



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



REQUEST FOR QUOTE NUMBER: 09CR65053YC
WILL BE RECEIVED UNTIL 2:00 PM NOVEMBER 21, 2008

DESCRIPTION: Medical Supplies (HUMAN SERVICES)

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.fulton.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

Table with 3 columns: CONTACT NAME (CYNTHIA RICHARDSON), E-Mail Address (cynthia.richardson@fultoncountyga.gov), Telephone Number (404-612-6959)

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.fulton.ga.us BY THE TIME AND DATE INDICATED.

*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses may be submitted for quotes on the Vendor Self Service system at www.fultonvendoreselfservice.co.fulton.ga.us. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted via the web.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

- 20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of

Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

REQUEST FOR QUOTE SPECIFICATIONS
QUOTE NUMBER: 09CR65053YC
OPENING DATE: NOVEMBER 21, 2008

MEDICAL SUPPLIES
Human Services Department

1. DESCRIPTION

The Fulton County Purchasing & Contract Compliance Department is soliciting quotes from qualified vendors to provide **MEDICAL SUPPLIES** for the **HUMAN SERVICES DEPARTMENT** on an as if when requested basis for a (12) twelve month period beginning date of award.

2. CONTACT PERSON

Please contact Cynthia Richardson, Procurement Officer, at (404) 612-6959 or by e-mail cynthia.richardson@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS: Medical Supplies

List of mandatory core supplies this list will be utilized for price evaluation purposes.

Item #	Product Name / #	Description
1.	Alcohol prep pads MOORE MEDICAL #68533	Medium pads/saturated with 70% isopropyl alcohol. Pads measure 1-1/8" X 2 3/8" unfolded. Nonsterile/10 boxes per case/200 ct per Box
2.	Latex Exam Gloves KIMBERLY-CLARK #330	Powder-Free, Non-Sterile, Fully Textured, Ambidextrous, Beaded Cuff, Single Use Medium Box/100

3.	One Touch 'Ultra' Blood Glucose Monitoring System JOHNSON & JOHNSON #65091	3 site options including finger and arm/Fast draw/ 5 second test time/Blood Monitoring System includes: Owners Booklet/Quick Reference Guide, One Touch Ultra Meter, Control Solution, One Touch Ultra soft Adjustable Blood Sampler, One Touch Ultra soft Lancet
4.	One Touch Ultra Test Strips #65092	Testing Strips for One Touch Blood Glucose Monitoring System/2 Vials of 25
5.	One Touch Control solution JOHNSON & JOHNSON #70497	Solution for One Touch Monitoring System Pkg/2
6.	Digital wrist blood pressure monitor AMERICAN DIAGNOSTIC CORP #6015	Measures systolic, diastolic pressure and pulse/Latex-free wrist cuff fits 5" to 7" wrists/Auto off/Compact storage case/5 year warranty-free replacement/Portable/Recalls last 90 readings.
7.	Blood Lancets MOORE MEDICAL #44035	Tri-bevel, sharp point lancet/Fits: Autoclix, Autolet, Autolet II, Autolet Lite-Clinisafe, ExacTech, Glucolet, Hemolet, Monojector, Penlet and Soft Touch/200 ct per box
8.	Eucerin lotion BEIERSDORF INC # 34981	16oz bottle lotion
9.	Calagel Tec Labs 45845	Medicated gel/relieves: for poison oak and ivy rash, insect bites, stings, minor sunburn/contains diphenhydramine, menthol, zinc acetate, and benzethonium chloride/6oz bottle
10.	Calagel Anti-itch gel / Tec Labs #68301	First aid antiseptic, skin protectant, topical analgesic/Individually packaged/144 ct per box
11.	Kleenex Facial Tissue KIMBERLY-CLARK #57706	8 1/4" x 8 3/4" Case /12
12.	Aneroid Sphygmomanometer WELCH ALLYN #5090-02	Premium Pocket Aneroid Sphygmomanometer; Weighs 13 1/2 ounces and comes with a zippered leatherette case.
13.	Stethoscope Moore Medical #66237	Single Head Nurses Stethoscope 22" Tubing (PVC)
14.	Surecare Underpads KENDALL #1547	Surecare Underpads; 23"x24" ore approved equal, absorbent core-fluff, recommended for use in chairs as well as beds, light blue,

