

Request for Proposal by West Contra Costa Healthcare District

dba Doctors Medical Center

Vendor(s) for liquidation of Medical equipment and supplies and Office furniture and supplies

October 8, 2015

West Contra Costa Healthcare District is soliciting proposals to liquidate its medical equipment and supplies, office furniture and supplies.

Process:

I. Notification

This request will be advertised for 8 days in the West County Times and on the West Contra Costa Healthcare District Website

Those vendors who have previously contacted the District requesting notification of this RFP will be notified.

After 8 days of advertising, if at least 3 vendors/auctioneers have replied, bidding will be closed.

More than one vendor may be accepted should it be more advantageous to sell in part rather than in full

II. Vendor review of inventory

Potential candidates responding to the RFP will:

- Receive inventory prior to a scheduled tour.
- Receive an appointment for an onsite tour
- Submit proposals to DMC within one week after the tour
- Proposals must include a minimum of 6 references including contact information

III. Selection

Staff utilizes criteria to include reference checks to select vendor(s)

Staff makes recommendation to District Board at next scheduled Board meeting

No bidding or changes in proposals will be entertained at the Board meeting

Evaluation Criteria:

Proposals will be evaluated on the extent to which they meet the following criteria.

Qualification of Bidders:

1. Evidence of successful liquidation of equipment and supplies in similar sized facility.
2. Preference for experience specific to healthcare and/or office equipment and supplies as applicable.
3. Six references required as part of the proposal offering.

Highest revenue to DMC

Lowest cost to DMC, (vendor supplies security/labor)

Security of building and assets during process

Prompt liquidation

Vendor leaves facility clean, "broom swept" and removal of items not sold

Minimum % age of purchase or all dollars wired to DMC once contract is signed

Proposed Timeline:

Week of October 5: Advertising by paper and posting on WCCHD website. In addition, notification to those who have inquired over the past year

October 20-22: Inventory lists shared and tours scheduled

October 29: – Proposals due to DMC

Questions or interest please call 510.970.5720

Submit only proposals to: rfp@dmc-sp.org

The District reserves the right and ability to reject any and all submittals and to commence discussions or negotiations with any one or more applicants, or to undertake the same or similar services or programs as direct District sales or auctions. Such options are completely within the District Board and management's discretion regardless of the scoring or competitive details of the proposals.

This RFP does not commit the District to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to produce or contract for services. All submittals become the property of the District. The District reserves the right to cancel, in part or in entirety, this RFP including but not limited to, selection schedule, submittal date and submittal requirements. If the District cancels or revises the RFP, the District or District's representative will notify all respondents of record in writing. The District reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

Submitters should be aware that proposals would become public records when in the judgment of the District the Public Records Act requires disclosure. If there is a need to maintain confidentiality of any specific information such will need to be discussed with management for consideration under the Public Records Act.