

Invitation for Bids (IFB)
20IFB015
NURSE AND FIRST AID SUPPLIES & EQUIPMENT

Date	Event
August 20 & 27, 2019	Advertise/Issue Date
September 5, 2019	Due Date for Questions by 2:00 pm
September 6, 2019	Questions & Answers and Addenda posted to website
September 12, 2019	IFB Closing / Due Date at 2:00 pm CST

- Questions regarding this bid must be submitted via e-mail to the bid contact listed below. E-mail subject line should read: **Questions - 20IFB015 Nurse and First Aid Supplies & Equipment.**
- Responsive bids must include:
 - One (1) hard copy bid packet** marked **“ORIGINAL”**
 - One (1) flash drive containing only the approved BID RESPONSE FORM in EXCEL format.**
- Proposals must have a cover page with firm’s name and contact information.
- Proposals must be clearly marked with IFB Project Number and Title:
20IFB015 Nurse and First Aid Supplies & Equipment
- Proposals must be delivered **in-person** or by **postal carrier** in a **sealed envelope** or **carton**; FAX, e-mail or other electronic submittals will not be accepted.
- Proposals must be received on or before the opening time and date noted above.

Deliver Sealed Bids to:
 Austin Independent School District
 Contract and Procurement Services
 1111 West 6th Street
 Building A, Suite 330
 Austin, TX 78703

Bid Contact:
 Jessica R. Balandrán
 Procurement Specialist
 Phone: 512-414-2126
 Fax: 512-480-0924
jessica.balandran@austinisd.org

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is soliciting qualified and experienced firms to provide Nurse and First Aid Supplies & Equipment. Purchases made under this bid are intended primarily as replacements or supplements to existing stock at (129) Austin Independent School District (District) campuses and varying departments. Items will be purchased on an as-needed basis throughout the term of the agreement. Award(s) will be based on best overall value for the District, not necessarily lowest price.

Bidders may make written inquiries concerning this solicitation to obtain clarification of the bid requirements. Inquiries shall be submitted no later than the time and date specified on the cover page. Questions received by this deadline, and corresponding answers, will be included in an Addendum. All addenda will be posted to [our website](#) and accessible at this web link: [AISD Bid Postings](#).

II. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years from the date of award, or such date established by the agreement. The parties, by mutual consent, may renew the agreement for up to three (3) additional 1-year periods. Prior to each renewal period, awarded firm(s) will have the option to submit updated pricing for awarded items and/or submit discontinued/substitute items for consideration. The District reserves the right to extend the contracts beyond the final expiration date if necessary, to ensure no lapse in service.

III. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. GENERAL

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included.

A copy of the **Master Purchase Agreement** to be issued to awardees is located on [our website](#) for reference only. The District has prepared this boilerplate to help expedite the contracting process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid; in the event of an award decision under this solicitation, both parties will negotiate an agreement for execution.

Awarded vendors agree to accept the following conditions throughout term of agreement:

- a. Items will be ordered in varying quantities; there is no guaranteed minimum;
- b. Items will be ordered on an “as needed” basis only;
- c. Items will be shipped-to multiple AISD locations.
- d. AISD reserves the right to award line items to a single or multiple vendors; whichever is in the best interest of the District. Awards will be made based on price/discounts offered, servicing ability, past performance with AISD, and recommendations of references, throughout the term of the agreement.

2. BID SUBMISSION

Bids must be submitted on the BID RESPONSE FORM only, and must reach the AISD Purchasing Office on or before the hour of opening on the date specified. Late bids will be returned to the sender unopened. Bids must be submitted in a sealed, plainly marked envelope. Inquiries pertaining to this bid should be directed to the BID CONTACT listed on cover page.

The person whose signature appears on the Bid Response Form certifies (by signing this document) that the individual, firm and/or any principal of the firm on whose behalf this bid is submitted is not listed on the Federal Government’s “List of Parties Excluded from Federal Procurement and Non-procurement Programs” published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.

Amendments to bids, once filed, may be submitted in a properly identified sealed envelope, at any point prior to the date and time of bid opening. Bids must represent true and accurate information, and shall not contain any cause for claim of omission or error. If request for withdrawal of bid is allowed, based on proof of mechanical error, bidder may be removed from approved bid list.

IV. PERFORMANCE SPECIFICATIONS AND SERVICE REQUIREMENTS

This Invitation to Bid is to establish strategic supply agreement(s) for the supply of Nurse and First Aid Supplies & Equipment. Awardees of this bid are expected to provide the awarded items upon receipt of a valid purchase order from the district, throughout the term of the agreement.

1. PRICING

- a. The District seeks to establish the **lowest discounted pricing for each individual item** listed on the Bid Response Form and a separate **percentage discount based upon the vendor's most current catalog(s)**. Catalog items may be ordered by and shipped directly to schools and departments within the District. The price list/catalog(s) from which the discount(s) is based must be the latest published price list/catalog made available by the bidder.

