



Cayman Islands Health Services Authority

**Request for Proposal
Office Renovation / Fit-Out
for IT Offices**

**Tender# CTC/15-16/HSA/005 –
Renovations IT Office**

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INSTRUCTIONS TO PROPOSERS

Qualified firms are invited to submit a proposal to construct office accommodation (interior Fit-out) for **office space** for a Cayman Islands Health Services Authority internal department, to be located in the building annexed to the Cayman Islands George Town main hospital complex. The Cayman Islands Health Services Authority (herein after referred to as the Authority) by replying to the enclosed specification. In order for your proposal to be considered, you must fill in completely all items in this specification.

Proposals should be submitted in a sealed package clearly marked with the address and RFP number. If more than one package is submitted, they should be marked 1 of 2, etc. All documentation relating to the cost/prices must be in a separate sealed package and clearly marked as such and submitted with proposals. All proposals must be submitted in PDF on a CD and five (5) hard-copies (one identified original copy plus four additional copies) to:

The Secretary, Central Tenders Committee
1st Floor, Government Administration Building
71 Elgin Avenue, Grand Cayman KY1-9000
Cayman Islands
Attention: **CTC Chairman Mr. Nick Freeland**

Tender #CTC/15-16/HSA/005 – Renovations IT Office

Proposals must be received at the above address **no later than 12:00 Noon, 7th August 2015**. Late proposals will not be considered, regardless of the reason.

Hand carried proposals may be delivered to the Government Administration Building on the between the hours of 8:30 am and 5:00 pm, Monday through Friday **up to the deadline for proposal submission.**

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the above address and tender number appears on the outer wrapper or envelope used by such service.

INTERPRETATION OF SPECIFICATION

During the proposal period, questions of interpretation and clarification relating to this RFP must be submitted, in writing preferably email, to the below address on or before **12:00 noon on Wednesday 5th August 2015**:

Lisa Bell – email: lisa.bell@hsa.ky

Any questions answered during the proposal period, if said answer affects the essence of the proposal will be incorporated in an addendum, which will be posted on www.hsa.ky.

PROPOSAL TIMELINE

A tentative schedule of key dates for the solicitation has been established as follows:

Task	Key Timeline	Date
1.	Issue RFP	17 th July 2015
2.	Meeting for project overview and Site Visit at Hibiscus Conference Room (Cafeteria Building)	22 nd July 2015 10:00 am
3.	Closing Date for Questions	5 th August 2015
4.	Closing Date For Receipt of Bid Proposals and Amendments to Bid Proposals	(Noon) 7 th August 2015

II. INFORMATION FOR PROPOSERS

REQUEST FOR PROPOSAL

The Cayman Islands Health Services Authority (CIHSA) is requesting Proposals from qualified proponents for the provisions of Building Construction - Interior Fit-out services as outlined in this document.

This Request for Proposal (RFP) provides interested vendors with sufficient information to enable them to prepare and submit proposals for consideration by the Authority.

This RFP contains instructions governing the proposals to be provided, requirements which must be met for eligible consideration, general evaluation criteria, and other requirements to be met by each proposal.

The Authority reserves the right to accept or reject any or all proposals received as a result of this request, or to negotiate separately with competing contractors, and to waive any informalities, defects, or irregularities in any proposal.

The authority reserves the right to accept the proposal of a vendor other than that of the lowest bidder.

Proposals should be simple and economical, providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP.

CONDITIONS OF AWARD

It is the intent of the Authority to award to the most responsive contractor, provided the proposal has been submitted in accordance with the requirements of this Request for Proposals document, judged to be fair and reasonable, and does not exceed the appropriated funds available. The Authority shall be the sole judge of the contractor's qualifications, and whether the priced proposal is in the best interests of the Authority.

The Authority may conduct such investigations as the Authority considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the proposer and award in accordance with the Request for Proposal documents to the Authority's satisfaction within the prescribed time.

The Authority shall have the right in its sole discretion to terminate the award with or without cause.

CONTRACTUAL CONDITIONS

For this RFP, the proposal must remain valid for at least ninety (90) days. Moreover, the contents of the proposal of the successful bidder may become contractual obligations if a contract is entered into.

