

LAKE SHORE CENTRAL SCHOOLS

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

2019-2020 Bid Specifications for Health Supplies



BID OPENING INFORMATION

Date: Friday, April 12, 2019 Time: 2:00 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 3/4, 3/5 and 3/6/19 The Buffalo News on 3/4/19
BID LOCATION:	District Business Office – Lake Shore CSD 959 Beach Road Angola, NY 14006-9782
BID OPENING DATE:	Friday, April 12, 2019
TIME:	2:00 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 2019-20 school year are being solicited through this bid. Bids received shall be opened and publicly read aloud on <u>Friday, April 12, 2019 @ 2:00 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, 2019. 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, 2019.**
- 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 district. 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, the vendor will aggregate all issued purchase orders 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: February 27, 2019

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 4, 2019 and The Dunkirk Observer on March 4, March 5, and March 6, 2019 requesting proposals for **Health Supplies**,

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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
001564	APPLICATORS: 6" cotton tipped, 100/pk		PK	50.00		
	Substitute (Please Specify)		_			
001566	BAGGIES: Plastic 1 Gal. size with ties, 50/BX Hefty or equiv.		вх	24.00		
	Substitute (Please Specify)					
001569	BAGS: Plastic ziplock 1 qt, 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		вх	12.00		
	Substitute (Please Specify)					
001573	BAND AIDS: Fingertip, large, plastic, clear, sterile, 2-5/8x2-1/2", 100/BX, J&J or equivalent		вх	12.00		
	Substitute (Please Specify)					
001580	BAND AIDS: Patch, clear, plastic, sterile, 1-1/2", 100/BX		BX	12.00		
	Substitute (Please Specify)					
001600	COTTON BALLS: Medium size, non-sterile, 500 per BG		BG	12.00		
	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		BX	30.00		
	use latex, due to being very expensive)					
	Substitute (Please Specify)					
001609	HAND LOTION: 18 oz BTL, Vaseline Intensive Care, fragrance free, "advanced healing"		BTL	6.00		
004000	Substitute (Please Specify)			~~~~		
001620	MEDICINE CUPS: 1 oz. size, plastic, graduated, 100/TB Ref # 39002M MEDCO (1620)		TB	20.00		
001000	Substitute (Please Specify)		F A	5.00		
001623	NAIL CLIPPERS: Large size		EA	5.00		
001004	Substitute (Please Specify)		54	5.00		
001624	NAIL CLIPPERS: Small size Substitute (Please Specify)		EA	5.00		

Bid: 19-20 HEALTH HEALTH & ATHLETIC TRAINER SUPPLIES

Vendor Name

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
001629	PROFESSIONAL TOWELS: Disposable w/high wet strength, 3 ply, 13x19" Marcal or equivalent,		CS	12.00		
	500/CS Substitute (Please Specify)					
001638	TISSUES: Facial tissues, white, full size, 100 ct/BX Kleenex or equivalent		BX	432.00		
	Substitute (Please Specify)					
001778	PROBE COVERS: For Suretemp 679: 250 per BX Welch-Allyn, distributed by BX of 250		BX	48.00		
	Substitute (Please Specify)					
001878	GLOVES: Vinyl, LARGE size, powder free, disposable exams Gloves, non-sterile, synthetic / vinyl, 100/BX.		BX	20.00		
	Substitute (Please Specify)					
ADD-0000001	velcro brand hook self adhesive 1" x 25yds - PERFORMANCE HEALTH SUPPLY, INC. Item Reference# 081434299		EA	1.00		
ADD-0000002	velcro brand loop self-adhesive, 1" x 25 yds - PERFORMANCE HEALTH SUPPLY, INC. Item Reference# 081434455		EA	1.00		
ADD-0000003	2698-38 Cramer 950 Porous Athletic Tape 1.5" x 15uds 32rolls/case **NO SUBSTITUTIONS**		CS	6.00		
ADD-0000004	2670-71 Powerflex 3'" x 6 yds, 48 rolls/case black **NO SUBSTITUTIONS**		CS	1.00		
ADD-0000005	2436-26 MUELLER TAPE WRAP PREMIUM COHESIVE TAPE, 2" X 6 YRDS 24 ROLLS/CASE Green		CS	2.00		
ADD-0000006	2424-40 Cramer Eco-Flex Cohesive Stretch Tape 2"x6yds, 24 rolls/case GREY		CS	2.00		
ADD-0000007	68467 Benzoin Tincture Swabsticks, 50/pk		PK	1.00		
ADD-0000008	2643-28-01 No-Wrap Tubular Compession Bandage, Black, 3" x 10 yds		EA	1.00		
ADD-0000009	93461 ADC Adtemp 424 Tympanic Infrared Ear Thermometer		EA	1.00		
ADD-0000010	93462 ADC Adtemp Thermometer Probe Covers 40/box		BX	2.00		
ADD-0000011	66260 Moorebrand Sprague Rappaport Type Stethoscope , 22" Neon Green		EA	1.00		
ADD-0000012	99349 MooreBrand Standard Aneroid Sphygmomanometer, Large Adule, Navy		EA	1.00		

