

MUNICIPALITY OF ANCHORAGE
PURCHASING DEPARTMENT
PHONE (907) 343-4590

Mailing Address
P.O. Box 196650
Anchorage, AK 99519-6650

Physical Address
632 W. 6th Avenue, Suite 520
Anchorage, AK 99501

REQUEST FOR QUOTATION NO. 2022Q021

RFQ No. **2022Q021** – Furnish First Aid Medical Kits on an "as needed" basis to the Municipality of Anchorage, Anchorage Police Department.

Date of Request	Reply Must Be Received Prior To	Buyer	Buyer Phone Number
<u>4/28/2022</u>	9:00 A.M. Local Time, May 11, 2022	Amos Snoddy	907-343-4590

THIS IS NOT AN ORDER
PLEASE QUOTE AT ONCE ON THE FOLLOWING AND SPECIFY YOUR DELIVERY DATE

Cover Sheet	Page	1
Quote Proposal	Page	2
General Provision	Page	3
First Aid Kit Requirements	Page	4
Sample Contract	Consisting of	5 Pages

Quote must be submitted on Quote Proposal Page 2 along with all required information per attached Specifications.

This Request for Quotation is available electronically (.pdf) at the Municipality of Anchorage, Purchasing Office's website; <http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>. Should you choose to obtain a copy of this from our website; it is your responsibility to periodically check the website for any addenda.

Questions regarding this RFQ **will** be submitted in writing via email to wwpur@muni.org. Written questions **will** be received no later than **4:00 P.M. Alaska Time, May 4, 2022**. Questions will include the Buyer's name, the RFQ number and RFQ Title, on the subject line.

Quotations will be submitted to the Purchasing Department via one of the following methods.

1. Email: wwpur@muni.org ("**Subject**" line must include Buyer name and RFQ number)
2. Mail: P.O. Box 196650, Anchorage, AK 99519-6650
3. Hand delivery: 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501.

Municipality of Anchorage
Purchasing Department
632 W. 6th Avenue, Suite 520
Anchorage, AK 99501

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

MUNICIPALITY OF ANCHORAGE

Amos Snoddy

Amos Snoddy
Executive Buyer

Phone: 907-343-4590

Office Hours: 8:00am – 5:00pm Monday through Friday

Excluding Municipal Holidays

QUOTE PROPOSAL

ITEM	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1	First Aid Medical Kit Per attached Kit Requirements NO PRODUCT SUBSTITUTION	60	Kit	\$ _____	\$ _____

The bidder will accept credit card payment for purchases against this RFQ

Yes

No

Addendum Acknowledgement
Number(s) _____ is/are hereby acknowledged

By submitting a quote, the quoter acknowledges receipt, has reviewed, and understands of all documents listed on the Cover Sheet. For purposes of quote evaluation and contract award, in the event of inconsistency between the unit price and the extended price, the unit price will govern.

Authorized Representative Signature

Date

Printed Name

Title

Printed Vendor Name

Phone Number

Mailing Address

Fax Number

City, State, Zip Code

Company Email Address

Physical Address of Company (if different from above)

City, State, Zip Code

By signing above the bidder certifies they are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.

GENERAL PROVISIONS

REQUIRED DOCUMENTS: Only the following listed items marked with a “☑” are required to be submitted with your Quote.”

- ☑ Quote MUST be submitted on the Quote Proposal Page 2 of this RFQ
- ☑ Shipping is FOB destination (include shipping cost in quote)
- ☑ Quoted prices may not be withdrawn or changed for a period of thirty (30) days
- ☑ Payment terms are Net/30

EVALUATION: Award will be made to the lowest responsive and responsible bidder in accordance with Anchorage Municipal Code Sections 7.15.040, 7.20.020, 7.20.030, and 7.20.040, with preference to local bidders applied in accordance with Section 7.20.040. Evaluation for determining the lowest bid will be made in the **aggregate. TO BE CONSIDERED FOR AWARD ALL ITEMS MUST BE BID.** All items must be new and come with manufacturer’s warranty, if supplied by the manufacturer. The purchasing officer will have the sole discretion to determine whether the bid submitted meets specifications of the Request for Quote, whether a bidder is responsive, and whether a deviation is material.

