



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

* 604 N. Main, Suite F * Wichita, KS 67203 * Telephone (316) 660-7255 * Fax (316) 383-7055 *

Request for Bid Bid # 06-0177

ANNUAL SERVICE FOR MEDICAL OXYGEN, CYLINDERS AND STORAGE CABINETS

November 27, 2006

Sedgwick County, Kansas (hereinafter referred to as *County*) will accept bids for Annual Service for Medical Oxygen, Cylinders and Storage Cabinets for the Sedgwick County Emergency Medical Service (EMS). This request for bid provides a description of submittal requirements, terms and conditions.

Should you elect to participate, submit two (2) completed copies of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CST, Tuesday, December 12, 2006**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, bid due date, and bid opening time. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Responses to this Request for Bid will be opened and read aloud at a public meeting. You or your representatives are welcome to attend.

James A. McComas
Senior Purchasing Agent

1. OBJECTIVES

The County has identified the following objectives for securing Annual Service for Medical Oxygen, Cylinders and Storage Cabinets described herein:

- Procure Annual Service for Medical Oxygen, Cylinders and Storage Cabinets meeting the parameters, conditions and mandatory requirements presented in this document.
- Procure Annual Service for Medical Oxygen, Cylinders and Storage Cabinets from the vendor with the best proven “track-record” in performance, service and customer satisfaction.
- Procure Annual Service for Medical Oxygen, Cylinders and Storage Cabinets with the most advantageous overall cost to the County.

2. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas’ 105 counties with a population estimated at more than 450,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2700 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Emergency Medical Service (EMS), a public ambulance service, is provided county-wide. EMS provides the highest quality of rapid pre-hospital Advance Life Support care for all requests for emergency and non-emergency service within Sedgwick County.

Currently the County has thirty (30) delivery points. The four (4) hospital sites have large storage cabinets for Jumbo D cylinder and chained space for M cylinder storage. The twenty-six (26) small storage cabinets are located in the Wichita and Sedgwick County Fire stations.

Below is the Emergency Medical Services current consumption for the previous (12) twelve months. The consumption numbers are provided as a reference only. The County can not guarantee the purchase of the following:

- 125 CuFt M Oxygen Cylinder 25-30 per week
- Jumbo D Oxygen Cylinder 130-150 per week

3. MANDATORY REQUIREMENTS

The following requirements are provided to assist bidders in completing a thorough response.

1. Have proper certification(s) or license(s) for the services specified in this RFB. (Proof of certification(s) and license(s) must be submitted with vendor response form.)
2. Must be registered with the U.S. Food and Drug Administration (FDA) and supply Medical Oxygen under the current compressed Medical Gas Standards.
3. Provide a Certificate of Compliance from an independent inspector.
4. Annual Service for Medical Oxygen, Cylinders and Storage Cabinets must meet or exceed specifications listed in this document.
5. Provide weekly service as required to all locations listed in this bid. Vendor shall be able to provide delivery of oxygen products in a timely manner and shall not use an outside delivery service for delivery. Regular deliveries shall occur on Thursday and/or Friday to ensure adequate product for the weekend.
6. Provide monthly invoicing for each account (delivery point) that includes product purchased and equipment rented.
7. Have the capacity to acquire all required bonds, insurances, permits and coordinate with approving and/or monitoring agencies.
8. Provide a bank reference statement and/or a copy of the most recent, audited, financial statement.
9. Provide services similar to those specified in this RFB for minimum of three (3) years.
10. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the County account.
11. Provide at least four (4) 24/7 emergency phone numbers for after hour or emergency service. Time

limit from initial call to response shall not exceed two (2) hours.

12. Provide two (2) references verifying exemplary service. These references **MUST** have received service(s) of a comparable scope and size to those proposed under this RFP. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of medical billing and accounts receivable services provided.
13. Discuss any current local, state or federal (i.e. FDA) violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
14. Provide a Certificate of Insurance.