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
ADD-0000013	16814 Face Shield/Lung bags for CPR Manikin, Adu;lt, 50/pkg		РК	1.00		
ADD-0000014	80863 Moore Brand Elastic Bandage w/single Hook & Loop Closure 3"x 4.5 yds, 10/box		BX	2.00		
ADD-0000015	Dukal Basic Gauze Sponges, Non-Sterile, 200/bag, 12ply 4"x 4"		PK	1.00		
ADD-0000016	2424-56 3M Nexcare Waterproof Bandages, Assorted, 50/box		BX	1.00		
ADD-0000017	2424-57 3M Nexcare Waterproof Bandages, Knee & Elbow, 8/box		BX	1.00		
ADD-0000018	97969 AmeriGel Wound Wash Solution 7.1 oz bottle		BTL	2.00		
ADD-0000019	2675-51 Triple Antibiotic Ointment		ТВ	3.00		
ADD-0000020	44599 Band Aid Hurt Free Antiseptic Wash 6 oz bottle		BTL	2.00		
ADD-0000021	269166 Allergy Cream 1 oz tube		ТВ	1.00		
ADD-0000022	268891 Hydrocortisone Cream 1%, 1 oz tube		ТВ	1.00		
ADD-0000023	268896 A&D Ointment 1 oz tube		ТВ	1.00		
ADD-0000024	2698-50 Aloetouch 3 G Exam Latex Free, Powder Free Golves, Size Med, 100/box		вх	4.00		
ADD-0000025	96277 Powder Free Nitrile Exam Gloves, Size Large, 250/box		вх	1.00		
ADD-0000026	72337 DJO Frog splint, size Small 2.75" x 2.25" 12/pkg		РК	1.00		
ADD-0000027	72338 DJO Frog Splint Size Medium 2875" x 2.5" 12/pkg		РК	1.00		
ADD-0000028	22072 Moorebrand Air ankle Stirrup, Fits right or left, Regular size		EA	2.00		
ADD-0000029	11544 Mueller Knee Sleeve, Open Patella, small (12"-14")		EA	3.00		
ADD-0000030	97492 Mueller Knee Sleeve, Open Patella, Large (16" - 18")		EA	1.00		
ADD-0000031	71822 Neoprene Elbow Sleeve, Small (9"-10")		_ EA	1.00		

