

ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

INVITATION TO BID

PART A - GENERAL TERMS AND CONDITIONS

SPECIFICATION FOR: Firm Fixed Bid Prices for **Annual Medical Supplies** for the benefit of the Fire Rescue Services Department on an as needed basis.

BID NUMBER: 21-13

E-BID OPENING DATE: 2:00 pm, Wednesday, June 3, 2020

1.0 SCOPE

- 1.1 The instructions to bidders and general conditions described herein apply to transactions on material, supplies or services with an estimated aggregate cost of \$500.00 or more.
- 1.2 The herein included General Terms and Conditions (Part A); Specifications (Part B); and the Bidder's Check List (Part C); together with all attached documents herein identified, constitute the entire bid package. Specifications and supplementary documents are essential parts of the contract and requirements occurring in one are as binding as though occurring in all.

2.0 DEFINITIONS

- 2.1 The term "Invitation to Bid" means a solicitation of formal sealed bids. The acronym "ITB" means "Invitation to Bid".
- 2.2 The term "bid" means the offer as a price by the bidder.
- 2.3 The term "bidder" means the offeror.
- 2.4 The term "Change Order" means a written order signed by the Procurement Manager or authorized representative directing the vendor to make changes to a contract or purchase order resulting from the ITB.
- 2.5 The term "County" means Alachua County Board of County Commissioners, Alachua County, Florida.
- 2.6 The term "Board" means the County.

3.0 DISTRIBUTION OF INFORMATION

- 3.1 The County posts and distributes information pertaining to its procurement solicitations on DemandStar (www.demandstar.com).

- 3.2 The County has transitioned from accepting hard (paper) copy submittals to accepting electronic submittals through “E-Bidding” on DemandStar.com. In order to submit a bid response to this solicitation the bidder must be registered with DemandStar.

4.0 **PREPARATION OF BIDS**

- 4.1 Bidders are expected to examine the specifications, drawings, and all special and general conditions. Failure to do so will be at the bidder's risk.
- 4.2 Bidders shall furnish the information required by the ITB. Bids having any erasures or corrections must be initialed by the bidder in ink. Bids shall be signed in ink. All bid amounts shall be typewritten or filled in with ink.
- 4.3 Unit price for each unit offered shall be shown, and such price shall include packing and shipping unless otherwise specified. A total shall be entered in the "Total" column for each item offered. In case of discrepancy between the unit price and extended price, the unit price will be presumed correct. All or None bids will not be considered unless specifically requested in the ITB.
- 4.4 The bidders must state a definite time for delivery of supplies or performance of services.
- 4.5 The bidder should retain a copy of all bid documents for future reference.
- 4.6 All bids must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature.

5.0 **SUBMISSION OF BIDS**

- 5.1 Costs for the preparation and submittal of bids in response to this Invitation to Bid are entirely the obligation of the bidder and shall not be chargeable in any manner to Alachua County.
- 5.2 The bid response, containing all required documents, with authorized signatures, must be received by 2:00 p.m. on the due date indicated on the Bid Cover Page for this project. The bidder's complete submittal in pdf format must be uploaded into DemandStar.com prior to the 2:00 p.m. deadline.
- 5.3 **This platform will not accept late submittals.**
- 5.4 **Required documents**
- 5.4.1 EXHIBIT A “Bid Form”
- 5.4.2 EXHIBIT B, “Drug Free Workplace”
- 5.4.3 EXHIBIT C, “Public Record Declaration Or Claim Of Exemption”
- 5.4.4 EXHIBIT D, “Corporate Resolution”, if applicable.
- 5.4.5 Excel Spreadsheet 21-13 Annual Medical Supplies MASTER
- 5.5 Upload bid response as a pdf formatted document only, unless the solicitation states otherwise.
- 5.6 The pdf document should be titled with bidder's name, bid number, and, if the response is submitted in parts, include “Part # of x”.
- 5.7 Modifications to or withdrawal of a bidder's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in DemandStar.com in order to be recognized by the County. Any bid not withdrawn will constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide the County adequate time to award the Contract for the services specified in this solicitation.

