



Request for Proposal 08-X-39832

For: Hospital-Surgical Dressings, Supplies and Related Items (T-0119)

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	04/18/08	5:00 PM
Mandatory Pre-bid Conference	None	
Mandatory Site Visit	None	
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	05/02/08	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<p>Small Business Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)</p>	<p>Status</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Entire Contract</p> <p><input type="checkbox"/> Partial Contract</p> <p><input type="checkbox"/> Subcontracting Only</p>	<p>Category</p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p>
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RFP Issued By

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency/Agencies

State of New Jersey
Cooperative Purchasing Members

Date: 03/25/08

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of State of New Jersey. The purpose of this RFP is to solicit bid proposals for Hospital-Surgical Dressings, Supplies, and Related Items, to be used by State agencies, and Cooperative Purchasing Participants statewide.

The intent of this RFP is to award contracts to those responsible bidders conforming to this RFP is most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms and Conditions version 07/27/07 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a reprourement of the term contract, presently due to expire on **05/31/08**. In addition this term contract is being expanded beyond the original Surgical Dressings contract to cover the much broader area of Hospital Supplies. Bidders who are interested in the current contract specifications and pricing information may review the current contract T-0119 at: <http://www.state.nj.us/treasury/purchase/noa/contracts/t0119.shtml>

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL**

BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:

BID RECEIVING ROOM - 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230

Directions to the Purchase Bureau can be found at the following web address:
<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

Procedural inquiries on this RFP may be directed to RFP.procedures@treas.state.nj.us. This e-mail address may also be used to submit requests to review bid documents. The State will not respond to substantive questions related to the RFP or any other contract via this e-mail address.

To submit an RFP or contract related question, go to the Current Bidding Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.

There are no designated dates for release of addenda. Therefore interested bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection. Interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.6 BID ERRORS

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a bidder may withdraw its bid as follows:

A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. Note: a PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and

Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's vendor performance file for evaluation of future bids submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

Department of the Treasury
Purchase Bureau, PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Business Unit

If during a bid evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its bid shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the bidder to ascertain the true intent of the bid.

1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

1.5 PRICE LIST AND/OR CATALOG PRICING

The bidder's signature guarantees that prices set forth within the manufacturer's preprinted price lists and/or catalogs will govern for the period of the contract. The bidder also acknowledges that, notwithstanding any reference to price escalation clauses, FOB shipping point, and shipping charges contained in the preprinted price lists, catalogs, and/or literature, such references will not be part of any State contract awarded as a result of this RFP.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The contractor is the bidder awarded a contract.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

State - State of New Jersey

Using Agency[ies]- The entity[ies] for which the Division has issued this RFP.

2.2 CONTRACT SPECIFIC DEFINITIONS

Furniture – Denotes items of normal office equipment such as, but not limited to, chairs, desks examination tables, book cases and file cabinets.

House Brands - Denotes brands of hospital or surgical supplies sold under a name of or name owned by a distributor that may be manufactured by or for and are only sold by the distributor.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1 CATAGORIES OF HOSPITAL SUPPLIES

This RFP is intended to result in contracts that will allow the State to purchase various hospital supplies and patient care products required for operation of hospitals and other facilities throughout New Jersey. The items to be included in this bid are listed below.

NOTE: Items of Major Medical Equipment (MME), for purposes of this RFP, are items valued at more than \$29,500.00 each. All Furniture, as defined in Section 2.2, and items included in contract T-0080 FURNITURE, HOSPITAL & GERIATRIC are expressly excluded from this RFP without regard to value.

NOTE: Any item currently available on any other State contract, such as T-1817 and T-1621 are excluded from this RFP.

NOTE: Where available Non-Latex should be listed in addition to Latex items.

Examples of the items to be included in this RFP are listed below, however be aware that this list is for information only and is not a list of all items and classes of goods that may be included.

