

COVER PAGE

PRESBYTERIAN MEDICAL SERVICES

Cuba Health Center Provider Housing-Gym Renovation

PROJECT# 172

[ITB #001-172-2024]

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Single Point of Contact (SPC): PATRICK DYER, GENERAL SERVICES DIRECTOR

Address: 1422 PASEO DE PERALTA
City, State, Zip: SANTA FE, NEW MEXICO 87501
Phone (voice): 505-820-3471
E-mail: PATRICK.DYER@PMSNM.ORG

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LIST OF ATTACHMENTS

[Attachment A Construction Plans Bid- Ready](#)

SECTION 1: GENERAL INFORMATION

1.1 SUMMARY OVERVIEW

Presbyterian Medical Services (PMS) is issuing this Invitation to Bid (ITB) to establish a Contract/Price Agreement for the expansion/remodel of the Cuba Health Center located at **6349 US HWY 550 Cuba New Mexico, 87013**.

- The PMS Cuba Health Center provides comprehensive healthcare services including outpatient medical and behavioral health care. We serve thousands of patients and clients within the Cuba region each year, many of whom are low-income and underserved.
- PMS is seeking bids to facilitate the construction of three two-story townhomes and one single-story housing unit to be used for PMS provider housing. This also includes required upgrades to the site to include grading and drainage and extending utilities to the units.
- In addition, PMS is seeking upgrades to the existing clinic which will include the renovation of approximately 1900 square feet for the buildout of a staff gym.

1.2 SCOPE OF WORK/STATEMENT OF WORK/SPECIFICATIONS

Provider Housing Units

THE PROJECT SCOPE INCLUDES 3 HOUSING UNITS - THREE TWO- STORY TOWNHOMES (UNITS B, C, D) AND ONE SINGLE-STORY STANDALONE ADA COMPLIANT STRUCTURE (UNIT A). AS SUCH, THE 3 UNITS SHALL BE CONSTRUCTED UNDER THE 2021 IRC AND 14.7.3 NMAC. THEY SHALL BE WOOD FRAMED CONSTRUCTION, SEPARATED BY 1 HOUR DEMISING WALLS. UNITS B, C, AND D HAVE 1 BEDROOM AND 1 BATHROOM AND ARE 998 SQ. FT. EACH. UNIT A HAS TWO BEDROOMS AND TWO BATHROOMS AND IS 1145 SQ. FT. SITE WORK INCLUDES MODIFICATION AND DEVELOPMENT OF APPROXIMATELY ½ ACRE FOR PROPER GRADING AND DRAINAGE, PARKING, FLAT WORK AND LANDSCAPING. NEW PARKING AREA INCLUDES A STEEL CARPORT TO ACCOMMODATE 5 SPACES.

Gym Renovation

LEVEL 2 RENOVATION OF THE EXISTING PORTION OF AN UNOCCUPIED CLINIC TO BE USED AS A STAFF GYM. THIS INCLUDES DEMOLITION AND MODIFICATION OF THE EXISTING LAYOUT AND ASSOCIATED BUILDING SYSTEMS TO ADD NEW RESTROOMS AND AN OPEN GYM AREA.

Although this project involves Federal funds, this ITB will NOT be subject to Federal Davis-Bacon Act requirements. All parties submitting bids pursuant hereto shall certify that neither the contractor nor their employees, principles, agents or subcontractors are presently debarred, proposed for debarment, declared ineligible

or voluntarily excluded from participation in the transaction by any Federal department or agency.

1.3 SCHEDULE OF EVENTS

The table below represents a tentative schedule of events. PMS may modify these dates at any time, with appropriate notice. All times are MST.

EVENT	DATE	TIME (MST)
Pre-Bid Conference Virtual-Mandatory	1.24.24	2:00 PM
RSVP Site Visit	2.2.24	COB
Site Visit-Walkthrough	2.6.24	10:00 AM
Questions and Clarifications Due	2.9.24	1:00 PM
Answers to Questions and Clarifications	2.14.24	12:00PM
Closing (Due Date and time to submit Bids)	2.16.24	5:00 PM
Anticipated Notice of Intent to Award Date	3.1.24	5:00 PM
Contract/Price Agreement Execution	3.8.24	5:00 PM

1.4 DEFINITION OF TERMS

For the purposes of this ITB, unless specifically defined in this ITB. These definitions do not apply to the proposed contract.

