

**Delgado Community College
Purchasing Department
501 City Park Avenue, Bldg 37
New Orleans, Louisiana 70119
(504) 762-3027**

Invitation to Bid

Bid Name:

Term Contract #126 - Nursing Skills Supply Packs

Due By & To Be Opened On:

June 9th, 2020 at 2:00PM CST

Contact Person:

**Tracey Sheffield
Director of Purchasing
(504) 762-3029**

NAME OF COMPANY

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL

SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

***** This form must be completed and submitted with your bid***

I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119
Email: tsheff@dcc.edu
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

Sealed bids may be submitted by mail or in person. Mailed bids and hand carried bids shall go to the address in item #1. Bids are to be delivered to the attendant at the front desk. If bids are delivered via an express mail carrier, the bid name shall be on the outside of the packaging. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

II. BID FORM
Term Contract #126 – Nursing Skills Supply Packs

SCOPE OF WORK:

This solicitation is for a term contract for the provision and delivery of nursing skills supply packs for Delgado’s Registered and Practical Nursing programs. The successful bidder shall furnish and deliver, upon request, the materials to the following Delgado Community College locations:

- Charity School of Nursing, 450 South Claiborne Ave, New Orleans, LA 70112
- East Jefferson Technical Campus, 5200 Blair drive, Metairie, LA 70002
- Sidney Collier Site, 3727 Louisa Street, New Orleans, LA 70119

LIST OF ITEMS:

No.	Qty	UOM	Item & Model/Part No	Model/Brand Bid	Unit Price	Total Price	Delivery ETA
1)	350	EA	Student Nursing Skills Pack I				
2)	350	EA	Student Nursing Skills Pack II				
3)	300	EA	Student Nursing Skills Pack III				
4)	300	EA	Student Nursing Skills Pack IV				
5)	100	EA	Practical Nursing Skills Pack				
6)	75	EA	Transitions Nursing Skills Packs				

- This contract will begin at the start July 1, 2020 and will run through June 30th, 2021.
- At the option of the College and with the agreement of the vendor, this contract may be renewed for two (2) additional twelve month options, not to exceed thirty-six (36) months. Contract prices must be held to the original price as stated in the bid for any renewal options.
- The quantities listed in the bid are estimated based upon previous enrollment and there are no minimum guarantees. The actual amount of packs ordered will be based upon the number of students enrolled in each respective program. Quantities may be less or greater.
- Supplies and materials are for instructional use only and do not have to be patient grade.
- Unit prices in the bid must include shipping/handling/freight charges. No separate charges or charges after the fact will be accepted.

- All deliveries must include inside delivery if required, and not left curbside. Any additional cost associated with inside delivery must be included in the unit price bid. Note that only Charity School of Nursing will always require inside delivery. Only small trucks are able to access the area. See item 17 under “Special Conditions”
- Orders will be placed at various times during the course of the year most commonly prior to the start of the semester. However, orders may be placed at various times during the term of the contract as needed.
- Orders must be received by the College within four (4) weeks of order placement.
- Delgado may add additional ship to locations as needed
- Questions pertaining to the bid must be submitted in writing to the individual listed in Section I of the bid under General Information, no later than **June 2nd, 2020 at 12:00PM CST.**

TOTAL BID AMOUNT OF ALL LINE ITEMS: _____

NOTE: All shipping, handling, setup, or any other charges necessary for the provision and delivery of these goods and/or services must be included in your bid. The College will not pay for any charges invoiced other than the unit price as stated on the bid.

By signing below, the Vendor/Contractor agrees that he/she complies with all bid requirements and special conditions as stated in the bid and has reviewed and received any and all addenda if applicable.

Signature _____

****Bid must be submitted on this form***

III. SPECIAL CONDITIONS

1. Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

All bids must be submitted on the form(s) furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.

Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. **All freight charges are to be included in the unit price bid.** The College will not be responsible for freight charges not clearly stated as a part of this bid.

Delgado Community College reserves the right to reject any and all bids and to waive any informalities.

It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.

2. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Vendor's disposition or returned to the Vendor via Freight Collect. If the Vendor fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
3. If item(s) or services bid do not fully comply with specifications, including brand and/or product number, bidder must state in what respect the item(s)/services deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
4. The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
5. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to

be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Vendor must state the brand/model he or she is bidding on each item.

