

PROPOSAL REQUEST

Video Laryngoscope

For

**Sumner County Emergency Medical
Service**



SUMNER COUNTY GOVERNMENT

SUMNER COUNTY, TENNESSEE

Bid # 20161111-2CO

OCTOBER, 2016

Introduction

Sumner County Government is hereby requesting a proposal for Automated External Defibrillators for Sumner County Emergency Medical Service 255 Airport Rd Gallatin, Tennessee 37066. In addition, all other Sumner County Government Departments and Agencies may also purchase for any submitted proposal.

Sumner County EMS is looking to Purchase 15 Video Laryngoscopes.

Total Bid Amount: _____

Addition information:

Price per Video Laryngoscope: _____

Price of replacement regular blades: _____

Price of replacement channeled blade: _____

Price of Protective cover/case: _____

Warranty Information:

What is the Manufacture Warranty for Bench Repair? _____

Is a loaner unit available if a unit is sent in for repair? Yes ____ **No** ____

Is there a cost for the use of a loaner: Yes ____ **No** ____ **Cost:** _____

Once Warranty has expired, what is the hourly Factory Service Charge? _____

Bid must be good for 1 (one) year with the option for a 2 (two) year extension for the purchase of a single unit without trade in:

It is the intent of this bid document to make available to other government entities, by mutual agreement with the successful Bidder, the right to purchase the same or like equipment and or products, at the prices quoted for the period of the contract. Each Bidder shall indicate in the bid proposal, if the Bidder will honor other political subdivision's orders, in accordance with contract terms and conditions.

General Information

I. Proposal Package

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- Evidence of compliance with the Sumner County Government's Insurance Requirements, if work is performed on Sumner County Property
- Signed and completed Statement of Non-Collusion (Attachment 1)
- Properly completed Internal Revenue Service Form W-9
- Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification By Contractor (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County Finance Department. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the elected official or department head shall forward a completed form W-9 to the finance department. It can be obtained from the finance department, Sumner County's web site, or the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any 2m: of the following documents.
 - Valid Tennessee driver license or photo ID issued by department of safety
 - Valid out-of-state driver license
 - U.S. birth certificate
 - Valid U.S. passport
 - U.S. certificate of birth abroad
 - Report of birth abroad of a U.S. citizen
 - Certificate of citizenship
 - Certificate of naturalization
 - U.S. citizen identification card
 - Valid alien registration documentation or proof of current immigration registration
3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II. Responses

- Proposal must include point-by-point responses to the RFP.
- Proposal must include a list of any exceptions to the requirements.
- Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- Any and all proposal requirements must be met prior to submission.
- The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- If noted in the section “proposal requirements” or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

III. Clarification and Interpretation of RFP

The words “must” and “shall” in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County Government considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify Sumner County, via email at purchasing@sumnertn.org, of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal’s “deadline”. All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under “Bids

IV. Proposal Guarantee

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

V. Related Costs

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

VI. 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 and professional liability insurance and for workers' compensation of a minimum of \$250,000. 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.

VII. Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

VIII. Deadline

Sealed proposals will be accepted until **Friday November 11, 2016 @ 9:30 am local time**. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened at an unspecified time after the deadline.

IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X. Package

The package containing the proposal must be sealed and clearly marked "PROPOSAL FOR MEDICAL SUPPLIES FOR SUMNER COUNTY EMS" and "DO NOT OPEN" on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County School Board
1500 Airport Rd
Attn: Purchasing
Gallatin, TN 37066

XI. Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XII. Procedures for Evaluating Proposals and Awarding Contract

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.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.
- Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIII. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XIV. Open Records

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

Summary information on bids submitted will be posted on the Sumner County website at <http://www.sumner.tn.org/> under "Bids" link.

XV. Assignment

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

XVI. Liabilities

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

XVII. Tax Status

Sumner County is tax exempt.

XVIII. Invoicing

Invoices are to be submitted to:

Sumner County EMS
[255 Airport Rd](#)
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

XIX. Contract Nullification

Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, 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, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County Government.

XX. 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 law 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.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in 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.

Specific Information

Proposals requirement details:

1. Invoices are to be sent to: Sumner County EMS, Doris Hawkins-Tweed, 255 Airport Rd. Gallatin, TN 37066; a copy of the original order shall be sent with the packing slip(s) to Sumner County EMS, c/o Sean Frary, 255 Airport Rd. Gallatin, TN 37066.
2. All shipments exceeding \$100.00 shall be FOB. **Yes** _____ **No** _____
3. For further information contact: Sumner County EMS, Sean Frary, 255 Airport Rd. Gallatin, TN 37066, Phone: 615-451-0429 ext 142, Email: _____
4. Prices must remain firm for one (1) year from award date of contract. **Yes** _____ **No** _____
5. The County reserves the option to extend the contract term for two (2) additional one (1) year periods. **Yes** _____ **No** _____
6. The winning bidder may submit to the County, for its consideration, a contract price adjustment, not less than sixty (60) calendar days in writing prior to the beginning of each successive term.
Yes _____ **No** _____

All items listed in the bid section will be awarded to only one vendor. The company must have the ability to provide all listed supplies. In the event that the bidder does not have the ability to provide a given item, or a comparable substitute, the bidder is to notate NB in the "cost per unit" and the "cost per estimated quantity to be ordered" sections next to the applicable item on the Bid Section. Any listed supplies showing (NB-no bid) will be non-conforming.

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

Specifications:

REUSABLE DISPLAY

Batteries 3 AAA (Alkaline recommended)

Anti-fog Coating on distal lens

Battery Life about 80 min. (Battery status indicator flashes red when batteries need to be changed)

Computerized Power Management System Auto shut off, Automatic gain and exposure control

Video Aspect Ratio 4:3

Video Port RCA connection to monitor with cable Camera Chip CMOS Video Refresh Rate 30 frames per second Camera Resolution 640 x 480 VGA Video Resolution 320 x 240 (QVGA)

Polycarbonate / ABS Video Screen TFT LCD Display

Video Screen Size 6.1 cm / 2.4" diagonal Light Source White LED Material Polycarbonate / ABS anti-reflective coating on display window

DISPOSABLE BLADES.

AP Height of Blade 13 mm (non-channeled); 18 mm (channeled)

Blade Length 17 cm Blade Width 26 mm (standard); 29 mm (channeled); 16 mm at distal tip

ET Size 6.0 mm - 8.0 mm (Channeled Blade)