

# **REQUEST FOR PROPOSAL**

CDH Boise Bathroom Remodel FAC 25-10

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### RFP ADMINISTRATIVE INFORMATION

RFP Project Description:  Remodel four (4) CDH bathrooms according to the attached plans  Connie Clark-Schuur Central District Health 707 N Armstrong Pl, Boise, ID 83704 bids@cdh.idaho.gov  Submitting Manually: MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY CENTRAL DISTRICT HEALTH PRIOR TO THE CLOSING DATE AND TIME. CENTRAL DISTRICT HEALTH CLOSES AT 5:00 P.M. MONDAYS THROUGH FRIDAYS.  Submit electronically via email:  Electronic Submission: bids@cdh.idaho.gov  Mandatory Walk-Through *  Monday, December 9, 2024, at 2:00 p.m. Mountain Tim Location: 707 N. Armstrong Pl, Boise, ID 83704  Deadline to Receive Questions:  Tuesday, December 17, 2024, at 11:59:59 p.m. Mountain Time  RFP Closing Date:  Friday, January 10, 2025, at 11:59:59 p.m. Mountain Time	RFP Title:	CDH Boise Bathroom Remodel
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Time	RFP Closing Date:	
		Time
Initial Term of Contract and Renewals: Through project completion.	Initial Term of Contract and Renewals:	Through project completion.

<sup>\*</sup> If you cannot make this date, you must send someone from your organization to attend in your place. If no representative from your organization is present, you will be excluded from the bid process.

### 1 OVERVIEW

### 1.1. Purpose

Central District Health is seeking a contractor to perform remodel work on four bathrooms at our Armstrong office according to the attached plans. Contractors are required to perform a job walk-through before their bid submission. The mandatory job walk-through will take place on the date and time listed on the Administrative Information page at 707 N Armstrong Pl, Boise, Id, 83704. Any bidder who can't attend the mandatory walk-through must send a representative from his/her organization. Any bidder without representation at the mandatory walk-through will be excluded from the bid process.

#### 1.2. Definitions

### 1.3. Resulting Contract

If CDH awards a contract from this Solicitation, it will do so by issuing a contract which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by CDH; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

The following documents are incorporated into this RFP as if set out in their entirety:

• CDH Restroom Renovation Bid Set (2024-10)

RFP documents can be found on Central District Health's website. <u>Central District Health (cdh.idaho.gov)</u> If multiple versions of any of these documents are available on the website, the version in effect on the day the RFP was issued shall apply.

### 1.4. Required Types/Levels of Insurance/Bonds

Vendor must provide the following:

- Payment Bond and Performance Bond that is 100% of the resulting contract value
- Public Works License
- A minimum of \$1,000,000 liability insurance
- Worker's Comp Insurance

### 2 QUESTIONS

### 2.1. Restrictions on Communications

From the issue date of this RFP, until a contract is awarded, or the RFP is cancelled, vendors are prohibited from communications regarding this RFP with all CDH staff except the purchasing manager. Communication with her must be directed to, <a href="mailto:bids@cdh.idaho.gov">bids@cdh.idaho.gov</a>. Communication with evaluation committee members, or other associated individuals is prohibited. Communication regarding the RFP with prohibited staff could result in disqualification from continued participation in the RFP.

### 2.2. Questions

- 2.2.1. This solicitation is issued by CDH; documents will be posted on the CDH website: <a href="Molecular.com">Central District Health (cdh.idaho.gov)</a>. The RFP Lead, <a href="molecular.com">bids@cdh.idaho.gov</a> is the only contact for this Solicitation. All correspondence must be in writing. In the event that it becomes necessary to revise any part of this RFP, amendments will be posted on the website. It is the responsibility of parties interested in this RFP to monitor the website for any updates or amendments. Any oral interpretations or clarifications of this RFP must not be relied upon. All changes to this RFP will be in writing and must be posted to Central District Health (cdh.idaho.gov) to be valid.
- 2.2.2. Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 11:59:59 P.M. MOUNTAIN TIME ON THE DATE LISTED IN THE RFP ADMINISTRATIVE INFORMATION.
- 2.2.3. Written questions must be submitted using **Attachment 1 Offeror Questions**. Official answers to all written questions will be posted on CDH's website <u>Central District Health</u> (cdh.idaho.gov), as an amendment to this RFP.

