REQUEST FOR PROPOSALS

RFP # 2026-03

DENTAL HYGIENE MOBILE DENTAL CLINIC

ISSUE DATE:	Thursday, July 9, 2026
CLOSING DATE:	**Thursday, July 23, 2026**
CLOSING TIME:	**1:00 PM Pacific Time**

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OREGON INSTITUTE OF TECHNOLOGY

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SECTION I - INFORMATION REGARDING PROPOSAL

INTRODUCTION

The Oregon Institute of Technology ("Oregon Tech") is seeking proposals to select a contractor to provide the following: Custom build of one (1) mobile dental/medical trailer for the Oregon Institute of Technology Dental Hygiene Clinic.

IMPORTANT NOTICE

It will be the responsibility of potential proposers to refer daily to the Public University Procurement Website (https://www2.wou.edu/nora/orpu.bid.home) to check for any available addenda, response to clarifying questions, cancellations, or other information pertaining to this Request for Proposals ("RFP").

GENERAL INFORMATION

Issuing Office: The Dental Hygiene Department of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two (2) matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications:

Paula Russell, RDH, M.Ed, Professor, Dental Hygiene

Email: Paula.Russell@oit.edu

RFP Process Questions:

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk

Email: Vivian.Chen@oit.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date..... 07/09/2026

Deadline for Protest of Specifications	07/16/2026 (5:00 PM PT)
All Clarifying Questions Due	07/16/2026 (5:00 PM PT)
Notice of Interest Deadline	07/16/2026 (5:00 PM PT)
Closing Date (Proposals Due)	07/23/2026 (1:00 PM PT)
Deadline for Protest of Award	Seven (7) calendar days after the date on Notice of Award letter
Anticipated Contract Begin Date	On or around August 3, 2026

GENERAL PROVISIONS

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapters 580-61 and 580-62 govern the procurement process for Oregon Tech.

1. Modification or Withdrawal of Proposal. Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 PM PT on the date indicated in the Schedule of Events via email. In the Notice of Interest, Proposer must provide the name of the primary contact person, plus that person's current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

3. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 PM PT, on the date indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident, or unjustifiably restrict competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest on the Public University Procurement Website (https://www2.wou.edu/nora/orpu.bid.home).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

4. Protests of the RFP/Specifications: Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 PM PT on the date indicated in the Schedule of Events or within seven (7) business days of issuance of any addendum at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

5. Addenda: If any part of this RFP is amended, an addendum will be provided on the Public University Procurement Website (https://www2.wou.edu/nora/orpu.bid.home), with a copy to all parties who submit the Notice of Interest.

6. Post-Selection Review and Protest of Award: Oregon Tech will name the apparent successful Proposer in a "Notice of Intent to Award" letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the "Notice of Intent to Award" letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

(A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR

(B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR

(C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the protest after receipt. This decision shall be final.

7. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

8. Public Records: proposals are deemed confidential until the "Notice of Intent to Award" letter is issued. This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET UNDER ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

"This information constitutes a trade secret under ORS 192.501(2) and shall not be

disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance." ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

9. Investigation of References: Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

10. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of Proposer, and will not be reimbursed in any manner by Oregon Tech.

11. Clarification and Clarity: Oregon Tech reserves the right to seek clarification of each proposal or to make an award without further discussion of the proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear, and favorable manner possible.

12. Right to Reject Proposals: Oregon Tech reserves the right to reject any or all proposals if such rejection would be in the public interest, as determined by Oregon Tech.

13. Cancellation: Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

14. Proposal Terms: All proposals, including any price quotations, will be valid and firm over a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

15. Oral Presentations: At Oregon Tech's sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for Proposer to clarify or elaborate on the proposal but will in no material way change Proposer's original proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written proposals should be complete.**

16. Usage: It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the Scope of Work below.

17. Sample Contract: Submission of a proposal in response to this RFP indicates Proposer's willingness to enter a contract containing substantially the same terms listed in Exhibit A – Oregon Tech Sample Contract, attached hereto and made a part hereof ("Sample Contract"). No action or response to the Sample Contract is required under this RFP. Any objections to the Sample Contract terms should be raised in accordance with Paragraphs 3 and 4 of the "General Provisions" of this RFP, pertaining to

requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

18. Review for Responsiveness: Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the evaluation committee. If a proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and not submitted to the evaluation committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality that may be waived and then to determine if an error is grounds for disqualifying a proposal. Proposer's contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

19. Rejections and Withdrawals. Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

20. RFP Incorporated into Contract. This RFP will become part of the Contract between Oregon Tech and the successful Proposer. The successful Proposer will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

21. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected and all protests, if any, have been resolved.

22. Prohibition on Commissions. Oregon Tech will contract directly with persons or entities capable of performing the requirements of this RFP. Proposers must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

23. Ownership of Proposals. All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes, Chapter 192 (Oregon Public Records Law).

24. Clerical Errors in Awards. Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

25. Rejection of Qualified Proposals. Proposals may be rejected as a whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Oregon Tech Sample Contract.

26. Collusion. By responding, Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is fair and without collusion or fraud in all aspects. Proposer also certifies that no Oregon Tech officer, agent, or employee has a pecuniary interest in this proposal.

27. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

28. Commencement of Work: Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest has been decided, a contract has been fully executed, and Oregon Tech has issued a Notice to Proceed.

29. Use of Brand or Trade Names: Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition. Proposers may submit proposals for substantially equivalent products to those designated unless this RFP provides that a specific brand is necessary because of compatibility or other requirements. All such brand substitutions shall be subject to approval by Oregon Tech.

30. Best and Final Offer: Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of the initial proposal received. Therefore, each proposal should contain Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

31. **Recycled Products.** The successful Proposer will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the resulting contract.

TERM OF CONTRACT

The Contract is expected to begin on or about August 3, 2026, and extend to December 1, 2026. The delivery timeline from the initiation of the contract should be 120 days or less. Oregon Tech intends to reserve the right upon thirty (30) days' notice to the successful Proposer to terminate the Contract for its convenience.

DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by ***1:00 PM PT, Thursday, July 23, 2026***. **Email subject line must be "Response to RFP #2026-03."** Proposers are encouraged to telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech's sole discretion.

Proposer is responsible for ensuring that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:

Email: Purchasing@oit.edu

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

PROJECT BACKGROUND

Oregon Tech Dental Hygiene is launching a Rural Health Initiative to increase access to dental care in Southern Oregon with the acquisition of mobile dental units. Students and faculty in the Bachelor's in Dental Hygiene program at Oregon Tech will deploy the units as clinical rotation sites and community outreach and service-learning opportunities for students. The mobile unit will provide volunteer opportunities for both dental and medical professionals in the area to participate as an interprofessional mobile clinic. This initiative is being funded through Federal and private grant funds, which have specific

timelines for completion and use of funds, in addition to providing a preferred functional timeline for academic/clinical use.

- Delivery timeline should be 120 days or less from the initiation of the contract.
- Units should be custom built using high grade commercial materials, not retrofitted to a standard recreational vehicle.
- Customization of interior, and exterior components and equipment is required.
- Unit must be within the "non-commercial" weight limits that will not require CDL certification.

Unit must have one fully functional dental operatory, separate central sterilization area and standard restroom, and one Interprofessional medical/dental exam room that are wired/plumbed appropriately for use of portable dental equipment (chair and delivery units). Both treatment areas should have separate entrances.

Oregon Tech neither represents nor warrants the accuracy of estimates and Proposers bear sole responsibility for and accepts all risks associated with their estimates of the reasonable costs of the performance of this contract.

SCOPE OF WORK

Mobile Dental/Medical Trailer Specifications are as follows:

TRAILER SPECIFICATIONS:
▪ 26ft Medical Grade Custom Built Trailer.
▪ Year model 2026.
▪ Seamless Fiberglass Laminated walls and roof
▪ ¾" Marine graded plywood flooring finished with antiskid hospital grade rubber. Color Coordinated.
▪ Axles – Two (02) LB Dexter 8,500 lb. GVWR
▪ Total GVWR 17,000 lbs.
▪ Heavy duty leaf springs suspension kit.
▪ 2000 lb. Manual tongue jack .
▪ 235/85/16 Tires on race line aluminum wheels.
▪ Electric brake system on all wheels with break-away safety locking system.
▪ 8" I Beam frames with crossmembers at 18 "centers.
▪ Full body undercoating black.
▪ Front rock guard 24"
▪ Leveling system two on rear section.

BODY SPECIFICATIONS:
▪ Overall length: 26 ft trailer.
▪ Overall width: 100 inches (exterior wall to wall).
▪ Interior width: 96 inches.
▪ Interior height: 81 inches.
▪ Exterior height: 11 ft 3 inches. (from top of air conditioning).

Wall-Framing:
Walls shall be constructed using high-grade structural aluminum tubing measuring no less than 1 ½" x 3". Vertical and horizontal framing members shall be installed at maximum 16" on-center spacing throughout the wall assembly. All wall framing shall be fully welded to create a rigid, integrated structural system capable of withstanding continuous road vibration, mobile deployment, and repeated clinical use. Mechanical fastening in lieu of welding, tack welding only, intermittent framing, wood framing, or non-structural wall support systems shall not be acceptable.

Interior Medical Wall Panels
Interior wall surfaces shall be finished with continuous, seamless, smooth white composite fiberglass panels with a minimum thickness of 1/8". Interior panels shall provide a non-porous, moisture-resistant, corrosion-resistant, and easily cleanable surface suitable for healthcare, clinical, diagnostic, dental, behavioral health, or other patient-care environments.

Interior wall surfaces shall support routine cleaning and disinfection protocols and shall be designed to reduce areas where moisture, biological contaminants, dirt, or debris may accumulate. Exposed rivets, screws, bolts, fasteners, trim caps, or mechanical attachment points on the finished interior wall surface shall not be acceptable.

Interior panels shall be permanently bonded to the aluminum wall structure using a high-temperature and high-pressure vacuum lamination process to ensure full-surface adhesion, structural integrity, vibration resistance, and long-term resistance to delamination, moisture intrusion, or panel separation.
Seamed wall coverings, wood-backed wall panels, vinyl-covered panels, wallpaper-type coverings, mechanically fastened FRP sheets, exposed fastener systems, or porous wall materials shall not be acceptable in patient-care or clinical support areas.

Exterior Wall Panels
Exterior wall surfaces shall be finished with continuous, seamless, smooth white composite fiberglass panels with a minimum thickness of 1/8". Exterior panels shall be designed to withstand weather exposure, moisture, road vibration, structural movement, and repeated mobile deployment without delamination, cracking, bubbling, water intrusion, or separation from the wall structure.

Exterior panels shall be installed without exposed rivets, screws, bolts, fasteners, trim caps, or mechanical attachment points on the finished exterior surface. Panels shall be permanently bonded to the aluminum wall structure using a high-temperature and high-pressure vacuum lamination process to ensure complete adhesion across the wall surface.

Exterior wall systems using riveted aluminum sheets, mechanically fastened fiberglass sheets, wood substrate panels, vinyl-laminated panels, segmented wall sections, or non-bonded exterior panels shall not be acceptable.

Medical-Grade Wall Insulation
Wall insulation shall consist of minimum 2" thick solid polyurethane insulation installed within each individual wall framing cavity. Insulation shall be cut, fitted, and applied to fully occupy each open framing section, with no voids, loose areas, unsupported gaps, compression points, or exposed cavities.

The completed wall insulation system shall provide a minimum thermal rating of R-10. Insulation materials with a lower thermal rating, fiberglass batt insulation, loose-fill insulation, thin reflective-only insulation, open-cell foam, or insulation systems that may absorb moisture shall not be acceptable as the primary wall insulation method.

Spray polyurethane foam shall be applied at all corners, joints, seams, intersections, welded transition points, and open gaps within the wall framing system to create a continuous insulated envelope. Special attention shall be given to corners, frame intersections, perimeter wall connections, and areas where thermal bridging or air infiltration may occur.

The insulation system shall support clinical environmental control by reducing thermal transfer, minimizing air infiltration, helping prevent condensation within the wall cavity, and supporting consistent interior temperature performance for patient comfort, medical equipment protection, and healthcare operations.

