
Request for Proposal

RTLS Preventive Maintenance Support Services



Request for Proposal # 10152025

Date Issued: October 15, 2025

Due Date: October 31, 2025

**Submitted by the
University of California Davis Health**

This RFP is also available at: <https://health.ucdavis.edu/supplychain/>

All questions regarding this RFP should be directed to:

Mariah Hernandez
UCDH Procurement and Strategic Sourcing Department
Email: mlyhernandez@health.ucdavis.edu
Phone: (916) 734-5446

Questions should not be directed to any other University departments or staff. Material or substantive information provided to any bidder, as a result of questions received, will be provided to all bidders via an addendum to this RFP.

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DISCLOSURES

Deviations from specifications: Any deviation from the specifications shall be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation; irregularities may, however, render the quotation non-responsive.

Public disclosure: Responses to Become Public Records:

All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public record.

Designation of Confidential Information:

The Regents will recognize as confidential only those elements in each response, which are trade secrets as that term is defined in the law of California and which are clearly marked as 'TRADE SECRET,' 'CONFIDENTIAL,' or 'PROPRIETARY.' Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The Regents to protect the designated matter from disclosure.

The California Public Records Act limits The Regents' ability to withhold prequalification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Bidder does not want disclosed to the public or used by The Regents for any purpose other than evaluation of the Bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." The Regents will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

The Regents Not Liable for Required Disclosure:

The Regents shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked 'TRADE SECRET,' 'CONFIDENTIAL,' or 'PROPRIETARY,' or if disclosure is required by law or by an order of the court.

SECTION I – RFP INSTRUCTIONS AND TIMELINE

Submission of Written Questions or Request for Clarification

Inquiries regarding this RFP must be received by **3:00 PM PDT on the Event Date below**. The UCDH contact person is listed below. Questions may only be sent via email.

Mariah Hernandez
UCDH Procurement and Strategic Sourcing
Email: mlyhernandez@health.ucdavis.edu

Responses to Written Questions

Responses to inquiries will be posted as an addendum. The addendum will contain all questions received, responses to all questions and any changes. Questions will not be identified by Bidder so please do not include any Supplier-specific inquiries.

The addendum with responses to written questions and inquiries received on this RFP will be posted no later than **3PM on the Event Date below**.

Proposal Submittal Instructions

Each Bidder is required to submit RFP by email to Mariah Hernandez at mlyhernandez@ucdavis.edu. Please include **“RFP 10152025 – RTLS Support Services”** in the subject line.

All proposals submitted **must be received in the UCDH email inbox of Mariah Hernandez** no later than **3:00 PM PDT on the Event Date below**. UCDH Purchasing Department will not accept proposals received after the due date and time.

RFP Schedule of Events

Event	Date
Release of Request for Proposals	10-15-2025
Deadline for Submission of Written Questions or Request for Clarification	10-22-2025
Responses to Written Questions	10-28-2025
Deadline for Submissions of Proposals	10-31-2025
Completion of Proposal Evaluation*	11-07-2025

*These are approximate dates and subject to change.

Question and Answer Period

Questions or requests for clarification must be submitted via email to mlyhernandez@health.ucdavis.edu no later than **October 21, 2025**. Individual questions will not necessarily be answered directly to submitter. All questions submitted shall be responded to as an addendum to the **RFP** and will be posted on the procurement website at: <https://health.ucdavis.edu/supplychain/>. The identity of the submitter of any particular question will not be disclosed. Inquiries and questions regarding this **RFP** will not be entertained after the **October 21, 2025** date.

Addendum or Supplement to Request for Proposal

UCDH may modify the RFP prior to the RFP due date, by issuance of amendments posted on the procurement website. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under this quotation as submitted.

SPECIFICATIONS OR RFP REQUIREMENTS MAY BE REVISED ONLY THROUGH WRITTEN NOTICE OF ADDENDUM ISSUED BY MATT BRADLEY, UNIVERSITY OF CALIFORNIA, DAVIS, HEALTH, PURCHASING DEPARTMENT. CHANGES BY ANY OTHER INDIVIDUAL ARE NOT AUTHORIZED.

