

December 17, 2013

**Dear EMS Medical Supplies Vendor;**

East Pierce Fire & Rescue, West Pierce Fire and Rescue, Central Pierce Fire and Rescue, Graham Fire Department, Orting Valley Fire and Rescue, Buckley Fire Department, South Pierce Fire and Rescue, and Dupont Fire Department have formed a cooperative purchasing group (Pierce County Shared Purchasing Group, hereafter referred to as the PCSPG) The PCSPG are inviting your company to participate in a sealed bid process for the selection of an EMS Medical Supplies Vendor for the **purchase of supplies and pharmaceuticals from February 1, 2014 through December 31, 2014, and includes up to two (2), one (1) year mutually agreeable options for contract renewal.** *\*\*EPFR's participation in the bid will begin on March 1, 2014, upon the expiration of their current contract.\*\**

Based upon purchases during 2013, we **estimate** that PCSPG purchases for EMS supplies and pharmaceuticals **will exceed \$500,000**. The vendor awarded the contract must agree to allow other Pierce County fire agencies to join the PCSPG or sign inter-local agreements so they can "piggy-back" onto our contracts. Any additional Pierce County fire agency that "piggy backs" onto the contract will be accountable to the same terms as initial agencies of the PCSPG.

Attached to this letter is an excel document with multiple sheets detailing the specific EMS medical supplies and pharmaceuticals, including quantities, of each item the PCSPG ***anticipates (but does not guarantee)*** purchasing during 2014.

To participate in the sealed bid, please complete & return:

(1) The attached **EMS Medical Supplies Purchase Lists**

(2) The attached **EMS Bid Participation Worksheet**

(3) Please ensure that the information supplied is complete, specific and accurate, and includes:

- **Price for each item** listed in the *unit of measurement*, as specified on the PCSPG purchase list (i.e. please provide price for single 18 ga. ACME IV needle, even if supplied in box of 50)
- Extended price for the **estimated** total quantity of each item that will be purchased in 2013. (i.e. 24 ACME brand Bag Valve Masks x \$11 ea = \$264), including total shipping costs, **if any**.
  - **Note**—if prices can be reduced by ordering products, such as gloves and IV solutions in large bulk (i.e. pallet size orders) vs. smaller monthly orders, please add information on the additional savings possible if this option is chosen.
- Total Price for Estimated 2014 EMS Supplies bid, **including shipping** (but excluding taxes).
- A completed Bid Participation Worksheet, with information on customer support, availability and cost of overnight and 2<sup>nd</sup> day shipping, and invoicing procedures.
- A complete list of all items for which the vendor has the exclusive rights for distribution.

The submitted EMS Supply bids and EMS Pharmaceutical Supplies bids will be evaluated on several points, including:

- Total Net Price (including shipping) for entire EMS Medical Supply and Pharmaceuticals List
- Compatibility with the "Operative IQ"
- Ability to provide the requested products or acceptable equivalent

- Availability of local (Washington state) sales or service representative
- Business hours during which customer service and/or sales reps are available
- Location of primary warehouse from which supplies will be shipped; all items shipped from an alternate warehouse must be shipped in 3-5 business days at the vendor's expense.
- Availability and cost of overnight and 2<sup>nd</sup> day shipping
- Invoicing and billing procedures

Where possible, the manufacturer ID number for each bid item has been included. However, some manufacturer ID numbers could not be listed; therefore, some item/part numbers in the EMS Supply and pharmaceuticals lists will reflect Bound Tree Medical catalog numbers. Please enter the manufacturer's item/parts numbers in the appropriate column of your application. **ALL items may be substituted with another product that meets or exceeds the quality/specifications of the original bid item. It is the responsibility of the vendor to provide supporting documentation that the substitute item does in fact meet or exceed the specifications of the original product. The PCSPG has the final authority to determine the equivalency of a substituted item.**

#### **Contract Renewal Terms:**

- The vendor awarded the bid will be required to **guarantee prices on each item, including shipping, through December 31, of the applicable year. However, prices on individual pharmaceuticals may be increased on a semi-annual basis (January 1 and July 1) of the contract year provided the vendor provides a signed letter by each manufacturer indicating the cost increase.**
- The PCSPG must inform the vendor ninety (90) days in advance of their intent to opt out of the one (1) year contract renewal for either year two (2015) or three (2016).
- The vendor must provide notification to the PCSPG ninety (90) days in advance of their intent to opt out of the next one (1) year contract renewal for either year two (2015) or three (2016).
- The vendor will be allowed (provided documented manufacturer price increases) to increase prices on the EMS supplies January 1 of the new contract year.
- Should the documented price increases for the entire bid surpass the CPI, based on the Seattle All Urban Consumer's CPI-U June to June as supplied by the United States Department of Labor Bureau of Labor Statistics, the PCSPG **will automatically** opt out of the next one (1) year contract renewal and re-open the contract for bid.