- 5.8 The response must be signed by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach a corporate resolution granting authorization to the representative to execute on behalf of the business. **EXHIBIT D.**
- 5.9 The submittal of a proposal by a bidder will be considered by the County as constituting an offer by the bidder to perform the required services at the stated fees.
- 5.10 Samples of items, when required, must be submitted within the time specified at no expense to the County. If not destroyed by testing, vendor(s) will be notified to remove samples, at their expense, within thirty (30) days after notification. Failure to remove the samples will result in the samples becoming the property of the County.
- 5.11 Failure to follow these procedures is cause for rejection of bid.
- 5.12 Blank spaces must be filled in as noted, in ink or typed, with the amounts extended and totaled. Any corrections necessarily made on the bid form should be made by crossing out the item in error and inserting the corrected item immediately above. Such corrections shall be initialed and dated by the person signing the bid. No bid containing correction by erasure will be accepted.
- 5.13 Bids must be received at or before the specified time of opening as designated in the ITB. Bidders are welcome to attend; however, no award of bid will be made at this time. A bid tabulation will be furnished, upon request and posted to Demandstar.com.

6.0 NON-WARRANTY OF SPECIFICATIONS

- 6.1 Due care and diligence has been used in preparing these specifications. The County shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the bidders to determine the full extent of the request. It is the sole responsibility of the bidders to ensure that they have all information necessary for the submittal of bids.

7.0 INQUIRIES/QUESTIONS

- 7.1 No interpretation of the meaning of the Specifications and/or Scope of Services or contract documents will be made to any interested bidder orally. Every request for such interpretation shall be made in writing via email, with reference to the appropriate bid number in the subject line of the email. All request for interpretation or corrections shall be received by the **Mandy Mullins** at mmullins@alachuacounty.us no later than **midnight ten (10) days prior** to the Bid opening. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to **Demandstar.com**. **Oral answers will not be authoritative.** All addenda so issued shall become part of the bid documents.

8.0 PROPRIETARY INFORMATION

- 8.1 Responses to this Invitation to Bid upon receipt by the County become public records subject to the provisions of Chapter 119 F.S., Florida's Public Records Law. If you believe that any portion or all of your response is confidential or proprietary, or otherwise exempt from disclosure as a Public Record, you should clearly assert such exemption and state the specific legal authority for the asserted exemption. All material that designated as exempt from Chapter 119 must be submitted in a separate envelope, clearly identified as "PUBLIC RECORDS EXEMPT" with your name and the proposal number marked on the outside. Furthermore, you must complete **EXHIBIT C, PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION.**

- 8.1.1 Please be aware that the designation of an item as exempt from disclosure as a Public Record may be challenged in court by any person. By your designation of material in your proposal as "Public Records Exempt", you agree to defend and hold harmless the County from any claims, judgments, damages, costs, and attorney's fees and costs of the challenger and for costs and attorney's fees incurred by the County by reason of any legal action challenging your designation.

9.0 ELECTRONIC SIGNATURES

The Parties agree that an electronic version of the submitted bid shall have the same legal effect and enforceability as a paper version. The Parties further agree that the Electronic Submittal, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The County shall determine the means and methods by which electronic signatures may be used to execute an Agreement with the awarded vendor and shall provide the awarded vendor with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

10.0 ACCEPTANCE OF OFFER

- 10.1 The signed bid shall be considered an offer on the part of the bidder; such offer shall be deemed accepted upon completion of all steps in the Procurement process and issuance by the County of a Purchase Order, Blanket Purchase Order, or other contractual document.

11.0 FIRM PRICES

- 11.1 The bidder warrants that prices, terms and conditions quoted in his bid will be firm for acceptance for a period of not less than ninety (90) days from the bid opening date unless otherwise specified in the ITB. Such prices will remain firm for the period of performance of resulting purchase orders or contracts which are to be performed over a period of time.

12.0 TERM OF CONTRACT/RENEWAL

- 12.1 The agreement shall be effective for the period beginning on the date of the fully executed contract or issuance of a purchase order. Generally the term will begin on **October 1, 2020** and continue through **September 30, 2021** unless earlier terminated as provided herein. The county has the option of renewing this agreement for **two (2)** additional **one (1)** year-periods and the same terms and conditions outlined here in.
- 12.2 Negotiation of terms and conditions should be completed ninety (90) days prior to each contract period.
- 12.3 It is the intent of the County to issue a purchase order.
- 12.4 A contract as a result of the solicitation shall be deemed effective only to the extent of appropriations available to the County Agency at any time during the contract period.

13.0 **ESTIMATED QUANTITIES**

13.1 Whenever a bid requests prices to be firm for the period of performance, the quantities or usages shown are estimated only with no guarantee made by the County that these quantities shall be purchased. The quantities shown are the bidders' information only, and the County shall be bound only for actual quantities ordered.