4. MINIMUM REQUIREMENTS

The specifications listed are considered *Minimum* and may be exceeded. Alternate items meeting fit, form and function of specifications may be submitted. However, Sedgwick County reserves the right to select the bid that most closely matches the specifications.

1. Cylinder Specifications:

- a. M Cylinder
 - i. 125 CuFt Capacity
 - ii. Medical Grade
 - iii. Steel or Aluminum
- b. Jumbo D Cylinder
 - i. 640 Liters Capacity
 - ii. Medical Grade
 - iii. Aluminum
 - iv. Thumb Knob Valve

Note: Thumb knob must be permanently attached to the valve. Knob must not require additional tools to turn on or off. This valve mechanism must not increase the overall length of the cylinder. Suggested valve is a Western Enterprises P/N MPV-870.

2. Storage Cabinet(s) Specifications:

- a. Vendor must provide a securable cabinet at four (4) locations, capable of being locked for outdoor use.
 - i. Cabinet must store up to 40 Jumbo D cylinders.
 - ii. Overall dimensions must not exceed 24"W x 42"H x 32"D.
 - iii. Cabinet must be made of 16 gauge steel
 - iv. Cabinet must be painted medical oxygen green
 - v. Cabinet must be labeled with **OXYGEN NO SMOKING** decals.
- b. Vendor must provide a securable cabinet at twenty-six (26) locations.
 - i. Cabinet must store at least twelve (12) Jumbo D cylinders.
 - ii. Overall dimensions must not exceed 36"W x 12"D.
 - iii. Cabinet must be stable enough to stand on its own at the appropriate working height.
 - iv. Cabinet must be made of 16 gauge steel
 - v. Cabinet must be painted medical oxygen green
 - vi. Cabinet must be labeled with **OXYGEN NO SMOKING** decals.

3. Start-Up Cylinder Quantities

Cylinders listed below are the initial start-up quantities needed at the beginning of this contract. This **DOES NOT** include trade-out cylinders for refilling each week, only cylinders needed on the ambulances, fire apparatus, and delivery points.

Department	Cylinder Type	Vehicle Quantity	Safety Stock Quantity	Total Required
Sedgwick County EMS	M Cylinder	20	36	56
Sedgwick County EMS	Jumbo D Cylinder	49	110	159
Sedgwick County Fire Dept	Jumbo D Cylinder	36	23	59
Wichita Fire Dept	Jumbo D Cylinder	79	51	130

4. Site Addresses and Cylinder Quantities

Department	Location Address	Safety Stock Quantity Jumbo D Cylinders	Vehicle Quantity Jumbo D Cylinders	Safety Stock Quantity M Cylinders	Vehicle Quantity M Cylinders
EMS (Via Christi – St Francis Campus)	929 N St Francis	49	30	20	10
EMS (Wesley Medical Center)	550 N Hillside	0	30	0	10
EMS (Via Christi – St Joseph Campus)	3400 E Grand	0	30	0	10
EMS (Via Christi – West River Plaza)	2622 W Central	0	20	0	6
WFD, Station 1	731 N Main	7	7	0	0
WFD, Station 2	1240 S Broadway	5	3	0	0
WFD, Station 3	3261 N Broadway	5	3	0	0
WFD, Station 4	2423 W Irving	5	2	0	0
WFD, Station 5	257 N Hillside	4	2	0	0
WFD, Station 7	2346 N Coolidge	4	3	0	0
WFD, Station 8	661 N Elder	4	2	0	0
WFD, Station 9	350 S Edgemoor	5	3	0	0
WFD, Station 10	1755 N Grove	4	3	0	0
WFD, Station 11	1845 GW Blvd	4	3	0	0
WFD, Station 12	3443 S Meridian	4	3	0	0
WFD, Station 13	3162 W 42 nd N	4	3	0	0
WFD, Station 14	6408 Farmview	4	2	0	0
WFD, Station 15	7923 E Lincoln	4	2	0	0
WFD, Station 16	1632 N Tyler	4	2	0	0
WFD, Station 17	10651 W Maple	4	2	0	0
WFD, Station 18	2808 N Webb	4	3	0	0
WFD, Station 19	4440 S Broadway	4	3	0	0
SCFD, Station 31	5848 N 247 th W	2	2	0	0
SCFD, Station 32	501 E 53 rd N	8	4	0	0