Complete Wall Assembly Requirement
The complete wall system shall be designed as a fully welded, fully bonded aluminum and composite fiberglass assembly with integrated polyurethane insulation. The wall assembly shall provide a smooth, seamless, durable, corrosion-resistant, moisture-resistant, and cleanable surface on both interior and exterior sides.

The wall system shall be suitable for mobile healthcare applications where infection control, sanitation, moisture resistance, thermal performance, vibration resistance, and long-term structural integrity are critical requirements. Wall systems using wood, porous substrates, exposed fasteners, mechanically attached panels, non-medical-grade finishes, or insulation methods that create voids or moisture retention points shall not be acceptable.

Roof Framing
The roof shall be constructed using high-grade structural aluminum framing designed for mobile healthcare trailer applications. Roof framing members shall be fully welded to create a rigid, integrated structural assembly capable of withstanding road vibration, structural flexing, weather exposure, roof-mounted equipment loads, and repeated mobile deployment.
Roof framing shall be engineered to support the specified rooftop equipment, including HVAC units, vents, exhaust fans, antennas, solar components, emergency lighting, and other required systems without structural deformation, sagging, water pooling, or loss of roof integrity.
Mechanical fastening in lieu of welded structural framing, wood roof framing, intermittent framing, light-duty support members, or non-structural roof support systems shall not be acceptable.

Roof Thickness Requirement
The completed roof assembly shall have a minimum overall thickness of 4”. This thickness shall include the structural roof framing, insulation cavity, bonded roof skin, interior ceiling surface, and required integrated reinforcement. Roof systems with an overall assembly thickness of less than 4” shall not be acceptable.
Insulation

Roof insulation shall consist of solid polyurethane insulation installed within each individual roof framing cavity. Insulation shall be cut, fitted, and applied to fully occupy each open framing section, with no voids, loose areas, unsupported gaps, compression points, or exposed cavities.

The completed roof insulation system shall provide a minimum thermal rating suitable for healthcare operations and shall support consistent interior temperature control under varying exterior weather conditions.

Spray polyurethane foam shall be applied at all corners, joints, seams, intersections, welded transition points, perimeter roof connections, and open gaps within the roof framing system to create a continuous insulated envelope.
Insulation materials such as fiberglass batt insulation, loose-fill insulation, thin reflective-only insulation, open-cell foam, or materials that may absorb moisture shall not be acceptable as the primary roof insulation method.

Interior Ceiling Panels

Interior ceiling surfaces shall be finished with continuous, seamless, smooth white composite fiberglass panels or approved medical-grade cleanable ceiling panels. Ceiling panels shall provide a non-porous, moisture-resistant, corrosion-resistant, and easily cleanable surface suitable for patient-care, clinical, diagnostic, dental, behavioral health, or other healthcare environments.
Interior ceiling surfaces shall support routine cleaning and disinfection protocols and shall be designed to reduce areas where moisture, biological contaminants, dirt, dust, or debris may accumulate.
Exposed rivets, screws, bolts, fasteners, trim caps, or mechanical attachment points on the finished interior ceiling surface shall not be acceptable in patient-care or clinical support areas.
Ceiling panels shall be permanently bonded or integrated into the roof structure in a manner that supports vibration resistance, long-term adhesion, moisture resistance, and resistance to separation, sagging, or delamination.

Exterior Roof Panel / Roof Skin
The exterior roof surface shall be constructed as a continuous, seamless, weather-resistant roof system designed to prevent water intrusion and withstand long-term mobile use. The roof surface shall be smooth, durable, corrosion-resistant, and compatible with roof-mounted equipment penetrations.

The exterior roof system shall be bonded or integrated with the structural roof assembly to provide long-term resistance to vibration, cracking, bubbling, delamination, moisture intrusion, and separation from the roof structure. Roof systems using mechanically fastened sheet panels, exposed seams, wood substrate panels, rubber membrane systems as the primary structural roof skin, or segmented roof sections shall not be acceptable.

Roof Penetrations and Equipment Mounting
All roof penetrations for HVAC units, vents, exhaust fans, plumbing vents, antennas, electrical conduit, lighting, solar components, or other systems shall be properly reinforced, sealed, and flashed to prevent water intrusion.
Roof-mounted equipment shall be installed on reinforced structural mounting points. Equipment shall not rely solely on thin roof skin, unsupported panels, wood blocking, or non-structural backing materials for attachment.

All penetrations shall be sealed using commercial-grade, weather-resistant sealants appropriate for mobile applications and shall be designed to withstand vibration, thermal expansion, contraction, and repeated road movement.

Condensation and Environmental Control
The roof assembly shall be designed to reduce thermal transfer, minimize air infiltration, help prevent condensation within the roof cavity, and support consistent interior environmental control. The roof system shall support patient comfort, medical equipment protection, HVAC performance, infection control practices, and overall clinical operating conditions.

Complete Roof Assembly Requirement
The complete roof system shall be designed as a fully welded, fully insulated, reinforced structural assembly with integrated medical-grade interior ceiling finishes and a continuous weather-resistant exterior roof surface. The roof assembly shall be suitable for mobile healthcare applications where infection control, sanitation, moisture resistance, thermal performance, vibration resistance, weather protection, equipment support, and long-term structural integrity are critical requirements.
Roof systems using wood, porous substrates, exposed interior fasteners, mechanically attached ceiling panels, non-medical-grade interior finishes, thin roof assemblies, non-reinforced rooftop equipment mounting, or insulation methods that create voids or moisture retention points shall not be acceptable.

▪ **Floor System and Medical-Grade Flooring Specifications**The floor structure shall be constructed using heavy-duty, high-grade aluminum C-channels designed for mobile healthcare trailer applications. Aluminum C-channel floor members shall be spaced at a maximum of 24" on-center. Crossmembers shall be installed at maximum 16" intervals throughout the floor assembly to provide structural rigidity, load distribution, and long-term resistance to road vibration and flexing.

Additional reinforcement shall be provided along the full perimeter of the floor frame, including wall connection points, entry door openings, wheelchair lift areas, equipment mounting locations, cabinetry anchoring points, restroom areas, and other high-load or high-traffic zones.

The floor structure shall be designed to support clinical operations, fixed medical cabinetry, medical equipment, patient movement, staff traffic, accessibility systems, and repeated mobile deployment without sagging, deflection, separation, or loss of structural integrity. Light-duty steel framing, wood floor framing, non-reinforced perimeter construction, wide-span unsupported floor systems, or framing systems not designed for mobile clinical use shall not be acceptable.

Subfloor Construction

The subfloor shall consist of minimum ¾" marine-grade 12-ply plywood installed over the aluminum floor structure. Subfloor panels shall be securely fastened to the floor frame and installed to provide a stable, continuous, and structurally sound base for the finished clinical flooring system. The entire underside of the subfloor shall be fully undercoated to protect against moisture, road debris, corrosion exposure, and environmental deterioration. Undercoating shall be continuous and applied prior to final delivery. Particle board, OSB, untreated plywood, low-grade plywood, non-marine-grade plywood, or subfloor materials susceptible to moisture absorption, swelling, deterioration, or delamination shall not be acceptable.

Interior Medical Flooring Finish

Interior finished flooring shall consist of a seamless, hospital-grade, anti-skid commercial rubber flooring system. Flooring color shall be coordinated with the client's approved interior color specifications. The finished floor surface shall be non-porous, slip-resistant, durable, cleanable, and suitable for healthcare, clinical, diagnostic, dental, behavioral health, and patient-care environments. Flooring shall support routine cleaning and disinfection protocols and shall be resistant to moisture, normal clinical traffic, medical equipment movement, and repeated use in a mobile healthcare setting.

The flooring system shall be installed as a continuous surface to reduce seams, gaps, crevices, and areas where moisture, biological contaminants, dirt, or debris may accumulate. Exposed fasteners, open flooring seams, carpet, laminate plank flooring, residential vinyl, porous flooring, or non-commercial-grade flooring shall not be acceptable in patient-care or clinical support areas.

Wall-to-Floor Edge Sealing

All edges, joints, and transition areas where interior walls meet the flooring shall be sealed with commercial-grade, fire-retardant spray foam. The sealing system shall be applied continuously around the interior perimeter to enhance durability, reduce air infiltration, minimize moisture intrusion, and eliminate open gaps between the wall and floor assembly. The wall-to-floor transition shall be designed to support infection-control practices by reducing crevices and inaccessible areas where dust, moisture, biological contaminants, or debris may collect. Gaps, unsealed joints, exposed cavities, or unfinished transitions between wall and floor systems shall not be acceptable.

Moisture, Safety, and Clinical Performance Requirements

The floor assembly shall be designed to resist moisture intrusion from below the trailer and from interior cleaning procedures. The completed floor system shall support patient safety, staff movement, wheelchair

accessibility, medical equipment movement, and long-term clinical use. The flooring shall provide an anti-skid surface suitable for mobile healthcare environments where patients, staff, and visitors may enter during varying weather conditions. Floor materials shall be selected to reduce slip hazards while maintaining cleanability and durability.

Complete Floor Assembly Requirement
The complete floor system shall be designed as a reinforced aluminum structural assembly with fully protected marine-grade subflooring, sealed wall-to-floor transitions, and seamless hospital-grade commercial rubber interior flooring. The floor assembly shall be suitable for mobile healthcare applications where structural integrity, sanitation, infection control, moisture resistance, slip resistance, durability, accessibility, and long-term performance are critical requirements. Floor systems using untreated wood, OSB, particle board, residential flooring materials, exposed fasteners, unsealed perimeter transitions, non-undercoated subflooring, or flooring systems that create seams, gaps, moisture retention points, or sanitation concerns shall not be acceptable.

Entry Door, Step, and Handrail Specifications

Passenger-Side Entry Door Configuration
The mobile healthcare trailer shall be equipped with two (2) exterior entry doors located on the passenger side of the unit. One entry door shall be positioned toward the front portion of the trailer and shall provide direct access to the dental room. The second entry door shall be positioned toward the rear portion of the trailer and shall provide direct access to the examination room.

Door placement shall support proper patient flow, clinical separation, staff access, emergency egress, and efficient use of the interior healthcare environment. Entry doors shall be positioned and installed in accordance with the approved floor plan and clinical workflow requirements.

Single-door configurations, shared patient access where separate clinical access is specified, driver-side primary clinical access doors, or door layouts that compromise patient flow, room separation, or accessibility shall not be acceptable.

Entry Door Construction
Each exterior entry door shall measure approximately 30” wide x 75” high. Doors shall be constructed using a heavy-duty, lightweight aluminum frame designed for mobile healthcare trailer applications. Each door shall be laminated with smooth fiberglass panels on both the exterior and interior sides.

Door panels shall provide a durable, moisture-resistant, corrosion-resistant, cleanable, and non-porous surface suitable for patient-care and clinical support environments. Door construction shall be designed to withstand repeated daily use, mobile road vibration, weather exposure, and long-term clinical operation without warping, delamination, separation, sagging, or loss of structural alignment. Wood-core residential doors, hollow-core doors, RV-grade light-duty doors, non-fiberglass laminated doors, doors with porous interior finishes, or doors not designed for repeated commercial mobile use shall not be acceptable.

Door Hardware and Security
Each entry door shall be equipped with a heavy-duty slam-lock latching system with integrated deadbolt security. Door hardware shall be commercial-grade and suitable for repeated use in a mobile healthcare environment.

The latching system shall provide secure closure during transport and operation and shall be designed to resist vibration-related loosening, unintended opening, misalignment, or premature hardware failure. Deadbolt security shall be provided at each entry door to support after-hours security of clinical rooms, medical supplies, equipment, records, and related interior assets. Light-duty RV latches, residential-grade locksets, non-deadbolt latch systems, magnetic-only closures, or hardware not intended for commercial mobile applications shall not be acceptable.

Door Sealing and Weather Protection

Each entry door shall be installed with continuous perimeter weather seals to reduce air infiltration, moisture intrusion, dust entry, and exterior noise. Door installation shall provide a tight seal when closed and locked. Door frames shall be properly reinforced, sealed, and integrated into the trailer wall structure to maintain wall integrity, prevent water intrusion, and withstand repeated road movement and clinical use. Entry door installations that allow visible gaps, air leakage, water intrusion, loose framing, unsupported openings, or unfinished transitions shall not be acceptable.

