



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 26 - Medical

Proc Folder: 362027

Doc Description: SWC for medical supplies -Addendum No. 1

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-08-11	2017-08-29 13:30:00	CRFQ 0212 SWC1800000003	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

*First Choice Medical Supply  
 27 Interstate Drive  
 Rockland, MS 39218  
 800-809-4556*

08/29/17 13:07:15  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

Signature X

FEIN # *461839182*

DATE *8/28/2017*

All offers subject to all terms and conditions contained in this solicitation

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ SWC180000003**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

First Choice Medical  
Company Supply

[Signature]  
Authorized Signature

8/28/2017  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
<b>I. WOUND CARE PRODUCTS</b>														
1	Alginates - Dressings	Kaltostat	Convatec - Bristol Myers or equal	168210	2"X2"	\$12.26	10	\$1.23	30%	\$0.86	1 - Dressing	5,000.00	\$0.86	\$4,291.00
2	Alginates - Dressings	Kaltostat	Convatec - Bristol Myers or equal	168212	3"X4 3/4"	\$28.07	10	\$2.81	30%	\$1.96	1 - Dressing	5,000.00	\$1.96	\$9,824.50
3	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2981	2"X2"	\$78.81	12	\$6.57	30%	\$4.60	1 - Dressing	5,000.00	\$4.60	\$22,986.25
4	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2982	4"X4 3/8"	\$194.17	12	\$15.35	30%	\$10.74	1 - Dressing	5,000.00	\$10.74	\$53,716.25
5	Collagen - Dressings	Promogran Matrix	Johnson & Johnson or equal	PG019	19.1 sq. in.	\$50.83	1	\$50.83	30%	\$35.58	1 - Dressing	5,000.00	\$35.58	\$177,905.00
6	Compression - Bandages	Setopress	Convatec - Bristol Myers or equal	153505	4"X120"	\$22.26	1	\$22.26	30%	\$15.58	1 - Bandage	10,000.00	\$15.58	\$155,820.00
7	Compression - Bandages	Surepress	Convatec - Bristol Myers or equal	650947	4"X3.2 yds.	\$18.99	1	\$18.99	30%	\$13.29	1 - Bandage	10,000.00	\$13.29	\$132,930.00
8	Foam Dressings	Lyfoam	Convatec - Bristol Myers or equal	164855	4"X4"	\$36.31	6	\$6.05	30%	\$4.24	1 - Dressing	5,000.00	\$4.24	\$21,180.83
9	Foam Dressings	Lyfoam	Convatec - Bristol Myers or equal	165655	4"X4"	\$33.42	10	\$3.34	30%	\$2.34	1 - Dressing	5,000.00	\$2.34	\$11,697.00
10	Foam Dressings	Tiele Hydropolymer Adhs.	Johnson & Johnson or equal	MTL100	2 3/4"X3 1/2"	\$57.26	10	\$5.73	30%	\$4.01	1 - Dressing	5,000.00	\$4.01	\$20,041.00
11	Foam Dressings	Tiele Hydropolymer Adhs.	Johnson & Johnson or equal	MTL103	7"X7"				30%		1 - Dressing	5,000.00		
12	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403706	2"X2"	\$108.51	10	\$10.85	30%	\$7.60	1 - Hydrocolloids	5,000.00	\$7.60	\$37,978.50
13	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403710	6"X6"	\$224.25	5	\$44.85	30%	\$31.40	1 - Hydrocolloids	5,000.00	\$31.40	\$156,975.00
14	NU-DERM	Hydrocid. Wound Dressing	Johnson & Johnson or equal	HCB102	2"X2"	\$25.79	20	\$1.29	30%	\$0.90	1 - Dressing	5,000.00	\$0.90	\$4,513.25
15	NU-DERM	Hydrocid. Wound Dressing	Johnson & Johnson or equal	HCB107	3.15"X4 3/4"	\$25.79	10	\$2.58	30%	\$1.81	1 - Dressing	5,000.00	\$1.81	\$9,026.50
16	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6112	3"X3"	\$30.20	50	\$0.60	30%	\$0.42	1 - Dressing	2,500.00	\$0.42	\$1,057.00
17	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6116	5"X9"	\$29.53	12	\$2.46	30%	\$1.72	1 - Dressing	2,500.00	\$1.72	\$4,306.46
18	Packing Strips	Gauze	Johnson & Johnson or equal	8755	1/4"X5 yds.	\$3.78	1	\$3.78	30%	\$2.65	1 - Strip	5,000.00	\$2.65	\$13,230.00
19	Packing Strips	Gauze	Johnson & Johnson or equal	8751	1/2"X5 yds.	\$3.39	1	\$3.39	30%	\$2.37	1 - Strip	5,000.00	\$2.37	\$11,865.00
20	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2045	1"X6"	\$34.56	50	\$0.69	30%	\$0.48	1 - item	2,500.00	\$0.48	\$1,209.80
21	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2047	3"X9"	\$40.91	50	\$0.82	30%	\$0.57	1 - item	2,500.00	\$0.57	\$1,431.85
22	Saline Dressings	Curasalt	Kendall or equal	3339	6"X6 3/4"	\$52.72	24	\$2.20	30%	\$1.54	1 - Dressing	5,000.00	\$1.54	\$7,688.33

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
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23	Transparent Dressings	Sterile	Johnson & Johnson or equal	2474	1 3/4"X2 3/4"	\$68.85	100	\$0.67	30%	\$0.47	1 - Dressing	5,000.00	\$0.47	\$2,339.75
24	Transparent Dressings	Sterile	Johnson & Johnson or equal	2475	3"X4"	\$62.42	50	\$1.25	30%	\$0.87	1 - Dressing	5,000.00	\$0.87	\$4,369.40
25	Transparent Dressings	Antimicrobial	Johnson & Johnson or equal	2150	1" disc				30%		1 - Dressing	5,000.00		
26	Wound Cleansers	Sea-Ciens	Coloplast or equal	1063	6 oz.	\$9.37	1	\$9.37	30%	\$6.56	1 oz.	10,000.00	\$6.56	\$65,590.00
27	Wound Cleansers	Optipore Sponge	Convatec - Bristol Myers or equal	125189		\$48.51	25	\$1.94	30%	\$1.36	1 - item	10,000.00	\$1.36	\$13,582.80
28	Wound Cleansers	SAF-CLENS AF	Convatec - Bristol Myers or equal	159712	12 oz.	\$14.25	1	\$14.25	30%	\$9.98	1 oz.	10,000.00	\$9.98	\$99,750.00
29	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2006	1"X8"	\$37.99	50	\$0.76	30%	\$0.53	1 - item	5,000.00	\$0.53	\$2,659.30
30	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2007	5"X9"	\$80.54	50	\$1.21	30%	\$0.85	1 - item	5,000.00	\$0.85	\$4,237.80
31	ABD Pads	Sterile	Kendall or equal	7196	5"X9"	\$4.38	25	\$0.18	30%	\$0.12	1 - pad	2,500.00	\$0.12	\$306.60
32	ABD Pads	Sterile	Kendall or equal	7198	8"X10"	\$5.81	20	\$0.29	30%	\$0.20	1 - pad	2,500.00	\$0.20	\$508.38
33	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7088	2"X2"	\$18.03	35	\$0.52	30%	\$0.36	1 - Dressing	2,500.00	\$0.36	\$901.50
34	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7088	4"X4"	\$13.84	25	\$0.55	30%	\$0.38	1 - Dressing	2,500.00	\$0.38	\$954.80
35	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1581	1"X5" yds.	\$0.95	1	\$0.95	30%	\$0.67	1 - Bandage	10,000.00	\$0.67	\$6,650.00
36	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1583	3"X5" yds.	\$2.19	1	\$2.19	30%	\$1.53	1 - Bandage	10,000.00	\$1.53	\$15,330.00
37	Composite Dressings	Covaderm	DeRoyal or equal	46-001	4"X4"	\$27.45	25	\$1.10	30%	\$0.77	1 - Dressing	2,500.00	\$0.77	\$1,921.50
38	Composite Dressings	Covaderm	DeRoyal or equal	46-002	4"X8"	\$19.84	25	\$0.79	30%	\$0.56	1 - Dressing	2,500.00	\$0.56	\$1,388.80
39	Cover Dressings	Medpore Soft Cloth Tape, etc.	3M HealthCare or equal	2954	3 7/8"X4 5/8"	\$11.16	25	\$0.45	30%	\$0.31	1 - Dressing	5,000.00	\$0.31	\$1,562.40
40	Cover Dressings	Medpore Soft Cloth Tape, etc.	3M HealthCare or equal	2958	5 7/8"X5 7/8"	\$16.61	25	\$0.66	30%	\$0.47	1 - Dressing	5,000.00	\$0.47	\$2,325.40
41	Gauze Sponges	Curex Sponge	Kendall or equal	7770	2"X2"	\$2.47	100	\$0.02	30%	\$0.02	1 - Sponge	5,000.00	\$0.02	\$86.45
42	Gauze Sponges	Curex Sponge	Kendall or equal	7772	4"X4"	\$5.61	100	\$0.06	30%	\$0.04	1 - Sponge	5,000.00	\$0.04	\$196.35

