
Central Neighborhood Health Foundation

Request for Proposal

For

**Construction of Minor Alteration and
Renovation Project for CNCHC Whittier
Clinic at
12474 Washington Blvd., Whittier CA 90602**

Date Issued: August 3, 2025

Date Due: August 29, 2025

I. Introduction

Central Neighborhood Christian Health Clinics (CNCHC) is a not-for-profit (501c3), Federally Qualified Community Health Center located in Los Angeles, CA. CNCHC has been serving the community for over 50 years and operates eight clinical sites in the Los Angeles, Riverside and San Bernardino County metropolitan area.

CNCHC is committed to ensuring that construction, materials and services are purchased in an effective and efficient manner that provides, to the maximum extent practicable, open and free competition, and in compliance with the provisions of applicable federal, state and local statutes and executive orders. **CNCHC** has established and maintains appropriate procedures addressing the procurement of goods and services to accomplish this objective.

In accordance with standards set by the federal government, grant recipients and vendors receiving grant funds must comply with these applicable federal standards and regulations:

- Appendix II 45 CFR Part 75 - Contract Provisions for Non-Federal Entity
- Contracts Under Federal Awards (HHS adoption of Uniform Grant Guidance)
- Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, as amended by Executive Order 11375, and implementing regulations at 41 CFR part 60.
- Copeland "Anti-Kickback" Act (18 U.S. C. 874 and 40 U.S.C. 276c) - The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- Davis Bacon Act: Contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3), Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141 3144, and 3146–3148) as

supplemented by Department of Labor regulations (29 CFR part 5). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub recipient must comply with the requirements of 37 CFR part 401 and any implementing regulations issued by the awarding agency.
- Clean Air Act (42 U.S.C. 7401-76719.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) -Contractors that apply or bid for an award exceeding \$20,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 45 CFR 75.213 and 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549
- OMB Super circular Guidance (section 200.320)

Additional contractual provisions required by **CNCHC** purchasing policy include:

- Contracts for more than the simplified acquisition threshold currently set at \$10,000 by **CNCHC**, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

The percentage of the total costs of the program or project which will be financed with Federal money is 100%, thus One Hundred percent (100%) of this project will be funded with governmental sources.

Central Neighborhood Christian Health Clinics is preparing to commence construction with our **Minor Alteration and Renovation Project (A&R)** for Whittier Clinic. **CNCHC** goal is to have the construction completed by November 1, 2025 if not sooner. Vendors responding to this RFP will be responsible for the timely acquisition, delivery and construction detailed in this document.

Vendors are also required to submit firm timetables for delivery and installation presented in the RFP response. In addition, an equipment list detailing all hardware, accessories, and warranty information must be provided with the RFP response including any shipping and/or delivery charges.

A. Completing the RFP

Provide a complete description of the equipment and services included in your bid response as well as a firm timeline for delivery and installation. A separate equipment list of vendor supplied hardware and accessories is required. Any non vendor supplied equipment and/or services required to complete the project are to be specifically noted. All proposed hardware, accessories, and delivery/installation charges must be listed in the bid.

No verbal agreements will be considered during the bid process. The quality of the response to the RFP will be viewed as an example of the vendor's capabilities.

Quoted prices and discounts are to be guaranteed for at least 180 days from the bid close date.

B. Format, Due Date

BIDS: Hardcopy proposals for the construction of our TIP's will be received in the office of Central Neighborhood Christian Health Clinics, Friday August 29, 2025. Electronic bids may also be submitted via email to ecochran@cnhfclinics.org by the date and time noted above. No late bids will be accepted and the bid opening is public.

C. Site Tour

A tour of the Whittier Clinic will be provided upon request to those qualified bidders. Please notify Director of Facilities, Aaron Perez of your intention to attend the tour; aperez@cnhfcclinics.org or 231-448-5837

All submitted bids will be considered the property of **CNCHC**. All proposals should include copies of product descriptions for the proposed equipment.

Name one person to be the coordinator for your RFP response, this individual will be the point of contact for any necessary clarification.

Contact Name:

Company:

Title:

Address:

Phone:

Fax:

Email:

D. Confidentiality

Information submitted will be used by **CNCHC** for the sole purpose of evaluating vendor responses. However, since **CNCHC** receives public funds the bids are subject to open records requests. Because of these provisions, contents of the bid can be viewed by government entities or other bidders upon the opening date and all bids will be tabulated during the public bid opening.

E. Selection Process

Several factors will influence **CNCHC's decision** in selecting the vendor and the product line they represent. In addition to cost considerations, proposals will be evaluated on the basis of:

- Accuracy of the proposal in providing the requested **CNCHC Minor Alteration and Renovation Project (A&R)** for our Whittier Clinic 4,253 square foot building located at: 12474 Washington Blvd, Whittier, CA 90602.
- General Contractor must be licensed and bonded and insured with at least 10 prior contracts similar in scope.

