



Grace Health Small Purchase Bid Request

Project Title: Dental Supplies

Posted Date: 01/24/2025

Closed Deadline Date: 02/26/2025

Dental Supplies Proposal for Grace Health

1. Project Overview:

Grace Health, a Federally Qualified Health Center (FQHC) with multiple locations across southeastern Kentucky, offers comprehensive dental care as part of its healthcare services to underserved communities. To support the delivery of high-quality dental services, Grace Health seeks a qualified vendor to provide Dental Supplies required for preventive care, restorative treatments, and routine dental procedures. Grace Health intends to award contracts to a minimum of **three** vendors to support the fulfillment of our medical supply requirements

The selected vendor(s) will be responsible for supplying high-quality dental products that comply with healthcare standards, ensuring reliable and timely delivery to the following Grace Health locations with dental services:

- **Hyden:** 21154 Highway 421 Hyden, KY 41749
- **Medical Campus:** 14662 N US Highway 25E Corbin, KY 40701
- **Manchester:** 85 Hwy 80 Manchester, KY 40962
- **Women's Care (SBH Dental):** 1019 Cumberland Falls Hwy Suite D141 Corbin, KY 40701

2. Scope of Work (SOW):

Grace Health invites proposals from experienced suppliers capable of providing a comprehensive range of dental supplies to support routine dental care and specialized treatments. The vendor should ensure inventory management, quality control, and dependable delivery schedules.

Scope of Work Details:

A. General Dental Consumables:

- **Preventive Care Supplies:** Fluoride Varnish, Freedom NuPro prophylaxis angles, prophylaxis angle, prophylaxis paste with options of grit and flavors, saliva ejectors, dental floss, sample size toothpaste, toothbrushes for all ages, oral hygiene kits, patient bags, Mr. Thirsty, Clinpro sealant tips, Sterile I – pack, Ultradent sealant material.
- **Restorative Materials:** Provide Spectra TPH composite resins, Surefil flowable, etch, Elect Prime and bond, RGMi RelyX cement, PVS and alginate impression materials, Temp bond temporary cement for restorative treatments.
- **Infection Control Supplies:** Polychloroprene disposable gloves in all sizes, nitrile gloves, Level 3 masks, patient bibs, sharps container, ultrasonic cleaning solution, evacuation line cleaner, disposable lab coat, surface tuberculocidal disinfectant wipe, internal indicator, sterilization wrap paper, autoclave indicator tape, sterilization pouches to ensure infection control standards are met.

B. Dental Instruments and Accessories:

- **Basic Instruments:** Supply Flecta mirrors, explorers, ultrasonic scalers, periodontal probe, elevator, root tip pick, extraction forceps, and curettes for routine examinations and dental procedures.
- **Specialty Tools:** Provide tools such as 330, 245, RA2, RA4, RA6 dental burs, K File and broaches endodontic files, Wave 1 rotary endodontic files, and reamers required for specialized treatments.
- **Sterilization Products:** See above under Section A: Infection Control Supplies.

C. Anesthetics and Pharmaceuticals:

- **Topical and Injectable Anesthetics:** Provide anesthetics such as lidocaine, septocaine, benzocaine, prilocaine, mepivacaine, Gingicaine, topical anesthetic, ProTector needle sheath, 25 gauge needle, 27 gauge needle, Hurricane spray topical for pain management during procedures.
- **Other Pharmaceuticals:** Peridex, Chlorhexidine

D. Patient Care and Disposable Supplies:

- **Disposable Items:** Provide disposable items such as mouth rinse cups, cotton rolls, gauze pads, chair cover, barrier tape, dri angle, air water syringe covers, xray sheath, and air-water syringe tips.
- **Patient Comfort Supplies:** Supply products for patient comfort, including neck supports, bite blocks, blanket, and eye protection.

