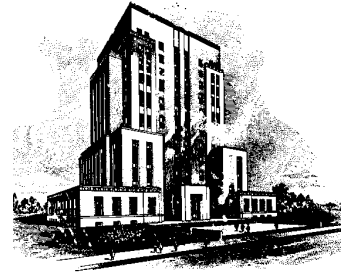


Racine County Finance Department – Purchasing Division

Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1238
Phone 262-636-3700
Fax 262-636-3763

Kenneth Schmidt
Purchasing Coordinator



October 28, 2015

To All Prospective Bidders:

You are invited to submit a bid to provide **INCONTINENCE PRODUCTS** for Ridgewood Care Center, 3205 Wood Road, Racine, Wisconsin. Sealed bids are due on or before 10:00 am local time on Tuesday, November 17, 2015 at the Racine County Finance Department located on the 4th floor at 730 Wisconsin Avenue, Racine, WI 53403. Late bids will not be accepted.

Responses must be in a sealed envelope/container and show the firm's name, address, and solicitation number/name on the cover as instructed. Your response must be manually signed and dated and include all requested information.

Any questions regarding this IFB must be submitted in writing and directed to:

Ken Schmidt, Purchasing Coordinator
Racine County
Facsimile: 262-636-3763
ken.schmidt@goracine.org

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a Vendor to any Racine County employee or elected official should be made during this process unless authorized by Racine County Purchasing.

Sincerely,

Kenneth J. Schmidt

Kenneth J. Schmidt
Racine County Purchasing Coordinator

Encl: Bid Package

INVITATION FOR BID

Bid # 15-RCC-001

INCONTINENCE PRODUCTS

Racine County invites interested suppliers of incontinence products to bid on supplying Racine County with Incontinence Briefs and Pads to be used at Ridgewood Care Center, 3205 Wood Road, Racine.

INSTRUCTIONS TO BIDDERS

A. BIDDER'S INSTRUCTIONS

Bidders are reminded to carefully examine the bid and specifications upon receipt. If the Bidder does not fully understand the Invitation For Bid (IFB) or is in doubt as to the County's ideas or intentions concerning any portion of the IFB, any/all questions shall be submitted in writing to Ken Schmidt, Purchasing Coordinator, by November 9, 2015, either by fax or e-mail for interpretation or correction of any of the printed material.

Fax: 262-636-3763

E-mail: ken.schmidt@goracine.org

Answers to all questions will be in the form of an Addendum and posted on Racine County's website by Wednesday, November 11, 2015.

B. ADDENDUM

Any changes made as a result of a written request will be issued via bid addenda to all prospective bidders and, if necessary, an extension will be made to the bid opening date. Addenda will be posted to the Racine County Website (www.racineco.com) under Bids/Proposals. Bidders are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your bid as specified. Bidders who do not return the addenda may have their bids rejected. If you are unable to access the internet, contact Racine County Finance Department – Purchasing Division at 262-636-3700 for a hard copy.

If a proposal packet is received from any source or entity other than Racine County Finance Department – Purchasing Division, the bidder is responsible for contacting Racine County Finance Department – Purchasing Division and requesting the firm's name be put on the bid list for the project. Failure to do so in no way obligates the County to send out addendum or other information concerning this request to the bidder.

C. INCURRING COSTS

Racine County is not liable for any costs incurred in replying to this IFB.

D. TWO COPIES ARE REQUIRED

Unless otherwise specified, two (2) copies of the bid on prescribed forms will be required.

E. DUE DATE

Two (2) copies of your bid response are to be received by 10:00 am local time on Tuesday, November 17, 2015 in the office of the Racine County Purchasing Coordinator. The bids will then be publicly opened and read aloud. Sealed bids received after 10:00 am local time as dictated by www.time.gov will be considered late, will not be accepted and will be returned unopened.

F. ADDRESSING OF BIDS

Bid responses shall be submitted in a sealed envelope. The sealed envelope shall be marked with bidder's return address and addressed as follows:

TO: Kenneth J. Schmidt
Purchasing Coordinator
Racine County Courthouse 4th Floor
730 Wisconsin Avenue
Racine, WI 53403-1238

On the lower left-hand corner of the sealed envelope write:
"INCONTINENCE PRODUCTS, DUE: NOV 17, 2015"

G. WITHDRAWAL OF BIDS

Bids may be withdrawn by written or electronic request received from bidder prior to the time and date fixed for bid opening. Negligence on the part of the bidder in preparing their bid response confers no right for withdrawal of the bid after it has been opened. Withdrawn bids will be returned unopened prior to the time and date set for bid opening.

