REQUEST FOR QUOTATION (RFQ)

Medical Equipment Rental

UNIVERSITY OF CALIFORNIA DAVIS HEALTH
SACRAMENTO, CA

RFQ ISSUE DATE: June 29, 2021

RFQ DUE DATE: July 30, 2021 no later than 3:00 PM, PST

This RFQ is also available at: https://health.ucdavis.edu/supplychain/

Return Response via email to: LaShonne Joe at ljoe@ucdavis.edu
Email Subject line: Medical Equipment Rental RFQ - <Company Name>

RFQ Contact:
LaShonne Joe
Strategic Sourcing Manager
4800 2nd Avenue, Suite 3010 | Sacramento, CA 95817
Phone: (916) 734-4377
Email: ljoe@ucdavis.edu
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ATTACHMENTS

Exhibit A – University of California Purchasing Terms & Conditions

Exhibit B – UC Purchasing Agreement

Attachment 1 – Pricing Sheet/Cost Proposal

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**SECTION 1 – INTRODUCTION**

University of California, Davis Health (UCDH) is seeking qualified organizations with the resources, experience and capabilities to successfully submit a response to this RFQ for consideration.

The objective of the RFQ is for UCDH to contract with and consolidate medical equipment rental supplier(s) in a manner which will continue to provide exceptional patient support.

**SECTION 2 – HOSPITAL BACKGROUND**

The University of California, Davis Health (UCDH) Department of Pharmacy Services provides medications for the organizational framework that enables the University of California, Davis to fulfill teaching, research, patient-care and public service missions. It consists of the School of Medicine (SOM), the UC Davis Medical Center (UCDMC), the UC Davis Medical Group and several specific centers, such as the UC Davis Cancer Center, the UC Davis Children’s Hospital and the UC Davis M.I.N.D. Institute. Together they deliver primary, secondary and tertiary care throughout inland Northern California. The UC Davis Medical Group, the health system’s physician network, includes over 1,000 physicians and 150 areas of medical specialty serving 33 counties covering a 65,000 square mile area north to the Oregon border and east to Nevada.

UCDH is one of five teaching hospitals operated by The Regents of the University of California. UCDMC is a 625-bed, fully accredited hospital, which serves as the main clinical education site for the UCD School of Medicine. Prior to its acquisition by The Regents in 1973, the hospital was owned and operated by Sacramento County and served as the primary provider of health care to Sacramento’s medically indigent population.

UCDH is the sole Level 1 trauma center serving the Sacramento-Sierra area and the primary tertiary care referral center for a 33-county area of more than five million residents. Each year UCDH admits approximately 33,000 inpatients, while its 150-plus clinics log more than 828,000 outpatients and emergency visits.

UCDH consists of the Medical Center with a Level I Trauma Center, as stated above, hospital campus-based clinics, along with outlying clinics, known as the Patient Care Network (PCN).

Thank you for your interest in the University of California, Davis Health. (UCDH).

**SECTION 3 – RFQ PROCESS TIMELINE**

Bidders interested in submitting proposals in response to this RFQ should do so according to the following schedule. A Bidder may be disqualified for failing to adhere to the dates and times for performance specified below. Please note that dates are subject to change at the discretion of UCDH.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFQ</td>
<td>June 29, 2021</td>
</tr>
<tr>
<td>Deadline for submission of written questions and/or request for clarification</td>
<td>July 9, 2021</td>
</tr>
<tr>
<td>Response back to Suppliers with answers for clarification</td>
<td>July 21, 2021</td>
</tr>
<tr>
<td>Deadline for receipt of Suppliers Proposals</td>
<td>July 30, 2021</td>
</tr>
<tr>
<td>Demos/Trials, if determined to be required</td>
<td>Mid-August</td>
</tr>
<tr>
<td>RFQ award</td>
<td>August/Early September</td>
</tr>
<tr>
<td>Expected execution of contract</td>
<td>September</td>
</tr>
<tr>
<td>Awardee commencement of project</td>
<td>September</td>
</tr>
</tbody>
</table>
SECTION 4 – RFQ INSTRUCTIONS

4.1 General Guidelines
Suppliers are advised to review all sections of this RFQ carefully. Follow instructions in this document for proposal submission. Suppliers will submit their proposal as well as any questions by the date specified herein. Failure to make a complete submission as required herein may result in rejection of the RFQ and disqualification of that supplier from further participation. Also, RFQ responses that depart from or alter the terms, requirements, or scope of work defined by this RFQ may be rejected. Any deviation from the specifications shall be identified and fully described along with submitting detailed specification documentation. The right is reserved to accept or reject quotations on each item separately, or as a whole.

4.2 Response Instructions
Each supplier is required to submit its response via email on the Pricing Sheet/Cost Proposal, Attachment 1 and Supplier Questionnaire, Attachment 2.

4.3 Supplier Questions
All questions regarding the RFQ must be submitted via email to LaShonne Joe at ljoe@ucdavis.edu no later than July 9, 2021. 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 email no later than July 21, 2021.

4.4 Proposal Submissions
Each supplier is required to submit its response via email to LaShonne Joe at ljoe@ucdavis.edu no later than July 30, 2021. Suppliers must furnish all information requested in this solicitation. If only a portion of the requested information is furnished in a supplier’s response, that response may be deemed non-responsive.

4.5 Addendums
Any interpretations, revisions or corrections to this RFQ issued during the response period will be by addendum. Notification of an addendum will be issued to each participant in writing through via email. No one is authorized to amend or interpret any document by oral statement.

