

Hampton Roads Community Health Center

Request for Proposal (RFP): Refurbish Dental Mobile Center

RFP Release Date: January 23, 2026

Proposal Due Date: February 6, 2026, by 5 PM EST

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I. EXECUTIVE SUMMARY

Hampton Roads Community Health Center (HRCHC) seeks proposals from qualified vendors to refurbish our existing Dental Mobile Center. This initiative aims to expand access to dental services for underserved communities in Hampton Roads, Virginia. The selected vendor will deliver a fully equipped, compliant, and high-quality mobile unit by July 31, 2026.

II. SUMMARY AND BACKGROUND

Hampton Roads Community Health Center (HRCHC) is a Federally Qualified Health Center (FQHC) providing comprehensive and integrative primary medical, dental and behavioral health care in the Hampton Roads area of Virginia. Our mission is to be the medical and dental home for the underserved in our community by providing high quality preventive and primary care health services.

HRCHC received funds from the U.S. Department of Health and Human Services, Health Resources & Services Administration to expand services through the building and deployment of a mobile dental center. HRCHC is accepting proposals from qualified mobile van manufacturers (“Vendor”) to refurbish a fully stocked and functional (turn-key) dental mobile center (“Vehicle”) to serve the poor and underserved in our service area. HRCHC will follow all regulatory requirements set forth by the Federal government for the procurement of this Vehicle.

Vendor shall be responsible for all costs incurred in preparing or responding to this Request for Proposal (RFP). All materials and documents submitted in response to this RFP become the property of HRCHC and will not be returned after the Proposal Submission Deadline. It is our intention to enter into a purchase agreement with one Vendor.

Submit all RFP Proposal to Gregory Burns at gburns@HRCHC.org. For questions, please call (757) 394-3507.

Due Dates are as follows:

RFP Release Date: January 23, 2026

RFP Submission: February 6, 2026

RFP Award Announcement: Tentatively scheduled for February 11, 2026

Completion Date of Vehicle: No later than July 31, 2026 (negotiable based on supply chain issues)

HRCHC will review all RFPs received and offer recommendations for consideration to the Board of Directors. All Vendors who submitted a RFP will be notified within two weeks of the Board of Directors decision. The targeted delivery date for the Vehicle is **July 31, 2026 or earlier**. This RFP describes the technical and performance specifications for the Vehicle and contains an overview of the general terms and conditions under which the Vehicle is to be provided.

HRCHC is an Equal Opportunity Employer and **strongly encourages small businesses and minority-owned businesses to submit a proposal**. This RFP will also be publicized per Electronic Code of Federal Regulations §200.320.

III. GENERAL INFORMATION

General Description: The Vehicle shall be designed to be utilized easily by preschool/elementary-age children, school-age children, families, the elderly, and persons with disabilities. The Vehicle shall have a minimum passenger capacity of two (2), be utilized up to 3-4 times per week, and typically driven in the surrounding Hampton Roads community.

HRCHC is expecting the Vendor to use their knowledge, skill, and expertise to create their proposals. The Vehicle will be designed as a mobile dental center (with affixed dental chairs). All patient areas will be constructed in an effort that maintains privacy and confidentiality.

The Vehicle should have amenities to provide dental services during the workday including a refrigerator, and a sterilization unit (autoclave).

Parking: HRCHC will have varied parking locations (for services and when non-operating), and, therefore, the Vehicle will require power hookups, generator and battery powered inverter.

Federal Standards: This Vehicle requires a Commercial Driver's License (CDL) to operate and shall meet all applicable documents, publications, and standards in effect at the time of manufacture. These shall include but are not limited to, all U. S. Dept. of Transportation (DOT) and Federal Motor Vehicle Safety Standards (FMVSS), requirements as applicable.

Compliance with Clinic Licensure Regulations: The Vehicle must be designed to be compliant with all requirements necessary to gain a health center licensure in the State of Virginia.

Exclusions: Vendor acknowledges that HRCHC is prohibited by federal regulations from allowing any employee, subcontractor, or agent of Vendor to work on site at HRCHC's premises or facilities if that individual is not eligible to work on federal healthcare programs such as Medicare, Medicaid, or other similar federal programs. Therefore, Vendor shall not assign any employee, sub-contractor or agent that appears on the List of Excluded Individuals issued by the United States Office of the Inspector General ("OIG") and/or the System for Awards Management ("SAM") to work on site at HRCHC's premises or facilities. Vendor acknowledges that HRCHC will require immediate removal of any employee, subcontractor or agent of Vendor assigned to work at HRCHC's premises or facilities if such employee, subcontractor or agent is found to be on the OIG's and/or SAM's List of Excluded Individuals. The OIG's List of Excluded Individuals may be accessed through the following Internet website:

<http://exclusions.oig.hhs.gov/> The SAM List of excluded individuals may be accessed through the following Internet website: <https://sam.gov/content/exclusions>