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43	Tape - Clear	Transpore	3M HealthCare or equal	1527-2	2"X10 yds.	\$10.79	6	\$1.80	30%	\$1.26	1 - item	10,000.00	\$1.26	\$12,588.33	
44	Tape - Clear	Transpore	3M HealthCare or equal	1527-3	3"X10 yds.	\$11.48	4	\$2.87	30%	\$2.01	1 - item	10,000.00	\$2.01	\$20,090.00	
45	Tape - Cloth	Medipore	3M HealthCare or equal	2982	2"X10 yds.	\$7.56	1	\$7.56	30%	\$5.29	1 - item	10,000.00	\$5.29	\$52,920.00	
46	Tape - Cloth	Medipore	3M HealthCare or equal	2984	4"X10 yds.	\$15.11	12	\$1.26	30%	\$0.88	1 - item	10,000.00	\$0.88	\$8,814.17	
47	Tape - Paper	Micropore	3M HealthCare or equal	1530-1	1"X10 yds.	\$7.05	12	\$0.59	30%	\$0.41	1 - item	5,000.00	\$0.41	\$2,056.25	
48	Tape - Paper	Micropore	3M HealthCare or equal	1530-2	2"X10 yds.	\$7.05	6	\$1.18	30%	\$0.82	1 - item	5,000.00	\$0.82	\$4,112.50	
49	Tape - Retention	Microfoam	3M HealthCare or equal	1528-2	2"X5 1/2 yds.	\$29.31	6	\$4.89	30%	\$3.42	1 - item	5,000.00	\$3.42	\$17,097.50	
II.	PERSONAL CARE PRODUCTS														
50	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7071	Small	\$4.27	1	\$4.27	30%	\$2.99	1 - pair	5,000.00	\$2.99	\$14,945.00	
51	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7115	Medium	\$6.87	1	\$6.87	30%	\$4.81	1 - pair	5,000.00	\$4.81	\$24,045.00	
52	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7203	Large	\$4.69	1	\$4.69	30%	\$3.28	1 - pair	5,000.00	\$3.28	\$16,415.00	
53	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3130	Small	\$11.89	1	\$11.89	30%	\$8.32	1 - pair	5,000.00	\$8.32	\$41,615.00	
54	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3416	Medium	\$7.64	1	\$7.64	30%	\$5.35	1 - pair	5,000.00	\$5.35	\$26,740.00	
55	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3728	Large	\$8.78	1	\$6.78	30%	\$4.75	1 - pair	5,000.00	\$4.75	\$23,730.00	
56	Deodorants	Dial Lady Speed Stick	Colgate or equal	96308	1.5 oz.	\$2.81	1.4	\$2.01	30%	\$1.41	1 oz.	5,000.00	\$1.41	\$7,025.00	
57	Deodorants	Mennen Speed Stick	Colgate or equal	95008	2.0 oz.	\$3.33	1.8	\$1.85	30%	\$1.30	1 oz.	5,000.00	\$1.30	\$6,475.00	
58	2 Ply Facial Tissue	Preference Near Premium	Georgia Pacific or equal	48100	7.63"X9"	\$36.69	3000	\$0.01	30%	\$0.01	1 - tissue	10,000.00	\$0.01	\$85.61	
59	Economy Unbreakable Comb	1/2 narrow combs-1/2 wide combs	N/A	N/A	5"	\$8.82	240	\$0.04	30%	\$0.03	1 - comb	2,500.00	\$0.03	\$64.31	
60	Lotions & Creams	Provon	Provon or equal	4231-24	4 oz.	\$1.53	4	\$0.38	30%	\$0.27	1 oz.	5,000.00	\$0.27	\$1,338.75	
61	Lotions & Creams	Provon	Provon or equal	4232-12	12 oz.	\$3.90	16	\$0.24	30%	\$0.17	1 oz.	5,000.00	\$0.17	\$853.13	
62	Lotions & Creams	Provon	Provon or equal	4236-04	1 Gal.	\$10.45	1	\$10.45	30%	\$7.32	1 Gal.	2,500.00	\$7.32	\$18,287.50	

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63	Oral Care	Toothpaste - Cavity protection	Colgate or equal	50200	.85 oz.	\$0.18	0.85	\$0.21	30%	\$0.15	.85 oz	10,000.00	\$0.15	\$1,482.35
64	Oral Care	Toothpaste - Cavity protection	Colgate or equal	50500	2.7 oz.	\$0.45	2.7	\$0.17	30%	\$0.12	1 oz.	5,000.00	\$0.12	\$583.33
65	Oral Care	Toothbrush - Med. Stiffness	N/A	N/A	Adult	\$0.76	12	\$0.06	30%	\$0.04	1 - toothbrush	10,000.00	\$0.04	\$443.33
66	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Adult	\$10.61	144	\$0.07	30%	\$0.05	1 - toothbrush	5,000.00	\$0.05	\$257.88
67	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Child	\$84.39	1440	\$0.06	30%	\$0.04	1 - toothbrush	5,000.00	\$0.04	\$205.11
68	Oral Care	Alcohol-Free Mint Mouthwash	Antibacterial	N/A	4oz.	\$0.51	1	\$0.51	30%	\$0.36	1 oz.	10,000.00	\$0.36	\$3,570.00
69	Oral Care	Toothette Swabs w/Mint Dentifrice	Sage Products or equal	5602	N/A	\$28.11	250	\$0.11	30%	\$0.08	1 item	10,000.00	\$0.08	\$787.08
70	Oral Care	Efferdent Denture Cleaner	PFIZER or equal	63639	Tablets	\$3.75	90	\$0.04	30%	\$0.03	1 - tablet	5,000.00	\$0.03	\$145.83
71	Oral Care	Efferdent Denture Adhesive Cream	PFIZER or equal	63965	2.5 oz.	\$2.78	2	\$1.39	30%	\$0.97	1 oz.	5,000.00	\$0.97	\$4,865.00
72	Powders	Baby Powder	Donovan Industries or equal	BP35	4 oz.	\$0.60	4	\$0.15	30%	\$0.11	1 oz.	10,000.00	\$0.11	\$1,050.00
73	Powders	Baby Powder w/Comstarch	Donovan Industries or equal	BP35C	3.5 oz.	\$0.63	4	\$0.16	30%	\$0.11	1 oz.	10,000.00	\$0.11	\$1,102.50
74	Shaving Products	Razor Personna Twin Blade	American safety Razor or equal	75-0022	Stnd. Wt.	\$9.93	100	\$0.10	30%	\$0.07	1 - razor	5,000.00	\$0.07	\$347.55
75	Shaving Products	Shave Cream w/Aloe	Colgate or equal	84912	11 oz.	\$1.43	11	\$0.13	30%	\$0.09	1 oz.	5,000.00	\$0.09	\$455.00
76	Tongue Blades	Sterile Tongue Blades	GS Select or equal	22-9598	Stnd. Size	\$3.63	100	\$0.04	30%	\$0.03	1 - blade	10,000.00	\$0.03	\$254.10
III.	<b>INFECTION CONTROL</b>													
77	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	2118-08	1000 ml.	\$47.67	8000	\$0.01	31%	\$0.00	1 ml.	5,000.00	\$0.00	\$20.56
78	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	4216-04	Pour Gallon	\$12.03	1	\$12.03	31%	\$8.30	1 - gallon	5,000.00	\$8.30	\$41,503.50
79	Hand Disinfectant Dispenser	Dispenser	Provon or equal	4022-12	1000 ml.	\$0.00	1	\$0.00	31%	\$0.00	1 ml.	10,000.00	\$0.00	\$0.00
80	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37008	8 oz.	\$2.59	8	\$0.32	31%	\$0.22	1 oz.	5,000.00	\$0.22	\$1,116.94
81	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37432	32 oz.				31%		1 oz.	5,000.00		

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82	Personal Protection	Surgical Masks	3M Health Care or equal	1800+	One Size	\$2.59	1	\$2.59	31%	\$1.79	1 - mask	5,000.00	\$1.79	\$8,935.50
83	Personal Protection	Surgical Masks w/respirator	3M Health Care or equal	1860	One Size	\$28.54	20	\$1.43	31%	\$0.98	1 - mask	5,000.00	\$0.98	\$4,923.15
84	Personal Protection	Bouffant Cap - Blue	GS Select or equal	43320	24"	\$7.25	100	\$0.07	31%	\$0.05	1 - cap	5,000.00	\$0.05	\$250.13
85	Personal Protection	Isolation Gown - Fluid Impervious	GS Select or equal	46533	One Size	\$28.41	50	\$0.57	31%	\$0.39	1 - gown	5,000.00	\$0.39	\$1,960.29
86	Personal Protection	Shoe Covers - Uni-size	GS Select or equal	46502	Uni-Size	\$10.55	100	\$0.11	31%	\$0.07	1 - pair	5,000.00	\$0.07	\$363.96
87	Infection Control	Alcohol - Bottle	N/A	N/A	12 oz.	\$21.16	192	\$0.11	31%	\$0.08	1 oz.	1,000.00	\$0.08	\$76.04
88	Infection Control	Alcohol Prep Pads	N/A	N/A	N/A	\$1.98	200	\$0.01	31%	\$0.01	1 - pad	100.00	\$0.01	\$0.68
IV	FIRST AID KITS													
89	First Aid Kits	Basic First Aid Kit - Commercial	N/A	N/A	Min. 200 Items				31%		1 - kit	2,500.00		
90	First Aid Kits	Advanced First Aid Kit - Commercial	N/A	N/A	Min. 500 Items				31%		1 - kit	2,500.00		
91	First Aid Kits	Basic First Aid Kit - Car, Home, Office	N/A	N/A	Min. 150 Items				31%		1 - kit	2,500.00		
92	First Aid Kits	Mini First Aid Kit - Individual Use - Possible Re-Sale	N/A	N/A	Min. 25 Items				31%		1 - kit	2,500.00		
V.	BABY CARE PRODUCTS													
93	Lotions & Creams	Rash Cream	N/A	N/A	4 oz.	\$5.55	4	\$1.39	30%	\$0.97	1 oz.	5,000.00	\$0.97	\$4,856.25
94	Lotions & Creams	Baby Lotion - Pink	Aplicare or equal	82-7234	4 oz.	\$49.57	384	\$0.13	30%	\$0.09	1 oz.	5,000.00	\$0.09	\$451.81
95	Lotions & Creams	Hand & Body	Aplicare or equal	82-7904	4 oz.	\$0.39	4	\$0.10	30%	\$0.07	1 oz.	5,000.00	\$0.07	\$341.25
VI.	EYE CARE													
96	Vision Care	Eye Wash	N/A	N/A	8 oz.	\$3.84	4	\$0.96	30%	\$0.67	1 oz.	5,000.00	\$0.67	\$3,360.00
97	Vision Care	Saline Solution	N/A	N/A	8 oz.	\$1.89	8.45	\$0.22	30%	\$0.16	1 oz.	5,000.00	\$0.16	\$782.84
98	Vision Care	Patch - elastic band	N/A	N/A	2-3"	\$22.27	12	\$1.86	30%	\$1.30	1 - patch	5,000.00	\$1.30	\$6,495.42