15.	Personal Washcloths TRIAD DISPOSABLES #10-6646	Personal Washcloths are pre-moistened with a non-irritating, alcohol-free cleansing solution that contains aloe and lanolin to soften and moisturize the skin. flip-top tub (46 per tub). Measures 8" x 14".
16.	Paper medicine Cups Moore Medical #55579	Disposable and non-sterile/Size: 1oz/ 250 ct per box
17.	Triple Antibiotic FIRST MD # 72538	Topical antibacterial ointment/contains: Polymixin B Sulfate, Bacitracin Zinc and Neomycin Sulfate/White petrolatum base/Prevents infections and provides temporary relief of pain or discomfort in minor cuts, scrapes, and burns. 1oz
18.	Antiseptic spray FIRST AID ONLY INC. # 59636	Non-staining antiseptic/relieves pain and prevent infection from minor cuts and burns/3oz bottle
19.	Hydrogen Peroxide Moore Medical #68903	16 oz bottle
20.	Sharps-A-Gator Collector KENDALL #31143699	Clear top/ Versatile opening/A positive lock/Container can be incinerated/ Red with Clear Lid/1 Gallon

Delivery Locations:

Facility:

Dorothy Benson Senior
Multipurpose Center
6500 Vernon Woods Drive
Sandy Springs, GA 30328

Harriett G, Darnell
Senior Multipurpose Center
611 Fairburn Road
Atlanta, GA 30331

H.J.C. Bowden Senior
Multipurpose Center
2885 Church Street
East Point, GA 30344

Helene S. Mills Senior
Multipurpose Facility
515 John Wesley Dobbs Avenue, S.W.
Atlanta, GA 30312

4. PRICING:

1. Alcohol Prep Pads, Moore Medical #58534 or approved equal, each medium pad is saturated with 70% isopropyl alcohol. Pad measure 1-1/8"x 2 3/8" unfolded, nonsterile, 10 boxes per case/200 pads, Estimated Quantity -30 cases

Mfg. Name & No. _____

Boxes per case: _____

Unit price per case: \$ _____

2. Latex Exam Gloves, medium, Kimberly-Clark or approved equal, powder-free, non-sterile, fully textured, Ambridextrous, beaded cuff, single use, box/100 Estimated quantity -30 boxes

Mfg. Name & No. _____

Number per box: _____

Unit price per box: \$ _____

3. One Touch Ultra Blood Monitoring system, LifeScan or approved equal, 3 site options including finger and arm, fast draw design automatically draws blood into the test strip, seconds test time. Blood Monitoring System includes: Owners Booklet/Quick Reference Guide, One Touch Ultra Meter, Control Solution, One Touch Ultrasoft Adjustable Blood Sampler, One Touch Ultrasoft Lancets (10)

Mfg. Name & No. _____

Unit price each: \$ _____

4. Testing Strips for One Touch Blood Glucose Monitoring Systems/2 vials of 25; LifeScan or approved equal

Mfg. Name & No. _____

Unit price per vial: \$ _____

5. One Touch Ultra Control Solution, LifeScan, or approved equal, pkg/2

Mfg. Name & No. _____

Unit price per pkg: \$ _____

6. Digital Wrist Blood Pressure Monitor, American Diagnostic Corp #6015, or approved equal, measures systolic, diastolic pressure and pulse/Latex-free wrist cuff fits 5" to 7" wrists/auto off/compact storage case, 5 year warranty, free replacement, portable, recalls last 90 readings.

Mfg. Name & No. _____

Unit price each: \$ _____

7. Blood Lancets, Moore Medical #55035 or approved equal, tri-bevel, sharp point lancet provides a smooth, less-traumatic puncture. Fits Autoclix, Autolet, Autolet II, Autolet Lite-Clinisafe, ExaTech, Glucolet, Hemolet, Monojector, Penlet and Soft Touch, box/200 Estimated Quantity -30 boxes

Mfg. Name & No. _____

Quantity per box: _____

Unit price per box: \$ _____

8. Eucerin Lotion, Beiersdorf Inc. or approved equal, 16 oz. Eucerin is the only moisturizer clinically proven to significantly reduce skin irritation caused by Retin-A therapy. Estimated Quantity-30 each

