

STATE OF DELAWARE



*DELAWARE HEALTH
AND SOCIAL SERVICES*

DIVISION OF MANAGEMENT SERVICES

Specifications and Contract Documents No. 7235
for
VXC-2-AX27L Mobile Vaccine Storage Refrigerator/Freezer
10 each

Required for Use By
Division of Public Health
Division of Public Health, Preparedness Section
100 Sunnyside Road
Smyrna, DE 19977

Deposit
Performance Bond

WAIVED
WAIVED
Date Due: 06/15/08
10:00 A.M. Local Time

Delaware Health and Social Services
Division of Management Services
Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. DuPont Highway
New Castle, Delaware 19720

INVITATION TO BID # 7235

Sealed bids for **VXC-2-AX27L Mobile Vaccine Storage Refrigerator/Freezer 10 each** for the Division of Public Health Preparedness Section. Delaware Health & Social Services, Procurement Branch, Main Administration Building, Second Floor, Room #254, 1901 North DuPont Highway, (South Loop) Herman M. Holloway Sr., Health & Social Service Campus, New Castle, Delaware 19720, until **10:00 A.M. local time on 06/15/08 at** which time they will be opened, read and recorded. Specifications may be obtained at the above office. Phone: (302)255-9292.

Please Note: The following paragraphs hereby become part of the General Requirements of this bid.

1, 2, 3, 4.1, 5.1, 6.1, 7.1, 9.1, 10.1, 11.1, 12.1, 13.1, 14.2, 15, 16.1, 17.1, 18.1, 19.1, 20.2, 20.3, 23.1, 24.1 and 25.

Please review the General Rules and Conditions and the General Requirements, (Non-Food Only), which appear on the DHSS website. The following forms must be included with your bid: 1) the Bidder Signature Form, 2) the Vendor Certification Form and 3) the Office of Minority and Women Business Enterprise Forms. All of these documents can be accessed on the DHSS website:

<http://www.dhss.delaware.gov/dhss/rfp/dhssrfp.htm>

Contact Person: Debbie Donovan (302) 255-9292

Note to Vendors: Your bid **must be signed** and all information on the signature page completed. If you do not intend to submit a bid and you wish to be kept on our mailing list you are required to return the face sheet with "**NO BID**" stated on the front with your **company's name, address and signature.**

Delivery Instruction:

All bids must be delivered to the address on the bid envelope: Under no circumstances will a bid be accepted that is late, delivered to the wrong building and/or signed for by a person other than a member of the Procurement staff. To ensure that your bid is in the Procurement Office on the date and time specified, there are three (3) recommended methods of delivering bid proposals: **Hand deliver, Federal Express and/or UPS.**

Ordering Procedure:

Successful contractors are required to have either a local telephone number with the area code or a toll free number to accept collect calls. All agencies are responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on line systems. The contractor or vendor must accept full payment by procurement (credit card) and/or conventional check or other electronic means at the State's option, without imposing any additional fees, cost or conditions.

For further bidding information please contact:

Buyer: **Debbie Donovan**
Delaware Health and Social Services
Main Administration Building-South Loop
Division of Management Services
Procurement Branch-Room 262
1901 North DuPont Highway

New Castle, Delaware 19720

Additional Terms and Conditions

Billing:

The successful vendor is required to "Bill as Shipped" to respective ordering Agency(s). Ordering Agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

Payment:

The Agencies or School districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

Hold Harmless:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against all claims for injury, loss of life or damage to or loss of use of property caused or alleged to be caused by acts or omissions of the contractor, its employees and invitees on or about the premises and which arise out of the contractor's performance or failure to perform as specified in the Agreement.

Force Majeure:

Neither the contractor nor the ordering Agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendor Emergency Response Point of Contact:

The awarded vendors shall provide the names, telephone number or cell phone numbers of those individuals who can be contacted twenty-four (24) hours a day seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a State of Emergency under the Delaware Emergency operations plan of April 2005. Failure to provide this information could render the bid as non-responsive.

