



LBJ Tropical Medical Center  
PO Box LBJ  
Pago Pago, American Samoa 96799

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REQUEST FOR PROPOSAL (RFP)  
FOR  
LBJ WAREHOUSING SERVICES

Project #: RFP No. LBJ24.11

Issuance Date: Tuesday, July 2, 2024

Closing Date: Monday, July 22, 2024

Closing Time: 2:00 PM – AS Time

APPROVED FOR ISSUANCE BY:

Dr. Akapusi Ledua  
LBJ Chief Executive Officer  
Notice to Offerors

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# REQUEST FOR PROPOSALS – LBJ WAREHOUSING SERVICES

## INTRODUCTION

LBJ Tropical Medical Center is seeking proposals for warehousing services to support the storage and management of our medical supplies. The ideal facility will include a cold storage unit, adhere to CMS guidelines for medical supplies storage, provide office space, and have a parking lot capable of accommodating containers. This project is fully funded by Local Funding and is part of LBJ's effort to improve the medical health services in the Territory of American Samoa. The selected Offeror must provide a proposal that completely addresses all the requirements stated in the scope of work for this project.

A complete RFP package may be picked up from the LBJ Procurement Office located at the LBJ Procurement Office inside the Fagaalu LBJ campus. You may also view this RFP online at LBJ's website, <https://lbjtmc.org>. For more information about this RFP, please contact the following person(s):

**Frederick Ledoux**

Director of Purchasing & Supply Chain

Phone: 684-633-1222 ext. 171

email: [frederick.ledoux@lbj.as](mailto:frederick.ledoux@lbj.as)

**Shawn Togia**

Procurement & Contract Specialist

Phone: 684-633-1222 ext. 176

Email: [shawn.togia@lbj.as](mailto:shawn.togia@lbj.as)

The LBJ Tropical Medical Center Authority reserves the right to:

1. Reject all proposals and reissue a new or amended RFP;
2. Meet and/or correspond with individual Offerors at any time to gather additional information;
3. Select a firm for award based on "best value selection" and other qualifications than "least cost" (e.g., capability to complete work in a timely fashion or proven technical capabilities)
4. Negotiate a contract with the Offeror that is selected for award;
5. Not award a contract, if it is in LBJ's best interest not to proceed with contract execution;
6. Waive any non-materials violations of rules set up in this RFP at its sole discretion.

## SIGNIFICANT DATES

PROPOSAL ADVERTISEMENT & ISSUANCE	Tuesday, July 2, 2024
PRE-PROPOSAL MEETING (MANDATORY) 9:00AM – American Samoa Time LBJ Engineering Conference Room	Wednesday, July 10, 2024
Deadline for submitting questions and/or clarifications.	Monday, July 15, 2024
PROPOSAL SUBMITTAL CLOSING DATE 2:00PM – American Samoa Time Late submittals will not be opened or considered and will be determined as non-responsive.	Monday, July 22, 2024

*Dates are subject to change at LBJ's discretion. Any change to the dates and times will be confirmed via an Addendum and available on LBJ's website (<https://lbjtmc.org>).*

## GENERAL TERMS AND CONDITIONS

### I. PROPOSAL DOCUMENTS

Proposal documents including plans and specifications may be obtained from the LBJ Procurement Office located in Fagaalu. Offerors must submit qualifications documents together with their proposal package. LBJ reserves the right to reject or eliminate any proposal from the process if the Offeror does not meet minimum qualifications.

### II. SUBMITTALS

Offerors must complete and submit all the requirements listed in the “RFP Submission Checklist”

### III. SINGLE POINT OF CONTACT/NO CONTACT PROVISION

From the date this solicitation is issued until selection is finalized by LBJ, Offerors are not allowed to communicate with any LBJ staff, officers or officials regarding this solicitation, except at the direction of LBJ’s Chief Procurement Officer (CPO) or the designee. If unauthorized contact is made and the CPO or their designee determines the contact gives the Offeror an unfair advantage, the Offeror will be disqualified from the solicitation. All inquiries pertaining to this RFP should be directed to the single point of contact listed below:

**Frederick Ledoux**  
Director of Purchasing & Supply Chain  
Phone: 684-633-1222 ext. 171  
email: [frederick.ledoux@lbj.as](mailto:frederick.ledoux@lbj.as)

### IV. CLARIFICATIONS AND ADDENDA TO THE RFP

It is incumbent upon each respondent to carefully examine this RFP. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the Director of Purchasing & Supply Chain. LBJ shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given.

