

LAKE SHORE CENTRAL SCHOOLS

(Evans-Brant Central School District) Board of Education 959 Beach Road Angola, NY 14006

# 2018-2019 Bid Specifications for Health Supplies



## **BID OPENING INFORMATION**

Date: Thursday, April 26, 2018 Time: 2:30 p.m. Location: Lake Shore CSD Business Office 959 Beach Road Angola, NY 14006-9782

## **SCHOOL CONTACTS**

Daniel W. Pacos Purchasing Agent/Assistant Superintendent for Administration & Finance Lake Shore Central Schools (716) 926-2221 LAKE SHORE CENTRAL SCHOOLS

## BID SPECIFICATIONS FOR

## **Health Supplies**

- Notice to Bidder
- Instructions to Bidder
- Specifications
- Form of Proposal
- Bid Proposal Certification
- Corporate Resolution

PUBLISHED:	Dunkirk Observer on 3/12, 3/13 and 3/14/18 The Buffalo News on 3/12/18
BID LOCATION:	District Business Office – Lake Shore CSD 959 Beach Road Angola, NY 14006-9782
BID OPENING DATE:	Thursday, April 26, 2018
TIME:	2:30 p.m.

Name of Bidding Company:	 	 
Address:	 	 
City or Town:	 	 
Phone Number:	 	 
Signature of Bidder:		 

## **NOTICE TO BIDDER**

- Notice is hereby given, that pursuant to the Board of Education of Evans-Brant Central School District, Angola, New York, (herein after "The Board of Education"), sealed proposals for furnishing <u>Health</u> <u>Supplies</u> to the school district for the 2018-19 school year are being solicited through this bid. Bids received shall be opened and publicly read aloud on <u>Thursday, April 26, 2018 @ 2:30 p.m.</u> in the Lake Shore CSD District Business Office, 959 Beach Road, Angola, New York. BIDS RECEIVED AFTER THE STATED HOUR AND DAY SHALL BE REJECTED AND RETURNED UNOPENED. Bidders and other persons so interested may be present in person or by a representative at the bid opening.
- 2. The Board of Education reserves the right to reject any or all bids to waive such informalities or accept equivalent bids where it is determined to be in the best interest of the school district. The Board of Education further reserves the right to determine which items if any are equivalent to the items being bid. Vendors must indicate catalog number, page number and manufacturer for each item bid. A current catalog shall be submitted with the bid.
- 3. Bids shall be submitted on the forms provided (Vendors have the option to submit bids on an alternate form, but in ALL cases forms submitted MUST reflect the District's item number and be listed in the same order as shown on the Districts' bid document). Only one (1) copy of the bid should be submitted. Each bid must be signed by an officer of the company. It is permissible to return only those pages on which you have submitted bids. *Blank sheets can be removed from your submittal.*
- 4. Bidder shall indicate both unit price and total cost in columns provided on the bid sheet (or substituted electronic format). The bidder may bid on any or all items listed on the bid form. <u>All bid prices are to include</u> <u>shipping charges (Delivered Cost)</u>, and bid prices shall be firm through September 15, 2018. The District reserves the right to reject bids that require a minimum order amount for free shipping.
- 5. An **"Affidavit of Non-Collusion"** is attached and forms a part of this bid proposal. **FAILURE TO SIGN THIS STATEMENT WILL CONSTITUTE GROUNDS FOR REJECTION OF BID.**
- 6. The return envelope containing the bid submission must be plainly marked with the date, hour of bid opening and the words: <u>"Health Supplies Bid"</u>.

- If proposals are forwarded by mail, preferably by registered mail, the envelope containing the bid proposal and marked as directed above must be enclosed in another envelope addressed to the Board of Education, Evans-Brant Central School District, 959 Beach Road, Angola, NY 14006-9782.
- 8. Prices quoted are net and exclusive of all federal, state, municipal and excise taxes.
- 9. No bidder may withdraw his bid within forty-five days after actual date of bid opening thereof. **Prices shall be firm through September 15, 2018.**
- 10. Materials Safety Data Sheets (MSDS) will be required for all pertinent products at the time of order.
- 11. Delivery of at least 90% of the order shall be made within thirty (30) days of receipt of a valid purchase order. \*Please note that the District will issue payment when orders are 100% complete, and will NOT issue partial payments for incomplete orders.
- 12. All items shall be delivered to the "Ship To" address on the purchase order.
- 13. Bid tabulation Reports will be made available on the District's website <u>www.lakeshorecsd.org</u>, after the bids are awarded.
- 14. The Board of Education reserves the right to award bids by item, by category or subcategory, or in total, as is in the best interest of the school districts. The Board further reserves the right to reject any and all bids, and to hold all bids for a period of sixty (60) days for review.
- 15. The Board reserves the right to issue multiple Purchase Orders for bids items, to the same vendor. This shall be done to allow vendors to package orders for individual teachers within the District. If the successful vendor specifies a minimum order for free shipping, all Purchase Orders issued to the vendor will be aggregated in determining if the minimum order level was reached.