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
VIII.	EKG/CATH./CRUTCHES/MISC.													
99	Misc.	Adult EKG Electrode	N/A	#ES82650	-				30%		1 - electrode	800.00		
100	Catheter	Foley 20FR 5 CC	Foley or equal	#1621	-				30%		1 - Catheter	200.00		
101	Catheter	Catheter I.V. 22 Ga X 1"	Foley or equal	#3050	-	\$2.18	1	\$2.18	30%	\$1.53	1 - Catheter	80.00	\$1.53	\$122.08
102	Misc.	Cervical Collar	N/A	#0702-05	Large	\$5.44	1	\$5.44	30%	\$3.81	1 - Collar	200.00	\$3.81	\$761.60
103	Misc.	Crutches - Adult	N/A	#4860CA	Large	\$149.09	8	\$18.64	30%	\$13.05	1 - Pair	200.00	\$13.05	\$2,609.08
104	Misc.	Egg Crate Mattress	N/A	N/A	Hosptl. Bed	\$23.33	1	\$23.33	30%	\$16.33	1 - mattress	1,000.00	\$16.33	\$16,331.00
105	Misc.	Exam Table Paper - 20"	N/A	N/A	20"				30%		1 - table	100.00		
106	Misc.	Ear Probe Covers	Genius or equal	#8884-810055	-	\$7.27	200	\$0.04	30%	\$0.03	1 - cover	300.00	\$0.03	\$7.63
107	Catheter	22 Ga Catheter	Intima or equal	#383323	22Ga X 3/4"	\$196.38	25	\$7.86	30%	\$5.50	1 - Catheter	100.00	\$5.50	\$549.86
108	Misc.	Needle	N/A	#20503040	18 Ga X 1"	\$8.96	100	\$0.09	30%	\$0.06	1 - needle	500.00	\$0.06	\$31.36
109	Misc.	Slippers, Adult	N/A	#9514	Adult Larg.	\$0.97	1	\$0.97	30%	\$0.68	1 - pair	700.00	\$0.68	\$475.30
110	Misc.	Splint, Ankle Landing Gear	N/A	#1740-00	N/A	\$70.26	1	\$70.26	30%	\$49.18	1 - splint	100.00	\$49.18	\$4,918.20
111	Misc.	Suture Removal Tray	N/A	#268000	N/A	\$39.02	50	\$0.78	30%	\$0.55	1 - tray	700.00	\$0.55	\$382.40
112	Syringe 3cc Luer Lock	Syringe 3cc Luer Lock	N/A	#513934	N/A	\$10.76	100	\$0.11	30%	\$0.08	1 - item	300.00	\$0.08	\$22.60
IX	Gloves													
113	Vinyl Examination Gloves (Powdered)	Vinyl examination gloves (powdered) must be vinyl with a beaded cuff, ambidextrous, medical grade and powdered. Minimum .08 mm thickness, Non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$3.91	100	\$0.04	30%	\$0.03	1 - glove	5,000.00	\$0.03	\$136.85
114	Vinyl Examination Gloves (Powder Free)	Vinyl examination gloves (powder free) must be vinyl with a beaded cuff, ambidextrous, medical grade and powder free. Minimum .08 mm thickness, Non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$3.91	100	\$0.04	30%	\$0.03	1 - glove	5,000.00	\$0.03	\$136.85
115	Latex Examination Gloves (Powder Free, Smooth)	Latex examination gloves (powder free, smooth finish) must be made from natural rubber latex with a beaded cuff, ambidextrous, medical grade, powder free, and smooth finish. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$7.64	100	\$0.08	30%	\$0.05	1 - glove	5,000.00	\$0.05	\$267.40



SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
116	Latex Examination Gloves (Powder Free, Textured)	Latex examination gloves (powder free, texture grip) must be made from natural rubber latex with a beaded cuff, ambidextrous, medical grade, powder free, and have a texture grip. Minimum .05mm thickness, non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$7.64	100	\$0.08	30%	\$0.05	1 - glove	5,000.00	\$0.05	\$267.40
117	Nitrile Examination Gloves (Powder Free, Textured)	Nitrile examination gloves (powder free, texture grip) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free, and have a texture grip. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$6.36	100	\$0.06	30%	\$0.04	1 - glove	5,000.00	\$0.04	\$222.60
118	Nitrile Examination Gloves (Powder Free, Smooth) Small	Nitrile examination gloves (powder free, smooth finish) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free, and have a smooth finish. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL	\$6.36	100	\$0.06	30%	\$0.04	1 - glove	5,000.00	\$0.04	\$222.60

<b>Total Bid Cost</b>	<b>\$1,500,831.11</b>
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List of Discount Percentages:		
(Use additional sheets if needed for number of discount percentages being offered.)		
	Category	DISCOUNT PERCENTAGE
I	WOUND CARE PRODUCTS	30%
II	PERSONAL CARE PRODUCTS	30%
III	INFECTION CONTROL	31%
IV	FIRST AID KITS	31%
V	BABY CARE PRODUCTS	30%
VI	EYE CARE	30%
VII	OVER THE COUNTER MEDICATIONS	30%
VIII	EKG/CATH./CRUTCHES/MISC.	30%
IX	GLOVES	30%
X	MISCELLANEOUS	30%

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
 Statewide contract for medical supplies

VENDORS SHOULD COMPLETE ALL COLUMNS														
Pricing Page Eligible Item Description						Discounted Unit Price Calculation					Bid Total Calculation			
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost

Vendors should complete the contract coordinator information below:

VENDOR NAME: First Choice Medical Supply PHONE: 500-809-4556

CONTRACT MANAGER: M. G. [Signature] (Please print) FAX: 800 921 2334

AUTHORIZED REPRESENTATIVE: [Signature] (Signature) EMAIL: marlynn.mcgovern@fcm.com

AUTHORIZED REPRESENTATIVE: marlynn.mcgovern (Print) 8/26/2017 (Date)

**SWC180000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost

Vendors should complete the contract coordinator information below:

VENDOR NAME:	<i>First Choice Medical Supply</i>	PHONE:	<i>800 809 4556</i>
CONTRACT MANAGER:	<i>Mickey Chase</i> <small>(Please print)</small>	FAX:	<i>800 921 2334</i>
AUTHORIZED REPRESENTATIVE:	<i>[Signature]</i>	EMAIL:	<i>pharyn.mcgraw@fcms.com</i>
AUTHORIZED REPRESENTATIVE:	<i>Mickey Chase</i> <small>(Print)</small>	(Date)	<i>5/15/17</i>

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: First Choice Medical Supply

Authorized Signature: [Signature] Date: 8/15/2017

State of Mississippi

County of Rankin, to-wit:

Taken, subscribed, and sworn to before me this 15 day of August, 2017

My Commission expires Sept. 22, 2017, 20    



NOTARY PUBLIC Lindy M. Crenshaw  
Purchasing Affidavit (Revised 07/07/2017)

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or,**  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**
2.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
3.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or,**
4.  **Application is made for 5% vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
5.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
6.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: \_\_\_\_\_

Signed:  \_\_\_\_\_

Date: \_\_\_\_\_

Title:  \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to W. Va. Code § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contracting business entity's authorized agent: Mickey CRANE

Address: \_\_\_\_\_

Number or title of contract: \_\_\_\_\_

Type or description of contract: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: 8/15/2017

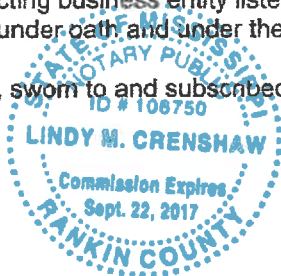
Check here if this is a Supplemental Disclosure.

Verification

State of Mississippi, County of Rankin:

I, Mickey W Crane, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 15 day of August, 17



Lindy M. Crenshaw  
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Addendum No. 1 - Responses to vendor questions attached. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm. Revised pricing pages attached.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for medical supplies	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
42000000			

**Extended Description :**

Statewide contract for medical supplies

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical question deadline by 4:00 pm	2017-08-08



<b>SWC1800000003</b>	<b>Document Phase</b> Draft	<b>Document Description</b> SWC for medical supplies -Addendum No. 1	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ– SWC1800000003**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1800000003 (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm.
2. Responses to vendor questions attached.
3. Revised pricing pages attached.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ATTACHMENT A**  
**CRFQ SWC180000003**

**Questions:**

- Q1: Is the State willing to accept exceptions to the terms and conditions of the bid (& negotiate the terms and conditions of any resulting contract)?
- A1: See Section 11, Exceptions and Clarifications in the *Instructions to Vendor Submitting Bids* section of the CRFQ.
- Q2: Would the State be willing to extend the bid opening date?
- A2: The bid opening date has changed from 08/17/2017 to August 29, 2017 at 1:30 pm.
- Q3: Would the State be willing to extend the question deadline?
- A3: No. See response A2 above.
- Q4: Can you provide the current contract vendor and pricing info?
- A4: The State of WV just recently entered into a cooperative contract through NJPA with Moore Medical LLC on 4/28/2017.
- Q5: During the contract term, how shall the Vendor address items that have been continued with replacement products that are available?
- A5: The price of the replacement product cannot be increased, the replacement must be for the same price as bid; the replacement product must conform to the specifications contained in the CRFQ, and if requested, the vendor must prove the replacement product is equal to or better than the original product.
- Q6: Will the State accept a log-in to an online ordering system versus a Catalog provided in Excel Format on a CD from the Vendor? McKesson has the capabilities of marking all items as being Formulary on the Contract.
- A6: No. See Section 4 -Catalogue in the specifications.
- Q7: The Vendor does not have the capabilities to print the discount on each invoice. Will this be cause for rejection of bid or award of contract?
- A7: See Section V Ordering and Payment – Subsection 2 Invoicing and Payment in the specifications.

- Q8: Is the Vendor allowed to submit an Alternate bid of Branded items to show a cost savings to the State?
- A8: See Item No. 10 – Alternates in the *Instructions to Vendor Submitting Bids* section of the CRFQ.
- Q9: Would you be able to send me a tabulation from the last time this bid was awarded?
- A9: The State of WV just recently entered into a cooperative contract through NJPA with Moore Medical LLC on 4/28/2017.
- Q10: Would the state be willing to consider extending the deadline to September 8<sup>th</sup>?
- A10: The bid opening date has changed from 08/17/2017 to August 29, 2017 at 1:30 pm.
- Q11: It states we must provide a catalog, we don't have a published catalog anywhere, would an excel document suffice?
- A11: Yes, the vendor may provide a published catalogue in the form of an Excel spreadsheet or document. The requirements in Section 4 Catalogue in the specifications still apply.
- Q12: Also it states published list prices, we don't have a published price list, would an excel document suffice?
- A12: Yes, the requirements in Section 4 Catalogue in the specifications still apply.
- Q13: Are you able to post one that is unprotected or delete the unnecessary pages on the current one (from pages 9-5775)?
- A13: Revised pricing pages attached. The spreadsheet is still protected but the unnecessary pages have been removed.