CONTRACT VOLUME: The MOA does not guarantee any minimum or maximum purchase quantities and/or dollar amounts. The above quantities are for evaluation purposes only. The MOA reserves the right to increase or decrease the quantities listed at the same unit price.

PERIOD OF PERFORMANCE: Period of performance will be on an “as needed” basis from May 16, 2022 to May 15, 2023, unless terminated sooner, with an option to renew for (2) additional one (1)-year periods at the same unit price(s), upon mutual consent of both parties and lawful appropriation of funds.

DELIVERY STATEMENT: The MOA requires delivery of all items as soon as possible. The required delivery date is no later than 60 days after receipt of order (ARO).

DELIVERY TO: Anchorage Police Department
3760 Dimond Blvd.
Anchorage, AK 99518

ANTI-DISCRIMINATION CLAUSE: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status or mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action will include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code

APD 2022 First Aid Kit Requirements

1. 1/EA BANDAGE, MULTI TRAUMA, MINI COMPRESSION WITH 4X7 ABD PAD, VACUUM SEALED, FLAT FOLD, 4' STRAP
2. 2/EA CELOX RAPID Z-FOLD GAUZE, 3"x4 YARDS
3. 1/EA BANDAGE ROLL, STERILE 4.5"x4.1 YARDS, KERLIX
4. 1/EA BVM, SPUR II, ADULT W/MED ADULT MASK
5. 10/EA GAUZE PAD, STERILE 4"x4", 12 PLY
6. 1/EA TRAUMA SHEARS, 7.25"
7. 1/EA LUBRICATING JELLY, PDI STERILE
8. 1/EA CURAPLEX NPA 28 FRENCH, 7.0MM LATEX FREE PVC
9. 1/EA CPR POCKET MASK, CPR MICRO MASK WITH CASE, REPLACEABLE / DISPOSABLE VALVE
10. 3/EA N95 MASK, PARTICULATE RESPIRATOR MD/LG, DISPOSABLE
11. 1/EA RMT RATCHETING TOURNIQUET
12. 4/EA XEROFORM, PETROLIUM DRESSING, 5"x9"
13. 1/EA COBAN NON-STERILE COHESIVE BANDAGE 3"x5 YARD FULLY STRETCHED, LATEX
14. 2/EA SWAT-TOURNIQUET, ORANGE, PART NUMBER: SWAT-ORG
15. 1/EA GAUZE, S-ROLLED 4.5" X 4.1 YARD STERILE
16. 1/EA ISRAELI T3 BANDAGE
17. 1/EA SAFETY GLASSES, V20 PURITY, CLEAR ANTI-FOG LENS
18. 1/EA NORTH AMERICAN RESCUE, HIGH RISK WARRANT CASUALTY KIT, OD GREEN (BAG ONLY)
19. 1/EA BLIZZARD EMS BLANKET, FLAT PACK, ORANGE
20. 1/EA CURAPLEX CLOTH WHITE ADHESIVE TAPE 2"x10 YARDS
21. 2/EA HALO XL CHEST SEAL REF# 1216-10004

CONTRACT SERVICE/SUPPLY

NAME AND ADDRESS OF CONTRACTOR

NAME AND ADDRESS OF DEPARTMENT OR AGENCY OF THE MUNICIPALITY ADMINISTERING THIS CONTRACT:

MUNICIPALITY OF ANCHORAGE

THIS CONTRACT, entered into by the MUNICIPALITY OF ANCHORAGE (MOA) and the Contractor named above, WITNESSETH that the parties hereto mutually agree as follows:

1. Scope of the Contract

.....in accordance with the attached Scope of Work or Specifications.

2. Total Contract Value

The not to exceed contract amount is _____ Dollars (\$ _____). **This is a non-encumbering contract. Contractor will not begin work authorized under this Contract until a purchase order is issued.** The MOA does not guarantee any minimum or maximum quantity of material or services to be processed under this contract. The Contractor will furnish all services described above, for the amount stated, in strict accordance with the Contract Documents.

3. Period of Performance

Time Schedule for performance will be Month X, XXXX through Month X, XXXX, with an option to renew for X (#) additional one (1)-year periods, at the same unit price, upon mutual consent of both parties and lawful appropriation of funds.

