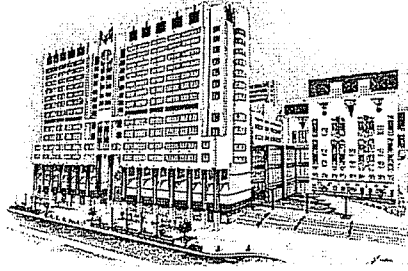


The Grady Memorial Hospital Corporation
d/b/a
GRADY HEALTH SYSTEM



Remarkable Service Exceptional Care

GRADY HEALTH SYSTEM

Contracting Department

REQUEST FOR BID

FOR

JACO CARTS

**REQUEST FOR BID NUMBER
09026IM**

**Request for Bid Posted: June 1, 2010
Bid Due: June 4, 2010 4:00 PM EST**

*The Grady Memorial Hospital Corporation d/b/a Grady Health System
Request for Bid Form*

SECTION 1: OVERVIEW, QUALIFICATIONS & EXPERTISE

Project Overview

Grady Health System is seeking bids from qualified vendors for the purchase of six hundred (600) JACO BASE MODEL, 2008 ULTRA SL CARTS

Qualifications & Expertise

Grady Health System requires the successful Bidder to exhibit the highest standards of integrity and work ethics (e.g. confidentiality, diligence and professionalism). The bidder shall have experience providing medical computer carts

Within all responses to this Invitation for Bid (IFB), the Bidder shall provide the following details:

- Provide the following information about the Bidder:
 1. Indicate name and the business address of the entity, or individual that will be the party to the proposed contract and the Bidder's business telephone number, fax number, and e-mail address.
 2. Provide the year the firm was established (include former firm names and year established, if applicable).
 3. Indicate the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any.
 4. Provide the name, address, and telephone number of the point of contact that will serve as the authorized negotiator(s) for the Bidder. The authorized negotiator shall have the authority to act on behalf of the Bidder and make binding commitments for the Bidder and any sub-consultants concerning this IFB.
 5. Disclose whether the proposing entity, or any shareholder, member, partner, officer or employee thereof, is presently a party to any pending litigation, or has received notice of any threatened litigation or claim directly or indirectly bearing on Grady Health System or the Grady Memorial Hospital Corporation.

Grady Health System shall make an assessment of each Bidder's response and whether in the opinion of GHS, the Bidder is capable of undertaking and completing the scope of work delineated within this IFB in a satisfactory and timely manner. GHS will award a contract only to a responsible Bidder that has the ability to successfully perform under the terms of this IFB.

SECTION 2: BID EVALUATION, SELECTION PROCESS, AND SCHEDULE

1.0 SPECIFIC CONDITIONS

1.1 Contract Submittal

Contract Submittal Information	
Date:	<u>June 4, 2010</u>
Time:	<u>4:00 p.m.</u>
Fax or email bid Attn: Ivan L. Mann, Contract Specialist	<u>FAX NUMBER</u> 404-616-8247

*The Grady Memorial Hospital Corporation d/b/a Grady Health System
Request for Bid Form*

	EMAIL ADDRESS imann@gmh.edu
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1.2 The Bidder shall be responsible for ensuring that the bid is received before the deadline for submission of bids. Any bids received after the deadline time established will be rejected. Please confirm receipt of all bids . **There will be no public bid opening for this contract.**

1.3 Bids shall be submitted as follows:

Invitation for Bid for: ***six hundred (600) JACO BASE MODEL, 2008 ULTRA SL CARTS***

IFB Number: ***09026IM***

From: [Name of Firm]

[Address of Firm]

2.0 FORMAT AND CONTENT OF BIDS

Bids are acceptable via fax or email.

Bidders are encouraged to prepare bids simply and economically. Providing a concise statement of capabilities in regard to this mandate. Bidders should refrain from sending any promotional material. Such promotional material if sent will be discarded before bids are evaluated.