14.0 **F.O.B. DESTINATION**

14.1 Unless otherwise specified in the ITB, all prices offered by the bidder must be F.O.B. Destination, inside delivery, with all delivery costs included in the bid price. Specific destination is indicated in the ITB. Failure to do so may cause rejection of the bid.

15.0 **AWARD**

15.1 The contract will be awarded to the lowest responsive and responsible bidder whose bid, conforming to the specifications and/or instructions to bidder, will be most advantageous to the County price and other factors considered.

15.2 The County reserves the right to accept or reject any or all bids in part or in whole with or without cause, to waive irregularities and technicalities, and to request rebids on the material described in the ITB.

15.3 The County also reserves the right to award the contract on such material as the County deems will best serve its interest.

15.4 The County reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interest of the unless otherwise specified.

15.5 If this ITB is for an estimated quantity of supplies, etc., versus purchase of a specific quantity of articles or service, consideration in awarding bid for yearly contracts will be given:

15.5.1.1. **First** to bidder offering firm prices for full contract period and, **Second** to bidder offering firm prices subject to market price reduction.

16.0 **BRAND NAMES**

16.1 Manufacturers' names and model numbers are used herein solely for the purpose of establishing a standard of design, quality, and use of the merchandise required. Products of other manufacturers will be acceptable if they meet or exceed such established standards with the exception of those items specified "NO SUBSTITUTION." Bidder shall state the brand name and model number of his equipment if different from those specified, and furnish appropriate documentation to enable the County to evaluate for compliance with standards required.

16.2 If a product other than that specified is bid, it is the bidder's responsibility to identify such product in his bid and he must prove to the County that said product is equal to or better than the product specified.

16.3 Unless otherwise specified, evidence in the form of samples may be requested if the proposed brand is other than specified by the County. Such samples are to be furnished after the date of bid opening only upon request. If samples should be requested, such samples must be received by the County no later than four (4) days after formal request is made.

17.0 VARIATIONS OF SPECIFICATIONS

17.1 For purposes of bid evaluation, bidder must indicate any variances from our specifications and/or conditions, no matter how slight. Any variations shall be indicated on a separate sheet, and attached to the bid form. If variations are not stated in the bid, it will be assumed that the product or service fully complies with the specifications, and the successful bidder will be held responsible for meeting these specifications.

17.2 **No alternative bids shall be submitted unless specifically requested** in the "Invitation to Bid" document.

18.0 QUALITY

18.1 All materials shall be new and in no case will used, reconditioned or obsolete parts be acceptable. All equipment specifications are to be considered minimum requirements.

19.0 ACCEPTANCE

19.1 The material delivered under this bid shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted to the satisfaction of the County. It must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the County is found to be defective or does not conform to specification, the County reserves the right to cancel the order upon written notice to the bidder and return product to bidder at the bidder's expense. The County shall not be liable for payment for any portion thereof.

20.0 DELIVERY

20.1 Time is of the essence in the filling of this order. No delays in shipment and material or rendition of services will be permitted except as authorized by the County in writing. Please notify Alachua County Procurement, (352) 374-5202 at once of anticipated delay. Excessive or unusual transportation charges caused by the contractor's inability to deliver by specified date and in specified quantities shall be charged to the contractor. Right is reserved to cancel this order or any part thereof if the foregoing is not complied with. In the event of cancellation pursuant to this clause, the County may procure similar articles or services elsewhere or secure the manufacture and delivery of the articles by purchase order or otherwise, and contractor shall be liable to the County for excess costs.

21.0 CONTRACTOR'S INSURANCE

21.1 The contractor shall provide and maintain during the life of the contract, coverages and amounts stated in **EXHIBIT E**.

21.2 Failure to maintain such insurance may be deemed as a cause of termination of this agreement.

22.0 **INDEMNIFICATION**

- 22.1 The Purchaser agrees to protect, defend, indemnify, and hold the County and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to personal injury, death, damage to property (including destruction) defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The Purchaser further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Purchaser agrees that indemnification of the County shall extend to any and all work performed by the Purchaser, its subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Purchaser's insurance coverage. This indemnification provision shall survive the termination of the Contract between the County and the Purchaser.
- 22.2 Nothing contained herein shall constitute a waiver by the County of its sovereign immunity, the limits of liability or the provisions of §768.28, Florida Statutes.

23.0 **WARRANTY**

- 23.1 In addition to any warranty implied by law or fact, and any other express warranties, bidder expressly warrants all items to be free from defects in design, workmanship and materials; to conform strictly to applicable specifications and to be fit and sufficient for the purpose intended to be merchantable. All warranties shall survive inspection, test, acceptance of and payment by the County.