Entry Steps

Each exterior entry door shall be equipped with a manually operated fold-out step. Each fold-out step shall include a hydraulic-assist cylinder to provide smooth, controlled, low-effort deployment and retraction. Steps shall be designed for commercial mobile use and shall provide stable patient and staff entry and exit during normal operating conditions. Step assemblies shall be securely mounted to reinforced structural points and shall be capable of withstanding repeated deployment, retraction, road vibration, and daily clinical use.

Light-duty RV steps without hydraulic assist, loose-mounted steps, unstable step assemblies, or steps not designed for repeated commercial healthcare use shall not be acceptable.

Entry Handrails

Fold-away type handrails shall be installed at each entry location and attached to the side wall near the entry door. Handrails shall be positioned to support safe patient, staff, and visitor entry and exit.

Handrails shall be securely mounted to reinforced wall structure and shall be designed to withstand repeated use, road vibration, and mobile deployment conditions. Handrails shall fold away or stow securely during transport to prevent damage and maintain exterior clearance. Entry configurations without handrails, handrails attached only to non-structural wall skin, fixed handrails that interfere with transport clearance, or handrails not designed for mobile commercial use shall not be acceptable.

Clinical Safety and Access Requirements

The door, step, and handrail system shall support safe clinical access, patient movement, infection-control practices, equipment security, and efficient healthcare operations. Entry components shall be durable, cleanable, weather-resistant, and suitable for use in mobile dental, examination, diagnostic, and patient-care environments.

All entry systems shall be designed for long-term performance in mobile healthcare operations where safety, security, sanitation, weather resistance, vibration resistance, and repeated daily use are critical requirements. Entry systems using residential-grade components, exposed unfinished materials, porous surfaces, light-duty RV hardware, non-reinforced mounting, or configurations that compromise patient safety, clinical workflow, or trailer security shall not be acceptable.

Windows:

o Two (02) safety egress dark tinted windows, per proposed floor plan.
o Each window is fitted with a mini-blind for added privacy.

Compartments:
Under floor storage compartments constructed to maximize user of space. Sizes and quantities may vary depending on equipment allocation. Each storage compartment is built in aluminum panels fully welded and tested for water tightness. Storage compartment doors are built in light weight heavy duty aluminum framing with fiberglass panels bonded to both sides of the frame. Doors are fitted with slam latch and deadbolt locks, all keyed alike.

ELECTRICAL SYSTEM:

Electrical System Design Requirement
The mobile healthcare trailer shall be equipped with an integrated electrical system designed specifically for clinical, dental, diagnostic, and patient-care operations. The system shall include 120/240 VAC power distribution, 12 VDC auxiliary power distribution, onboard generator power, shoreline power connection, battery backup support, inverter/charger capability, transfer switching, data cabling, and centralized monitoring.

The electrical system shall be configured as a hybrid power system designed by Aleph Group Inc. to support reliable operation of clinical equipment, lighting, HVAC systems, communication equipment, refrigeration, dental equipment, computers, and other onboard healthcare systems.

Electrical systems assembled from unrelated RV-grade components, non-integrated power modules, non-medical-use wiring methods, undersized distribution systems, or systems lacking coordinated generator, shoreline, inverter, battery, and monitoring integration shall not be acceptable.

Code Compliance and Medical Electrical Standards
All wiring, cabling, electrical distribution components, generator connections, shoreline connections, transfer systems, inverter/charger systems, control panels, and data pathways shall comply with all applicable NEC and SAE requirements for mobile vehicle and trailer applications.

All applicable electrical and electronic equipment shall comply with IEC 60601-1-2 standards for electromagnetic compatibility where relevant to the installed medical, diagnostic, dental, and clinical equipment environment.

The electrical system shall be designed to reduce electrical noise, electromagnetic interference, voltage instability, overload risk, and unsafe operating conditions that may affect patient-care equipment or clinical workflow. Non-compliant wiring practices, unprotected cable routing, undersized conductors, non-rated electrical components, or installations not suitable for mobile healthcare applications shall not be acceptable.

Electrical Safety and Wiring Protection
All wiring shall be color-coded according to function and voltage classification to support safe identification, serviceability, and troubleshooting. Wiring shall be routed in protective flexible conduit where required for added protection against vibration, abrasion, movement, moisture exposure, and mechanical damage.

Electrical wiring shall be properly secured, supported, protected, and separated from plumbing, fuel lines, sharp edges, heat sources, and moving components. Wire routing shall be designed for mobile road conditions and shall prevent chafing, pinching, overheating, or accidental damage. Exposed loose wiring, unsupported cable runs, unprotected wiring through metal framing, mixed-voltage wiring without separation, or wiring routed without proper strain relief and protection shall not be acceptable.

Onboard Generator System

The trailer shall be equipped with a 12 kW diesel-powered generator designed to provide onboard power for clinical operations when shoreline power is unavailable. The generator shall include a remote start/stop switch and integrated hour meter located at the control area for operator convenience and maintenance tracking. The generator shall be sized to support the specified onboard electrical loads, including HVAC, lighting, outlets, clinical equipment, dental systems, refrigeration, pumps, charging systems, and other operational requirements. Generators below 12 kW capacity, gasoline generators, portable generators, externally mounted temporary generators, or generators not integrated into the trailer electrical system shall not be acceptable.

Generator Mounting, Sound, Heat, and Vibration Control

The generator shall be mounted on a shock- and vibration-reducing platform designed for mobile trailer applications. Generator mounting shall be reinforced and engineered to reduce vibration transfer into the trailer structure and clinical environment. The generator compartment shall include sound and heat insulation to reduce operational noise, limit heat transfer, and support staff and patient comfort during clinical use. Ventilation, exhaust routing, and service access shall be incorporated into the generator installation.

Generator installations without vibration isolation, sound insulation, heat protection, proper ventilation, reinforced mounting, or service access shall not be acceptable.

Generator Fuel System

The generator shall be supplied by a dedicated onboard diesel fuel tank integrated into the trailer frame. The fuel tank shall have a minimum capacity of 50 gallons and shall include a fill port, venting system, secure mounting, protected fuel routing, and fuel level gauge. The fuel system shall be designed for safe mobile operation, proper fuel delivery, spill reduction, serviceability, and long-term durability. Fuel lines shall be properly routed, protected, and secured away from heat sources, electrical hazards, sharp edges, and moving components.

Shared temporary fuel containers, portable tanks, exposed fuel lines, non-integrated tanks, or fuel systems not designed for mobile trailer applications shall not be acceptable.

120/240 VAC Power Supply System

The trailer shall include a 120/240 VAC electrical power system capable of supporting clinical operations and onboard equipment. The system shall include shoreline power, generator power, transfer switching, main load center, branch circuit protection, flush-mounted receptacles, and system monitoring.

Shoreline Power Connection

The trailer shall be equipped with a 30-foot-long, 50 Amp shoreline power cable hardwired to the mobile trailer. The shoreline system shall allow connection to an external electrical source when available and shall be integrated with the trailer's transfer and distribution system.

Light-duty extension cords, detachable temporary wiring, undersized shoreline cables, or shoreline systems not integrated into the main electrical distribution system shall not be acceptable.

Power Transfer System
A transfer switch shall be built into the main control panel to manage power selection between generator, shoreline, and supported hybrid power sources. The transfer system shall include a safety locking display to prevent improper source selection and to support safe operation by authorized personnel. Manual unsafe switching, exposed transfer devices, unprotected source selection, or power systems without clear source indication and safety lockout protection shall not be acceptable.

AC Outlets and Receptacles
Power outlets shall be flush-mounted into the trailer walls and installed at locations required by the approved clinical floor plan. Final outlet quantity and placement shall be determined based on workstation locations, dental equipment requirements, examination room requirements, medical equipment locations, cabinetry, refrigeration, IT equipment, and general operational needs. Outlets shall be commercial-grade and properly protected by dedicated branch circuits as required. Receptacle placement shall support safe clinical workflow and reduce reliance on power strips or extension cords. Surface-mounted residential outlets, exposed wiring, loose outlet boxes, non-commercial-grade receptacles, or configurations requiring extension cords for routine clinical operation shall not be acceptable.

Main AC Load Center
The trailer shall include a main AC distribution load center rated at 100 Amps. The load center shall include properly sized breakers, labeled circuits, serviceable access, and branch circuit protection appropriate for the installed systems and equipment. The load center shall be located in an accessible service area and integrated with the generator, shoreline, transfer switch, inverter/charger, and monitoring systems. Undersized panels, unlabeled circuits, residential-only components not suitable for mobile use, or distribution systems lacking proper circuit protection shall not be acceptable.

12 VDC Power Supply System
The trailer shall include a 12 VDC auxiliary power system to support low-voltage equipment, control circuits, lighting controls, monitoring devices, communication accessories, and emergency or backup functions as required by the approved design.

Battery Bank
The 12 VDC system shall include three (3) 12V, 200 Ah deep-cycle AGM batteries. Batteries shall be securely mounted, properly ventilated where required, protected from movement, and connected with appropriately sized cables, fusing, and terminal protection. Battery installation shall be designed for mobile road vibration, safe service access, and reliable auxiliary power support. Automotive starting batteries used as the primary auxiliary battery bank, unsecured batteries, undersized battery capacity, exposed terminals, or batteries not suitable for deep-cycle operation shall not be acceptable.

AC/DC Control and Monitoring Panel
The trailer shall be equipped with a Paneltronics digital/analog load center or equivalent approved system with integrated AC/DC monitoring capability. The panel shall provide clear monitoring of electrical status, battery condition, voltage, load activity, and power source operation. The monitoring system shall be installed in a visible, serviceable control location and shall support safe operator use during clinical operations.

Systems without centralized AC/DC monitoring, unclear power status indication, or non-serviceable control layouts shall not be acceptable.

Inverter, Charger, and Battery Conditioning System
The trailer shall include a 3000-watt sinewave inverter/charger and battery conditioner with automatic voltage display. The inverter/charger shall support clean power output suitable for sensitive clinical, electronic, data, and communication equipment. The inverter/charger shall be integrated into the hybrid power system to support battery charging, power conditioning, and stable auxiliary power operation. Modified sinewave inverters, undersized inverters, non-integrated chargers, or systems without power conditioning capability shall not be acceptable.

12 VDC Main Disconnect
A heavy-duty 12-volt main disconnect power switch shall be installed at the display/control panel. The disconnect shall allow safe isolation of the 12 VDC system for service, storage, emergency control, and maintenance. Low-duty disconnect switches, hidden disconnect locations, or systems without a clearly accessible main 12 VDC disconnect shall not be acceptable.

Network Cabling and Data System
The trailer shall include integrated network cabling and data terminals to support clinical workstations, electronic health records, dental or medical equipment communication, printers, routers, telehealth systems, and other required IT infrastructure.

Shielded Cable Protection
All data and applicable power cables shall be fully shielded to reduce external electromagnetic interference and support reliable, secure data transmission within the mobile healthcare environment. Cable shielding shall be maintained throughout the installation and shall not be compromised by improper routing, exposed terminations, or unsupported cable runs.

Data Transmission Wiring
All data transmission wiring shall utilize twisted-pair cabling to significantly reduce electromagnetic interference and support stable, reliable data communication. Data wiring shall be routed separately from high-voltage power wiring where required to reduce interference and maintain signal integrity. Improperly routed data cables, unshielded low-grade cabling, mixed power/data pathways without separation, or unsupported communication wiring shall not be acceptable.

Data Terminals
CAT6 data terminals shall be provided at each workstation location. Terminal locations shall be coordinated with the approved floor plan, cabinetry layout, clinical workstations, equipment locations, and IT requirements. Data terminals shall be professionally terminated, labeled, and installed in finished wall or workstation locations suitable for clinical use. Residential-grade data installation, loose cable drops, unlabeled terminals, exposed cabling, or non-CAT6 workstation cabling shall not be acceptable.

Complete Electrical and Hybrid Power Assembly Requirement
The complete electrical system shall be designed as an integrated mobile healthcare power platform combining generator power, shoreline power, AC distribution, DC power, battery backup, inverter/charger conditioning, centralized monitoring, protected wiring, and shielded data infrastructure. The system shall support clinical reliability, medical equipment protection, patient-care operations, staff safety, infection-control workflow, and long-term mobile deployment. Electrical systems using non-integrated components, RV-grade assemblies, exposed wiring, undersized panels, unshielded data cabling, non-protected wiring pathways, non-medical-compatible electronics, or power configurations that compromise clinical reliability, safety, data integrity, or equipment performance shall not be acceptable.