SECTION 5 – STATEMENT OF WORK AND REQUIREMENTS

Requirements:
  a) Rate quoted per the Pricing Sheet shall be inclusive of all expenses pertaining to the rental of noted item
  b) Response to Supplier Questionnaire
  c) Two (2) hour delivery upon equipment request
  d) Four (4) hour pick-up upon notification
  e) Rental period to end once UCDH requests pick-up
  f) Rounding three (3) times per week – Supplier to ensure all rental equipment is accounted for
  g) Equipment rental fill rate of 98%
  h) Monthly Invoicing
  i) Pre-invoice audit – Supplier to send detailed rental information on what will be invoiced prior to issuing invoice
  j) Separate invoicing for repair
  k) Equipment lost or damaged beyond repair by UCDH will be invoiced at the fair market value, minus the total rental fees paid for equipment
  l) Equipment to be serviced based upon the manufacturer’s specifications
SECTION 6 – PRICING AND TERM

(a) The term of the Agreement will be from the final date of execution through April 30, 2024 (“Initial Term”) and is subject to earlier termination as provided below. UC will have the sole option to renew for two (2) successive one (1) year periods (Renewal Term) under the same terms and conditions.

(b) UC or Supplier may terminate the Agreement for cause by giving the other Party at least fifteen (15) days' written notice to cure a breach of the Agreement (Cure Period). If the breaching party fails to cure the breach within the Cure Period, the non-breaching party may immediately terminate the Agreement.

SECTION 7 – BASIS OF AWARD

Unless otherwise indicated, award(s) will be made to the overall best responsive and responsible supplier(s) whose proposal, in the sole opinion of UCDH is deemed best able to serve the needs of UCDH contained in this RFQ and who have demonstrated the ability to perform the required service in an acceptable manner. Notwithstanding any other provision of this RFQ, UCDH reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all submissions or portions thereof; or (3) reissue a RFQ when UCDH determines that it is in the its best interest to do so (4) make an award to more than one supplier if in the best interest of UCDH to do so.

SECTION 8 – EVALUATION CRITERIA

UCDH will evaluate and rate the proposals of qualified companies on (a) the requirements in the Statement of Work and Requirements Section and (b) acceptance of UC Terms and Conditions of Purchase. Failure to provide the information necessary to fully evaluate the bid response will result in disqualification of the bid.

SECTION 9 – QUOTATION REQUIREMENTS AND CONDITIONS

1. University of California Purchasing Terms & Conditions, Exhibit A and UC Purchasing Agreement, Exhibit B will apply to the resultant award/purchase order.

2. The right is reserved by the UCDH to cancel any purchase order which results from your offer, at any time, for convenience, at the option of and without penalty to the University.

3. Suppliers are advised that exceptions to University specified contract conditions and/or University standard terms and conditions for purchase, as referenced herein and attached, are not invited and may result in disqualification of the Supplier.

4. Notwithstanding any other provision of the RFQ, Suppliers are hereby advised that this RFQ is a solicitation for 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.

5. UCDH shall have the unconditional right to withdraw, cancel, or amend this RFQ at any time. Supplier shall bear all costs associated with the preparation and furnishing of responses to this RFQ. UCDH, in its sole discretion, reserves the right to determine whether any supplier meets the qualification standards, to determine whether a proposal is responsive, and to select proposals which best serve its programmatic objectives. UCDH reserves the right to negotiate a binding contract with the selected supplier(s).
6. UCDH at its sole discretion, reserves the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFQ addendum issued by UCHD shall indicate the new submission date for proposals.

7. 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.

8. 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.

9. To facilitate timely award of this contract, each Supplier must certify its ability to comply with the insurance requirements outlined in the University of California terms and conditions. The University will require the selected supplier 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 RFQ.

10. The University reserves the right to cancel any contracts resulting from this RFQ at any time should insufficient funds be budgeted to continue the contract, by giving 90 days prior written notice to the supplier.

11. The supplier(s) awarded a contract as a result of this RFQ may not assign or sublet the whole or any part of the contract without the prior written consent of the University.

12. This RFQ form completed with required (1) signature, (2) completed Attachment 1 and Attachment 2 and (3) returned by due date/time to be to be considered for this engagement.

13. Please respond to this request even if a "no bid" is submitted.

14. In order for your quotation to be considered, your response must fully address ALL questions accompanied with supporting information as indicated.

15. Unless otherwise stated, your quotation will be firm for sixty (60) days from the date of RFQ closing.

16. Any deviation from the specifications must be identified and fully described. The right is reserved to accept or reject quotations as a whole, and to waive any irregularities in the quotation.

17. Piggyback: The University of California Davis Health (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 Quote (RFQ). By submitting an RFQ that results in a contract, the Contractor agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCDHS will not be responsible for any problems, which may arise between UC entities and the Contractor as a result of any sales and/or purchases made.
18. Equal Opportunity: As a supplier of goods or services to the University of California, I/we certify that I/we shall not maintain or provide racially segregated facilities for employees at any establishment under my/our control. I/we agree 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 12900 et seq.). Expressly, I/we shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition (as defined by California Code section 12925(f)), marital status, age, physical and mental handicap in regard to 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. I/we shall communicate this policy in English to all persons concerned with the company, with outside recruiting services, and the minority community at large. Upon request, I/we shall provide the University a breakdown of my/our total labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University my/our policies and practices relating to my/our Equal Opportunity Program.

**SECTION 10 – SUPPLIER RFQ CONTACT**

Who should be contacted with information or questions regarding the RFQ?

<table>
<thead>
<tr>
<th>Company (“Supplier”)</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Title:</td>
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<tr>
<td>Email Address:</td>
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<td>Phone Number:</td>
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**SECTION 11 – CERTIFICATION**

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

______________________________
Signature

______________________________
Printed Name

______________________________
Title

______________________________
Date