24.0 **CONFLICT OF INTEREST**

- 24.1 The bidder, by signing his bid, certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order.

25.0 **COLLUSION**

- 25.1 The bidder, by affixing his signature to the bid form, declares that the bid is made without any previous understanding, agreement, or connections with any persons, firms or corporations making a bid on the same items and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- 25.2 The bidder, by affixing his signature to the bid form, declares that no County Commissioner, other County officer, or County employee, directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

26.0 **TAXES**

26.1 The County is exempt from any taxes imposed by the State and/or Federal Government. Exemption Certificate will be provided upon request.

27.0 **MANUFACTURER'S CERTIFICATION**

27.1 The County reserves the right to request from bidders a separate manufacturer certification of all statements made in the bid. Failure to provide such certification may result in rejection of bid or default termination of contract for which the bidder must bear full liability.

28.0 **COMPLIANCE WITH LAWS AND REGULATIONS**

28.1 Bidder agrees to will comply with all federal, state, and local laws and regulations applicable to the productions, sale and delivery of the goods or the furnishing of any labor or services called for by this order, and any provisions required thereby to be included herein shall be deemed to be incorporated herein by reference. Noncompliance may be considered grounds for termination of contract(s).

28.2 Bidder, by responding to this solicitation, hereby agrees to abide by and conduct its programs and provide its services in compliance with the provisions of the Civil Rights Act of 1866, Civil Rights Act of 1871, Equal Pay Act of 1963, Civil Rights Act of 1964, Age Discrimination and Employment Acts of 1967, Rehabilitation Act of 1973, 1990 Americans with Disabilities Act, 1991 Federal Civil Rights Act, 1992 Florida Civil Rights Act, and all other applicable ordinances, statutes, laws and amendments thereto.

29.0 **DEFAULT OF CONTRACT**

29.1 In case of default by the bidder or contractor, the County may procure the items or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned or incurred thereby.

30.0 **MODIFICATIONS OR CHANGES**

30.1 No agreement or understanding to modify this ITB and resultant purchase orders or contracts shall be binding upon the County unless made in writing by the Procurement Manager or authorized representative of the County.

31.0 **TERMINATION BY THE COUNTY**

31.1 The County reserves the right to terminate a contract by giving thirty (30) days' notice, in writing, of the intention to terminate if at any time the contractor fails to abide by or fulfill any of the terms and conditions of the contract. The County also reserves the right to terminate this contract for the convenience of the County, and/or with or without cause.

31.2 Fiscal Non-Funding: In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence, and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the County.

32.0 **ASSIGNMENT OF INTEREST**

32.1 The parties recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the County. Therefore, the vendor hereby assigns to the County any and all claims for such overcharges as to goods, material or services purchased in connection with the Agreement. However, for all other assignments, neither party will assign, convey, pledge, sublet, transfer or otherwise dispose any interest in this Agreement and shall not transfer any interest in same without prior written consent of the other party.

33.0 **MISCELLANEOUS**

33.1 These terms and conditions are in addition to and not intended as a limitation on any other terms and conditions agreed to between the parties.

34.0 **SWORN STATEMENT**

34.1 A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

35.0 **DRUG FREE WORKPLACE**

35.1 Section 22.09 Competitive Sealed Bidding of the Alachua County Procurement Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace **EXHIBIT B**, secondly to certified Small Business Enterprises (SBEs) bidders.

36.0 **WORKPLACE VIOLENCE**

36.1 Employees of bidders are prohibited from committing any act of workplace violence. Violation may be grounds for termination. Workplace violence means the commission of any of the following acts by a bidder's employee.

36.2 Battery: intentional offensive touching or application of force or violence to another.

36.3 Stalking: willfully, maliciously and repeatedly following or harassing another person

37.0 **VENDOR COMPLAINTS OR GRIEVANCES; RIGHT TO PROTEST**

- 37.1 Any actual or prospective bidder or proposer who believes that they have been aggrieved in connection with the pending award or other element of the process leading to the award of a contract may protest to the Procurement manager.
- 37.2 Any vendor complaints, grievance or protest shall first be submitted in writing to the Procurement manager within seven (7) calendar days following posting of the award recommendation on the County's web site. The Procurement manager will investigate the validity of the complaint and present the findings in writing to the vendor. If the vendor is dissatisfied with the Procurement manager's remedies, an appeal may be made to the county manager. The county manager will render a written response to the vendor. All decisions by the county manager shall be considered final, and no further appeal will be allowed.