Offerors will be required to send a signed “Receipt of Addenda” to LBJ for each addendum that may be issued.

If it becomes necessary to revise or amend any part of this RFP, all addenda will be posted on LBJ’s website: <https://lbitmc.org>

### V. PROPOSAL PREPARATION INSTRUCTIONS

The response to this RFP shall include, but need not be limited to, the information described below.

All information submitted shall pertain to the legal entity, subsidiary, or affiliate which will execute the ultimate construction contract.

A. Firm Experience & Staff Qualifications:

- This factor considers the relevant experience, knowledge, and expertise of key individuals of the construction team. Experience is a measure of whether contractors have performed work that is similar in both scope and complexity.
- A resume for each of the key personnel to be assigned detailing, as a minimum, their education, work history, and relevant experience. Resume for each key personnel should be no more than a page in length and include relevant work experience on similar or more complex project within the last three (3) years.

B. Work Plan / Schedule

- Offeror must provide enough information to confirm that they have experience in utilizing the construction project techniques cited in similar projects. Offerors shall submit a brief narrative which will provide an overview of how they will accomplish the project.
- Each Offeror shall submit a schedule that demonstrates their full and complete understanding of the scope, sequencing, timing, and required coordination for the project under consideration. The Offeror is to use the schedule to demonstrate their full understanding of the scope of the project and to assure the SEB that the work will be performed in a rational sequence and within the desired timeframe as stipulated in the RFP. Offeror is not to simply restate the SOW, but to explain how they will meet the requirements.

C. Past Performance

- Past Performance is a measure of how well contractors performed similar work in the past.
- Offerors shall submit a minimum of three (3) references from agencies with projects of similar nature. Only references of the prime contractor shall be considered, or references from project teams that have completed at least three (3) projects together. References other than those provided by the Offeror may be contacted and used in the evaluation.

D. Subcontractors

- Offerors shall provide letters of intent from each of the sub-contractors and a clear description of the services proposed including any limitations.

LBJ reserves the right to reject any proposal when, in its opinion, the Offeror has insufficient experience, responsibility, skill, financial standing or business standing to perform the proposed service in strict compliance with the specifications, or when the information provided by the Offeror is deemed by the SEB as insufficient for making a judgment. LBJ also reserves the right to check on references and to request additional information from any Offeror to assist LBJ in its consideration of the proposals.

## VI. CONTRACT AND PAYMENT TERM

**TIME OF COMPLETION.** LBJ shall issue a Notice to Proceed identifying the date for commencement of the Service at which time a contract expiration date will be established, **which shall be no more than three hundred sixty-five (365) Calendar Days.** The Contractor shall achieve substantial completion of services rendered within 365 calendar days after the

commencement date; as such completion date may be extended by approved “RENEWAL” OF SERVICE CONTRACT AT THE TIME SET FORTH FOR COMPLETION OF SERVICES IS AN ESSENTIAL ELEMENT OF THE CONTRACT.

## VII. TYPE OF CONTRACT

The successful Offeror will provide services to LBJ under a “**Service**” **one (1) year contract agreement**.

The successful Offeror shall be an independent contractor and not an agent or employee of the American Samoa LBJ Medical Center Authority. The successful Offeror shall furnish the necessary personnel, materials, insurance, licenses, permits, equipment, ground transportation to and from work areas, and otherwise do all things necessary to perform the work and services specified in the SOW and to the satisfaction of LBJ’s Project Engineer.

The Contractor must at all times comply with all applicable workman’s compensation, occupational disease, occupational health and safety laws, statues and regulations to the full extent applicable.

LBJ will not be held responsible in any way for claims filed by the successful Offeror or its employees for services employed under the terms of this RFP or the contract.

## VIII. OPTION TO AWARD

While LBJ has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by LBJ to award and execute a contract. Upon a determination such actions would be in its best interest, LBJ, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposal received in response to this RFP;
- Meet and/or correspond with individual vendors at any time to gather additional information;
- Not award a contract, if it is in LBJ’s best interest not to proceed with contract execution;
- If awarded, terminate any contract if LBJ determines adequate funds are not available.

