

SNOQUALMIE VALLEY HOSPITAL DISTRICT

**REQUEST FOR PROPOSALS
FOR
EXTERIOR DIRECTIONAL AND INTERIOR WAYFINDING/ ID
SIGNAGE NO.007**

**SNOQUALMIE VALLEY
HOSPITAL DISTRICT**



**September 10, 2014
9575 Ethan Wade Way SE
Snoqualmie, WA 98065**

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTENT.....	1
II. DEFINITIONS.....	1
III. NARRATIVE.....	2
IV. REQUEST FOR PROPOSAL AVAILABILITY	3
V. REQUEST FOR PROPOSAL TIMELINE	3
VI. SCOPE OF WORK.....	4
VII. PROPOSAL PROVIDER’S QUALIFICATIONS	5
VIII. FINANCIAL MANAGEMENT	6
IX. EXPERIENCE.....	6
X. LEGAL INSURANCE	6
XI. FEE RATE STRUCTURE.....	6
XII. ALTERNATE PROPOSALS	7
XIII. SUBMITAL FORMAT & REQUIREMENTS.....	7
XIV. PROPOSAL COSTS.....	8
XV. METHOD OF EVALUATION & AWARD.....	8
XVI. DESIGNATED CONTACT.....	8
XVII. CONTACT WITH SVHD DURING THE RFP PROCESS.....	8
XVIII. ADDENDA & ADDITIONAL INFORMATION.....	8
XIX. WITHDRAWAL OF PROPOSAL.....	9
XX. PUBLIC RECORDS.....	9
XXI. CONFIDENTIAL/PROPRIETARY INFORMATION.....	9
XXII. COLLUSIN & ADVANCE DISCLOSURES.....	9
XXIII. GENERAL CONDITIONS.....	9

REQUEST FOR QUOTATION

I. INTENT

Public Hospital District #4, King County, dba Snoqualmie Valley Hospital District, dba Snoqualmie Valley Hospital (the District) is in the process of constructing a new, 25 bed critical access hospital facility on a greenfield site in the City of Snoqualmie, Washington. The hospital includes multiple outpatient services and facilities open to the public such as the cafeteria in addition to inpatient rooms. Snoqualmie Valley Hospital is a critical access hospital serving the communities of Snoqualmie, North Bend, Snoqualmie Pass, Preston, Fall City, Carnation, and the rural portions of the Snoqualmie Valley. The District will be closing its existing hospital facility and relocating all hospital and some clinical operations to the new site when the building opens in Spring 2015

Snoqualmie Valley Hospital is soliciting proposals for a high quality and cost effective exterior directional and interior wayfinding/id signage services.

II. DEFINITIONS

EXTERIOR DIRECTIONAL SIGNAGE (IN SCOPE)

The district defines this as being small scale signage that is intended to serve several purposes:

- Assist wayfinding; (Examples: a small sign at the public driveway directing deliveries to the delivery driveway, or a series of signs inside the campus pointing the way to the loading dock.)
- Designate special uses: (Example: parking areas reserved for patients and visitors.)

INTERIOR WAYFINDING/ID SIGNAGE (IN SCOPE)

The District defines this category of signage as including:

- Department identity signage in selected locations;
- Wayfinding signage at all critical access points throughout the facility
- Room identity placard signs
- All signage required to satisfy codes and regulatory standards
- Fire/life safety signage

BUILDING MOUNTED SIGNAGE (NOT IN SCOPE)

This includes large, illuminated building mounted signage that is stylized with the hospital's name, logo, etc. This type of signage is excluded from this RFQ/RFP, but the District may wish to extend the agreement to include this signage at a later date.

MONUMENT SIGNAGE (NOT IN SCOPE)

This includes site-installed, large illuminated signage that is stylized with the hospital's name, logo, etc. This type of signage is excluded from this RFQ/RFP, but the District may wish to extend the agreement to include this signage at a later date.

III. NARRATIVE

SITE

Please see the included site plan, which illustrates the following description. North is at the top of the page.

The new hospital facility is being constructed on a previously undeveloped site within the master planned community of Snoqualmie Ridge. The site is located close to a major highway interchange and to Snoqualmie Parkway, the primary arterial street serving the community. The actual location, however, is several hundred feet off the parkway down a secondary county road, and the building has been assigned an address (Frontier Avenue) which, while technically a public street, is essentially the hospital's own driveway.