3.1.01 SURGICAL DRESSINGS/AIDS & BRAND NAMES (PRICE LINES 1 – 19)

Examples of Types of Dressings & Aids

- a. Absorbers
- b. Adhesive Strips
- c. Alginate Dressings
- d. Applicators
- e. Bandages
- f. Cleansers/Debridors
- g. Collagen & Silicone
- h. Drainage Collectors
- i. Dressings
- j. Gauzes
- k. Hydrocolloid Alginates
- l. Hydrogels
- m. Lymphedema Treatment Products
- n. Non-adherent Pads
- o. Scar Management
- p. Sodium Chloride Dressing
- q. Sponges
- r. Tapes
- s. Therapeutic Footwear, Bandage Liners, Gloves
- t. Tracheotomy Supplies
- u. Transparent Dressings
- v. Miscellaneous Brands & Items

Some Brands of Dressings & Aids

- a. Baxter
- b. Coloplast
- c. Convatec
- d. Curity
- e. Darby
- f. Dav Mar
- g. Johnson & Johnson
- h. Kendall Tyco
- i. PDI
- j. Periwipe
- k. Posy

- l. Redline
- m. Roehampton
- n. Solaris
- o. Triad Medical
- p. Water-Jel
- q. Or equal as determined by the Purchase Bureau Contract Manager.

NOTE: Brand names are examples of brands, the list in Section 3.1.01 should not be considered as an all inclusive list, rather this is a list of examples. Brands not mentioned are not excluded from bidding, and house brands are acceptable if they meet or exceed quality and performance standards of branded product.

3.1.02 AIDS TO DAILY LIVING (PRICE LINE 20)

- a. Hearing Assistance Devices
- b. Medication Helpers
- c. Miscellaneous items

3.1.03 CANES, CRUTCHES (PRICE LINE 21)

- a. Canes and Accessories
- b. Crutches and Crutch Accessories
- c. Walkers

3.1.04 WHEELCHAIRS (PRICE LINE 22)

- a. Wheelchairs, (non-transport)
- b. Wheelchair Replacement Parts and Accessories
- c. Wheelchair Ramps
- d. Wheelchair Footrests and Leg rests
- e. Miscellaneous items

3.1.05 BATH SAFETY (PRICE LINE 23)

- a. Bathtub Rails
- b. Benches
- c. Commode Accessories
- d. Grab Bars
- e. Toilet Seat Accessories

3.1.06 BED ACCESSORIES RAILS, & PADS (PRICE LINE 24)

- a. Bed Rails and Pads
- b. Bed Accessories Miscellaneous
- c. Pressure Relief Surfaces
- d. Mattress and Pillow Covers

3.1.07 CORE WOUND CARE PRODUCTS (PRICE LINE 25)

Wound care products not specified elsewhere

3.1.08 DIABETIC TEST KITS AND SUPPLIES (PRICE LINE 26)

- a. Insulin Products and Supplies
- b. Diabetic Miscellaneous Supplies
- c. Lancets & Lancet Devices
- d. Meters
- e. Test Strips
- f. Shoes
- g. Skin Care Products, Diabetic
- h. Miscellaneous Products and Supplies

3.1.09 ENTERAL/NUTRITION SUPPLIES (PRICE LINE 27)

- a. Feeding bags and pump sets
- b. Feeding Pumps, including self-flushing

- c. Feeding Tubes
- d. Nutritional Supplements (not on T-1621 NUTRITIONAL FORMULAS-THERAPEUTIC:ENTERAL ORAL & FEEDING-PUMP ADMINISTRATION SETS)
- e. Miscellaneous

3.1.10 DIAGNOSTIC EQUIPMENT (PRICE LINE 28)

- a. Sphygmomanometers and Automatic Blood Pressure Monitors & Accessories
- b. Stethoscopes & Accessories
- c. Ophthalmoscopes, Supplies & Accessories
- d. Thermometers including rectal, disposable and electronic
- e. Pulse Oximetry, Supplies & Accessories
- f. Miscellaneous Supplies and Accessories

3.1.11 INCONTINENCE SUPPLIES (PRICE LINE 29)

- a. Adult and Child Protective Underwear & Pull Ups
- b. Bed Wetting Devices
- c. Disposable Briefs
- d. Disposable Liners and Pads
- e. Drip collectors
- f. Chux Underpads (are available on CNA-Access NJ Contract T-1817)
- g. Miscellaneous Incontinence Supplies