## IX. BASIS OF SELECTION

Proposals will be reviewed by a Source Evaluation Board (SEB) and scored against the stated criteria. The SEB may review references, request interviews/presentation, etc. These discussions shall only be conducted for the purpose of obtaining clarification from the Offeror on its proposal, and do not in any way commit LBJ to a contract. Discussions shall be conducted individually with each offeror and care shall be exercised to ensure that no information derived from competing Offeror’s proposal is disclosed. The resulting information will be used to the score the proposals. The SEB’s scoring will be tabulated, and proposals ranked based on the numerical scores received.

All Offerors with whom discussions are conducted shall be afforded an opportunity to revise their proposals in response to specific clarifications based on the discussions. Unless the Director of Purchasing & Supply Chain determines that satisfactory evidence exists that a “mistake” has been

made, as set forth in Procurement Rules, Offerors will not be permitted to revise their proposals after proposal opening.

LBJ reserves the right to make the award to the Offeror that submits the proposal, which meets the requirements set forth herein and is in the best interests of LBJ after taking into consideration the aforementioned factors. LBJ also reserves the right to select portions of a proposal, or to reject any and all proposals.

**X. EVALUATION CRITERIA**

LBJ intends to award this solicitation to the Offeror who has achieved the highest total responsive and responsible score as defined herein based on the Priced and Non-Priced Proposals. LBJ reserves the right to waive any technicality in any proposal and to award the Contract in the best interest of LBJ. LBJ also reserves the right at its sole discretion to reject any and all proposals which do not meet the minimum technical (non-priced) criteria as defined in the RFP and in the opinion of LBJ and the SEB, regardless of pricing provided.

CRITERIA	WEIGHT
1. PRICE	40
<b>NON-PRICED PROPOSAL</b>	
2. FIRM EXPERIENCE & STAFF QUALIFICATIONS	25
3. WORK PLAN / SCHEDULE	15
4. PAST PERFORMANCE	10
5. FINANCIAL ABILITY	10
<b>TOTAL</b>	<b>100</b>

The SEB recommendation, as well as the individual evaluation and identities of the SEB will remain confidential.

**XI. COST PROPOSAL AND HOW IT WILL BE SCORED**

The Offeror, who has achieved the minimum required points for the non-priced proposal, with the lowest cost proposal will be given the maximum points for price. The points for all other proposals who have also achieved the minimum required points for the non-priced proposal will be computed by the following formula:

$$\frac{\text{Lowest Cost Submitted}}{\text{[Other] Proposers Cost}} \times 40 = \text{Final Price Score}$$

**XII. MULTIPLE PROPOSALS - COLLUSION**

If more than one Proposal is submitted by any one party or in the name of its clerk, partner or other person, all Proposals submitted by said party may be rejected by LBJ. If requested by LBJ to do so, an Offeror may submit an alternate proposal. If LBJ believes that collusion exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration. Proposals in which the proposed costs and fees are unreasonably high, or unrealistically low may be rejected at LBJ’s sole discretion.

### XIII. ASSIGNMENT

The selected Offeror may not reassign any award made as the result of this RFP, without prior written consent from LBJ.

### XIV. INCURRED COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by LBJ to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by LBJ or for participating in any selection demonstrations or interviews, including contract negotiations.

### XV. PROPOSAL RESULTS

All proposals received shall be considered confidential and not available for public review without consent of its owner. All proposals shall be subject to negotiations prior to the award of a contract. A list of respondents to the RFP may be posted on LBJ's website once an award has been made and accepted.

### XVI. BUSINESS LICENSE

An Offeror from elsewhere, other than American Samoa, must be appropriately licensed in accordance with the state and/or country of the Offeror's origin, and shall be skilled and regularly engaged in the general type and size of work called for under this RFP. Offerors based in American Samoa shall possess a currently valid American Samoa business license prior to the execution of this contract.

