



CITY OF RIO RANCHO  
DEPARTMENT OF FINANCIAL SERVICES  
PURCHASING DIVISION  
3200 Civic Center Circle NE – Suite 300  
Rio Rancho, New Mexico 87144  
Telephone: (505) 891-5064 Fax: (505) 891-5762

**ADDENDUM ONE (1)**  
**IFB 21-FR-018**  
**Emergency Medical Services (EMS) Consumables, Apparel, and Minor Equipment**

April 1, 2021

Addendum One (1) forms part of the contract documents and modifies them in the manner set forth below.

**ATTENTION CONTRACTORS**

- *Revised Bidding Schedule*
- *Questions and Answers*
- *Remove and Replace*
  - *Revised General Requirements and Specifications*
  - *Revised Bid Form cover page and bid proposal*

**Revised Bidding Schedule**

Due to the current health concerns and the changing environment in respect to COVID-19 the City is requesting all bid submissions be submitted via email to mschimmel@rrnm.gov on April 15, 2021 no later than 10:00 AM MST. The City will conduct the public bid opening and reading of bids received via the GoToMeeting service. A link will be provided on the City's website. Bidders must submit their original bid in a sealed envelope or container via USPS or other mailing service no later than April 19, 2021 to the address specified in the bid document. Bidders will be deemed Non-Responsive if original physical bid submissions are received after the aforementioned date.

- Question Submission Deadline: April 4, 2021 by 5:00 PM MST
- Addendum Deadline: April 8, 2021
- Emailed Bid Submission Deadline: April 15, 2021 by 10:00 AM MST
- Mailed Original Signed Bid Submission: April 19, 2021

**Question and Answer**

1. **Question:** UCAPIT is a sole source vending machine from Bound Tree Medical. There are other vending machines on the market that will operate in the same manner. Please remove from the bid if the purchase will be not be made in this solicitation.

**Answer:** The information provided in the General Information section of the General Requirements and Specifications related to UCapIt was for information purposes only. The City will not be purchasing vending machines through this solicitation.

2. **Question:** If Operative IQ is going to be evaluated as part of the award, please provide the cost or number of licenses needed.

**Answer:** The information requested is only for informational purposes only and is not a mandatory requirement.

3. **Question:** We are currently licensed in the State of New Mexico. Both our California and Kansas locations are also properly licensed to sell pharmaceuticals as well. We meet all state and federal laws. The pharmacy we use holds the DEA registration that is required for controlled substances. Will you accept the pharmacy DEA or remove this bid requirement?

**Answer:** Please see the revised bid document attached hereto.

4. **Question:** VAWD is a 3rd party accreditation and not required by law. Please remove this requirement from the bid.

**Answer:** Please see the revised bid document attached hereto.

5. **Question:** Only one vendor is able to comply with the CAPCE continuing education, please remove this as a bid requirement.

**Answer:** Please see the revised bid document attached hereto.

6. **Question:** Please clarify the pharmaceutical label requirements page 19. All pharmaceuticals are shipped with all manufacturer information including dosage, strength, NDC number and expiration date as required by law.

**Answer:** Please see the revised bid document attached hereto.

7. **Question:** Price escalation, pg18-19. Due to COVID, the market prices for certain supplies have been extremely volatile. We request a 30-day notification on price increases with manufacturer documentation and would like to remove the 10% threshold or the option to remove the item from the contract.

**Answer:** Please see the revised bid document attached hereto.

8. **Question:** The number of items on this bid is extremely excessive and they do not contain manufacturer information or usage. Would the city be interested in a percentage discount from all items in lieu of the 1500 items listed? Please provide items in excel if individual pricing is required.

**Answer:** Please see the revised bid document attached hereto.

**Remove and Replace**

Please remove pages 13 through 15 of the original bid document and replace with the Revised General Requirements and Specifications attached hereto.

Please remove pages 24 through 27 of the original bid document and replace with the Revised Bid Form cover page and bid proposal.

**Bidders shall acknowledge receipt of Addendum One (1) and acknowledge by initialing on revised bid form attached. All other provisions of the Contract Documents shall remain unchanged.**

## **GENERAL REQUIREMENTS AND SPECIFICATIONS**

The City of Rio Rancho, Department of Fire and Rescue, Emergency Medical Personnel Division is soliciting bids for emergency medical pharmaceutical products, supplies and minor equipment. The scope of products and/or supplies to be procured under a contract resulting from this IFB shall not be limited to the items specified herein. Rather, the items specified in this IFB are intended as a representative sample of what is likely to be purchased during the course of the contract, and price offers therefore shall be used for evaluative purposes to determine the lowest responsive bid.

