

**REQUEST FOR PROPOSAL
FOR:**

Removal of existing non-fire-rated plywood, restore existing walls to its original condition in order to maintain fire rating, and installation of RFP on the patient rooms, and corridor walls in the AIP 1, AIP 2, and CIP Units

Between

Contractor: _____

&

**Kedren Community Health Center, Inc. dba:
Kedren Acute Psychiatric Hospital and
Community Mental Health Center**

Service Locations:

**4211 S. Avalon Boulevard Los
Angeles, CA 90011
(323) 233-0425**

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Attachments: Contractor Proposed Agreement and Estimated Cost

Agency Description

Kedren Community Health Center, Inc., 50 years experience providing programs and services that address the diverse mental health, educational, prevention, wellness and resource needs of the community, is recognized as a leader in delivering quality mental health, and family-focused services.

Our staff of nearly 400 embraces a “do what it takes” approach to achieving positive outcomes, building stronger, healthier communities.

Kedren Community Health Center, Inc. (Kedren) is a private, nonprofit, public benefit, 501 (c) (3) corporation doing business as: Kedren Acute Psychiatric Hospital & Community Mental Health Center (KCMHC). Our programs serve almost 10,000 children, adolescents, adults and families annually. We have six (6) locations specializing in the delivery of mental health focused services to consumers in Service Planning Area Six, including an acute psychiatric hospital serving 55 adults (18 and up), and 17 children from (5-12) years of age.

Kedren is funded through the Los Angeles County Department of Mental Health, and our hospital is fully licensed in California, and accredited by the Center for Medicare and Medi-Cal Services.

We provide services in a caring, compassionate environment promoting a shared vision of improving lives, and empowering individuals to recover. Service delivery is holistic, collaborative, multidisciplinary and culturally competent, focusing on the individual. Our highly trained mental health staff, together with our strong leadership, create an unwavering commitment to quality services based on our belief in the resiliency and potential of the individuals we serve.

Mission Statement

The **MISSION** of Kedren Community Health Center, Inc. (“dba”), and Kedren Acute Psychiatric Hospital and Community Mental Health Center, (“Kedren”) is to provide culturally competent continuum of care services utilizing an efficient and effective collaborative and holistic approach to address the educational, health and mental health needs of residents of Service Area Six, and the surrounding communities.

Kedren’s services are optimally effective and accessible and tailored to meet the racial, ethnic, cultural and linguistic needs of our clients. We deliver individualized services through a comprehensive multi-disciplinary and a sensitive consumer-centered approach.

The goal of all mental health services at Kedren is to assist families to make key life choices, to enjoy optimally productive lives, and to manage the total mental health care of consumers and their significant others via integrated delivery systems.

Invitation for Bid Instructions

The RFP will be available at the Kedren website: Kedren.org for review on 10/19/2018

Kedren reserves the right to reject non-responsive proposals and to conduct negotiations with the successful bidder to the extent deemed necessary and appropriate, prior to final contract execution.

The successful bidder will be responsible for the removal of existing non-fire-rated plywood, restoration existing walls to its original condition in order to maintain fire rating, and installation of RFP in the AIP 1, AIP 2, and CIP Units

Facility tours are available during normal business hours – October 19-25 – 2018. Please contact Mr. Juan Salazar, HACP, Director of Facilities & Safety, at (323) 432-5069; to schedule a facility tour.

SELECTION PROCESS AND CRITERIA

General Bidder Requirements

- A. The successful bidder will comply with all Federal and State requirements concerning fair employment practices regarding the treatment of all employees without regard to race, religion, age, sex, national origin or physical handicap.
- B. Contractor shall comply with the requirements of the Davis-Bacon Act (where applicable) and all other Federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines, Americans with Disabilities Act (ADA) standards, and directives applicable to its performance hereunder. Further, all provisions required, thereby, to be included in this Agreement are hereby incorporated herein by reference.
- C. Contractor shall indemnify and hold harmless Kedren from and against any and all liability, damages, costs or expenses, including, but not limited, defense costs and attorneys' fees, arising from or related to any violation on the part of Contractor, its officers, employees, or agents, of any such Federal, State or local laws, ordinances, rules, regulations, manuals, guidelines, ADA standards, or directives.
- D. The successful bidder will show evidence of insurance coverage commonly known as or similar in kind to:
 - a. Workers Compensation Statutory limits in accordance with Sections 3700 and 3800 of the Labor Code of the State of California.
 - b. Comprehensive General Liability
 - c. Combined Single Limits (each occurrence) - \$500,000
 - d. Aggregate - \$1,500,000

Kedren may require greater coverage in any given circumstance. We may require any or all of the following endorsements to the policy: (a) Fire Legal Liability; (b) Product and Completed Operations Liability; (c) Manufacture's and Contractors Liability; Other

Endorsements including, but not limited to, Errors and Omissions, Professional Liability and Malpractice Liability.

Scope of Work

The successful bidder will be responsible for the removal of existing non-fire-rated plywood, restoration existing walls to its original condition in order to maintain fire rating, and installation of RFP in the AIP 1, AIP 2, and CIP Units

Scope of Work – Specific Bidder Requirements

The successful bidder will demonstrate understanding of, and compliance with, OSHPD Requirements and all related Building codes.

The Contractor must follow the Hospital ICRA/ILSM program, must conduct an Infection Control Risk Assessment and obtain an Infection Control Construction Permit prior to commencing the project.