It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

6. If a vendor wishes to submit an alternate bid in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed cover sheet must be submitted with the alternate.
7. Bids must be submitted in a sealed envelope with the bidder's name, license number, if applicable, and the name and number of the bid written on the front of the envelope. Bids received without this information will be disqualified.
8. Any questions arising from the specifications must be addressed in writing to the individual indicated in Section I, General Conditions, and will be answered via an Addendum. All questions must be submitted no later than **Tuesday, June 2, 2020 by 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related only to the answers provided in the Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge by signing and submitting with their bid, all issued Addenda. Failure to sign and submit all Addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

9. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the College to increase or decrease the amount at the unit price stated in the bid.
10. At the option of the College and acceptance by the vendor, this contract may be extended for two additional twelve (12) month periods at the same prices, terms, and conditions. Contract shall not exceed thirty-six (36) months.
11. If the Vendor fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Vendor making the original unsatisfactory or late delivery.
12. Bid openings are subject to any in place Executive Order or revised statute as it pertains to the current pandemic.
13. Whenever any award is considered, Bidder agrees to furnish specific samples for equivalency examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College regarding equivalency shall be final.
14. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.

15. The college reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the College.
16. Payment terms are to be NET 30 upon receipt materials. Prepayment of any materials is not acceptable.
17. Successful bidder will be responsible for shipping the materials to the Campus location designated by the College. Materials are to be off-loaded by the shipper and include inside delivery to each campus if required. Note that only narrow box trucks are able to access certain delivery locations. All cost associated with delivery are to be included in the unit price bid.
18. In case of default by the Vendor, the College reserves the right to purchase any or all items in default on the open market, charging Vendor with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Vendor will be considered until the assessed charge(s) have been satisfied.
19. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
20. Delivery is of the essence and the College reserves the right to award to that Vendor providing the earliest delivery date. The College also reserves the right to reject any Vendor who cannot make delivery within weeks (4) weeks from receipt of an order.
21. Vendors are advised that all hazardous products must be accompanied by a "Hazardous Materials Data Sheet". This sheet must also include suggested antidotes for ingestion and other contact.

***** End of Special Conditions***

V. SPECIFICATIONS

Item (1) Student Nursing Skills Pack I

Pack to contain the following items:

- 1 EA Blue carrying case for the below listed supplies, not to exceed 30" x 30". Bags must be large enough to fit one of each skills packs as listed below. Bags must be imprinted in white with "Delgado Community College, Charity School of Nursing" on the outside of the bag.
- 2 EA Minor Dressing Change Tray DYNJ02001; CSR Wrap with Tray, Forceps, (2) Cotton Tipped Applicators, 3-pack of PVP Swab Sticks, Scissors, Dressing Tape, Bandage Gauze (10), Towel, Polybag with Twist Tie, Powder Free Vinyl Gloves (PV)
- 6 EA Sterile 4x4 Twin Pack All Purpose Sponges, 4-Ply
- 2 EA 10mL Vial NaCl
- 2 EA Indwelling Urinary Foley Catheter Tray with Needleless Access Port for Specimen Collection, Must be CRS Wrapped
- 6 EA 3mL Syringes (without needle)
- 2 EA TB Syringe; 1mL 27ga x ½ Needle
- 5 EA 25 Gauge, 5/8" Safety Glide Needle
- 5 EA 22 Gauge 1 ½" Safety Glide Needle
- 4 EA BD Filter Needle
- 4 EA 2mL Ampules; Packaged in Bubble Wrap for Protection
- 3 EA Insulin Syringes; 1mL 29ga x ½ Safety Glide
- 4 EA Practi-Powder for reconstitution
- 6 EA 3.15% Chlorhexidine/70% alcohol, 1.0 or 1.6 swab sticks individually packed
- 1 EA Roll paper tape, 2" wide
- 3 EA Sterile disposable poly-lined drape, 18" x 26"

Item (2) Student Nursing Skills Pack II

Pack to contain the following items:

- 1 EA Clear plastic style drawstring bag for the below listed supplies, not to exceed 20" x 20". Supplies are to be pre-packed in the bags when ordered.
- 3 EA Baxter Clear Link Primary Tubing; 109 or 110 Inch, 10gtt/mL Continu-Flo Solution, Male Luer Lock Adapter with Retractable Collar, (3) Luer Activated Valves
- 3 EA Baxter Clear Link Secondary Tubing; 37 Inch Male Luer Activated Valves
- 3 EA Male Luer Activated Valves for Clear Link System
- 3 EA Baxter Dual Luer Lock Caps
- 3 BAG 100mL Intravenous Solution Bag
- 3 BAG 500mL Intravenous Solution Bag
- 4 EA 10mL Prefilled Normal Saline Syringes
- 2 EA Central Line Dressing Change Trays; includes Face Mask, Sterile Gloves, Chloraprep Applicator and Transparent Dressing
- 2 EA Insulin Syringes, Safety Glide 1mL 29 ga x ½" Safety Glide