The City reserves the right to request quotations from awarded Contractor(s) for materials, products, and/or items similar in nature to those specified in this IFB for which requirements were not known when this IFB was issued. Additions, deletions and/or contract modifications of any kind shall not be effective until accepted in writing by the City's Procurement Officer, or his designee.

In compliance with all Specifications and Terms and Conditions, as stated and incorporated herein, the undersigned offers and agrees, if the bid is accepted by the City of Rio Rancho within thirty (30) calendar days or as otherwise provided for in this IFB, to furnish the following items of tangible personal property and/or perform the services specified as lowest cost for items identified below listed on the bid form.

### **General Information:**

Currently the City utilizes OperativeIQ - a web-based inventory management system to assist in the management of supplies and assets. This software is currently provided at no cost to the City, and is not a requirement of this solicitation.

Currently the City has pharmaceutical dispensers and lockers manufactured by the U-Select-It Corporation to control inventory. The City currently has two units located at Fire Station 1 located on Southern Boulevard. The City intends to purchase additional units when funding becomes available, and is not a requirement of this solicitation.

Bidders are requested to complete two questions on the Bid Form related to these items. The City will discuss the software availability separately from this solicitation.

### **Contractor(s) Requirements**

- Contractor(s) and/or Suppliers shall be actively licensed as a wholesale distributor of pharmaceutical products by the New Mexico State Board of Pharmacy and shall possess a current Controlled Substance Registration Certificate issued by the U.S. Department of Justice, Drug Enforcement Administration (DEA). Contractor(s) shall provide copies of the above mentioned licenses and certificates at the time of bidding. Failure to provide such documents may result in the bid being declared non-responsive.
- Contractor must provide local representation that has an EMS background, clinical expertise, and intimate familiarity with BLS/ALS procedures, equipment, products, and protocols.
- Contractor must have a code of conduct policy in place, and adhered to by the local representative.

- The Contractor(s) local representative must be available for routine visits, meetings, and training sessions.
- The Contractor(s) local representative must be able to provide training for all products offered.
- The Contractor(s) local representative must be able to provide customized reporting when requested.
- Contractor(s) must also provide for a remote, dedicated customer support representative.
- Contractor(s) and/or Suppliers must provide documentation of their accreditation as a Verified-Accredited Wholesale Distributor (VAWD) by the National Association of Boards of Pharmacy, demonstrating compliance with state and federal laws and that prescription drugs are sold and distributed safely and securely at the time of bid.
- Contractor(s) and/or Suppliers must be in, and remain in compliance with the Drug Supply Chain Security Act and the Prescription Drug Marketing Act. Vendor must provide transaction reports with each shipment of pharmaceuticals.
- Contractor(s) and/or Suppliers must provide online access to pharmaceutical backorders or shortages. This must include estimated times of availability, and any suggested alternatives. This must be updated regularly (preferably weekly).
- Contractor(s) and/or Suppliers must be licensed with the Drug Enforcement Administration to sell and distribute Schedule II, Schedule III, and Schedule IV controlled substances.
- Contractor(s) and/or Suppliers must be able to provide the Drug Enforcement Administration's electronic Controlled Substances Ordering System (CSOS).
- Contractor(s) and/or Suppliers must be able to ship to multiple locations within our account.
- Contractor(s) and/or Suppliers must be able to ship most items in multiple units of measure (i.e. each, box, case).
- Contractor(s) and/or Suppliers must be able to offer secure online ordering and provide ongoing support.
- Contractor(s) secure website must be able to provide for historical reporting and real-time indicators of product availability.
- Contractor(s) shall provide monthly, quarterly, and annual purchase reports, detailing items and quantities purchased, purchase prices, and credits on account for the period in which the report is being prepared and for the contract to date.
- Contractor(s) agrees to provide a return and credit policy to the City of Rio Rancho incorporating the following items:
  1. Goods ordered and delivered in error (either party to the contract) shall be credited at 100% upon the timely return of such items with the exception of pharmaceutical supplies.
  2. Any and all goods found to be damaged, or substandard in any way upon delivery shall be credited at 100% upon the timely return of such items.
  3. Manufacturer's recalls shall be credited at 100% upon the timely return of such items.
  4. Contractor(s) and/or Suppliers shall provide and deliver pharmaceuticals products in a manner such that they can reasonably be used prior to their expiration date. Products delivered which are not current or which are determined, at the sole

discretion of the City, to be unusable because of their expiration date shall be credited at 100%.