E. Inventory Management & Delivery Services:

- **Scheduled Deliveries:** Coordinate regular deliveries to each location based on usage patterns, with options for weekly or bi-weekly restocking. Dental supply ordering takes place on the 2nd and 4th Wednesday (budget is based on previous month encounters, clinic specific)

- **On-Demand Fulfillment:** Offer on-call service for urgent or additional supply needs, particularly for high-use items. Only utilized if unforeseen over usage occurred.
- **Inventory Tracking and Management:** Provide inventory management solutions, such as barcode tracking or online ordering portals, to monitor stock levels efficiently and prevent shortages. Each clinic has a supply list to be ordered when threshold reaches low level.
- **Shipping Cost:** All pricing submitted must either include shipping costs within the unit price or provide free shipping. Grace Health will not accept separate or additional shipping charges on any orders.

F. Compliance with Healthcare Standards:

- **Regulatory Compliance:** Ensure all products meet FDA and OSHA standards for dental materials and equipment.
- **Safety Documentation:** Provide Material Safety Data Sheets (MSDS) for applicable products and ensure compliance with healthcare safety regulations. Available via Stericycle.

G. General Scope of Work Requirements

- **Performance Monitoring Statement:**

Grace Health will actively monitor contractor performance to ensure full compliance with the Scope of Work (SOW) and project requirements. This oversight will involve regular progress reviews, scheduled and unscheduled site visits, and the submission of detailed progress reports by the contractor. Additionally, contractors must promptly address any identified deficiencies or non-compliance issues. This structured monitoring process ensures that all project objectives are met, timelines are adhered to, and work is performed according to federal and Grace Health standards.

- **Data Reporting Requirements:**

The vendor is required to provide all necessary data primarily through detailed and accurate invoicing to support Grace Health's federal financial and programmatic reporting obligations. Invoices must include itemized costs, descriptions of services or goods provided, and any additional data outlined in the project guidelines. All invoicing must adhere to specified formats and submission deadlines. Grace Health reserves the right to review and verify invoice data to ensure compliance with federal reporting requirements.

- **Record Retention and Accessibility:**

The vendor is required to maintain all project-related records, with a primary focus on detailed and accurate invoices, for a minimum of **three (3) years** from the date of submission of the final expenditure report, in accordance with federal and state regulations (45 CFR § 75.361). In the event of any ongoing litigation, claim, or audit, records must be retained until all related issues are fully resolved and final action has been taken. Additionally, records for real property and equipment purchased with federal funds must be retained for three years after final disposition.

All records must be readily accessible for review or audit by Grace Health, HRSA, or authorized representatives to ensure full compliance with federal reporting and accountability requirements.

- **Audit and Compliance:**

Grace Health reserves the right to audit and inspect all vendor records related to the project to ensure full compliance with federal procurement guidelines and applicable regulations. This includes, but is not limited to, reviewing financial records, invoices, performance reports, and any documentation related to the goods or services provided.

Vendors are required to provide timely access to all relevant records upon request by Grace Health, HRSA, or any authorized representatives. Any findings of non-compliance may result in corrective actions, up to and including termination of the agreement or disqualification from future procurement opportunities.

This audit and compliance process is essential to maintaining transparency, accountability, and adherence to all federal and organizational standards.

- **Property Management (if applicable):**

Any equipment, materials, or property procured or provided as part of this project must be managed, maintained, and disposed of in strict accordance with all applicable federal property management regulations. This includes proper inventory tracking, safeguarding of assets, and ensuring that property is used solely for its intended purpose within the scope of the project.

Vendors are responsible for maintaining accurate records of all project-related property and must make these records available for review or audit by Grace Health, HRSA, or authorized representatives upon request.

In the event that property needs to be transferred, replaced, or disposed of, the vendor must follow federal guidelines and obtain prior written approval from Grace Health. Failure to comply with these property management requirements may result in corrective action, financial liability, or termination of the agreement.

3. Proposal Requirements:

- **Standard Pricing Structure:** Include a cost breakdown for each category of dental supplies, specifying any volume discounts or special pricing for high-use items.
- **Delivery Schedule:** Outline a proposed delivery schedule based on Grace Health's anticipated needs, as well as options for on-demand orders. See section E.