3.1.12 INTRAVENOUS & ARTERIAL INFUSION EQUIPMENT (PRICE LINE 30)

- a. IV Admin/Irrigation Sets and Accessories
- b. IV Blood Collection
- c. IV Dressings
- d. IV Flush Meds
- e. IV Needles and Catheters
- f. IV Pumps
- g. IV Solutions – All types in plastic/glass bags or bottles
- h. IV Access Devices

3.1.13 SYRINGES, HYPODERMIC NEEDLES & SUPPLIES (PRICE LINE 31)

- a. Needles Only
- b. Needles and Syringes
- c. Miscellaneous

3.1.14 ORTHOPEDIC BRACES (PRICE LINE 32)

- a. Abdominal and Back Supports
- b. Foot, Ankle, Elbow and Wrist Supports
- c. Miscellaneous Supplies

3.1.15 OSTOMY CARE PRODUCTS (PRICE LINE 33)

- a. Ostomy Drains
- b. Ostomy Supplies
- c. Ostomy Miscellaneous

3.1.16 PULMONARY EQUIPMENT (PRICE LINE 34)

- a. Catheters, Nasopharyngeal Airway, Endotracheal Tubes.
- b. Rebreather, Nasal Cannulas, Nebulizers, Pre-filled Humidifiers
- c. CPAP equipment, Ventilators, Oxygen Regulators, Valves and Hoses
- d. Miscellaneous Supplies

3.1.17 PAIN MANAGEMENT EQUIPMENT & SUPPLIES (PRICE LINE 35)

- a. Electrodes
- b. Hot and Cold Therapy Devices
- c. Lead Wires
- d. Tape Patches and gels

- e. Tens/EMS Electrotherapy Devices

3.1.18 LIFT DEVICES, PATIENT (PRICE LINE 36)

- a. Miscellaneous Slings and Devices

3.1.19 SKIN CARE SUPPLIES (PRICE LINE 37)

- a. Anti-Microbacterial and Antifungal Applications, other than soaps.
- b. Barrier Products
- c. Creams Lotions and Powders, not available on other contracts.
- d. Shampoos
- e. Skin Care Miscellaneous Supplies

3.1.20 HOSIERY, ORTHOPEDIC, SURGICAL & OTHER (PRICE LINE 38)

- a. Anti-Embolism Stockings
- b. Compression Stockings
- c. Socks
- d. Miscellaneous Stockings
- e. Normal clothing stockings are excluded

3.1.21 SOLUTIONS – IRRIGATION & INTRAVENOUS (PRICE LINE 39)

- a. In bags, plastic and glass containers & bottles
- b. Irrigation Sets
- c. Miscellaneous

3.1.22 TRACHEOSTOMY CARE (PRICE LINE 40)

- a. Suction Catheters
- b. Pumps
- c. Cleaning
- d. Tracheal Humidification Devices
- e. Miscellaneous

3.1.23 UROLOGICAL COLLECTION DEVICES AND SUPPLIES (PRICE LINE 41)

- a. Bedside Drainage Devices
- b. Bedpans and Urinals
- c. Disposable and Reusable Leg Bags
- d. Room Deodorizers
- e. Urological Irrigation Products, Tubing and Connectors

3.1.24 X-RAY EQUIPMENT & SUPPLIES (PRICE LINE 42 - 46)

Illuminators, Film, Supplies and Accessories including Protective Gloves and Aprons, including but not limited to the following brands;

- a. AGFA
- b. Kodak
- c. X-Ray Chemistry
- d. Illuminators, Aprons, Miscellaneous equipment
- e. Miscellaneous Supplies

3.1.25 EQUIPMENT SUPPLIES & ACCESSORIES NOT SPECIFIED ELSEWHERE (PRICE LINES 47-49)

- a. Price lines 47 through 49 are provided for equipment and supplies not specified by name in other sections

3.1.26 CATALOG BIDS (PRICE LINES 50 – 51)

- a. Catalog Bids are to be listed on Price Lines 50 & 51

3.2 PRICING

Prices will be supplied to the State by the bidders use of the State supplies Price Lines attached to this RFP, in addition to a CD in MS Excel Format downloaded with the RFP documents, see note below.