Mfg. Name & No. _____

Unit price per each: \$ _____

9. CalaGel Medicated Anti-Itch Gel, Tech Labs or approved equal, 6 oz., relieves insect bites, stings, minor sunburn, and other skin irritations. It contains diphenhydramine, menthol, zinc acetate, and benzethonium chloride. Estimated quantity-30 each

Mfg. Name & No. _____

Unit price each: \$ _____

10. CalaGel Medicated Anti-Itch Gel, Tech Labs or approved equal, box/144. First Aid antiseptic, skin protectant, topical analgesic. Dries poison oak, ivy and sumac oozing and weeping. Individual packaged. Estimated Quantity -30 boxes

Mfg. Name & No. _____

Quantity per box: _____

Unit price per box: \$ _____

11. Kleenex Facial Tissue, Kimberly-Clark or approved equal, 8-1/4" x 8-3/4", case /12
Estimated Quantity -30 cases

Mfg. Name & No. _____

Quantity per case: _____

Unit price per case: \$ _____

12. Pocket Aneroid Sphygmomanometer, Welch Allyn #5090-02 or approved equal, certified accurate to +- 3 mmHG, weight 13- 1/2 oz and comes with a zippered leatherette case. Estimated Quantity -30 cases

Mfg. Name & No. _____

Unit price each: \$ _____

13. Single Head Nurse's Stethoscope, Moore Medical #66237, black, or approved equal, diaphragm only, proprietary non-chill rim and gavelled diaphragm, 22" PVC tubing, latex-free, lightweight construction. Estimated quantity - 3 each

Mfg. Name & No. _____

Unit price each: \$ _____

14. Surecare Underpads, Kendall #1547 or approved equal, 23"x24", bag/30, absorbent core-fluff, recommended for use in chairs as well as beds, light blue, estimated quantity – 30 bags

Mfg. Name & No. _____

Quantity per bag: _____

Unit price per bag: \$ _____

15. Personal Washcloths, Triad Disposables #10-6646 or approved equal, 8" x 14", 46/pkg, pre-moistened with a non-irritating alcohol-free cleansing solution that contains aloe and lanolin to soften and moisturize the skin. Estimated quantity – 30 packages

Mfg. Name & No. _____

Quantity per package: _____

Unit price per package: \$ _____

16. Paper Medicine Cups, Moore Medical #55579 or approved equal, size: 1 oz/250 ct per box

Mfg. Name & No. _____

Quantity per box: _____

Unit price per box: \$ _____

17. Triple Antibiotic Extra Ointment or approved equal, 1 oz., prevent infections in cuts, wounds, minor burns and skin abrasions, and to help healing. Active ingredients: Bacitracin zinc 500 units, Neomycin sulfate equivalent to units, Pramoxine hydrochloride 10 mg. Estimated Quantity -30 each

Mfg. Name & No. _____

Unit price per each: \$ _____

18. Antiseptic Spray, First Aid Only, or approved equal, 3 oz., relief from minor burns, cuts, scrapes, and insect ingredients: Cetyltrimethylammonium Bromide 05% and Benzocaine 4.5%, Estimated Quantity 30 each

Mfg. Name & No. _____

Unit price each: \$ _____

19. Hydrogen Peroxide, Moore Medical #81767, 16 oz bottle, 3% hydrogen peroxide, Estimated Quantity -30 each

Mfg. Name & No. _____

Unit price each: \$ _____

20. Sharps-A-Gator, Kendall #31143699 or approved equal, clear Top, versatile opening, appositive lock, container can be incinerated and is autoclavable, red with clean lid, 1 gallon, Estimated Quantity -30

Mfg. Name & No. _____

Unit price each: \$ _____

21. Delivery Charges: \$ _____

22. Delivery Days ARO: _____

Note: Any quantities shown are estimates. By giving these quantities as estimates, Fulton County does not obligate itself to purchase any quantity whatsoever. Vendor agrees to sell to the County at the unit price bid regardless of actual quantity ordered.

5. SPECIAL CONDITIONS AND INSTRUCTIONS: (N/A)

6. INSURANCE REQUIREMENTS (N/A)