

INVITATION FOR BID
“Medical Supplies 2019”

ST. CHARLES COUNTY AMBULANCE DISTRICT
(Herein referred to as “District”)
4169 OLD MILL PARKWAY
ST. PETERS, MO 63376

SPECIFICATIONS

FOR

Medical Supplies 2019

FOR ADDITIONAL INFORMATION CONTACT:

Allison Callison
636-344-7656 or
E-mail: BidQuestions@SCCAD.com

Bid Closing Date/Time: February 22, 2019 at 2:00 p.m. Local Time
Bid Awarded/Purchase Order Let: Within 45 days of Bid Closing

BIDDERS' COMPANY NAME _____

REPRESENTATIVE _____

TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

1. INTRODUCTION AND GENERAL INFORMATION

- A. This document constitutes an invitation for competitive, **sealed bids** for providing Medical Supplies for the year 4/1/2019 through 3/31/2020.
- B. Organization – This document, referred to as an Invitation for Bid (IFB), is divided into the following parts:
1. Introduction and General Information
 2. Intent to Bid Page
 3. Terms and Conditions
 4. Bid Submission Information
 5. Specifications
 6. Pricing
 7. Affidavit of Compliance
 8. Signature Page
- C. Although an attempt has been made to provide accurate and up-to-date information, District does not warrant or represent that the background information provided herein reflects all existing conditions related to this Invitation for Bid.
- D. All bidders are to include in their bid any and all costs associated with this project including but not limited to materials, equipment and labor.
- E. Proposals should include any charges for freight, delivery, packaging, dealer preparation and set-up.
- F. Anticipated Schedule of Events:

Invitation for Bid Issued	Wednesday, February 6, 2019
Bids Due at District Office by 2:00 pm	Friday, February 22, 2019
Evaluation of Bids Completed	Tuesday, March 5, 2019
Product Samples Requested	Wednesday, March 6, 2019
Product Samples Received by District	Monday, March 18, 2019
Notice of Intent to Award	Friday, March 29, 2019

2. INTENT TO BID for Medical Supplies 2019

**I have read this invitation for bid and wish to express my intent to bid.
Please send me any addenda regarding this bid.**

**THIS PAGE MUST BE RETURNED IN ORDER TO RECEIVE ANY ADDENDA
TO THIS BID.**

**Check this box to request the 2019 Bid List excel workbook. We will
send it to the email address you designate at the bottom of this page.**

RETURN TO:

**St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376
Fax: 636-344-7769
BidQuestions@SCCAD.com**

Company

Company Address

City

State

Zip Code

Telephone Number

Fax Number

E-mail address

Signature & Title

3. TERMS AND CONDITIONS

- A. **Contract Terms:** The performance of this Contract shall be governed solely by the terms and conditions set forth in the Contract notwithstanding any language contained in any invoice, shipping order, bill of lading or other document furnished by the Seller at any time. The Acceptance by the District of any goods furnished hereunder accompanied by any such document shall not be construed as an acceptance by the District of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Contract. Any different or additional terms, other than those contained in this Contract, which are contained in any acceptance, acknowledgment, invoice or other document transmitted by Seller to the District are hereby objected to.
- B. **Compliance with Specifications:** No payment will be rendered for items delivered that fail to meet specifications as offered in bid and all items delivered below specifications must be completely corrected or award will be forfeited to the next lowest bidder meeting specifications.
- C. **Sellers Warranties:** Seller expressly warrants that all articles, material and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the District and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the District's acceptance of said material or goods, or by payment for them.

The successful bidder shall provide warranty coverage for the medical equipment, which shall include, at a minimum:

A copy of the manufacturer's warranty for the pre-hospital emergency medical equipment and training equipment, provided with the bid package.

- D. **Warehouse and Distribution Center Requirements:** Vendor must have multiple distribution centers throughout the country. Vendor must be able to ship most items in multiple units of measure (i.e., each, box, case).
- E. **Pharmaceutical Requirements:**
1. Vendor must provide documentation that the vendor is compliant with state and federal laws and that prescription drugs are sold and distributed safely and securely.