2.1 **Optional Item:** Additional pertinent information may be included if the company feels it will enhance GHS's understanding of the bid bid. Nothing in this IFB should be interpreted, as limiting the company's ability to demonstrate its capacity to provide the services needed.

3.0 PROCESS FOR SELECTION

3.1 Admissibility

To be admissible, a bid must adhere to the requirements and content for submissions outlined in Section 1.0 and Appendix A of this IFB. Failure to adhere to this format may eliminate the bid from any further consideration, as determined at the sole discretion of GHS.

3.2 Analysis of Bids & Award

3.2.1 The evaluation of bid selection will be based on the determination of Responsibility and the determination of Responsiveness.

3.2.2 GHS reserves the unqualified right to request additional information or meetings with any Bidder to visit previous or current project sites, or to visit their premises, if deemed necessary to arrive at a fully informed decision.

3.2.3. The award will be to the responsible and responsive bidder whose bid conforms to a material specifications, terms and conditions as set forth in the bid, with the lowest price, provided his/her bid is reasonable and is to the interest of GHS to accept it.

3.3. No bid shall be considered for award if the bid is not responsive to the essential requirements of the solicitation or is submitted by a non-responsive bidder.

3.3 If a bidder is currently debarred by Grady Health System.

3.4 If a bidder is currently debarred by any local jurisdiction or agency.

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3.5 If a bidder is currently involved in any litigation with The Grady Memorial Hospital Corporation or Grady Health System.

SECTION 3: SCOPE OF WORK

§ 3-A Scope of Services

The successful vendor will be able to provide six hundred (600) JACO BASE MODEL, 2008 ULTRA SL CARTS

Cart Requirements:

600 EACH JACO Ultra SL Mobile Computer Cart

VESA Monitor Mount

Retracting keyboard tray

Single locking drawer option

J-48 120 VAC power system

Cart Deployment Services

Uncrate, test and attach all peripherals to the cart to include affixing scanning technology solution to mobile cart

Standard Cart Warranty & Managed Care Services

SECTION 4: REPRESENTATIONS AND INSTRUCTIONS

§ 4-A Instructions, Conditions, and Notices to Bidders

§ 4-A-1 Response Guidelines

The information required by this IFB is comprehensive and necessary for accurate Bidder selection. Please be concise with answers. Each applicable question must be answered. For questions deemed not applicable, please state "not applicable".

Any cost incurred in the preparation and presentation of this response is to be absorbed by the Bidder. All documents submitted will become the property of GHS unless otherwise requested in writing by Bidder at the time of submission. Further, any materials submitted by Bidder that should be considered "**CONFIDENTIAL**" must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Authority. All portions of the Bid that are not designated as confidential will become part of the public record immediately following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

§ 4-A-2 Submission Guidelines

Bidders are forbidden to contact, directly or indirectly anyone other than the Grady Resource Management Department. Ivan Mann, CPPB, Resource Specialist is the sole point of contact for this IFB during the bid process. Contact with any person other than Ivan Mann is grounds for disqualification from this process. Bidders are also strictly forbidden to attempt to influence, through internal or external third party sources the outcome of this bid. Your submission of this IFB serves as your confirmation that you, your firm and anyone acting as an agent, representative or influencer on behalf of your firm has not engaged in any action that may be construed as an attempt to influence the outcome of this bid.

Failure to comply with any of the above stated guidelines may result in immediate disqualification. If you have any questions regarding this IFB, email or fax your questions /concerns to **Ivan L. Mann**, CPPB, Resource Specialist at imann@gmh.edu, 404-616-8247.

*The Grady Memorial Hospital Corporation d/b/a Grady Health System
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§4-A-3 IFB Terms and Conditions Posted on the Grady Website at the following address:

www.gradyhealthsystem.org/vendors

Compliance with GHS terms and conditions are required for any Bidder selected to provide goods, equipment, or services by the awarding of any Request for Bid.

