall use of UMMS resources, and that will result in most timely completion of the Project.
- C. UMMS will evaluate proposals responsive to this Request for Proposal in three phases: a regulatory compliance phase; a technical and schedule phase; and a cost phase.
  - (1) Regulatory Compliance Phase: UMMS will initially determine whether Offerors have met the regulatory requirements of the solicitation. Any proposal submitted by an Offeror who has not complied with the submission requirements outlined in this RFP may, at UMMS's option, be

deemed non-responsive and shall be disqualified from further consideration.

- (2) Technical and Schedule Phase: Technical qualifications of all firms determined to have met the regulatory requirements will be evaluated using the Submission Requirements listed in the Solicitation Instructions and Procedures.
- (3) Cost Phase: UMMS will evaluate Offerors' proposals based on reasonableness of cost. UMMS is not subject to awarding this contract based on low bid, but rather will award to the Offeror presenting best value.

## ADDITIONAL OWNER INFORMATION

1. Award of Contract
  - A. A contract will be awarded to the responsible Offeror(s) whose offer(s), conforming to this solicitation, will be most advantageous to UMMS, cost, and other factors considered.
  - B. The UMMS reserves the right to accept other than the lowest offer; reject any or all offers; and to waive informalities and minor irregularities in offers received.
  - C. An acceptance of offer furnished to the successful Offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.
  - D. UMMS may accept, within the time specified therein, any offer, whether or not there are negotiations subsequent to its receipt, unless the offer is withdrawn by written notice received by the UMMS prior to award. If subsequent negotiations are conducted, they shall not constitute a rejection or counteroffer on the part of UMMS.
  - E. UMMS may award a contract, based on initial offers received, without discussion of such offers. Accordingly, initial offers should be submitted on the most favorable terms that the Offeror can submit to UMMS.
  - F. UMMS reserves the right to accept all or part of the services proposed.
2. Most Favored Customer Clause: Offeror warrants that prices quoted under this RFP and charged pursuant to any agreement entered into based upon Offeror's response to this RFP shall be no higher than prices charged by Offeror for the same products to Offeror's most favored customer. Offeror further agrees that in the event it charges a lower price to any other customer of a similar size, volume, etc. for one (1) or more of the products than is charged to UMMS under this RFP; UMMS automatically shall be entitled to purchase at said lower price and a rebate shall be provided for the cost of the difference.
3. Taxes: The Offeror recognizes that UMMS is a non-profit, tax-exempt organization and as such will be responsible for all Federal, State, and Local taxes arising out of its sale of the products to UMMS.
4. Non-Profit Institutions Act Disclaimer: Offeror warrants that, except as expressly indicated otherwise herein, it has not relied upon the Non-Profit Institutions Act exemption to the Robinson-Patman Act, 15 U.S.C. Section 13 et seq., for pricing on any products and services supplied hereunder.
5. General Requirements/Compliance/Disclosures

- A. Offeror shall disclose, in clear, unambiguous language and terms, any interest and/or financial stake in Offeror's business by any UMMS employee, including members of the medical staff, staff, or family members of UMMS employees. This disclosure shall include the nature, type, and equivalent amount of any remuneration, whether in whole or in part, provided to any employee, staff member, or family member. **If there are none, Offeror shall state in response to this RFP that there are none.**
  - B. Offeror shall disclose, in clear, unambiguous language and terms, any prior, existing or planned arrangement with anyone representing UMMC for a value not specifically tied to this RFP, but which currently or may prospectively benefit UMMS as a result of doing business with Bidder. **If there are none, Offeror shall state in response to this RFP that there are none.**
- 6. Non-Discrimination – Affirmative Action: The provisions of Executive Order 11246, as amended by Executive Order 11375, are incorporated by reference in this RFP and in any resulting order. Offeror certifies compliance with Civil Rights Act of 1964 as amended in 1991, executive orders, and all other relevant statutes prohibiting discrimination based upon race, color, gender, national origin, age, or handicap. Failure to comply can result in termination of this contract.
- 7. Advertising and Publicity: Neither the Consultant nor its subconsultants, if any, shall issue or sponsor any advertising or publicity that says or implies that UMMS recommends or prefers its services. The consultant may, however, use UMMS as a confidential reference in seeking other business.
- 8. Order of Precedence: Any inconsistency unless otherwise provided herein, shall be resolved by giving precedence in the following order: (1) Purchase Order; (2) Special Provisions; (3) Statement of Work; (4) Terms and Conditions of the Solicitation, if any; and (5) other provisions when attached or incorporated by reference.