2. Vendor must be in, and remain in compliance with the Drug Supply Chain Security Act and the Prescription Drug Marketing Act. Vendor must provide transaction reports with each shipment of pharmaceuticals.
3. Vendor must provide online access to pharmaceutical backorders or shortages. This must include estimated times of availability, and any suggested alternatives. This must be updated regularly (preferably weekly).
4. Vendor must be licensed with the Drug Enforcement Administration to sell and distribute Schedule II, Schedule III, and Schedule IV controlled substances.
5. Vendor must be able to provide the Drug Enforcement Administration's electronic Controlled Substances Ordering System (CSOS).

F. **Disaster Response Requirements:**

1. During emergency (natural or man-made) situations, the vendor must have a comprehensive disaster response program, and must be able to supply requested merchandise within a thirty-six (36) hour time frame, twenty-four (24) hours a day, seven (7) days a week.
2. Vendor shall provide emergency contact numbers for these situations, and these numbers must be updated immediately by the vendor if the contact numbers change.
3. Vendor must allow the disaster response program and emergency delivery service be tested periodically, at our discretion, with no prior notification to ensure compliance with the terms of this contract.

G. **Sales Representative Requirements:**

1. Vendor must provide a remote, dedicated customer support representative.
2. Customer support representative must respond to all District phone calls and/or e-mails within 48 hours.

H. **Bankruptcy or Insolvency:** In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, the District may cancel this Contract or affirm the Contract and hold Seller responsible in damages.

I. **Payment Terms:** Net thirty days payment terms will be assumed unless otherwise indicated.

J. **Other:** All bids received by the bid closing date and time will be considered, however, the District reserves the right to reject any and all bids and to waive any informalities in the bidding process.

4. BID SUBMISSION INFORMATION

The St. Charles County Ambulance District (“District”) welcomes all interested parties to participate in its competitive bid process. Bidders will be expected to submit bids that are in compliance with the terms and conditions as outlined below:

- A. All awards are subject to final approval by the Board of Directors of St. Charles County Ambulance District, or their designated representatives(s).
- B. Bids must be sealed and delivered by mail, in person, or via e-mail to the St. Charles County Ambulance District Headquarters on or before the time and date stipulated in the Invitation for Bid Document.

If mailed or delivered in person, the outside of the package must be labeled with bidder’s name, address, and the bid project: **Medical Supplies 2019**. Bids should be delivered to:

St. Charles County Ambulance District
4169 Old Mill Parkway
St. Peters, MO 63376

Bid may be e-mailed to sealedbid@sccad.com. Subject line of the e-mail must contain **Medical Supplies 2019**.

All late bids will be rejected. Faxed bids will **NOT** be accepted. Failure to complete the entire form or respond by electronic submission may result in rejection of the bid. This includes but not limited to vendors catalog number, quantity and unit pricing.

- C. An excel workbook is attached to this bid. **If you have not received the excel workbook, please mark the check box when you complete page 3 (Intent to Bid) and submit to SCCAD.** We will send you the workbook as early as administratively possible. There are five (5) columns to complete – all other columns are protected.

(F) Vendor Part Number: Please indicate your Part # for this item.

(G) Price per Order Unit: Indicate total price for the number of items contained in your normal packaging.

(H) Order unit: Please indicate normal packaging for this item, e.g., case, box, each, etc.

(I) Items per order unit: Indicate how many items are in the normal packaging.

(K) Vendor Comments: This field is for any exceptions or notes. This includes making a note if you are bidding a brand other than what we have indicated.

(J) is a calculated field and no entry can be made. This field calculates the price each of the item.

PLEASE NOTE: When completing column (I) Items per Order Unit – **please use only numbers.** For example, **if the price is “each” the entry should be the number 1.** If the price is “per case” then the entry should be the appropriate number per case. Column “H” indicates whether the packaging is each, box, case, etc. **Please do not leave any items blank that you are bidding.**

None of the other columns should be altered in any way. Column (K) Vendor Comment is used if you are bidding something other than what is being asked for, or if an explanation is necessary. **This spreadsheet is set up with calculated fields, so care should be taken to make sure the order quantities and quantities per order unit are correct. This will allow a fair comparison between vendors.**

D. Bids shall be completed and submitted in an electronic format.

If bid is mailed or hand delivered it must include a disk or thumb drive of the excel workbook that is attached to this bid.

