



## Perry County Health Department

### Request for Proposals for

# Pre-Engineered Modular Offices for the Perry County Health Department



**Perry County Health Department**

Date Issued: May 15, 2025

Due date for proposal:  
June 10, 2025, by 4:00 PM

**For further information regarding this  
RFP contact:**

Health Commissioner, Angela DeRolph

Perry County Health Department  
409 Lincoln Park Drive  
P.O. Box 230  
New Lexington, Ohio 43764

Phone:  
740-342-5179

E-mail:  
[angela.derolph@perrycountyohio.net](mailto:angela.derolph@perrycountyohio.net)

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## 1.0 REQUIREMENTS AND SPECIFICATIONS

### 1.1 *Introduction and Purpose of the Request/or Proposal*

The Perry County Health Department (PCHD) is a local government entity governed by the Board of Health which is moving to a new building owned by the Perry County Board of Commissioners. The new building includes 9,000 square feet of flex space for light manufacturing, assembly or distribution which a portion of that space needs converted into office space for PCHD.

The purpose of this Request for Proposal (RFP) is to seek proposals to install pre-engineered, modular offices within the flex space of the new PCHD building. The selected vendor will be responsible for providing high quality modular construction using A-WALL manufactured products which will be constructed offsite, under factory-controlled settings, adhering to the same codes and standards as conventionally built office spaces. The pre-engineered modular offices shall include Vinyl finish panels that are roughly 2-5/8" thick and either 8' or 9' high. The panels shall be constructed with Firecode gypsum board. The gypsum panel surfaces shall contain insulating ribs to reduce sound transmission from one side of the wall to the other and create three independent wiring cavities sized to accept standard electrical boxes. No solid polycore panels shall be used. The pre-engineered, modular offices shall include options for tempered doors with glass windows, tempered glass windows, 115V 20AMP duplex receptacles, data boxes with pull lines, drawings and specifications reviewed and stamped by a structural engineer licensed by the State of Ohio if required, and installation services. This RFP is for the construction and installation of enclosed modular offices that look permanent including lockable doors and window options, but are also demountable, interchangeable, and can be relocated to a new building if necessary. PCHD is not requesting proposals for simple office cubicles and proposals submitted as such will not be considered for this project.



The purpose of this RFP is to solicit competitive bids from qualified vendors who have the expertise and experience in providing pre-engineered modular offices, not cubicles, for the building that will house PCHD located at 2235 State Route 13, New Lexington, Ohio 43764.

This document provides interested parties with information, on a fair and competitive basis, and in a way that will ensure the highest possible quality of services, to enable them to prepare and submit a written proposal for pre-engineered modular offices for PCHD. The Perry County Board of Health and the Health Commissioner intend to use the results of this process to award a contract to purchase and install pre-engineered modular offices, not cubicles, for PCHD. Any contract awarded will be in accordance with State and Federal laws and the contractor awarded shall provide proof that they are licensed and insured. The Perry County Board of Health and the Health Commissioner maintain the right to award a contract to one, multiple, all or none of the proposers based on needs fulfillment.

## ***1.2 Coverage and Participation***

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the Perry County Board of Health and the Health Commissioner. The Perry County Board of Health and the Health Commissioner reserve the right not to enter any contract, to add, and/or delete elements, or change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

## ***1.3 Terms/ Abbreviations***

The following terms and acronyms are used throughout the RFP

- Board means the Perry County Board of Health.
- PCHD means Perry County Health Department.
- Contractor means the successful proposer awarded the contract.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.