§ 4-A-4 IFB Completion Instructions

Acceptance of Bidder's Bids : GHS reserves the right to accept or reject any bid, change these specifications or waive any formalities. Should it be necessary to modify an application to fulfill the needs of GHS, GHS will retain exclusive rights of ownership and use of all design documents, programs, and documentation developed.

Full Right of Selection and Rejection: The right to reject in its entirety or to select a Bidder providing other than the lowest cost product is reserved. GHS reserves the right to select and award, at its option, the runner-up's Bid in the event the selected offer for award or Bidder receiving the award, upon further review and solely in the opinion of GHS, fails to meet all qualifications or specifications or proves to be a selection not in the best interest of GHS.

Bid Open Record: If a request to inspect the bid, or any portion thereof, is made by a third party, GHS will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by the Georgia Open Records Act. The Bidder understands that GHS may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. GHS will endeavor to inform the Bidder of any third party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to Grady Health System.

If the Bidder requests that such information be held confidential and not disclosed by GHS, the Bidder will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless GHS, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation. If the Bidder does consider the bid or any portion thereof to contain confidential information, it shall submit a letter on the Bidder's letterhead signed by the owner or Chief Executive Officer, requesting that GHS treat the bid confidential and private information to the extent possible under Georgia law. Otherwise, the Bidder agrees that its' submission may be deemed as public information.

Regulatory and Ethical Compliance: No bid shall be accepted from, and no contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. (<http://www.ethics.state.ga.us>).

Prior to any contract award, GHS will verify that the prospective Bidder's company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Bidder and/or its principles appear on the OIG list, GHS reserves the right to reject the Bidder's bid and refuse award of a contract.

Notice of Award: The notice of award is issued by the Resource Management Department. Unsuccessful Bidders shall be notified in writing, after award has been made.

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Request for Bid Form*

APPENDIX A: COST BID

- Give pricing on the proposed scope of services, based on the information given and vendor's intended delivery.
- Describe any value-added services that are included in the pricing, but beyond scope of IFB

Faxed or emailed copies of bids are acceptable.

IFB #09026IM

Please Note:

Bidder's Name: _____

Total contract value for ALL requirements, including G & A*: _____ **

*G&A: All general and administrative costs, profits, travel, per diem, and ALL costs associated with this contract.

**This figure is the figure that will be used in the evaluation. _____

Where there is reference in the IFB to deliverables, submission requirements, or other response and contract performance discussions, said reference may not include all requirements in the IFB. It is incumbent upon the Bidder to read this entire IFB carefully and respond to and price all requirements and ensure "Total contract value for ALL Requirements" above includes all requirements.

(Print Name of Authorized Company Officer)

(Signature)

(Date Signed)

The Grady Memorial Hospital Corporation d/b/a Grady Health System
Request for Bid Form

APPENDIX B: SOLICITATION / CONTRACT FORM

REQUEST FOR BID NUMBER: IFB#09026IM

IFB DESCRIPTION: JACO CARTS

BID RESPONSES MUST ARRIVE NO LATER THAN **June 4, 2010 at 4:00 PM**. NOTE: Faxed or emailed copies are acceptable.

This document contains **7** pages.

***NOTE: FAXED OR EMAILED RESPONSES ARE ACCEPTABLE.**

Director of Resource Management: *Madeline Butler* DATE: 4/1/10

PLEASE BE ADVISED: Bidders must complete and return all pages required with bid submission. Failure to return these completed pages with responses may result in non-consideration of bid submission.

Please acknowledge receipt of the following Addenda to the solicitation documents below by entering the number and the date of each:

Addendum No. _____ Date _____
Addendum No. _____ Date _____
Addendum No. _____ Date _____

NAME OF RESPONDING FIRM: _____
NAME OF COMPANY OFFICER _____
(Company officer must have authority to legally bind the company):
TITLE: _____
DATE: _____

(MANDATORY) SIGNATURE OF COMPANY OFFICER ABOVE (Certifying agreement with specifications, terms and conditions unless otherwise noted.)

Signature