HVAC, Heating, Ventilation, and Clinical Environmental Control Specifications

HVAC System Design Requirement

The mobile healthcare trailer shall be equipped with an integrated heating, ventilation, and air conditioning system designed to support patient-care, dental, examination, diagnostic, and clinical support environments. The HVAC system shall be designed to provide consistent interior temperature control, patient comfort, staff comfort, medical equipment protection, moisture control, and reliable performance during mobile healthcare operations. The HVAC system shall be sized and configured to support the approved floor plan, including the dental room, examination room, clinical work areas, support areas, and occupied patient-care spaces. Undersized HVAC systems, residential window-type air conditioners, portable air conditioners, non-integrated heating systems, or systems not designed for mobile clinical environments shall not be acceptable.

Air Conditioning System

The trailer shall be equipped with two (2) roof-mounted air conditioning units, each rated at 15,000 BTUs minimum. Air conditioning units shall be commercial-grade or heavy-duty mobile application units suitable for continuous use in a mobile healthcare trailer environment.

Each air conditioning unit shall be roof-mounted on properly reinforced structural mounting locations designed to support unit weight, vibration, road movement, and long-term operation. Roof openings shall be properly framed, reinforced, sealed, and weatherproofed to prevent water intrusion, air leakage, and structural deterioration. The air conditioning system shall be capable of supporting independent or balanced cooling across the clinical areas to maintain patient comfort and interior environmental stability. Single-unit air conditioning systems, non-roof-mounted portable units, under-capacity cooling systems, improperly reinforced rooftop installations, or AC units not suitable for mobile applications shall not be acceptable.

Electronic Thermostat Control

The HVAC system shall include electronic wall-mounted thermostat controls with digital display. Thermostats shall be positioned in accessible interior locations that allow staff to monitor and adjust temperature settings during clinical operations. Thermostat controls shall provide clear temperature display and reliable adjustment of the HVAC system. Thermostat location shall avoid direct airflow discharge, exterior wall heat transfer, or placement where temperature readings may be inaccurate. Manual-only controls located directly on the HVAC unit, non-digital thermostats, inaccessible controls, or control systems that do not allow practical staff adjustment from inside the clinical area shall not be acceptable.

Heating System

The trailer shall be equipped with two (2) King Electric heaters, each rated up to 1500 watts, 120 volts. Heaters shall be permanently installed and integrated into the trailer's electrical system in accordance with applicable electrical requirements.

Heating units shall be positioned to support balanced heat distribution throughout the occupied clinical areas, including patient-care rooms and staff work areas. Heating placement shall be coordinated with cabinetry, patient seating, dental or examination equipment, circulation pathways, and safety clearances. Portable plug-in heaters, loose heaters, residential space heaters, propane heaters, kerosene heaters, or non-permanently installed heating equipment shall not be acceptable.

HVAC Electrical Integration

All HVAC and heating equipment shall be connected to properly sized electrical circuits within the trailer's electrical distribution system. Circuit protection, wiring size, load balancing, and power source compatibility shall be coordinated with the onboard generator, shoreline power, inverter/charger system, and main load center. HVAC and heating systems shall be designed to operate safely under the trailer's specified power system and shall not overload the electrical distribution system during normal clinical operation. Improperly wired HVAC systems, shared overloaded circuits, exposed wiring, undersized conductors, or heating and cooling equipment not coordinated with the trailer's electrical system shall not be acceptable.

Roof-Mounted HVAC Installation Requirements

All roof-mounted HVAC units shall be installed on reinforced roof framing designed to support equipment loads during stationary operation and transport. Mounting shall account for vibration, road shock, structural movement, and weather exposure. All roof penetrations shall be sealed with commercial-grade, weather-resistant sealants and flashing methods suitable for mobile applications. Installation shall prevent water intrusion, air leakage, roof deflection, vibration-related loosening, and premature seal failure. Roof-mounted HVAC installations relying only on thin roof skin, wood blocking, unsupported roof panels, non-reinforced openings, or light-duty mounting methods shall not be acceptable.

Clinical Environmental Control Performance

The HVAC system shall support stable interior environmental conditions for patient comfort, staff productivity, and protection of medical, dental, diagnostic, computer, and communication equipment. The system shall assist in reducing excessive heat, humidity, condensation risk, and temperature fluctuation within patient-care and clinical support areas. HVAC performance shall be suitable for repeated mobile deployment, varying exterior weather conditions, and normal healthcare operating schedules. HVAC configurations that create excessive hot spots, cold spots, poor airflow, condensation concerns, equipment overheating, or inconsistent patient-care room comfort shall not be acceptable.

Noise, Vibration, and Patient Comfort

HVAC and heating systems shall be installed to minimize operational vibration, excessive noise, rattling, and airflow discomfort within the clinical environment. System installation shall support a professional patient-care atmosphere suitable for examination, dental treatment, consultation, and healthcare service delivery. Loose-mounted units, noisy installations, excessive vibration transfer, rattling ductwork, or equipment that interferes with patient communication and clinical workflow shall not be acceptable.

Complete HVAC Assembly Requirement

The complete HVAC system shall consist of two (2) roof-mounted 13,500 BTU air conditioning units, electronic wall-mounted digital thermostat control, and two (2) permanently installed King Electric heaters rated up to 1500 watts at 120 volts. The HVAC assembly shall be fully integrated with the trailer's structural roof system, electrical power system, clinical layout, and patient-care environment. The system shall be suitable for mobile healthcare applications where temperature control, patient comfort, staff safety, equipment protection, moisture management, vibration resistance, weather protection, and long-term reliability are critical requirements.

HVAC systems using portable equipment, non-integrated components, residential-grade temporary heaters, under-capacity cooling, non-reinforced rooftop mounting, poor sealing methods, or configurations that compromise clinical comfort, safety, or operational reliability shall not be acceptable.

LIGHTING:

Interior, Exterior, DOT, and Clinical Lighting Specifications

Lighting System Design Requirement

The mobile healthcare trailer shall be equipped with an integrated 12-volt LED lighting system designed to support patient-care, dental, examination, diagnostic, clinical support, exterior safety, and road operation requirements.

Lighting shall be selected and installed to provide reliable illumination, low power consumption, reduced heat output, long service life, and stable performance under mobile operating conditions. All lighting shall be permanently installed, properly wired, protected, and integrated into the trailer's electrical system.

Temporary lighting, plug-in fixtures, residential-grade light fixtures, exposed wiring, or lighting systems not designed for mobile healthcare trailer applications shall not be acceptable.

Interior Clinical Ceiling Lighting

Interior ceiling lighting shall consist of twelve (12) 12-volt LED recessed ceiling lights. Each fixture shall be round, approximately 6" in diameter, and installed flush or recessed into the ceiling surface to provide a clean, low-profile clinical finish. Interior lights shall be positioned throughout the trailer to provide balanced illumination in patient-care rooms, dental room, examination room, workstations, circulation areas, and clinical support areas. Lighting placement shall be coordinated with the approved floor plan, cabinetry, ceiling-mounted equipment, HVAC units, vents, and interior workflow. Lighting shall provide sufficient brightness for routine healthcare operations, patient intake, examination, dental support activities, cleaning, documentation, and general staff tasks. Surface-mounted bulky fixtures, hanging fixtures, incandescent lights, fluorescent tube fixtures, exposed fasteners in patient-care ceiling areas, or lighting layouts that create excessive shadows, dark spots, or poor clinical visibility shall not be acceptable.

Interior Lighting Safety and Clinical Performance

Interior lighting shall support a professional healthcare environment by providing consistent illumination suitable for patient comfort, staff visibility, medical documentation, equipment use, and cleaning procedures. LED fixtures shall be energy-efficient and designed to minimize heat generation within the clinical space. Fixtures shall be securely mounted to withstand road vibration, repeated mobile deployment, and long-term use without loosening, flickering, rattling, or premature failure. Lighting shall be installed in a manner that supports cleanability and does not create unnecessary ledges, gaps, or exposed areas where dust or debris may collect. Non-recessed fixtures that interfere with ceiling clearance, fixtures that create excessive heat, loose-mounted lights, flickering lights, or light systems not suitable for mobile clinical use shall not be acceptable.

Exterior DOT Lighting System

The trailer shall be equipped with 12-volt LED DOT-compliant exterior lighting as required for road safety and legal operation. DOT lighting shall include, but not be limited to, clearance lights, stop lights, turn signal lights, backup lights, emergency lights, and running lights. All DOT lighting shall be properly positioned, wired, sealed, and protected in accordance with applicable transportation safety requirements. Exterior lighting shall be designed to provide clear visibility to surrounding traffic during transport, parking, reversing, loading, unloading, and emergency conditions. Incandescent DOT lights, non-compliant lighting placement, poorly sealed fixtures, exposed wiring, damaged lens assemblies, or lighting systems that do not meet applicable road safety requirements shall not be acceptable.

Exterior Porch / Entry Lighting

The trailer shall be equipped with two (2) exterior 12-volt LED porch lights. One porch light shall be

installed above each passenger-side entry door. Porch lights shall be positioned to illuminate the entry door, fold-out step, handrail area, and immediate entry path to support safe patient, staff, and visitor access during low-light conditions. Porch lighting shall be securely mounted, weather-resistant, sealed against moisture intrusion, and designed for repeated mobile use. Lighting shall be coordinated with entry door locations, handrails, steps, exterior graphics, and wall structure. Entry locations without dedicated porch lights, poorly positioned lights, low-output fixtures, residential exterior lights, unsealed fixtures, or lights not designed for mobile exterior use shall not be acceptable.

Lighting Electrical Integration

All interior, exterior, DOT, and porch lighting shall be fully integrated into the trailer's 12-volt DC electrical system. Wiring shall be color-coded, protected, secured, and routed in accordance with the trailer's electrical specifications. Lighting circuits shall be properly fused or breaker-protected and shall be clearly identified for service and maintenance. Switches shall be installed in practical, accessible locations to support clinical operations, entry safety, and exterior use. Unprotected wiring, unlabeled circuits, overloaded circuits, exposed splices, loose switches, or lighting not integrated into the trailer's electrical distribution system shall not be acceptable.

Weather, Vibration, and Durability Requirements

Exterior lighting fixtures shall be weather-resistant and suitable for exposure to rain, road debris, vibration, temperature variation, and normal mobile deployment. Fixtures shall be sealed to reduce moisture intrusion and corrosion. Interior and exterior fixtures shall be securely mounted to withstand road vibration, structural movement, repeated use, and long-term operation without loosening, cracking, water intrusion, electrical failure, or reduced performance. Lighting fixtures that are not rated for mobile or exterior conditions, fixtures prone to moisture intrusion, loose-mounted components, or systems requiring frequent replacement due to vibration shall not be acceptable.

Complete Lighting Assembly Requirement

The complete lighting system shall include twelve (12) recessed 6" round 12-volt LED interior ceiling lights, DOT-compliant 12-volt LED clearance, stop, turn, backup, emergency, and running lights, and two (2) exterior 12-volt LED porch lights installed above the entry doors. The lighting system shall be suitable for mobile healthcare applications where clinical visibility, patient safety, staff workflow, energy efficiency, road safety, entry illumination, weather resistance, vibration resistance, and long-term reliability are critical requirements.

Lighting systems using temporary fixtures, non-LED fixtures, exposed wiring, non-compliant DOT lights, non-recessed clinical ceiling fixtures, poorly positioned entry lights, or components that compromise safety, visibility, sanitation, or mobile durability shall not be acceptable.

Interior Clinical Layout and Functional Space Specifications

Interior Layout Design Requirement

The mobile healthcare trailer interior shall include dedicated functional areas arranged to support efficient patient flow, clinical separation, infection-control practices, provider workflow, equipment placement, storage, and long-term mobile healthcare operations.

The interior layout shall include, at minimum, one fully equipped dental treatment room, one fully equipped sterilization area, one medical examination/counseling room, one dedicated IT closet, and one storage room. All interior spaces shall be designed as integrated clinical environments and shall be coordinated with the approved floor plan, electrical system, plumbing system, HVAC system, lighting system, cabinetry, data infrastructure, plumbing system, accessibility requirements, and equipment layout.