Substitution of items (i.e. switching to a different brand of bag-valve mask or changing from preloads to vials for a particular drug) will require the approval of *LT/PM Brad Dyson, or the designated EMS Supply Manager from each agency of the PCSPG*. The PCSPG also reserves the right to reject any item that does not meet its quality standards or specifications. The PCSPG reserves the right to terminate the contract if the vendor fails to meet the terms of the agreed upon bid.

Each department of the PCSPG will use the successful vendor/bidder as its primary supplier and only utilize other vendors when:

- The primary vendor is unable to provide a particular listed item.
- The primary vendor cannot provide an item in a timely fashion (>1 calendar week).
- Preference for the purchase of other EMS supply items, not listed on the purchase list, will be given to the primary vendor provided the discount "contract" pricing is given on these other items.

Each participating agency in the PCSPG will individually order supplies and pharmaceuticals and must be billed individually.

Because of their estimated value, the bid must utilize a sealed bid process. **The bid must be submitted in a sealed envelope received no later than 4:00 pm PST on Friday, January 10, 2014.**

Bids will be opened at that time and date, and checked for compliance. The bids will be analyzed, with a report and recommendation prepared for **the EPFR Board of Commissioners which will award the bid at their meeting on January 21, 2014**. For a bid to be accepted, it must be submitted in a **sealed** envelope addressed as follows:

**East Pierce Fire and Rescue  
Attn: Michelle Hollon, District Secretary  
18421 Veterans Memorial Dr. E, Suite F  
Bonney Lake, WA 98391**

**ATTN: EMS Medical Supplies Bid**

On December 20, 2013 at 0900, the PCSPG will host an informational meeting at East Pierce Fire and Rescue Station 18, (10105 24<sup>th</sup> St. E., Edgewood, WA 98371) for all prospective vendors with representatives from the PCSPG. An Adobe Connect "meeting" will be possible for any vendor unable to attend the meeting in person.

If you have questions regarding the bid process or need to attend the informational meeting via Adobe Connect, please contact:

- EMS Lt. Brad Dyson, at [bdyson@eastpiercefir.org](mailto:bdyson@eastpiercefir.org), or 253-863-1800

For additional information on the location, directions and time of the EPF&R Board meeting at which the bid will be awarded, please contact Michelle Hollon at 253-863-1800, or by email at [mhollon@eastpiercefir.org](mailto:mhollon@eastpiercefir.org).

We look forward to your participation.

Russ McCallion  
Assistant Chief, EMS & Training Divisions

cc: Chief Jerry E. Thorson, EPFR  
Michelle Hollon, District Secretary  
LT/PM Brad Dyson, EMS Specialist

**EAST PIERCE FIRE & RESCUE  
BID PARTICIPATION WORKSHEET FOR:**

Please complete the information required below.

1. Company Name: \_\_\_\_\_
2. Main Address: \_\_\_\_\_
3. Phone No. \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_
4. Company Business Hours: \_\_\_\_\_ to \_\_\_\_\_ P.S.T.
5. Do you have a customer service / sales representative assigned to Washington?  YES  NO  
If yes, where is the rep located? (city/state) \_\_\_\_\_
6. Where is your primary EMS supply warehouse located? (city/state) \_\_\_\_\_  
Location of other warehouse(s): \_\_\_\_\_
7. Is overnight delivery available?  YES; how is cost calculated? \_\_\_\_\_  NO
8. Is 2<sup>nd</sup> day delivery available?  YES; how is cost calculated? \_\_\_\_\_  NO
9. Will your company accept orders created via Operative IQ?  YES  NO
10. Are there any items on either bid list for which your company is the exclusive distributor?  
 YES  NO (Please list on a separate attached document)
11. Will your company provide a standard "contract" discount for disposable EMS Supplies not included in the bid list?  
If yes, please indicate discount rate: \_\_\_\_\_
12. **We will only accept one invoice per purchase order, after all items are delivered.**  
Will your company accept this condition?  YES  NO  
Please provide details on billing terms \_\_\_\_\_
13. Point of contact for questions our department may have regarding your bid submission.  
Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_
14. Please complete the attached EMS Supply & Pharmaceutical lists, along with this worksheet, and mail to:

**East Pierce Fire and Rescue  
Attn: Michelle Hollon, District Secretary  
18421 Veterans Memorial Dr E, Ste. F  
Bonney Lake, WA 98391  
ATTN: EMS Supply Bid**

**[DEADLINE: FRIDAY, January 10, 2014, by 4:00 PM PST]**