If a Catalog is Bid, the bidder must also supply an index of pages included in the bid that show complete numbers, discounts and categories of the items bid, organized for easy access as explained in Section 4.4.7. Bids without this index showing items bid (items that qualify for bidding in this RFP) may be deemed to be non-responsive.

NOTE: the State supplied MS Excel Price Line Sheet must not be altered in format and columns may not be moved or additional columns added. Discounts may be different for each Price Line, however only one discount is allowed per line.

3.3 CONTRACTOR WEBSITE

After contract award, each contractor may be required to provide a website that the State Using Agencies will use to obtain product information. The contractor must have the website established and operating within thirty (30) calendar days after notification that the State is instituting the Website requirement on this contract award. The contractor must provide the web address to the Purchase Bureau when operational. Failure to do so may result in the cancellation of the contract.

The website must be able to search for the items included within the scope of this RFP. The website must have the capability to search by the following descriptions:

Manufacturer/Brand Name

Manufacturer Item Number

Manufacturer Price (price before discount to be applied by State) (may be required)

State Price Line Number

The web site must allow the customer to browse for contracted items with pictures and product description only. The bidder may be required to post contract pricing on its website. If this request is made by the State, the contractor will have thirty (30) days from date of notification to post contract pricing. Pricing posted will be that price list submitted with the bid proposal. It will only be changed upon approval of a new price list as outlined in Section 4.4.8.

The website must also include each discount rate awarded by (dollar range) pricing tier. A contractor including products on its website that are not covered under the contract may be subject to contract cancellation.

Each contractor's website shall be subject to audits by the DPP, Contract Compliance and Audit Unit (CCAU). These audits will be conducted at random and without notification to ensure that the website content is within the terms of the contract.

3.4 DELIVERY

1. All orders will be delivered FOB Destination.
2. Delivery points are statewide; the Purchase Order will list delivery and bill to address.
3. Deliveries should be made within 2 weeks of the Receipt of Order (ORO).

4. Items listed as Each will be ordered in quantities of 1 or more, items listed as Case will be ordered and delivered in case lots.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its bid proposal.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the world wide web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. **State regulation mandates that late bid proposals are ineligible for consideration. THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **two (2) full, complete and exact copies** of the original including price lists. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>. The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to www.nj.gov/njbgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.2.2 SMALL BUSINESS SET-ASIDE CONTRACTS

Not Applicable

4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage: <http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to submit a copy of Certificate of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or

sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a State contract. The Affirmative Action Employee Information Report (AA-302) is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.4 SUBMITTALS

In addition to the above requirements, the bidder is encouraged to submit its price list(s) in the form of a CD in PDF or text format. However, the preprinted hard copy paper price list must be included with the bid proposal.

4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

4.4.4.2 SAMPLES/SAMPLE TESTING N/A

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

[Upon request,] In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Bid Proposal.

The State reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

4.4.6 PRICING

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s), and in the MS Excel Price Sheets attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

4.4.7 PRICE SHEETS

Prices Lines for each category will be allowed to have a separate discount that is, a different discount for each line, however only one discount will be allowed per price line. Catalog bids may be submitted for any line, however Price Lines 50 & 51 are specifically designed for use with a catalog.

All Catalog bids must include discounts off the catalog price, and this discount and price will be maintained for the entire contract period. Should a catalog have multiple brands separate discounts are allowed for each brand; however the bidder must supply an index with brand name, discount off list price, and pages within the catalog listed in order. Catalog bids without the index, as above, will be considered non-responsive.

Note: Sufficient catalogs and price lists must be maintained by the contractor, so that when one is requested by a State agency or Cooperative Purchasing Participant, that catalog or list can be provided without delay (for the entire contract period).