1.4.1 GENERAL DEFINITIONS

“SPC” means the Single Point of Contact listed on the cover page of this ITB. All communications related to any provisions of this ITB shall be directed only to the SPC to ensure every Bidder receives the same information.

“Schedule of Events” means the specific time and dates events relating to this ITB will occur.

“Successful Bidder” means the person(s), organization(s) to which the award is made.

1.5 SINGLE POINT OF CONTACT

All questions, requests for clarification, and protests about any component of this ITB, including the technical requirements, contractual requirements, and the procurement process must be directed to the SPC identified on the cover page of this ITB.

SECTION 2: ITB PROCESS

2.1 PROCUREMENT AUTHORITY

PMS retains all procurement rights for this project.

2.2 PROCUREMENT METHOD

PMS is NOT using the Competitive Sealed Bidding method. Bids can be submitted to the SPC on the required date listed on the front page of this document.

2.2.1 GENERAL REQUIREMENTS

This solicitation requires that the bidders must possess a general contractor license and current business license to operate within the State of New Mexico.

Bidder shall submit the SPC a formal estimate for goods and services relating to scope of work outlined within section 1.2 Summary of Overview by February 16, 2024, 5:00 PM MST. The information must be delivered to the SPC listed on the cover page and may be delivered either in-person or via email and must reference the ITB and identify the Bidder's name.

2.3 PRE-BID CONFERENCE

A virtual mandatory pre-Bid conference will be held for this ITB.

DATE	TIME	LOCATION
1.24.24	2:00 PM	VIRTUAL

The purpose of this conference is to explain the ITB requirements and to answer questions. Statements made at the Pre-Bid conference are not binding upon PMS. Bidders are cautioned that the ITB requirements will change only by written Addenda issued by PMS as provided in Sections 2.4 and 2.7.

2.4 QUESTIONS AND CLARIFICATIONS

All questions and requests for clarification related to this solicitation must:

- Be submitted in writing to the SPC identified on the cover page of this ITB (either in-person or via email).
- Reference the ITB #_001-172-2024_____
 - Identify the section number and the passage.
 - Include name and contact information of party submitting question or clarification.
- Be received by the due date for questions and clarifications identified in Section 1.3 of this ITB.

Questions by telephone are not accepted.

PMS will respond to questions and requests for clarifications through email. In its sole discretion, PMS may change this ITB by written Addendum and post through a written email. Clarifications, corrections or changes to this ITB made in any other manner are not binding on the State.

SECTION 3: INSTRUCTIONS TO PROSPECTIVE BIDDERS

3.1 ACCEPTANCE PERIOD

Bids are firm offers for a period of 365 calendar days from Closing.

3.2 BID SUBMISSION REQUIREMENTS (GENERAL)

3.2.1 BID FORMAT

Bidders can submit their Bids both on electronic thumb drive media, email, and/or hard copy. Hard copy version must use only white 8 1/2" x 11" Recycled Paper (Bidder must use Recycled Paper, to the maximum extent economically feasible), without extensive artwork, unusual printing, or other materials not essential to the utility and clarity of the Bid. PMS requests Bids be submitted with the edges unbound.

The Bid should be presented in a format corresponding and referencing the sections contained in Section 3.3. Responses should be presented in the same order and identify the item being addressed.

3.2.2 SUBMITTING BIDS

Bidder is solely responsible for ensuring its Bid is received by PMS in

accordance with the ITB requirements, by Closing on February 6, 2024, at the location specified on the cover page of this ITB. PMS shall not be responsible for any delays in delivery. **Bids submitted by facsimile (fax) will be rejected. Bids that are submitted before the required time frame listed on the cover page will be accepted.**

PMS operating hours are Monday through Friday 8:00 AM to 5:00 PM, MST.