PART B – SPECIFICATIONS

1.0 SCOPE OF SERVICES

- 1.1 Alachua County is seeking to purchase Medical Supplies and Equipment for the Fire/Rescue Services. The products to be ordered are described in the excel spreadsheet posted on Demandstar.com labeled “21-13 Annual Medical Supplies MASTER”.
- 1.2 The County reserves the option to add item(s) within the scope of the bid by accepting a mutually agreed upon price or by obtaining such items via the County’s regular Procurement Procedures.
- 1.3 Please provide packaging for all items.

2.0 DESCRIPTION OF GOODS AND SERVICES

- 2.1 Each item includes specifications and unit size; some include a manufacturer name and part number. Bidders must fill in the brand name and part number where indicated, as well as the packaging and price, even if bidding the same item/unit size specified.
- 2.2 “NO SUB” means NO Substitution of the specified item is acceptable; and if the Bidder cannot provide the exact product and exact packaging specified, “N/A” should be inserted in the price line. Including a bid price for an alternate product in this case will be considered non-responsive and not be considered.
- 2.3 Any item not specified as “NO SUB” allows Bidder to propose a generic or other substitute in accordance with Section 16.0. A commodity which meets the specifications given, but is manufactured by another firm may be bid. However, Bidders must fill in the Packaging (e.g.,#BOX), Brand/Part Number and Price where indicated. To confirm equivalency, the Bidder must be prepared to provide samples and/or detailed specification sheets in a timely manner, but only if requested.
- 2.4 Bidders must complete and submit the description, packaging and pricing of their product on a copy of excel spreadsheet. The Bidder must insert the price for the packaging specified in the bid description (e.g., \$__per box of 12); otherwise, that item will be considered non-responsive, and thus will not be considered for award.
- 2.5 The products to be ordered are described on the pages of the excel spreadsheet.
- 2.6 Any quantities indicated herein are only estimated and the County reserves the option to increase/and or decrease quantities, or delete items as required.

3.0 SUBSTITUTIONS

- 3.1 Where the specification indicates “or Equal” the Bidder may propose a substitute by indicating the brand name, part number and packaging. However, as specified in General Terms, Section 16.0, the Bidder is responsible to prove equivalency. Documentation and/or samples must be supplied upon request within 4 days. In the event that the Bidder is awarded the equivalent item, but it is later determined that the item does not meet required standards, in the judgment of the County, the Bidder must bear all costs for return of such goods, and the item will be procured from the next qualified bidder.

4.0 **DELIVERY**

- 4.1 Delivery will be F.O.B. Destination to the Fire/Rescue Central Supply Warehouse in Gainesville, Florida, or other locations within Alachua County, Florida. No minimum order will be required.
- 4.2 Delivery is required within 14 calendar days of receipt of order. In the event the product is not available in that period, the vendor shall contact the Purchasing Agent to advise when the delivery can be expected. If the delay in delivery is not acceptable, the County at its option may seek the product from another supplier. Excessive or repeated delay in deliveries may result in damages or termination of the agreement for all products awarded to that Vendor, as provided for in the General Terms and Conditions.
- 4.3 Prices bid should include shipping and handling costs.

5.0 **AWARD**

- 5.1 The County reserves the right to award multiple contracts for the items specified. In order to receive a contract, a bidder must qualify for award of at least five (5) items.

6.0 **ANNUAL PRICE ADJUSTMENTS AND/OR CHANGES**

- 6.1 The County may consider price adjustments, after initial contract term, once in a 12-month period, based solely upon manufacturer price increases/decreases. Successful Bidder shall provide to the County a written request for any such manufacturer increases/decreases. Such requests shall be addressed to the Issuing Office and shall be accompanied by written verifications of said price increases issued by the manufacturer. A minimum thirty-(30)-day advance notice period is required for such requests. Requests for price increases adjustments are subject to the review and approval of the County Procurement Agent. Successful Bidder shall apply and implement immediately upon notification from manufacturer any and all price decreases for items included under any contract resulting from this Invitation to Bid.
- 6.2 Any increase in cost shall not increase by a greater percentage than the percentage change in the Consumer Price Index of the U.S. City Consumer Price Index for Urban Consumers published by the United States Department of Labor during the previous twelve months or 5% whichever is lower.
- 6.3 Bidder must give the County advance notice of any changes in product.

