

**BACKGROUND**

The City of Ocala is soliciting quotes from experienced Vendors to provide emergency medical services supplies for Ocala Fire Rescue on an as-needed basis. The Vendor shall furnish all materials and equipment within a reasonable time frame and on a continuous basis.

It is intent of this solicitation to secure bids for Emergency Medical Service Supplies as described for Ocala Fire Rescue on an as-needed basis. The resulting contract does not commit Ocala Fire Rescue to purchase minimum quantities of any items.

**INSURANCE REQUIREMENTS**

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

**CONTRACT TERM/DELIVERY TIMELINE**

1. **Term:** The resulting contract will be for an initial term of two (2) years
2. **Renewals:** Two (2) optional, one-year renewal term.
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Prices increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

**DELIVERY**

1. Scheduling Orders are to be received within ten (10) business days from the guaranteed date of delivery/pick-up availability provided on each quote. There shall be a one percent (1%) penalty discount applied to the vendor's invoice for every ten (10) business days the delivery is late.
2. Supplies will be delivered or shipped to Ocala Fire Rescue Administration, 505 NW MLK Ave, Ocala, FL 34471 (Rear of building for deliveries).

Scheduling of all deliveries shall be coordinated through Beth Antis, **Ocala Fire Rescue (352) 629-8353**, email [Bantis@ocalafl.org](mailto:Bantis@ocalafl.org).

**SAMPLES**

1. Any bidder wishing to provide pricing for a brand of glove other than Lifestar EC (Medical grade) must submit a sample to the address below. The sample must be **received** by the City no less than two (2) weeks before the bid deadline. The City will review the sample and advise if it's acceptable or not, at least one (1) week prior to the bid deadline. Once an equivalent brand has been approved, a note will be posted within the electronic bid listing. Bidders submitting pricing for an approved equivalent brand must indicate this by uploading a note with their completed Exhibit A – Schedule of Bid Prices. Failure to upload such note will lead the City to believe your bid is for Lifestar EC gloves and you will be required to honor your submitted pricing for same.
2. **Ship samples to:** Eileen Marquez, Senior Buyer, City of Ocala Procurement, 110 SE Watula Avenue, 3rd Floor, Ocala, FL 34471.

**VENDOR RESPONSIBILITIES**

1. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
2. The employees of the Vendor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
3. Vendor will operate as an independent contractor and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
4. No smoking is allowed on City property or projects.
5. All company trucks must have a visible company name/logo on the outside of the vehicle.

**SAFETY**

1. The Vendor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Vendor's responsibility.

**WARRANTY**

1. The vendor must provide a one-year warranty against defects in materials or workmanship.
2. Under no circumstances will factory seconds or imperfect equipment be accepted.
3. If equipment purchased from the vendor is not found to be acceptable by the City, the vendor will provide an acceptable equivalent at no charge to the city.
4. The vendor shall be responsible for all transportation costs incurred for defective equipment returns and replacements

**INVOICING**

1. All original invoices will be sent to: Beth Antis, Project Manager, Ocala Fire Rescue, 505 NW MLK Ave, Ocala, FL 34471, email: [Bantis@ocalafl.org](mailto:Bantis@ocalafl.org),
2. Vendor will invoice at least once a month.

**PRICING AND AWARD**

1. Bidder must upload a completed Price Proposal with their response.
2. Standard delivery costs must be included in the line pricing.
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
4. The resulting contract does not commit Ocala Fire Rescue to purchase minimum quantities of any item.

5. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.
6. Award will be made to the lowest bidder meeting all requirements outlined herein.
7. Standard delivery costs must be included in line-item pricing.
8. 24-hour and 72-hour shipping costs must be provided separately (where indicated) on Exhibit B. If there is no cost associated with shipping, please enter an amount of \$0.00.