A web link to vendor's price list/catalog(s) are required on the Bid Response Form. During the evaluation process and at random times throughout the term of the agreement, selected categories will be reviewed and verified for correct net prices.

- b. **Bid your lowest and best firm-fixed price.** Rebids will not be accepted. Pricing is to be firm for the duration of the initial contract period. The awarded vendor shall notify the Procurement Office immediately if circumstances arise which would affect pricing, product specifications and or availability of awarded individually items.

Unit Price shall include the following:

- Transportation charges, F.O.B. Destination, prepaid and allowed.
- Handling charges.
- Cost associated with processing orders if American Express Corporate Purchasing Card (P-Card) is used.

Awarded vendor(s) shall not add additional usage fees, convenience fees, or any other fees to the bid price when processing an order, nor should the final invoice reflect these fees.

- c. In case of discrepancy between Unit Price and Extended Total, the Unit Price shall be considered correct.
- d. For the purpose of evaluation, bidders must cite on the Bid Response Form, the range of minimum-to-maximum percentage discounts available to the district when purchasing non-bid/Catalog items. The exact discount applied to each purchase shall be clearly stated up-front on the formal quote.
- e. Bidder shall enter all pricing information requested on the BID RESPONSE FORM. Failure to complete this form, in-full, may result in disqualification of bid. Bidder may attach additional sheets, as an addendum to their bid, if needed.

2. DELIVERY

Items ordered must be delivered within (5-7) days after receipt of order unless specified otherwise for individual item(s). All items purchased under these specifications are to be delivered to the specific school or warehouse address designated on the purchase order or to delivery address as specified by the P-Card holder.

3. PRODUCT WARRANTY

Manufacturer's standard warranty shall apply. If bidding a make, model, brand or manufacturer other than those specified in the Bid Response Form, vendor must provide a copy of the manufacturer's warranty.

4. PRE-AWARD SUBSTITUTIONS

If Bidder cannot supply a listed item, bidder must indicate by entering 'NO BID' for that line item. If bidding an alternate item other than what is specified in the bid, clearly indicate on the Bid Response Form. All proposed alternates will be evaluated for acceptability by the Procurement Office prior to bid award.

5. POST-AWARD SUBSTITUTIONS

If an item proposed by your firm is accepted and an award is made, vendor shall furnish that item for the duration of the award period –or- furnish an acceptable substitute of equal or greater quality should the originally awarded item be discontinued. **Vendors are not authorized to automatically ship substitute items.** Acceptability of the proposed substitute shall be determined by the ordering campus, on a case-by-case basis.

6. PURCHASING METHODS

The required purchasing method under this bid is by issuance of a valid Purchase Order. There may be instances where end-users may need to use their district-issued P-Card, however, those instance would be the exception not the rule.

Vendors are required to submit (1) original invoice by email to the AISD Accounts Payable department at: AP_INVOICES@austinisd.org. Vendors must also present (1) invoice copy to the ordering campus with shipment, via email or by postal carrier. In all circumstances, it is the vendors responsibility to ensure the original invoice is submitted to Accounts Payable; campuses are not responsible for facilitating this function for the vendor.

V. REQUIRED FORMS

Bidders shall execute the following list of required forms. Forms can be downloaded at this web link: [Required Forms](#) or by visiting [our website](#). All forms must be fully executed and included with hard copy bid packet marked “ORIGINAL”. Required Forms do not need to be submitted on flash drive.

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Inequality Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire ([CIQ](#)). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code.
- Bid Response Form. This **Bid Response Form must be used to respond to this solicitation**. The form is available for download at this web link: BID FORM LINK, or by visiting [our website](#), see link titled: *Attachment 1 – Bid Response Form*. An electronic copy of your completed bid form must be submitted in fillable-PDF format, see cover page for specific instructions.
- HUBATT1F - “NO GOALS” - Statement of Responsibility

VI. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All proposers are required to follow the HUB Compliance Guidelines and complete the “No Goals” – Statement of Responsibility. Please submit the completed “No Goals” Statement of Responsibility with your proposal. All HUB inquiries should be directed to the HUB Program Department.