4. Contract Documents

A. All documents, including but not limited to Specifications, Statements of Work, General and Special Provisions, Bidder's Checklist, Bid Proposal, Insurance Requirements, and Addendums, of Invitation to Bid # _____ are incorporated by reference.

B. Other _____

5. Independent Contractor

The Contractor will provide services as an independent contractor to the MOA. Except as this contract provided otherwise, the MOA will not supervise or direct the Contractor.

6. Compliance with Laws

The Contractor will acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this contract. All actions taken by the Contractor under this contract will comply with all applicable statutes, ordinances, rules, and regulations. The Contractor will pay all taxes pertaining to its performance under this contract.

7. Equal Employment Opportunity Contract Compliance

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status or mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action will include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.
- B. The Contractor will state, in all solicitations or advertisements for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, or gender identity, marital status, or physical or mental handicap.
- C. The Contractor will include the provisions of subsections A and B of this section in every subcontract or purchase order under this contract, so as to be binding upon every subcontractor or vendor of the Contractor under this contract.

8. Assignments

Unless the MOA provides otherwise in writing, any assignment by the Contractor of its interest of any part of this contract or any delegation of its duties will be void, and permit the MOA to terminate this contract without liability for work performed.

9. Ownership. Publications. Reproduction and Use of Material

Unless the MOA provides otherwise in writing, all data, documents and materials that the Contractor produces will be the property of the MOA, which will retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. This exclusive right does not apply to any materials presently in the public domain or not subject to copyright.

10. Nonwaiver

The failure of either party to enforce a provision of this contract does not waive the provision or affect the validity of the contract or a party's rights to enforce any provision of the contract.

11. Jurisdiction and Choice of Law

Any civil action arising from this contract will be brought in the trial courts for the Third Judicial District of the State of Alaska at Anchorage. The law of the State of Alaska governs this contract.

12. Integration

This document and all documents incorporated in it by reference are the entire agreement of the parties, and supersede all previous communications, representations, or agreements regarding this subject, whether oral or written, between the parties.

13. Termination of the Contractor's Services

The Contractor's services may be terminated in whole or in part:

- A. By mutual consent of the parties.
- B. For the convenience of MOA, provided that MOA notifies the Contractor, in writing, of its intent to terminate under this paragraph at least 15 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this contract. Termination under this subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to remedy the problem within fifteen (15) days after receiving the notice.

14. Duties Upon Termination

- A. If MOA terminates the Contractor's services for convenience, MOA will pay the Contractor for unpaid services rendered to date of termination. Such payment will constitute the Contractor's only right to compensation for MOA's decision to terminate for convenience.
- B. If the Contractor's services are terminated for cause, MOA will pay the Contractor for all contractual services satisfactorily rendered prior to termination less any damages suffered by MOA because of the Contractor's failure to perform satisfactorily. Such payment will constitute the Contractor's only right to compensation from MOA.
- C. If the Contractor receives payment exceeding the amount to which it is entitled under Subsection A or B of this section, he will remit the excess to the Administrator within thirty (30) days.
- D. If the Contractor's services are terminated, for whatever reason, the Contractor will receive no compensation under this contract, other than that explicitly allowed under this section.

15. Stop Work Order

The MOA may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor will immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties will have agreed, the MOA will either:

- A. Cancel the stop-work order; or
- B. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience, clause of this contract.

If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor will resume work. The MOA will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:

- A. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- B. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the MOA decides the facts justify the action, the MOA may receive and act upon the claim submitted at any time before final payment under this contract.

If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the MOA, the MOA will allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

If a stop-work order is not canceled and the work covered by the order is terminated for default, the MOA will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

16. Indemnity

The Contractor will indemnify defend, save, and hold the MOA harmless from any claim, lawsuit, or liability, including costs and attorney's fees allegedly arising from loss, damage, or injury to persons or property occurring in the course of the Contractor's performance.

17. Contract Interpretation

In interpreting this contract, the documents that comprise it will be given the following order of precedence:

- A. The Contract
- B. All Addenda
- C. The General and Special Provisions as set forth in the Invitation to Bid No. _____
- D. The Specifications
- E. The Contractor's Bid Proposal

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the Contract Date entered below.

MUNICIPALITY OF ANCHORAGE

VENDOR NAME

Signature

Signature of Authorized Representative

Printed Name

Printed Name

Title

Title

Date

Date

SAMPLE