Basis of Award

An evaluation committee consisting of representatives from UCDH will evaluate the responses. Responses that do not meet the qualification criteria and scope of services will not be considered for selection.

Responses will be evaluated on the respondent's ability to provide the requested services, availability of resources, expertise, experience, and other factors deemed applicable to UCDH. UCDH has established a weight factor that will be applied to each award criteria and will be used to determine the overall cost per quality points.

UCDH reserves the right to award this agreement based on the best overall value of services and total costs. Therefore, the award may not be made to the lowest bidder.

The evaluation committee reserves the right to contact, interview, and evaluate the respondent's references, contact and interview current clients, solicit information from any available source concerning any aspect of this proposal or response, and seek and review any other information deemed pertinent to the evaluation process.

UCDH reserves the right to reject or accept any or all proposals, to make more than one selection, or not select. Any resulting agreement will incorporate the terms, conditions, and requirements set forth in this RFP.

SECTION II – GENERAL INFORMATION

University of California at Davis Health Profile

UC Davis Health (UCDH) is comprised of several large entities including a large tertiary delivery system and nationally ranked Schools of Medicine and Nursing. Through leveraging these strengths, UCDH is improving lives and transforming health care by providing outstanding patient care, conducting ground-breaking research, fostering innovative interprofessional education, and creating dynamic, productive partnerships with regional healthcare providers and the community. We are a major driver of economic prosperity in the Sacramento region and Northern California. According to a recent study, UCDH generates more than \$3.4 billion in annual economic output and more than 20,000 jobs. For every employee or dollar of output directly supported by UCDH's operations, the Northern California economy gains an additional 1.1 jobs or \$1.10 of output, respectively.

UC Davis Health harnesses the power of an entire university's nationally ranked resources and research to tackle the most pressing health care issues facing the world today. The School of Medicine is ranked #8 in primary care and #51 in research by US News & World Report. Since opening in 2010, the School of Nursing has consistently ranked in the top 50. Much of the power of UCDH comes from our clinicians and researchers, including partners working on campus and in other UC Davis schools such as the #1 ranked School of Veterinary Medicine, the nation's #3 School of Agriculture and Environmental Sciences, one of the nation's top Colleges of Biological Sciences, and an outstanding College of Engineering – all from one of the top ten 'Best Public Universities' in the entire United States.

As the region's only academic health center, UCDH is focused on providing the highest quality of care, discovering and sharing knowledge and educating and training a diverse workforce that is responsive to population health care needs. UC Davis Health is a hub of innovation that encompasses UC Davis Medical Center, UC Davis School of Medicine, The Betty Irene Moore School of Nursing at UC Davis and UC Davis Medical Group.

UC Davis Medical Center

Based in Sacramento, California, the UC Davis Medical Center is a nationally recognized academic medical center where clinical practice, teaching, and research converge to advance human health. A few highlights about the medical center:

- A 646-bed multispecialty academic medical center.
- Serves 33 counties covering a 65,000-square-mile area north to the Oregon border and east to Nevada.
- Recognized as one of the "Most Wired" hospitals in the U.S.
- Ranked Sacramento's top hospital by U.S. News & World Report, #7 in California, and among nation's best in 9 adult medical specialties.

Centers of Excellence include:

- UC Davis Comprehensive Cancer Center, one of only 52 National Cancer Institute-designated comprehensive centers nationwide.
- State-of-the-art emergency department that includes the region's only Level I adult and pediatric trauma centers and a leading research center.
- Burn Center (only one in Northern California).
- The internationally recognized UC Davis MIND Institute, devoted to finding treatments and cures for neurodevelopmental disorders.

- UC Davis Children's Hospital, a nationally ranked pediatric hospital with more than 120 physicians in 33 pediatric subspecialties, first West Coast Level 1 Children's Surgical Center, in partnership with Shriners Hospital-Northern California.
- A pioneering telehealth program, which provides remote underserved communities access to academic specialty and subspecialty care.
- The UCD Alzheimer's Disease Center is one of 33 funded NIH Research Center and has been continuously funded for 29 years, supporting over \$80 million dollars in clinical and basic science research.