### 2.3. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

- 2.3.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP on **Attachment 2 Offeror Questions** prior to the deadline to submit questions. Questions regarding these requirements must contain the following:
  - The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
  - Recommended verbiage should be consistent in content, context, and form with the requirement that is being questioned.
  - Explanation of how CDH's acceptance of the recommended verbiage is fair and equitable to both CDH and to the party submitting the question.
- 2.3.2. In the event that a Proposal contains modifications or exceptions to any Solicitation requirements, terms, or conditions which are not addressed during the question and answer period, they must be identified and submitted on **Attachment 2 Modification and Exception Form** and must contain the same information outlined in Section 2.3.1, above. CDH will not consider any modifications or exceptions that are not identified specifically on Attachment 2.
- 2.3.3. CDH has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement

process. CDH will only negotiate non-material modifications or exceptions. Modifications or exceptions which CDH determines to be material, or which otherwise threaten the integrity of the procurement process, will not be accepted or negotiated. In the event that the Offeror has conditioned its Proposal on CDH's acceptance or negotiation of its proposed modifications or exceptions, and the modifications or exceptions are deemed material, the Offeror will be given the opportunity to retract the proposed modifications or exceptions from its Proposal. Failure to do so will result in the Offeror's Proposal being found non-responsive, after which it will receive no further consideration.

- 2.3.4. Non-material modifications or exceptions may be discussed with the apparent successful Offeror, at the discretion of CDH; however, CDH shall have the right to reject any and all such modifications and/or exceptions, or to call an end to such discussions, and to instruct the Offeror to amend its Proposal and remove the modifications and/or exceptions. Failure to do so may result in CDH finding the Proposal non-responsive.
- 2.3.5. Except as otherwise provided within the Solicitation, CDH will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

### 3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

### 3.1. General Instructions

- 3.1.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.
- 3.1.2. Alternate proposals are not allowed.
- 3.1.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word or Excel format; the only exception is for financials, brochures, or other information only available in an alternate format.

### 3.2. Electronic Submission

- 3.2.1. Electronically submitted Proposals must be submitted via email to <a href="mailto:bids@cdh.idaho.gov">bids@cdh.idaho.gov</a>.
- 3.2.2. Offerors are advised to upload response materials with descriptive file names, organized and consolidated in a manner which allows evaluators to efficiently navigate the Offeror's response.

#### 3.3. Manual Submission

- 3.3.1. The Proposal must be addressed to the RFP Lead, sealed, and identified as "CDH Boise Bathroom Remodel, FAC 25-10." Include your company name on the outside of the package.
- 3.3.2. The Technical Proposal and separately sealed Cost Proposal must be submitted at the same time (place all Proposal response materials within a larger package). If your Proposal does not fit in a single package, mark the packages to indicate the number of packages included in the submission (e.g. "Box 1 of 2").
- 3.3.3. The Technical Proposal must be separately sealed, identified "Technical Proposal CDH Boise Bathroom Remodel, FAC 25-10."
- 3.3.4. The Cost Proposal must be separately sealed, identified as "Cost Proposal CDH Boise Bathroom Remodel, FAC 25-10."

### 4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of the necessary information for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

### 4.1. Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

#### 4.2. Format

Proposals must include a response to each section and each section must be clearly identified. Sections to be included are: Signature Page, Cover Form, Acknowledgement of Amendments (if applicable), all elements of Section 7 (Business Information), all elements of Section 8 (Organization and Staffing), and all elements of Section 9 (Scope of Work). Proposals should also include any applicable attachments as listed in the RFP. In your response, restate the RFP section and/or Section, followed with your response.

Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section from the Offeror's response. Except for brochures, financials, work samples, or other similar submission items, all electronic Proposals must be submitted in Microsoft Word or Excel, and must not be locked. Offerors are strongly cautioned against including website links or imbedded documents in the Proposal; CDH will not be responsible for the RFP Lead or any evaluator's failure to consider information outside of or imbedded in the Proposal.

### 4.3 Timeliness

Complete proposals must be submitted by the close date of the RFP. Late submissions will not be considered.

### 5 PROPOSAL REVIEW, EVALUATION, AND AWARD

### 5.1. Overview

The objective of CDH in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

5.1.1. All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

#### 5.1.2. Evaluation Criteria

### **Technical Proposal:**

TOTAL POINTS	300 points
Cost Proposal	100 points
Scope of Work (Section 9)	100 points
Organization and Staffing (Section 8)	50 points
Business Information (Section 7)	50 points
Mandatory Submission Requirements	Pass/Fail

#### 5.2. Technical Proposal

- 5.2.1. The Technical Proposal will be reviewed to ensure it meets the required elements. All Proposals which are determined by CDH, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.
- 5.2.2. The Technical Proposal will be evaluated and scored utilizing one (1) or more Evaluation Committee(s).

### 5.3. Cost Proposal

- 5.3.1.The Cost Proposal will be evaluated for all Offerors who meet technical requirements.
- 5.3.2.The Cost Proposal will be evaluated and scored utilizing one (1) or more Evaluation Committee(s).

#### 5.4. Responsibility

CDH may require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to: credit or financial reports, and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent CDH from using other means to determine Offeror's responsibility.

### 5.5. Award

Award of Contract will be made to the responsive, responsible Offeror whose Proposal receives the highest number of total points.

## **6 MANDATORY SUBMISSION REQUIREMENTS CHECKLIST**

NOTE: THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY; OFFERORS ARE RESPONSIBLE FOR SUBMITTING ALL MANDATORY SECTIONS, ATTACHMENTS, SUBMITTAL ITEMS, ETC., REGARDLESS OF WHETHER THEY ARE IDENTIFIED IN THIS LIST.

	Cover Form: Complete, sign, and submit Attachment 3, Cover Form.
□ place a	Acknowledgement of Amendments (if applicable, form will be provided if Amendments are in nd need to be Acknowledged).
□ Organi:	<b>Section 7</b> : Business Information - Provide response to all sections: Business Profile, Experience, zational Chart, Demonstrated Success, Customer Satisfaction, References
□ Person	<b>Section 8</b> : Organization and Staffing — Provide response to all sections: Project Lead, Key nel and Qualifications, Subcontractors
□ Implen	<b>Section 9</b> : Scope of Work – Provide response to the following sections: Requirement, nentation, Training
□ Propos	Cost Proposal: Provide your cost information on the form provided in <b>Attachment 4, Cost al</b> .
	Signature Page: Complete, sign, and submit
insurar should	Review the required types and levels of insurance—these are mandatory requirements. If you do eady have the required types and levels of insurance, you are <b>strongly encouraged</b> to contact your nice representative to find out if you will be able to obtain the required insurance. (The Offeror not purchase additional insurance in reliance of being awarded a contract). If you are awarded at, failure to provide proof of the required insurance will be grounds for termination of the ct.

### **7 BUSINESS INFORMATION**

Information provided for sections 7.1-7.2 should be about 2-4 pages, Organizational Chart is not included in the 2–4-page recommendation.

### 7.1. Business Profile

Provide a profile of your business including Offeror's business history, description of current service area, and customer base.

### 7.2. Experience

Describe in detail your knowledge and experience in providing services similar to those required in this REP

### 7.3. Demonstrated Success

Provide specific data demonstrating previous success with bathroom remodel projects.

