

Kentucky Health Departments Association, Inc.
(KHDA)

**REQUEST FOR PROPOSALS
FOR
OFFICE SUPPLIES**

DEADLINE TO SUBMIT BIDS – May 13, 2022

SUBMIT BIDS ELECTRONICALLY AT <https://khda-ky.org/opp>.

RFP Contact: Adam Haley
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INTRODUCTION

The Kentucky Health Departments Association (KHDA) is a nonprofit association consisting of 60 participating Kentucky local health departments members, represented by the public health director from each local health department. (Kentucky has a total of 61 health departments. Fleming County Health Department does not participate in KHDA.) KHDA is a collaborative effort of local health department leaders to share resources and work together to improve the public health of Kentucky.

KHDA will award a single two-year contract for office supplies that may be purchased by any of its local health department members. The dates for the contract shall be July 1, 2022 to June 30, 2024.

Bids must be submitted electronically at <https://khda-ky.org/opp> before midnight on May 13, 2022.

BID REQUIREMENTS

COMPANY INFORMATION

Bids must include the following information:

1. The company's official registered name.
2. Brief history of the company.
3. Corporate office location, including the addresses of sales and service offices/locations and the names of key contacts at each location with title, address, phone and e-mail address.
4. Has your company had contracts terminated for breach or failure to perform within the past five years? If yes, by whom and why?
5. Has the company entered into other contracts with local health departments for supplies within the past five years? If yes, please explain.

PRICING/ORDERS/SHIPPING/CUSTOMER SERVICE

1. Each vendor must submit pricing for the items listed in Appendix A, which is incorporated by reference into this RFP document. No item may be left blank and the vendor must submit a unit price for each item. A vendor may submit a functionally equivalent item if they do not distribute the specified item, and must make a notation of the change in the right margin and insure that the item is a direct product substitute. Vendors are strongly encouraged to complete pricing on the provided list of products, as the customer must have the ability to purchase high quality products. KHDA further recommends that vendors use the provided spaces to offer "low cost" quality substitutions.
2. Each vendor will agree that once the contract is awarded, every KHDA member organization will receive the bid price on each product from the vendor on subsequent orders from July 1,

2022 through June 30, 2024. If during this period the product manufacturer increases the acquisition cost on a particular product on any item within the RFP, the vendor must notify KHDA 30 days prior to increasing the price of the item for KHDA members. The vendor will not be allowed to arbitrarily increase a price, but will offer a notification of the increase from the manufacturer and be prepared to offer a lower cost solution. KHDA recognizes that manufacturers do typically increase certain product prices during a calendar year and this will allow a workable solution.

3. The vendor must agree to ship all orders on stocked items “freight free” if the KHDA member meets a minimum order threshold. KHDA requests that the vendor offer a “minimum order amount” threshold that each KHDA member will utilize in order to receive free shipping. Each vendor will offer a specified amount per order in the attached worksheet. “Overnight Orders” requested by the customer and “Direct Ship from the Manufacturer Items” will be excluded unless “stocked” status on an item is changed by the vendor.
4. In the event that a KHDA member places an order for stocked items and meets the “minimum order” price threshold, the order will be shipped “freight free”. If the vendor cannot ship the entire order and must backorder items, the vendor will agree to ship the backordered items at a later date with no additional shipping charges. This does not include “Overnight Orders” requested by the customer or “Direct Ship from Manufacturer Items”. The KHDA member will not be required to pay return shipping charges or a restocking fee for items that are delivered late, damaged, or for an incorrect item
5. During the event of a worldwide pandemic, the vendor will agree to ship high usage items such as gloves, masks, hand sanitizer, and gowns regardless of historical purchase history to any KHDA member upon order. If there are product shortages worldwide and the vendor is limited on quantity, the vendor must agree to ship at least 10% of the products on each individual order.
6. The vendor will agree to provide sales support representation to all KHDA member organizations. The vendor will agree to assign a “point of contact” representative to each individual KHDA member. This may be a combination of Sales Support Specialists and Sales Representatives. Each KHDA member must have a “point of contact” representative on staff with the vendor.
7. In the event that a KHDA member orders a product that is not on the bid product list attached as Appendix A, the vendor must agree to provide a baseline pricing structure or “Safety Net Price Protection” for non-formulary products to prevent “Manufacturer List Pricing” being charged for that product on an order. The vendor may then negotiate a new price for that product for future orders.
8. There must be no minimum order requirements for a KHDA member to purchase supplies.

