



Grace Health Small Purchase Bid Request

Project Title: Hyden Dental Generator

Posted Date: 01/24/2025

Closed Deadline Date: 02/26/2025

1. Project Overview:

Grace Health, a Federally Qualified Health Center (FQHC) in southeastern Kentucky, is enhancing its emergency power capabilities across multiple clinic locations to ensure uninterrupted care. Grace Health seeks qualified vendors to supply, install, and maintain backup power generators. Vendors with certification as an authorized Generac dealer are preferred, ensuring reliable products and expert servicing.

This opportunity requests vendors to submit **standard pricing** for their goods and services, including:

- Procurement and installation of new generators.
- Maintenance and repair services for existing generators.

Please note that generator costs may vary depending on size and specifications, and these variations should be reflected clearly in the cost breakdown.

2. Scope of Work (SOW):

Grace Health is requesting proposals from contractors to provide emergency power services, including the supply, installation, and servicing of generators at various locations. All work must meet relevant safety and quality standards.

Scope of Work Details:

A. Generator Supply & Installation:

- Pricing to Install 20KW 3 phase generator
- Pricing to Install 200A service rated transfer switch
- Pricing to Install generator pad

B. **Installation Services:** Install conduit and wire from generator to transfer switch and make connections Install conduit and wire from transfer switch to 200 amp dental panel

C. **Testing & Commissioning:** Complete initial testing to confirm the functionality and safety of the installation. Include all labor, material, and inspections

D. **Inspect & Repair of Existing Generator and Wiring:**

- **Inspection Services:** Conduct a thorough inspection of the generator and associated wiring within the electrical panel to ensure proper functionality and compliance with safety standards. This includes checking for signs of wear, damage, loose connections, or any potential hazards.
 - **Repair Services:** Identify and correct any issues found during the inspection, including but not limited to faulty wiring, damaged components, or mechanical malfunctions in the generator. Provide recommendations for any additional repairs or replacements necessary to maintain optimal performance.
 - **Service Documentation:** Maintain detailed records of all inspections, identified issues, and repair actions taken. Provide a comprehensive report to Grace Health, including any recommendations for future maintenance or upgrades.
 - **Emergency Repairs:** Offer emergency repair services for critical issues detected, with clearly outlined rates for standard and after-hours services.
- E. **Compliance & Training:**
- **Regulatory Compliance:** Ensure all installations meet NEC and local standards.
 - **Staff Training:** Provide basic training for Grace Health staff on generator operation and safety protocols.
- F. **Authorized Dealer Preference:**
- **Certification:** Authorized Generac dealers are preferred; vendors should include certification proof, if applicable.
 - **Warranty Services:** Vendors authorized to perform warranty repairs on Generac generators are strongly preferred.
- 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. Grace Health requires all contractors to provide weekly email updates for the project. All change orders must be submitted via email to vendor@gracehealthky.org.
 - **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.

3. Proposal Requirements:

- **Standard Pricing Structure:** Include a detailed cost breakdown showing standard pricing for generators, installation, and service plans, along with price variations based on generator size and capacity.
- **Experience & Certifications:** Provide relevant experience with generator installation and maintenance, including Generac dealer certification (if applicable).
- **Insurance & Licensing:** Proof of insurance, licenses, and bonding.
- **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.

4. Timeline:

- **Project Start Date:** 03/01/2025
 - **Project Completion Date:** 04/30/2025
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5. Vendor/Acquisition Requirements:

- **Experience:** Minimum of 5 years in generator and emergency power systems services.
 - **Certifications/Licenses:** General Contractor's License, Business License, and preferably Generac certification.
 - **Insurance:** General Liability Insurance, Workers' Compensation Insurance, and Commercial Auto Insurance (if applicable).
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6. Submission Instructions:

- **Quote Submission:** Submit a quote via the designated portal by 02/26/2025, including standard pricing breakdown, service schedule, and any certifications.
 - **Required Documents:** Attach certifications, insurance policies, and proof of licensing.
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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:

By accepting this award, the vendor agrees to comply with all provisions outlined above. To confirm acceptance, please sign and return the attached acknowledgment form within [insert timeframe].

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