## ***1.4 Calendar of Events***

Listed in this section are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the Board and/or Health Commissioner. If the Board and/or Health Commissioner find it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Calendar of Events:

<b>ACTION ITEM</b>	<b>DELIVERY DATE</b>
RFP Issued	May 15, 2025
Deadline for receiving RFP questions	June 6, 2025, by noon
Deadline for issuing RFP answers	June 9, 2025, by 4:00pm
Building walk-thru, by appointment and depending on availability of the Health Commissioner	May 19, 2025, thru June 6, 2025.
RFP deadline	June 10, 2025, by 4:00pm
Proposals opened*	June 11, 2025, at 6:30pm
Proposals reviewed and evaluated by the Perry County Board of Health and Health Commissioner	Between June 11, 2025, and up to July 9, 2025. The review and evaluation will be completed as soon as possible but not later than July 9, 2025.
Notification of intent to award	Between June 11, 2025, and up to July 11, 2025. The notification of intent to award will be completed as soon as possible but no later than July 11, 2025.

\* Proposals will be opened during the June Board of Health meeting on June 11, 2025, at 6:30pm. The June Board of Health meeting will be held at the new Perry County Health Department building located at 2235 State Route 13, New Lexington, Ohio 43764. In the event that the June Board of Health meeting must be rescheduled or the location is changed the supplement to this RFP with the changes will be posted on the Perry County Health Department's website <https://perrycountyhealth.info/>

### **1.5 Project Scope**

The selected proposer shall construct high quality pre-engineered modular offices using A-WALL manufactured products offsite, under factory-controlled settings and install the modular offices at 2235 State Route 13, New Lexington, Ohio 43764. The selected vendor shall adhere to the same codes and standards as conventionally built office spaces while constructing the modular offices.

The pre-engineered modular offices shall include Vinyl finish panels that are roughly 2-5/8" thick and either 8' or 9' high. The panels shall be constructed with Firecode gypsum board. The gypsum panel surfaces shall contain insulating ribs to reduce sound transmission from one side of the wall to the other and create three independent wiring cavities sized to accept standard electrical boxes. No solid polycore panels shall be used.

PCHD is requesting the construction and installation of enclosed modular offices that look permanent including lockable doors and window options, but are also demountable, interchangeable, and can be relocated to a new building if necessary. PCHD is not requesting proposals for simple office cubicles and proposals submitted as such will not be considered for this project.

Additionally, the pre-engineered, modular offices shall include options for tempered doors with door locks and glass windows, tempered glass windows, 115V 20AMP duplex receptacles, data boxes with pull lines, drawings and specifications reviewed and stamped by a structural engineer licensed by the State of Ohio if necessary, and installation services.

PCHD anticipates that the pre-engineered enclosed modular offices, not office cubicles, will consist of twelve (12) 12'x12' offices, one (1) 12'x21' office including a reception window facing the reception area.

NOTE: The above number of offices and size of the offices is the anticipated need. You will have the opportunity to conduct a thorough assessment of the new PCHD building to determine the optimal office placement and sizes to be included in the proposal to meet the needs of PCHD.

## **1.6 Scope of Work**

*Services and Equipment to be provided include, but is not limited to the following:*

### **1.6.1 Proposal Development**

- Conduct a thorough assessment of the new PCHD building to determine the optimal office placement and sizes to meet the needs of PCHD.
- Providing a detailed drawing outlining modular office placement and adequate sizes to meet the needs of PCHD.
- Include materials used and the cost along with optional add-ons and costs for each modular office.
- Include in the proposal freight estimate, drawings and specifications reviewed and stamped by a structural engineer licensed by the state of Ohio, if required, cost estimate, and the estimated cost for installation.

### **1.6.2 Modular Offices**

- Provide cost estimate for the A-WALL manufactured, free-standing partition walls used for the enclosed modular offices, not cubicles.
  - The partition walls and/or panels shall be roughly 2-5/8" thick and either 8' or 9' high
  - The panel shall be constructed of Firecode gypsum board.
  - The gypsum panel surfaces shall contain insulating ribs which reduce sound transmission from one side of the wall to the other.
  - The ribs shall create (3) three independent wiring cavities which are sized to accept standard electrical boxes.
  - The panels shall have a vinyl finish.
  - No solid polycore panels shall be used for this project.
  - The cost estimate shall include Vertical Framing Members, 3" H Cap with removable wiring fascia, wall stabilizers, and window and door frames
- PCHD anticipates needing fourteen (14) painted steel 24 Ga. doors with tempered door glass
- Doors will need entry lever locksets
- Will need one (1) reception window shelf and reception window
- No ceilings necessary for the modular offices
- No simple office cubicles