UC Davis Ambulatory Services

Ambulatory Services is expected to be a key driver for growth and further evolution for UCDH. Today, the ambulatory footprint extends to 23 sites and over 40 clinical practices in the greater Sacramento area, with over 900,000 visits annually, offering top caliber primary and specialty care. In addition to growth through additional sites, significant expansion and enhancement is planned over the next 18 months for several existing locations, which will bring additional UCDH services and clinicians to the communities it serves. The UCDH Patient Contact Center (PCC) opened in 2020 further enhancing the experience for patients, physicians, and staff, and will optimize our efforts around access excellence. PCC team members provide support to UCDH physician practices for appointment scheduling, referral processing, and scheduling template management among other essential support services.

UC Davis Health was recently ranked in the top 10 nationally by Vizient for the outstanding quality of its ambulatory care in outpatient clinics and emergency services. The Vizient Ambulatory Care Quality and Accountability Awards measure the quality of outpatient care in five areas: access to care, capacity and throughput, quality and efficiency, continuum of care, and equity.

UC Davis Medical Group

UC Davis Medical Group is a 1,000-member physician group offering nationally recognized primary care and specialty expertise in more than 150 areas of academic medicine throughout the greater Sacramento area and surrounding communities. The Ambulatory division continues to innovate patient care by leveraging technology to provide services in a manner that best suits the individual patient and their loved ones, whether that is in person, through video visits, or e-communication through the Epic MyChart patient communication portal.

SECTION III – REQUEST FOR PROPOSAL

Background

PROJECT BACKGROUND AND OBJECTIVES

UC Davis Health currently operates over 21,000 real-time location system (RTLS) tags—including asset tracking, environmental monitoring, and temperature tags—deployed across more than 40 locations throughout the greater Sacramento area.

UC Davis Health, hereafter known as UCDH, is soliciting proposals to secure a maintenance contract with an RFID vendor for all listed sites. This includes asset tracking, environmental monitoring, and temperature management tags and infrastructure.

The annual maintenance of the RFID system should include all associated equipment of the units. This includes cradles, batteries for tags, software updates, and NIST certifications for both 1-point and 3-point devices. All certification documentation must be uploaded and maintained within the software platform.

The certifications and batteries required shall be in accordance with the manufacturer's operations and maintenance manual, as well as any other applicable documentation. In addition, the following are requirements of the maintenance contract as well as items that will need to be checked, recorded, and measured or performed:

- Remote assistance must be available five days a week, and onsite recalibration is required as part of the recalibration service.
- Resolution of incidents within 72 hours.
- Includes 100% batteries (for all tags)
- Includes Semi-Annual and Annual System Preventive Maintenance Service scheduled by the customer between 8am-5pm, Monday-Friday (excluding national holidays).
- Includes 100% labor and travel coverage.
- Performed by RTLS vendor

Site Specific Information

Certain locations within UC Davis Health require heightened compliance and monitoring standards, particularly where NIST-certified RTLS tags are used for environmental monitoring (e.g., temperature-sensitive storage, lab refrigerators, and pharmacy cold chain areas). These areas are subject to strict regulatory and audit requirements.

- All tags used in these environments must maintain active NIST certification.
- Battery replacement schedules must be closely tracked to avoid lapses in performance or calibration.
- Vendors are expected to coordinate with UC Davis Health staff to ensure recalibration of expired tags and upload of updated NIST certifications into the RTLS software system.
- Maintenance in these areas may require scheduled access, escort, or adherence to additional site-specific protocols.

Failure to maintain compliance in these critical zones may result in regulatory risk and operational disruption; vendors must prioritize these locations accordingly. Please see Exhibit A for specific UC Davis Health location details.