If bid is e-mailed to sealedbid@sccad.com the excel workbook must be attached to the bid.

All correction or erasures shall be initialed by the signor of the bid. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties.

- E. Vendors may submit more than one bid proposal. No penalty or credit will be given for submitting multiple proposals.
- F. Bidders are responsible for reviewing their proposals prior to submission to be certain they can honor all price, terms and conditions offered in bid. Bidders may submit written amendments or withdraw their bid proposals up until the date and time of the scheduled bid closing. Once bids have been opened, all bidders will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. Bid default will result in either temporary or permanent removal from the District’s list of vendors in good standing.
- G. This is a line item bid. The District reserves the right to accept or reject any or all bids received and to purchase from any or all vendors.
- H. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Invitation for Bid.

I. Bidders may obtain bid results by faxing a request to 636-344-7675 and referencing the bid project: Medical Supplies 2019.

J. **Bid Closes:**

Bids must be submitted by 2:00 P.M. local time on February 22, 2019.

BIDS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED.

K. **Determination:** St. Charles County Ambulance District reserves the right to be the sole determining party as to which bids meet specifications. Any item, which, in the opinion of the district, does not produce satisfactory results or services, may be returned to the successful bidder as not meeting specifications.

L. **Inquiries:** All inquiries should be directed to:

Allison Callison at 636-344-7656
Or E-mail: BidQuestions@SCCAD.com

St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376

M. **Signature:** **Initial all pages of this bid and return with the signed signature page.** All bids must be signed by a duly authorized representative of the person, partnership or corporation offering the bid. Failure to sign the Invitation for Bid document may result in automatic disqualification of the bid. The District reserves the right to request written confirmations of persons authorized to sign all bids on behalf of a company.

5. SPECIFICATIONS

Descriptions of all items are in Column B. We have tried to give as accurate a description as possible.

St. Charles County Ambulance District has specified products that are currently in use and would like to maintain such product for interoperable usage. **Whenever the specification names a preferred brand, make, manufacturer, or other definite specification, they are marked with **.** They are to be used unless the bidder can demonstrate to the District's satisfaction that a like product is equal to or greater than the product requested, and for an equal or lesser price than the specified requested item as bid by other bidders. **Samples for any exceptions or substitutions to specified products to demonstrate like quality and type must be included with the bid, and shall be at no cost to the District.**

Please pay special attention to Column C where the “Preferred Brands” are marked with **. It is important that the product you bid is the item we request. Items that are not marked with ** might have a suggested brand along with a suggested manufacturer’s part number. If you are bidding something different, please take care to make sure it is a comparable product and submit a sample.

Included in Column “E” is our previous 12-month usage. The quantities are each.

Scope: This specification covers the purchase of commercially produced, medical equipment and supplies hereinafter referred to as supplies. This specification is to provide competitive pricing to the St. Charles County Ambulance District and to neighboring fire protection districts listed in this bid.

Purpose: The purpose of this document is to provide minimum specifications and test parameters for the medical supplies and equipment that meets the needs and desires of the District. The object is to provide equipment that is in accordance with nationally recognized guidelines.

Classification: These specifications call for the following type:

- A. Pre hospital Emergency Medical Equipment – Equipment used in the treatment and transportation of sick or injured patients.
- B. Pharmaceuticals – Medications and supplies used to dispense medications as prescribed by a physician.
- C. Disposable Medical Supplies – Disposable medical supplies used in the treatment and transportation of sick or injured patients.
- D. Training Equipment – Equipment and supplies used in professional and community education programs.

General: This is an engineer, design, construct, and delivery type specification and is not the intention of this agency to write out vendors of similar or equal equipment of the types specified. It should be noted, however, that this specification is written around specific needs of this agency. With the intent to standardize certain components, therefore, in numerous places we have named specific brands of a component. This has been done to establish a certain standard of quality. Other brands will only be accepted providing the vendor provides documentation in the bid that the particular brand offered meets or exceeds the quality of the actual brand called for in the specification. Vendors are required to provide samples of substituted items at the vendor’s expense.

