

## SPECIFICATIONS

Through this Request for Bids, the Wayne-Finger Lakes BOCES seeks qualified and responsive vendors to provide first aid supplies. Items to be purchased from this contract may include, but are not limited to: first aid supplies not specified in this bid. **Items listed in Section A are specified on the attachments. Vendors may bid Section B for items of unknown type and quantity which will be purchased throughout the bid term also.**

**NOTE: EXPIRATION DATES** – Any and all items in both Section A and Section B that require expiration dates **MUST** have an expiration date of June 30, 2023 or later.

## SECTION A

The items listed in the attached Vendor Bid Listing will be referred to in this document as Section A, which consists of specific items the Participants have purchased in the past year or anticipates the possibility of purchasing during the bid term. For items in Sections A, Bidders are to provide item pricing per the following conditions:

### 1. MINIMUM BID REQUIREMENTS:

Bidders are directed to bid all items that they are able to supply as indicated on the bid proposal form. To be considered, a bidder must bid at least 65% of the items requested.

### 2. MINIMUM ACCEPTABLE STANDARDS:

As described in the bid forms.

### 3. DELIVERY COSTS:

3.1 Delivery of all items shall be FOB destination. In recognition of the added overhead involved, due in part to additional handling this may create and because we expect the lowest price per unit of issue, a minimum order quantity is recognized at \$75.00 for all orders delivered to a single destination. Order quantities that do not meet the \$75.00 minimum may be delivered FOB destination with freight (or delivery charges) allowed. Shipping charges should appear as a separate item on the vendor's invoice. But, in cases where the aggregate sum exceeds \$75.00 for multiple orders being delivered to the same location, then there will be no freight or delivery allowance. Any additional freight costs the bidder may anticipate should be factored into the product bid price.

**3.2 NO ADDITIONAL SURCHARGE (INCLUDING BUT NOT LIMITED TO, FUEL SURCHARGE)** will be paid by the BOCES or any of the Participants, (no matter how small an order may be).

### 4. SAFETY DATA SHEETS (SDS) AND TECHNICAL DATA SHEETS:

Successful vendor(s) **must** supply the Safety Data Sheets and Technical Data Sheets for each item awarded, to the Wayne-Finger Lakes BOCES Facilities Office, 131 Drumlin Court, Newark, NY 14513-1863. Such sheets **must** also be supplied with initial shipment ordered by the Participants. Failure to do so will result in loss of award for the item(s).

### 5. DELIVERIES:

5.1 Prices are to be FOB each school/agency building in each district/agency participating in the bid. The successful bidder(s), upon notice, shall coordinate delivery schedules with all participating districts/agencies. It is understood that supplies shall be properly marked and packaged for inside delivery to specific school/agency buildings in accordance with the Delivery Site List. All such receipts must be signed and dated by an authorized representative of the Participant. Deliveries

made to sites not designated on the delivery schedule, or without a signed delivery ticket, shall be considered as non-delivery.

5.2 IDENTIFICATION OF DELIVERIES - Purchase order numbers must appear on the outside of all shipments.

<b>SECTION B</b>
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Represents items of unknown type and quantity, which the Participants will purchase throughout the bid term. **For Section B, Bidders are to quote percentage discount from any or all of the following:**

***Bidder's general catalog which is current at the time of purchase.***

Catalogs referenced in Section B may be hard copy catalogs, online catalogs, or price list. Updated catalogs or price lists shall be automatically supplied to the Participants at no additional cost during the bid term.

a) Catalog:

- Hard copy - If bidding discount from hard copy catalog, bidder shall furnish a copy of the current catalog with the bid submission. Additional copies of hard copy catalogs must be supplied at the Participant's request throughout the term of the bid at no cost to the Participant.
- Online - If bidding discount from an online catalog, bidder shall indicate the website address on the bid form.

b) Price List:

- Bidder's list price which is current at the time of purchase.
- Specific manufacturers' price lists

Multiple manufacturers' catalogs or price lists may be offered with discounts bid specific to each.

Bidder shall identify on the bid form the manufacturer name and shall reference the date of the manufacturer's catalog or price list from which discount will be applied.

A copy of each referenced manufacturer's price list or catalog must be provided with the bid.

Discount offered shall be a flat rate, reflecting the minimum discount offered to the Participant for all purchases from that catalog or price list. However, multiple discounts from the same catalog or price list (e.g., varying discounts per item category) will not be considered.

***All discount(s) offered (items a & b) shall be the minimum discount(s) offered to the Participant at any time during the term of the bid.***

**NOTE OF CLARIFICATION: Section A prices are net, delivered prices. Section B is a discount pricing structure for items not covered in Section A. The discount quoted in Section B will not apply to the prices quoted in Section A.**

1. For items in Section B, the following terms and conditions shall apply:
  - a. Catalog (or list) price, less the discount, shall be net price, and shall be F.O.B. destination, freight prepaid and allowed to any Participant's location. No additional costs for shipping or delivery will be accepted by the Participant, with the exception of extremely large or overweight items (e.g., safes).
  - b. No minimum order requirements shall apply.
2. Purchases of items in Section B will be made as follows:
  - a. The Participant will fax or email a price inquiry to all awarded Section B Bidders offering a general catalog or price list discount (ref. items a-b), listing the specific item(s) to be purchased at the time.
  - b. If the Participant requires a specific manufacturer's product which is not on the Section A item list, the Participant will fax or email a price inquiry to all awarded Section B bidders offering a general catalog or price list discount (ref. items 3 a-b) as well as to awarded any awarded bidder offering a discount from that particular manufacturer's price list.
  - c. Bidder's price quotes shall be returned by fax or email to the Participant ***within (1) business day of the request***, unless otherwise specified on the price inquiry.
  - d. Bidder's price quote shall specify base bid (catalog or list) price and net (discounted) price.
  - e. Award will be made to the Section B awarded bidder offering the best net price to the Participant for a particular order.