BY ORDER OF THE BOARD OF EDUCATION EVANS-BRANT CENTRAL SCHOOL DISTRICT, ANGOLA, NY 14006

DATED: <u>February 21, 2018</u>

Daniel W. Pacos Assistant Superintendent for Admin. & Finance Evans-Brant (Lake Shore) Central School District

## **INSTRUCTIONS TO BIDDERS**

#### PROPOSALS:

Shall be as directed on the "Notice to Bidders".

Signatures shall be in long hand, and completed forms shall be without interlineations, alteration, or erasures.

Owner reserves the right to waive any formalities in any and all bids.

#### **QUALIFICATIONS OF BIDDERS:**

Competency and responsibility of bidders will be considered in making the awards. Owner will award contract to the lowest responsible bidder. The Board of Education further reserves the right to reject all bids and re-advertise in the manner prescribed by law, where it is considered to be in the best interest of the District.

In determining the qualifications of bidders the Board will consider the record in the performance of any contract for similar services or products into which a contractor may have entered with the Board, and the Board specifically and expressly reserves the right to reject the bid of such bidder if the record discloses that such bidder, in the opinion of the Board, has not properly performed such contracts. The Board may make such investigation as it deems necessary to determine the ability of the bidder to perform the terms of the contract, and the bidder shall furnish the Board all information for this purpose as the Board may request. The Board reserves the right to reject any bid if investigation of the bidder reveals that in the opinion of the Board, the bidder is not properly qualified to carry out the obligations of the contract, and complete the work contemplated herein within the time limit agreed upon. <u>Conditional bids will not be accepted.</u> The bid determined to be second low shall be held in force for a period not exceeding 30 days after performance begins by the successful bidder. In the event of cancellation or default of contract, the Board of Education reserves the right to either award to the next low bidder or re-advertise the bid in the manner prescribed by law. In the absence of a statement to the contrary, the Board shall assume this stipulation to be agreed upon by the designated second low bidder.

#### **SPECIFICATIONS:**

Wherever a particular brand or manufacturer is named within the attached specifications, it is for establishing a standard of quality and the term "or equal" shall be understood.

Any bidder wishing to bid on "or equal" or better material than specified here-in shall present positive proof that such substitutions are equal or better and such substitutions may be allowed only at the discretion of the Board. Bidders are encouraged to submit samples of items alleged to be "of equal" or "better" quality.

#### PAYMENT:

Payment will be made on invoices presented following delivery and acceptance by the Board of Education. \*Please note that the District will issue payment when orders are 100% complete, and will NOT issue partial payments for incomplete orders.

#### ESCAPE CLAUSE:

The owner reserves the right to cancel the contract within 30 days if contractor fails to live up to the contract specifications.

#### **BUY-AGAINST CLAUSE:**

In the event that the successful bidder is unable or unwilling to supply the agreed upon items in accordance with their bid awarded by the Board of Education, the District reserves the right to purchase the items from the next lowest bidder. In this event, the vendor that received the original bid award will be required to reimburse the District for any and all price differences incurred, and all legal costs incurred (if any) for the collection of such amounts. Page 6 BIDDING DOCUMENT FORM OF PROPOSAL

## FORM OF PROPOSAL

Pursuant to the advertisements published in the Buffalo News on March 12, 2018 and The Dunkirk Observer on March 12, March 13, and March 14, 2017 requesting proposals for **Health Supplies**, \_\_\_\_\_\_\_, bidder hereby proposes to provide the required material as described in the published

advertisement, and in accordance with the specifications, notice and instructions to bidders, as written. Successful bidder agrees to furnish and install material as herein specified, <u>within thirty days</u> after receipt of valid purchase order.