Traffic approaches the hospital from the east along 99th Street. The public is intended to enter the site via Frontier Avenue, which is the first cross street/driveway drivers will encounter after leaving the parkway. The patient/visitor/public parking area is located immediately in front of the building. This area will be reserved for patients, visitors, and public; staff will not be permitted to park in front of the building. The main public entry has been designed to be visually prominent and is located at the southeast corner of the building. Frontier Avenue/the hospital driveway leads directly to it.

The Emergency Department walk in entry is located on the east side of the building. It is visible from the public driveway, but located behind the main entry on the corner as drivers approach the building. There is a dedicated parking area immediately in front of this door which will be reserved for Emergency patients.

Ambulances use this same driveway, but circle around to a covered drop off area behind the building (on the north side.)

A second ambulance entry is also located on the north side of the building. This entry will be used by transfer patients from other hospitals, and it will also be used as a staff entry.

Pedestrian connectivity is provided in a north/south direction across the site, which parallels this driveway in the form of a sidewalk. The pedestrian-only connection continues to the north and leaves the site at the northeast corner. This pedestrian route also doubles as a maintenance vehicle access road for the stormwater pond to the north.

Deliveries will enter the site through the second (west) driveway. The driveway is designed so that large delivery trucks will drive past the loading dock, then back into it. There is a second staff entry located adjacent to the loading dock.

Smaller trucks leaving the loading dock can turn and exit via the same driveway where they entered. Large trucks will need to circle the site in a clockwise direction to exit from the main public driveway.

There are exterior doors located on the level of the daylight basement on the south, west, and north sides of the building, and one additional one at Level 1 in the northeast corner of the building. These entries are for emergency and maintenance use only and entry will not be permitted through these doors except to authorized personnel.

The parking lot to the north of the building is designated for staff use only.

There is an oxygen tank surrounded by a fence at the north end of the parking lot, in the landscape island. This is a secure, hazardous area and general entry is prohibited. There is a set of propane tanks just to the north of the stormwater pond, which is open to authorized personnel only.

INTERIOR

Please see floor plans showing department locations.

The main entry has been designed to be the single point of entry for most patients and visitors. Outpatients entering through this door can access the Lab, Medical Imaging Department, Endoscopy Department, Specialty Clinic, Rehab Clinic, and the cafeteria. For most services, patients will check in at the reception desk and be seated in the front waiting area/lobby until they are greeted by staff who come to the front to escort them to their destination. Specialty Clinic patients will proceed directly to the clinic at the far west end of Level 1 independently, after having entered the building through the main entry. Rehab patients will use the elevator or the front stairs to access the second floor, where the Outpatient Rehab Clinic is located. The Rehab department has its own reception counter adjacent to the Level 2 Waiting area. Free public access is permitted to the cafeteria, the public restrooms, and through to the Emergency reception area via the front door. Other doors leading from this area are secured.

Visitors can also use this door to access inpatients located on the second floor. Visitors are welcome to check in at the Reception counter if they need directions, but it is expected that repeat visitors will proceed directly to the second floor. A reception window is provided adjacent to the waiting area for visitors to check in before being allowed into the unit by staff. Free public access is permitted to the second floor waiting area and restrooms; other doors leading from this area are secured.

The pharmacy, which serves only hospital patients and has no retail function, is located in the center of the second floor. This is a secure suite. Outpatient and Inpatient Rehab departments are located along the south side of Level 2, and the remainder of the floor is occupied by the Med/Surg (Inpatient) Department.

Admittance to the basement is by authorized staff and escorted visitors only. This level includes the Materials Management Department, which manages the loading dock. The loading dock and the Materials Management Department are secure, even to non-department staff. Many of the building's utility spaces are located on this floor, as are staff toilets/showers/lockers, a suite of administrative offices, a pair of conference rooms, the IT and Informatics Departments, including a training room, Medical Records, and Facilities.

IV. REQUEST FOR PROPOSAL AVAILABILITY

Copies of the Request for Proposal (RFP) are available at <http://www.snoqualmiehospital.org/contact/competitive-bids/>, or through personal pick-up at Snoqualmie Valley Hospital at 9575 Ethan Wade Way SE, Snoqualmie, WA.