- 9. Kentucky local health departments are exempt from sales tax for direct purchases. Vendor's charges to local health departments must not include sales tax.

CONTRACT IMPLEMENTATION

The vendor must include information about how it will communicate with KHDA and participating members during the contract, including the name of the employee within the company who will communicate and receive ongoing information during the duration of the contract. The vendor must also discuss how communications will be sent and received between the KHDA local health department members and the vendor.

BIDDING, EVALUATION, SELECTION & AWARD PROCESS

RFP ESTIMATED TIMELINE

ACTION	DATE
RFP Issue	April 18, 2022
Deadline to submit questions	May 10, 2022
RFP Submission Deadline	May 13, 2022
RFP Scoring	May 19, 2022
Notice of Award	June 1, 2022
Deadline to Execute Contract	June 15, 2022
Contract Start Date	July 1, 2022

VENDOR QUESTIONS

Vendors may submit written questions regarding this RFP to the individual identified on the cover sheet. All questions must be received by 4:00 p.m. EDT (Eastern Daylight Time) on May 10, 2022. If a vendor finds a discrepancy, error, or omission in the RFP or requires any written addendum thereto, the vendor is requested to notify the contact noted on the cover of this RFP by 4:00 pm EDT on May 10, 2022 so that written clarification may be sent to all prospective vendors. All questions, without identifying the submitting company, will be compiled with responses from KHDA and issued as an addendum to the RFP. When submitting questions, please specify the RFP section and quote the language that prompted the question.

EVALUATION

Each proposal that is timely received will be evaluated on its merits and completeness of all requested information. In preparing proposals, vendors are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the KHDA.

KHDA may contact a vendor for clarification of information in a vendor's bid. KHDA may require a vendor to submit additional and/or supporting materials.

Bids will be evaluated on the factors identified in this RFP. All proposals will be scored and ranked in numerical sequence.

KHDA may reject any proposal that is evaluated and determined to include false, misleading, incomplete, or deceptively unresponsive statements.

CONTACT WITH KHDA

In order to ensure a competitive and unbiased procurement process, KHDA has designated a single point of contact for the duration of this solicitation. From the issue date of this request for proposals until the successful vendor is selected, all requests for clarification or additional information regarding this RFP, contact with KHDA concerning this RFP, and the evaluation process must be solely to the contact person listed on the cover page of this RFP. If KHDA discovers that a vendor contacted and received information regarding this solicitation from anyone other than the person specified above, KHDA may disqualify the proposal from further consideration.

CHANGES TO THE RFP

At its discretion, KHDA may make clarifications, modifications, or amendments to the RFP at any time prior to the proposal deadline. KHDA will make reasonable efforts to inform all vendors of any clarifications, modifications, or amendments.

FINAL DETERMINATION AND NOTICE TO SUCCESSFUL BIDDER

KHDA reserves the right to withdraw the RFP before a contract is signed.

Each vendor must submit a complete proposal in response to this RFP. The proposal must remain valid until June 30, 2022.

The vendor selected by KHDA will be notified on or before June 1, 2022. If for any reason the selected vendor does not execute a contract by June 15, 2022, KHDA may execute a contract with the next most responsive and responsible vendor as determined by KHDA.

Tentative acceptance of the proposal, intent to recommend award of a contract, and actual award of the contract will be provided by written notice sent to the selected vendor at the address designated in the proposal. Selection of a vendors' proposal does not constitute a binding contract. There is no contract until the contract document is approved by KHDA and executed by the KHDA Executive Director.