COST OF:	 	 
SIGNED:	 	 
TITLE:	 	 
ADDRESS:	 	 
DATED:	 	

## **BID PROPOSAL CERTIFICATIONS**

FIRM NAME:	
BUSINESS ADDRESS:	
_	
TEL. NO.:	DATE OF BID:

#### I. General Bid Certifications

The bidder certifies that he/she will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this bid.

#### II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals in political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitors:
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly, to any other bidder or to any competitor, and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if an any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which acts forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists the such items, or © has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (3). (2) Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

SIGNATURE (AUTHORIZED): \_\_\_\_\_

TITLE:

## **RESOLUTION – FOR CORPORATE BIDDERS ONLY**

Resolved that	_be authorized
(Individual)	
to sign and submit the bid or proposal of this corporation for the following	item(s):
Health Supplies, and to include in such bid or proposal the certificate as t	o non-
collusion required by Section One Hundred Three Paragraph d. of the Gen	eral Municipal
Law as the act and deed of such corporation, and for any inaccuracies or m	nisstatements in
such certificate this Corporate bidder shall be liable under the penalties of	perjury.
The foregoing is a true and correct copy of the resolution adopted by	
Corporation at a meeting of its	Board of
Directors held on theday of,	and
is still in full force and effect on thisday of	

Secretary

(SEAL OF CORPORATION)

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
001563	ANTISEPTIC WIPES: Benzalconim Chloride Antiseptic towelette, 100/bx, individually wrapped		BX	10.00		
	Substitute (Please Specify)					
001564	APPLICATORS: 6" cotton tipped, 100/pk		PK	50.00		
	Substitute (Please Specify)					
001567	BAGS: Plastic ziplock 1 gal, Heavy-duty freezer, w/place to write on, 20/BX Glad or equivalent		BX	18.00		
	Substitute (Please Specify)					
001568	BAGS: Plastic ziplock 1 pt. Heavy-duty freezer, w/place to write on, 20/bx Glad or equivalent		BX	12.00		
	Substitute (Please Specify)					
001572	BAND AIDS: Ex. Large, 2x4-1/2", Plastic, clear, sterile, 50/BX, J&J or equivalent		BX	12.00		
	Substitute (Please Specify)					
001576	BAND AIDS: Junior size, Flexible Fabric Strips, sterile, 1x3", 100/BX		BX	120.00		
	Substitute (Please Specify)					
001585	BANDAGES: 2x3" Non-stick Pads, indiv. wrapped, 100/BX		BX	10.00		
	Substitute (Please Specify)					
001587	BANDAGES: 4x4" gauze Pads, sterile, indiv. wrapped, 100/b		вх	10.00		
	Substitute (Please Specify)					
001591	BANDAGES: Elastic gauze, sterile, 2" wide x 5 yds. long, 12 RLs/BG		RL	36.00		
	Substitute (Please Specify)					
001607	GLOVES: Nitrile, MEDIUM size, (butadiene-acrylonitrile) polymer, powder free disposable exam Gloves, non-sterile, 100/bx (For people sensitive to latex ONLY. Please use ONLY if a person CAN't use latex, due to being very expensive)		BX	30.00		
	Substitute (Please Specify)					
001634	SPONGES: Non-sterile, 3x3", 12 ply, 200/BG		BG	12.00		
	Substitute (Please Specify)					
001638	TISSUES: Facial tissues, white, full size, 100 ct/BX Kleenex or equivalent		BX	300.00		
	Substitute (Please Specify)					