The amount for the services to be rendered will be negotiated with the firm selected, and said firm will be required to enter into a formal agreement with the Authority. The Authority reserves the right to delete or amend any of the services as listed and described in this RFP.

If a satisfactory contract cannot be negotiated, negotiations will be formally terminated. Contract negotiation will then be started with the first alternate vendor.

The content of the RFP and the successful vendor's proposal will become an integral part of the contract, but may be modified by the provisions of the contract.

The successful vendor will be required to include a disclosure statement of any potential conflicts of interest that the firm may have due to other clients, contracts, or interest associated with this project.

The selected vendor will be required to assume responsibility for all services offered in the proposal whether or not she or he provides them. Further, the Authority will consider the selected vendor to be the sole point of contact with regard to contractual matters.

News releases pertaining to this project will not be made without prior the Authority's prior approval.

KNOWLEDGE OF CONDITIONS

The proposer shall satisfy himself as to the nature of the work and general and local conditions. He or she shall gain full knowledge of working conditions and other facilities in the area which will have a bearing on the performance of his or her work. Any failure by the proposer to acquaint himself/herself with all of the available

information shall not relieve that proposer from any responsibility for performing all work properly. No additional compensation shall be allowed for conditions increasing the proposers cost which were not known, or appreciated by, that proposer when submitting the proposal. The Authority may consider informal any proposal not prepared and submitted in accordance with the provisions hereof. Proposers shall understand that the Authority will not be responsible for any errors or omissions by the proposer in the presentation of the response.

All materials submitted become the property of the Authority, and may be returned only at the Authority's option. The Authority has the right to use any or all ideas presented in any reply to the RFP. Selection or rejection of the proposal does not affect this right.

CRITERIA FOR SELECTION

All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel. This committee will recommend for selection the proposal which most closely meets the requirements of the RFP.

The following criteria will be of major importance in making the selection.

- A. Ability of the vendor to satisfy requirements specified in Scope of Work.
- B. Total Cost
- C. Vendors plan for accomplishment of the tasks to include the qualification/Quality and experience of personnel to be assigned to the project.
- D. Responses from client references
- E. Vendor's experience in performing similar work
- F. Vendors organizational size, financial status, and length of service in the industry

SOLICITATION PROCESS

Firms are requested to submit PRICED proposals addressing those items cited in the RFP. Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section VI, Evaluation Criteria. A short list of firms will be selected for further evaluation. Only those firms that are placed on the short list on the basis of meeting the needs of the Authority and best value will be considered during the second phase. During the second phase, interviews may be held with the short listed firms.

In the final phase, negotiations will be held with the firm ranked the highest by the evaluation committee on the basis of the proposal and interview. If a tentative agreement is reached with the top ranked firm, the recommendation will be sent to the Authority's Board for approval. Board approval may be subject to successful negotiation of a final contract. The Authority and the top ranked firm will then negotiate the details of the final contract; the contract will be signed; and work may begin.

Should the Authority be unable to reach an agreement with the top ranked firm, negotiations will commence with the next ranked firm. This process will continue until a satisfactory contract is negotiated, or the Authority exercises its right to reject all proposals.

ADDITIONAL INFORMATION

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The Authority reserves the right to be the sole judge of these criteria.

The Authority may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The Authority, reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous to the Authority.

Vendors Must supply complete listing of all owners and shareholders.

III. RFP CONDITIONS

ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, or subcontractors have successfully completed services, similar to those specified in the Scope of Services section of this RFP, or have equivalent experience in a closely related field.

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.

VARIANCES

While the Authority allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points.

PUBLIC RECORDS

Freedom of Information law provides that municipal records shall at all times be open for personal inspection by any person. Information and materials received by Authority in connection with all Proposers' responses shall be deemed to be public records subject to public disclosure. However, certain exemptions to the public records law are statutorily provided. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Freedom of Information Law, then the Proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the Authority will treat all materials received as public records.

ADDITIONAL ITEMS/SERVICES

The Authority may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the Authority prices on such additional items or services based upon a formula or method which is the same or similar to that used in establishing the prices in the proposal. If the price(s) offered are not acceptable to the Authority, and the situation cannot be resolved to the satisfaction of the Authority, the Authority reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

CONTRACT TERM

The initial contract term shall commence upon final approval by the Authority and execution of the contract by the Authority and shall be valid until the appraisal of all the Authority's properties is completed which will be based on a mutually agreed timeframe.