**Other Information:**

1. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm.
2. Revised pricing pages attached.

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for medical supplies, per the attached documentation.

This is a discount from list contract. All medical supplies in vendor's hard copy catalog shall be covered at the discount listed on the pricing pages.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for medical supplies	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
42000000			

**Extended Description :**

Statewide contract for medical supplies

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical question deadline by 4:00 pm	2017-08-08

<b>SWC180000003</b>	<b>Document Phase</b> Draft	<b>Document Description</b> Statewide contract for medical supplies	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: **August 8, 2017 by 4:00 pm**

Submit Questions to: Tara Lyle, Buyer Supervisor  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.



The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus <sup>n/a</sup> convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: August 17, 2017 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on  
Upon award \_\_\_\_\_ and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed <sup>36</sup> \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.



**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of:

\_\_\_\_\_

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of:

\_\_\_\_\_

**Commercial Crime and Third Party Fidelity Insurance** in an amount of:

\_\_\_\_\_

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

\_\_\_\_\_ for \_\_\_\_\_.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**32. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**35. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**36. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**37. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**40. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**41. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**42. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider’s employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.



**44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

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**Medical Supplies – SWC1800000003**

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**SPECIFICATIONS**

**I. PURPOSE AND SCOPE:**

The West Virginia Purchasing Division, on behalf of the State, is soliciting bids to establish a contract for medical supplies. The Contract awarded from this RFQ shall cover Eligible Items from Vendor's Catalogue. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

**II. DEFINITIONS:**

The terms listed below shall have the meanings assigned to them as follows:

1. **"Agency" or "Agencies"** means any public entity seeking to procure Eligible Items under this Contract.
2. **"Catalogue"** means the price list or sales catalogue that includes all items that Vendor can and will sell under this Contract.
3. **"Catalogue Price"** means the lowest price listed for an Eligible Item in Vendor's Catalogue.
4. **"Catalogue Package Quantity"** means the total number of units of an Eligible Item contained in package advertised in Vendor's Catalogue.
5. **"Contract"** means the binding agreement that is entered into between the Purchasing Division, on behalf of the State, and the Vendor to provide the Eligible Items as specified herein.
6. **"Discount Percentage"** means the percentage discount that Vendor will apply to all Agency purchases of Eligible Items in a given product category
7. **"Discounted Unit Price"** means the discounted price of one Unit of an Eligible Item purchased under this Contract. The Discounted Unit Price will only be used for evaluation purposes.
8. **"Discounted Price"** means the price that the Vendor will charge Agencies for the purchase of Eligible Items under this Contract. The Discounted Price is the Catalogue Price reduced by the Discount Percentage.
9. **"Eligible Item"** means any medical supplies in the Vendor's Catalogue, excluding anything already included on a pre-existing contract held by the State. Incontinence products, latex gloves, and lab supplies are specifically excluded from the definition of Eligible Items under this MEDSUP12 Contract.

16. "Purchasing Division" means the Purchasing Division of the West Virginia Department of Administration.

17. "Purchasing Division" means the West Virginia Department of Administration.

18. "RFQ" means the official RFQ published by the Purchasing Division and identified as such.

19. "Total Bid Cost" means the sum of all bid items, including but not limited to, etc.

the bid total column and identified as the total bid cost.

20. "Unit Price" means the highest dollar amount of an eligible item that is identified as such.

21. "Bid Price" means the price of the bid item as shown on the Bidding Page.

22. "Award" or "Awards" means the successful order(s).

GENERAL PROVISIONS

1. **Mandatory Eligible Item Requirements:** Eligible Items must meet or exceed the mandatory requirements listed below.
  - a. Eligible Items must be identified in the Catalogue.
  - b. Eligible Items must be new and unused.
  - c. Eligible Items must not expire for at least 90 days after receipt by the Agency. The manufacturer's expiration date must be included on or with each Eligible Item shipped. Failure to include the manufacturer's expiration date or providing eligible items that expire in less than 90 days of agency's receipt will result in return of those items in accordance with the return provisions in this Contract.

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**IV. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOGUE**

1. **Contract Award:** The Contract is intended to provide Agencies with a Discounted Price on all Eligible Items. The Contract shall be awarded to the Vendor that meets the RFQ specifications and provides the lowest Total Bid Cost for the Eligible Items listed on the Pricing Pages. Notwithstanding the foregoing, the Purchasing Division reserves the right to award this Contract to multiple Vendors if it deems such action necessary.
  
2. **Discount Percentage:** Vendor shall quote a Discount Percentage for each category of Eligible Items. Each category may have a different Discount Percentage. The Discount Percentage for a given category will reduce the Catalogue Price for every Eligible Item in that category. The resulting Discounted Price shall be the price Agencies pay for purchases of that Eligible Item under this Contract. If multiple Discount Percentages are quoted, Vendor must offer a “miscellaneous” discount category for all items that may not be included in an identified category.

Vendor shall not incorporate Discount Percentages into its Catalogue unless the Vendor clearly shows the Catalogue Price and then separately lists the applicable Discount Percentage and the Discounted Price for each Eligible Item.

Vendor may utilize additional product categories that are not listed on the Pricing Pages if it so desires. Any addition to the product categories must be included with Vendor’s bid.

3. **Pricing Pages:** Vendors are **strongly encouraged** to complete the Pricing Pages electronically in Microsoft Excel. Doing so will reduce the number of calculations required and the possibility for calculation errors as explained below.
  - a. **Information Requested.** Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each frequently purchased Eligible Item includes Catalogue Prices, Catalogue Package Quantity, Unit Prices, Discount Percentages, Discounted Unit Prices, Units, and item total costs. The Vendor should also include the Total Bid Cost, Discount Percentages for all Eligible Item product categories (including a miscellaneous category), and Contract Coordinator contact information. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor’s bid being disqualified.

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Vendor must apply the appropriate Discount Percentage for each frequently purchased Eligible Item listed on the Pricing Pages in arriving at the Discounted Unit Price for that item. For example, If Item A falls into the personal care products category then the Discount Percentage for the personal care products category must be used to calculate the Discounted Unit Price for Item A on the Pricing Pages.

**b. Pricing Page Calculations.** The Pricing Pages require Vendor to insert its Catalogue Price, Catalogue Package Quantity, and Discount Percentage for each Eligible Item listed thereon. That information, along with information that is already included on the Pricing Pages will be used to calculate the Unit Price, Discounted Unit Price, item total cost, and Total Bid Cost. If Vendor completes the Pricing Pages electronically using the Microsoft Excel version from the Purchasing Division, these calculations will be automatically completed.

**i. Unit Price Calculation** – The Unit Price is calculated by dividing the Catalogue Price by the Catalogue Package Quantity.

**Example:** \$10 per box divided by 10 masks per box equals a Unit Price of \$1.

**ii. Discounted Unit Price** – The Discounted Unit Price is calculated by applying the appropriate Discount Percentage to the Unit Price

**Example:** \$1 Unit Price reduced by a 10% Discount Percentage equals a \$0.90 Discounted Unit Price.

**iii. Item Total Cost** – The item total cost is calculated by multiplying the estimated unit quantity by the Discounted Unit Price.

**Example:** An estimated unit quantity of 10,000 masks multiplied by a Discounted Unit Price of \$0.90 equals a \$9,000 item total cost for that item.

**iv. Total Bid Cost** – The Total Bid Cost is calculated by adding the item total cost for every item listed on the Pricing Pages.

**Example:** Item total costs of \$9,000 and \$1,000 would equal a Total Bid Cost of \$10,000 (assuming that the Pricing Pages contained only two items).

**c. Estimated Quantities Only.** The Pricing Pages contain a list of frequently purchased items and estimated unit quantity that will be purchased. The estimated unit quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

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- d. **Correction of Errors.** Notwithstanding anything contained herein, the Purchasing Division may correct errors on the Pricing Pages. Vendor is strongly encouraged to electronically enter the information into the Pricing Pages to prevent errors in the evaluation.
- e. **Electronic Version.** The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to the following address: [tara.l.lyle@wv.gov](mailto:tara.l.lyle@wv.gov).

The Purchasing Division's electronic version of the Pricing Pages contains the formulas for calculating the Unit Price, Discounted Unit Price, item total cost, and Total Bid Cost. Those items will be automatically populated by the Microsoft Excel program when Vendor inserts its Catalogue Price, Catalogue Package Quantity, and Discount Percentage. Utilizing the electronic version of the Pricing Pages and inserting the values using Microsoft Excel will greatly reduce the number of calculations that Vendor will have to make and the possibilities for error. The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

**4. Catalogue:**

- a. **Submission.** Vendor must submit two dated copies of its Catalogue for evaluation purposes prior to award of this Contract. Vendor shall also mail the Catalogue free of charge to any Agency desiring to use this Contract. Copies of the Catalogue may be requested in an electronic format and should be provided in that format if possible. Vendor's Catalogue will be used by Agencies to order Eligible Items under this Contract.

Vendor should identify all Eligible Items listed on the Pricing Pages by circling or highlighting those items in its Catalogue and earmarking or tabbing the pages for those items, to assist in the evaluation and verification of the bids and pricing. If any discrepancies exist between the Pricing Pages and the actual price listed in the Catalogue, the actual price shown in the Catalogue shall prevail and the Pricing Pages may be corrected by the buyer for evaluation purposes.

- b. **Catalogue Modification.** The Purchasing Division may permit Vendor to update its Catalogue at each renewal date. Determination of whether or not to allow a Catalogue update is at the sole discretion of the Purchasing Division. Any request by Vendor to update its Catalogue must include a detailed listing of the following: (1) any Eligible Items being removed, discounted prices for those items, Agencies quantity usage of those items, and total spent by Agencies on those items; (2) any Eligible Items being added to the Catalogue and the

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discounted price of those items; (3) all changes in the discounted price to Eligible Items, estimated usage relating to items that have changed in price, and the total impact of the price change on the State; and (4) justification for updating its Catalogue. The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalogue is approved, the Eligible Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

In the event that multiple Vendors are awarded a contract under the RFQ, Vendors shall not be permitted to include in its updated Catalogue items being sold by a Vendor that is lower in ordering priority without the consent of that lower priority Vendor.

**V. ORDERING AND PAYMENT**

- 1. Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system and describe the process for setting up such ordering for State agencies. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalogue originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
  
- 2. Invoicing and Payment:** Vendor shall indicate the discount received on each invoice submitted for payment. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.