### XVII. COMPLIANCE WITH FEDERAL REGULATIONS

The Work will be funded by one or more federal agencies. As such, all bidders must agree to comply with applicable federal laws and regulations, including, but not limited to (i) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41 CFR chapter 60); (ii) the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3); (iii) the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5); (iv) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5); and (v) applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

## XVIII. INSURANCE REQUIREMENTS

The awarded contractor shall carry at its sole expense and provide evidence of insurance coverage listed below to protect itself and LBJ from and against liability, loss, damage, expense, cost (including without limitation to litigation and courts costs and attorneys' fees) arising out of or in connection with the performance of any work performed in accordance with the specifications of any related documents, whether such work is performed by the contractor or any subcontractor or by anyone directly employed by any of them or by anyone for whose acts any of them may be liable. Coverage must be written with insurance companies licensed in American Samoa.

- **Professional Liability** - \$100,000 each occurrence.
- **Coverage** – LBJ shall be named as an additional insured. Certificates of insurance shall be presented to LBJ for approval before the successful contractor, its agents and/or employees commence any work whatsoever pursuant to the contract.

## SCOPE OF SERVICES

### **Requirements:**

#### 1. Cold Storage Unit:

- A dedicated cold storage unit to maintain the integrity of temperature-sensitive medical supplies.
- Temperature monitoring and control systems to ensure consistent conditions.

#### 2. Medical Supplies Storage:

- A well-contained environment that adheres to CMS guidelines for storing medical supplies.
- Adequate shelving and storage solutions to organize and manage inventory efficiently.

#### 3. Office Space:

- An office area within the warehouse for administrative tasks and staff operations.
- Preferably furnished and equipped with necessary office amenities.

#### 4. Parking Lot:

- A parking lot with sufficient space to store containers if needed.
- Secure and accessible for easy loading and unloading of supplies.

### **Proposal Submission to also include:**

- Description of the warehouse facility, including location, size, and layout.
- Details of the cold storage unit and its specifications.
- Compliance measures with CMS guidelines for medical supplies storage.
- Description of the office space and its amenities.
- Information about the parking lot and its capacity.
- Pricing structure, including any additional costs or fees.
- References from previous clients, particularly those in the medical supply industry.

## RFP SUBMISSION CHECKLIST

All proposals should be accompanied by the following documents. If they are not available or not applicable, note as such. Incomplete proposals will not be considered:

1. Proposal Invitation Form
2. Special Reminder to Prospective Offerors
3. Offeror's Qualification Form
4. Disclosure Statements
5. Five (5) Hard Copies of Sealed Bid Proposal – One (1) Original, 4 Copies, and 1 electronic (PDF preferred)

## PROPOSAL INVITATION

You are hereby invited to bid for requirements of the American Samoa LBJ Medical Center Authority. Please make sure to adhere to the following instructions:

1. This Request for Proposal shall require a Cost Proposal to be submitted in a separate sealed envelope, box, or other enclosure.
2. All required submittals, including the Cost Proposal must be addressed to the LBJ Director of Purchasing & Supply Chain at the LBJ Fagaalu Campus, or via email to [frederick.ledoux@lbj.as](mailto:frederick.ledoux@lbj.as). Hard copies may also be sent to:

**Frederick Ledoux**  
Director of Purchasing & Supply Chain  
P.O. Box LBJ  
Pago Pago, AS 96799

3. Five (5) Sealed Bid hard copies – One (1) Original and four (4) Copies, and one (1) PDF of the complete proposal must be received at the Procurement Office no later than the date listed above. Hard copies will be required for all proposals. The envelope or box must be labeled with Project No. and Description.
4. Late submissions will not be opened or considered and will be determined as nonresponsive.
5. Any and all pre-proposal questions and/or clarifications shall be submitted to the Director of Purchasing & Supply Chain.

## SPECIAL REMINDER TO PROSPECTIVE OFFERORS

Offerors are reminded to read the Proposal Invitation Instructions and General Terms and Conditions attached to the RFP and to verify that each submittal requirement listed above in the RFP Submission Checklist is enclosed in the submittal envelope prior to the date and time of proposal opening.

### Business License:

The Offeror shall submit a current American Samoa business license or must be able to obtain an American Samoa business license prior to the execution of a contract under this RFP.

### Non-Priced Proposal:

The non-priced proposal shall comply with all requirements in the Scope of Work as outlined in Attachment B of this document must follow format described under this RFP.

### Price Proposal:

The Offeror shall submit a separately sealed price proposal for the proposal. Amounts shall be in US currency.