- **Experience & Qualifications:** Document relevant experience in supplying dental products to healthcare organizations, particularly FQHCs or community health centers.
 - **Product Samples:** Provide samples or detailed product descriptions for key items (e.g., restorative materials, preventive care products) upon request.
 - **Inclusive Specifications Clause:** The items and specifications listed in this proposal are representative of Grace Health's current needs and include, but are not limited to, the identified supplies and services. Grace Health reserves the right to consider additional items or services offered by the selected vendor(s) that may enhance operational efficiency, improve patient care, or meet unforeseen requirements. Vendors are encouraged to highlight any other relevant products or services they can provide that align with Grace Health's mission and operational objectives.
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4. Timeline:

- **SOW Start Date:** 03/01/2025
 - **SOW Duration:** No Contract, Annual Price evaluations
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5. Vendor/Acquisition Requirements:

- **Experience:** Minimum of 3 years in providing dental supplies, with experience in healthcare or dental settings preferred.
 - **Certifications/Licenses:** Relevant certifications for dental supply distribution, as well as compliance with FDA and OSHA standards.
 - **Insurance Requirements:** General Liability Insurance and any other relevant coverage applicable to dental supply distribution.
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6. Submission Instructions:

- **Quote Submission:** Submit a quote via the designated portal by 02/26/2025, including standard pricing, proposed delivery schedule, and relevant experience.
 - **Required Documents:** Attach proof of certifications, insurance, and relevant experience, along with product descriptions or samples if requested.
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7. Terms and Conditions

A. Award Provisions Statement:

- An Award serves as formal notification of Grace Health's acceptance of the vendor's proposal for the specified project in alignment with Grace Health's HRSA-approved scope of project. This award is contingent upon the vendor's compliance with all outlined

requirements and applicable federal procurement regulations. The following provisions apply to this award:

B. Specific Activities or Services to Be Performed or Goods to Be Provided:

- The vendor is required to fulfill all tasks, services, or goods as detailed in the approved Scope of Work (SOW). All work must be completed in accordance with the agreed-upon timeline and quality standards.

C. Performance Monitoring:

- Grace Health will actively monitor contractor performance through regular progress reviews, site visits, and the submission of required progress reports. The vendor must promptly address any identified deficiencies to ensure compliance with project objectives.

D. Data Reporting Requirements:

- The vendor must provide all necessary data, primarily through detailed and accurate invoicing, to support Grace Health's federal financial and programmatic reporting obligations. Data must be submitted in the required format and by the specified deadlines.

E. Record Retention, Accessibility, and Audit Rights:

- The vendor must maintain all project-related records, especially financial documents and invoices, for a minimum of **three (3) years** from the submission of the final expenditure report, in compliance with **45 CFR § 75.361**.
- All records must be readily accessible for audit or inspection by Grace Health, HRSA, or authorized representatives.
- Grace Health reserves the right to audit vendor records to ensure compliance with federal procurement guidelines.

F. Property Management (if applicable):

- Any equipment, materials, or property procured or provided for this project must be managed according to federal property management regulations. This includes proper inventory control, safeguarding of assets, and prior approval for disposal or transfer.

G. Payment Terms:

- Payments will be processed based on the successful completion of agreed-upon milestones and deliverables as outlined in the award notification. All payments are contingent upon the vendor meeting all performance and compliance requirements.

H. Termination Clause:

- Grace Health reserves the right to terminate this award at any time if performance expectations are not met, if the vendor fails to comply with the agreed-upon terms, or if any federal or organizational policies are violated.

I. Acknowledgment of Award:

Upon receiving this bid award, the vendor agrees to comply with all terms and provisions

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outlined within. To confirm acceptance of the award, the vendor must sign and return the bid award acknowledgment. Failure to return the signed form within the specified timeframe may result in the award being rescinded.

Failure to adhere to these provisions may result in corrective actions, termination of the award, or disqualification from future procurement opportunities.

8. Contact Information:

For questions, please contact: Grace Health Procurement Department

Email: vendor@gracehealthky.org

Phone: 606-526-9005