Facility Knowledge

Construction Crew must be thoroughly familiar with the following:

1. Emergency turn offs:
 - a. Water
 - b. Gas
 - c. Electrical
 - d. Fire Alarm
2. Fire alarm pull stations
3. Fire exit locations
4. Fire extinguisher and fire standpipes
5. Fire doors
 - a. Locations
 - b. Operation
6. Burglar alarm system
7. Disaster Manual
8. Emergency Telephone Numbers

Contract Award

The contract to be awarded will be for the Installation, texture finish and paint of Fire rated Drywall to cover existing non-fire-rated plywood on the patient rooms, and corridor walls in the AIP 1, AIP 2, and CIP Units

Proposals are to be submitted on or before 5:00 p.m., October 26, 2018 in a sealed envelope with one original and (3) three copies enclosed to:

Juan Salazar, HACP
Director of Facilities Management & Safety
Kedren Community Health Center, Inc.
4211 S. Avalon Boulevard
Los Angeles, CA 90011

Note: Sealed envelopes should be labeled:
“Fire Rated Drywall Installation”

NO PROPOSALS WILL BE ACCEPTED AFTER THE STATED SUBMISSION DEADLINE.

The contact person for interested vendors is Mr. Juan Salazar, HACP. Director of Facilities Management & Safety Mr. Salazar may be contacted at (323) 432-5069, Fax (323) 2335015 or via email at j_salazar@kedren.org

CONFIDENTIALITY OF PATIENT INFORMATION:

Contractor shall require all its employees, and agents providing services hereunder to acknowledge, in writing, understanding of, and agreement to fully comply with, all confidentiality provisions required by Kedren (Attachment B).

CONTRACTOR PROPOSAL
REQUIRED INSERTS

CHARGES FOR SERVICE:

(Contractor Proposed Charges to Kedren for these Services)

Contract Total : \$

This agreement becomes effective on _____

ACCEPTEED AND APPROVED:

**Kedren Community Health Center, Inc,
dba, Kedren Acute Psychiatric Hospital
Community Mental Health Center**

ACCEPTED AND APPROVED:


Contractor

By: _____

Title: _____

Date: _____

**KEDREN COMMUNITY MENTAL HEALTH
CENTER
POLICY/PROCEDURE**

| | | | |
|--|---|---|---|
| Subject: CONFIDENTIALITY OF PATIENT INFORMATION | Policy No.: 104.12 | Supersedes: | Page: 1 |
| Approved By:  John H. Griffith, Ph. D. President and CEO | Effective Date: 03-01-85 | Original Issue Date: 1985 | Distribution/Level(s): ALL STAFF |

- A. Purpose: To provide guidelines to protect the confidentiality of patient information.
- B. Policy: California Law, known as the Lanterman-Petris-Short Act, requires very strict and exacting limitations on the release on any information concerning patients in mental health centers.

Exceptions authorized by the law include exchanges of information between qualified professional personnel providing a service for a patient, and certain other hospital personnel in the Admitting, Business Office and Medical Records departments who perform essential services for or concerning the patient

The law provides for severe penalties for any individual who provides such information contrary to the provisions of the law.

I have read the above statement and understand its contents fully and I hereby agree to abide by its requirements.

 Employee Name (Please Print):

 Employee Signature:

 Date:

ARBITRATION OF DISPUTES

ARBITRATION OF DISPUTES ARISING OUT OF, OR RELATED TO A CONTRACTUAL AGREEMENT WITH KEDREN COMMUNITY HEALTH CENTER, INC.

MEDIATION: The parties agree that, should any difference of interpretation, or any other controversy or claim arise out of, or related to this Contractual Agreement, or the breach thereof, the parties shall jointly retain a mutually-agreed upon neutral mediator and conduct and participate in confidential mediation thirty days after certified mail notification that a dispute exists. The parties agree that if any of the parties files any arbitration claims, or administrative or legal actions, for disputes to which this clause applies, without first having attempted to resolve the dispute through neutral mediation, then that filing party shall not be entitled to collect attorneys fees or procedural costs, even if they would otherwise be entitled to them (subject to the discretion of the arbitrator involved).

ARBITRATION: The parties further agree that if, and only if, the dispute still remains unsettled for an additional thirty days after the mediation, then the parties shall submit the dispute to binding neutral arbitration as follows: Any controversy, claim or dispute arising out of or relating to this Contractual Agreement, shall be settled solely and exclusively by binding arbitration in Los Angeles, California. Such arbitration shall be conducted in accordance with the prevailing arbitration rules of the American Arbitration Association ("AAA"), with the following exceptions if in conflict: (a) one arbitrator shall be chosen by AAA; (b) each party to the arbitration will pay its pro rata share of the expenses and fees of the arbitrator, together with other expenses of the arbitration incurred or approved by the arbitrator; and (c) arbitration may proceed in the absence of any party if written notice (pursuant to the AAA's rules and regulations) of the proceedings has been given to such party. Each party shall bear its own attorneys fees and expenses. The parties agree to abide by all decisions and awards rendered in such proceedings. Such decisions and awards rendered by the arbitrator shall be final and conclusive. All such controversies, claims or disputes shall be settled in this manner in lieu of any action at law or equity; provided, however, that nothing in this subsection shall be construed as precluding the bringing of an action for injunctive relief or other equitable relief. The arbitrator shall not have the right to award punitive damages or speculative damages to either party and shall not have the power to amend this Contractual Agreement. The arbitrator shall be required to follow applicable law. **IF FOR ANY REASON THIS ARBITRATION CLAUSE BECOMES NOT APPLICABLE, THEN EACH PARTY, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, HEREBY IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY AS TO ANY ISSUE RELATING HERETO IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OTHER MATTER INVOLVING THE PARTIES HERETO.**

NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO ARBITRATION.

Initials - Kedren

Initials - Contractor