

FIRST AID SUPPLIES – SPECIFICATIONS
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1. 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.

2. 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:
 - a. Bid price shall be quoted net, F.O.B. destination and shall include any charge for freight or delivery to any of the Participants.

 - b. No minimum order requirements shall apply.

 - c. Award of items in Section A the Participants intend to award the contract to the two (2) overall lowest responsive and responsible bidders of common items. The Participants reserve the right to factor in the administrative costs of making multiple awards, issuing multiple orders and dealing with multiple vendors in calculating which bids actually result in the lowest overall costs to the Participants; therefore if making an award to one vendor is in the best interest of the Participants, one award will be made. For example, the Participants reserve the right to consolidate awards and not necessarily award to what appears to be a low bid when administrative costs actually make it more costly to the Participants to award solely on the basis of the bid received.

 - d. Manufacturers' model numbers are provided for all items for the purpose of designating a minimum standard of product type and quality. Manufacturer references are not intended to be restrictive. Bids may be submitted on the same or equivalent items. Bids will be considered for any product which meets or exceeds the functionality and quality of the specified item. If bidding an equivalent item, Bidder must provide the manufacturer and manufacturer's model or item number in the appropriate column on the bid form.

3. **Section B** represents items of unknown type and quantity, which the Participants will purchase throughout the bid term. **For Section B, Bidders are to quote a percentage discount from any or all of the following:**
 - a. Bidder's general catalog which is current at the time of purchase.
 - i. Catalogs referenced in **Section B** may be hard copy catalogs or online catalogs.

 - ii. 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. Updated catalogs shall be automatically

supplied to the Participants at no additional cost during the bid term.

- iii. If bidding discount from an online catalog, bidder shall indicate the website address on the bid form.
- b. Bidder's list price which is current at the time of purchase.
 - i. If bidding discount from list price, bidder shall furnish a current price list on CD-ROM with the bid submission. Updated price lists shall be automatically furnished to the Participants at no additional cost during the bid term.
- c. Specific manufacturers' price lists
 - i. Multiple manufacturers' catalogs or price lists may be offered with discounts bid specific to each.
 - ii. 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.
 - iii. A copy of each referenced manufacturer's price list or catalog must be provided with the bid.
 - iv. 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.
 - v. Updated catalogs and price lists shall automatically be supplied to the Participants at no additional cost during the bid term.

All discount(s) offered (items 3 a-c) 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.

4. 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.
5. Purchases of items in **Section B** will be made as follows:

- c. 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), listing the specific item(s) to be purchased at the time.
- d. 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.
- e. 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.
- f. Bidder's price quote shall specify base bid (catalog or list) price and net (discounted) price.
- g. Award will be made to the **Section B** awarded bidder offering the best net price to the Participant for a particular order.