BID RESPONSE FORM

Bid Number:	20IFB015	Vendor Name:			
	Title:		Nurse and First Aid Supplies & Equipment	Contact Person	
	Due Date & Time:		9/12/19 at 2:00pm		Email & Phone:

Item#	Description	Additional Specifications	Brand Name	Manufacturer	UOM	Unit Price (1-100 units)	Unit Price (101-200 units)	Unit Price (over 200 units)
1	Alcohol Prep Pads							
2	Alcohol, Isopropyl	16 oz.						
3	Antibacterial Soap Dispenser	7.5 oz., w/ pump						
4	Antibacterial Soap, Refill	1 gallon						
5	Antiseptic No-Rinse Gel	4 oz						
6	Baby Wipes	7" x 8"						
7	Bandage, Elastic	3" x 5 yd, w/ Velcro closure						
8	Bandage, Elastic	6" x 5 yd. w/ Velcro closure						
9	Bandage, Fabric	2" x 4-1/2"						
10	Bandage, Fabric	4 wings 3" x 3"						
11	Bandage, Fabric	Knuckle 1-1/2" x 3"						
12	Bandage, Fabric strips	1" x 3"						
13	Bandage, Fabric strips	3/8" x 1-1/2"						
14	Blood Pressure Cuff, Adult	Universal type						
15	Blood Pressure Cuff, Child	Universal type						
16	Blood Pressure Cuff, Large Adult	Universal type						
17	Blood Pressure Kit	Multi-cuff (thigh, infant, lg. adult, adult, child)						
18	Cotton Balls, Large	Non-sterile						
19	Cotton Tip Applicator	6", 2/pk						
20	Cup	5 oz., paper, flat bottom						
21	Cup	Medicine						
22	Eye Pad, Non-Sterile	Oval						
23	Eye Wash, Sterile	Single use, 4 oz bottle						
24	Facial Tissues							
25	First Aid Spray (911 Relief only)	4 oz spray	911 RELIEF					
26	Gauze Pads, Non-Sterile	3" x 3"						
27	Germicidal Wipes / Disposable Cloths	160ct, (kills H1N1, MRSA, HIV-1, TB, E.coli, VRE, Norovirus)						
28	Gloves, Vinyl	Powder-free, Small						

Item#	Description	Additional Specifications	Brand Name	Manufacturer	UOM	Unit Price (1-100 units)	Unit Price (101-200 units)	Unit Price (over 200 units)
29	Gloves, Vinyl	Powder-free, Medium						
30	Gloves, Vinyl	Powder-free, Large						
31	Gloves, Vinyl	Powder-free, X-large						
32	Heating Pad	Standard dry						
33	Ice Bags	6" x 9", 2ML						
34	Lice Comb, Steel							
35	Lice Shampoo	2 oz., w/steel comb						
36	Nebulizer Tube & Mask, Adult	Universal type						
37	Nebulizer Tube & Mask, Youth	Universal type						
38	Otoscope Set, with illuminator/penlight	with Case, battery powered						
39	Otoscope Specula, Adult	Universal type, disposable						
40	Otoscope Specula, Youth	Universal type, disposable						
41	Paper for Exam Table	18"x 225' roll						
42	Paramedic Shears	7.25"						
43	Pocket Aerosol Chamber	Universal type						
44	Pocket Penlight	with Batteries						
45	Ring Cutter	Stainless steel, lightweight						
46	Roller Gauze, Non-Sterile	3" x 5yds						
47	Safety Pins	Assorted sizes, rust-resistant						
48	Saline Solution	12 oz						
49	Sanitary Pads, Maximum Absorbancy	Unscented						
50	Sanitary Pads, Regular Absorbancy	Unscented						
51	Sanitary Panty Liners,	Unscented						
52	Scissors, Bandage	5-1/2", Stainless steel						
53	Scoliometer							
54	Second (2nd) Skin Blister Kit	Varied sizes, 24-count	SPENCO					
55	Second (2nd) Skin Dressing Kit	3" x 4" Pads, 8-count	SPENCO					
56	Splinter, Forceps	4-1/2"						
57	Splints, Cardboard Padded	12" x 9"						
58	Splints, Cardboard Padded	18" x 9"						
59	Splints, Cardboard Padded	24" x 14"						
60	Stethoscope, Adults	Stainless steel, lightweight						
61	Stethoscope, Youth	Stainless steel, lightweight						
62	Tape 1/2" x 10 yds	Waterproof spool						
63	Tape 1/2" x 10 yds	Paper						
64	Tape, Transpore Surgical	1" x 10 yds						
65	Tefla Pads	2" x 3" Non-adhesive						

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Item#	Description	Additional Specifications	Brand Name	Manufacturer	UOM	Unit Price (1-100 units)	Unit Price (101-200 units)	Unit Price (over 200 units)
66	Thermometer Probe Covers	Sterile, universal type	WELCH-ALLEN					
67	Thermometer Sheaths	Sterile, latex-free, universal type						
68	Thermometer, Digital	Battery operated						
69	Tongue Depressor							
70	Triangular Bandage							
71	Underpads, Disposable	36"x36", Light absorbancy						
72	Vaseline Tube	2.5 oz						
73	Ziploc Freezer Bags	Quart size						
74	Ziploc Freezer Bags	Gallon size						
75	Percent (%) Discount off Catalog/Price List		Enter MINIMUM % Discount Available	0.0%	Enter MAXIMUM % Discount Available	0.0%		

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