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**VI. DELIVERY AND RETURN**

1. **Delivery Time:** Vendor shall deliver standard orders within five (5) working days after orders are received. Vendor shall deliver emergency orders within one (1) working day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. All deliveries must be made during normal working hours for the delivery locations. All shipments of products requiring a material safety data sheet (MSDS) shall include a MSDS with the product.
  
2. **Late Delivery:** The Agency placing the order under this Contract should be notified in writing if orders will be delayed for any reason. If the agency is placing the order online, notification should be provided to the agency of delayed orders at the time of ordering. If the agency is placing an order by phone, notification should be provided verbally by the vendor if the item is not stocked and/or on backorder. Any delay in delivery that could cause harm to an Agency will be grounds for:
  - (a) cancellation of the delayed order, and
  - (b) obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

3. **Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. The minimum order for prepaid shipping to one, in-state destination shall be \$200.00. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount for all orders of \$200.00 or greater and shall not charge the Agency separately for such delivery. For all orders of less than \$200.00, or emergency orders for which the Agency has requested expedited delivery, Vendor may charge the Agency at cost for delivery provided that Vendor includes the delivery expense as a separate line item on the invoice with the original freight bill attached. Vendor shall maintain the risk of loss for orders under \$200.00 and emergency orders.

Agencies may make purchases that fall under the \$200.00 limit at a local source under authority delegated from the Purchasing Division without violating the terms of this Contract, provided that such purchases do not exceed Purchasing Division spending and bidding limits.

4. **Quality Assurance:** Upon request, Vendor shall provide the State with test data, certifications, or samples of any Eligible Item. Vendor is responsible for all costs associated with submitting these items. Vendor shall ensure that any request under this provision is fulfilled within five (5) days unless the State agrees otherwise in writing.

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5. **Return of Unacceptable Items:** Eligible Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
6. **Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**VII. MISCELLANIOUS**

1. **No Substitutions:** Vendor shall supply only Eligible Items contained in its Catalogue submitted in response to the RFQ or an updated Catalogue approved by the Purchasing Division as described above. Vendor shall not supply substitute items.
2. **Vendor Supply:** Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.
3. **Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agencies (including political subdivisions) which have used this Contract. The report should include items purchased, quantities of items purchased, and the total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract. The report is to be sent electronically to: tara.l.lyle@wv.gov.
4. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should identify the contract manager in the space provided on the Pricing Pages.

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5. **Mandatory Requirements:** The terms “must,” “will,” “shall,” “minimum,” “maximum,” or “is/are required” identify a mandatory contract requirement. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the Purchasing Division. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in disqualification of the bid.
  
6. **Waiver:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in remain in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
  
7. **References to Price Changes:** Any reference in Vendors documents submitted in response to the RFQ to prices being subject to change is null and void. Price changes may only be made with approval of the Purchasing Division as outlined herein.

**SWC180000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
1.	<b>WOUND CARE PRODUCTS</b>													
1	Alginates - Dressings	Kaltostat	Convatec - Bristol Myers or equal	188210	2"X2"						1 - Dressing	5,000.00		
2	Alginates - Dressings	Kaltostat	Convatec - Bristol Myers or equal	188212	3"X4 3/4"						1 - Dressing	5,000.00		
3	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2881	2"X2"						1 - Dressing	5,000.00		
4	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2982	4"X4 3/8"						1 - Dressing	5,000.00		
5	Collagen - Dressings	Promogran Matrix	Johnson & Johnson or equal	PG019	18.1 sq. in.						1 - Dressing	5,000.00		
6	Compression - Bandages	Sotopress	Convatec - Bristol Myers or equal	153506	4"X120"						1 - Bandage	10,000.00		
7	Compression - Bandages	Surepress	Convatec - Bristol Myers or equal	650947	4"X3.2 yds.						1 - Bandage	10,000.00		
8	Foam Dressings	Lycfoam	Convatec - Bristol Myers or equal	164866	4"X4"						1 - Dressing	5,000.00		
9	Foam Dressings	Lycfoam	Convatec - Bristol Myers or equal	165665	4"X4"						1 - Dressing	5,000.00		
10	Foam Dressings	Tiele Hydropolymer Adhs.	Johnson & Johnson or equal	MTL100	2 3/4"X3 1/2"						1 - Dressing	5,000.00		
11	Foam Dressings	Tiele Hydropolymer Adhs.	Johnson & Johnson or equal	MTL103	7"X7"						1 - Dressing	5,000.00		
12	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403706	2"X2"						1 - Hydrocolloids	5,000.00		
13	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403710	6"X6"						1 - Hydrocolloids	5,000.00		
14	NU-DERM	Hydrocol. Wound Dressing	Johnson & Johnson or equal	HCB102	2"X2"						1 - Dressing	5,000.00		
15	NU-DERM	Hydrocol. Wound Dressing	Johnson & Johnson or equal	HCB107	3.15"X4 3/4"						1 - Dressing	5,000.00		
16	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6112	3"X3"						1 - Dressing	2,500.00		
17	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6116	5"X9"						1 - Dressing	2,500.00		
18	Packing Strips	Gauze	Johnson & Johnson or equal	8755	1/4"X5 yds.						1 - Strip	5,000.00		
19	Packing Strips	Gauze	Johnson & Johnson or equal	8751	1/2"X5 yds.						1 - Strip	5,000.00		
20	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2045	1"X3"						1 - Item	2,500.00		
21	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2047	3"X3"						1 - Item	2,500.00		
22	Saline Dressings	Curasell	Kendall or equal	3339	6"X6 3/4"						1 - Dressing	5,000.00		

**SWC190000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Qty	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
23	Transparent Dressings	Sterile	Johnson & Johnson or equal	2474	1 3/4"X2 3/4"						1 - Dressing	5,000.00		
24	Transparent Dressings	Sterile	Johnson & Johnson or equal	2475	3"X4"						1 - Dressing	5,000.00		
25	Transparent Dressings	Antimicrobial	Johnson & Johnson or equal	2150	1" disc						1 - Dressing	5,000.00		
26	Wound Cleaners	Sea-Clen	Coloplast or equal	1063	8 oz.						1 oz.	10,000.00		
27	Wound Cleaners	Optipore Sponge	Convatec - Bristol Myers or equal	125100							1 - Item	10,000.00		
28	Wound Cleaners	SAF-CLENS AF	Convatec - Bristol Myers or equal	159712	12 oz.						1 oz.	10,000.00		
29	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2006	1"X8"						1 - Item	5,000.00		
30	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2007	6"X8"						1 - Item	5,000.00		
31	ABD Pads	Sterile	Kendall or equal	7198	5"X9"						1 - pad	2,500.00		
32	ABD Pads	Sterile	Kendall or equal	7199	6"X10"						1 - pad	2,500.00		
33	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7080	2"X2"						1 - Dressing	2,500.00		
34	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7088	4"X4"						1 - Dressing	2,500.00		
35	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1581	1"X5" yds.						1 - Bandage	10,000.00		
36	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1583	3"X5" yds.						1 - Bandage	10,000.00		
37	Composite Dressings	Covaderm	DeRoyal or equal	46-001	4"X4"						1 - Dressing	2,500.00		
38	Composite Dressings	Covaderm	DeRoyal or equal	46-002	4"X6"						1 - Dressing	2,500.00		
39	Cover Dressings	Medipore Soft Cloth Tape, etc.	3M HealthCare or equal	2854	3 7/8"X4 5/8"						1 - Dressing	5,000.00		
40	Cover Dressings	Medipore Soft Cloth Tape, etc.	3M HealthCare or equal	2855	6 7/8"X5 7/8"						1 - Dressing	5,000.00		
41	Gauze Sponges	Curex Sponge	Kendall or equal	7770	2"X2"						1 - Sponge	5,000.00		
42	Gauze Sponges	Curex Sponge	Kendall or equal	7772	4"X4"						1 - Sponge	5,000.00		

**SWC180000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

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Pricing Page Eligible Item Description														
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
43	Tape - Clear	Transpore	3M HealthCare or equal	1527-2	2"X10 yds.						1 - item	10,000.00		
44	Tape - Clear	Transpore	3M HealthCare or equal	1527-3	3"X10 yds.						1 - item	10,000.00		
45	Tape - Cloth	Medipore	3M HealthCare or equal	2962	2"X10 yds.						1 - item	10,000.00		
46	Tape - Cloth	Medipore	3M HealthCare or equal	2964	4"X10 yds.						1 - item	10,000.00		
47	Tape - Paper	Micropore	3M HealthCare or equal	1530-1	1"X10 yds.						- - item	5,000.00		
48	Tape - Paper	Micropore	3M HealthCare or equal	1530-2	2"X10 yds.						1 - item	5,000.00		
49	Tape - Retention	Microfoam	3M HealthCare or equal	1528-2	2"X5 1/2 yds.						1 - item	5,000.00		
II.	<b>PERSONAL CARE PRODUCTS</b>													
50	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7071	Small						1 - pair	5,000.00		
51	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7115	Medium						1 - pair	5,000.00		
52	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7203	Large						- - pair	5,000.00		
53	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3130	Small						1 - pair	5,000.00		
54	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3416	Medium						1 - pair	5,000.00		
55	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3728	Large						1 - pair	5,000.00		
56	Deodorants	Old Lady Speed Stick	Coigate or equal	95308	1.5 oz.						1 oz.	5,000.00		
57	Deodorants	Menmen Speed Stick	Coigate or equal	95008	2.0 oz.						1 oz.	5,000.00		
58	2 Ply Facial Tissue	Preference Near Premium	Georgia Pacific or equal	48100	7.83"X9"						- - tissue	10,000.00		
59	Economy Unbreakable Comb	1/2 narrow comb-1/2 wide comb	N/A	N/A	5"						1 - comb	2,500.00		
60	Lotions & Creams	Provon	Provon or equal	4231-24	4 oz.						1 oz.	5,000.00		
61	Lotions & Creams	Provon	Provon or equal	4232-12	12 oz.						1 oz.	5,000.00		
62	Lotions & Creams	Provon	Provon or equal	4236-04	- Gal.						1 Gal.	2,500.00		