SECTION IV – SCOPE OF WORK

The Scope of Work will include:

RTLS Full System Preventive Maintenance Service

Semi-Annual Services

- Inspect and test tag batteries; identify and report all non-functional tags by area.
- Perform a full visual inspection of RTLS including sensors, readers, cabling, mounting hardware, and associated network components.
- Inspect tag charging cradles and docking stations for proper function. (HUGS and Patient Flow)
- Validate tag-to-sensor communication across zones; confirm consistent location accuracy.
- Inspect RTLS reader modules for damage, corrosion, or irregularities.
- Record and document system health metrics, including signal strength, tag response rates, and device uptime, within the RTLS management software.
- Re-calibrate all expired tags and upload updated certification documentation into the RTLS management system.

Annual Service Includes the Semi-Annual Service above, plus

- Inspect RTLS tag for damaged or disconnected wiring, or sensor units.
- Spot-check mounting hardware, connectors, and brackets for tightness, corrosion, or heat-related wear.
- Test signal integrity and response times across representative RTLS zones to validate system coverage.
- With customer approval, perform full operational testing, including tag detection, location accuracy validation, and alarm/alert routing (if applicable).
- Verify all RTLS system components are running current manufacturer firmware; update as needed.
- Calibrate location and environmental monitoring tags to manufacturer or regulatory specifications; document in system
- Check for and apply any Engineering Field Change Notices (FCNs) or vendor-recommended updates.
- Measure and log device uptime, signal thresholds, and tag transmission frequencies.
- Record wireless interference levels and input/output power levels across the RTLS network.
- Conduct system performance review with the customer to address concerns, plan maintenance, and schedule any required repairs.
- Inspect temperature and environmental tags for calibration drift or physical damage.
- Validate NIST certifications for all applicable devices and upload certification records to RTLS software.
- Review and document data from environmental sensors and verify proper sensor-to-tag associations.

During the initial Preventive Maintenance visit, an Annual Preventive Maintenance Services must be performed.

RTLS Preventive Maintenance Service Requirements

- During the initial PM visit, a full Annual Service must be performed.
- **Remote support** must be available Monday through Friday, 8 a.m. to 5 p.m. (excluding national holidays).
- **Onsite recalibration and corrective maintenance** must be included as needed, with incident resolution expected within 72 hours.
- Service includes **100% corrective labor and travel coverage** during business hours.

- Includes **battery replacement and recycling** for RTLS tags, with documentation provided that meets applicable environmental regulations.
- Preventive Maintenance Service scheduled by the customer between 8am-5pm, Monday-Friday (excluding national holidays).
- All services must be performed by **manufacturer-certified RTLS technicians** with documented training.
- Preventive Maintenance Service is to be scheduled by the customer during standard business hours (Monday – Friday, 8 a.m. – 5 p.m.).
- **Expired tag replacement or single-unit recalibration** must include freight, labor, proper disposal, and certification of existing and new tags.
- All preventive maintenance and calibration reports must be submitted to UC Davis Health-designated contacts within **7 business days** of service completion.

Tag Battery Inspection Service

- **Inspect the integrity and physical condition of all RTLS tag charging cradles** and storage units.
- Perform a visual inspection of tag batteries and charging environments, including:
 - Check for proper seating in charging cradles and ensure clean, unobstructed charging contacts.
 - Inspect batteries for swelling, leakage, or physical damage.
 - Check for corrosion or wear on connectors, terminals, and contact points.
 - Assess the cleanliness of charging stations and surrounding areas.
- Measure and record tag charging output and voltage levels (if applicable to tag model).
- Document and report battery health metrics and identify tags requiring replacement or recalibration.

Biannual RTLS Tag Battery Service

- Inspect and clean tag charging cradles and storage stations (when offline); ensure cleanliness of surrounding areas.
- Measure and record charging voltage, current, and signal behavior across all supported tag models.
- Inspect tags, cradles, and cables for cracks, leakage, corrosion, or wear; confirm rack/cabinet stability.
- **Record ambient temperature and tag-level temperature data from environmental tags.**
- Perform impedance/internal resistance checks (if supported); verify float voltage for rechargeable tags.
- Document installation or activation dates for all tags and batteries.
- Provide a detailed service report noting deficiencies and corrective actions, with records uploaded to the RTLS system and emailed to UC Davis Health within 7 business days.

