

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 17, 2014**  
**REQUEST FOR PROPOSAL**  
**RFP # 14-05053-A136**  
**HENRY COUNTY PURCHASING DEPARTMENT**

**The Henry County Public Safety solicits firms to submit proposals for “Medical Supplies.”** The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked **“Medical Supplies” RFP #14-05053-A136** will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, May 5, 2014, in the:**

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7 (Postal Service)**  
**3300 Kings Mountain Road (UPS or FedEx)**  
**Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #14-05053-A136**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). See page 6 under “Introduction” for the contract/terms of this and future contracts. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

**This contract shall be available for piggy backing for any other state and local agency or government agency.**

**ILLEGAL ALIENS**

**Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.**

**CONTACT FOR THIS RFP:**

Please contact Matt Tatum at mtatum@co.henry.va.us or 276-634-4660 for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 14-05053-A136**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-05053-A136** for **Medical Supplies for Public Safety**.

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

## **INTRODUCTION:**

For the past 10 years the County has narrowed its buying with similar contracts as this one, to a single vendor. The County has found this to be rewarding to the taxpayers as well as our using departments. Therefore, the County is now again seeking to buy the primarily used EMS supplies and equipment from one supply vendor for the fiscal year 2014-2015, starting immediately upon the awarding of this contract till June 30, 2015. However, the County reserves the right to extend this contract for four (4) additional 1-year term agreements between the awarded Vendor and the County, beginning each July. Prior to the beginning of each fiscal year starting July 1, awarded vendor and County may revisit pricing of supplies. If, after reviewing of pricing is in the best interest of the County then another 1-year contract shall be awarded.

The County has provided a quote sheet in this RFP with supply descriptions of the items that the county is requesting but not limiting itself to. The items listed on this quote sheet are what have been obtained over the past 6 months. This is designed to give the vendor an overview of the types of items being used. In order to compare pricing, the vendor shall quote each of these specific items but realize the list is not conclusive.

The vendor shall also have a history in supplying other counties in VA with a similar contract format as of the County of Henry. Also, the vendor shall have the ability to deliver to the requesting department **with no minimum** order and/or dollar amount required and **no delivery fee**. The vendor shall also provide a conclusive online vendor catalog. The vendor must be able to provide the County with the ability to easily order, using the quoted prices, from a secure, online account. In order to reduce having to get additional quotes for any items not on the above list, any additional discounts for other items shall be automatically reflected once the online account is accessed. Failure to apply to these terms will reject vendor proposal.

Though not guaranteed, the County expects the local volunteer rescue squads and fire departments (Axton Life Saving Crew; Bassett Volunteer Rescue Squad; Fieldale-Collinsville Volunteer Rescue Squad; Horsepasture Volunteer Rescue Squad; Ridgeway District Volunteer Rescue Squad; Dyers Store Volunteer Fire Department; and Patrick-Henry Volunteer Fire Department) will desire to take advantage of the piggy-back clause. In addition, though the Department Public Safety will be the primary user of this contract, each department within the County's control that has similar needs may opt to use this vendor. The vendor must allow the same pricing to each of these departments, internal and volunteer with their own account.

The County expects that this contract will provide simpler means of acquiring medical supplies and in return will be cost effective.

**TASKS AND PERFORMANCE:**

The awarded vendor **shall only** accept orders placed by County internal departments that provide a Purchase Order Number or a Field Procurement Number. Volunteer agencies that take advantage of the piggy-back clause are not required to use such numbers. Invoice (s) shall be provided within five (5) business days of delivery of merchandise with proper order number (provided by County) indicated on the invoice. Vendor shall provide delivery of merchandise ordered to the ordering department **within three (3)** county working days between the hours of 8:00am till 5:00pm. If a known backorder is at hand, the vendor shall contact the proceeding department promptly. After determining the urgency, if any, of product needed, the County reserves the right to purchase the merchandise from another vendor if awarded vendor cannot supply the product. Consistent backorders will deem a letter of warning to awarded vendor and a possible withdraw from contract.