**Special Reminder Form:**

This form must be completed and submitted.

**Acceptance:**

Acceptance of a proposal does not imply acceptance of its terms and conditions. LBJ reserves the option to negotiate on the final terms and conditions. LBJ additionally reserves the right to negotiate the substance of the finalists' bid, as well as the option of accepting partial components of a bid if appropriate.

**All required forms must be signed and returned with the proposal envelope. Failure to comply with these requirements may result in disqualification or rejection of the proposal.**

I, \_\_\_\_\_ the duly authorized representative of  
\_\_\_\_\_, acknowledge receipt of this special reminder to  
prospective offerors together with "RFP No. LBJ24.11 – LBJ Warehousing Services" as of this date,  
\_\_\_\_\_, 2024.

\_\_\_\_\_  
*(Signature of Offeror's Representative)*

## BID FORM

To: LBJ Tropical Medical Center, Attn: Director of Purchasing & Supply Chain

Address: PO Box LBJ, Pago Pago, AS 96799

Title: LBJ Warehousing Services

RFP #: LBJ24.11

Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Item No.	Description	Quantity	Unit	Total
1	Warehouse Monthly Fee	1	LS	\$
2	Miscellaneous	1	LS	\$
	<b>TOTAL</b>			<b>\$</b>

**Total Lumpsum Bid:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## OFFERORS QUALIFICATION FORM

1. NAME OF ORGANIZATION					
2. BUSINESS ADDRESS					
3. TELEPHONE					
-EMAIL ADDRESS					
-FAX NUMBER					
-TAX IDENTIFICATION NUMBER					
4. PRIMARY & SECONDARY CONTACT PERSON					
5. TYPE OF BUSINESS (Please check one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Corporation</td> <td style="width: 50%;">Partnership</td> </tr> <tr> <td>Proprietorship</td> <td>Joint Venture</td> </tr> </table>	Corporation	Partnership	Proprietorship	Joint Venture
Corporation	Partnership				
Proprietorship	Joint Venture				
<p><i>Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Sāmoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.</i></p>					
6. PLACE OF ORGANIZATION OR STATE OF INCORPORATION					
7. OWNER'S NAMES & ADDRESSES (IF NOT A CORPORATION)					

8. FOR CORPORATIONS: Names & Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company	
9. US STATES & TERRITORIES WHERE COMPANY IS REGISTERED AS A FOREIGN CORPORATION	
10. List all projects of similar scope and extent to which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.	
-Location and Date of Project	
-Nature and Scope of Contract (provide brief description)	
-Name and Address of awarding agency or owner for which work was performed	
-Name, Address and Phone Number of contact Person for the agency	
-Contract Amount	
-Start and End Date	
-Date of Completion	

-Was project completed within schedule and Budget? If not, why?	
-If project was not completed, please explain Why	
-Was contract performed under joint venture, if so, with whom and under what arrangement?	
11. List the names of supervisory personnel to be employed on the work under this contract, including the qualifications and experience record for each. Personnel resumes may be included with the Offeror's proposal submittal.	
-Name / Position	
-Qualifications/Experience	
12. List the names and addresses of at least three (3) references from agencies with projects of similar Nature. Each reference shall contain: (1) Client name and contact information; (2) project description; and (3) role of key project team members. Only references of the prime offeror shall be considered, or references from project teams that have completed at least three (3) projects together.	
Reference # 1	
Reference # 2	
Reference # 3	

## DISCLOSURE STATEMENTS

This form must be completed by all offerors and submitted with proposal.

I \_\_\_\_\_,

of \_\_\_\_\_ the Offeror, that has submitted the attached

proposal:

(Complete one of the two following statements)

1. I have no immediate relatives (parents, children or siblings) who are currently employed by the LBJ Tropical Medical Center (LBJ) or the American Samoa Government (ASG)

\_\_\_\_\_

2. I have immediate relatives (parents, children or siblings) who are currently employed by LBJ or ASG.

Their names and positions are as follows:

Name	Relationship to Offeror	Position at LBJ
------	-------------------------	-----------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

*Note: It is not against LBJ procurement rules for the relatives of government employees to bid on and receive government contracts provided they disclose such relationships at the time of bidding.*