		Vendor	Unit of	Quantity		
Item Number	Item Description/Specification	Reference	Measure	Reported	Unit Price	Total Bid
001640	TONGUE DEPRESSORS: Sr. size, 6x3/4", 500/BX		BX	3.00		
	Substitute (Please Specify)					
001648	WIPES: BABY Flat BX 80 count		BX	72.00		
	Substitute (Please Specify)					
001878	GLOVES: Vinyl, LARGE size, powder free, disposable exams Gloves, non-sterile, synthetic / vinyl, 100/BX.		ВХ	20.00		
	Substitute (Please Specify)					
ADD-0000001	Rolyan Press Self-Adhesive loop- white 1x 25 yards, 1 inch width - PERFORMANCE HEALTH SUPPLY, INC. Item Reference# 081181973		EA	1.00		
ADD-0000002	Rolyan Hook: Self adhesive, 1x 25 yards, 1 inch width - PERFORMANCE HEALTH SUPPLY, INC. Item Reference# 081181932		EA	1.00		
ADD-0000003	#C30010 Conners-3 Parent Quick Score (25 pkg) - MULTI-HEALTH SYSTEMS		EA	1.00		
ADD-0000004	#C30011 Conners-3 Teacher Quick Score (25 pkg) - MULTI-HEALTH SYSTEMS		EA	1.00		
ADD-0000005	#CECO20 Conners-3 Chidhood Software Install (USB) - MULTI-HEALTH SYSTEMS		EA	1.00		
ADD-0000006	Biodots-500-5 pkgs of 100 Sold by Amazon, provided by stressmarket.com		BD	1.00		
ADD-0000007	134-8646 Cramer 950 Porous Athletic Tape 1.5" x 15 yds, 32 rolls/case **NO SUBSTITUTIONS**		CS	8.00		
ADD-0000008	829-4227 AC Tape Plus, 3" 4rolls/box		BX	1.00		
ADD-0000009	112-6132 Henry Schein Flexible Fabric Elastic Strips 3/4" x 3" 100/box		BX	1.00		
ADD-0000010	2618-40 Extra Large Flexible Fabric Bandages 2" x 4" 50/box		BX	6.00		
ADD-0000011	104-4132 Henry Schein Criterion Non-Woven Sponges Sterile 2's, 4 ply, 3"x3" 50/pkg		PK	6.00		
ADD-0000012	104-8665 Henry Schein Criterion Non woven Sponges, sterile 2's 4 ply 4"x4" 50/pkg		PK	12.00		
ADD-0000013	900-4972 Triple antibiotic Ointment 1 oz tube		ТВ	3.00		
ADD-0000014	2435-53 Gold bond o Mess Powder Spray Fresh 7 oz can		CAN	2.00		

Vendor Name

Vendor Name
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Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
ADD-0000015	900-4683 Henry Schein Elastic Bandage w/ velcro 4" x 4.5 yds 10 rolls/box		BX	4.00		
ADD-0000016	900-4684 Henry Schein Elastic Bandage w/velcro 6" x 4.5 yds 10 rolls/box		BX	2.00		
ADD-0000017	890-0592 Glucose Gel 6/pkg		PK	1.00		
ADD-0000018	46620 Banana Boat Ultra Defense Sheer Sunblock SPF 50 8 oz tube		ТВ	1.00		
ADD-0000019	610-8876 Sani-Hands ALC Antimicrobil Alcohol Gel Hand Wipes 135		CAN	1.00		
ADD-0000020	683-5275 Mueller Clear Zipper Bags, Small 5.5"W X 7.5"H		EA	5.00		
ADD-0000021	949-1498 Blue 5oz polycoated paper cups Case of 1000		CS	1.00		
ADD-0000022	101-2443 5 oz Green plastic cups 1000/case		CS	1.00		
ADD-0000023	2427-39 Baeline Pulse Oximeter		EA	1.00		
ADD-0000024	2405-70 Pedialyte Electrolyte Solutions, 16 Freezer Pops		BX	1.00		
ADD-0000025	112-6145 Henry Schein Instant Cold Compresses 6" x 9" 24/case		CS	10.00		
ADD-0000026	199-5021 Instant Hot Packs 4" x 7" 24/case		CS	2.00		
ADD-0000027	134-1241 Cramer Flexi-wrap 6" x 650' 6rolls/case Rolls only NO HANDLE		CS	2.00		
ADD-0000028	364-0571 MUELLER HOT STUFF 3.75 OZ PUMP BOTTLE		BTL	1.00		
ADD-0000029	81697374 BIOFREEZE, 4 OZ 360 DEGREE AEROSOL SPRAY		BTL	3.00		
ADD-0000030	81697408 Biofreeze 32oz Pump Bottle		BTL	1.00		
ADD-0000031	364-0394 Mueller Shokk Elbow Pads pair small		PR	1.00		
ADD-0000032	364-0395 Mueller Shokk elbow Pads pair medium		PR	1.00		
ADD-0000033	776-0223 Pro Knee Sleeve w/ Open Patella, All Black No Logo Medium		EA	4.00		