Generic open-room layouts, non-clinical trailer interiors, shared-use areas that compromise infection-control workflow, or layouts that do not provide dedicated dental, sterilization, examination/counseling, IT, and storage spaces shall not be acceptable.

Dental Treatment Room

The trailer shall include one fully equipped dental treatment room designed for mobile dental service delivery. The dental room shall be configured to support patient treatment, provider access, dental equipment operation, infection-control workflow, clinical lighting, cabinetry, handwashing or utility access as required, and safe movement within the treatment area. The dental treatment room shall be designed to accommodate the specified dental chair or dental treatment system, dental delivery equipment, suction and air systems as required, dental cabinetry, work surfaces, clinical storage, electrical outlets, data terminals, lighting, HVAC coverage, and other dental support systems identified in the approved equipment plan.

The dental room shall provide sufficient clearance for provider movement, patient positioning, equipment access, cleaning procedures, and emergency egress. The room shall be separated from other functional areas in a manner that supports patient privacy, clinical workflow, and infection-control practices. Dental treatment configurations that rely on temporary equipment placement, non-dedicated treatment space, insufficient provider clearance, exposed non-clinical finishes, or layouts that interfere with patient movement, equipment operation, or sanitation procedures shall not be acceptable.

Sterilization Area

The trailer shall include one complete, fully equipped sterilization area designed to support instrument processing and clinical infection-control workflow. The sterilization area shall be separate and clearly defined from the dental treatment and examination/counseling areas. The sterilization area shall include, at minimum, one under-counter refrigerator, one autoclave, one ultrasonic cleaning unit, one sink, overhead cabinetry, base cabinetry or work surfaces as required, electrical outlets, plumbing connections, lighting, ventilation, and storage for clinical supplies and processed instruments.

The sterilization area shall be arranged to support proper workflow from contaminated instrument handling to cleaning, sterilization, storage, and reuse. Work surfaces shall be durable, moisture-resistant, non-porous, and cleanable. Cabinetry shall be commercial-grade and suitable for mobile clinical use. Sterilization layouts without a dedicated sink, without overhead cabinetry, without under-counter refrigeration, without autoclave and ultrasonic accommodation, or without defined clean/dirty workflow support shall not be acceptable.

Medical Examination / Counseling Room

The trailer shall include one dedicated medical examination and counseling room. This room shall be designed for patient consultation, basic medical examination, intake, screening, counseling, telehealth support, or other healthcare services as required by the approved clinical program.

The examination/counseling room shall provide a private, professional, and cleanable environment suitable for patient-provider interaction. The space shall include provisions for examination furniture, seating, work surface or provider station, medical storage, electrical outlets, data terminal, lighting, HVAC coverage, and other clinical support features identified in the approved design. The room shall be arranged to support patient privacy, staff access, documentation, patient communication, and safe circulation. Finishes shall be non-porous, moisture-resistant, durable, and suitable for routine cleaning and disinfection. Open counseling areas without privacy, non-dedicated examination areas, insufficient circulation clearance, residential finishes, or layouts that compromise patient confidentiality or clinical workflow shall not be acceptable.

IT Closet

The trailer shall include one dedicated IT closet or enclosed IT cabinet area designed to house network, communication, and technology infrastructure. The IT closet shall be coordinated with CAT6 data terminals, routing pathways, power supply, ventilation, access panels, and equipment mounting requirements. The IT closet shall provide a protected, organized, and serviceable location for routers, switches, modems, communication equipment, data cabling, security system components, telehealth equipment, or other technology systems required by the approved design. The IT area shall be separated from plumbing sources where practical and shall be protected from moisture, excessive heat, vibration, and unauthorized access. Loose-mounted network equipment, exposed data wiring, unprotected technology components, or systems installed in patient-care areas without a dedicated IT space shall not be acceptable.

Storage Room

The trailer shall include one dedicated storage room designed to support clinical supplies, consumables, cleaning materials, mobile operation supplies, patient-care accessories, and general program storage. The storage room shall include appropriate shelving, cabinets, retention systems, or other storage provisions as required by the approved design. Storage components shall be secured for mobile travel and shall prevent supplies from shifting during transport. The storage room shall be accessible to staff without interfering with dental treatment, sterilization workflow, examination/counseling activities, patient access, or emergency egress. Layouts without dedicated storage, unsecured shelving, loose storage bins, or storage configurations that interfere with patient-care spaces, aisles, equipment access, or safe movement shall not be acceptable.

Cabinetry, Furniture, and Built-In Components

All cabinetry, furniture, counters, shelving, equipment supports, and built-in components shall be professionally engineered, digitally drawn, and CNC cut for precision fit, repeatability, structural consistency, and clean integration into the mobile healthcare trailer. All cabinetry and furniture shall be designed specifically for mobile clinical use and shall be securely anchored to reinforced wall or floor structure to withstand road vibration, repeated deployment, and daily healthcare operations.

Work surfaces shall be durable, moisture-resistant, non-porous, and cleanable. Cabinetry and furniture layout shall be coordinated with plumbing, electrical outlets, data terminals, equipment clearances, lighting, HVAC airflow, clinical workflow, door swings, staff movement, and patient access. Field-cut cabinetry, hand-built components without engineered drawings, residential furniture, loose furnishings, non-secured cabinets, porous countertops, wood surfaces exposed to moisture, or components not CNC cut for precision installation shall not be acceptable.

Clinical Workflow and Infection-Control Layout Requirement

The interior layout shall support separation between dental treatment, sterilization, medical examination/counseling, IT systems, and storage functions. The arrangement shall reduce cross-traffic, support cleanable surfaces, minimize clutter, and provide logical workflow for staff and patients.

The sterilization area shall be designed to support instrument handling and processing. The dental room shall be dedicated to patient treatment. The examination/counseling room shall provide privacy for medical services. The IT closet shall isolate technology systems from clinical work areas. The storage room shall provide secure supply organization. Interior layouts that mix sterilization functions with patient counseling areas, place IT equipment in wet areas, eliminate dedicated storage, or compromise clean/dirty workflow separation shall not be acceptable.

Complete Interior Layout Requirement

The complete interior layout shall be designed as an integrated mobile healthcare environment. The layout shall include one fully equipped dental room, one complete sterilization area with minimum one under-counter refrigerator, autoclave, ultrasonic unit, sink, and overhead cabinetry, one medical examination/counseling room, one IT closet, and one storage room. The interior layout shall be suitable for mobile healthcare applications where patient privacy, infection control, clinical workflow, equipment integration, sanitation, staff efficiency, storage, data infrastructure, and long-term mobile durability are critical requirements. Interior layouts using generic trailer interiors, non-dedicated treatment rooms, incomplete sterilization areas, unsecured equipment, exposed IT systems, insufficient storage, residential-grade built-ins, non-engineered cabinetry, non-CNC-cut furniture, or configurations that compromise dental service delivery, medical examination, patient counseling, sterilization workflow, or operational reliability shall not be acceptable.

Other Equipment, Safety Systems, Accessories, Graphics, Delivery, and Training Specifications

General Equipment and Service Requirement

The mobile healthcare trailer shall include the following additional equipment, safety systems, accessories, graphics package, delivery services, manuals, and training support as part of the completed turnkey unit. All equipment shall be installed, integrated, secured, tested, and delivered as part of the completed mobile healthcare trailer. Components shall be selected and installed for mobile clinical use, road vibration, repeated deployment, weather exposure, operator safety, patient safety, and long-term operational reliability. Loose, non-integrated, non-secured, temporary, or consumer-grade components not suitable for mobile healthcare trailer operation shall not be acceptable.

Camera and Driver Visibility System

The unit shall be equipped with two (2) side blind-spot cameras and one (1) rear-view camera. The camera system shall include a color monitor mounted in the driver's cab for operator visibility during driving, lane changes, reversing, parking, and site positioning. Camera placement shall be designed to improve driver awareness around the trailer perimeter and reduce blind spots during transport and maneuvering. Cameras, wiring, and monitor components shall be securely installed and protected for mobile road use. Trailer configurations without side blind-spot cameras, rear-view camera, or cab-mounted color monitor shall not be acceptable.

Highway Hazard Kit

The unit shall include one highway hazard kit containing three (3) emergency reflective triangles. The kit shall be stored in an accessible location for use during roadside emergencies, breakdowns, or service conditions. Units delivered without emergency roadside warning triangles shall not be acceptable.

Backup Alarm

The trailer shall be equipped with a backup alarm designed to activate during reverse operation. The backup alarm shall provide an audible warning to support pedestrian safety, staff awareness, and site maneuvering safety. Units without a functional backup alarm shall not be acceptable.

Self-Leveling System

The trailer shall be equipped with a self-leveling system designed to stabilize and level the unit during stationary clinical operation. The system shall include a safety monitor display to provide operator visibility of system status and leveling conditions. The leveling system shall be integrated into the trailer structure and shall be suitable for repeated deployment at clinical service locations. The system shall support patient safety, staff movement, dental equipment stability, clinical workflow, and proper

operation of onboard systems. Manual-only jack systems, non-integrated leveling systems, or leveling systems without a safety monitor display shall not be acceptable.

Power Awnings with LED Lighting
The unit shall include two (2) 8-foot power awnings installed above the passenger-side entry doors. Each awning shall include integrated LED strip lighting to support patient and staff access, entry visibility, exterior comfort, and operational use during low-light conditions. Awnings shall be securely mounted to reinforced structural areas and designed for mobile trailer use, weather exposure, vibration, and repeated deployment. Awning controls shall be accessible to staff and shall allow safe extension and retraction. Manual awnings, non-powered awnings, awnings without integrated LED lighting, loose-mounted awnings, or awnings not designed for commercial mobile use shall not be acceptable.

Carbon Monoxide and Smoke Detection
The unit shall be equipped with carbon monoxide detection and smoke detection systems. Detectors shall be installed in appropriate interior locations to support occupant safety, generator operation safety, and clinical environment monitoring. Detectors shall be securely mounted, functional at delivery, and suitable for use in a mobile healthcare trailer environment. Units delivered without carbon monoxide and smoke detection shall not be acceptable.

Owner's Manuals, Digital Training, Troubleshooting, and Service Documentation
The completed unit shall include a complete owner's manual package. Documentation shall include operating instructions, equipment information, service guidance, troubleshooting information, maintenance recommendations, and system reference materials for the trailer and installed components. A digital copy of video training materials shall also be provided to support operator use, routine maintenance, troubleshooting, and service review. Units delivered without complete operating manuals, service information, troubleshooting support, and digital training materials shall not be acceptable.

Keys
The supplier shall provide three (3) complete sets of keys for all trailer compartments, exterior access doors, equipment compartments, and applicable installed locks. Two (2) sets of chassis keys shall also be provided where applicable. Incomplete key sets or delivery without proper compartment and chassis key access shall not be acceptable.

Full Body Graphics Wrap
The unit shall include a complete full body wrap graphics package. The graphics package shall include design, print, and professional installation. The wrap shall be coordinated with the client's approved branding, logo, colors, messaging, and final artwork. Graphics shall be installed using commercial-grade exterior wrap materials suitable for mobile vehicle applications, weather exposure, road conditions, washing, and long-term exterior use. Partial graphics only, non-professional installation, low-grade materials, or omission of design, print, and installation services shall not be acceptable.

Autoclave Equipment
The sterilization area shall include one Midmark M11 autoclave or approved equal. The autoclave shall be installed or accommodated within the sterilization workflow and coordinated with the required electrical, cabinetry, counter space, ventilation, and operational clearances. The autoclave location shall support safe loading, unloading, instrument sterilization workflow, and staff access. Sterilization areas without a Midmark M11 autoclave or approved equal shall not be acceptable.

Ultrasonic Scaler Equipment
The dental treatment area shall include one Piezon 250 Ultrasonic Scaler Unit by EMS or approved equal.

The scaler unit shall be integrated into the dental treatment workflow and coordinated with the dental equipment layout, electrical requirements, water supply, clinical work surfaces, and provider access. Dental treatment rooms delivered without a Piezon 250 Ultrasonic Scaler Unit by EMS or approved equal shall not be acceptable.