### 7.4. References

Provide contact information for at least three (3) references.

### 8 ORGANIZATION AND STAFFING

Information provided for sections 8.1-8.4 should be about 1-4 pages in length.

### 8.1. Project Lead

Identify the person who will be the dedicated Project Lead if Offeror is awarded a contract. Provide a description of the proposed Project Lead's experience and qualifications. You may submit a resume in response to this section.

### 8.2. Key Personnel and Qualifications

Provide a list of key management, customer service and other roles to be used in the fulfillment of this Contract (in addition to the Project Lead). Provide role descriptions, including requisite qualifications and experience of the person(s)/role(s) identified, as well as an explanation of how the person in that role will contribute to the project. Your response should demonstrate the extent to which you have the expertise to accomplish the Scope of Work.

#### 8.3. Subcontractors

If you intend to utilize subcontractors, describe the extent to which they will be used to comply with Contract requirements. Include each position providing service and provide a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements. NOTE: The information provided for subcontractors, if any, will be evaluated as part of **Section 8.2**, **Other Key Personnel and Qualifications**.

If you do not intend to utilize subcontractor(s), provide a statement to that effect.

### 9 SCOPE OF WORK

All sections of the Scope of Work are required contract services. Use this Proposal outline as part of your response to the RFP. Keep in mind, the evaluators will be scoring your Proposal based on the methodologies proposed and the completeness of the response to each item listed below. You must describe in detail how you will meet each requirement below. Include personnel, proposed timelines, methodologies, and any pertinent information that will be required from the Agency in order to achieve full compliance with all tasks and deliverables. There is no suggested length for the Scope of Work section, please answer each element completely.

### 9.1 Requirement

CDH Restroom Renovation Bid Set (2024-10) – attached (for bidding purposes only – contractor to obtain approved drawings from City of Boise prior to commencement of work).

Contractor to provide weekly updates to CDH project manager.

Contractor to always make one male and one female bathroom available and fully functional until completion of project.

Contractor to maintain clean and safe jobsite and clean workspace at the end of each day.

Use of nicotine/tobacco products is prohibited on CDH property.

### 9.2 Agency Responsibilities

Agency will be responsible for:

9.2.1 Building & Parking Access for Vendors / Contractors

## ATTACHMENT 1 – OFFEROR QUESTIONS

CDH Boise Bathroom Remodel / FAC 25-10

#### Instructions:

DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY'S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

- 1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
- 2. Enter the RFP section number that the question is for in the "RFP Section" field (column 2). If the question is a general question not related to a specific RFP section, enter "General" in column 2. If the question is regarding a CDH Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is regarding an attachment, enter the attachment identifier (example "Attachment 1") in the "RFP Section" (column 2), and the attachment page number in the "RFP page" field (column 3).
- 3. Do not enter text in the "Response" field (column 5). This is for CDH use only.
- 4. Once completed, this form is to be e-mailed to <a href="mailto:bids@cdh.idaho.gov">bids@cdh.idaho.gov</a>. The e-mail subject line is to state the RFP number followed by "Questions."
- 5. Compiled form with answers to all questions will be posted on CDH website, amendments will be made as needed and will be announced on CDH website.

## CDH Boise Bathroom Remodel / FAC 25-10

Question	RFP Section	RFP Page	Question	Response
1				
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### ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM

CDH Boise Bathroom Remodel / FAC 25-10

**Instructions:** Complete this form and submit with your RFP submittal if you are proposing modifications or taking exception to any of the requirements, terms, or conditions included in the RFP, including any documents incorporated by reference (such as the Standard Contract Terms and Conditions.) See RFP **Section 2.3** for a full explanation of the process surrounding vendor-proposed modifications and exceptions.