**SWC180000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

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Pricing Page Eligible Item Description														
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Qty	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
63	Oral Care	Toothpaste - Cavity protection	Colgate or equal	50200	.85 oz.						.85 oz	10,000.00		
64	Oral Care	Toothpaste - Cavity protection	Colgate or equal	60500	2.7 oz.						1 oz.	5,000.00		
65	Oral Care	Toothbrush - Med. Stiffness	N/A	N/A	Adult						1 - toothbrush	10,000.00		
66	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Adult						1 - toothbrush	5,000.00		
67	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Child						1 - toothbrush	5,000.00		
68	Oral Care	Alcohol-Free Mint Mouthwash	Antibacterial	N/A	4oz.						1 oz.	10,000.00		
69	Oral Care	Toothette Swabs w/Mint Dentifrice	Sage Products or equal	5602	N/A						1 item	10,000.00		
70	Oral Care	Effident Denture Cleaner	PFIZER or equal	63639	Tablets						1 - tablet	5,000.00		
71	Oral Care	Effident Denture Adhesive Cream	PFIZER or equal	63665	2.5 oz.						1 oz.	5,000.00		
72	Powders	Baby Powder	Donovan Industries or equal	BP35	4 oz.						1 oz.	10,000.00		
73	Powders	Baby Powder w/Cornstarch	Donovan Industries or equal	BP35C	3.5 oz.						1 oz.	10,000.00		
74	Shaving Products	Razor Personne Twin Blade	American safety Razor or equal	75-0022	Std. Wt.						1 - razor	5,000.00		
75	Shaving Products	Shave Cream w/Aloe	Colgate or equal	64912	11 oz.						1 oz.	5,000.00		
76	Tongue Blades	Sterile Tongue Blades	GS Select or equal	22-9598	Std. Size						1 - blade	10,000.00		
III.	<b>INFECTION CONTROL</b>													
77	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	2118-06	1000 ml.						1 ml.	5,000.00		
78	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	4216-04	Four Gallon						1 - gallon	5,000.00		
79	Hand Disinfectant Dispenser	Dispenser	Provon or equal	4022-12	1000 ml.						1 ml.	10,000.00		
80	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37008	8 oz.						1 oz.	5,000.00		
81	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37432	32 oz.						1 oz.	5,000.00		

**SWC180000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

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Pricing Page Eligible Item Description						Discounted Unit Price Calculation					Bid Total Calculation			
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
82	Personal Protection	Surgical Masks	3M Health Care or equal	1800+	One Size						1 - mask	5,000.00		
83	Personal Protection	Surgical Masks w/respirator	3M Health Care or equal	1880	One Size						1 - mask	5,000.00		
84	Personal Protection	Bouffant Cap - Blue	GS Select or equal	43320	24"						1 - cap	5,000.00		
85	Personal Protection	Isolation Gown - Fluid Impervious	GS Select or equal	48533	One Size						1 - gown	5,000.00		
86	Personal Protection	Shoe Covers - Uni-Size	GS Select or equal	48502	Uni-Size						1 - pair	5,000.00		
87	Infection Control	Alcohol - Bottle	N/A	N/A	12 oz.						1 oz.	1,000.00		
88	Infection Control	Alcohol Prep Pads	N/A	N/A	N/A						1 - pad	100.00		
IV	<b>FIRST AID KITS</b>													
89	First Aid Kits	Basic First Aid Kit - Commercial	N/A	N/A	Min. 200 Items						1 - kit	2,500.00		
90	First Aid Kits	Advanced First Aid Kit - Commercial	N/A	N/A	Min. 500 Items						1 - kit	2,500.00		
91	First Aid Kits	Basic First Aid Kit - Car, Home, Office	N/A	N/A	Min. 150 Items						1 - kit	2,500.00		
92	First Aid Kits	Mini First Aid Kit - Individual Use - Possible Re-Sale	N/A	N/A	Min. 25 Items						1 - kit	2,500.00		
V	<b>BABY CARE PRODUCTS</b>													
93	Lotions & Creams	Rash Cream	N/A	N/A	4 oz.						1 oz.	5,000.00		
94	Lotions & Creams	Baby Lotion - Pink	Aplicare or equal	82-7234	4 oz.						1 oz.	5,000.00		
95	Lotions & Creams	Hand & Body	Aplicare or equal	82-7904	4 oz.						1 oz.	5,000.00		
VI	<b>EYE CARE</b>													
96	Vision Care	Eye Wash	N/A	N/A	8 oz.						1 oz.	5,000.00		
97	Vision Care	Saline Solution	N/A	N/A	8 oz.						1 oz.	5,000.00		
98	Vision Care	Patch - elastic band	N/A	N/A	2-3"						1 - patch	5,000.00		



**SWC180000003 - PRICING PAGE**  
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
VIII.	EKG/CATH/CRUTCHES/MISC.													
99	Misc.	Adult EKG Electrode	N/A	#E882650							1 - electrode	800.00		
100	Catheter	Foley 20FR 8 CC	Foley or equal	#1621							1 - Catheter	200.00		
101	Catheter	Catheter I.V. 22 Ga X 1"	Foley or equal	#3050							1 - Catheter	80.00		
102	Misc.	Cervical Collar	N/A	#0702-05	Large						1 - Collar	200.00		
103	Misc.	Crutches - Adult	N/A	#4880CA	Large						1 - Pair	200.00		
104	Misc.	Egg Crate Mattress	N/A	N/A	Hoeph. Bed						1 - mattress	1,000.00		
106	Misc.	Exam Table Paper - 20"	N/A	N/A	20"						1 - table	100.00		
106	Misc.	Ear Probe Covers	Genius or equal	#8884-810055							1 - cover	300.00		
107	Catheter	22 Ga Catheter	Intima or equal	#883323	22Ga X 3/4"						1 - Catheter	100.00		
108	Misc.	Needle	N/A	#20503040	18 Ga X 1"						1 - needle	500.00		
109	Misc.	Slippers, Adult	N/A	#9514	Adult Larg.						1 - pair	700.00		
110	Misc.	Splint, Ankle Landing Gear	N/A	#1740-00	N/A						1 - splint	100.00		
111	Misc.	Suture Removal Tray	N/A	#286000	N/A						1 - tray	700.00		
112	Syringe 3cc Luer Lock	Syringe 3cc Luer Lock	N/A	#518934	N/A						1 - item	300.00		
IX	Gloves													
113	Vinyl Examination Gloves (Powdered)	Vinyl examination gloves (powdered) must be vinyl with a beaded cuff, ambidextrous, medical grade and powdered. Minimum .08 mm thickness, Non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL						1 - glove	5,000.00		
114	Vinyl Examination Gloves (Powder Free)	Vinyl examination gloves (powder free) must be vinyl with a beaded cuff, ambidextrous, medical grade and powder free. Minimum .08 mm thickness, Non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL						1 - glove	5,000.00		
115	Latex Examination Gloves (Powder Free, Smooth)	Latex examination gloves (powder free, smooth finish) must be made from natural rubber latex with a beaded cuff, ambidextrous, medical grade, powder free, and smooth finish. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL	N/A	N/A	S M L XL						1 - glove	5,000.00		

**SWC180000003 - PRICING PAGE**  
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
116	Latex Examination Gloves (Powder Free, Textured)	Latex examination gloves (powder free, texture grip) must be made from natural rubber latex with a beaded cuff, ambidextrous, medical grade, powder free, and have a texture grip. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
117	Nitrile Examination Gloves (Powder Free, Textured)	Nitrile examination gloves (powder free, texture grip) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free, and have a texture grip. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
118	Nitrile Examination Gloves (Powder Free, Smooth) Small	Nitrile examination gloves (powder free, smooth finish) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free, and have a smooth finish. Minimum .08mm thickness, non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		

<b>Total Bid Cost</b>	<b>\$0.00</b>
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List of Discount Percentages:	
(Use additional sheets if needed for number of discount percentages being offered.)	
Category	DISCOUNT PERCENTAGE
I	WOUND CARE PRODUCTS
II	PERSONAL CARE PRODUCTS
III	INFECTION CONTROL
IV	FIRST AID KITS
V	BABY CARE PRODUCTS
VI	EYE CARE
VII	OVER THE COUNTER MEDICATIONS
VIII	EKG/CATH./CRUTCHES/MISC.
IX	GLOVES
X	MISCELLANEOUS

**ADDITIONAL INFORMATION:**

Addendum No. 1 - Responses to vendor questions attached. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm. Revised pricing pages attached.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for medical supplies	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
42000000			

**Extended Description :**

Statewide contract for medical supplies

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical question deadline by 4:00 pm	2017-08-08

<b>SWC1800000003</b>	<b>Document Phase</b> Draft	<b>Document Description</b> SWC for medical supplies -Addendum No. 1	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ– SWC1800000003**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1800000003 (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm.
2. Responses to vendor questions attached.
3. Revised pricing pages attached.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ATTACHMENT A**  
**CRFQ SWC180000003**

**Questions:**

- Q1: Is the State willing to accept exceptions to the terms and conditions of the bid (& negotiate the terms and conditions of any resulting contract)?
- A1: See Section 11, Exceptions and Clarifications in the *Instructions to Vendor Submitting Bids* section of the CRFQ.
- Q2: Would the State be willing to extend the bid opening date?
- A2: The bid opening date has changed from 08/17/2017 to August 29, 2017 at 1:30 pm.
- Q3: Would the State be willing to extend the question deadline?
- A3: No. See response A2 above.
- Q4: Can you provide the current contract vendor and pricing info?
- A4: The State of WV just recently entered into a cooperative contract through NJPA with Moore Medical LLC on 4/28/2017.
- Q5: During the contract term, how shall the Vendor address items that have been continued with replacement products that are available?
- A5: The price of the replacement product cannot be increased, the replacement must be for the same price as bid; the replacement product must conform to the specifications contained in the CRFQ, and if requested, the vendor must prove the replacement product is equal to or better than the original product.
- Q6: Will the State accept a log-in to an online ordering system versus a Catalog provided in Excel Format on a CD from the Vendor? McKesson has the capabilities of marking all items as being Formulary on the Contract.
- A6: No. See Section 4 -Catalogue in the specifications.
- Q7: The Vendor does not have the capabilities to print the discount on each invoice. Will this be cause for rejection of bid or award of contract?
- A7: See Section V Ordering and Payment – Subsection 2 Invoicing and Payment in the specifications.

