

EXHIBIT A

**DESCRIPTION OF GOODS AND SERVICES FOR Misc. Laboratory Chemicals,
Laboratory Diagnostics, Culture Media and Miscellaneous Test Kits (including drug test),
Etc.**

I. Packing:

- A. All items provided must be in the original packages as prepared by the manufacturer.
- B. Any broken, repacked and/or partial packages will not be acceptable.
- C. All products and packages must be labeled as to contents and product.

II. Complete Product Line:

- A. Completeness of product line may be taken into consideration when making the contract award.
- B. Contractors not supplying a complete line – may not be considered for an award.

III. Consumables:

- A. Any consumables being offered must list current/latest dating (expiration) to insure longer shelf life – as applicable.
- B. Test system reagents must have reasonable out-dates from the time of receipt in the laboratory.

IV. Catalogs:

- A. One current catalog and complete price list shall be submitted with bid submittal via Biznet – under other documents.
- B. Contractor shall be required to furnish each using agency with catalogs and price lists as requested.
- C. All items listed in the manufacturer's catalog will be purchased on a discount from list basis – reduced to a single (whole) percentage.
- D. Contractors are to list categories and discount for certain product lines – example: 5% (1 to 4 units), 10% (5 to 10 units), etc.
- E. Contractors are to attach additional pages, if necessary, to list all categories bid and applicable discounts offered via Biznet, under other documents.
- F. Contractor shall quote their discount from list and submit a current price list to which the quoted discount applies – including price column – if necessary in Biznet under other documents.

V. Authorization:

- A. If other than manufacturer, contractor submitting bid should be manufacturer's factory authorized representative or distributor for the products which they are seeking an award. Please provide appropriate documentation with bid submittal via Biznet under other documents.
- B. Distributors are allowed to offer their own ("in house brands – private label") on certain items or groups of items within a product line.

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- C. DAS/Procurement Services may require proof of authenticity prior to making a contract award.

VI. Hazardous Materials:

- A. Contractor must give explicit details for related costs on shipping hazardous materials in their bid proposal schedule, Exhibit B.
- B. If any exceptions apply, contractor is to give explicit details.
- C. Hazardous handling charges or HAZMAT charges are not allowed unless fully documented or as promulgated by the Federal Government under special regulatory guidelines.
- F. Contractor must supply upon individual request, at no additional cost, material safety data sheets for any chemical, especially toxic hazardous compounds.

VII. Product Samples:

- A. Samples may be required for evaluation. If requested they shall be supplied at no cost to the State in a timely manner.