Contact Person:

Address:

Phone Number:

Cell Phone Number:

Please Note:

1. Only one bid will be accepted by a bidder.
2. Provide a specified written, detailed response on each item.
3. Please specify if vendor is unable to meet any of the specified items.
4. All bid totals must include delivery, warranty, service agreement, training and/or upgrades, or your bid will not be accepted.
5. Agency will review all bid proposals and evaluate same.

Specifications:

- a.** Mobile Vaccine Storage Refrigerator / Freezer to provide storage for vaccines needed to be dispensed / distributed within the State of Delaware emergency locations
- b.** Cooling options located on the power panel will allow the user to change from 22°C freezer mode to the +4°C cooler mode.
- c.** Storage unit lid will be held closed with no less than two front latches and must be held open by hand. This will prevent the lid from being accidentally left open.
- d.** Battery Box:
 - 1. Twenty (20) amp-hour gel cell batteries (2 x20 amp-hour equals 40 amp-hours) and the unit's battery charger. The lid to the box may be opened after removing the two screws keeping it closed. The battery charger for the unit is located under the lid of the battery box.
- e.** Power Input Panel:
 - 1. The receptacle for the "POWER GRID" (AC input power) will have a fuse holder above the plug either 120 VAC or 240 VAC (90 - 260 VAC)
 - 2. A wire frame hanging from the connector will be used to hold the electrical cord in place making it difficult to accidentally disconnect the unit
 - 3. The various power cords and cables for the unit:
 - i.** External battery cable with fittings for a typical lead acid battery
 - ii.** Cigarette lighter cable with a plug that fits into a common automobile cigarette lighter/data charger outlet
 - iii.** Power receptacle; external 12 Volt DC battery
 - 4. PV/ AUX power source
- f.** The cover on the back of the unit will protect:
 - 1. The compressor and condenser of the refrigeration system
 - 2. The electronic components and their associated electrical leads. These components include:
 - i.** power board
 - ii.** AC to DC power supply
 - iii.** compressor oscillator drive board
 - iv.** the control board with LCD readout

g. Transport:

1. Handles to be ergonomically designed for easy transport of the unit and located on both the front and back of the unit. These handles will be used by either two or four people to maintain the unit on the level while moving it in the field. The payload space/volume will be approximately 27 liters. The unit will weigh about 90 lbs without the gel cell batteries. It will weigh approximately 125 lbs with the two 20 amp-hour gel cell batteries installed.

h. Accessories / Options:

1. 20 Amp Hour Gel Cell Battery
2. Fuses 3 amps, 250 V (5x20 mm size)
3. Solar Panel Power Source

Special Criteria:

1. Warranty

The vendor will ensure telephone and on-site support availability seven (7) days a week, twenty four (24) hours a day.
All parts will be covered by a manufacturer's warranty of at least one (1) year.
The vendor will offer a warranty of at least one (1) year on all labor.
The vendor will provide detailed maintenance and service dates for the unit if applicable.

2. Delivery

Delivery and installation of all necessary equipment must be guaranteed to occur no later than ninety (90) days after submission of purchase order or earlier by specific arrangement.
Delivery Truck with lift gate will be provided for off-loading of product and assistance from driver will be expected.

3. Training

The vendor will provide training on any active parts and demonstrate setup/disassemble of the unit(s) described within the specifications above.

Remark: Please adhere to the above specifications as listed in this competitive sealed bid. Deviations from these specifications will not be accepted.

Total Cost Page must be all inclusive:

Delivery, service agreement, training, warranty and upgrades must be included in total cost.

Delivery Cost:	\$ _____
Service Agreement:	\$ _____
Training:	\$ _____
Warranty:	\$ _____
Upgrades:	\$ _____
Total Cost:	\$ _____

All Bidders:

Please include 2 Originals and 4 Copies of each of your bids. This should include any pamphlets, or additional materials you want to be taken into consideration. For directions to the bid meeting view web link: Use <http://www.mapquest.com> or <http://maps.yahoo.com> to search 1575 McKee Road, Suite 6, Dover, DE 19901 for directions.