V. REQUEST FOR PROPOSAL (RFP) TIME LINE

RFP Formal Announcement:	October 29, 2014
Deadline for questions:	November 5, 2014
Receipt of Proposals Deadline:	November 14, 2014
Present to AD HOC Committee for action:	Week of November 17, 2014
Contract Start Date:	TBD

VI. SCOPE OF WORK

The first page of the Proposal shall contain a statement that declares that all information provided therein does not include any Confidential, Proprietary and/or Private Information as identified in Sections XIV and XV of this Request for Proposal. It must also indicate that the statement supersedes and nullifies any page in the Proposal that may be marked as Confidential, Proprietary and/or Private and acknowledge that the Proposal will become Public Information upon award. The statement must be signed by the Proposer's Authorized Representative. Failure to provide such declaration may be deemed as grounds for return of the unread proposal and not be considered for award.

1. SCOPE OF WORK

Include cover letter specifying Business name, Contact name, address, phone number, fax number, and email address.

A. Scope of Services

The District is seeking design proposals and statements of qualifications from design/build signage companies. At this time, we are seeking proposals on two categories of signs: Exterior Directional Signage and Interior Wayfinding/ID Signage. At this time, SVH is not seeking proposals on lighted, building mounted signage nor on monument signage, but it is possible that an agreement with the selected vendor could be extended later to include that scope.

Services are to include:

Sign Need Analysis and Signage Master Plan

The selected vendor will perform a complete analysis of the campus and the hospital building, and will work with the District's Sign Committee to develop a signage master plan addressing

1. Exterior Directional Signage, and
2. Interior Wayfinding/ID Signage.

It is the intent of the District that the selected vendor will work collaboratively with the District's Sign Planning Committee to analyze the campus and hospital and create the signage master plan, achieving the following goals:

1. Signs must comply with all governing codes and technical standards. Vendors are advised that the District operates a state-licensed acute care hospital facility, governed by state and local codes AND by the codes adopted by the Federal Centers for Medicare Services (CMS). The District cannot be responsible for reproducing all code requirements, but the primary governing codes are:

- 2012 International Building Code with Washington State amendments

- 2012 International Mechanical Code with Washington State amendments
- 2012 International Fire Code with Washington State amendments
- 2012 Uniform Plumbing Code with Washington State amendments
- 2012 IECC/Washington State Energy Code with Washington State amendments
- ICC/ANSI A117.1-2009 “Accessible and Usable Buildings and Facilities” (adopted by reference, Chapter 11 IBC) with Washington State amendments
- Facilities Guidelines Institute “Guidelines for Design and Construction of Health Care Facilities,” 2010 edition (adopted by Washington Administrative Code 246-320)
- NFPA 101-2000 Life Safety Code (CMS)

For complete code information, please visit the Washington State Department of Health Construction Review Services Hospital Desk Reference Manual web page at <http://www.doh.wa.gov/LicensesPermitsandCertificates/FacilitiesNewReneworUpdate/ConstructionReviewServicesCRS/PlanReviewProcess/DeskReferenceManuals/HospitalEdition>

2. Signs must be large enough to see from the primary intended point of view.
3. Messages must be understandable and culturally sensitive.
4. Signs must be well located.
5. Exterior and interior signs must work in unison to direct patients and visitors across the campus and through the building and provide a cohesive appearance, but interior and exterior systems need not be identical.
6. Sign system shall be flexible for future updates and additions
7. Sign system shall represent a good value
8. Master Plan shall judiciously locate signs only where necessary or significantly helpful in order to minimize site clutter and maintenance.

Deliverables

In addition to the master plan, the selected vendor will be responsible for the following deliverables:

1. Development of a series of sign types applicable for specific sign situations (i.e. directional, directory, room identification)
2. Development of specific sign specifications, including materials, sizes, construction, and installation methods

3. Development of graphic standards including colors, pictograms (such as universal symbols/universal healthcare symbols) typefaces, sign design, and graphic elements meeting ADA requirements.
4. Estimated costs for fabrication of all signs identified in the Signage Program Master Plan.

2. Proposal Provider's Qualifications

Requirements:

- A. Indicate if there is a local office in the Seattle area. State "None", if none.
- B. Indicate any pending or current litigation that is impacting the **PROPOSAL PROVIDER**. State "None". If none.
- C. Provide the number of employees to work in the engagement of the Linen Services.

