

PUBLIC HEALTH MANAGEMENT CORPORATION

REQUEST FOR QUALIFICATIONS

THE CITY OF PHILADELPHIA: CHILD CARE FACILITIES FUND
APPROVED VENDORS

August 2023

Public Health Management Corporation (PHMC) Profile

Public Health Management Corporation (PHMC) is a nonprofit public health institute that builds healthier communities through partnerships with government, foundations, businesses and community-based organizations. It fulfills its mission to improve the health of the community by providing outreach, health promotion, education, research, planning, technical assistance, and direct services.

PHMC has served the Greater Philadelphia region since 1972 as a facilitator, developer, intermediary, manager, advocate and innovator in the field of public health. With more than 2,500 employees, 350 programs, a network of subsidiary organizations, 70 locations, and close to 350,000 clients served annually, PHMC is one of the largest and most comprehensive public health organizations in the nation.

Further information about PHMC and its subsidiaries is available at www.phmc.org. Respondents are encouraged to visit our website to learn more about our organization.

Purpose

PHMC manages the Child Care Facilities Fund (CCFF or “Facilities Fund”) for the City of Philadelphia. This work offers an opportunity to advance the mission of the Office of Children and Families (OCF) in expanding access to high-quality early childhood experiences for all Philadelphia families. PHMC has managed this Fund since 2014 and has supported over 200 facility projects.

Through CCFF, child care commercial and residential child care facilities in Philadelphia can receive grant funds ranging from \$12,500 to \$25,000 to complete minor to mid-level renovations and large appliance purchases.

Typical projects will be performed by licensed and insured contractors in the City of Philadelphia and may include but not be limited to the following:

- Floor repair / replacement
- Bathroom Repairs
- Classroom sinks
- Outdoor playground expansion / improvement
- Ceiling repairs
- Security camera installations
- HVAC repairs / improvements
- Major kitchen appliances
- Lighting repairs / improvements
- New bathrooms
- New indoor playgrounds
- Roof repairs
- Skylight installations or repairs
- Smoke alarm systems

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- Adaptations to serve infants and toddlers, and to care for children up to age five during non-traditional hours
- And other improvements as approved in the application process

PHMC is accepting qualifications from independent contractors and construction firms interested in being an approved vendor, available to provide work quotes and perform work between the dates of February – June 30, 2024.

This Request For Qualifications (RFQ) is being issued to aid in the identification of available contractors who demonstrate the capacity and resources to perform the typical projects described above.

Those selected will be included on an “CCFF Approved Vendors List” with contact information (Name, telephone number, and email address) and areas of service displayed so that a child care provider can inquire with you to perform their desired project.

Those selected will be required to view a CCFF recorded webinar to learn more about the program. Those selected will also be required to follow COVID-19 safety precautions while on site such as wearing a mask and may be subject to screening if required by the child care facility.

The issuance of this RFQ does not obligate PHMC or CCFF recipients to award a contract in connection with the services sought, and PHMC and recipients of this grant may choose to contract for services from agencies which do not participate in this process. However, it is strongly suggested that entities seeking to enter into business relationships for construction services on the Facilities Fund project respond to this invitation to provide the information requested in this RFQ.

Terms and Conditions

Vendors will be selected based on their qualifications. Approved vendors must have a minimum of three years’ experience and positive references. PHMC will re-evaluate vendors at the end of the fiscal year for inclusion on subsequent listings. Approved vendors must maintain a City of Philadelphia License and Inspections contractor license, trade license if applicable, and liability insurance. PHMC reserves the right to remove vendors from the list at our discretion. Approved vendors must not have been previously excluded from working on CCFF projects or have had their contractor license actively suspended or revoked.

Indemnification

Vendors, their employees, agents, subcontractors, and related parties shall defend, indemnify and hold PHMC, its officers, agents, and employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this work, related to bodily injury, sickness, disease, and death, except for injuries and damages caused by the sole gross negligence of PHMC. Notwithstanding anything to the contrary contained herein, Vendors shall also hold PHMC harmless from any and all claims, injuries, damages, losses or suits including attorney fees, in the event any of Vendor’s employees, agents, subcontractors, or clients served , or related parties are diagnosed with COVID-19, and shall also indemnify PHMC from any and all claims, injuries, damages,

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losses or suits including attorney fees related to any claims or suits involving allegations in any way related to COVID-19 exposure or diagnosis.

Non-Discrimination

All parties agree that in the performance of this work, there will be no discrimination against any individual or groups on account of any Federal, State or Local law, regulation or rule, including but not limited to race, color, gender, sexual preference, religious creed, ancestry, disability, age or national origin. Receipt by either party of evidence of such discrimination shall be cause for termination of funding.

Contract to perform work

Any contract derived for work on CCFF projects will be between the contractor and the child care provider who receives the grant. Being an approved vendor does not provide a guarantee for work or contracts to perform work on CCFF projects.

Instructions to submit responses

While this is an open listing and vendors can be added on a rolling basis, we encourage vendors to complete this RFQ as soon as possible so that you are listed as providers begin to plan their projects, solicit quotes and begin work (estimated timeframe for project planning is December – February).

RFQ Response Requirements

Please submit the following information to ecefacilityfund@phmc.org and indicate that you are responding to the Approved Vendors List RFQ.

- Name of company
- Main contact's name, title and email address
- Address
- Telephone
- Website
- Years and Type of Experience
- Licenses held (please attach)
- Proof of insurance (please note that CCFF requires contractors to list the child care provider they are working with as a certificate holder and additional insured)
- References – please include reference information for three past clients, preferably child care facilities
- Have you worked on a CCFF project in the past? If so, please indicate the child care facility and work performed.

Please email any questions to ecefacilityfund@phmc.org