FEES

Compensation for the project will be based on best value for money and the final negotiated price with the successful vendor. The submitted cost estimate must include all projected cost associated with the project.

CONTINGENCIES

This RFP does not commit the Health Services Authority to award a contract. The H.S.A reserves the right to accept or reject any or all proposals, if it determines it is in the best interest of the Authority to do so. The H.S.A will notify all Proposers in writing if it rejects all proposals or cancels this RFP process.

INCURRED COSTS

This RFP does not commit the H.S.A to pay any costs incurred by Proposers in the preparation of a proposal in response to this request and Proposers agree that all costs incurred by Proposers in developing this proposal are the Proposer's responsibility

FORMAL AGREEMENT

In the case of this RFP, Proposer will be required to enter into a formal agreement with the Authority. This RFP sets forth some of the general provisions which will be included in the final contract. In submitting a response to this RFP, Proposer will be deemed to have agreed to each clause unless the proposal identifies an objection and the Authority agrees to a change of language in writing.

FINAL AUTHORITY

The final authority to award a Contract rests solely with the Board of the Health Services Authority.

GOVERNING LAW

The agreement will be governed by the laws of the Cayman Islands.

CONFIDENTIALITY

The Proposer agrees not to use or disclose any information it receives from the Authority under this agreement that is confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this agreement or as authorized in advance by the Authority. The Authority agrees not to disclose any information it receives from the Proposer which the Proposer has previously identified as confidential and which the Authority determines in its sole discretion is protected from mandatory public disclosure under a specific exception in the Freedom of Information Law. The duty of the Authority and the Proposer to maintain confidentiality of information continues beyond the term of this agreement, including any extensions.

AMENDMENTS TO THIS REQUEST FOR PROPOSAL

The Authority, reserves the right to amend this Request for Proposal by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be posted on the Authority's Web site as soon as available and shall be the responsibility of the proposer to obtain all addenda. If revisions are of such a magnitude to warrant, in the Authority's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

IV. SCOPE OF SERVICES

BACKGROUND

It is the intent of the Authority to establish a contract with a professional and established business to construct a new electrical room, gantry and generator pad and install one owner furnished 2,000 KW Genset.

SCOPE OF WORK

1. Demolition and Re-instate Interior Fit-out works as indicated on the attached drawings and specifications
2. This construction project shall be inclusive of all works including architectural, structural, mechanical, electrical, plumbing and fire protection.
3. The contractor must install site barricade and protection around all work areas to prevent unauthorized access to the Job site and provide site safety.
4. The Contractor will have to coordinate for site trenching and manhole construction activities in traffic in the areas and reasonably maintain parking area traffic flow in the affected area .
5. Any works that may affect interruptions of services will have to be scheduled during the hours that would minimize the disruption of ongoing services.
6. The Contractor shall furnish all other materials and equipment required for this project to successfully complete the works in a timely manner.
7. This project does not include any final landscaping, however, all areas that do not have a concrete surface or paved surface shall be left clean and tidy, leveled to receive top soil.

Notes:

1. The Contractor shall propose terms of payment in their proposal. The Authority will retain a retainer fee of %5 of the total sum which will be payable at the end of the warranty period of 6 months.
2. The tentative start date for construction is August 1st 2015.
3. The Contractor must maintain insurance coverage during project, up to and including the last day of the Warranty period as follows:
 - Construction All Risk - the policy shall provide cover for the works (including associated works and site mobilisation) permanent works and Temporary works undertaken in relation to the project including all design drawing specifications and plant to be provided and all other property for use in connection with this project. For avoidance of doubt, the insured amount shall be approximately CI \$500,000.00.
 - Third Party Liability Insurance- the policy shall provide cover to The Contractor and to The Authority against all sums which any party or parties hereto become legally liable to pay as damages (including costs and expense) in respect of our consequent upon accidental bodily injury to or illness of third parties and/or accidental loss of or damage to property belonging to third parties occurring in direct connection with the construction or erection of the projects and to include any period of maintenance. This cover shall be in the amount of CI \$2,000,000 per occurrence and in the aggregate.
 - Workmen's Compensation and Employer's Liability- The Contractor shall maintain and cause any of its subcontractor to maintain a policy in respect to their respective employee at a minimum amount of CI \$1,000,000 per occurrence and in the annual aggregate. The Contractor shall add The Authority as a named insured under its policy for Employer's Liability and shall provided evidence of cover prior to the commencement of the works.
4. The Authority will host a project meeting and site visit on Tuesday, 22nd July 2015, 10:00am at George Town Hospital Hibiscus Conference Room (Cafeteria Building)