3.2.3 QUANTITY OF BIDS TO BE SUBMITTED

One Bid with original signature, and all required documents must be submitted on or before the Closing date and time. Envelopes, packages or boxes must be marked in accordance with Section 3.2.4.

In addition to the hard copy version of the Bid, Bidder(s) can provide an electronic version of the Bid on USB drives. The bid can be in the following formats: Adobe Acrobat, Microsoft Word, or Microsoft Excel - or in another format approved by PMS prior to the due date identified in Section 1.3.

3.2.4 ENVELOPE, PACKAGE OR BOX LABEL

Bidder(s) submitting a hard copy version shall do so in a sealed envelope, package, or box bearing the following information:

- Name of Bidder (or CompanyName)
- ITB Number
- Closing (date and time)
- Project Name

3.2.5 BID MODIFICATION

It is the responsibility of the Bidder to ensure modified Bids are submitted before the Closing date and time.

A Bidder wishing to make modifications to a Bid already received by PMS must:

- Withdraw its Bid in order to make modifications and resubmit the Bid pursuant to Section 3.2.6.
- All modifications made to a Bid must be made in ink and must be properly initialed by the Bidder's authorized representative.
- Submit modification(s), in writing, on Bidder's letterhead, noting the specific change(s) to the original Bid submission. All modifications made to a Bid must be made in ink and must be properly initialed by Bidder's authorized representative.
- Oral, electronic, facsimile or telephonic modifications will not be accepted.

3.2.6 BID WITHDRAWAL

If a Bidder wishes to withdraw its Bid, the Bidder must withdraw its Bid prior to Closing date and time. The Bidder must submit a written notice on Bidder's letterhead of intent to withdraw its Bid. The notice must identify the ITB number, be signed by the authorized representative and be received by the SPC identified on the cover page of this ITB prior to the Closing date and time.

3.2.7 LATE BIDS

Late bids will **NOT** be accepted or reviewed. Late Bids will not be returned to the respective Bidder.

3.2.8 OPENING OF BIDS

Bids will not be publicly opened, and PMS will not disclose the names of Bidders.

3.3 BID REQUIREMENTS

Bids will be reviewed on a Pass/Fail basis. Failure to provide any of the information or comply with any of the requirements in this section 3.3 and its subsections **MAY** be considered nonresponsive. PMS has the right to determine if Bids substantially meet the requirements of this ITB.

3.3.1 CLOSING

Bids must be submitted by Closing to be considered.

3.3.2 REQUIRED FORMS

Bidder **must** submit the following forms:

- Certificate of Liability Insurance
- General Contractor Licensure

3.3.3 AUTHORIZED SIGNATURE

The Bid must be signed by person(s) legally authorized to bind the Bidder to the Bid and the Contract/Price Agreement resulting from this ITB. Upon request by PMS, any representative submitting a Bid on behalf of the Bidder shall provide a current document certifying the representative's authority to bind the Bidder. Upon request of PMS, Bidder shall provide a certified copy of the bylaws or resolution of the Board of Directors showing the authority of the officer signing the Bid to execute agreements on behalf of the entity.

3.3.4 REFERENCES

Bidder must provide 2 references from similar projects performed for any

clients within the last 5 years. Information provided must include:

- Reference name, telephone number, email and mailing address.
- Description of services or products provided
- Service or product delivery starting and ending dates; and
- Reference representative name, telephone number, and email address.

3.3.5 MATERIAL OR TECHNICAL REQUIREMENTS

3.3.6 KEY PERSONS

Bidder must identify Key Persons and the roles each will serve. Include resumes of background, experience and expertise related to the specific work.

3.3.7 BID REQUIREMENTS

Bidder must provide all information requested withing section 3.3 of the current ITB.

3.3.8 FINANCIAL STATEMENT/FISCAL STABILITY

Documents must be furnished upon request.

SECTION 4: BID REVIEW METHODOLOGY

4.1 RESPONSIVENESS DETERMINATION

A Bid received prior to Closing will be reviewed to determine if it is Responsive to all ITB requirements including compliance with the Bids Requirements section. If the Bid is unclear, the SPC may request clarification from the Bidder. However, clarifications may not be used to rehabilitate a non-Responsive Bid. If the SPC finds the Bid to be Non-Responsive, the Bid may be rejected, however, PMS may waive mistakes.

