

MUNICIPALITY OF ANCHORAGE
PURCHASING DEPARTMENT
PHONE (907) 343-4590 - FAX (907) 343-4595

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. 2023Q010

RFQ No. 2023Q010 – Furnish Medical Cots with Handrails and Attachable IV Poles to the Municipality of Anchorage, Anchorage Health Department.

Date of Request	Reply Must Be Received Prior To	Buyer	Buyer Phone Number
03/31/2023	12:00 P.M. Local Time, April 11, 2023	Cierra Grabowski	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
Specifications	Consisting of 1 Page	

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 **12:00 P.M. Alaska Time, April 5, 2023**. 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. Due to COVID-19 the **preferred** method is email.

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

Cierra Grabowski 

Cierra Grabowski
Buyer

Phone: 907-343-4590

Office Hours: 8:00 - 5:00 M-F

Excluding Municipal Holidays

QUOTE PROPOSAL

Item	Description	Est. Qty.	Unit	Unit Price	Extended Price
1	Medical Cots with Handrails and attachable IV Poles Per Attached Specifications	72	EA	\$ _____	\$ _____
Estimated Delivery Date					
Delivery Date No Later than 6/15/23				Total	\$ _____

Addendum Acknowledgement	Prompt Payment Discount - Payment Terms Offered
Number(s) _____ is/are hereby acknowledged	_____ % _____ Days OR Net 30 (default) 1% minimum and 15 days are the minimum amounts allowed (As referenced on page 3 under General Provisions)

The bidder will accept CREDIT CARDS for purchases against this RFQ

- Yes
 No

By submitting a quote, the quoter acknowledges that he/she have received all documents listed on the cover page. Carefully reviewed and possesses knowledge of all documents listed

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 an “☑” 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 Director will have the sole discretion to determine whether the bid submitted meets specifications of the Request for Quotation, 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.

DELIVERY LOCATION:

Deliver to: Municipality of Anchorage,
Anchorage Health Department
825 L Street
Anchorage, AK 99501

DELIVERY STATEMENT

All items must be delivered no later than June 15, 2023. Bids indicating a delivery date which exceeds the Required Delivery Date may be considered non-responsive.

Point of Contact will be provided after Contract award. The Point of Contact should be provided 24-hour notification prior to delivery. Vendor will coordinate with Point of Contact on delivery logistics. The Delivery must occur between the working hours of 8:00 A.M. to 5:00 P.M.

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

SPECIFICATIONS

Medical Cots

Section 1: Overview

The Anchorage Health Department (AHD) Emergency Preparedness (EP) program is requesting a vendor furnish medical cots with handrails and attachable IV poles.

Section 2: Scope of Work

A. Cot Requirements

All medical cots furnished under this solicitation must meet all of the following criteria:

- 1) have a weight capacity of 350lbs. or more;
- 2) have the following approximate dimensions: 83" L, 28" W, 15" H (note: cot height must be 15" or more);
- 3) have surfaces that are durable, non-porous, washable/cleanable with sanitizing cleaning agents;
- 4) include an attachable IV pole;
- 5) have side rails; and
- 6) be foldable and transportable.

B. Delivery Requirements

- 1) All cots must be delivered no later than 6/15/23.
- 2) Delivery must occur during normal business hours (8 a.m. – 5p.m.) to 825 L Street, Anchorage, Alaska, 99501.
- 3) The EP program Point of Contact (POC) (provided after contract award) should be provided 24-hour notification prior to delivery and vendor should coordinate with POC on delivery logistics.
- 4) All items under this solicitation are freight on board destination.

Section 3: Estimated Quantity

- 1) The AHD estimates purchasing seventy-two (72) medical cots under this Request for Quotation, however that amount is not guaranteed, and a reduced or increased number of medical cots may be purchased at the same unit price and terms.

Section 4: Payment Terms

- 1) Net 30 from date of receipt of all units ordered.