3. Financial Management

Provide a copy of Dunn & Bradstreet Report and number, or similar evidence of financial stability.

4. Experience

Provide a statement of the length of time the company has been in business providing the services requested in the **RFP**.

Provide (3) hospitals to which your company currently provides the similar services that are being requested in this **RFP**. Please include the name of the hospital and the contact information for the person at the hospital who manages this service.

5. Legal Insurance

List and explain any pending litigation in which your company is involved.

Indicate insurance coverage(s) currently maintained.

Indicate the method to be used to indemnify **SVHD** for the services provided per specification of this RFP.

6. Fee Rate Structure

SVHD is requesting pricing for a Sign Need Analysis and Signage Master Plan. Please include the following pricing information:

1. Base price, of Sign Need Analysis
2. Base price of Signage Master Plan
3. Other proposed financial incentives

(Please note that the PROPOSAL PROVIDER will bear all costs including but not limited to travel, equipment and supplies in providing such services. Also, if possible provide us Amerinet GPO pricing.)

VII. ALTERNATE PROPOSALS

Alternate proposals are defined as those that do not meet the requirements for this Request for Proposal. Alternate proposals will not be accepted or considered.

VIII. SUBMITTAL FORMAT & REQUIREMENTS

PROPOSERS must carefully follow the format and instructions outlined below, failure to do so may result in a **PROPOSAL** being designated as unresponsive and will not be evaluated.

All proposals must contain the following:

- Cover Sheet (Business name, address, phone number, and RFP point of contact)
- Table of Contents
- Executive Summary
- Scope of Services
- Qualifications of the Proposer
- Financial Management
- Experience
- Legal Insurance
- Price Proposal
- General Conditions

The proposal submitted should not exceed 20 pages including a completed Attachment A form which will be located at <http://www.snoqualmiehospital.org/contact/competitive-bids/>. Other attachments may be included with no guarantee of review.

Proposals will be accepted in two different forms. **SVHD** will accept electronic submittals which shall be sent to jessew@snoqualmiehospital.org. Secondly, proposals will be accepted by hard copy on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

For all hard copy proposals, the **PROPOSAL PROVIDER** shall submit **one (1) clearly labeled original with three (3) other copies** of their proposal. The name of the **PROPOSAL PROVIDER's** firm shall be indicated on the spine and/or cover of each binder.

All proposals shall be plainly marked with the name and address of the **PROPOSAL PROVIDER** and the Request for PROPOSAL title and number. No responsibility will attach to **SVHD** or employee thereof, for the failure to open a proposal or email not properly addressed and identified. **FAXED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.**

All proposals are required to be time stamped and received by September 17, 2014; at 4:00 p.m.,

Pacific Standard Time. SVHD reserves the right to reject any proposals received later than the specified time.

Following are the delivery and mailing instructions for proposals:

Attn: Jesse Waite
Director of Materials Management
9575 Ethan Wade Way SE
Snoqualmie, WA 98065
jessew@snoqualmiehospital.org

Proposals must be signed by an officer of the company who is legally authorized to enter into a binding contractual agreement on the behalf of the company.

The submission of a proposal by a **PROPOSER** will be considered by **SVHD** as an offer by the PROPOSER to perform the requested services at the stated price.

IX. PROPOSAL COSTS

There shall be no obligation for **SVHD** to compensate **PROPOSAL PROVIDER(S)** for any costs of responding to this Request for Proposal.

X. METHOD OF EVALUATION AND AWARD

The proposals will be reviewed by **SVHD** staff members through an ad hoc committee. The ad hoc committee will review the proposals and at their discretion request proposer's for a presentation and/or oral interview to gather information that will assist in making its recommendation.

Upon completion of the scoring, the ad hoc committee will meet and complete a consensus scoring. **SVHD** reserves the right to award the contract based on objective and/or subjective evaluation criterion. The recommendation by the ad hoc committee will be based on its scoring of the proposal from an individual basis, and the group consensus. **SVHD** reserves the right not to make an award.

XI. DESIGNATED CONTACT

Questions concerning this Request for Proposal will be sent via email to Jesse Waite, Director of Materials Management, Snoqualmie Valley Hospital District, telephone number (425) 831-2315, jessew@snoqualmiehospital.org.