SCFD, Station 33	5728 N 151 st W	3	4	0	0
SCFD, Station 34	3914 W 71 st S	4	3	0	0
SCFD, Station 35	651 S 247 th W	3	2	0	0
SCFD, Station 36	6400 S Rock Rd	3	3	0	0
SCFD, Station 37	4343 N Woodlawn	10	3	0	0
SCFD, Station 38	1010 N 143 rd N	3	2	0	0
TOTAL CYLINDERS for all vehicles and delivery points (not including needed cylinders for filling each week)		348		56	

Note: Location addresses may be changed, added or deleted during the contract. Any change to cylinder quantities must be made by EMS Support Service Division only. **NO EXCEPTION.**

5. SITE VISIT

Any vendor interested in viewing the current equipment may contact Major Greg Schuessler @ 316-660-7976 or gschuess@sedgwick.gov to arrange a viewing time.

6. DELIVERY

Price(s) proposed must include shipping, handling, in-side delivery, surcharges and set-up FOB to the Sedgwick County locations identified in this document.

7. CONTRACT PERIOD AND PAYMENT TERMS

The contract period with the successful firm will be one (1) year, to begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any and all required paperwork. The County will have an option to renew the contract for four (4) additional one (1) year terms, if agreeable between all parties.

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable reports and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

Payments for all specified services or products to the successful bidder can be made with the following criteria taken into consideration:

- Delivery of the proposed service(s) and/or product(s);
- Receipt of a detailed invoice;
- Payment won't be made until above conditions are met.

8. TENATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice. Contact James McComas, Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties _____ November 27, 2006
 Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT _____ December 04, 2006
 Addendum Issued _____ December 05, 2006
 Sealed Bids due before 1:45 p.m. CST _____ December 12, 2006
 Evaluation Period _____ December 13, 2006 – December 20, 2006
 Board of Bids and Contracts Recommendation (If Required) _____ December 21, 2006
 Board of County Commission Award (If Required) _____ December 27, 2006

9. QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFB process should be directed to James McComas, at (316) 660-7255, or e-mail jmccomas@sedgwick.gov. All questions must be submitted in writing by 5:00 p.m. CDT, December 04, 2006. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by December 05, 2006. **Vendors are responsible for checking the web site and acknowledging any addendums on the bid response form.**

10. REQUEST FOR BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following:

1. Pricing offered in the bid document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements.
2. Sedgwick County reserves the right to reject any or all Bids and responses to these and/or related documents, to accept any item or items in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
3. Alternate Bids (two or more Bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such Bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the Bid specifications will control.
4. Bidders MUST return two (2) signed, completed copies of the entire document to Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, on or before the date and time specified. Bids must be sealed in an envelope, and marked with the firm name and address, Bid number, Bid opening date, and Bid opening time. The time of receipt will be determined by the time clock stamp in the Purchasing Department.
5. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment.
6. Quotations submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the Bid.
7. Sedgwick County interprets the term "lowest responsible Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the Bid, and (b) determine which Bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which Bids are received.
8. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information to assist Sedgwick County in analyzing your Bid.
9. If the supplier refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Sedgwick County may, by written notice, terminate the contract OR purchase order.
10. The supplier will warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
11. The successful bidder will hold and save Sedgwick County, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
12. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
13. All items must be properly packed, if applicable, to insure delivery in good condition, and in accordance with instructions listed on the face of the Request for Bid or purchase order, if any.
14. Contracts entered into on the basis of submitted Bids are revocable if contrary to law.
15. The Bidder agrees to comply with K.S.A. 44-1030. Bidder will:
 - a. Observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability.
 - b. Include the phrase, 'Equal Opportunity Employer,' or a similar phrase approved by the Kansas Commission on Human Rights in all solicitations or advertisements for employees.
 - c. Sedgwick County, if bidder fails to comply with the manner in which he reports to the Kansas Commission on Human Rights.