4.2 RESPONSIBILITY DETERMINATION

PMS will determine if an apparent successful Bidder is Responsible prior to award and execution of the Contract/Price Agreement. Selected Bidder(s) shall submit all required documentation being requested by the agency within 5 Business Days of receipt of Intent to Award notice.

At any time prior to the award, PMS may reject a Bidder found to be Not Responsible.

4.3 AWARD

PMS shall award the Contract/Price Agreement to the Responsible Bidder who, in the sole judgment of PMS, best fits the needs of PMS in performing the work described herein. PMS will consider numerous factors including qualifications, references, bid price(s), etc. Nothing herein shall be interpreted or construed as requiring PMS to award the Contract/Price Agreement to the lowest bidder.

4.4 MINIMUM QUALIFICATIONS

Contractors must possess(s) a GB-98 in compliance with the State of New Mexico Construction Industry Division Requirements. Sub-contractor's licensures are required following the same guidelines.

REFERENCES

PMS may check to determine if references provided are supportive of the Bidder's ability to comply with the requirements of this ITB. Failure to provide complete and accurate information in a Bid may be cause for rejection.

PMS may conduct other reference checks with persons whose names have not been provided by the Bidder, but whom PMS has knowledge. PMS may use references to obtain additional information, break ties, or verify any information needed.

4.5 DEMONSTRATIONS/PRESENTATIONS/INTERVIEWS

Reserved

4.6 PREFERENCES

History of projects with PMS may be considered.

SECTION 5: INTENT TO AWARD

5.1 INTENT TO AWARD NOTIFICATION

After a final selection is made, PMS will issue a notice of Intent to Award.

5.2 NONDISCRIMINATION IN EMPLOYMENT

As a condition of receiving the award of a Contract/Price Agreement under this ITB, the Bidder must certify, in accordance with Federal Law, that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice of a policy that both prohibits, and prescribes disciplinary measures for, conduct constituting sexual harassment, sexual assault, or unlawful discrimination.

5.3 OTHER REQUIRED INFORMATION

5.3.1 INSURANCE

Prior to award, Bidder shall secure and demonstrate to Agency proof of insurance as required in this ITB.

SECTION 6: CONTRACT/PRICE AGREEMENT EXECUTION

After submission of the required information and insurances identified in the ITB by the awardee and obtaining all requisite approvals required, PMS will proceed with final award.

Contractor shall not commence work under the Contract/Price Agreement until the Contract/Price Agreement has been executed and until PMS has provided the Contractor with the Notice to Proceed.

SECTION 7: ADDITIONAL INFORMATION

7.1 OWNERSHIP/PERMISSION TO USE MATERIALS

Bids submitted in response to this ITB become the property of PMS. The submission of a Bid in response to this ITB grants PMS a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Bid solely for the purpose of evaluating the Bid, awarding a Contract/Price Agreement, or as otherwise needed to administer the ITB process, and to fulfill obligations as directed under this ITB. Bids, including supporting materials, will not be returned to Bidder unless PMS cancels this ITB prior to the Closing identified in Section 1.3.

7.2 COST OF BIDDING

Bidders must pay all costs of bidding including, but not limited to, the cost to prepare and submit Bids, samples and other supporting materials, or to participate in demonstrations, if required by this ITB.

7.3 CANCELLATION AND/OR REJECTION OF BIDS/DAMAGES

PMS may reject any or all Bids in whole or in part and may cancel this ITB at any time when the rejection or cancellation is in the best interest of the organization. PMS, and their officers, employees and agents are not liable to any Bidder for any loss or expense caused by, or resulting from, the delay, suspension, or cancellation of this ITB, or rejection of any or all Bids.

7.4 CHECKLIST DISCLAIMER

Any checklists contained in this ITB are provided only as a courtesy. PMS makes

no representation as to the completeness or accuracy of any checklist. Prospective Bidders are solely responsible for reviewing and understanding this ITB and complying with all requirements.