XII. CONTACT WITH SVHD DURING THE RFP PROCESS

Communication with any other person other than the designated contact concerning the selection or award of this contract is prohibited from the time the Request for Proposal is advertised to the time of the award. Questions concerning the Request for Proposal shall be directed **only** to the designated contact(s). **Failure of a PROPOSAL PROVIDER, or any of its representatives, to comply with this paragraph will result in their proposal being rejected.**

XIII. ADDENDA AND ADDITIONAL INFORMATION

Request for additional information or clarification must be made in writing, no later than September 11, 2014 at 4:00pm., Pacific Standard Time. The request must contain all of the Proposer's contact

information. Facsimile requests will not be accepted.

If it becomes necessary to revise any part of this Request for Proposal, a written addendum will be provided and sent to all **PROPOSERS** in written form from **SVHD**. **SVHD** is not bound by any specifications provided by **SVHD** employees, unless such certification of change is provided to **PROPOSERS** in written form from the **Designated Contact**.

XIV. WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn in writing prior to the Proposal Due Date of September 17, 2014 at 4:00 pm., Pacific Standard Time.

XV. PUBLIC RECORDS

SVHD is a Public Agency as defined by State Law, and as such, all of **SVHD**'s records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. However, no disclosure of any proposal or its contents, pursuant to this RFP, will be made until completion of the RFP process, subsequent evaluation and, as needed, execution of a purchase agreement.

XVI. CONFIDENTIAL/PROPRIETARY INFORMATION

Proposals must contain sufficient information to be evaluated and a contract written without reference to any confidential or proprietary information. **PROPOSAL PROVIDER(S)** shall not include any information in their proposal that they would not want to be released to the public. Any proposal submitted that is marked "Confidential" or "Proprietary," or that contains material so marked, will be returned to the **PROPOSAL PROVIDER** and will not be considered.

XVII. COLLUSION AND ADVANCE DISCLOSURES

Evidence of agreement or collusion among **PROPOSAL PROVIDER(S)** and prospective **PROPOSAL PROVIDER(S)** acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such **PROPOSAL PROVIDER(S)** void.

Advance disclosures of any information to any other **PROPOSAL PROVIDER(S)** which gives that **PROPOSAL PROVIDER** any advantage over any other interested **PROPOSAL PROVIDER(S)**, in advance of the opening of proposals, whether in response to advertising or an informal request for proposals, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all proposals received in response to that request for proposals.

XVIII. GENERAL CONDITIONS

1. RFP Postponement/Cancellation

SVHD at its sole discretion reserves the right to reject any and all proposals, re-advertise this RFP, cancel or postpone, or waive any and all irregularities in this RFP.

2. Negotiations

SVHD may award a contract on the basis of the initial offers received. Therefore, each initial offer shall contain the **PROPOSER'S** absolute best terms. **SVHD** reserves the right to begin

contract negotiations with the selected vendor.

In the event that a successful contract cannot be negotiated with the selected vendor, **SVHD** reserves the right to end contract negotiations with said vendor and begin contract negotiations with other vendors until a successful contract can be executed.

3. Contract Award

The award(s), if any, which is a decision to negotiate and execute a contract, shall be made to the **PROPOSER** whose proposal is deemed as the lowest responsible bidder.

There is no obligation on the part of **SVHD** to award the contract to the **PROPOSER** who proposes the lowest cost. **SVHD** reserves the right to award the contract to the **PROPOSER** whose proposal is deemed by **SVHD** to be the most advantageous.

It is the intent of **SVHD** to award only one contract.

4. Term and Renewal

The term of the resulting agreement shall be for a period of three (3) years commencing upon the date on which this contract is fully executed, with an option to renew for an additional two (2) one (1) year terms thereafter. Agreement may be renewed upon the same terms and conditions upon mutual agreement of both parties which agreement shall be evidenced by a fully executed addendum to the original agreement.

5. Termination

The resulting agreement may be terminated by **SVHD** without cause upon no less than ninety (90) days notification of termination in writing deliver by certified mail.

In the event of a default or material breach by either party under the term of the resulting agreement, the non-defaulting party, shall have the right to terminate the resulting agreement upon ninety (90) days written notice to the defaulting party.

