

Wheeling – Ohio County Health Department

City County Building – Room 106

William C. Mercer, M.D.
Health Officer

1500 Chapline St.
Wheeling, WV 26003

Howard P. Gamble, MPH
Administrator

Request for Quotation February 24, 2014

Introduction

The purpose of this Request for Quotation (RFQ) is to provide all labor, material and anything incidental to the remodeling of two clinic rooms located in the Wheeling-Ohio County Health Department. The award will be made to the overall low bid that complies with the specifications.

Background

The Intent of the Request for Quotation is to provide the Wheeling-Ohio County Health Department with quotes for the remodeling of two clinic rooms located in the Wheeling-Ohio County Health Department. The health department is located in the City/County building in Ohio County, which was constructed in the early 1960's and completed in 1965. One of the two clinic rooms is original to the department and has not had extensive remodeling. The other clinic room is a converted office that lacks appropriate plumbing.

All vendors please note: The above work must be 100% completed. This is not negotiable and payment will not be made to the vendor if they should fail to meet the stated specifications. Prevailing wage must be paid.

Scope of Work

- Remove and dispose of existing wall covering in main clinic room (1st room). Repair and prep walls (both rooms) for painting. Paint the two clinic rooms, including ceiling. Re-install base cove in 1st clinic room. Wall and ceiling color to be chosen by Health Department.
- Remove and dispose (health department may need to retain cabinets) of wall and floor cabinets in one of the two clinic rooms.
- Disconnect and cap gas line in main clinic room (1st room). (health department currently does not use this line)
- No electrical work is anticipated with work in the two clinic rooms, however, minor work may be needed as construction progresses.
- Remove and dispose of current plumbing in one of the two clinic rooms. Install new hot and cold plumbing and waste water drain in both clinic rooms. Fixtures will be selected by health department staff.

- Install wall and floor cabinets in two clinic rooms. New cabinets must meet the needs and approval of the health department. (cabinets must be clinical grade, locks and solid surface)
- Remove and dispose of existing window blind treatments. Install new commercial grade white window blind treatments.
- Prep windows and install commercial grade window privacy film to two window units and both doors to the clinic rooms.
- In 2nd clinic room, seal and cover existing side door.
- No floor work is anticipated, however, minor floor tile repair maybe needed as construction progresses.
- Re-install monitoring cable for both vaccine coolers.
- Clean and finish existing floor tile.
- Remove and dispose of hall sink. Plumb for hot and cold water and install proper waste water drain piping. Install new eye wash station at this location. Plumb and install new sink and cabinet in clinic hall.
- Move current electrical outlet in clinic hall to new location (to be determined).
- Paint clinic hall. Wall color to be chosen by Health Department.
- Clean and finish existing floor tile

Schedule

The health department operates medical clinics on a daily basis. All work will need to be scheduled with the administrator and staff to prevent major disruptions in services. It is the health department's intention to work on one clinic room at a time, thus allowing the health department to operate clinics uninterrupted.

It is our preference to have all work done during evening hours or weekends. The vendor will need to make the necessary work arrangements with the administrator of the health department and the Ohio County Commission.

Work Conditions/Hours

The intent of this RFQ is to remodel two clinic rooms located within the Wheeling-Ohio County Health Department.

As a health care facility we follow all health care regulations including HIPAA rules. While on premise the vendor will follow HIPAA regulations as well as confidentiality guidelines, including having no contact with patients or clients. Vendor will sign a Business Associate Agreement document between the health department and the vendor

The vendor must clean up and haul debris away daily.

Special Conditions

The contractor shall coordinate all the site activities with a designated representative from the office. The contractor shall complete all work within 30 calendar days after receiving the notice to proceed.

Subcontracts Prohibited

The successful vendor will be solely responsible for all work performed under the contract. The vendor shall not enter into written subcontracts for performance of work under the contract without written permission of the agency.

Compliance with Law and Regulations

The vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the vendor.

The vendor shall be licensed in compliance with West Virginia Contractor's Licensing Act (WVSC 21-11-1). All vendors shall include their license number when providing their quotation.

Termination of the Contract

The Wheeling-Ohio County Health Department may terminate a contract resulting from this RFQ at any time that the vendor fails to carry out its responsibilities under the terms of this RFQ or contract to the satisfaction of the Wheeling-Ohio County Health Department.

The Wheeling-Ohio County Health Department shall provide the vendor with notice of conditions endangering performance. If after such notice the vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the Wheeling-Ohio County Health Department shall issue the vendor an order to stop all work immediately. The Wheeling-Ohio County Health Department shall be obligated only for services rendered and accepted prior to the date of the notice of termination. The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

Invoices and Payments

The vendor shall submit invoice for payment to the following address:

Wheeling-Ohio County Health Department
Attn: Howard Gamble, Administrator
1500 Chapline Street

Wheeling, WV 26003

(304) 234-3682

(304) 234-6405 Fax

State law forbids payment of invoices prior to the receipt of services.

Quotation

Vendors will provide a written quotation for the above work by March 21, 2014. Notice to the approved quotation will be made following the March 25, 2014 Wheeling-Ohio County Board of Health meeting. The work will be completed by May 5, 2014. Quotations should be sent to:

Wheeling-Ohio County Health Department

Attention: Howard Gamble, Administrator

1500 Chapline Street

City/County Building Room 106

Wheeling, WV 26003

Pre-Bid Conference

A pre-bid conference will be held at the Wheeling-Ohio County Health Department on March 7, 2014 at 9:30am. Pre-bid conference is not mandatory, but is highly recommended for everyone planning to submit a quote to attend.

Legal Ad

Wheeling Intelligencer/News Register

Request for Quotation

The Wheeling-Ohio County Health Department is soliciting Request for Quotations (RFQ) for the remodeling of two clinic rooms located health department. Interested vendors can obtain the formal RFQ document by contacting the health department. Vendors will provide a written quotation for the above work by March 21, 2014. Notice to the approved quotation will be made following the March 25, 2014 Wheeling-Ohio County Board of Health meeting. The work will be completed by May 5, 2014. Quotations should be sent to:

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