Integrated Interior Radio and Stereo System
The unit shall include an integrated interior radio and stereo system with six (6) speakers. The system shall be permanently installed and configured to provide balanced interior audio coverage. Speakers and wiring shall be securely mounted and integrated into the trailer's interior and electrical system. Loose consumer audio equipment, temporary speakers, exposed wiring, or non-integrated audio systems shall not be acceptable.

Starlink Satellite System
The unit shall include a Starlink satellite system to support mobile internet connectivity for clinical operations, telehealth, electronic health records, communications, and field deployment where conventional connectivity may be limited. The Starlink system shall be mounted, powered, and integrated in a manner suitable for mobile healthcare trailer use. Equipment shall be secured for transport and positioned to support reliable operation during deployment. Units delivered without Starlink satellite connectivity equipment shall not be acceptable.

Compartment Lighting
All exterior and service compartments shall include LED strip lighting. Compartment lighting shall be positioned to illuminate storage, equipment, generator, service, and utility compartments for safe access during operation, inspection, maintenance, and low-light conditions. LED strip lighting shall be securely installed, protected from damage, and integrated into the trailer's electrical system. Compartments without dedicated LED lighting shall not be acceptable.

Solar Power Kit
The unit shall include a solar power kit consisting of three (3) solar panels with a total system capacity of approximately 640 watts. The solar kit shall be integrated into the trailer's electrical system to support auxiliary charging and hybrid power operation. Solar panels shall be securely mounted to reinforced roof or approved structural mounting areas and installed to withstand road vibration, weather exposure, and repeated mobile deployment. Wiring, charge controller, protection devices, and system integration shall be coordinated with the trailer's battery and electrical systems. Portable solar panels, non-integrated systems, unsecured panels, or solar systems below the specified capacity shall not be acceptable.

Delivery Requirement
The completed mobile healthcare trailer shall be delivered to the Oregon Institute of Technology, Klamath Falls campus. Delivery shall include transport coordination, delivery to the designated campus location, and transfer of unit documentation, keys, manuals, and related materials. Delivery to any alternate location shall require prior written approval by the client.

Onsite Training Requirement
The supplier shall provide a minimum of one (1) full day of onsite training shortly after delivery of the unit. Training shall be conducted at the delivery location or another client-approved site and shall cover general operation, electrical system use, generator operation, shoreline power, hybrid power components, leveling system, awnings, HVAC, lighting, safety equipment, sterilization equipment, dental equipment, Starlink system, troubleshooting, maintenance, and service procedures. The training program shall include an option for extension to two (2) full days if requested by the client. Delivery without onsite

operator training, or training limited only to written manuals without hands-on instruction, shall not be acceptable.

Complete Additional Equipment and Services Requirement
The completed unit shall include the specified camera system, highway hazard kit, backup alarm, self-leveling system, power awnings with LED lighting, carbon monoxide and smoke detection, owner's manuals, digital training materials, key sets, full body wrap graphics package, Midmark M11 autoclave, EMS Piezon 250 Ultrasonic Scaler Unit, integrated interior radio and stereo system with six speakers, Starlink satellite system, LED compartment lighting, 640-watt solar power kit, delivery to Oregon Institute of Technology Klamath Falls campus, and onsite training.

All listed equipment and services shall be included as part of the completed turnkey mobile healthcare trailer package. Omission, substitution without approval, temporary installation, incomplete integration, or delivery without required documentation, training, graphics, safety systems, or equipment shall not be acceptable.

Minimum Proposal Submission and Pre-Production Requirements

Mandatory Requirements for Bid Consideration
In order to be considered responsive and eligible for evaluation, each bidder shall include the following items and agree to the following requirements as part of its proposal submission. Failure to provide or agree to these requirements may result in the proposal being deemed incomplete, non-responsive, or not acceptable.

3D Rendering Requirement
Each proposal shall include a full 3D rendering of the proposed medical trailer. The 3D rendering shall clearly represent the proposed exterior configuration, interior clinical layout, equipment placement, cabinetry, patient-care areas, entry locations, and general design intent. The rendering shall be specific to the proposed trailer and shall not consist of generic stock images, unrelated prior projects, sample layouts, or non-project-specific concept images. Proposals submitted without a full project-specific 3D rendering shall not be acceptable.

Mandatory In-Person Pre-Production Meeting
The awarded bidder shall attend a mandatory in-person pre-production meeting at Oregon University's office within ten (10) calendar days of award notification. The pre-production meeting shall include review of the approved floor plan, interior layout, clinical workflow, equipment placement, cabinetry, electrical locations, plumbing locations, HVAC placement, exterior graphics, material selections, production timeline, delivery requirements, and training expectations. Remote-only meetings, phone-only reviews, or delayed pre-production meetings beyond the required ten (10) calendar days shall not be acceptable unless specifically approved in writing by the client.

Interior Material Sample Requirement
The awarded bidder shall provide a complete set of physical material samples for interior color and finish selection. Material samples shall include, at minimum, flooring, countertops, cabinetry finishes, upholstery, wall finishes, and other visible interior finish materials proposed for the unit. Samples shall be provided in sufficient variety to allow the client to make final interior color, material, and finish selections prior to production approval. Proposals or production processes that do not include physical material samples for client review and selection shall not be acceptable.

Complete Compliance Requirement

The 3D rendering, mandatory in-person pre-production meeting, and full interior material sample package shall be included as required components of the proposal and production process. Bidders who cannot provide project-specific 3D renderings, cannot attend the required in-person pre-production meeting within ten (10) calendar days of award, or cannot provide physical material samples for client selection shall not be considered acceptable for this project.

SECTION II – INFORMATION REQUIRED FROM PROPOSERS

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The proposal should be written on standard size (8½" x 11") paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.

2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

File Size Limit

Proposer's submission may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Non-Discrimination and Oregon Tax Laws Certification** sheet, signed by an authorized company official.

2. The proposal must also include the following:

    a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of Proposer, address, current telephone number, e-mail address, name and title of Proposer's contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind Proposer.
    b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.

3. **Summary Statement**. Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than five hundred (500) words) any special considerations the Oregon Tech should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness, responsiveness, technical compliance, bidder qualifications, project approach, delivery capability, and overall value to the University. Proposals must specifically address all requirements of this RFP, including the technical specifications, required equipment, drawings/renderings, delivery requirements, training requirements, and proposal submission requirements.

Only proposals determined to be complete and responsive may proceed to full evaluation. The University reserves the right to reject any proposal that is incomplete, non-responsive, vague, generic, or does not clearly demonstrate the proposer's ability to design, manufacture, equip, deliver, and support a purpose-built mobile dental/medical trailer.

Proposers may be asked to provide written clarification if any portion of the proposal is unclear. However, clarification shall not be used to correct major omissions, substitute missing required documents, or make a non-responsive proposal responsive after submission.

Proposals will be evaluated based on the following criteria:

Proposals that do not specifically address the scope of work or do not include the complete proposal content may be rejected.

Proposals will be evaluated based on the following criteria

1. Company Background, Qualifications, and Relevant Experience — 20 Points

Evaluation will consider the proposer's company history, financial stability, manufacturing capability, facility resources, project management experience, and demonstrated background in building mobile medical, dental, diagnostic, or specialty healthcare trailers.

Greater consideration will be given to proposers who can demonstrate direct experience manufacturing purpose-built mobile healthcare units, including dental trailers, medical clinics, sterilization areas, clinical cabinetry, healthcare-grade finishes, integrated electrical systems, plumbing systems, HVAC systems, data systems, and mobile clinical equipment integration.

Proposals should include relevant project examples, client references, photographs of completed units, years of experience, description of manufacturing operations, quality-control process, and evidence of successful delivery of similar mobile healthcare projects.

General trailer manufacturers, RV converters, vehicle upfitters, or vendors without demonstrated experience in mobile medical or dental trailer fabrication may receive lower evaluation scores.

2. Technical Scope of Work, Design Compliance, and Proposal Presentation — 30 Points

Evaluation will consider how thoroughly the proposal addresses the required scope of work, technical specifications, interior layout, dental room, sterilization area, examination/counseling room, IT closet, storage room, structural systems, wall construction, roof construction, flooring, doors, electrical system, HVAC, lighting, plumbing, equipment, safety systems, graphics, delivery, and training.

Proposals must provide a clear and detailed technical presentation showing how the proposed unit will meet or exceed the RFP requirements. Generic descriptions, incomplete responses, copied product brochures, or vague statements of compliance without supporting detail may receive lower scores.

The proposal shall include project-specific drawings and visual documentation, including floor plan, equipment layout, cabinetry layout, exterior elevations, electrical/data layout as applicable, and a full 3D rendering of the proposed medical/dental trailer. Drawings and renderings shall be specific to this project and shall clearly demonstrate the proposed design, clinical workflow, patient access, equipment placement, and interior configuration.

Higher scores may be awarded to proposals that demonstrate a complete understanding of mobile healthcare design, infection-control workflow, patient privacy, dental operations, sterilization workflow, accessibility, durability, maintenance access, and long-term mobile deployment.

3. Cost Summary and Overall Value — 20 Points
Evaluation will consider the total proposed cost, completeness of pricing, clarity of cost breakdown, included equipment, included services, delivery costs, training, graphics, documentation, warranties, and any optional items or exclusions.

The lowest cost proposal will not automatically receive the highest score. Cost will be evaluated in relation to technical compliance, build quality, included equipment, proposer experience, delivery capability, warranty support, and overall value to the University.

Proposals with unclear pricing, major exclusions, incomplete cost summaries, excessive allowances, vague optional pricing, or missing required components may receive lower scores or may be deemed non-responsive.

4. Time to Build, Delivery Schedule, and Project Completion Plan — 20 Points
Evaluation will consider the proposer's stated production timeline, ability to meet the required delivery schedule, availability of chassis/trailer platform and major components, manufacturing capacity, project management process, and demonstrated ability to complete similar projects on time.

Proposals should include a realistic production schedule showing key milestones, including design approval, pre-production meeting, material selection, engineering, fabrication, equipment installation, quality control, testing, graphics installation, delivery, and onsite training.

Higher scores may be awarded to proposers who demonstrate a clear and credible delivery plan, available production capacity, realistic lead times, and prior experience completing similar mobile healthcare projects within the proposed timeframe.

Unrealistic delivery commitments, vague schedules, lack of milestone detail, or failure to identify potential long-lead components may receive lower scores.

5. Warranty, Service Support, Documentation, and Training — 10 Points
Evaluation will consider the proposer's warranty coverage, post-delivery service support, troubleshooting assistance, owner's manuals, digital training materials, equipment documentation, and onsite training program.

The proposal shall include a minimum of one full day of onsite training shortly after delivery, with an option to extend training to two days. Training shall address operation of the trailer, electrical system, generator, shoreline power, hybrid power components, leveling system, awnings, HVAC, lighting, safety systems, dental equipment, sterilization equipment, Starlink system, maintenance, and troubleshooting.

Higher scores may be awarded to proposers who provide strong warranty coverage, accessible technical support, organized documentation, clear training procedures, and demonstrated ability to support mobile healthcare units after delivery.

Total Possible Score: 100 Points

Evaluation Category	Points
Company Background, Qualifications, and Relevant Experience	20
Technical Scope of Work, Design Compliance, and Proposal Presentation	30
Cost Summary and Overall Value	20
Time to Build, Delivery Schedule, and Project Completion Plan	20
Warranty, Service Support, Documentation, and Training	10
Total Possible	**100**

Minimum Responsiveness Requirements
At a minimum, proposals must include the required technical response, project-specific 3D rendering, project drawings, cost summary, delivery schedule, company background, relevant mobile medical/dental trailer experience, warranty information, and confirmation of required delivery and training services.

Proposals that do not include a project-specific technical presentation, required drawings/renderings, complete cost summary, delivery schedule, or evidence of relevant mobile healthcare trailer experience may be considered incomplete, non-responsive, or not acceptable for award consideration.

SECTION III – QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order, beginning with question 1 by restating the question and then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Background Information

Description of experience in the successful completion of similar services for higher education. Experience working with Oregon issues is preferred. Firms should provide evidence of the successful completion of at least three such projects. Please provide the contact person's name, address, and current telephone numbers for such projects.

Identify the specific person(s) who would be responsible for the proposed work and include a brief resume for each. Please list references for each person identified, including the name, address, and current telephone number of an appropriate reference contact person.