Conflict of Interest: It is the policy of HRCHC that all interests which could conceivably be considered to constitute a potential conflict shall be fully disclosed by any individual regardless of whether a conflict of interest is determined to exist. The Vendor shall notify verbally and in writing any conflict or potential conflict of interest. The Vendor cannot participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when a Vendor or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Construction and Quality Standards: The Vehicle shall meet the highest quality and workmanship standards such as, but are not limited to:

- The mobile dental unit shall be free from defects that may impair its serviceability or detract from appearance. The general appearance of the mobile unit shall not show any evidence of poor workmanship.
- All bodies, systems, equipment, and interfaces with the chassis shall be done per the OEM's Body Builders Guide/Book.
- All components shall be new. Defective or refurbished components shall not be furnished. Parts, equipment, and assemblies, which have been repaired or modified to overcome deficiencies, shall not be furnished without the approval of the purchaser. Component parts and units shall be manufactured to definite standard dimensions with proper fits, clearances, and uniformity. Welded, bolted and riveted construction utilized shall be in accordance with the highest standards of the industry.

The following deficiencies shall be cause for rejection:

- Rough, sharp or unfinished edges, burrs, seams, corners, joints, cracks, and dents.
- Non-uniform panels. Edges that are not radiused, beveled, etc. Body panels or components that are uneven, unsealed, or contain cracks, dents or have voids.
- Paint runs, sags, orange peel, fisheyes, etc., and any other imperfection of lack of complete coverage of paints or coatings.
- Misalignment of body fasteners, glass, viewing panels, light housings, other items with large or uneven gaps, spacing, etc. such as door, body panels, and hinged panels.
- Hoses, wiring or harness routed through panels and bulkheads without grommet or other protective insulation, routed across components in a manner allowing chaffing to occur or routed in such a manner to be damaged by the exhaust system.
- Improper electrical connections, or loose, vibrating, or abrading components.
- Interference of chassis components, body parts, doors, etc.
- Improperly supported or secured hoses, wiring harnesses, mechanical controls, etc., including interference with other components.
- Inappropriate or incorrect use of hardware, fasteners, components, or methods of construction.
- Incomplete or improper welding, riveting, or bolting.
- Lack of uniformity and symmetry where applicable.
- Loose, vibrating, abrading body parts, components, subassemblies, hoses, wiring harnesses or trim.
- Improper body design that could cause injury during normal use or maintenance, and which fail to provide access to perform routine or mandatory repairs or maintenance on the mobile health unit electrical and mechanical systems. In addition, the improper combination of options which by their combination and installation are incompatible regarding function or safety.
- Sagging, non-form fitting upholstery or padding.
- Incomplete or incorrect application of rustproofing.
- Equipment malfunctions.
- Inadequate welding, riveting, bolting, or attachment of components.
- Visual deformities.
- Unsealed appurtenances or other body components, leaking gaskets, etc.
- Delamination of plastic composition materials.
- Any deviation from specification requirements or manufacturer's standard production practice whether or not stipulated herein, that detracts from form, fit, function, durability, reliability, safety, performance, or appearance.

Scaled CAD Drawing (or equivalent): The Vendor shall prepare and submit a full design drawing package indicating the floor plan (cabinets, exam equipment), dimensions, equipment placement, side views, and

exterior views for each proposed version. Vendor shall also include a description of the layout and explain any advantages.

IV. PROPOSAL SUBMISSION REQUIREMENTS

This Request for Proposal represents the requirements for an open and competitive process. Proposals are required to be submitted on or **before 5 p.m. EST, February 6, 2026**. Any proposal received after this date and time will not be considered. An official agent or representative of the company must sign all proposals by submitting a cover letter. Please address the cover letter to Michel Bile', Chief Executive Officer. The cover letter must also include the primary contact's name, phone number, and email.

Vendor Qualifications – Vendors must provide the following items as part of their proposal for consideration (see Terms and Conditions):

- Company history, ownership, length of years in business
- Proof of business license, general liability insurance, worker's compensation insurance
- Description of experience in designing and building a mobile dental center including the staffing involved in the design and build.
- Staffing profile of business including numbers of full-time, part-time, and contractor staff in your organization
- Examples of similar vehicle projects completed with references; please provide at least three (3) references preferably from a Federally Qualified Health Centers. Include the following information on references: company name, contact name, title, phone number, and email. It is recommended that Vendor notify references that they will be contacted.
- List of dental - medical – information technology equipment vendors used.

Terms and Conditions: Provide a copy of the Vendor's Standard Purchase Agreement, which includes payment percentage schedule, change request process/pricing, cancellation, and any other relevant terms and conditions.

Warranties – All Vendor and manufacturer warranty information must be provided. Vendor should also provide options and cost for any extended warranty.