- Q8: Is the Vendor allowed to submit an Alternate bid of Branded items to show a cost savings to the State?
- A8: See Item No. 10 – Alternates in the *Instructions to Vendor Submitting Bids* section of the CRFQ.
- Q9: Would you be able to send me a tabulation from the last time this bid was awarded?
- A9: The State of WV just recently entered into a cooperative contract through NJPA with Moore Medical LLC on 4/28/2017.
- Q10: Would the state be willing to consider extending the deadline to September 8<sup>th</sup>?
- A10: The bid opening date has changed from 08/17/2017 to August 29, 2017 at 1:30 pm.
- Q11: It states we must provide a catalog, we don't have a published catalog anywhere, would an excel document suffice?
- A11: Yes, the vendor may provide a published catalogue in the form of an Excel spreadsheet or document. The requirements in Section 4 Catalogue in the specifications still apply.
- Q12: Also it states published list prices, we don't have a published price list, would an excel document suffice?
- A12: Yes, the requirements in Section 4 Catalogue in the specifications still apply.
- Q13: Are you able to post one that is unprotected or delete the unnecessary pages on the current one (from pages 9-5775)?
- A13: Revised pricing pages attached. The spreadsheet is still protected but the unnecessary pages have been removed.

**Other Information:**

1. The bid opening has moved from 08/17/2017 to 08/29/2017 at 1:30 pm.
2. Revised pricing pages attached.

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation				
Pricing Page Eligible Item Description															
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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost	
1.	<b>WOUND CARE PRODUCTS</b>														
1	Alginates - Dressings	Kellostet	Convatec - Bristol Myers or equal	168210	2"X2"						1 - Dressing	5,000.00			
2	Alginates - Dressings	Kellostet	Convatec - Bristol Myers or equal	168212	3"X4 3/4"						1 - Dressing	5,000.00			
3	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2981	2"X2"						1 - Dressing	5,000.00			
4	Alginates - Dressings	Collagen	Johnson & Johnson or equal	2982	4"X4 3/8"						1 - Dressing	5,000.00			
5	Collagen - Dressings	Promogran Matrix	Johnson & Johnson or equal	PG019	19 1 sq. in.						1 - Dressing	5,000.00			
6	Compression - Bandages	Setopress	Convatec - Bristol Myers or equal	153505	4"X120"						1 - Bandage	10,000.00			
7	Compression - Bandages	Suropress	Convatec - Bristol Myers or equal	650947	4"X3 2 yrls.						1 - Bandage	10,000.00			
8	Foam Dressings	Lyofoam	Convatec - Bristol Myers or equal	164855	4"X4"						1 - Dressing	5,000.00			
9	Foam Dressings	Lyofoam	Convatec - Bristol Myers or equal	165655	4"X4"						1 - Dressing	5,000.00			
10	Foam Dressings	Tiele Hydrolymer Adhs.	Johnson & Johnson or equal	MTL100	2 3/4"X3 1/2"						1 - Dressing	5,000.00			
11	Foam Dressings	Tiolo Hydrolymer Adhs.	Johnson & Johnson or equal	MTL103	7"X7"						1 - Dressing	5,000.00			
12	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403706	2"X2"						1 - Hydrocolloids	5,000.00			
13	Hydrocolloids	Aquacel AG Hydrofiber	Convatec - Bristol Myers or equal	403710	6"X6"						1 - Hydrocolloids	5,000.00			
14	NU-DERM	Hydrocid. Wound Dressing	Johnson & Johnson or equal	HCB102	2"X2"						1 - Dressing	5,000.00			
15	NU-DERM	Hydrocid. Wound Dressing	Johnson & Johnson or equal	HCB107	3 1/5"X4 3/4"						1 - Dressing	5,000.00			
16	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6112	3"X3"						1 - Dressing	2,500.00			
17	Oil Impulsion	Non-Adhesive Dressing	Kendall or equal	6116	5"X9"						1 - Dressing	2,500.00			
18	Packing Strips	Gauze	Johnson & Johnson or equal	8755	1/4"X5 yds						1 - Strip	5,000.00			
19	Packing Strips	Gauze	Johnson & Johnson or equal	8751	1/2"X5 yds.						1 - Strip	5,000.00			
20	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2045	1"X6"						1 - item	2,500.00			
21	Petrolatum Gauze	ADAPTIC PG Non-Adherent	Johnson & Johnson or equal	2047	3"X9"						1 - item	2,500.00			
22	Saline Dressings	Curasalt	Kendall or equal	3339	6"X6 3/4"						1 - Dressing	5,000.00			



SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

VENDORS SHOULD COMPLETE ALL COLUMNS														
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All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
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23	Transparent Dressings	Sterile	Johnson & Johnson or equal	2474	1 3/4"X2 3/4"						1 - Dressing	5,000.00		
24	Transparent Dressings	Sterile	Johnson & Johnson or equal	2475	3"X4"						1 - Dressing	5,000.00		
25	Transparent Dressings	Antimicrobial	Johnson & Johnson or equal	2150	1" disc						1 - Dressing	5,000.00		
26	Wound Cleansers	Sea-Clens	Coloplast or equal	1063	8 oz.						1 oz.	10,000.00		
27	Wound Cleansers	Optipore Sponge	Convatec - Bristol Myers or equal	125199							1 - Item	10,000.00		
28	Wound Cleansers	SAF-CLENS AF	Convatec - Bristol Myers or equal	159712	12 oz.						1 oz.	10,000.00		
29	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2006	1"X8"						1 - item	5,000.00		
30	Xeroform Gauze	Non-Adherent	Johnson & Johnson or equal	2007	5"X9"						1 - item	5,000.00		
31	ABD Pads	Sterile	Kendall or equal	7196	5"X9"						1 - pad	2,500.00		
32	ABD Pads	Sterile	Kendall or equal	7198	8"X10"						1 - pad	2,500.00		
33	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7069	2"X2"						1 - Dressing	2,500.00		
34	Antimicrobial Dressings	Excilon AMD	Kendall or equal	7088	4"X4"						1 - Dressing	2,500.00		
35	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1581	1"X5" yds.						1 - Bandage	10,000.00		
36	Bandage Wraps	3M Coban-Self-Adherent	3M HealthCare or equal	1583	3"X5" yds						1 - Bandage	10,000.00		
37	Composite Dressings	Covadern	DeRoyal or equal	46-001	4"X4"						1 - Dressing	2,500.00		
38	Composite Dressings	Covadern	DeRoyal or equal	46-002	4"X6"						1 - Dressing	2,500.00		
39	Cover Dressings	Medipore Soft Cloth Tape, etc.	3M HealthCare or equal	2954	3 7/8"X4 5/8"						1 - Dressing	5,000.00		
40	Cover Dressings	Medipore Soft Cloth Tape, etc.	3M HealthCare or equal	2956	5 7/8"X5 7/8"						1 - Dressing	5,000.00		
41	Gauze Sponges	Curex Sponge	Kendall or equal	7770	2"X2"						1 - Sponge	5,000.00		
42	Gauze Sponges	Curex Sponge	Kendall or equal	7772	4"X4"						1 - Sponge	5,000.00		

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
 Statewide contract for medical supplies

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43	Tape - Clear	Transpore	3M HealthCare or equal	1527-2	2"X10 yds						1 - item	10,000.00		
44	Tape - Clear	Transpore	3M HealthCare or equal	1527-3	3"X10 yds						1 - item	10,000.00		
45	Tape - Cloth	Medipore	3M HealthCare or equal	2882	2"X10 yds.						1 - item	10,000.00		
46	Tape - Cloth	Medipore	3M HealthCare or equal	2884	4"X10 yds.						1 - item	10,000.00		
47	Tape - Paper	Micropore	3M HealthCare or equal	1530-1	1"X10 yds						1 - item	5,000.00		
48	Tape - Paper	Micropore	3M HealthCare or equal	1530-2	2"X10 yds						1 - item	5,000.00		
49	Tape - Retention	Microfoam	3M HealthCare or equal	1528-2	2"X5 1/2 yds.						1 - item	5,000.00		
II.	<b>PERSONAL CARE PRODUCTS</b>													
50	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7071	Small						1 - pair	5,000.00		
51	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7115	Medium						1 - pair	5,000.00		
52	Anti-Embolism Stockings	TED Knee Length	Kendall or equal	7203	Large						1 - pair	5,000.00		
53	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3130	Small						1 - pair	5,000.00		
54	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3416	Medium						1 - pair	5,000.00		
55	Anti-Embolism Stockings	TED Thigh Length	Kendall or equal	3728	Large						1 - pair	5,000.00		
56	Deodorants	Dist Lady Speed Stick	Colgate or equal	86308	1.5 oz						1 oz.	5,000.00		
57	Deodorants	Menmen Speed Stick	Colgate or equal	85008	2.0 oz						1 oz.	5,000.00		
58	2 Ply Facial Tissue	Preference Near Premium	Georgia Pacific or equal	48100	7.83"X9"						1 - tissue	10,000.00		
59	Economy Unbreakable Comb	1/2 narrow combs- 1/2 wide combs	N/A	N/A	5"						1 - comb	2,500.00		
60	Lotions & Creams	Provon	Provon or equal	4231-24	4 oz.						1 oz	5,000.00		
61	Lotions & Creams	Provon	Provon or equal	4232-12	12 oz.						1 oz	5,000.00		
62	Lotions & Creams	Provon	Provon or equal	4236-04	1 Gal						1 Gal.	2,500.00		

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

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All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
63	Oral Care	Toothpaste - Cavity protection	Colgate or equal	50200	85 oz.						.85 oz	10,000.00		
64	Oral Care	Toothpaste - Cavity protection	Colgate or equal	50500	2.7 oz						1 oz.	5,000.00		
65	Oral Care	Toothbrush - Med. Stiffness	N/A	N/A	Adult						1 - toothbrush	10,000.00		
66	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Adult						1 - toothbrush	5,000.00		
67	Oral Care	Toothbrush - Soft Stiffness	N/A	N/A	Child						1 - toothbrush	5,000.00		
68	Oral Care	Alcohol-Free Mint Mouthwash	Antibacterial	N/A	4oz						1 oz.	10,000.00		
69	Oral Care	Toothette Swabs w/Mint Dentifrice	Sage Products or equal	5602	N/A						1 item	10,000.00		
70	Oral Care	Effordent Denture Cleaner	PFIZER or equal	63639	Tablets						1 - tablet	5,000.00		
71	Oral Care	Effordent Denture Adhesive Cream	PFIZER or equal	63665	2.5 oz.						1 oz.	5,000.00		
72	Powders	Baby Powder	Donovan Industries or equal	BP35	4 oz						1 oz.	10,000.00		
73	Powders	Baby Powder w/Cornstarch	Donovan Industries or equal	BP35C	3.5 oz						1 oz	10,000.00		
74	Shaving Products	Razor Persons Twin Blade	American safety Razor or equal	75-0022	Strd. Wt.						1 - razor	5,000.00		
75	Shaving Products	Shave Cream w/Aloe	Colgate or equal	84912	11 oz						1 oz.	5,000.00		
76	Tongue Blades	Stentis Tongue Blades	GS Select or equal	22-0508	Strd. Size						1 - blade	10,000.00		
III.	<b>INFECTION CONTROL</b>													
77	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	2118-08	1000 ml.						1 ml.	5,000.00		
78	Hand Disinfectants	Provon Lotion Soap - Antimicrobial	Provon or equal	4216-04	Pour Gallon						1 - gallon	5,000.00		
79	Hand Disinfectant Dispenser	Dispenser	Provon or equal	4022-12	1000 ml						1 ml	10,000.00		
80	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37008	8 oz.						1 oz.	5,000.00		
81	Hand Sanitizers	Antimicrobial Hand Gel	Johnson & Johnson or equal	37432	32 oz						1 oz.	5,000.00		