2. Scope of Work

Using the Scope of Work as a guide, outline a work plan, with target dates for beginning and completion of essential steps necessary to meet the deadlines.

3. Cost Summary

Pricing and fee schedules should be on an hourly rate and sufficiently descriptive to facilitate acceptance of a proposal. List the not-to-exceed (NTE) amount you propose for consulting services. Pricing should outline all estimated expenses, such as travel, lodging, printing and mailing, and miscellaneous expenses, which are separately reimbursable

4. Quality of Proposal

The proposal is fully compliant and responsive. Responses display a thorough understanding of the scope of work and present a complete recommended approach.

5. References Review

Provide three (3) references from clients your firm has served in the past three (3) years, including one (1) client that has newly engaged the firm in the past three (3) years and one (1) long-term client (i.e., over three (3) years). Provide the name, address, and current telephone number for each reference.

SECTION IV – CONTRACT TERMS AND REQUIRED DOCUMENTS

NOTICE OF INTEREST

RFP #2026-03
DENTAL HYGIENE MOBILE DENTAL CLINIC

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____

City/State/Zip: _____ Phone: ( ) _____

E-mail: _____

Please email the completed Notice of Interest no later than July 16, 2026, at 5:00 PM PT to Purchasing@oit.edu.

BIDDER/PROPOSER
NON-DISCRIMINATION AND OREGON TAX LAWS CERTIFICATION

RFP #2026-03
DENTAL HYGIENE MOBILE DENTAL CLINIC

I, the undersigned, have read all the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that the named firm has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, or Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon-certified minority, women, or emerging small business (check all applicable): ☐ DBE ☐ MBE ☐ WBE ☐ ESB

Certificate of Compliance with Oregon Tax Laws

I, the undersigned (check one):

☐ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax Laws.

☐ hereby certify under penalty of perjury that I am authorized to act on behalf of the firm herein named, and to the best of my knowledge, such firm is not in violation of any Oregon Tax Laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by Oregon Revised Statues (ORS) 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Governmental/Non-Profit ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

Address: _____

City/State/Zip: _____ Phone: ( ) _____

E-mail: _____

EXHIBIT A

OREGON TECH SAMPLE CONTRACT

[Please see attached.]

OREGON INSTITUTE OF TECHNOLOGY
GOODS AND SERVICES CONTRACT
CONTRACT

THIS GOODS AND SERVICES CONTRACT ("Contract") is by and between the Oregon Institute of Technology ("Oregon Tech") and ("Contractor"). Oregon Tech's contract representative for this Contract is ("Representative").

RECITAL

WHEREAS, Oregon Tech and Contractor desire that Contractor provide the goods and/or services as more particularly described in the "Statement of Work" section of this Contract.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Effective Date and Duration.** This Contract shall become effective upon signature of both Parties. Unless earlier terminated or extended, this Contract shall expire on . However, such expiration shall not extinguish or prejudice Oregon Tech's right to enforce this Contract with respect to: (i) any breach of a Contractor warranty; or (ii) any default or defect in Contractor performance that has not been cured, or extinguish or prejudice Contractor's right to payment under this Contract.

2. **Statement of Work**. Contractor will , as further described in **Exhibit A**, which is incorporated by this reference. *Contractor agrees that it and its employees will comply with the Oregon Tech Tobacco-Free Campus Policy.*

3. **Consideration:** Subject to the provisions of the Oregon Revised Statutes (ORS) 293.462, Oregon Tech agrees to pay Contractor, from available and authorized funds, a sum not to exceed $, for accomplishing the work and providing the goods required by this Contract in accordance with the schedule of fees further detailed in **Exhibit A**. If Oregon Tech makes any interim payments to Contractor, such payments shall be made only in accordance with the schedule and requirements contained in this Contract. Invoices should be submitted to: Oregon Institute of Technology, Accounts Payable – Snell Hall, 3201 Campus Drive, Klamath Falls, OR 97601 or BAO-baoapay@oit.edu

4. **Terms and Conditions.** The terms and conditions of this Contract are contained on the following page titled "Goods and Services Contract Provisions."

5. **Notices.** Notices to Oregon Tech shall be directed and mailed as follows: Oregon Institute of Technology, Purchasing and Contract Services, 27500 SW Parkway Ave., Wilsonville, OR 97070.

6. **Contract Documents.** This Contract consists of the following documents attached and incorporated by reference, and in the event of conflicts or discrepancies among the documents, interpretations will be based on the following descending order of precedence: this Goods and

Services Contract (which includes the Goods and Services Contract Provisions), **Exhibit A** (Schedule of Fees), **Exhibit B** (Insurance Requirements), and **Exhibit C** (Oregon Tech Contractor Travel Reimbursement Policy).

7. **Contractor Data and Certification.**

Name (tax filing):
Address:
Phone No.:
Email:

MWESB Certification #: _____
☐ DBE ☐ MBE ☐ WBE ☐ ESB

Citizenship, if applicable: Non-resident alien ☐ YES ☐ NO

Business Designation (Check one):
☐ Corporation
☐ Limited Partnership
☐ Sole Proprietorship
☐ Limited Liability Company
☐ Partnership
☐ Limited Liability Partnership
☐ Governmental/Non-Profit

OREGON INSTITUTE OF TECHNOLOGY
GOODS AND SERVICES CONTRACT PROVISIONS

1. **Compliance with Applicable Law**. Contractor shall comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor shall also comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, Oregon Revised Statutes (ORS) 659A.142, and all regulations and administrative rules established pursuant to those laws. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this Contract; pay all contributions or amounts due the Industrial Accident Funds from such Contractor responsibilities incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against Oregon Tech on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, Oregon Tech may pay such claim. Any payment of a claim in the manner authorized in this Section shall not relieve the Contractor or Contractor's surety from obligation with respect to unpaid claims. Contractor shall promptly pay any person or entity that furnishes medical care to Contractor's employees those sums which Contractor agreed to pay for such services or is otherwise obligated to pay and all money Contractor collected or deducted from employee's wages to provide such services.

2. **Disclosure of Tax ID or Social Security Number**. Contractor must provide Contractor's Social Security number unless Contractor provides a federal tax ID number. The number is requested pursuant to ORS 305.385 and Oregon Administrative Rules (OAR) 150-305-100. Social Security numbers provided pursuant to this authority will be used for the administration of state, federal and local tax laws. If required, this information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer ID number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could

subject Contractor to 28% backup withholding.

3. **Insurance**. Contractor shall provide insurance as indicated on **Exhibit B**, attached hereto and by this reference made a part hereof. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. Oregon Tech and its trustees, officers and employees shall be included as additional insureds in said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of twenty-four (24) months.

4. **Indemnity, Responsibility for Damages**. Contractor shall be solely responsible for all damage to property, death, illness, bodily injury, loss, and expense (including reasonable attorney's fees and costs), arising or resulting from or in any way related to Contractor's breach of its obligations under this Contract or any act or omission of Contractor, or any of its subcontractors, members, managers, directors, officers, trustees, agents, contractors, or employees. Contractor shall save, defend, indemnify, and hold harmless Oregon Tech and its board members, trustees, directors, officers, agents, contractors, employees, and members (collectively, "Indemnified Parties") from and against any and all Damage (defined below) or Proceeding (defined below), arising or resulting from or in any way related to a Claim (defined below). The term "Damage" means any and all damage to property, death, illness, bodily injury, demands, losses, damages, liabilities, or expenses, including, without limitation, attorney's fees and costs, however incurred, including at trial, mediation, arbitration, in any bankruptcy proceeding, on appeal, and any petition for review. The term "Proceeding" means any and all third-party claims, suits, actions, and proceedings, of any kind or nature, including, without limitation, any lawsuit, mediation, arbitration, bankruptcy proceeding, appeal, or any petition for review. The term "Claim" means Contractor's breach of its obligations under this Contract, any act or omission of Contractor, its subcontractors, members, managers, directors, officers, trustees, agents, contractors, or employees, or any material breach of a representation or warranty of Contractor contained in this Contract or related to this Contract or the work or goods to be provided or actually provided by Contractor under this Contract.

   In the event any Proceeding is brought against any of the Indemnified Parties by reason of any Claim, upon the request of Oregon Tech, Contractor shall resist or defend such Proceeding with counsel satisfactory to Oregon Tech, and Oregon Tech agrees to thereafter reasonably assist, at Contractor's expense, in such defense. Thereafter, Contractor shall have control of the defense and settlement thereof, but neither Contractor nor any attorney engaged by Contractor shall defend the Proceeding in the name of Oregon Tech, settle any portion of the Proceeding, nor purport to act as legal representative of Oregon Tech, without the prior written consent of Oregon Tech. At any time Oregon Tech may, at Contractor's expense, provide its own defense or assume its own defense from Contractor if Oregon Tech reasonably determines that Contractor is prohibited from defending Oregon Tech, Contractor is not adequately defending Oregon Tech's interests, or an important principle is at issue. If Contractor has assumed and is diligently proceeding with Oregon Tech's defense, Oregon Tech may settle any Proceeding at Contractor's cost, only if Contractor consents to or approves such settlement, or at Oregon Tech's cost, without Contractor's consent or approval. Contractor's obligations under this Section shall survive the expiration or termination of this Contract for any reason.

5. **Failure to Perform**. If Contractor fails to perform any material obligation under this Contract, and thirty (30) calendar days after receipt of written notice describing with reasonable particularity the character of the default, Contractor has not cured the failure, Oregon Tech may withhold all moneys due and payable to Contractor under this Contract and recoup all moneys paid to Contractor under this Contract which relate to the non-performance, without penalty, until such failure to perform is cured or finally adjudicated. This remedy shall be in addition to, and

cumulative of, any other remedy available to Oregon Tech, and the exercise of this remedy by Oregon Tech shall not prejudice or impair the availability to Oregon Tech of any other remedy at law or in equity for breach of this Contract.

6. **Remedies**.

   i. In the event of termination of this Contract, Contractor's sole remedy shall be a claim for the sum designated for accomplishing the work or providing the goods multiplied by the percentage of work completed and accepted by Oregon Tech or the value of the goods provided and accepted by Oregon Tech, less previous amounts paid and any claim(s) which Oregon Tech has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this Subsection, Contractor shall pay any excess to Oregon Tech upon demand.

   ii. In the event of breach or termination of this Contract, Oregon Tech shall have any remedy available to it in law or equity.

   iii. Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract and not deliver any further goods subject to this Contract, unless Oregon Tech expressly directs otherwise in such notice of termination. Upon termination of this Contract, Contractor shall deliver to Oregon Tech all documents, information, works-in-progress and other property that are or would be deliverables under this Contract, excluding any goods not provided to or accepted by Oregon Tech prior to the termination of this Contract. Any fees remaining outstanding and balances owing to the Contractor may be withheld from the assets delivered to Oregon Tech by Contractor or under Oregon Tech's direction, if any.

7. **Termination**.

   i. This Contract may be terminated at any time by mutual consent of the Parties, or by Oregon Tech for convenience upon thirty (30) days' notice to the other party.

   ii. In addition, Oregon Tech may terminate this Contract effective upon delivery of notice to Contractor, or at such later date as may be established by Oregon Tech, if (i) Federal or state laws, regulations or guidelines are modified, changed, or interpreted in such a way that either the work under this Contract is prohibited or Oregon Tech is prohibited from paying for such work from the planned funding source; or (ii) Any license or certificate required by law or regulation to be held by the Contractor or any of its employees, subcontractors, or agents, to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

   iii. This Contract may also be terminated by Oregon Tech for default (including breach of Contract) if (i) Contractor fails to provide services or goods called for by this Contract within the time specified herein or any extension thereof; or (ii) Contractor fails to perform any of the obligations of Contractor under this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of notice from Oregon Tech, fails to correct such failures within ten (10) business days.

