



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

INVITATION TO BID
COVER PAGE

BID Number:	6864-18
BID Title:	Harm Reduction Supplies
BID Questions Due:	July 18, 2018
Pre-Bid Meeting:	A pre-bid meeting will not be held for this project.
Submittal Due Date:	August 1, 2018
Email Address:	purchasing@bouldercounty.org
Documents included in this package:	Bid Instructions Terms and Conditions Specifications W-9 Requirements Submittal Checklist Signature Page



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INSTRUCTIONS

1. **Purpose/Background** The [Works Program](#) is a syringe access program serving Boulder County. The program provides services at five locations across the county in three urban hubs including Boulder, Longmont, and Lafayette. Works Program staff and volunteer peer educators provide outreach, education, and safe injection supplies to reduce HIV and viral hepatitis transmission, and overdose death among drug users who inject and their partners.

2. **Pre-Bid Meeting** A pre-bid meeting will not be held for this project.

3. Written Inquiries

All inquiries regarding this BID will be submitted via email to the Boulder County Purchasing Office at purchasing@bouldercounty.org on or before 2:00 p.m. **July 18, 2018**. A response from the county to all inquiries will be posted and sent via email no later than **July 25, 2018**.

Please do not contact any other county department or personnel with questions or for information regarding this solicitation.

4. Submittal Instructions

BIDs are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on August 1, 2018**. A bid opening will be conducted at 3:00 p.m. Mountain Time at county offices.

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer

to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as BID # 6864-18 in the subject line.

-OR-

US Mail One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as BID # 6864-18, to the Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.

All BIDs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the bidder to see that their BID response is received on time at the stated location(s). Any BIDs received after due date and time will be returned to the bidder.

The Board of County Commissioners reserves the right to reject any and all BIDs, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

Americans with Disabilities Act (ADA): If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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TERMS AND CONDITIONS

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1. Bidders are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
 2. Each bidder will furnish the information required in the Invitation to Bid.
 3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Invitation to Bid, will be most advantageous to the County of Boulder, based on best value not only price.
 4. The County of Boulder reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
 5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the County Purchasing Agent or delegated representative.
 6. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
 7. Late or unsigned bids will not be accepted or considered. It is the responsibility of bidders to ensure that the bid arrives at the Administrative Services Information Desk prior to the time indicated in the "Invitation to Bid."
 8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
 9. Any interpretation, correction or change of the bid documents will be made by Addendum. Interpretations, corrections and changes of the bid documents made in any other manner will not be binding, and bidder will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
 10. Confidential/Proprietary Information: Bids submitted in response to this "Invitation to Bid" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-

72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the bid and any resulting contract will be clearly stated in the bid itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a bid, in its entirety, nor bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Bidders are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Bidders are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



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SPECIFICATIONS

SUMMARY

The [Works Program](#) is a syringe access program serving Boulder County. The program provides services at five locations across the county in three urban hubs including Boulder, Longmont, and Lafayette. Works Program staff and volunteer peer educators provide outreach, education, and safe injection supplies to reduce HIV and viral hepatitis transmission, and overdose death among drug users who inject and their partners.

SPECIFICATIONS

- All submissions should provide the information requested in this table.
- More than one item can be listed for each line item, as long as it meets the specifications.
- Responses should aim to respond to all items, but responses will still be considered if some items are not available.
- Mark any line items as not available if no response is possible.
- Describe in detail your shipping and/or handling cost if any.
- Describe the mode of shipping orders and any lead time to process and ship orders.

Item	Manufacture Brand, Item description and manufacture item number if available	Unit of Measure: Specify quantity per package, case, box, or carton (individual units, or for items such as cotton pellets, can be a measure of weight)	Price per unit of measure
Puncture proof sharps containers with lids			
2 gallon			
1 gallon			
1 quart			
250 ml			

Item	Manufacture Brand, Item description and manufacture item number if available	Unit of Measure: Specify quantity per package, case, box, or carton (individual units, or for items such as cotton pellets, can be a measure of weight)	Price per unit of measure
Insulin needle/syringe combos			
28 gauge, ½ inch needle, 1cc syringe			
30 gauge, 5/16 inch needle, 1cc barrel			
Cookers			
Non-sterile cookers			
Sterile cookers			
Cotton Pellets and Filters			
5 mm cotton pellets			
1/8" cotton pellets			
Cotton pellet filters			
Micron syringe filters			
Condoms			
Latex lubricated			
Non-latex lubricated			
Latex lubricated assorted flavors			
Latex lubricated studded			
Individual Lubricant Packets (3-6 ml)			
Assorted flavors			
Non-flavored			
Sterile water			
5ml vials			
3ml vials			
Saline 5ml vials			
Tourniquets			
18 inch latex			
18 inch latex free			

Item	Manufacture Brand, Item description and manufacture item number if available	Unit of Measure: Specify quantity per package, case, box, or carton (individual units, or for items such as cotton pellets, can be a measure of weight)	Price per unit of measure
Assorted flavors Dental dams			
Sterile 2 ply 70% alcohol prep pads			
Single use triple antibiotic ointment pouches			
3 x ¾" adhesive bandages			
2x2" re-sealable clear plastic bags			
5x7" re-sealable clear plastic bags			
5x3x9" paper bags			
2x2" sterile gauze pads			



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W-9 REQUIREMENTS

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Provide a copy of your business's W-9 with your proposal.



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SUBMITTAL SECTION

The bidder’s attention is especially called to the items listed below, which must be submitted in full as part of the BID. Failure to submit any of the documents listed below as a part of your BID, or failure to acknowledge any addendum in writing with your BID, or submitting a bid on any condition, limitation or provision not officially invited in this Invitation to Bid (BID) may be cause for rejection of the BID.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR BID PACKAGE: Bidder will check each box indicating compliance:

INCLUDED	ITEM
	Name of your company / organization
	Type of organization (Corporation, Partnership, etc.)
	Address
	Name and Address of the Partners and Subcontractors if applicable
	Contact Person(s)
	Telephone, fax, and email
	A detailed project schedule with an all-inclusive total cost
	Information on the relevant experience of key personnel
	Submit a copy of any contract you would require to be executed in this process, otherwise our contract will be used.
	Submit three references for similar projects your company has completed within the last three years and contact information
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)



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SIGNATURE PAGE

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name and Title of Person Authorized to Contract with Boulder County	
Name and Title of Person Submitting Bid	
Email Address for Person Submitting Bid	
Company Address	
Company Phone Number	
Company Website	
Company Fax Number	

By signing below I certify that:

I am authorized to bid on my company's behalf.
 I am not currently an employee of Boulder County, or Boulder County Public Health.
 None of my employees or agents is currently an employee of Boulder County or Boulder County Public Health.
 I am not related to any Boulder County or Boulder County Public Health employee or Elected Official.
 (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

Signature of Person Authorized to Bid on Company's Behalf

Date

Note: If you cannot certify the above statements, please explain in a statement of explanation.