

PROPOSAL REQUEST

For Medical Supplies

For the
Sumner County Emergency Medical Service



SUMNER COUNTY GOVERNMENT
SUMNER COUNTY, TENNESSEE
July, 2010

Introduction

David L. Pigna, Purchasing Director for Sumner County, Tennessee, is hereby requesting a proposal for medical supplies to be used by the Sumner County Emergency Medical Service (EMS).

General Information

Sumner County Government (hereinafter referred to as “Sumner County”) is hereby requesting proposals to be submitted for medical supplies for the Sumner County EMS headquartered at 411 South Water Avenue, Gallatin, Tennessee 37066.

General Requirements

Proposals, bids, or responses will be accepted by Sumner County no later than 2:00 p.m., **July 30, 2010** (local time). Every proposal must be enclosed in an envelope clearly marked Sumner County EMS medical supplies proposal, and shall include three (3) copies.

All proposals shall be submitted to the following address:

David L. Pigna, Purchasing Director
Sumner County Government
355 North Belvedere Drive, Rm. 205
Gallatin, Tn. 37066
dpigna@sumnertn.org

Questions should be directed to Dale Allen (dallen@sumner-ems.org) 615-451-0429 ext 122

All timely responses shall be reviewed by the appropriate Committee, and if necessary, the full Sumner County Commission prior to acceptance/bid award. Responses may be hand delivered or sent by mail, and must address the specifications set forth in this request. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered.

When the bid is awarded, all proposals will be subject to the Tennessee Open Records Act and the proposals will be available upon written request to the public.

Timeframe

The timeframe for all responses must be complete and in possession of Sumner County by 2:00 pm (local time) on **Friday, July 30, 2010**.

Proposals will be opened at an unspecified time after the **July 30th** deadline of 2:00 p.m. (local time).

Each submission/proposal must be complete. Any incomplete/incorrect responses will be rejected.

All respondents will comply with this RFP as a basis for the award of the bid.

Approval

The actual acceptance of any proposal may be delayed. **Therefore, all bid responses must remain valid for a period of no less than ninety (90) days.** Any exclusion to this shall be indicated in the response to this request.

Insurance Requirements and Liability

Each bidder, or respondent to the RFP, who may have employees, contractors, or agents working on Sumner County properties, **shall provide** copies of current certificates for general, as well as professional liability insurance, and workers' compensation of a minimum of **\$250,000.00**. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on Sumner County properties. **There will be no exceptions to the insurance requirement.**

Bond Requirements

Sumner County requires a bond, or letter of credit, for any construction projects that exceed \$25,000.00 upon bid award.

Payments

Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of Sumner County discourages the practice of picking up checks in person, unless there is an emergency situation.

Invoices are to be submitted to:

Sumner County EMS
411 South Water Avenue
Gallatin, Tennessee 37066

Invoicing & Terms of Payment: The contractor must provide an invoice upon completion of the specified requested services, and acceptance by Sumner County Government. All invoices shall indicate payment terms and any prepayment discounts.

Proposals requirement details:

This includes, but not limited to the following information. Any alternative recommendations may be so noted and priced separately from the basic request.

- *Bidder must support an Internet based ordering system with supply usage and cost reporting information*
- *Bidder shall have a 24 hour emergency shipping capability in the event of a disaster*
- *Bidder shall provide an availability of samples and/or short term evaluations of new products*
- *Pricing submitted shall be guaranteed from increases during the period July 31,2010 to July 31, 2011*
- *All shipments exceeding \$100.00 shall be FOB*
- ***Detailed list of supplies requested will be provided upon request from the Purchasing Director***

Bidder understands and accepts the non- appropriation of funds provision of the Sumner County government.

Tax Status

Sumner County is tax exempt.

Bidder Requirements

- Contractor, if located in Tennessee, is required to provide evidence of a valid State of Tennessee Business License and meet the Sumner County license requirement
- Contractor is required to provide evidence that you meet the Sumner County Government Insurance Requirements if work is performed on Sumner County Property
- Contractor is required to provide a reference list of clients that have a current contract for services with their company
- Contractor shall provide evidence of a company safety program and, if supported, a drug testing program (SEE ATTACHMENT)

The entity responsible for fulfilling this agreement shall be identified in the proposal response.

Right to Seek a New Proposal

Sumner County reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.

Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

Contract Nullification

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by Sumner County.

Applicable Law

Sumner County, Tennessee, is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful Contractor(s) agrees that they shall comply with all local, state, and federal laws, statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract, for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees which might be incurred.

Any contract will be interpreted under the laws and statutes of the state of Tennessee.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Therefore, any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of State statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

ATTACHMENT 1

DRUG-FREE WORKPLACE

Sumner County government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any Contractors providing goods or services to Sumner County must comply with all State and Federal drug free workplace laws, rules & regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____
COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County, TN to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the “Company”), and is duly authorized to execute this Affidavit on behalf of the Company.
 2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
 3. The Company is in compliance with all State and Federal Laws, Rules & Regulations requiring a drug-free workplace program.
- Further affiant saith not.

Principal Officer: _____

STATE OF _____
COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public

My commission expires: _____