PART C – BIDDERS CHECK LIST

- The checklist is intended as a reminder for certain important items and is not necessarily a complete list of what must be included in your BID submission.
- Bid Form (Remember to fill this form out completely) **THIS FORM MUST BE SIGNED.**
- Acknowledge all Addendum(s) issued with this solicitation. A place to check off acknowledgement is on the bid form.
- Submit the appropriate number of copies.
- Fill out **all of the exhibits** as required.
- Include any insurance requirements.
- Include any bid bonds that may be applicable.
- Remember to post your Bid on demandstar prior to the submittal deadline.

If you have questions concerning these items or other sections of the bid solicitation please contact procurement for clarification prior to submitting your bid.

BID FORM

BID NUMBER: 21-13 Annual Medical Supplies

E-BID OPENING DATE: 2:00 pm, Wednesday, June 3, 2020

INSTRUCTIONS FOR PRICE SHEET COMPLETION: Vendors must type their pricing into the Excel spreadsheet labeled "21-13 Annual Medical Supplies MASTER" and upload the spreadsheet in xlsx format and the required bid documents in pdf format to demandstar before 2:00.

VENDOR NAME:	Failure to provide the information requested below may result in rejection of bid.
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Acknowledge Receipt of Addendum(s) (if applicable circle):

#1 Yes No #2 Yes No #3 Yes No #4 Yes No

Bidder: _____ Company: _____

Address: _____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

DRUG FREE WORKPLACE

Section 22.09 Competitive Sealed Bidding of the Alachua County Procurement Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace, secondly, to certified Small Business Enterprise (SBE) bidders.

The undersigned vendor in accordance with §287.087, Florida Statute and Section 22.09 of the Alachua County Procurement Code hereby certifies that

Name of Business

Does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder’s Signature: _____ Date: _____

---OR---

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Bidder’s Signature: _____ Date: _____

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors (“Directors”) of _____, a
(insert name of company)

_____ corporation (the “Corporation”), at a duly and properly
(insert state of incorporation)

held meeting on the _____ day of _____, 20____, did hereby consent to, adopt,
ratify, confirm and approve the following recitals and resolutions:

WHEREAS, the Corporation is a duly formed, validly existing corporation in good standing under the laws of
the State of _____ and is authorized to do business in the State of Florida; and

WHEREAS, the Corporation desires to grant certain persons the authority to execute and enter into contracts and
conduct business on behalf of the Corporation.

NOW, THEREFORE, BE IT RESOLVED, that any of the following officers and employees of the Corporation
listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts
and documents on behalf of the Corporation, and to do and take such other actions, including but not limited to
the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications
for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related
to any bids, proposals, or contracts to, for or with to Alachua County, a charter county and political subdivision
of the State of Florida:

NAME

TITLE

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Procurement Manager of Alachua County, establishing the authority for the changes.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this _____ day of _____, 20____, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

(Corporate Seal) Secretary of the Corporation

By:_____

(Print Secretary's Name)

TYPE “E” INSURANCE REQUIREMENTS
“Vendors”

Vendors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to the County.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

II. AUTOMOBILE LIABILITY. (When Vendor Delivers to County Premises)

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 Combined Single Limit each accident.

III. WORKERS COMPENSATION AND EMPLOYER’S LIABILITY. (While Vendor’s Employee(s) are on County Premises)

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

IV. OTHER INSURANCE PROVISIONS.

The policies are to contain, or be endorsed to contain, the following provisions:

- A Commercial General Liability and Automobile Liability Coverages
 - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; or automobiles owned, leased, hired or borrowed by the Vendor.
 - 2 The Vendor’s insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of the Vendor’s insurance and shall be non-contributory.
- B Workers’ Compensation and Employers’ Liability Coverages
 - 1 The insurer shall agree to waive all rights of subrogation against the County, its officials, employees and volunteers for losses arising from work performed by the Vendor for the County.
- C All Coverages
 - 1 The Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a “claims made” or “per occurrence” form. If any cover is provided under a claims made from the certificate will show a retroactive date, which should be the same date of the contract or purchase order (original if contact is renewed) or prior.

V. **SUBCONTRACTORS**

Vendors shall include all subcontractors as insured under its policies. All coverages for subcontractors shall be subject to all of the requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners

The Certificate of Insurance must contain the following:

Department Contact: **Mark Shelton**
Department: **Fire Rescue**
Dept. Contact Phone: **352-334-0403**
Dept. Contact Email: mshelton@alachuacounty.us
Written Quote: **21-13 Annual Medical Supplies**