Item (3) Student Nursing Skills Pack III

Pack to contain the following items:

- 1 EA Clear plastic style drawstring bag for the below listed supplies, not to exceed 20" x 20". Supplies are to be pre-packed in the bags when ordered.
- 4 EA IV Start Kits with 2% Chlorhexidine Prep (ChloraPrep), Latex Free
- 8 EA 22 Gauge IV Protective Catheters; 1 in safety
- 2 EA Transparent Dressings for IV Dressing 1624W 2 3/8 x 2 3/4
- 6 EA Baxter Clear Link Extension Set; 2N8374 8.2", Vol 0.5mL. Non-DEHP Catheter Luer Activated Valve
- 4 EA 10mL Prefilled Normal Saline Syringes
- 2 EA 14 French Suctioning Kit with Basin & Gloves, 4664A Suction catheters whistle tip, 14fr, powder free vinyl gloves, PR drape.

Item (4) Student Nursing Skills Pack IV

Pack to contain the following items:

- 1 EA Clear plastic style drawstring bag for the below listed supplies, not to exceed 20" x 20". Supplies are to be pre-packed in the bags when ordered.
- 1 BTL Practi Powder, 3 Grams, Unsterile
- 1 BAG 50mL NaCl Piggyback IVF Bag
- 1 EA Baxter Clear Link Secondary Tubing; 2C7461 37" Male Luer Activated Valves Clear Link System
- 3 EA 10mL Syringes
- 1 EA TB Syringe with Needle; 1mL, 27ga x 1/2
- 4 EA 22 Gauge IV Catheter; Protective 1" Safety
- 2 EA IV Start Kit; Latex Free with 2% CHA Antiseptic Solution, Transparent Dressing, Tourniquet, 2x2
- 1 EA Baxter Clear Link Extension Set ; Baxter 2N8374, 8.2", Vol 0.5mL Non DEHP Catheter Luer Activated Valve
- 3 EA 10mL NaCl Flush Syringes
- 1EA 3mL Syringe & 1 1/2 inch Safety Needle
- 1 EA Insulin Syringe, Safety Glide 1mL 29g x 1/2" Needle
- 2 EA Vacutainer Safety Lock Blood Collection Sets, 23ga 3/4" x 12" BD #367283
- 2 EA 10mL Vial NaCl

Item (5) Practical Nursing Skills Pack

Pack to Contain the Following:

- 1 SET Individual ear phones/headphones
- 1 EA Green Backpack or Duffle Style Bag, with zippers (no Velcro or drawstrings) for the below listed supplies, not to exceed 20" x 20". Bags are to have "Delgado Community College, Practical Nursing" imprinted in white on the outside of the bag.

GU

- 2 SET Indwelling Urinary Catheterization Tray – Kendall latex free, Pre-connected Closed System 16 FR-5cc balloon with drainage bag.
- 1 SET Irrigation Set - Sterile with outer tray, with catheter tip syringe,
- 1 EA Cleaning Enema Bag – 1500ml enema bag, valve closure, pre-lubricated tip, tubing clamp, castile soap packet, and moisture proof drape.
- 1 EA Gastric Sump Tube (NG) sterile, dual lumen nasogastric sump tube with connector

Infection Control:

- 1 PR Goggles plastic 03-62-9677n
- 1 SET Personal Protections Kit: Latex Free – includes yellow isolation gown, one blue Bouffant Cap 21", one face mask with ties, one pair vinyl gloves powered, one pair shoe covers.

Trays:

- 1 EA Dressing Tray – Latex free, 1 polylined drape, 1 polybag with twist tie, (4) 4x4 gauze dressings, 1 one inch medical tape, 1 forceps, 1 ABD abdominal pad, 1 safety pin, & three Chlorhexadine swap sticks.
- 1 EA Central Line Dressing Change Tray – Latex free, 1 tray, 1 CSR Overwrap, one mask, Sterile gloves, Isopropyl alcohol swabsticks, 2'x2' non-adhering dressing, 2"x2" gauze dressing, 4"x4" gauze dressing, 2"x2" non-adhering split dressings, 4"x5" Tegaderm transparent dressing, 1 roll medical tape, 1 Chloraprep one step stick applicator.
- 1 EA **Tracheotomy Care Set** - Latex free, powder free gloves, cotton Tip Applicators (2), twill tape, brush, drape, tray, (2) 4"x4" gauze dressings, 1 drain sponge.