Offerors must specifically address any and all proposed modifications and exceptions. Blanket requests to negotiate requirements, terms, or conditions will not be considered. Offerors must provide an explanation as to why the requirement, term, or condition should be considered non-material. Offeror must also provide a reason for the proposed modification or alternative language, specifically addressing the issues itemized in RFP **Section 2.3.1.** 

The determination of materiality will be made at CDH's sole discretion. Non-material modifications or exceptions may be negotiated with the apparent successful Offeror, at the discretion of CDH, and as otherwise provided in RFP **Section 2.3.4**.

RFP	RFP Requirement,	Reason Requirement,	Proposed Modification,	Reason for Proposed
Section	Term, or Condition	Term, or Condition Should	Alternative, or	Modification,
		be Considered Non-	Exception	Alternative, or
		Material		Exception

### **ATTACHMENT 3 – COVER FORM**

CDH Boise Bathroom Remodel / FAC 25-10

**Attachment 3, Cover Form must be completed, signed, and submitted with your Proposal.** Failure to complete and submit this form may result in your Proposal being deemed non-responsive.

**Instructions:** The Technical Proposal must include a signed copy of this cover form. Copy and paste this form onto your company letterhead, or include the following information: Offeror's company name, mailing address, phone number, fax number, e-mail address, and name of Offeror's authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

Requirement	Response
Offeror's corporate or other legal entity status	☐ Corporation
	☐ Limited Liability Corporation (LLC)
	☐ Limited Liability Partnership
	☐Sole Proprietorship
	☐ Other (specify)
Offeror's Tax Identification Number	EIN:
Offeror's DUNS Number	DUNS:
Is Offeror a legal entity with the legal right to contract?	☐ Yes ☐ No
Other than modifications/exceptions identified on Attachment 3, in compliance with Section 2.4 of this RFP, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to those identified in Section 1.4 and the Special Terms and Conditions in Appendix?	□ Yes □ No
Is Offeror in compliance with applicable equal employment regulations?	☐ Yes ☐ No
Does Offeror affirm that it has not employed any company or person other than a bone fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bone fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of the Contract.?	☐ Yes ☐ No
Does Offeror understand and agree that for breach or violation of the above term, CDH has the right to annul the Contract without	☐ Yes ☐ No

liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies.	
Firm(s) and/or staff responsible for writing the Proposal	Names:
Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs?  Note: vendor information is available at <a href="https://sam.gov">https://sam.gov</a> .	☐ Yes ☐ No
Does the Offeror affirm that the Proposal will be firm and binding for ninety (90) calendar days from the Proposal opening date?	☐ Yes ☐ No
Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract?	☐ Yes ☐ No
Signed By:	
Printed Name:	
Date:	

## **ATTACHMENT 4 – COST PROPOSAL**

CDH Boise Bathroom Remodel / FAC 25-10

**Attachment 4, Cost Proposal must be completed and submitted with your Proposal.** The Offeror must provide.

Company Name:		
Name of Individual submitting bid:		
Phone:	Fax:	
E-mail:		

### APPENDIX A – TERMS AND CONDITIONS BACKGROUND AND LIMITATIONS

Should a contract be granted with an offeror, the following Terms and Conditions will apply:

- 1. Upon default, the District (CDH) or Contractor may cancel this Agreement without any notice and may pursue any and all legal, equitable, and other available remedies. Default occurs if the District or Contractor fails to perform any of the covenants, conditions, or services of this Agreement and such defects in performance are not cured within ten (10) working days after receipt of written notice of default.
- 2. District and Contractor expressly agree (a) that Contractor is an independent Contractor; (b) that there exists no employer-employee relationship between the District and Contractor; and (c) that there exists no principal-agent relationship between the District and Contractor.
- 3. As compensation for the services to be performed pursuant to this Agreement, District agrees to pay Contractor at such times and in such amounts as is set forth on Exhibit "B" attached hereto, and by this reference incorporated herein. Contractor acknowledges that as an independent contractor, Contractor is not entitled to overtime compensation or any other additional compensation pursuant to the Fair Labor Standards Act.
- 4. Contractor acknowledges that Contractor is not eligible to participate in or to be covered by the District with regard to the following programs:
  - (a) Unemployment compensation
  - (b) Social Security
  - (c) Group life insurance
  - (d) Public employees' retirement
  - (e) Worker's compensation
  - (f) Malpractice liability insurance
  - (g) Withholding for state and federal tax purposes
- Contractor agrees to defend, indemnify, and hold the District harmless from any claim, cause of action, loss, cost, or damage arising out of or in any way connected with or incidental to any occurrence associated in any way with Contractor's performance of the Contracted Services.
- 6. Contractor agrees to maintain confidentiality of all information utilized or gained in performing the Contracted Services. Contractor also acknowledges that Contractor is bound and shall abide by all provisions of the Equal Opportunity Employment Act in performing the Contracted Services.
- 7. Contractor agrees to maintain an adequate system of accounting and internal controls to meet all appropriate federal and state requirements and such conditions and provisions as the District may deem necessary. Contractor acknowledges that Contractor is bound and shall abide by all federal and state provisions in performing the Contracted Services. Contractor is not excluded, suspended, or debarred from any government services or payments.

- 8. Contractor agrees to maintain all fiscal records, including its books, audit papers, documents, and any other evidence of accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.
- 9. Contractor agrees to maintain all records and documents relevant to this contract for three years from the date of final payment. These records shall be available for and subject to inspection, review, or audit and copying by the District and any person duly authorized by the District at all reasonable times.
- 10. When federal or state audits indicate that payments to the Contractor do not meet the applicable federal regulations or state rules, the Contractor shall refund and pay to the District any payments made, plus costs, including audit costs, arising from the Contractor's ineligible or improper receipt or use of federal financial participation funds, and the District must refund such payments to the applicable federal funding agency.
- 11. If a suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover all costs and attorney's fees from the non-prevailing party.
- 12. If notices shall be required to be given by Contractor to the District or from the District to the Contractor, notices shall be sent by certified mail to the address on file.

## **APPENDIX B - REPORTS**

CDH Boise Bathroom Remodel / FAC 25-10

Report or Form	Required by RFP Section #	Description	Submitted to	Frequency	Date Due
Progress Report	9.1	Weekly Progress Report	Jeff Lewis	Weekly	Submission due starting two weeks from project start date.

## **APPENDIX C – SPECIAL TERMS AND CONDITIONS**

CDH Boise Bathroom Remodel / FAC 25-10

There are no special terms and conditior
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## **CENTRAL DISTRICT HEALTH SIGNATURE PAGE**

CDH Boise Bathroom Remodel / FAC 25-10

Mail your quotation packa	age to:	Central District Health Attn: Connie Clark-Schuur	
		707 N. Armstrong Pl.	
or		Boise, ID 83704	
Email your quotation pack	kage to:	Connie Clark-Schuur	
		bids@cdh.idaho.gov	
Title provided below. By n solicitation, including, but CONDITIONS and the solic incorporated by reference incorporated in the solicit undersigned, I certify I am	my signature I accept the not limited to, Central I citation instructions to versitation instructions to versitation; as ation documents (e.g. Son authorized to sign and	n all documents and provisions of the terms, conditions and requirements District Health's STANDARD CONTRACE and ors in effect at the time this RFP well as any SPECIAL TERMS AND CONDITIONS, Telecommunications, Banking submit this response for the named Vecknowledging any addendums that h	contained in the TTERMS AND vas issued, as NDITIONS ag, etc.). As the Yendor. I further
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ADDRESS			
CITY, ST, ZIP			
PHONE:	FAX:	FEIN:	
E-Mail:			
Signature		 Date	
Printed Name		 Title	

RETURN THIS SIGNATURE PAGE WITH YOUR PROPOSAL