The vendor awarded the contract is expected to maintain the above standard performance as specified by **SVHD**. Failure to maintain performance standards shall result in cancellation. Cause for cancellation include, but are not limited to the following:

1. Failure to adhere to pick-up/delivery schedule
2. Unacceptable quality of delivered product
3. Un-remedied misconduct of vendor's employees
4. Repetitive and/or un-remedied damage to **SVHD** property
5. Other acts or omissions deemed by **SVHD** to be prohibitive for continuance of the contract

6. Availability

It is understood that **SVHD** shall be bound hereunder, only to the extent which funds are available for the purpose of the resulting agreement.

7. Proposer's Employees

PROPOSER shall provide competent and physically capable employees in the provision of the

services outlined in the contract. **SVHD**, at its discretion, reserves the right to require the **PROPOSER** to remove an employee that **SVHD** deems careless, incompetent, insubordinate, or otherwise objectionable.

8. Assignment

PROPOSER shall not assign, transfer, pledge, hypothecate, surrender, or otherwise encumber or dispose of any of its rights or obligations under the resulting agreement, or any interest in any portion of same, without the prior written consent of **SVHD**.

9. Warrants and Indemnification

PROPOSER expressly warrants that all material and work covered by this RFP will conform to the specification samples or other description furnished or specified by the **PROPOSER**, and will be of good material and workmanship and free from any defects. **PROPOSER** expressly warrants that all the material covered by an order, which is either the product of the vendor or provided by the vendor, is in accordance with its specifications and will be fit and sufficient for the purposes intended by **SVHD**.

PROPOSER shall indemnify and hold harmless **SVHD** and its officers, trustees, employees, agents, medical staff and instrumentalities from any and all liability, losses, or damages, including attorney's fees and cost of defense, which **SVHD** or its officer, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to, or resulting from any act or omission to act, including but not limited to negligence in connection with the performance of the resulting agreement by the **PROPOSER** or its employees, agents, servants, partners, principals or subcontractors. **PROPOSER** shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of **SVHD**, where applicable or upon notification or request of **SVHD**, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be issued thereon. **PROPOSER** expressly understands and agrees that any insurance protection required by the resulting agreement or otherwise provided by the **PROPOSER** shall in no way limit its responsibility to indemnify, keep and save harmless, and defend **SVHD** or its officers, employees, agents and instrumentalities as provided therein.

10. Waiver

Failure of either party to insist upon or enforce any term or provision or to exercise any right, option or remedy in the resulting agreement from this RFP, or to require at any time performance of any provision hereto, will not be construed as a waiver of any such term or provision.

11. Venue and Applicable Law

The provision of the resulting agreement shall be construed in accordance with the laws of the State of Washington.

12. Attorney's Fees

In the event that it shall become necessary for either party to institute legal proceedings to enforce the terms of the resulting agreement, the prevailing party shall be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party. Prevailing party shall include, without limitation, a party who substantially obtains or defeats that relief sought, as the case may be, whether by compromise, settlement, judgment or abandonment by the opposing party of its claims or defenses.

13. Alterations and Modifications

Both parties agree that the resulting agreement, together with the provisions of this RFP and **PROPOSER'S** response to same, including attachments, exhibits, and properly executed amendments, shall contain the entire agreement of the parties therein. There are no conditions or limitations to this undertaking except those stated therein. After the execution of the resulting agreement, no alteration, change or modification of same shall be binding or effective unless fully executed in writing and signed by both parties

14. Rights, Remedies, and Obligations

The rights, remedies and obligations contained in the resulting agreement shall pertain solely to the parties executing the agreement.

15. Subcontracting

PROPOSER shall not change or substitute subcontractors or suppliers from those listed in the **PROPOSER'S** response or subsequent documents submitted to **SVHD** except upon written approval of **SVHD**.

16. Error

Clerical errors in this document are subject to correction.

17. Minimum Limits of Insurance

The Proposer shall agree to maintain:

1. Worker's Compensation insurance as required by statute;
2. General Liability and Product Liability Insurance in an amount not less than (U.S. \$1 million) per occurrence in primary coverage, and not less than (U.S. \$3million) per occurrence in excess liability insurance, covering any and all damage to property or injury arising from the **PROPOSER'S** provision of services.
3. Contractual Bodily Injury and Property Damage Liability Insurance in an amount not less than (U.S. \$3 million) per occurrence and (U.S. \$3 million)

aggregated, covering any and all damage to property or injury to persons arising from or out of the performance of the work under the resulting agreement.