

## Invitation for Bids (IFB) 20IFB015

Date	Event
August 20 & 27, 2019	Advertise/Issue Date
September 5, 2019	Due Date for Questions by 2:00 pm
September 6, 2019	Questions & Answers and Addenda posted to website
September 12, 2019	IFB Closing / Due Date at 2:00 pm CST

Questions regarding this bid must be submitted via e-mail to the bid contact listed below. E-mail subject line should read: Questions - 20IFB015 Nurse and First Aid Supplies & Equipment.

Responsive bids must include:

One (1) hard copy bid packet marked "ORIGINAL"

One (1) flash drive containing only the approved BID RESPONSE FORM in EXCEL format.

Proposals must have a cover page with firm's name and contact information.

Proposals must be clearly marked with IFB Project Number and Title:

## I. INTRODUCTION

The Austin Independent School District (herein after referred to as "AISD" or the "District") is soliciting qualified and experienced firms to provide Nurse and First Aid Supplies & Equipment. Purchases made under this bid are intended primarily as replacements or supplements to existing stock at (129) Austin Independent School District (District) campuses and varying departments. Items will be purchased on an as-needed basis throughout the term of the agreement. Award(s) will be based on best overall value for the District, not necessarily lowest price.

Bidders may make written inquiries concerning this solicitation to obtain clarification of the bid requirements. Inquiries shall be submitted no later than the time and date specified on the cover page. Questions received by this deadline, and corresponding answers, will be included in an Addendum. All addenda will be posted to [our website](#) and accessible at this web link: [AISD Bid Postings](#).

## II. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years from the date of award, or such date established by the agreement. The parties, by mutual consent, may renew the agreement for up to three (3) additional 1-year periods. Prior to each renewal period, awarded firm(s) will have the option to submit updated pricing for awarded items and/or submit discontinued/substitute items for consideration. The District reserves the right to extend the contracts beyond the final expiration date if necessary, to ensure no lapse in service.

## III. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### 1. GENERAL

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included.

A copy of the Master Purchase Agreement to be issued to awardees is located on [our website](#) for reference only. The District has prepared this boilerplate to help expedite the contracting process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid; in the event of an award decision under this solicitation, both parties will negotiate an agreement for execution.



1. PRICING

- a. The District seeks to establish the lowest discounted pricing for each individual item listed on the Bid Response Form and a separate percentage discount based upon the vendor's most current catalog(s). Catalog items may be ordered by and shipped directly to schools and departments within the District. The price list/catalog(s) from which the discount(s) is based must be the latest published price list/catalog made available by the bidder.

A web link to vendor's price list/catalog(s) are required on the Bid Response Form. During the evaluation process and at random times throughout the term of the agreement, selected categories will be reviewed and verified for correct net prices.

- b. Bid your lowest and best firm-fixed price. Rebids will not be accepted. Pricing is to be firm for the duration of the initial contract period. The awarded vendor shall notify the Procurement Office immediately if circumstances arise which would affect pricing, product specifications and or availability of awarded individually items.

Unit Price shall include the following:

Transportation charges, F.O.B. Destination, prepaid and allowed.

Handling charges.

Cost associated with processing orders if American Express Corporate Purchasing Card (P-Card) is used.

Awarded vendor(s) shall not add additional usage fees, convenience fees, or any other fees to the bid price when processing an order, nor should the final invoice reflect these fees.

- c.

**2. DELIVERY**

Items ordered must be delivered within (5-7) days after receipt of order unless specified otherwise for individual item(s). All items purchased under these specifications are to be delivered to the specific school or warehouse address designated on the purchase order or to delivery address as specified by the P-Card holder.

**3. PRODUCT WARRANTY**

Manufacturer's standard warranty shall apply. If bidding a make, model, brand or manufacturer other than those specified in the Bid Response Form, vendor must provide a copy of the manufacturer's warranty.

**4. PRE-AWARD SUBSTITUTIONS**

If Bidder cannot supply a listed item, bidder must indicate by entering 'NO BID' for that line item. If bidding an alternate item other than what is specified in the bid, clearly indicate on the Bid Response Form. All proposed alternates will be evaluated for acceptability by the Procurement Office prior to bid award.

**5. POST-AWARD SUBSTITUTIONS**

If an item proposed by your firm is accepted and an award is made, vendor shall furnish that item for the duration of the award period –or- furnish an acceptable substitute of equal or greater quality should the originally awarded item be discontinued. Vendors are not authorized to automatically ship substitute items. Acceptability of the proposed substitute shall be determined by the ordering campus, on a case-by-case basis.

**6. PURCHASING METHODS**

The required purchasing method under this bid is by issuance of a valid Purchase Order. There may be instances where end-users may need to use their district-issued P-Card, however, those instance would be the exception not the rule.

Vendors are required to submit (1) original invoice by email to the AISD Accounts Payable department at: [AP\\_INVOICES@austinisd.org](mailto:AP_INVOICES@austinisd.org). Vendors must also present (1) invoice copy to the ordering campus with shipment, via email or by postal carrier. In all circumstances, it is the vendors responsibility to

V. REQUIRED FORMS

Bidders shall execute the following list of required forms. Forms can be downloaded at this web link: [Required Forms](#) or by visiting [our website](#). All forms must be fully executed and included with hard copy bid packet marked "ORIGINAL". Required Forms do not need to be submitted on flash drive.

Bid Certification

Notification of Criminal History of Contractor

Debarment, Suspension and Inequality Certification

CTPA Adoption Clause

Interlocal Cooperative Agreement Clause