Annual RTLS Tag Battery Service includes Biannual RTLS Tag Battery Service above, plus

- Re-tighten all electrical and cradle connections per manufacturer specifications, if required.
- Measure and record resistance values for all battery or charging connections, where applicable.

Single Tag Battery Replacement

- UCDH prefers to replace individual failed RTLS tag batteries rather than entire batches. A full battery replacement cycle for all applicable tags will be conducted every five years.

Corrective Maintenance, Performed as Needed

- Repair or replace damaged tag cradles, connectors, or mounting hardware as identified in inspection reports.
- Non-emergency issues (e.g., unresponsive tags, minor hardware faults) shall be scheduled with UC Davis Health for corrective action.

- All corrective maintenance items must be resolved within 72 hours of initiation.

SECTION V – REQUEST FOR PROPOSAL FORMAT

Introduction

Each Bidder's response must contain a Qualification Statement, Technical Proposal, References, and Cost Proposal as described below. Please provide all requested information in a brief but complete response, responding in order and identifying each response by the corresponding question number. Editable Word document is preferred, and PDFs and/or PowerPoint presentations should only be provided to enhance responses. Failure to prepare proposals in the following required format may result in elimination from the evaluation process.

Proposal Format and Content

Proposals are to be submitted in four separate sections as follows:

Part A – Qualification Statement

Part B – Technical Proposal

Part C – References

Part D – Cost Proposal

Part A – Qualification Statement

The Qualification Statement must contain a description of the Bidder's corporate qualifications, area of expertise, and prior experience with providing services similar to those described in this RFP, including but limited to the following:

A detailed narrative to the following inquiries, identified by the number of the inquiry and provided in order.

1. Provide the Bidder's name, address, telephone and facsimile numbers, a contact name, a brief description of the company's history, including name and address of the parent company, and the size of the company.
2. Provide a corporate profile, service portfolio, and description of the Bidder's service philosophy and approach. What separates and distinguishes this Bidder from other applicants?
3. Provide a report of the Bidder's financial status, including the most recently audited financial statements and profit and loss statements or equivalent evidence of financial stability and include auditor's opinion.
4. Identify by name and University position any University officer, faculty member or other employee who holds a position of director, officer, partner, trustee, manager or employee in the Bidder's company, as well as the name of any near relatives who are employed by the University.
5. Provide maintenance and service alternatives your firm offers for RTLS systems deployed across UC Davis Health facilities. This includes asset tracking, environmental monitoring, and temperature management tags

and infrastructure. Please clearly outline service tiers and any optional support enhancements.

6. Indicate whether services will be performed by your Company's internal technicians or outsourced to third parties. If outsourced, specify the partner(s), their certifications, and geographic coverage.
7. Describe your first-level support capabilities, including business hours, escalation paths, and whether healthcare-specific support agents are available to UC Davis Health.
8. Indicate whether your system supports remote diagnostics of RTLS tags, readers, or infrastructure. Specify the method of access (e.g., secure web portal, IP-based remote session, or VPN) and the types of diagnostics available (battery status, signal loss, system uptime, etc.).
9. List on-site support response times, including standard, expedited, and emergency services. Indicate whether technicians are locally available in Sacramento or dispatched from other regions.
10. Describe how your firm integrates manufacturer warranties for tags, readers, cradles, and associated infrastructure into your service offerings. Outline how out-of-warranty items are handled and the options for coverage extensions or replacements.
11. Clearly define how your organization distinguishes between the scenarios below and describe how these are handled in your service policy:
 - a. Customer misuse or abuse
 - b. Normal wear and tear
 - c. Acts of God or environmental damage
12. Explain how your support teams collaborate with other vendors and/or UCDH departments when issues involving networking, power, or software dependencies outside of your system.
13. Specify your parts inventory practices for RTLS hardware (tags, cradles, sensors, batteries, etc.). Include information about regional warehousing, shipping times, and availability of discontinued or legacy items.
14. Willingness to agree to University of California Terms and Conditions (see attachment posted).
15. Willingness to complete the UC Appendix Data Security as written (see attachment posted).