DELIVERABLES

1. The contractor shall carry out the works and provide equipment as required in the documents to successfully complete the work for the IT Office Renovations.
2. The final Certificate of Occupancy on the area of works.
3. All finishes shall be squared leveled and "Straight" and carried out in a good workmanship manner.
4. The site shall be cleaned of all debris construction materials. The site is to be maintained in a clean and tidy manner.
5. Areas that do not have a concrete or other paved surface shall be left ready for future landscaping.
6. As-built drawings electronically in PDF and one set printed on paper
7. Warranty on all material and workmanship to be free of defects for at least 1 year from the date the Certificate of Occupancy is issued.
8. The retainer fee of 5% will be paid at the end of 6 months.

DISCLOSURE

Vendors should have no real or apparent conflict of interest. A conflict of interest includes any family, financial or contractual relationship with a member of the Authority during the time period of the study, 30 days before the study commences, and 30 days after the study ends. Vendors Must supply complete listing of all owners and shareholders.

V. PROPOSAL REQUIREMENTS

The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this Request for Proposal.

Proposer shall prepare their proposals using the following format with each section clearly labeled and shall include the following:

- Letter of Transmittal/Cover Letter, dated and describing the firm's and any subcontractors' (if applicable) background and history. Include number of years in business and the range of services the firm provides. The cover letter must be signed by an official of the firm who has authority to enter into a contract. Identify the qualifications and experience of the firm and lead personnel proposed for this project
- Provide a list and resumes of the key personnel to be used under the proposed contract. Note principal(s), project manager(s) and technical staff who will be working on the project and their specific roles. Include any relevant licenses or certification information.
- Provide at least three (3) reference letters for the proposed Project Manager and or Site Foreman and the Electrical Trade Site Foreman
- List at least three (3) current and pertinent professional references (name, address, and phone number) that the Authority may contact in relation to the Proposer's qualifications, experience and stability.
- Scope of Work -This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products. The proposal shall also include and Identify suggested revisions and improvements to the Scope of Work.
- Provide a general work plan. The work plan should describe the approach, the timeframe, the expected roles of consultant staff and Authority staff, and the overall management of the project.
- Provide a proposed fee structure for services provided. Include the hourly rate of key project personnel and support staff, any reimbursables and other expenses anticipated to be charged to this contract. The price proposal should identify what level or effort and work product is expected from Authority staff.
- Provide a summary of any and all litigation filed against the Proposer in the past three years which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.
- Identify the type of business entity involved (e.g., sole proprietorship, partnership, corporation, etc.). Identify whether the business entity is incorporated in the Cayman Islands or a foreign country.
- If Proposer is a corporation, provide certification from registering authority verifying Proposer's corporate status and good standing, and in the case of foreign corporations, evidence of authority to do business in the Cayman Islands. In the case of a sole proprietorship or partnership, provide picture identification for all owners or partners.
- Any additional information that the Proposer considers pertinent for consideration should be included in a separate section of the proposal. The Authority solicits a statement about why the Proposer feels its approach would be the most cost effective to the Authority.
- Disclosure of any potential conflict or statement that there are none to the best knowledge of the consultant(s). Also, consultant(s) should state its intention to conform to the no conflict provisions of the RFP
- Proposals should be inclusive of all costs necessary to conduct business in the Cayman Islands

VI. EVALUATION PROCESS

A. GENERAL

All proposals will be reviewed by the Health Services Authority's Staff, Management, & Board.

B. INITIAL REVIEW OF SUBMITTED PROPOSALS

1. All proposals will be initially evaluated to determine if they meet the mandatory requirements.
2. The proposal must have been received on or before the specified deadline.
3. Be complete, in the required format, and comply with all the material requirements of this RFP.
4. Prospective Proposers must provide three (3) references from other clients/agencies.
5. Failure to meet these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect, or variation, if the irregularity, defect, or variation is considered by the H.S.A to be immaterial or inconsequential. In such cases, the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect, or variation, or the H.S.A may elect to waive the deficiency and accept the proposal.