- d. Be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County; if found guilty of a violation of the Kansas Act Against Discrimination under a decision, or order of the Kansas Commission on Human Rights which has become final,
 - e. Include be deemed to have breached the contract, which may be canceled, terminated, or suspended, in whole or in part, by the provisions of subsections (14.1) through (14.5) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractors or vendor.
16. The vendor responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
 17. It will be understood that the Bidder's sureties and insurers are subject to the approval of the County.
 18. In response to this Request for Bid, the Bidder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Bidder. The Bidder agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder will be liable for the County's actual damages that exceed the amount of the surety.
 19. It will be understood that time is of the essence in the Bidder's performance. The Bidder agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Bidder defaults in the performance of the Contract Documents, the Bidder will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
 20. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and, that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
 21. It will be understood that any bid and any/all referencing information submitted in response to this Request for Bid will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
 22. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
 23. By submission of a response, the Bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid/quotation. The Bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive proposing among all vendors.
 24. Unless specified otherwise, all items quoted are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
 25. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
 26. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
 27. The Bidder must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Information regarding the procurement process may be obtained from James McComas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, (316) 660-7255.
 28. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for Bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a Bid response via facsimile does NOT relieve the Bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-Bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of Bid sureties (bonds, certificates of insurance, etc.).

BID RESPONSE FORM
Bid # 06-0177
ANNUAL SERVICE FOR MEDICAL OXYGEN, CYLINDERS AND STORAGE CABINETS

PRICING INFORMATION

I/We _____, propose to provide the product(s) and/or service(s) described herein with the following costs:

	Estimated QTY	Each Cost	Monthly Cost	Yearly Cost
1. M Cylinder Re-Fill Charge				
2. Jumbo D Cylinder Re-Fill Charge				
3. M Cylinder Rental	56	\$	\$	\$
4. Jumbo D Cylinder Rental	348	\$	\$	\$
5. Large Cabinet Rental	4	\$	\$	\$
6. Small Cabinet Rental	26	\$	\$	\$
7. Hazardous Material Charge per Delivery		\$	\$	\$
8. Route Delivery		\$	\$	\$
9. Emergency Delivery (8:00 am – 6:00 pm)		\$	\$	\$
10. Emergency Delivery (6:01 pm – 7:59 am)		\$	\$	\$

Price(s) proposed must include shipping, handling, in-side delivery, surcharges and set-up FOB to the Sedgwick County locations identified in this document.

BID RESPONSE FORM

Bid # 06-0177

ANNUAL SERVICE FOR MEDICAL OXYGEN, CYLINDERS AND STORAGE CABINETS

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid entered; (4) they have read the complete Request for Bid and understand all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

Firm Name			
Contact Name			
Address		City	State
		Zip Code	
Phone #	Fax #	Hours of Operation	
Tax Payer I.D. Number			
General Nature of Business			
Number of Locations	Number of Persons Employed		
Company Web Site Address	E-mail		

TYPE OF ORGANIZATION: Public Corporation Private Corporation L.L.C. Partnership

Minority Business _____ (type)

Woman-Owned Business Small Business Distributor

Educational Institution Retail Dealer

We acknowledge receipt of addenda: NO. _____, DATED _____; NO. _____, DATED _____.

Emergency Contact Information		
<input type="checkbox"/> Yes, I would like to be on the emergency vendor list. <input type="checkbox"/> No, I would not like to be on the emergency vendor list.		
Emergency Contact Name		
After Hours Phone #	After Hours Fax #	

The contract period with the successful firm will be one (1) year, to begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any and all required paperwork. The County will have an option to renew the contract for four (4) additional one (1) year terms, if agreeable between all parties.

In submitting this bid, vendor acknowledges all requirements, terms, conditions, and sections of this document. **Any exceptions should be clearly delineated and detailed.**

Signature _____ Title _____

Dated _____