Example of Catalog Bid Index:

INDEX

Brand ABC.....Item.....Discount 20%.....Catalog pages 12-37
 Brand DEF.....Item.....Discount 30%.....Catalog pages 46-52
 Brand X.....Item.....Discount 13%.....Catalog pages 137-196
 Brand W.....Item.....Discount 42%.....Catalog pages 197-245

4.4.8 PRICE INCREASES

Prices must remain fixed (unchanged) for the initial 3 year contract period. At the end of the initial 3 year contract period, prices may be increased only by submitting a new catalog, with the same index and discount structure, to the Purchase Bureau Buyer listed on the Notice of Award (NOA). New Prices are only effective when approved by the Purchase Bureau and posted on the new NOA, on the Purchase Bureau Web Site for this contract. Discounts may not be reduced; however manufacturer's prices that have increased may be passed along to the State in a new catalog/price list.

A Price increase will be allowed that covers contract years 4 & 5 and will be fixed for that 2 year period.

A Price increases will be allowed that covers contract years 6 & 7 and will be fixed for that 2 year period. See the chart below.

PRICES FOR T-0119

Years One, Two & Three.....No Change to Prices
 Years Four & Five.....Single Increase in Price allowed
 Year Six & Seven..... Single Increase in Price allowed

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 05 09 06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **(3) Three Years**.

The anticipated "Contract Effective Date" is provided on the signatory page of this RFP:

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>.

If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of **(4) one year periods**, by the mutual written consent of the contractor and the Director. Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **120** days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director.

5.5 CONTRACTOR'S WARRANTY

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.
- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be

construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

5.6 ITEMS ORDERED AND DELIVERED

The **Using Agency[ies] is[are]** authorized to order and **the contractor/contractors is/are** authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency [Agencies] reveals [reveal] that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

5.8.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

5.9 CLAIMS

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 05 09 06, located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/08-X-39832.shtml>,

contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political sub-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

5.11 PRICE INCREASES

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

6.1.1 Price

6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

After the submission of bid proposals, unless requested by the State as noted below, vendor contact with the State is still not permitted.

The bidder may be required to give an oral presentation to the State concerning its bid proposal. The State may also require the bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 BID DISCREPANCIES

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.
- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the "Legislation"), retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition of a business entity includes (i)all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii)any subsidiaries directly or indirectly controlled by the business entity; (iii)any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv)if a business entity is a natural person, that person’s spouse or child, residing in the same household.

7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i)make or solicit a contribution in violation of the Legislation, (ii)knowingly conceal or misrepresent a contribution given or received; (iii)make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv)make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v)engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi)fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii)engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii)directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.1.4 STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

7.2 FINAL CONTRACT AWARD

Contract award[s] shall be made with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is(are) most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and email address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

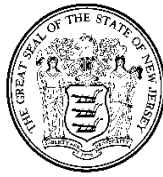
For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving

the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.



State of New Jersey
 DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY
 PURCHASE BUREAU
 P.O. BOX 230
 TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

April 21, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital-Surgical Supplies, Dressings & Related Items

Original Bid Due Date: **May 2, 2008 (2:00 p.m.)**
 Revised Bid Due Date: **May 9, 2008 (2:00 p.m.)**

ADDENDUM #1

The following constitutes Addendum #1 to the above referenced solicitation. This addendum is divided into the following parts:

- Part 1: Answers to questions.
- Part 2: Additions, deletions, clarifications and modification to the RFP.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

Part 1
HOSPITAL-SURGICAL SUPPLIES, DRESSINGS & RELATED ITEMS
Bid Number 08-X-39832

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number(s) and section where applicable.

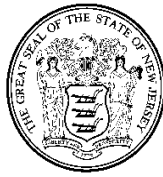
#	Page #	RFP Section Reference	Question	Answer
1			The bid was announced on 4/10/08, and opens 5/2/08 and closes 5/20. Can the Q&A period be extended?	The new bid opening date is 5/9/08 at 2:00 P.M., which means that no bid received after that date will be considered. The Q&A period will not be extended.