H. LATE BIDS

Late bids will not be accepted and will be returned unopened.

I. BIDS BINDING 60 DAYS

Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid opening.

TERMS AND CONDITIONS

A. TAX EXEMPT

Racine County is a tax-exempt municipality under WI Stats 77.54(9a)(b).

B. BRAND NAMES

References: If articles have been identified in the bid by a Brand Name and model number, such reference is intended to be descriptive but not restrictive. It is for the sole purpose of indicating to the prospective bidders a description of articles that will be satisfactory. Other items of equal quality may be considered. **Samples are required.**

Substitutions: Unless the bidder clearly indicates in their bid that a different article is being offered, the bid shall be considered as an offering of the brand name article.

C. PRICING

Pricing shall be guaranteed for 2016. Bidder has the option to include pricing for the years 2017 and 2018. Prices must include delivery, F.O.B. destination freight prepaid.

Prices must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt of final acceptance of goods, whichever is later.

Vendors who wish to quote a discount for early payment may do so by noting the discount in the Payment Terms on the Bid Form; for example – 2/15 net 30. Discounts will be considered when evaluating costs.

D. PURCHASE ORDERS

A Purchase Order shall be issued as a result of this bid. No shipment shall be made under the contract until the Purchase Order has been received unless otherwise agreed to by the Purchasing Coordinator in writing.

E. DELIVERY

Proposals shall include delivery costs to Ridgewood Care Center, 3205 Wood Road, Racine, WI 53406-5048. All transportation charges shall be prepaid and borne by the supplier.

Ridgewood Care Center is equipped with a loading dock.

F. PIGGYBACK PURCHASES PROGRAM

This commodity has been selected to be made available for use by other units of local government in Southeastern Wisconsin, within a 50-mile radius of Milwaukee. These subdivisions include agencies that are members of V.A.L.U.E. in Local Government. A current list of members is available at www.value4gov.org (select FAQ).

The use of the contract, by the above units of government, shall be optional.

Sales to the above units of government, by the supplier, shall be optional.

If the prices offered on this proposal will be extended to the above-mentioned governmental units, indicate in the space provided on the Bid Page. If the prices, terms, or conditions are not the same, include a statement completely detailing the changes.

Any resulting contract is solely between supplier and third party unit of government. Billings for items purchased under this agreement shall be directed to the governmental agency purchasing these items.

This agency shall not be responsible for any problems, which may arise between other units of government and the supplier as a result of any sales and/or purchases made.

Participation will not be considered in making of awards under this inquiry.

G. AFFIRMATIVE ACTION

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Bidder page, you indicate your acceptance and compliance.

SPECIFICATIONS

A. CURRENT PRODUCT DESCRIPTION

The following adult incontinence products are currently used within Racine County's healthcare facility.

- Covidien Medium Briefs, #33053100 (McKesson)
- Covidien Large Briefs, #65343100 (McKesson)
- Covidien Extra Large Briefs, #65353100 (McKesson)
- Covidien Double Extra Large Briefs, #67093100 (McKesson)
- Compliance Heavy Blue Pads/Liners, #600-LP1327 (Promed)
- Compliance Heavy Purple Pads/Liners, #600-LP1329 (Promed)

B. BID PRODUCT

Bidder is required to bid on disposable pads (liners) and disposable briefs for incontinent residents. Products shall be as noted above or approved equal. If an equal product is quoted, samples must be included with bid. All products shall be latex free.

Disposable briefs shall have:

- Elastic around leg area
- Refastenable tape tabs
- Wetness indicator
- Minimum capacity of:
 - Medium – 4 cups
 - Large – 5 cups
 - Extra Large – 5.5 cups

Disposable Pad shall have:

- Contoured shape
- Wetness indicator
- Approximate dimensions 16" long 11" wide at top and bottom
- Minimum capacity of 4 cups

C. QUANTITIES

The following is an approximation of the quantity of incontinence products required on a weekly basis.