C. CONTRACT AWARD PROCESS

Contract(s) will be awarded based on a competitive selection of proposals received. A selection committee will submit its analysis and recommendation, in a summarized form, to the H.S.A Board. Upon review and recommendation of the proposed contractor, the H.S.A will negotiate and prepare a professional service contract. In the event the contract negotiations are not successful, the H.S.A reserves the right to commence negotiations with the second-ranked proposer.

The Committee's review will be based on the following criteria:

Criteria

Qualifications and Experience of company:

Percentage

30%

- Provide information that demonstrates that it possesses the technical expertise that the H.S.A requires for this RFP.
- References
- Respondent must demonstrate adequate experience in the following areas:
 - Qualification, General Experience and Technical competence of the project team,
 - Experience with similar type/size project
 - Expertise and resources that can perform the necessary tasks required to deliver results.

Overall Impression of Proposal

10%

- Organization, clarity, conciseness and thoroughness.
- Approach to the Scope of Services and statement of works
- Proposed Project schedule

Cost Proposal:

60%

- Cost proposal should include any payment schedule setting forth the frequency and amount of progress payments, and identifying the tasks and deliverables ("milestones") to be completed for each payment to be deemed earned.

Cost of service is an important factor in the evaluation process; however, the H.S.A is not obligated to accept the lowest cost proposal. Ability to provide a quality service in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.

The Authority will evaluate each vendor's proposal in accordance with the evaluation criteria identified above. Stated below are some of the key elements associated with the above listed evaluation criteria that will be considered in the evaluation process of each firm's proposal to the Authority.

- a) Whether or not the Vendor's proposal addresses all stated goals and objectives;
- b) Vendor's effectiveness and flexibility of approach to meeting the goals;
- c) Vendor's qualifications and experience of individual team members as they relate to this project;
- d) Vendor's experience and resources of the firm(s) as they relate to the project;
- e) Proposed cost of the project;
- f) Vendor's effectiveness of communications strategy as evidenced by the proposal itself and interaction between the Authority and the vendor during the selection process;
- g) Lack of any real or apparent conflict of interest for individuals and firms working on the project;
- h) The value and appropriateness of suggestions made by the vendor for refining the study approach and methodology.

The review panel will consist of the Board and staff of the Authority.

ATTACHMENT A

PROPOSER'S WARRANTY

The undersigned person warrants that:

1. She/He is an officer of the organization.
2. She/He is authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.
3. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

PROPOSER:

BY: _____
(SIGNATURE)

(PRINT NAME & TITLE)

(NAME OF COMPANY)

(PHYSICAL & MAILING ADDRESS)

(TELEPHONE NUMBERS)

(WEB & EMAIL ADDRESS)

ATTACHMENT B



Cayman Islands Health Services Authority

Request for Proposal

The Cayman Islands Health Services Authority is seeking proposals from contractors to carry out renovations works to an existing building annexed to the Main Hospital Complex to create office Fit-out accommodation for a HSA internal department of approximately 3800 sq ft based on provided plans.

c/o The Secretary, Central Tenders Committee

1st Floor, Government Administration Building

133 Elgin Avenue, George Town

Grand Cayman KY1-9000

Cayman Islands

Attention: CTC Chairman Mr. Nick Freeland

Tender #

CTC/15-16/HSA/005 – Renovations IT Office

Request for Proposal documents will be available at www.hsa.ky (Open Tenders, RFP Office Fit-out) and www.centraltenders.gov.ky (Tenders, 2015) on 17th July 2015.

Request for Proposal documents will be available at www.hsa.ky (Open Tenders, RFP Office Fit-out) and www.centraltenders.gov.ky (Tenders, 2015) on 17th July 2015.

All proposals must be returned no later than 12:00 noon on Friday, 7th August 2015. Proposals received after the specified date and time will not be considered. HSA is not obligated to accept any or the lowest tender; the Tender Process and the Tenders shall be subject to the Freedom of Information Legislation.

For additional information on this invitation, please contact Ms. Lisa Bell @ 345-244-2690 or email lisa.bell@hsa.ky