### **1.6.3 Freight and Installation**

- Include costs for the standard truck delivery to the facility
- Include costs for receiving and unloading material
- Include costs for installation

### **1.6.4 Optional add-ons**

- Include the cost of tempered glass windows to be added to each modular office
- Include the cost for each 115V 20AMP duplex receptacles
- Include the cost for each data box and pull lines
- Include the cost for drawings and specifications reviewed and stamped by a Structural Engineer licensed in the state of Ohio

## 1.7 Cost Proposal

The cost proposal includes the cost of the modular offices, freight and installation, travel, and additional add-ons as listed in section 1.6 Scope of Work.

The cost proposal should be summarized in a similar format as shown below and listed in Attachment B, Cost Proposal Template. The proposer may include any other categories or additional details deemed necessary to complete the project or that is included above in section 1.6 Scope of Work. Attachment B, Cost Proposal Template, may be submitted by the proposer, or a similar cost proposal may be submitted in its place.

### Cost Proposal Template

- Fill in the blanks below for the cost proposal or include the cost proposal in a similar format as indicated below

Pre-Engineered Modular Office			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Freight, Travel, Labor and Installation			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Optional Add-Ons			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## **2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR PROPOSERS**

### **2.1 *General Instructions***

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal and may include reference checks and oral presentations. The Board and the Health Commissioner are not liable for any cost incurred by the proposers who reply to this RFP.

### **2.2 *Contract Period***

Ordering of parts and scheduling for installation shall begin after acceptance and award of a proposer, giving a lead time of 4-6 weeks after receipt of signed approved drawings and/or signed purchase order. Installation should be concluded no later than three (3) months after acceptance (Time frames may be negotiated based on supply chains and availability).

### **2.3 *Funding Level for Contract***

The successful Contractor may invoice for services on a monthly or other agreed upon time frame. The Perry County Health Department has budgeted an adequate amount of funds to cover any approved contract expenditure. The actual contract amount is contingent upon the winning proposal, final negotiated cost and availability of funds.

### **2.4 *Incurring Costs***

Neither the Board nor the Health Commissioner is liable for any cost incurred by proposers in replying to this RFP

### **2.5 *Public Information***

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. The winning proposal will be public record with the exception of any proprietary information.

### **2.6 *Proposals Are Unconditional***

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Board and/or the Health Commissioner may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the Board and/or the Health Commissioner or to fair competition. The successful proposer will be required to

execute a contract acceptable to the Perry County Health Department within ten calendar days from acceptance of the proposal or within such further time as designated by the Perry County Health Commissioner.

## **2.7 *Provider E-mail Address***

All prospective proposers must provide an e-mail address to the Perry County Health Commissioner in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from the Board and/or PCHD.

## **3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL**

### **3.1 *RFP Availability***

Copies of this RFP may be obtained by visiting <https://perrycountyhealth.info/> or by contacting Angela DeRolph, Health Commissioner at (740) 342-5179 or by e-mail: [angela.derolph@perrycountyohio.net](mailto:angela.derolph@perrycountyohio.net)

If the Board and/or Health Commissioner find it necessary to change any of the specific dates and times listed in the calendar of events, it will do so by issuing a supplement to this RFP. The supplement to this RFP can also be found by visiting <https://perrycountyhealth.info/>

### **3.2 *RFP Deliverable***

All mailed proposals must be addressed to:

Perry County Health Department  
Angela DeRolph, Health Commissioner  
**ATTN: Modular Office Space RFP**  
409 Lincoln Park Drive  
P.O. Box 230  
New Lexington, Ohio 43764

The envelope shall state: **ATTN: Modular Office Space RFP**

**Proposals shall be received on or before 4:00pm on June 10, 2025.** Proposals shall be clearly marked "**Modular Office Space RFP.**" Proposals must be received at the above address prior to the specified deadline. All proposals must be date and time stamped upon delivery. Proposals not stamped will not be accepted.