Failure to provide the stated needs, within the contract and of the County, will terminate the contract after a maximum of three (3) written warnings from the Chief Purchasing Agent.

**VENDOR REQUIREMENTS:**

The vendor shall provide a report of history in supplying other counties in VA with a similar contract format as of this contract. The vendor shall provide a dollar value of its current inventory and documentation (note: not what is available for you to purchase from other suppliers, but on hand per the time of this RFP). The vendor shall provide the number of items it keeps on hand, present and at all times. The vendor shall provide any supporting documentation that would qualify it as being a Medical Supplier capable of providing all items that are on the quote sheet. **Vendors shall note that NO substitutes (suggested equal) will be accepted when quoting if a specific brand is included in the description.** If your company cannot provide some of the brand specific items listed, you can submit a **separate sheet** indicating your name brand, description and vendor number that you feel is equal to the item listed. Many items listed are intentionally without a brand name; this is due to being no preference for brand on this item and any brand meeting the description will be considered.

**SUBSTITUTES (suggested equal) for items on the quote sheet after the contract is awarded will not be allowed, unless approved by Chief Purchasing Agent.**

Vendor shall provide documentation on how delivery of merchandise, within three (3) days of the ordering department, will be accomplished. Vendor shall submit with this RFP a written plan of how it proposes to accomplish the goals set forth in this contract.

**VENDOR RESPONSIBILITIES:**

Upon award, the vendor shall deliver any items incorporated in that award or the vendor's catalog **within three (3) working days.** Deliveries shall be made to each county department with no minimum dollar or quantity amount required. Each order shall be clearly marked with the ordering department's name and delivered to the ordering department indicating the county order number (PO/Field Procurement number) on the invoice.

**MICS:**

Vendor Catalog (s):

- Vendor's Catalog for the one- (1) year term shall be the same catalog distributed to the vendor's regular customers.
- Modified catalog (s) will not be accepted.
- Any product, which is not listed on the original list of items, shall be purchased from the awarded vendor's catalog that does not exceed \$200 (catalog price before discount) for one item. Single items that exceed \$200 will be sent out for quotes and awarded to the vendor with lowest price.
- The County also reserves the right to purchase from other suppliers when the quantity exceeds five (5) each of the same item. However, this will be in effect only when a single item exceeds \$100 catalog price from the awarded vendor.

Unit Prices:

Unit prices shall prevail in all situations even if an error is made in the extension or totaling by the vendor.

Price Increases:

The quoted unit and catalog price shall be fixed for the first contract year. However, if the County extends this contract for additional years, at that time any increases, if any, will be determined for the second year and

must be tied to the Consumer Price Index (CPI). No mid-term increases will be accepted or allowed.

**Requirements to be submitted:**

- Written report (s) of history in supplying other counties in VA with a similar contract format as of this contract.
- Indicate value (\$) of inventory you keep on hand, present and at all times.
- Indicate number of items you keep in inventory, present and at all times.
- Any documentation providing your company's mission, purpose, and history.
- Three (3) written references from other companies you currently provide business to.
- Documentation on how your company will deliver the requested products under the terms of this contract.
- Indicate what general discount (\$/%) (if any) will be offered to the County when purchasing from your catalog on items under \$200.00 not specifically listed on the quote sheet.
- Complete all prices and unit of measures on the quote sheet provided. Attach separate sheet with substitutes as indicated.
- Temporary access to a sample online account for review.
- Submit the required number of copies.
- Any suggestions that may have been left out and/or comments on the requirements.

**SELECTION OF PROPOSAL:**

The County of Henry will evaluate all responsive proposals to determine the responsible and suitable vendor on the basis of initial responses to provide the required services.

**EVALUATION FACTORS:**

When determining the vendor to be responsible and suitable, the following factors will be considered:

1. The ability of the vendor to provide references of prior contracts similar to this contract.
2. Whether the vendor can perform all required tasks promptly or without delay.

