

Alpine School District- First Aid Educational Supplies

Alpine School District Warehouse is seeking bids on First Aid Educational supplies to be made available and distributed to schools throughout our district.

Open	9/25/2020 2:00 PM MDT	Type	Invitation for Bid No Line Item
Close	10/6/2020 2:00 PM MDT	Number	ASDEF102020JW
		Currency	US Dollar

Contacts

Kraig Brinkerhoff

kbrinkerhoff@alpinedistrict.org

Commodity Codes

Commodity Code	Description
42170	Emergency and field medical services products including emergency or rescue blankets and spine boards and splints and ambulance cots and defibrillators and accessories and first aid supplies and kits
42130	Medical apparel and textiles including patient clothing and medical staff clothing and accessories and surgical drapes and medical gloves and accessories
42140	Patient care and treatment products and supplies including medical documentation products and syringes and accessories and eyeglasses and contact lenses
42280	Medical sterilization products including disinfecting or presterilization cleaning equipment and solutions and sterilization indicators and controls and wraps and packaging supplies

Description

Issuing Procurement Unit
Conducting Procurement Unit

Alpine School District ("ASD") Department of Purchasing
Alpine School District Warehouse

INVITATION FOR BIDS

First Aid Educational Supplies Bid SOLICITATION #ASDEF102020JW

This Invitation for Bids "IFB" is issued in accordance with State of Utah Procurement Code and the Utah Administrative Code. If any provision of this IFB conflicts with the Utah Procurement Code or the Utah Administrative Code, then Utah Procurement Code and then Utah Administrative Code will take precedence.

Purpose of this Solicitation

The purpose of this IFB is to enter into a purchase contract with the lowest responsive and responsible bidder to provide: First Aid Educational Supplies for the ASD Warehouse and Schools within the School District.

It is anticipated that this IFB will result in multiple contract awards. The methodology or formula that will be used to determine the number of contract awards is: Lowest responsible and responsive bidder per line item.

Closing date and time

The closing date and time for this sourcing event is October 6, 2020, 2:00 P.M. Mountain Time. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

Length of the Contract

The contract resulting from this IFB will be for SIX (6) months.

Background

ASD Warehouse supplies over 120 locations to schools and other departments within the school district. The Warehouse bids and stocks items for ordering and delivery year-round. This bid is used to stock the warehouse with these items for ordering.

Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number

The Alpine School District Department of Purchasing is the issuing procurement unit and ASD Warehouse is the conducting procurement unit for this IFB (referred to as "the District"). The reference number for this IFB is Solicitation #ASDEF102020JW.

This solicitation number must be referred to on all bids, correspondence, and documentation submitted to the District relating to this IFB.

Additional Information

Bidders are prohibited from communications regarding this IFB with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the District's Department of Purchasing procurement officer overseeing this IFB.

Wherever in this IFB an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Bidders.

Bidders may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the invitation to bid. Product samples must be furnished free of charge unless otherwise stated in the invitation for bids, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for bids, be returned at the bidder's expense. Samples must be labeled or otherwise identified as specified in the invitation for bids by the procurement unit.

New Technology

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

Evaluation of Bids

Each bid received shall be evaluated for responsiveness in as outlined in the Utah Procurement Code. This IFB shall be evaluated by the objective criteria described in this IFB. Bids submitted must comply with the prerequisites and questions sections of this IFB. Any bid that does not comply with the prerequisite and questions sections will be deemed non-responsive and will be rejected.

Multiple or alternate bids will not be accepted, unless otherwise specifically required or allowed in the invitation for bids. If a bidder submits multiple or alternate bids that are not requested in this IFB, the chief procurement officer or head of a procurement unit with independent procurement authority will only accept the bidder's primary bid and will not accept any other bids constituting multiple or alternate bids.

Any exceptions to the content of this IFB, including the prerequisites, must be protested in writing to the Department of Purchasing prior to the closing date.

To be responsive and responsible Bidders must review and respond to the following sections of this IFB: Prerequisites, Buyer Attachments, Questions, and Items.

- The Prerequisites Section contains the objective criteria that will be used to evaluate the bids, including the mandatory minimum requirements and general requirements that Bidders must certify that they have read, understand, and agree to in order to submit a bid.
- The Buyer Attachments Section contains the required Alpine School District Terms and Conditions of the IFB, which are non-negotiable, and other documents required for this IFB.
- The Questions Section contains the questions that Bidders are required to answer in order to submit a bid.

Bidders must review each section of this IFB carefully.

Prerequisites

- ★ 1. Bidders are encouraged to review this IFB prior to the deadline to submit a bid, even if a bid has been submitted, in case an addendum has been issued by the issuing procurement unit.
- ★ 2. All questions must be submitted through SciQuest (U3P) during the Question and Answer period.
- ★ 3. A Bidder must guarantee its pricing for the period described in this IFB.
- ★ 4. Bidders must accept the Standard Terms and Conditions that have been attached to this IFB. A contract that results from this IFB will include the required the applicable Standard Terms and Conditions. If the Standard Terms and Conditions are not attached to this IFB, then contact the purchasing agent assigned to this IFB.
- ★ 5. The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate bids. Bidders must upload a document which provides a point by point response to the mandatory minimums listed in this prerequisite.
- ★ 6. Bidders must provide their costs for this IFB as required by this prerequisite.
- ★ 7. Bids must be submitted electronically, through SciQuest (U3P).
- ★ 8. Any Bidder requesting that part of its bid be protected shall include with the bid a Claim of Business Confidentiality.
- ★ 9. The issuing procurement unit may not accept a bid after the time for submission of a bid has expired.
- ★ 10. Bidder acknowledges the requirements to submit a bid through SciQuest (U3P).
- ★ 11. Bids will be opened publicly in accordance with Utah Code 63G-6a-604.

Buyer Attachments

1. [Claim of Business Confidentiality Form](#)
2. [Changing your Time Zone](#)
3. [Attachment A - Terms and Condition](#)
4. [Attachment B - Cost Sheet](#)

Group 1: Acceptance of Prerequisites

- 1.1 Is Bidder presently or has Bidder ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? If yes, Bidder must provide a statement regarding its debarment or suspension. ★
- 1.2 Bidder acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: www.commerce.utah.gov. ★
- 1.3 Bidder acknowledges that they have read the mandatory minimum requirements prerequisite and any other prerequisites that may require a document to be uploaded. ★
- 1.4 Does Bidder have an outstanding tax lien in the State of Utah? If yes, Bidder must provide a statement regarding its debarment or suspension. ★
- 1.5 Is Bidder an employee of Alpine School District? If yes, then Bidder must submit an external employment form signed by Bidder's manager at Alpine School District. ★

Group 2: Vendor Information

- 2.1 Please provide your firm's legal company name. ★
- 2.2 Please provide your federal tax identification number? (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6 Identify your firm's type of business. ★

Group 3: Vendor's Submission

- 3.1 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by Alpine School District unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★

Group 4: Mandatory Requirements

- 4.1 Bidder confirms they have uploaded a completed cost sheet (Attachment B)? ★
- 4.2 Bidder confirms they can meet the deliverable time frame of 60 days from time of order. ★
- 4.3 Bidders agrees they have read and will abide by instructions on cost sheet. ★