Materials: The equipment, devices, medical accessories, and electronic equipment to be delivered under this contract shall be standard commercial products, which meet or exceed the requirements of this specification. Materials used in the construction shall be new and not less than the quality conforming to current engineering and manufacturing practices. Materials shall be free of defects and suitable for the service intended.

Manufacturing Ability: It is the intent of these specifications that the manufacturer of the equipment has the ability to complete specified equipment within their plant or facility. In addition, the manufacturer must include with this bid proof of product liability coverage.

References: As further evidence of the vendor's ability to perform, the vendor shall submit a list of customers. The references shall include name of company, address, contact, and phone number.

Exceptions to Specifications: Any exceptions to these specifications must be clearly pointed out. Otherwise, it will be considered that items offered are in strict compliance with these specifications and the successful bidder will be held responsible. Any exception must be referenced by SCCAD Stock number and be explained in detail on a separate sheet marked "Exceptions."

Delivery: The delivery schedule that is submitted by the bidder and agreed upon by the District shall automatically become binding upon the successful bidder. Goods that are undeliverable within 10 business days may be awarded to the next qualified bidder.

Goods must have an expiration date of greater than 18 months from date of shipment.

FOB shall apply to the receiving address for St. Charles County Ambulance District as well as the agencies that are listed as a party of this cooperative purchasing agreement.

Payment shall be made in accordance with these specifications and the Bid Proposal submitted by the Bidder. **Payment shall be the responsibility of the Agency who ordered and accepted delivery of the items.**

Cooperative Purchasing Agencies: FOB, Delivery Address and Billing Information

Ship to:

St. Charles County Ambulance District
1987 Lohmar Lane
Cottleville MO 63376

Bill to:

St. Charles County Ambulance District
4169 Old Mill Parkway
St. Peters MO 63376

Central County Fire Rescue
#1 Timberbrook

St. Peters MO 63376

O'Fallon Fire Protection District
119 East Elm St.
O'Fallon MO 63366

Lake St. Louis Fire Protection District
2533 Lake St. Louis Blvd
Lake St. Louis MO 63367

Wentzville Fire Protection District

209 East Pearce Blvd
Wentzville MO 63385

Cottleville Fire Protection District
1385 Motherhead Rd.
Cottleville MO 63304

New Melle Fire Protection District
PO Box 27
3705 Mill St.
New Melle MO 63385

Orchard Farm Fire Protection District

5045 Hwy 94 North
St. Charles MO 63301

Augusta Fire Protection District
230 Green St.
Augusta MO 63332

Rivers Pointe FPD
1970 Church St.
Portage Des Sioux MO 63373

6. PRICING

- A. All bid prices shall be complete and include warranty and delivery of the items listed.

SHIPPING TERMS – FOB DESTINATION: All vendors shall quote price based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized representative.

- B. Payment shall be made in accordance with these specifications and the Bid Proposal submitted by the Bidder.
- C. All bid prices shall be completed and submitted in an electronic format as directed in “Bid Submission Information.” **Bid prices shall be valid for the year 4/1/2019 – 3/31/2020, or as otherwise specified on the Bid Proposal Form.**

List any other additional costs or conditions associated with this project:

7. AFFIDAVIT OF COMPLIANCE

- A. ELIGIBILITY OF VENDORS – MUST BE ENGAGED IN SUPPLYING PRODUCTS OR SERVICES RENDERED:** Pre-award inspection of the Vendor’s facility may be made prior to award of the contract. Solicitations will only be considered from firms which have been engaged in the business of manufacturing or distributing the goods and/or performing services as described in this Solicitation. The Vendors must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the DISTRICT. The DISTRICT reserves the right, before awarding the contract, to require a Vendor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the Vendor, including past performance and experience with the DISTRICT) in making the award in the best interest of the DISTRICT.
- B.** All items to be purchased in conjunction with this Solicitation shall be in accordance with all governmental standards to include, but not be limited to, those issued by the Office of Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA), the National Electric Code (NEC).

8. SIGNATURE PAGE

I have read and understand this invitation for bid and certify that I am a duly authorized representative of the person, partnership, or corporation offering this bid:

Company

Company Address

City State Zip Code

Telephone Number FAX Number

E-mail address

Federal Tax Identification Number

Signature & Title