- | | |
|-----------------------------|----------|
| • Disposable Brief – Medium | 2 cases |
| • Disposable Brief – Large | 15 cases |
| • Disposable Brief – XL | 5 cases |
| • Disposable Brief – XXL | 3 cases |
| • Disposable Pad (Blue) * | 19 cases |
| • Disposable Pad (Purple) * | 7 cases |

** Purple pads are used for heavier absorbance than blue.*

AWARD INFORMATION

A. COMPLIANCE WITH IFB

Bids submitted must be in strict compliance with the terms of the IFB. Failure to comply with all provisions of the IFB may result in disqualification.

B. CONDITIONS OF AWARD

All Vendors, by submission of their respective bids, agree to abide by the rules, regulations, and procedures of Racine County.

By submitting a bid, the Vendor thereby agrees that Racine County's decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Racine County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the IFB. All materials submitted become the property of Racine County and may be available to the public.

C. BRAND NAME OR EQUAL

Ridgewood Care Center shall determine the equality of other brand name products. Their decision shall be final.

D. AWARD

It is the intent of the County to award the contract to the lowest responsible Bidder provided the bid has been submitted in accordance with the requirements of the IFB and does not exceed the funds available. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts the bid.

The County of Racine, through its duly authorized agents, reserves the right to reject any or all bids, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County.

E. TIED BIDS

If two (2) or more bidders submit identical bids, the decision of the County to make award to one or more of such bidders shall be final.

F. DISQUALIFICATION

Award will not be made to any person, firm, or company in default of a contract with Racine County, or to any Vendor having as its sales agent, representative or any member of the firm, any individual previously in default or guilty of misrepresentation.

G. NOTICE OF AWARD

Written notice of award to bidder in the form of a letter and/or Purchase Order will be mailed to the address shown on the bid and will be considered sufficient notice of acceptance of bid.

H. RESULTS OF BID

Bidders may secure information pertaining to results of the bids by request to Racine County Purchasing, Monday through Friday, between 8:00 am and 5:00 pm or by e-mail to Ken.Schmidt@goracine.org.

BID PAGE
 Bid # 15-RCC-001

INCONTINENCE PRODUCTS

Bid on Current Products for 2016:

<u>Description</u>	<u>Cost per case</u>
• Covidien Medium Briefs, #33053100	_____ per case of _____
• Covidien Large Briefs, #65343100	_____ per case of _____
• Covidien Extra Large Briefs, #65353100	_____ per case of _____
• Covidien Double Extra Large Briefs, #67093100	_____ per case of _____
• Compliance Heavy Blue Pads/Liners, #600-LP1327	_____ per case of _____
• Compliance Heavy Purple Pads/Liners, #600-LP1329	_____ per case of _____

Bid on Equal (or similar) Product for 2016:

NOTE: If bidding an 'or equal' product, samples must be included with bid.

Product Brand _____

<u>Description</u>	<u>Waist/Hip range</u>	<u>Cost per case</u>
• Medium Brief	_____	_____ per case of _____
• Large Brief	_____	_____ per case of _____
• Extra Large Brief	_____	_____ per case of _____
• Heavy Pad		_____ per case of _____

Optional Pricing for 2017:

- Medium Brief _____ /cs
- Large Brief _____ /cs
- Extra Large Brief _____ /cs
- Heavy Pad _____ /cs

Optional Pricing for 2018:

- Medium Brief _____ /cs
- Large Brief _____ /cs
- Extra Large Brief _____ /cs
- Heavy Pad _____ /cs

OPTIONAL PAYMENT TERMS:

DISCOUNT _____% _____ DAYS; NET _____ DAYS

PIGGYBACK OPTION

We agree to extend this contract to other members of V.A.L.U.E. in Local Government in accordance with this proposal.

Yes _____ No _____

CERTIFICATION OF BIDDER

Bid # 15-RCC-001

INCONTINENCE PRODUCTS

I fully understand the requirements of the County of Racine and certify on behalf of my company that we can meet the requirements stated above.

SIGNATURE _____

PRINT/TYPE NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE # _____ FAX _____

E-MAIL _____

DATE _____