### **3.3 *Inquiries***

Written questions concerning this RFP must be submitted and received by the Perry County Health Commissioner no later than the date specified in the Calendar of Events.

Questions must be submitted via email to: [angela.derolph@perrycountyohio.net](mailto:angela.derolph@perrycountyohio.net) The Health Commissioner will endeavor but shall not be required to answer any such request for information.

### **3.4 *Oral Presentations and Demonstration***

Proposers may be required to make an oral presentation to supplement their proposals, if requested by the Board and/or the Health Commissioner. The Health Commissioner will make every reasonable attempt to schedule each presentation at a time that is agreeable to the proposer. Failure of a proposer to conduct a presentation on the date scheduled may result in rejection of the proposer's proposal. The details for the presentations will be worked out with each individual proposer. These demonstrations can take place before or after the RFP deadline and be used in the evaluation.

### **3.5 *Limitations***

The RFP does not commit the Board or Health Commissioner to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Board and/or Health Commissioner reserve the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of PCHD. The Board and/or Health Commissioner may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

### **3.6 *Contract Award***

Each proposal should be submitted in the most favorable terms from a cost and technical standpoint. The Board and/or Health Commissioner reserve the right to conduct an on-site monitoring review of the proposer and/or request additional data, or oral discussion, or presentation in support of the proposal. The Board and/or Health Commissioner reserve the right to enter into contract with one, many, all or none of the proposers based on the best interest of the PCHD. The Board and/or Health Commissioner can choose to break the project into more than one contract awarded to the same/different/none of the proposals from this RFP.

## **4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT**

A narrative describing your proposal is required to be submitted. The narrative must present the following information:

- Letter of Transmittal
- Service Components

### **4.1 *Letter of Transmittal***

Prepare a letter transmitting the proposal on business letterhead. The letter should include the following:

- The name, phone number, and email address of a key contact person.
- The letter must have the signature of a person with authority to obligate the business.
- The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period from the date of the bid award.

#### **4.2 *Service Components***

Describe how you will fulfill the scope and service requirements specified in Sections 1.5 and Section 1.6 and include a drawing that outlines modular office placement and includes office dimensions.

#### **4.3 *Cost Proposal***

The proposer shall submit a cost proposal that addresses the Scope of Work in Section 1.6 and clearly identifies all fees to be charged for the services requested as detailed in Section 1.7. Any additional cost information needs to be provided in a manner that clearly defines the cost for each additional item. The proposer can use the cost proposal template in Attachment B or submit their own cost proposal document.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the date that the bid is awarded. The cost will remain fixed if the proposal is accepted, and a contract opportunity is offered.

#### **4.4 *Required Forms***

The following forms are required to be included:

- *Attachment A* – Signature Affidavit

#### **4.5 *Informational Forms***

- *Attachment C* – Evaluation Form

### **5.0 PROPOSAL SELECTION AND AWARD PROCESS**

#### **5.1 *Preliminary Evaluation***

A preliminary review of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP will be conducted. Proposals that meet the mandatory requirements will be deemed Responsive. Those that do not, shall be deemed Non-Responsive. Non-Responsive proposals

may be rejected at the Perry County Board of Health's discretion. In the event that a proposer does not meet one or more of the mandatory requirements, the Perry County Board of Health and/or Health Commissioner reserves the right to continue the evaluation of the proposal and to select the proposal which most closely meets the needs of the Perry County Health Department.

**Responsive proposals in response to this RFP must contain the following mandatory requirements:**

- A. **Timely submission** - The proposal is received at the address designated no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed Non-Responsive.
- B. **Transmittal Letter**
- C. **Service Components**
- D. **Cost Proposal**
- E. **Signature Affidavit**

## **5.2 *Scoring Evaluation***

The accepted proposals will be reviewed by the Perry County Board of Health and Health Commissioner and scored against the stated criteria. The committee may review references, oral presentations/demonstrations, and use the results in scoring the proposals.