8. **Representations and Warranties**. Contractor represents and warrants to Oregon Tech that (i) Contractor has the power and authority to enter into and perform this Contract; (ii) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (iii) the work under this Contract shall be performed in a good and

workmanlike manner and in accordance with the highest professional standards; (iv) unless otherwise explicitly stated in this Contract, goods provided under this Contract will be new and free of defect in workmanship and materials, and (v) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the work. The warranties set forth in this Section are in addition to, and not in lieu of, any other warranties provided.

i. **Performance Warranty**. Contractor warrants that the goods provided to Oregon Tech shall consistently perform according to the performance characteristics described in this Contract for a period of one (1) year after the termination or expiration of this Contract; provided, however, that if this warranty is less than the standard warranty provided by Contractor to end users for the goods, such standard warranty shall be deemed to have been granted to Oregon Tech. Contractor shall provide Contractor's standard warranty of goods to Oregon Tech.

ii. **Service Warranty**. Contractor warrants that the services provided herein to Oregon Tech, if any, will be performed in a workmanlike manner and in accordance with customary industry standards. Oregon Tech agrees to provide Contractor reasonable access to the goods for purposes of repair or replacement under this services warranty.

9. **Hazard Substances**. Contractor shall notify Oregon Tech prior to using products containing hazardous chemicals, substances, or materials to which Oregon Tech employees, students, or invitees may be exposed. Products containing hazardous chemicals, substances, or materials are those products defined by OAR, Chapter 437. Upon Oregon Tech's request, Contractor shall immediately provide Material Safety Data Sheets for the products subject to this provision.

10. **Foreign Contractor**. If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

11. **Taxes – Federal, State, and Local**. Oregon Tech will not be responsible for any taxes coming due as a result of this Contract, whether federal, state or local. It is agreed that Contractor has anticipated these taxes and set Contractor's compensation under this Contract accordingly.

12. **Non-Appropriation**. Oregon Tech certifies that sufficient funds are available and authorized for expenditure to pay the costs of this Contract within its current biennial appropriation or expenditure limitation, provided, however, that continuation of this Contract, or any extension, after the end of the fiscal period in which it is written, is contingent on a new appropriation or limitation for each succeeding fiscal period sufficient in amount, in the exercise of Oregon Tech's reasonable administrative discretion, to continue to pay its obligations under this Contract.

    If sufficient funds are not provided in future legislatively approved budgets of Oregon Tech (or from applicable Federal, state, or other sources) to permit Oregon Tech, in its reasonable administrative discretion to continue this Contract, or if Oregon Tech or the program for which this Contract was executed is abolished, Oregon Tech may terminate this Contract without further liability by giving Contractor not less than thirty (30) days' notice. In determining the availability of funds from the Oregon Legislature for this Contract, Oregon Tech may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

13. **Independent Status of Contractor**. The Parties will be acting in their individual capacities and not as agents, employees, partners, joint venturers, or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other

party for any purpose whatsoever. Any persons employed or engaged by Contractor in connection with the performance of services under this Contract shall be Contractor's employees or contractors and Contractor shall be fully responsible for them and indemnify Oregon Tech against any claims made by or on behalf of any such employee or contractor.

14. **Waiver**. Failure of Oregon Tech to enforce any provision of the Contract shall not constitute a waiver or relinquishment by Oregon Tech of the right to such performance in the future nor of the right to enforce that or any other provision of this Contract.

15. **Successors in Interest**. Subject to the terms of Section 20 of this Contract, the provisions of this Contract shall be binding upon and shall inure to the benefit of the Parties to the Contract and their respective permitted successors and assigns.

16. **Severability**. If any provision of this Contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

17. **Access to Records**. Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. Oregon Tech, the Oregon Secretary of State, Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for a minimum of three (3) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

18. **Governing Law, Jurisdiction**. This Contract shall be governed, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, or suit between Oregon Tech and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

19. **Force Majeure**. Neither Oregon Tech nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, terror, or war where such cause was beyond, respectively, Oregon Tech's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract to completion.

20. **Assignment/Subcontracting**. Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Contract, in whole or in part, without the prior written approval of Oregon Tech. No such written approval shall relieve Contractor of any obligations of this Contract, and any transferee or subcontractor shall be considered the agent of the Contractor and bound to perform in accordance with these Contract documents. Contractor shall remain liable as between the original Parties to the Contract as if no assignment had occurred.

21. **Execution and Counterparts**. This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

22. **Tax Certification**. Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge Contractor is not in violation of any of the tax laws described in ORS 305.380(4), which include a state tax imposed by ORS 320.005 to 320.150 and ORS 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

23. **Captions**. The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.

24. **Delivery**. All deliveries shall be **F.O.B. destination** with all transportation and handling charges paid by the Contractor, unless specified otherwise in the solicitation documents. Responsibility and liability for loss or damage shall remain with the Contractor until final inspection and acceptance, when responsibility shall pass to Oregon Tech except as to latent defects, fraud and Contractor's warranty obligations.

25. **Inspections**. Goods and services furnished under this Contract will be subject to inspection and test by Oregon Tech at times and places determined by Oregon Tech. If Oregon Tech finds goods and services furnished to be incomplete or not in strict compliance with the Contract, Oregon Tech, at its sole discretion, may (i) reject the goods and services, (ii) require Contractor to correct any defects without charge, or (iii) negotiate with Contractor to sell the goods and services to Oregon Tech at a reduced price, whichever Oregon Tech deems equitable under the circumstances. If Oregon Tech requires Contractor to cure any defects and Contractor is unable or refuses to cure all such defects within a time deemed reasonable by Oregon Tech, Oregon Tech may reject the goods and services and cancel the Contract in whole or in part. Nothing in this paragraph shall in any way affect or limit Oregon Tech's rights as a Buyer or any other rights or remedies available to Oregon Tech, including the rights and remedies under Article 2 of the Uniform Commercial Code, including relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.

26. **Survival**. All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in (i) Section 1 of the Contract entitled "Effective Date and Duration;" (ii) Section 3 of this Contract entitled "Insurance;" (iii) Section 4 of this Contract entitled "Indemnity, Responsibility for Damages;" (iv) Section 6 of this Contract entitled "Remedy;" (v) Section 8 of this Contract entitled "Representations and Warranties;" (vi) Section 11 of this Contract entitled "Taxes – Federal, State and Local;" (vii) Section 13 of this Contract entitled "Independent Contractor Status;" (viii) Section 17 of this Contract entitled "Access to Records;" (ix) Section 18 of this Contract entitled "Governing Law;" and (x) Section 26 of this Contract entitled "Survival."

27. **Notices**. All notices required under this Contract shall be delivered by personal delivery, email, or certified first class mail, postage prepaid, if to Contractor, at the location specified in Paragraph 7 of the main Contract, and, if to Oregon Tech to Oregon Institute of Technology, Purchasing and Contract Services, 27500 SW Parkway Ave., Wilsonville, OR 97070. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Any communication or notice sent by email shall be deemed to be given on

the date sent by email (with confirmation of delivery), if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient.

28. **Debarment, Suspension, and Other Responsibility Matters**. Contractor hereby affirms that to the best of Contractor's knowledge, Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any federal department or agency, in accordance with 2 CFR 200.213, 2 CFR 200.214, and 2 CFR 180.

29. **Recycled Products**. Contractor will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the Contract.

30. **Merger**. THIS CONTRACT CONSTITUTES THE ENTIRE CONTRACT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL, OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES AND ALL NECESSARY OREGON TECH APPROVALS HAVE BEEN OBTAINED. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

[Signature Page Follows.]

IN WITNESS WHEREOF, this Contract has been signed, as of the dates set forth below, by the duly authorized representatives of the respective parties.

Oregon Institute of Technology

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A – SCHEDULE OF FEES

Description	Cost
	$
	$
	$
Total	$

EXHIBIT B - INSURANCE

During the term of this Contract, Contractor shall maintain in full force at its own expense, each insurance noted below:

1. **Required by Oregon Tech of Contractor with one or more workers, as defined by ORS 656.027.**

   Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon Workers' Compensation Law, and shall either comply with ORS 656.017, which requires said employers to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, or shall comply with the exemption set out in ORS 656.126.

2. ☒ **Required by Oregon Tech** ☒ **Not required by Oregon Tech.**

   Professional Liability insurance with a combined single limit, or the equivalent, of not less than $1,000,000 for each claim, incident or occurrence, with an annual aggregate limit of $2,000,000. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract. The policy must provide extending reporting period coverage for claims made within two years after the contract is completed.

3. ☒ **Required by Oregon Tech** ☐ **Not required by Oregon Tech.**

   General Liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 for each claim, incident or occurrence, with an annual aggregate limit of $4,000,000 for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract.

4. ☒ **Required by Oregon Tech** ☐ **Not required by Oregon Tech.**

   Automobile Liability insurance with a combined single limit, or the equivalent, of not less than $500,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

5. **Certificates of Insurance**. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish an endorsement from the insurance company naming the Oregon Institute of Technology, its trustees, officers and employees as additional insureds with respect to the work of this Contract. Insuring companies or entities are subject to Oregon Tech acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to Oregon Tech. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

6. **Notice of cancellation or change**. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to Oregon Tech at the following address: Oregon Institute of Technology, Purchasing and Contract Office, 27500 SW Parkway Ave., Wilsonville, OR 97070.

EXHIBIT C
Oregon Tech Contractor Travel Reimbursement Policy
Rates Effective January 1, 2025

Category	Rate Summary	Policy
Instate Travel: Meal per diem $74.00 B = $18.50 L = $18.50 D = $37.00	All Oregon Cities Meals $74.00 Lodging* $151.00 *Actual, up to rate	• The per diem equals the federal rate using the *IRS's High-Low Substantiation Method.* All Oregon cities are currently Low Cost Cities. • No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Out-of-State, and Continental US Travel: **High** meal per diem $86.00 B = $21.50 L = $21.50 D = $43.00 **Low** meal per diem $74.00 B = $18.50 L = $18.50 D = $37.00	See list of High Cost Cities	• The per diem equals the federal rate using the *IRS's High-Low Substantiation Method*). • No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Non-Continental US and Overseas Non-Foreign Areas (Alaska, Hawaii, Guam, etc.)	Contractor travel to these locations is minimal and the federal tables are complicated. Call for per diem rates.	• **Contact Oregon Tech Office Business Affairs at 541-885-0567 for current per diem rates for these locations.** • **If meals are provided at the meeting or event, no meal per diem is allowed.** • Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is included in the per diem for foreign travel. • No receipts are required for meals and incidental expenses.
Mileage for Private Vehicle:	$0.70 per mile effective October 1, 2025	• Mileage can be calculated one of 3 ways: 1) Mileage Chart (see Excel file) 2) Actual mileage (from the odometer) 3) Mapping software (e.g., mapquest.com) • Mileage cannot be claimed in addition to fees for rented vehicles and fuel expenses for a rented vehicle. • Mileage not reimbursable unless one way trip exceeds 25 miles from origin to destination.

<table>
<tr><td rowspan="5">Pro-ration of meals for partial days involving an overnight stay:

Meal per diems for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times:</td><td>INITIAL Day of Travel – Leave:</td><td>Prior to 7:00 am</td><td>7:00 am to 12:59 pm</td><td>1:00 pm and after</td></tr>
<tr><td>Meal Allowance</td><td>Breakfast, Lunch, Dinner</td><td>Lunch, Dinner</td><td>Dinner</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>FINAL Day of Travel – Return:</td><td>Prior to Noon</td><td>12:00 noon to 5:59 pm</td><td>6:00 pm and after</td></tr>
<tr><td>Meal Allowance</td><td>Breakfast</td><td>Breakfast, Lunch</td><td>Breakfast, Lunch, Dinner</td></tr>
</table>

Rented Vehicles: Vehicle rental reimbursements will only be for compact and economy cars and their equivalent green class. Liability insurance issued through the vehicle rental company may be reimbursed. Other classes of vehicles may be rented for circumstances that are approved in advance by the contract representative for reasons that include space requirements or inclement weather conditions. Receipts are required.

Airfare: Only economy rate airfare, plus mandatory taxes and fees, will be reimbursed. Receipts are required.

Ground Transportation: Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over $25.00 per item.

Incidental Expenses: Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed. Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters, taxi drivers, and baggage handlers.

Miscellaneous Expenses: The miscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls, lodging taxes, and checked baggage for up to 2 standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the contract representative. All miscellaneous expenses must be itemized. Receipts are required if over $25.00 per item.

Hosting Expenses: If the scope of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact the contract representative for allowable expenses.

Travel reimbursement rates may periodically change. Contractor shall be responsible for ensuring that travel reimbursement requests are in accordance with the rates in effect at the time the expense was incurred.

Oregon Tech prefers that requests for travel reimbursement be made by completing the Contractor's Travel Reimbursement Request.