Authorized Service Locations: Vendor shall provide a list with names of authorized service locations (address to be provided) and the type of service/equipment they are authorized to maintain and/or repair for each Vehicle. Key areas such as generator, engine, body, graphics, etc.

All submissions must use the forms included in this RFP

- **SUBMIT COVER LETTER**: Exhibit A: Acknowledgment(s)
- **SUBMIT PROPOSAL**: Exhibit B: Detailed turn-key budget
- **SUBMIT SCOPE OF PROJECT and TIMELINE**: Exhibit C: Overview of the timeframe and major steps for completion of the project; production time and estimated delivery date must be specified
- **SUBMIT VENDOR ACKNOWLEDGMENTS**: Exhibit D: Self-attestation

V. SELECTION PROCESS

HRCHC will award this contract based on the most responsible and responsive proposal received. Price is

important, but price alone will not be the sole determination for an award. The determination for the award is the responsibility of HRCHC personnel. Issues such as conformance to the specifications contained herein, reference feedback, experience at similar projects, length of time in business, the quality of construction proposed, design details, warranty, and many other factors including price will be evaluated.

HRCHC reserves the exclusive right to reject, for any reason at its sole discretion, the proposal of any vendor. By signing your RFP response proposal, you agree to the award criteria and process stated in this paragraph.

HRCHC will evaluate all proposals based on the following criteria. To ensure consideration for the RFP, your proposal should be complete and include the following:

Overall Proposal Suitability: Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.

Value and Cost: Vendors will be evaluated on the cost of their solution(s) based on the equipment produced and work to be performed in accordance with the scope of this project.

Production Time and Delivery Date: Proposals will be evaluated based on the respondent's production time and the proposed delivery date.

Each qualified proposal will be evaluated based on the response of the submittal or subsequent information gained in the process. The determination for the award is the absolute and complete responsibility of HRCHC personnel. HRCHC reserves the right to extend timelines if deemed necessary, waive irregularities, and to reject any or all proposals in accordance with internal policy. HRCHC or their designee also reserves the right to negotiate with the selected Vendor in the event the price exceeds available funds.

HRCHC reserves the right to schedule an onsite or virtual tour of your organization during the selection process.

The selected Vendor shall work directly with HRCHC or their designee in the final design of the Vehicle to match the services for which it will be used.

The RFP will be evaluated based on the following:

- Overall Proposal Suitability: Proposals must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Vendors will be evaluated on their experience as it pertains to the scope of this project.
- Value and Cost: Proposals will be evaluated on the cost of their solution, the recommended equipment, and work to be performed in accordance with the scope of this project.
- Production Time and Delivery Date: Proposals will be evaluated based on the respondent's production time and the proposed delivery date.

Final contract terms and conditions will be negotiated with the selected Vendor. All contractual terms and conditions will be subject to review by the HRCHC Chief Executive Officer (CEO) and/or Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

VI. VEHICLE SPECIFICATIONS

HRCHC believes that the selected Vendor will have the knowledge and expertise to refurbish a high functioning, turnkey vehicle. All items listed and/or needed for the Vehicle will be installed in adherence with the manufacturer's requirements. Our expectation is for the proposals to include the following specifications as the bare minimum and that the RFP will include additional items:

VEHICLE REFURBISH SPECIFICATIONS, EQUIPMENT:

Quantity	Item
1	2000 Spartan Transit Bus VIN 4VZKR109XYC035205
1	HVAC System – REFRESH
1	Heavy Duty Leveling Jacks
1	BackUp Camera
1	HWH Steps with Railing
1	Entry Door/Locks
1	Electrical Package: panels, breakers, outlets, auto transfer switch
1	Plumbing/Water System
1	Gasoline Generator
1	Internet (wifi)5-Port Switch
2	Examination Room with Privacy Modifications
1	Sterilization Room or Area Modifications
1	Reception Area with Privacy Modifications
1	Laminated Cabinets throughout Vehicle Modifications
1	Exterior Power Awning
1	Lighting Package: Interior, Porch, LED
1	Insulated Egress Window 33x33 (brand name or equal)
1	Braun Underfloor Wheelchair Lift (brand name or equal)
1	Osprey Compressor with Basic Controls (brand name or equal)
1	Badger 1-3 User 20VAC Singler Phase Vacuum (brand name or equal)
1	Water System
2	Ergotron Wall Mounted
2	ADEC Dental Chair (brand name or equal)
2	ADEC Radius Delivery System (brand name or equal)
2	ADEC Traditional Doctor's, Ultra-leather (brand name or equal)
2	ADEC Traditional Assistant's, Ultra-leather (brand name or equal)
2	ADEC 572L Chair Mounted LED Light (brand name or equal)
1	Undercounter Refrigerator
1	Stereo System with Speakers throughout
1	Smart Television with BluRay
1	Graphic Design Package
1	Freight and Delivery
1	Taxes

HRCHC will review the CAD drawing and all equipment listed to determine completeness of a turn-key Vehicle.