#	Page #	RFP Section Reference	Question	Answer
2		State Price Line #29, Incontinence.	1. If we want to offer multiple suppliers under one category, for example line #29, Incontinence. 2. What (is) the best way to offer multiple vendors with different prices? 3. Also a spreadsheet was posted, can you explain in more detail the instructions for that spreadsheet?	1. If a vendor has multiple Brands for a category, or items that are not listed in any category, they can use State Price Line #15-16, #18-19 & #47 through #51 (all may be used more than once). 2. If you bid Price Line #24 Bed Accessories and have 3 brands to bid with different prices, the first is to be entered on Line #24 and each additional brand under Price Lines #47 & 48 respectively referencing Line #24 as the category (Line numbers 47-51 may be used multiple times). All Price Lines used must also be listed on the Spreadsheet and enclosed with your bid in hard copy and on a CD as an open excel sheet that can be copied for use in the evaluation.
3		State Price Lines #47 through #51	We have some products that I'm not able to match up to your particular categories, but may be items you need. Can we submit items under a General/Misc category.	If a vendor has multiple brands for one or more categories or a brand of item or category that is not named; they can be listed under State Price Line #15-16, #18-19 & #47 through #51. Please be sure that you enter a category name on the spreadsheet (a category that best describes the item bid). When possible use the categories in the RFP.
4		State Price Line #27 Enteral-Nutrition Supplies, Pumps, Tubes & Other Supplies	Are better descriptions of products/requirements available? Are detailed descriptions and mandatory products requirements available? Are product usages as well as member listings available?	No further description or specifications are available. Please be aware that any pumps available on T-1621 Nutritional Formulas or any other State Term Contract are prohibited from this Bid. After the review of all bid submissions, a variety of pumps and/or nutritional supplies may be awarded. NOTE: Only purchases are allowed in this RFP: No leases are permitted.

PART 2
HOSPITAL-SURGICAL SUPPLIES, DRESSINGS & RELATED ITEMS
Bid Number 08-X-39832

Additions, Deletions, Clarifications and Modifications to the RFP

#	Page #	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
1	1	Bid Opening Date	Bid Opening Date is changed to May 9, 2008 at 2:00 P.M.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PURCHASE BUREAU
P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

May 7, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital surgical Supplies, Dressings & Related Items

Original Bid Due Date: **May 9, 2008** (2:00 p.m.)
NEW BID DUE DATE: May 28, 2008 (2:00 p.m.)

ADDENDUM #2

The following constitutes Addendum #2 to the above referenced solicitation.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

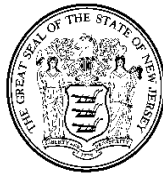
All other instructions, terms and conditions of the RFP shall remain the same.

Hospital surgical Supplies, Dressings & Related Items **08-X-39832**

Additions, Deletions, Clarifications and Modifications to the RFP

The scheduled bid opening date of May 9, 2008 is cancelled; a new bid opening date of **May 28, 2008** at **2:00 P.M.** has been scheduled.

NOTE: Due to technical difficulties the Price Sheets supplied by the State, to be included with each bid, were not posted on this Solicitation's web page for the entire period the Bid has been posted. Bidders that submitted bids that do not include these Price Sheets, must download these sheets and re-submit their bids, including these required Price Sheets.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PURCHASE BUREAU
P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

May 12, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital surgical Supplies, Dressings & Related Items

Original Bid Due Date: May 9, 2008 (2:00 p.m.)
NEW BID DUE DATE: May 28, 2008 (2:00 p.m.)

ADDENDUM #3

The following constitutes Addendum #3 to the above referenced solicitation.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

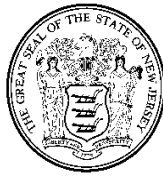
Hospital surgical Supplies, Dressings & Related Items **08-X-39832**

Additions, Deletions, Clarifications and Modifications to the RFP

The bid opening date is **May 28, 2008** at **2:00 P.M.**.

