

Invitation to Bid #12PSX0376

Miscellaneous Laboratory Chemicals, Laboratory Diagnostics, Culture Media and Miscellaneous Test Kits (including drug test), Etc.

Contract Specialist: Arlene Watson-Paulin

Date Issued: 5 November 2012

Due Date: 20 November 2012

Department of Administrative Services



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Invitation to Bid

Miscellaneous Laboratory Chemicals, Laboratory Diagnostics, Culture Media and Miscellaneous Test Kits (including drug test), Etc.

Overview

The State of Connecticut, Department of Administrative Services (DAS) is seeking contractors to procure Miscellaneous Laboratory Chemicals, Laboratory Diagnostics, Culture Media and Miscellaneous Test Kits (including drug test kits) and Whitman DNA Collection Kits for All Using State Agencies, not-For-Profits and Political Sub Divisions of the State of Connecticut.

Scope

This Contract Award will cover the possible requirements for the entire line(s) of laboratory chemicals/diagnostics, culture media, test kits (diagnostic, microbiology, virology), ELISA kits, radio-immunoassay products, drugs of abuse testing (THC, Cocaine, Opiates, Amphetamines, PCP) and Whitman DNA Collection Kits.

Any and all medical device type product including, but not limited to; drug test kits sold under this resultant contract must be FDA approved.

This contract replaces the following contract award(s) in part or in total: 06PSX0225

Instructions to Bidders

I. Bid Schedule

RELEASE OF ITB:	Date: 5 November 2012
RECEIPT OF QUESTIONS:	Date: 13 November, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: 15 November, 2012
BID DUE DATE:	Date: 20 November 2012 at 2:00 PM Eastern Time

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the Department of Administrative Services, Attn.: Arlene Watson-Paulin, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

III. Questions

Questions for the purpose of clarifying this bid must be emailed to: arlene.watson-paulin@ct.gov and must be received by the Contract Specialist no later than the date and time specified.

IV. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only. Bidders must upload their solicitation submission to their BizNet Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

V. Public Bid Opening

Please note that the public bid openings are now conducted online. Since solicitations are now uploaded to the bidder's BizNet account, solicitation results will be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid / Contract Requirements

I. Mandatory Extension to State Entities

Bidders are required to offer and extend this contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize this contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

II. Set Aside Participation (Go to "G" Drive and incorporate appropriate COMPLETE clause)

Partial Set Aside

It is the intention of the state to award 10 % of this contract to only Connecticut Small Business Enterprises (SBE) and Minority Business Enterprises (MBE) certified by the State of Connecticut's Department of Administrative Services/Supplier Diversity Program, pursuant to Connecticut General Statute 4a-60g. SBE and MBE bidders are required to be certified at the time of the bid opening and are requested to provide a copy of their company's current certification certificate with their bid.

Further information about the Supplier Diversity Program can be found at the following link:
http://www.das.state.ct.us/Purchase/New_purchHome/busopp_template.asp?F_ID=25

III. Quantities and/or Usages

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

IV. Contract Separately / Additional Savings Opportunities

The State reserves the right to either seek additional discounts from the contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

V. Brand Name Specifications and/or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict bidders to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the bidder shall warrant to the State that it is fit for that purpose. Bids on comparable items must clearly state the exact article being offered including any and all applicable options and the bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

VI. P-Card (Purchasing Credit Card)

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

VII. Contract Award (Preference Statute Requirement Applies see below for complete description)

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- A. by item, group of items, or in its entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

Preference Statute Requirement is as follows:

This bid is subject to Connecticut Community Providers Association (CCPA) participation per CT State Statute 17b-656. In the event CCPA bid response meets or exceeds the current DAS Procurement Services fair market value policy as well as meeting all other requirements, an award will be granted to CCPA. The formula utilized in facilitating this policy is as follows:

1. High and low bids are removed.
2. Remaining bids are totaled, divided by the number of bids totaled equaling fair market value.
3. 5 % is added to the fair market value.
4. CCPA bid is considered if the prices submitted are deemed equal to or less than the fair market value plus 5 %.

If CCPA exceeds the fair market determination, all remaining bids are reviewed to determine the award.

VIII. Micro Business Preference

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

Index of Abbreviations

Abbreviations:

AUSA	All Using State Agencies
DAS	Department of Administrative Services
ITB	Invitation to Bid