F. Disclaimer

Please note that **CNCHC** will select the contractor based upon the best overall solution and value and is not obligated to select the lowest priced bidder; this RFP does not commit **CNCHC** to any specific course of action. In addition, **CNCHC** reserves the right to purchase either selected components, or to not select any vendor or purchase any goods and services resulting from this RFP.

G. Conflict of Interest

No public official, **Central Neighborhood Christian Health Clinics Board Member, or Central Neighborhood Christian Health Clinics employee**, shall participate in any decision related to the award of this RFP, which affects their personal interests or has any financial interest, directly or indirectly, in this RFP or the proceeds thereof.

H. RFP Related Questions

Submit any *RFP* related questions to:

**Eleanor Cochran, CNCHC Chief Administrative Officer
Central Neighborhood Christian Health Clinics
2700 S Grand Avenue
Los Angeles, California 90007
Phone: 626-488-3111
Email: ecochran@cnhfclinics.org**

Submit any *project* related questions to:

**Aaron Perez
Director of Facilities
Central Neighborhood Christian Health Clinics
2700 S Grand Avenue
Los Angeles, CA 90007
Phone: 213-448-5837
Email: aperez@cnhfclinics.org**

II. Vendor Background

A. Company Information

Provide a brief description of the company including:

1. Identify the company name, physical address, city, state, zip code, telephone, fax number, and website.
2. If your company relies on contractual agreements with outside service organizations to provide support for the products defined in your RFP response, please explain the nature of the agreement and give name(s) and contact information for the service provider(s).

B. References

Provide a minimum of three (3) references of your customers that have purchased products and services similar to that being proposed in the RFP. Include contact names, telephone numbers, and physical addresses.

III. Qualifications & Equivalencies

Failure to meet the required criteria or propose alternate equipment will result in the disqualification of the bid.

In addition, only contractors of the buildout being quoted will be permitted to participate in the RFP process. Wholesalers or liquidators who are not factory authorized or who do not have the required support channels will have their bids disqualified.

IV. Warranty & Maintenance

A. Warranty Maintenance & Post Warranty Support

Provide a complete description of the manufacturer and/or vendor supplied warranty and support included in the RFP response. If no warranty or supplemental support is documented in the response then "no warranty" is assumed by **CNCHC** for the vendor's response.

If warranty or support services are to be provided by an entity other than the equipment manufacturer or the RFP respondent, list the organization and its affiliation to the respondent. If optional or upgraded warranty and support programs exist for the equipment listed in the RFP response then the vendor should list the information as an optional cost or in an addendum.

B. Warranty & Support Questions

Please answer these warranty and support questions as applicable:

1. What length of warranty of construction by contractor is included in this project.
2. Detail the warranty included in the purchase price of the related equipment.

V. Pricing and Terms

A. Equipment & Delivery

Vendors responding to the bid process will be responsible for the timely acquisition and delivery of all construction materials listed in this document. Please provide a complete description of the equipment, setup, and warranty services included in your bid response as well as a detailed timeline for delivery.

B. Pricing

When submitting the RFP response, include a detailed line item description including a

unit price and any applicable shipping and/or delivery charges. No verbal agreements will be considered during the bid process. The quality of the response to the RFP will be viewed as an example of the vendor's capabilities. Quoted prices and discounts are to be guaranteed for at least 180 days from the bid close date.

C. Terms

The payment terms must be clearly defined in the RFP response.

D. Default

1. **Central Neighborhood Christian Health Clinics** may, subject to the provisions of below, by written notice of default to the vendor; terminate the whole, or any part, of this purchase in any of the following circumstances:

- a. If the vendor fails to start construction and purchase materials or to perform the services within the time specified.
- b. If the vendor fails to perform any of the other provisions of the **CNCHC A&R** agreement, or so fails to make progress as to endanger performance of this purchase agreement in accordance with its terms, or in either of these two circumstances does not cure such failure within a period of 30 days after receipt of notice from the department specifying such failure.

2. In the event **CNCHC** terminates this purchase agreement in whole or in part as provided, **CNCHC** may procure, upon such terms and in such manner that are deemed appropriate by **CNCHC**, supplies or services similar to those terminated. In this circumstance the vendor shall be liable to **CNCHC** for any excess costs for such similar supplies or services.

3. The contractor shall not be liable for any excess of costs if acceptable evidence has been submitted to **CNCHC** that failure to perform the purchase agreement was not due to negligence of the vendor.

VI. Tenant Improvement Plan

Central Neighborhood Christian Health Clinics is seeking proposals for the construction of our Whittier Clinic. This facility is located at 12474 Washington blvd. Whittier, CA 90602

The building covers 4,253 square feet single level. Contractors will bid this project based upon our Architectural Drawings and must pass all permitting processes.

The Architectural Drawings are available upon request to serious bidders by contacting Ms. Eleanor Cochran, Chief Administrative Officer or Aaron Perez, Director of Facilities.