## **5.3 *Right to Reject Proposals and Negotiate Contract Terms***

The Perry County Board of Health and/or Health Commissioner reserve the right to accept or reject any and all proposals or reject any part thereof. Further, the Perry County Board of Health and/or the Health Commissioner reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Perry County Board of Health and/or Health Commissioner may negotiate a contract with the next highest scoring proposer.

## **5.4 *Evaluation Process***

The Perry County Board of Health and/or Health Commissioner reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it not to be in the best interest of the health department, and to award a contract to the next qualified proposer. The Perry County Board of Health and/or Health Commissioner reserves the right to check references. Based upon the results of the evaluation, the Perry County Board of Health will select the proposal deemed to be most advantageous, with price and other factors considered including the proposer's responsibility in accordance with procurement regulations. The Perry County Board of Health reserves the right to

award the contract based on considerations other than price.

### **5.5 *Notification of Intent to Award***

The Health Commissioner will call the successful proposer to inform the proposer that the Perry County Board of Health and the Health Commissioner have identified their proposal as the winning proposal and would like to prepare a contract for the project.

The Health Commissioner will notify the unsuccessful proposers via email using the email address submitted with the proposal that their proposal was not selected for funding.

### **5.6 *Award of Contract***

The Health Commissioner will prepare a contract with the successful proposer which will be approved by the Perry County Prosecutor prior to being signed by all parties.

Any contract awarded will be in accordance with State and Federal laws and the contractor awarded shall provide proof that they are licensed and insured.

## **6.0 EVALUATION CRITERIA**

### **6.1 *Mandatory Criteria***

The Perry County Board of Health and/or the Health Commissioner will evaluate the proposals based on the required criteria listed in the RFP.

### **6.2 *Scoring***

Proposals will receive scores based on two major categories:

1. Service Components
2. Cost Proposal

Scoring will also include other minor areas as outlined in Attachment C. Scoring will be based on the quality of the information provided regarding the service components and how the proposal most efficiently meets the needs of PCHD to ensure adequate office space and workflow for staff and optimal design to ensure customer service needs for clients. Scoring will also take into consideration cost effective estimates. Total points will not be received just for submitting requested elements in the cost proposal. See *Attachment C* for the evaluation scoring sheet that will be utilized to score the proposals.

## 7.0 PROTEST PROCEDURE

### 7.1 *Protests*

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
  - 1) The name, address, and telephone number of the protestor.
  - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents.
  - 3) A request for a ruling by the Perry County Board of Health and/or Health Commissioner.
  - 4) A statement as to the form of relief requested from the Perry County Board of Health and/or Health Commissioner.
  - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by the Perry County Board of Health and/or Health Commissioner if it is received within the following periods:
  - 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 4:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
  - 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth calendar day after receiving the email notification of the unsuccessful proposal.
- C. An untimely protest may be considered by the Perry County Board of Health and/or Health Commissioner if the Perry County Board of Health and/or Health Commissioner determines that the protest raises issues significant to the procurement system of the Perry County Health Department. An untimely protest is one received by the Perry County Board of Health and/or Health Commissioner after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:

Perry County Health Department  
Attn.: Angela DeRolph, Health Commissioner

P.O. Box 230  
409 Lincoln Park Drive  
New Lexington, Ohio 43764

- E. When a timely protest is filed, a contract will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Perry County Board of Health and/or Health Commissioner determines that a delay will severely disadvantage the Perry County Health Department. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. The Health Commissioner will issue written decisions on all timely protests and shall notify any Contractor who filed an untimely protest as to whether or not the protest will be considered.

## 7.2 Caveats

The Perry County Board of Health and/or Health Commissioner is under no obligation to issue a contract as a result of this solicitation if, in the opinion of the Perry County Board of Health, none of the proposals are responsive to the objectives and needs of the Perry County Health Department. The Perry County Board of Health reserves the right to not select any Contractor should the Perry County Board of Health and/or Health Commissioner decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to the Perry County Board of Health and/or Health Commissioner. All proposers are responsible for supplying the Perry County Board of Health and Health Commissioner with a valid email address and for obtaining any such changes without further notice by the Perry County Board of Health and/or Health Commissioner.