3. The character, integrity, reputation, judgment, experience and efficiency of the vendor.
4. The vendor providing information of its business background, inventory value, inventory quantity, and history, with written references from other companies for which it has provided for.
5. The amount of discount offered on catalog items under \$200.
6. Prices will be considered but will not be the sole determining factor in award of contract.
7. The ease of access and use of an online account.

**Check list for Evaluation team**

**Value**

- 1). **5%** Written report of history in supplying other counties in VA with similar contract format?
- 2). **15%** Value of inventory on hand \$\_\_\_\_\_and # of items kept in inventory at all times\_\_\_\_\_.
- 3). **5%** Was documentation of company's mission, purpose, and history submitted?
- 4). **10%** Were three (3) references submitted?
- 5). **10%** Was documentation of methodology provided?
- 6). **5%** Did proposer submit the required number of copies?
- 7). **20%** What was discount (%/\$) indicated? \_\_\_\_\_
- 8). **20%** Was the bid sheet complete and what was the overall total? \_\_\_\_\_
- 9). **10%** Is the online account easily accessible and usable?

**\*\*\*\*If you would like an electronic copy of this RFP please contact Gail Minter by email at [gminter@co.henry.va.us](mailto:gminter@co.henry.va.us). Please reference in the subject line of your email request- “ RFP #A136, electronic copy request”. \*\*\*\***

ITEM #	Product Name	Unit of Measure	Unit Price
1	5.11 ATAC 6inch Side Zip Boot, Women 12025		
2	5.11 Company CST Boot 2.0, Black, Regular, 12033		
3	5.11 Embellished, Logo Embroidery, any logo smaller than 4.5 inch square		
4	5.11 Embellished, Names Embroidery, up to 2 lines		
5	5.11 Embellished, Shirt, Job Shirt with Canvas Details, Fire Navy, 72321		
6	5.11 Embellished, Shirt, Performance Polo, Polyester Knit, Short Sleeve, Men, Dark Navy, 71049		
7	5.11 Embellished, Shirt, Taclite Pro, Long Sleeve, Dark Navy, 72175		
8	5.11 Men ATAC 6 Boots, Side Zip, 12018		
9	5.11 Men ATAC 8 Boots, Side Zip, 12001		
10	5.11 Men ATAC Shield 6 Boots, 12019		
11	5.11 Men ATAC Shield 8 Boots, 12026		
12	5.11 Men Cotton Tactical Pant, Khaki, 74251		
13	5.11 Men Taclite Pro Pant, TDU Khaki, 74273		
14	5.11 Operator Belt, 1.75inch, Black, 59405		
15	5.11 Women Cotton Tactical Pant, Khaki, 64358		
16	5.11 Women Taclite Pro Pant, TDU Khaki, 64360		
17	Accu-Chek Safe-T-Pro Lancet, Single Use		
18	Acetaminophen, 80mg / 0.8ml, 15ml Drops		
19	Adscope 603 Stethoscope, Adult, Black		
20	Adult/Child Smart II Defibrillator Pads, 1 Set, for Heart-Start FRx Defibrillator		
21	AirFlow BVM, Pediatric, Mask, Reservoir O2 Bag, Exhalation Filter, Manometer		
22	AirLife Oxygen Mask, Non-Rebreather, Under the Chin, 7 foot Tubing, Pediatric		
23	AirLife Oxygen Mask, Non-Rebreather, Under the Chin, Safety Vent, 7 foot Tubing, Adult		
24	Apollo XR Safety Glasses, Clear Lens, Black Frame		
25	Argyle Levin Nasogastric Tube, 48 inch, 18 French		
26	Aspirin, 81mg Chewable Tablets, 36/Bottle		
27	Baby Anne Manikin, Replacement Mask Connector L050500		
28	Body Bag, Basic, 6 Ga, 36inch x 90inch, w/o Handles, White		
29	Breeze 2 Autodisc		
30	BREEZE 2 Blood Glucose Monitoring System		
31	BTM Personal Protection Kit, Infection Control		
32	Cedaprin Ibuprofen Pain Reliever Tablets, 200mg, 2/pk 50pk/bx		
33	Cerviguard Head Immobilizer Block (Only), Disposable, 6 mL Polyethylene, 2/st		
34	Chart Paper, 108mm x 23 m Roll, for LifePak 11, 12, 15		
35	Combat Application Tourniquet (CAT), One-handed Tourniquet Utilizing Windlass System		