		Vendor	Unit of	Quantity		
Item Number	Item Description/Specification	Reference	Measure	Reported	Unit Price	Total Bid
ADD-0000034	776-0224 Pro Knee Sleeves w/ Open Patella, all black, no logo, Large		EA	2.00		
ADD-0000035	106-2227 Pro tec hinged knee brace, regular (up to 19")		EA	1.00		
ADD-0000036	854-9617 Mueller thigh Support fits 15" - 35"		EA	2.00		
ADD-0000037	119-6198 Foobag Large 29" - 34"		EA	1.00		
ADD-0000038	2424-51 Foobag AED		EA	1.00		
ADD-0000039	50003M Emergency Blanket 60" x 90"		EA	2.00		
ADD-0000040	SV54195 G3 Plus AED Trainer		EA	1.00		
ADD-0000041	AU 43030 NEOSPORIN 1 OZ		EA	10.00		
ADD-0000042	AU44093 URISTIX REGENT STIX		вх	2.00		
ADD-0000043	AU14132 PRESCOFOUR PANEL SCREEN		EA	1.00		
ADD-0000044	AU53011 WELCH ALLYN AUDIOSCOPE 3		EA	1.00		
ADD-0000045	AU53051 WELCH ALLYN AUDIO SPECS SET		EA	1.00		
ADD-0000046	AU53052 RECORDING FORMS		РК	1.00		
ADD-0000047	AU44221 MEDIQUE CHERRY COUGH DROPS 600/BOX		вх	1.00		
ADD-0000048	AU37016 EAR EASE PAIN RELIEVER		EA	5.00		
ADD-0000049	AU13071 WELCH ALLYN SURE TEMP PLUS MODEL 690 THERMOMETER		EA	2.00		
ADD-0000050	AU55694 WELCH ALLYN CARE TEMP TOUCH FREE		EA	2.00		
ADD-0000051	AU56121BP CUFF ADULT		EA	1.00		
ADD-0000052	AU56122 BP CUFF LARGE ADULT		EA	2.00		

Vendor Name

		Vendor	Unit of	Quantity		
Item Number	Item Description/Specification	Reference	Measure	Reported	Unit Price	Total Bid
ADD-0000053	AU53032 WELCH ALLYN REPLACEMETN BATTERY 72200 FOR OTOSCOPE		EA	1.00		
ADD-0000054	AU47045 TOOTH FAIRY ENVELOPES		PK	2.00		
ADD-0000055	AU43155 ORAJEL PAIN RELIEF		EA	10.00		
ADD-0000056	AU90404 TOOTH SAVER TREASURE CHEST 200/PKG		PK	2.00		
ADD-0000057	AU34232 SALINE SOLUTION BAUSCH & LOMB SENSITIVE EYES		EA	3.00		
ADD-0000058	AU34107 CHLORASEPTIC THROAT SPRAY		EA	5.00		
ADD-0000059	AU34025 VISINE 1 OZ		EA	5.00		
ADD-0000060	AU31022 3M COBAN SELF ADHERENT WRAP 1" X 5 yDS		EA	12.00		
ADD-0000061	AU31014 3M COBAN SELF ADHERENT WRAP 2" X 5 YDS		EA	12.00		
ADD-0000062	AU28072 3M HYPO ALLERGENIC & LATEX FREE SURGICAL TAPE MICROPORE 1 X 10YDS		BX	3.00		
ADD-0000063	AU42085 EYE WASH 4 OZ BOTTLES		EA	10.00		
ADD-0000064	AU34064 WITCH HAZEL 16 OZ		EA	5.00		
ADD-0000065	AU34041 HYDROGEN PEROXIDE 16 OZ BOTTLE		EA	10.00		
ADD-0000066	89595 HEATING PAD SUNBEAM		EA	5.00		
ADD-0000067	48156 CPR MICROKEY		EA	5.00		
ADD-0000068	98945 CIRCLINE FLOURESCENT LAMP WITH MAGNIFIER CASTER BA50		EA	1.00		
ADD-0000069	12609 ALCOHOL DISPENSERS PLAIN NO WRITING		EA	5.00		
ADD-0000070	53577 EMT TOOTH SAVER		EA	5.00		
ADD-0000071	89460 PEDIATRIC PULSE OX		EA	4.00		
Bid Item Count: 86					Total	

Vendor Name

Bid: 18-19 HEALTH HEALTH & ATHLETIC TRAINER SUPPLIES	Vendor Name					
Item Number Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid	
Selection Crit	eria					
Bid: 18-19 HEA Print Only Items With Sort By: Item Show Manufacturer Nam Printed by Dan F	Quantities ID ne and Part #					