Dressings:

- 4 EA ABD Pad Abdominal dressing
- 4 EA Single Pack 4X4 Gauze
- 2 BXS Hard boxes or Trays 4 x 4's 8ply, Curity, REF-6318
- 1 ROL 1" paper Tape
- 1 ROL 1" silk tape
- 1 EA 250cc Normal Saline Pour Irrigation Bottles
- 1 EA 250cc Sterile Water Pour Irrigation Bottles

Meds administration and IV:

- 15 EA IV Start Packs with Chlorhexidine(Chloraprep) Latex free
- 15 EA 22g jelco's- IV Catheter: Protective 1" Safety
- 4 BAG 100/cc Normal saline IV Bags
- 4 BAG 50/cc Normal Saline IV Bags
- 2 EA Primary IV tubing 10- drops/ml. Baxter, Clearlink 76inches Luer activated Vale, Male Luer lock Adapter
- 2 EA Secondary IVPB tubing (secondary) Baxter, Clearlink 37"Male Luer Lock Adapter and Activated valves
- 2 EA Y Blood Administration Tubing
- 4 BTL Practice powder – 10 ml. yellow powder for reconstitution in teaching dosage calculations.
- 10 EA Practice Ampule packaged in bubble wrap for protection
- 1 EA Injection Practice Port - any brand small individual practice
- 10 EA 22 Gauge Syringe with 1-1/2 inch Needle
- 4 EA 20 Gauge Syringe with 1 inch Needle
- 10 EA Insulin Syringes – 1mL 29ga x ½
- 4 EA 10cc Vial Normal Saline for Injection
- 10 EA 10cc Vial Sterile Water for Injection
- 10 EA 10cc Prefilled Normal Saline Syringes
- 3 BAG 250 cc Normal Saline IV Bag
- 4 KIT French Suction Catheters Kit- Latex free 4664A with Basin & Gloves
- 5 EA Baxter Clear Line Extension Set; 2N83748.2, volume 0.5mL Non-DEHP Catheter Luer Activated Valve

5 EA Blunt Fill Needles, 18 gauge x 1"

Item (6) Transitions Nursing Skills Pack

Pack to Contain the Following:

- 1 EA Blue carrying case for the below listed supplies, not to exceed 30" x 30". Bags must be large enough to fit one of each skills packs as listed below. Bags must be imprinted in white with "Delgado Community College, Charity School of Nursing" on the outside of the bag.
- 2 EA Clear link primary tubing-Baxter 109 or 100 inch, 10gtt/mL Continu-Flow solution, male luer lock adapter with retractable collar, (3) Luer activated valves
- 2 EA Clear link secondary tubing-Baxter; 37 inch male Luer activated valves
- 2 EA Clear link extension set-Baxter 2N8374 8.2", Vol 0.5mL Non-DEHP Catheter Luer Activated Valve
- 2 EA IV Fluid 500mL Bag
- 2 EA IV Fluid 100mL Bag
- 2 EA 10mL prefilled normal saline syringes
- 2 EA Central line dressing change trays; includes face mask, sterile gloves, chloraprep applicator and transparent dressing
- 2 EA Dual Luer lock caps-Baxter
- 2 EA 16Fr, Indwelling urinary catheter tray
- 4 EA Sterile 4x4 twin pack all-purpose sponges, 4 ply
- 2 EA Sterile poly-lined disposable drapes, 18" x 26"
- 2 EA Roll of 2 inch paper tape
- 2 EA 3.15% chlorhexidine/70% alcohol, 1.0 or 1.6 mL swabsticks individually packaged
- 6 EA 3mL syringes (without needle)
- 2 EA TB syringes; 1 mL 27 ga x ½ needle
- 3 EA Insulin syringes; 1 mL 29 ga x ½ safety glide
- 5 EA 25 gauge 5/8" safety glide needles
- 5 EA 22 gauge 1.5 inch safety glide needles
- 1 EA BD Filter Needle
- 2 EA 2mL Ampules in bubble wrap

END OF BID DOCUMENTS