

NOTICE TO BIDDERS

FIRST AID KIT SERVICES FOR CITY FACILITIES

DATED: December 29, 2016

PLEASE TAKE NOTICE that the City of Fountain Emergency Management Division (the “City”) solicits and requests quotes from qualified contractors to provide first aid kit maintenance and restocking services. This request for price quotation is not an offer to buy and should not be assumed as such. The City will accept bids until Wednesday, January 25, 2017 at 2:00 PM MST (the “Bid Submittal Date”) addressed to:

CITY OF FOUNTAIN
Safety and Risk Division
Attn: Luchia Tingley
116 South Main Street
Fountain, CO 80817

All properly delivered bids will then be publicly opened and read aloud at the above address at 2:00 PM on Wednesday, January 25, 2017.

1. SCOPE OF WORK; TECHNICAL SPECIFICATIONS:

The City of Fountain is seeking responses from one or more qualified, licensed and insured firms to provide and service General purpose and industrial First Aid kits at specific City of Fountain Building Facilities. The services required include: providing, inspecting, cleaning, restocking, or upgrading a minimum of monthly, and as needed.

1.1 Technical Requirements

1.1.1 The services will include the supplying and delivery of initial stock, if needed, of general purpose/office and industrial first aid kits with supplies to the designated locations; cleaning, organized and restocking of the First Aid kit containers; examining the integrity of the contents; checking the expiration date of items; replenishing the contents that meet or exceed the minimum requirements for workplace First Aid kits based on location as described by American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA). The bidder will provide First Aid risk assessment recommendations; removal of waste; and placement of a service label on the kits.

1.1.2 First Aid supplies must be available in adequate quantities and be readily accessible.

- 1.1.3 The service is to be provided during regular business hours when City of Fountain employee is available to check in and accompany the representative from the company who would be servicing the First Aid kits. Coordination of the delivery and service time shall be with the designated employee for the identified lead department for the buildings to be serviced (see below for locations).
- 1.1.4 The vendor would support and supply the Industrial First Aid Kits and General Purpose First Aid Kits and pricing is to be all inclusive.
- 1.1.5 All Kits must be in an organized storage container able to be mounted on a wall.
- 1.1.6 The Kits must be inspected four times a year, items must be replaced that have been depleted or are expired.
- 1.1.7 The Industrial First Aid Kits would be placed in locations where heavy machinery or equipment or highly hazardous products are used frequently.
- 1.1.8 A General Purpose First Aid Kit is to carry an inventory, depending upon the City of Fountain needs. The Kits should be designed to be placed in City Vehicles/Offices/Shops and must meet or exceed the American National Standards Institute recommendations.
- 1.1.9 There will be no minimum order requirement for free normal delivery.
- 1.1.10 Prices should be quoted by the type of first aid kit as indicated.
- 1.1.11 The brand to be furnished must be indicated and no substitutions or brands will be accepted after awarding of the bid, unless notified by the vendor.
- 1.1.12 Emergency one (1) day delivery service may be required on very rare occasions.
- 1.1.13 City of Fountain Facilities locations are listed below:

Division	Address	Locations (type of kit)
Water	301 E. Iowa, Fountain, CO 80817	1 - Shop (Industrial) 1 - Office (Industrial) 25 - Vehicle (General)
Street	301 E. Iowa, Fountain, CO 80817	1 - Shop (Industrial) 20 - Vehicle (General)

Parks	301 E. Iowa, Fountain, CO 80817	1 - Shop (Industrial) 10 - Vehicle (General)
Transit	6745 Southmoor Dr Fountain, CO 80817	6 – Vehicle (General)
Electric	6745 Southmoor Dr Fountain, CO 80817	2 - Shop (Industrial) 40 - Vehicle (General) 1 – Eye Wash Station (1 year maintenance)
City Hall	116 S. Main St, Fountain, CO 80817	4 – Office (General)
Utilities	101 N. Main St, Fountain, CO 80817	1 – Office (General) 3 - Vehicle (General)
Neighborhood Services	116 S. Main St, Fountain, CO 80817	1 – Office (General) 3 – Vehicle (General)
Recycling Center	301 E. Iowa, Fountain, CO 80817	1 – Office (General)

2. Bid Procedures.

2.1 Bids requested for Service are either to be a lump sum or a unit price bid as described in the Contract.

2.2 A signed, completed Bid Submittal must be received by the City by the Bid Submittal Date. No bid may be withdrawn after the Bid Submittal Date or any written extension thereof.

2.3 The City reserves the right to reject any and all bids, to extend the Bid Submittal Date or to waive any or all bid deficiencies in bids, whether or not timely submitted.

2.4 Under no circumstances shall the City be liable for any bid preparation costs or other consequential or other damages incurred by any bidder in connection with responding to this Notice to Bidders or any act or omission taken by a bidder in reliance on this Notice to Bidders.

All questions regarding the Bid shall be submitted prior to 3:00 PM MST on Wednesday, January 18, 2017 and shall be faxed or e-mailed to:

CITY OF FOUNTAIN
Safety and Risk Division
Attn: Luchia Tingley
116 South Main Street
Fountain, CO 80817
719-382-6930
ltingley@fountaincolorado.org

3. AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to the City using price and other factors listed below. Factors which will be considered include: fees, relevant experience, project management ability, and technical capabilities.

4. CONTRACT

All contract documents, including any contractor supplied agreements shall be reviewed by the Finance Division prior to execution.

5. RIGHT TO REJECT QUOTES

The City of Fountain reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. The City of Fountain also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.