Part B – Technical Proposal

The RFP response should specifically address each of the RTLS System and Battery Maintenance requirements as outlined in Section IV – Scope of Work of this RFP. Bidders should demonstrate an understanding of the requested services (including calibration, certification, battery management, and tag lifecycle support) and describe how each task will be executed with a maximum of one page per answer. No response to any of the following may result in disqualification of the bidder.

Part C – References

Each Bidder must provide a reference list of at least three (3) clients for whom similar services, particularly in healthcare or regulated environments, have been performed within the past two (2) years. The references must be from two current and one prior client and should reflect the Bidder's experience with real-time location (RTLS), NIST-certified monitoring tags, environmental compliance, and large-scale tag management. The references will be used as a basis for inquiry concerning the bidder's quality of service. The scores received in the reference check process will be factored into the quality percentage points earned (See Section V, Basis of Award). The reference criteria to be used in the reference checks will be provided to bidders, upon written request, after the due date and time for RFP responses.

Furnishing incorrect and/or incomplete reference information may lead to bidder's elimination from consideration for award. The decision to eliminate bidder from consideration for award for poor reference checks or for incorrect and/or incomplete reference information shall be at the sole discretion of UCDH and shall not be subject to appeal.

Part D – Cost Proposal

Fee Structure/Payment Terms

Provide a clear description of Preventive and Corrective Maintenance, including tag battery replacement, cradling servicing, calibration and NIST-certification, software updates, remote diagnostics, on-site support, and documentation upload processes.

The University of California Health desires to enter into a Purchase Services Agreement with the successful Bidder for RTLS Preventive Maintenance Services and any Corrective Maintenance services, as needed:

- Standard Maintenance and Service Costs
- Optional or Add-On Services
- Hardware Replacement costs, if applicable
- Warranty Extension or Replacement Costs
- Multi-year or Bundled pricing options (if available)

Please clearly outline pricing for service tiers (including any additional costs associated with faster response tiers) and any optional support enhancements.

If applicable, please provide enhanced or optional services as extended warranty coverage, predictive battery monitoring, or multi-year maintenance plans.

UCDH Reserves the right to terminate the engagement with the successful bidder during or at the completion of services. Services must be completed to the level UCDH expects. In the event the engagement is terminated, the opportunity will be offered to another qualified bidder, based on the rankings as outlined in the Basis of Award.

SECTION VI – TERMS AND CONDITIONS

Proposal Conditions

Notwithstanding any other provision of the RFP, bidders are hereby advised that this RFP is solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. Thus, UCDH reserves the unqualified right to reject any or all proposals for any reason.

UCDH shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. UCDH, in its sole discretion, reserves the right to determine whether any bidder meets the minimum qualification standards, to determine whether a proposal is responsive, and to select a proposal which best serves its programmatic objectives. UCDH reserves the right to negotiate a binding contract with the selected bidder.

All proposals shall be valid for a period of 180 days following the proposal submission due date.

The UCDH grants other University of California (UC) entities the right to acquire the properties and/or services from a resulting contract based on this competitively bid Request for Proposal (RFP). By submitting an RFP that results in a contract, the awarded bidder agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCDH will not be responsible for any problems or issues, which may arise between other UC entities and the awarded bidder as a result of any sales and/or purchases made.

Responses to this RFP should be made according to the instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal which contains conditions or limitations set up by the bidder may be deemed irregular and subsequently rejected by UCDH.

False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be UCDH's responsibility and its judgment shall be final.

UCDH reserves the right to interpret or change any provision of this RFP at any time prior to the proposal submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each agency that has received an RFP. Should such addendum require additional information not previously requested, a bidder's failure to address the requirements of such addendum in the proposal response may result in the proposal not being considered.

UCDH has, at its sole discretion, the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFP addendum issued by UCDH shall indicate the new submission date for proposals.

Prior to the final submission date, any bidder may retrieve its proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

Bidders wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

It is understood and agreed by UCDH and vendor that in the performance of this agreement, vendor shall be, and act as an independent contractor and not as an agent or employee of UCDH. It is expressly understood and agreed that this agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between UCDH and vendor. Vendor is not an employee of UCDH and is not entitled to the benefits provided by UCDH to its employees, including but not limited to, group insurance, pension plans, worker's compensation or unemployment insurance.