ITEM #	Product Name	Unit of Measure	Unit Price
36	Curity Dressings, Multi-Trauma, Sterile, 10inch x 30inch		
37	Defender Gloves, Nitrile, Powder Free, Textured Finger Tips, Slate Blue, 10inch		
38	Defibrillation Pad, Direct Connect to Quick-Combo, Multi-Function, Adult		
39	Defibrillation Pad, Direct Connect to Quik-Combo, Multi-Function, Pediatric		
40	Disposable Penlight, 6/Pack		
41	Dynalube Sterile Jelly, 5 GM		
42	ECG Electrodes, Pregelled, Life Patch, Adult, 4/pk		
43	ET Tube, Murphy, Cuffed, Radiopaque Strip		
44	ET Tube, Murphy, Uncuffed, Radiopaque Strip, 16 French		
45	FilterLine Set, CO2 Sampling Line, Adult/Pediatric		
46	Gauze Sponge, 100% Woven Cotton, Sterile, 12 ply, 4inch x 4inch		
47	Glucose, 3 Tube Pack, 15gm		
48	Graham Megamover, White w/handles, Up to 1000 lbs, 40inch x 80inch		
49	Headblock Wedge Set, incl Head Immobilizer, Disposable		
50	Hi-Flow Suction Canister, Rigid, Disp, Green Top, Aerostat Filter, 1200ml		
51	Hypo-Silk Cloth Surgical Tape, Hypoallergenic, 2inch x 10 yard		
52	Infu-Surg Disposable Pressure Infuser Bag, w/Bulb and Gauge, Single Patient Use, 1000 mL		
53	Intellisense Lithium Battery, Non-rechargeable, Cardiac Science PowerHeart G3 AED		
54	I-Prin Ibuprofen, 200mg, 2/pk 250pk/bx		
55	King Airway Kit, LTS-D, Double Lumen Tube,		
56	Laryngoscope Handle, MED		
57	Lister Bandage Scissors, Stainless Steel, 4 1/2inch		
58	Little Anne Manikin, Replacement Airways, Disposable L020301		
59	Little Anne, Single Soft Pack Carry Case L020700		
60	Medicut Trauma Shear, 7 1/4inch,		
61	Medi-Trace 133 Electrodes, Foam, Pediatric, 1 3/16inch Tear Drop, 3/pk		
62	Medi-Trace 135 Electrodes, Foam, Pediatric, 1 3/16inch Tear Drop, 5/pk		
63	Medstorm Total Non Rebreather without Vent, Infant		
64	O2 Nasal Cannula, Adult, Clear Flared Nasal Prongs, 7 foot Kink Resistant Tube, Universal Connector		
65	O2 Nasal Cannula, Adult, Clear Non-flared Nasal Prongs, 7 foot Kink Resistant Tube		
66	O2 RESQ System w/Bitrac ED Mask w/3-SET CPAP Valve, w/Flow Generator, Adult MED		
67	Oxygen Mask w/7 Foot Tubing, High Concentration, Non-Rebreather, Elongated, Pediatric		
68	Oxygen Mask, Partial Non-Rebreather, Adult, Elongated, High Concentration		
69	Oxygen Nasal Cannula w/7 Foot Tubing and Elastic Headband, Infant		
70	Oxygen Nasal Cannula, Pediatric, Over-The-Ear Style, 7 foot Star Lumen Tubing		