## ATTACHMENT A: SIGNATURE AFFIDAVIT

### SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or Proposer to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Perry County Board of Health in this request for proposal and declare that the attached proposal and pricing are in conformity therein.

---

Signature

---

Date

---

Name {Type or Print}

---

Organization

---

Title

---

Address

---

Email

---

Phone

## ATTACHMENT B: Cost Proposal Template

- ☐ Fill in the blanks below for the cost proposal or include the cost proposal in a similar format as indicated below

Pre-Engineered Modular Office			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Freight, Travel, Labor and Installation			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Optional Add-Ons			
Item to be provided	Number of Units	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## **Attachment C: PROPOSAL EVALUATION SHEET**

### ***Pre-Engineered Modular Offices for the Perry County Health Department***

**Proposal Submitted By:** \_\_\_\_\_

#### **Compliance Checklist for Proposal Acceptance**

- ☐ Submitted by deadline.
- ☐ Transmittal letter
- ☐ Service components
- ☐ Cost proposal
- ☐ Signature Affidavit

#### **Evaluator's Assessment**

- ☐ Responsive
- ☐ Non-Responsive

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
RFP is submitted on time.	5	
Letter of Transmittal: The required information is listed as well as a statement listing firm offer for a 60-day period from the date of the bid award.	5	
Service Components: Vendor demonstrated how they will fulfill the scope and service requirements specified in Sections 1.5 and 1.6.	10	
Service Components: Vendor provided a detailed drawing outlining modular office placement and hallways and included measurements as detailed in Section 1.6.1.	15	
Service Components: Vendor provided details regarding the A-WALL manufactured products used in constructing the modular offices as outlined in Section 1.6.2.	10	
Service Components: This score is based on how effectively and efficiently the proposal meets the needs of the Perry County Health Department. Specifically reviewing the proposed layout of the pre-engineered modular offices, not basic cubicles, to ensure adequate and secure office space and efficient workflow for staff and optimal design to ensure customer services needs are met for clients.	20	
Cost Proposal: The proposal includes a breakdown of the pre-engineered modular offices including cost estimates for the A-WALL manufactured free-standing partition walls/panes as detailed in section 1.6.2.	10	
Cost Proposal: The proposal includes a breakdown of the pre-engineered modular offices including cost estimates for painted steel 24 Ga. doors with tempered door glass and includes the cost estimates for entry lever locksets.	10	
Cost Proposal: The proposal includes a breakdown of the pre-engineered modular offices including cost estimates for one (1) reception window shelf and reception window.	10	
Cost Proposal: The proposal includes a breakdown of the pre-engineered modular offices including additional items addressed in Section 1.6.2. or added by the proposer in this section of the RFP	10	
Cost Proposal: The proposal includes a breakdown of the freight, travel, labor and installation including details such as the cost for standard truck delivery to the facility, receiving and unloading the material, and includes the cost for installation as detail in section 1.6.3.	10	
Cost Proposal: The vendor included a breakdown of optional add-ons for each modular office space and the cost estimate associated with each optional add-on as detailed in Section 1.6.4. The vendor may choose to include additional optional add-ons beyond the ones listed in Section 1.6.4 if they may benefit the operations of the Perry County Health Department.	10	
Cost Proposal: This score is based on how cost-effective the entire cost proposal is while also most efficiently meeting the needs of the Perry County Health Department. Specifically reviewing the cost of A-WALL manufactured products, materials, freight, travel, and installation that is associated with the proposal while ensuring adequate and secure office space, not basic office cubicles, and efficient workflow for PCHD staff and optimal design to ensure customer services needs are met for clients.	20	
Signature Affidavit: Attachment A, Signature Affidavit is completed, signed, and submitted.	5	