NOTE: Due to technical difficulties the Price Sheets supplied by the State, to be included with each bid, were not posted on this Solicitation's web page for the entire period the bid has been posted. Bidders that submitted bids that do not include these Price Sheets, must download these sheets and re-submit their bids, including these required Price Sheets or submit the Price Sheets in a separate package labeled Price Sheets for Bid 08-X-39832.

Please ensure that your package is labeled with the bid number & bid opening date and that it is clearly marked "Bid" to insure that it is not rejected.



State of New Jersey

DEPARTMENT OF THE TREASURY
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PURCHASE BUREAU
P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

May 15, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital surgical Supplies, Dressings & Related Items

Original Bid Due Date: May 9, 2008 (2:00 p.m.)
Revised Bid Due Date: May 28, 2008 (2:00 p.m.)
NEW BID DUE DATE: June 25, 2008 (2:00 p.m.)

ADDENDUM #4

The following constitutes Addendum #4 to the above referenced solicitation.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

Hospital surgical Supplies, Dressings & Related Items **08-X-39832**

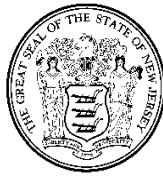
Additions, Deletions, Clarifications and Modifications to the RFP

A modification to the specifications will follow on the next addendum.

The bid opening date is **June 25, 2008** at **2:00 P.M.**.

NOTE Repeated From Addendum #3: Due to technical difficulties the Price Sheets supplied by the State, to be included with each bid, were not posted on this Solicitation's web page for the entire period the bid has been posted. Bidders that submitted bids that do not include these Price Sheets, must download these sheets and re-submit their bids, including these required Price Sheets or submit the Price Sheets in a separate package labeled Price Sheets for Bid 08-X-39832.

Please ensure that your package is labeled with the bid number & bid opening date and that it is clearly marked "Bid" to insure that it is not rejected.



State of New Jersey

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PURCHASE BUREAU
P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

May 27, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital Surgical Supplies, Dressings and Related Items

Original Bid Due Date: May 9, 2008 (2:00 p.m.)
Revised Bid Due Date: May 28, 2008 (2:00 p.m.)
Bid Due Date: June 25, 2008 (2:00 p.m.)

ADDENDUM #5

The following constitutes Addendum #5 to the above referenced solicitation.

Hospital Surgical Supplies, Dressings and Related Items **Bid Number 08-X-39832**

The following sections are changed as indicated:

Section 3.1.09 Enteral/Nutrition Supplies (Price Line 27) is changes to the following:

- a. Feeding Pumps Self-Flushing
- b. Miscellaneous special connectors

Section 3.1.10 Diagnostic Equipment (Price Line 28) is changes as follows:

- a. Automatic Blood Pressure Monitors & Accessories
- (Note: all other sub sections remain unchanged)

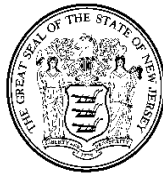
Section 3.1.11 Incontinence Supplies (Price Line 29) is changed to the following:

- a. Child Protective Underwear & Pull Ups.
- b. Bed Wetting Devices
- c. Disposable Liners and Pads (not sanitary napkins)
- d. Drip Collectors
- e. Miscellaneous supplies

Section 3.1.19 Skin Care Supplies (Price Line 37) is deleted in its entirety.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.



State of New Jersey

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TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

June 19, 2008

To: All Interested Bidders

Re: RFP # 08-X-39832
Hospital surgical Supplies, Dressings & Related Items

Original Bid Due Date: May 9, 2008 (2:00 p.m.)
Revised Bid Due Date: May 28, 2008 (2:00 p.m.)
Revised Bid Due Date: June 25, 2008 (2:00 p.m.)
NEW BID DUE DATE: July 24, 2008 (2:00 p.m.)

ADDENDUM #6

The following constitutes Addendum #6 to the above referenced solicitation.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

Hospital surgical Supplies, Dressings & Related Items **08-X-39832**

Additions, Deletions, Clarifications and Modifications to the RFP

The bid opening date is **July 24, 2008** at **2:00 P.M.**