Bidders may not distribute any announcement or news release regarding this project without written approval by the University of California, Davis Health. Any materials to be provided to regulatory agencies, other entities, or to the public shall be submitted to the UCDH for review and distribution unless otherwise directed by a UCDH representative.

PUBLIC INFORMATION AND TRADE SECRETS - The California Public Records Act limits the ability of UCDH to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that bidder does not want disclosed to the public or used by UCDH for any purpose other than evaluation of the bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." UCDH will notify the bidder of data so classified upon receipt of any request to inspect such data so that the bidder will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

All materials submitted in response to the RFP will become the property of UCDH. All samples of work submitted as a part of this proposal will be returned at the request of the bidder. Materials may be returned, with the exception noted above for sample material, only at the UCDH's option and at the bidder's expense.

Contract Terms and Conditions

All terms and conditions of University of California Health Terms and Conditions of Purchase, (Attachment I) shall apply to any contract awarded from this solicitation for proposals. The selected bidder will be required to comply with all the terms and conditions as specified therein. A bidder's inability to comply with, or exceptions and modifications to, the terms and conditions incorporated in the said terms and conditions must be stated in its proposal and may disqualify the bidder from further consideration.

To facilitate timely award of this contract, each bidder must certify its ability to comply with the insurance requirements as outlined in Attachment I. The University will require the selected bidder to furnish a certificate of insurance, naming The Regents of the University of California as an additional insured. Such certificate of insurance shall be in a form as issued by an insurer approved by the University and shall contain an endorsement requiring not less than thirty (30) days' written notice to the University prior to any cancellation or modification thereof. Thereafter, a certificate evidencing the renewal of each such policy shall be furnished to the University at least ten (10) days prior to the expiration of the term of said policy. Failure to comply with this requirement may result in cancellation of any contract resulting from this request for proposal.

The University reserves the right to adjust the minimum insurance limits specified in Attachment I, based on the overall risk assessment of the project. Each bidder must provide evidence of its current coverage with its proposal.

The final contract with the selected bidder will be prepared by the University of California, Davis, Health System's Business Contracts and will incorporate this Request for Proposal, the submitted proposal, and Attachment I.

Bidder shall be solely responsible for the conduct and control of the work to be performed by Bidder under this agreement. Bidder's services for UCDH shall be performed in accordance with currently approved methods and ethical standards applicable to vendor's professional capacity.

Any order resulting from this Request for Proposal shall be subject to the examination and audit by the California State Auditor for a period of three years after final payment under this order. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the cost of administering the contract.

All agreements resulting from this RFP shall be construed and enforced in accordance with the laws of the State of California.

The Bidder shall not maintain or provide racially segregated facilities for employees at any establishment under the Bidder's control. The Bidder agrees to adhere to the requirements set forth in Executive Orders 11246 and 11375, and with respect to activities occurring in the State of California, to the California Fair employment and Housing Act Government Code section 2900 et seq.). Expressly, the Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition, marital status, age, physical and mental handicap regarding any position for which the employee or applicant for employment is qualified, or because he or she is a disabled veteran or veteran of the Vietnam era. The Bidder shall further specifically undertake an outreach effort in regards with the hiring, promotion and treatment of minority group persons, women, the handicapped, and disabled veterans and veterans of the Vietnam era. The Bidder shall communicate this policy in both English and Spanish to all people as concerned within its company, with outside recruiting services and the minority community at large. The Bidder shall provide the University on request a breakdown of it labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University its policies and practices relating to its programs.

Please complete the vendor contact information requested below:

Company Name:	_____	Contact Person/Title:	_____
Federal Employer Identification #:	_____	Contact Email Address:	_____
Main Phone Number:	_____	Contact Phone Number:	_____

I certify that I am authorized to sign on behalf of the organization I represent for this offer and agree to all terms and conditions described herein.

_____ Authorized signature _____ Date