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
ADD-0000032	71823 Neoprene Elbow Sleeve, Medium (10"-11")		EA	1.00		
ADD-0000033	71824 Neoprene Elbow Sleeve, Large (11" - 12")		EA	1.00		
ADD-0000034	55653 Hand/Wrist Supprt, Medium (Palm Width 3"-3.5")		EA	1.00		
ADD-0000035	71835 ProFlex 675 Ambidextrous Wrist Support w/2straps, Medium		EA	1.00		
ADD-0000036	00444 Mueller Neoprene Thigh Sleeve, Small (21"-23")		EA	1.00		
ADD-0000037	00445 Mueller Neoprene Thigh Sleeve, Medium (23"-25")		EA	1.00		
ADD-0000038	67380 Safetec P.A.W.S Peresonal Antimicrobial Wipes, Canister of 160		CAN	1.00		
ADD-0000039	81831 Super Sani-Cloth Germicidal Disposable Wipes 6" x 6.75" Large Canister, 160 wipes/canister		CAN	1.00		
ADD-0000040	29310 Transcends Glucose Gel, 15g, Strawberry, Pkg of 3		РК	1.00		
ADD-0000041	2439-25 Sterile Alcohol Prep Pads 200/box		вх	1.00		
ADD-0000042	2646-76 Isoprpyl Alcohol 70% Wintergreen, 16 oz		BTL	1.00		
ADD-0000043	243124 Sterile Eye Wash 0.5 oz		ТВ	4.00		
ADD-0000044	2675-62 Sterile Eye Drops 0.5 oz bottle		BTL	1.00		
ADD-0000045	2676-78 12 Hour Nasal Spray, 1 oz bottle		BTL	1.00		
ADD-0000046	5980-41 Save a Tooth Tooth Preserving System		EA	1.00		
ADD-0000047	34300 Gatorade Cups, 7 oz, 2000/case		CS	1.00		
ADD-0000048	02457 Legend 12 Cooler, 9 quart, Red		EA	1.00		
ADD-0000049	86599 Classic Wrap 6" x 650', 6 rolls/case: MUST BE 6"		CS	3.00		
ADD-0000050	97518 Mueller Ice Bags 10" x 18" 1500/roll		RL	1.00		

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
ADD-0000051	29510C Instant Cold Packs 6" x 9", 16/case		CS	10.00		
ADD-0000052	A926-82 CanDo Energizing Exercise Ball, Green, 65cm		EA	1.00		
ADD-0000053	7005389 GRID STK Sleek		EA	1.00		
ADD-0000054	2682-10 Thera-Band Foot Roller		EA	1.00		
ADD-0000055	19849A Orange Med Kit/First Aid Box 17" x 9" x 8"		EA	2.00		
ADD-0000056	Substance Abuse and Consequences Game - HEALTH EDCO Item Reference# 79033		EA	1.00		
ADD-0000057	Teen Stress Folding Display - HEALTH EDCO Item Reference# 79048		EA	1.00		
ADD-0000058	Love or Illusion Activity Kit - HEALTH EDCO Item Reference# 79823		EA	1.00		
ADD-0000059	Vitamin/Mineral ID Guide Folding Display - HEALTH EDCO Item Reference# 79363		EA	1.00		
ADD-0000060	deluxe tooth neclace		_ PK	1.00		
ADD-0000061	medikoff drops		CS	1.00		
ADD-0000062	tooth bracelet		PK	2.00		
ADD-0000063	tooth fairy envelopes		BD	1.00		
ADD-0000064	comp mist nebulizer		EA	1.00		
ADD-0000065	compmist air filters		BG	1.00		
ADD-0000066	Kawe otoscope		EA	2.00		
ADD-0000067	welch Allen audioscope 3 screening audiometer		EA	1.00		
ADD-0000068	Welch Allen audio spec set		EA	1.00		
ADD-0000069	visine opti clear		EA	2.00		

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
ADD-0000070	hydrogen peroxide 16oz bottle		EA	10.00		
ADD-0000071	diposable penlight with pupil gauge		PK	5.00		
ADD-0000072	3M coban self adherent wrap 1"		EA	25.00		
ADD-0000073	Alcohol dispenser no label		EA	5.00		
ADD-0000074	witch hazel		EA	5.00		
ADD-0000075	neosporin		EA	5.00		
ADD-0000076	bacitracin zinc ointment 1 oz		EA	5.00		
ADD-0000077	1 Mil non zipper sealed ice bags		RL	1.00		
ADD-0000078	Non-contact infared digital thermometer		EA	2.00		
ADD-0000079	uristix reagent strips for urinalysis		EA	3.00		
Bid Item Count: 95			_		Total	

Bid Request Compilation and Vendor Response Form

Bid: 19-20 HEALTH HEALTH & ATHLETIC TRAINER SUPPLIES		Vendor Name					
Item Number	Item Description/Specification		Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
		Selection Criteria					
		Bid: 19-20 HEALTH Print Only Items With Quantities Sort By: Item ID					

Show Manufacturer Name and Part #

Printed by Dan Pacos