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 Statewide contract for medical supplies

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Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
82	Personal Protection	Surgical Masks	3M Health Care or equal	1800+	One Size						1 - mask	5,000.00		
83	Personal Protection	Surgical Masks w/respirator	3M Health Care or equal	1880	One Size						1 - mask	5,000.00		
84	Personal Protection	Bouffant Cap - Blue	GS Select or equal	43320	24"						1 - cap	5,000.00		
85	Personal Protection	Isolation Gown - Fluid Impervious	GS Select or equal	46533	One Size						1 - gown	5,000.00		
86	Personal Protection	Shoe Covers - Uni-size	GS Select or equal	46502	Uni-Size						1 - pair	5,000.00		
87	Infection Control	Alcohol - Bottle	N/A	N/A	12 oz.						1 oz.	1,000.00		
88	Infection Control	Alcohol Prep Pads	N/A	N/A	N/A						1 - pad	100.00		
IV	<b>FIRST AID KITS</b>													
89	First Aid Kits	Basic First Aid Kit - Commercial	N/A	N/A	Min. 200 Items						1 - kit	2,500.00		
90	First Aid Kits	Advanced First Aid Kit - Commercial	N/A	N/A	Min. 500 Items						1 - kit	2,500.00		
91	First Aid Kits	Basic First Aid Kit - Car, Home, Office	N/A	N/A	Min. 150 Items						1 - kit	2,500.00		
92	First Aid Kits	Mini First Aid Kit - Individual Use - Possible Re-Sale	N/A	N/A	Min. 25 Items						1 - kit	2,500.00		
V.	<b>BABY CARE PRODUCTS</b>													
93	Lotions & Creams	Rash Cream	N/A	N/A	4 oz.						1 oz.	5,000.00		
94	Lotions & Creams	Baby Lotion - Pink	Aplicare or equal	82-7234	4 oz.						1 oz.	5,000.00		
95	Lotions & Creams	Hand & Body	Aplicare or equal	82-7904	4 oz.						1 oz.	5,000.00		
VI.	<b>EYE CARE</b>													
96	Vision Care	Eye Wash	N/A	N/A	8 oz.						1 oz.	5,000.00		
97	Vision Care	Saline Solution	N/A	N/A	8 oz.						1 oz.	5,000.00		
98	Vision Care	Patch - elastic band	N/A	N/A	2-3"						1 - patch	5,000.00		

SWC180000003 - Addendum No. 1 - Revised Pricing Pages  
Statewide contract for medical supplies

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VIII.	<b>EKG/CATH./CRUTCHES/MISC.</b>													
99	Misc.	Adult EKG Electrode	N/A	#ES82650							1 - electrode	800.00		
100	Catheter	Foley 20FR 5 CC	Foley or equal	#1821							1 - Catheter	200.00		
101	Catheter	Catheter I.V. 22 Ga X 1"	Foley or equal	#3050							1 - Catheter	80.00		
102	Misc.	Cervical Collar	N/A	#G702-05	Large						1 - Collar	200.00		
103	Misc.	Crutches - Adult	N/A	#4860CA	Large						1 - Pair	200.00		
104	Misc.	Egg Crate Mattress	N/A	N/A	Hospitl Bed						1 - mattress	1,000.00		
105	Misc.	Exam Table Paper - 20"	N/A	N/A	20"						1 - table	100.00		
106	Misc.	Eat Probe Covers	Genius or equal	#8884-R10055							1 - cover	300.00		
107	Catheter	22 Ga Catheter	Intima or equal	#383323	22Ga X 3/4"						1 - Catheter	100.00		
108	Misc.	Needle	N/A	#20503040	18 Ga X 1"						1 - needle	500.00		
109	Misc.	Slippers, Adult	N/A	#9514	Adult Large						1 - pair	700.00		
110	Misc.	Splint, Ankle Landing Gear	N/A	#1740-00	N/A						1 - splint	100.00		
111	Misc.	Suture Removal Tray	N/A	#280000	N/A						1 - tray	700.00		
112	Syringe 3cc Luer Lock	Syringe 3cc Luer Lock	N/A	#513034	N/A						1 - Item	300.00		
IX	<b>Gloves</b>													
113	Vinyl Examination Gloves (Powdered)	Vinyl examination gloves (powdered) must be vinyl with a beaded cuff, ambidextrous medical grade and powdered. Minimum .08 mm thickness. Non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
114	Vinyl Examination Gloves (Powder Free)	Vinyl examination gloves (powder free) must be vinyl with a beaded cuff, ambidextrous medical grade and powder free. Minimum .08 mm thickness. Non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
115	Latex Examination Gloves (Powder Free, Smooth)	Latex examination gloves (powder free, smooth finish) must be made from natural rubber latex with a beaded cuff, ambidextrous medical grade powder free, and smooth finish. Minimum .08mm thickness. Non-sterile, 100 count box size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		

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116	Latex Examination Gloves (Powder Free, Textured)	Latex examination gloves (powder free, texture grip) must be made from natural rubber latex with a beaded cuff, ambidextrous, medical grade, powder free, and have a texture grip. Minimum 0.8mm thickness non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
117	Nitrile Examination Gloves (Powder Free Textured)	Nitrile examination gloves (powder free, texture grip) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free and have a texture grip. Minimum 0.8mm thickness, non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
118	Nitrile Examination Gloves (Powder Free Smooth) Small	Nitrile examination gloves (powder free, smooth finish) must be made from nitrile rubber with a beaded cuff, ambidextrous, medical grade, powder free, and have a smooth finish. Minimum 0.8mm thickness non-sterile, 100 count box, size S M L XL.	N/A	N/A	S M L XL						1 - glove	5,000.00		
												<b>Total Bid Cost</b>		<b>\$0.00</b>

List of Discount Percentages:		
(Use additional sheets if needed for number of discount percentages being offered.)		
	Category	DISCOUNT PERCENTAGE
I	WOUND CARE PRODUCTS	
II	PERSONAL CARE PRODUCTS	
III	INFECTION CONTROL	
IV	FIRST AID KITS	
V	BABY CARE PRODUCTS	
VI	EYE CARE	
VII	OVER THE COUNTER MEDICATIONS	
VIII	EKG/CATH./CRUTCHES/MISC.	
IX	GLOVES	
X	MISCELLANEOUS	

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to W. Va. Code § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: FirstChoice Medical Supply
Address: 127 Interstate Drive, Richland, MS 39288
Contracting business entity's authorized agent: Mickey CRANE
Address:
Number or title of contract: CRFQ 0212 SWC 1800000003
Type or description of contract: Medical Supply
Governmental agency awarding contract: WU Purchasing Division
Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Signature: [Signature] Date Signed: 8/15/2017

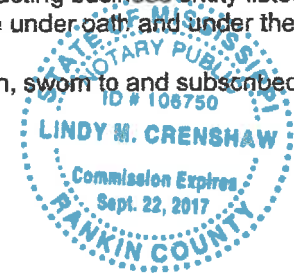
Check here if this is a Supplemental Disclosure.

Verification

State of Mississippi, County of Rankin

I, Mickey W Crane, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 15 day of August, 17



[Signature]
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency:
Date submitted to Ethics Commission:
Governmental agency submitting Disclosure:



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: First Choice Medical Supply

Authorized Signature: [Signature] Date: 8/15/2017

State of Mississippi

County of Rankin, to-wit:

Taken, subscribed, and sworn to before me this 15 day of August, 2017

My Commission expires Sept. 22, 2017, 20    .



NOTARY PUBLIC Lindy M. Crenshaw

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Mary Ann McGowan  
(Name, Title)

Territory Manager  
(Printed Name and Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number) / (Fax Number)

304.550.2229  
(email address) maryann.mcgowan@fcms.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

First Choice Medical Supply  
(Company)

[Signature] VP-Finance  
(Authorized Signature) (Representative Name, Title)

Mickey W. Crane  
(Printed Name and Title of Authorized Representative)

8/15/2017  
(Date)

800-809-4556 / 800-921-2334  
(Phone Number) (Fax Number)

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or,**  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**
2.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
3.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or,**
4.  **Application is made for 5% vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
5.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
6.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: First Choice Medical Supply      Signed: [Signature]  
Date: 2/28/2017      Title: [Signature]

*\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.*

**SWC160000003 - PRICING PAGE**  
**Statewide contract for medical supplies**

VENDORS SHOULD COMPLETE ALL COLUMNS						Discounted Unit Price Calculation					Bid Total Calculation			
Pricing Page Eligible Item Description														
All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.														
Item #	Product Category	Description/Brand Name or equal	Manufacturer or equal	Mfg. #	Size/Wt	Catalogue Price	Units Provided for Catalogue Price	Unit Price	Discount Percentage	Discounted Unit Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost

Vendors should complete the contract coordinator information below:

VENDOR NAME:	<i>First Choice Medical Supply</i>	PHONE:	<i>304.550.2229</i>
CONTRACT MANAGER:	<i>Mary Ann McGowan</i> <small>(Please print)</small>	FAX:	
		EMAIL:	<i>maryann.mcgowan@fcms.com</i>
AUTHORIZED REPRESENTATIVE:	<i>[Signature]</i> <small>(Signature)</small>		<i>5/15/17</i> <small>(Date)</small>
AUTHORIZED REPRESENTATIVE:	<i>Mary Ann McGowan</i> <small>(Print)</small>		