- Controlled medications shall be supplied in tamper evident containers and monitored appropriately by Contractor(s). Controlled substances shall be supplied in a manner that meets or exceeds the standards of the New Mexico State Board of Pharmacy.
- Generic substitutions may be required unless the use of a generic substitute is not clinically prudent as determined by the City's Medical Director.
- Medical supplies shall be in accordance to all current state and federal regulations and specifications.
- The City will request price quotes each time items are needed. The price quotes shall contain the catalog pricing, discount amount and total pricing after discount is applied as documentation to support the items to be purchased. If this information is not provided the City's Purchasing Division may reject the purchase request.
- Materials, products, and/or items shall be picked up by and/or delivered to properly authorized City employees as requested and directed by the City User department; User department shall indicate F.O.B Destination on each order.
- Contractor(s) shall only fill orders when in possession of a properly authorized and signed Purchase Order issued by the City's Procurement Officer, or his designee.
- Contractor(s) shall deliver items as ordered and shall replace, at no additional cost to the City, any and all items found to be damaged while in transit or otherwise determined to be substandard by the City User Department in any way.
- The City reserves the right to inspect materials, items, and/or products at the source prior to acceptance and shall not waive its right, at any time, to reject orders at time of delivery.
- When invoicing items that are based on catalog pricing with discount, vendor shall identify catalog pricing, discount amount and total pricing after discount is applied.

## BID FORM

STATE OF NEW MEXICO  
CITY OF RIO RANCHO  
FINANCIAL SERVICES DEPARTMENT – PURCHASING DIVISION



INVITES YOUR FIRM TO OFFER A BID ON:

**IFB 21-FR-018**

**Emergency Medical Services (EMS) Consumables, Apparel, and  
Minor Equipment**

AS SPECIFIED IN THE ATTACHED BID DOCUMENTS.

**Emailed bid submissions shall be submitted no later than  
10:00 AM MST on April 15, 2021**

Email Submissions: [mschimmel@rrnm.gov](mailto:mschimmel@rrnm.gov)

**Original Signed/Sealed bids shall also be submitted to the address below no later than  
Monday, April 19, 2021 to be deemed Responsive/Responsible Bidders:**

City of Rio Rancho  
Office of the City Clerk  
1st Floor, Room # 150  
3200 Civic Center Circle NE  
Rio Rancho, NM 87144

---

NAME OF BIDDER/CONTRACTOR

---

ADDRESS

---

CITY, STATE ZIP CODE

---

TELEPHONE

---

FAX

---

EMAIL

**Complete this form as well as the following forms in their entirety as specified in the Instruction to Bidders to ensure that your bid submission is complete.**

**BID PROPOSAL**

Prices shall include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, and related costs. **No other charges shall be allowed unless approved by the City in advance.**

Where a product is characteristic of a sole manufacturer, or where a brand name is indicated in the Specifications/Bid Form, it shall be defined to mean “minimum acceptable level” or “minimum quality required” unless the specifications state that no substitutions or equivalents will be allowed. If the Bidder bids an item other than the one specified, Bidder shall make note in the “Exceptions to the Specifications” section of the bid form. Failure to provide the appropriate information may result in non-award of that item or disqualification of the bid.

In compliance with all Specifications, Terms and Conditions and Special Conditions as stated and incorporated herein, the undersigned offers and agrees, if this bid is accepted by the City of Rio Rancho within ninety (90) calendar days or as otherwise provided for in this IFB, to furnish the following items of tangible personal property and/or perform the services specified for the stated unit prices, as determined below:

Provide pricing **excluding** applicable taxes.

**Items listed below will carry a percent discount off established catalog's price.**

Bid Item No.	Item Description	Percent Discount Off Catalog/Price List
1	Airway Supplies and Equipment	%
2	Books and Video: Educational and reference materials and compliance kits	%
3	Burn Management Packs and Supplies	%
4	Cots, Stretchers, Patient Transport accessories and Supplies:	%
5	Diagnostic and Monitoring Equipment	%
6	Disposable Medical Supplies: Tape, Dressings, Bandages, Band-Aids	%
7	Immobilization/Extrication Equipment:	%
8	Manikins, training Aids and Supplies	%
9	Medical and First Aid Supplies	%
10	Oxygen/Resuscitation Equipment and Supplies	%
11	Pharmaceuticals and IV Fluids	%
12	IV Supplies and Related Equipment	%
13	Splinting Devices and Accessories	%
14	Suction Supplies and Devices	%
15	Emergency, Trauma and First Aid Kits	%
16	Medical/Trauma Bags and Cases	%
17	Tools, Personal Items, Lights and Supplies	%
18	Tactical Medical Equipment and Body Armor	%
19	Apparel	%
20	Mass Casualty, Disaster and Decontamination	%
21	Specialized and Technical Rescue Equipment	%





---

City, State, Zip Code

---

Contractor's Department of Labor  
Registration Number

---

Bidder's Telephone Number

---

Bidder's Fax Number

---

New Mexico State Corporation  
Commission Number

---

Bidder's E-Mail Address

---

Bidder's Gross Receipts Tax No.

---

Bidder's Data Universal Numbering System (DUNS) No.