



PSAI welcomes timely competitive sealed bids for the Products. Late Bids shall not be considered. Bids may be submitted electronically or in hard copy form, as detailed in this RFB.

**BIDDER CERTIFICATION**

I agree to the specifications, terms and conditions of this RFB. I acknowledge my authority to submit this bid on behalf of the firm listed below and to bind it to comply with these specifications, terms and conditions if any contract is awarded through this RFB process.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Company Name & Address:

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

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**GENERAL INFORMATION**

**Introduction**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Pharmaceutical Products, Medical Equipment and Supplies and Related Products and Solutions.

Eagle County Paramedic Services intends to use the results of this process to award a contract(s) or issuance of purchase order for the product(s) and or services(s) stated above.

The contract resulting from this RFB will be administered by Public Safety Association Inc., in partnership with Savvik Buying Group.

This Request for Proposal (RFB) is issued on behalf of Eagle County Paramedic Services by the Public Safety Association Inc., which is the sole point of contact for the Eagle County Paramedic Services during the procurement process.

Public Safety Association Inc.

Public Safety Association Inc. (herein "PSAI") assists Participating Public Agencies to reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein "Lead Public Agencies"). The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

**National Sponsors**

PSAI is jointly sponsored and supported by Savvik Buying Group.

**Participating Public Agencies**

Today more than 7,000 public agencies belong to the PSAI and its partners contracts and suppliers to procure products and services annually.

The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Eagle County Paramedic Services, Colorado is acting as "Contracting Agent" for the Participating Public Agencies and shall not be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of the MICPA is included in Exhibit A of this RFB.

**Estimated Volume**

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$10 million dollars annually. While there is no minimum quantity of products required to be purchased under the proposed Master Agreement, Eagle County Paramedic Services and PSAI are committed to utilizing the

Master Agreement. PSAI shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally.

**Marketing Support**

PSAI provides marketing support for each Supplier's products through the following:

EMS Services, Municipalities, Fire Departments, Law Enforcement Schools and Universities, Hospitals, training facilities and other Public Safety services.

Administrative and marketing personnel that directly promote the PSAI to Participating Public Agencies through public agency meetings, email, national publications, annual meetings, Higher Education and State Associations.

**Marketplace**

PSAI will utilize the Savvik Buying Group online Marketplace, which gives Participating Public Agencies the ability to purchase from many PSAI contracts directly from the Savvik website. The Marketplace makes it easier for Participating Public Agencies to access many contracts through a single login and place orders using credit card or purchase order. Suppliers have the ability to add their products to the Marketplace at no cost.

**Multiple Awards**

Multiple awards may be issued as a result of the solicitation. Multiple awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

**Evaluation of Proposals**

Proposals will be evaluated by PSAI in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

PSAI Board members and other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Supplier(s) that respond(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award. PSAI reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

**Scope of the Project**

Eagle County Paramedic Services is seeking proposals from qualified firms to establish a cooperative contract or contracts for ambulance Remounts and Ancillary Items and related products and solutions on behalf of all states, local governments, school districts, and higher education in the United States of America, and other governmental agencies and nonprofit organizations.

**Objectives**

- A. Provide a comprehensive competitively solicited Master

Agreement offering products and services to Participating Public Agencies;

- B. Establish the Master Agreement as a Supplier's primary offering to Participating Public Agencies;
- C. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- D. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- E. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- F. Comply with all federal and state statutes relative to providing quality products and services.

#### **General Definition of Products and/or Services**

a. Definitions

The following definitions are used throughout the RFB.

- **Eagle County Paramedic Services** means Eagle County Paramedic Services
- **Contracting Agent** means Eagle County Paramedic Services, Colorado
- **Eagle County Paramedic Services Agency** means Department /Division utilizing the service or product
- **Managing Agent** means Public Safety Association Inc.
- **Proposer/vendor/supplier** means a firm submitting a proposal in response to this RFB.
- **Contractor** means proposer awarded the contract.
- **Participating Public Agency "PPA"** is a public entity that elects to utilize the Master Agreement.

b. Clarification of the specifications

All inquiries concerning this RFB must be directed to the person indicated on the cover page of the RFB Document. (electronic mail is the preferred method)

Any questions concerning this RFB must be submitted in writing by mail, fax or e-mail on or before the stated date on the Calendar of Events (see Section 1.6)

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFB document at this point in the RFB process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other

deficiency in this RFB, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFB document.

Mailing Address:  
Public Safety Association Inc.  
c/o Eagle County Paramedic Services  
2800 7<sup>th</sup> St. North  
St. Cloud, Minnesota, 56303

Proposers are prohibited from communicating directly with any employee of Eagle County Paramedic Services, except as described herein. No Eagle County Paramedic Services employee or representative other than those individuals listed as Eagle County Paramedic Services contacts in this RFB is authorized to provide any information or respond to any question or inquiry concerning this RFB. Communications must be with the Managing Agent. *Page 10*

c. Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be posted on [www.publicsafetyassociationinc.org](http://www.publicsafetyassociationinc.org)

It shall be the responsibility of the proposers to regularly monitor the PSAI website for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFB Cover Page / Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFB and any supplements or revisions thereof.

d. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFB. The actions with specific dates must be completed as indicated unless otherwise changed by the Eagle County Paramedic Services. In the event that the Eagle County Paramedic Services finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFB and posting such supplement on the PSAI web site at [www.publicsafetyassociation.org](http://www.publicsafetyassociation.org). There may or may not be a formal notification issued for changes in the estimated dates and times.

<b>Event</b>	<b>Date</b>
RFB Release	Thursday, April 12, 2018
Deadline for Submission of Questions	Before noon CST on June 4, 2018
Online Webinar Question & Answer Session	PSAI RFB 2018-0004 Ambulance Remounts and Ancillary Items - Q&A Session



	<p>Monday, April 30, 2018, 10:00 AM - 11:00 AM, CST</p> <p>Please join our meeting from your computer, tablet or smartphone.  <a href="https://global.gotomeeting.com/join/179286837">https://global.gotomeeting.com/join/179286837</a></p> <p>You can also dial in using your phone.  United States: +1 (646) 749-3122</p> <p>Access Code: 179-286-837</p> <p>First GoToMeeting? Let's do a quick system check: <a href="https://link.gotomeeting.com/system-check">https://link.gotomeeting.com/system-check</a></p>
Bid Due Date	June 8, 2018, prior to 11:00 AM CST
Bid Opening	June 8, 2018, 1:00 PM CST
Bidder Opening Location	Public Safety Association Inc. c/o Eagle County Paramedic Services 2800 North 7 <sup>th</sup> Street St. Cloud, MN 56303
Contract Award	Contract is targeted to begin on, before or after July 1, 2018 and will continue for 36 months, inclusive with the option to extend up to 24 months, upon agreement by both parties (the " <b>Contract Term</b> ").

**NOTICE REGARDING NATIONWIDE SALES POTENTIAL**

PSAI is conducting this procurement with the objective of establishing one or more blanket type contracts for use by our Members. Because our Members are located not only in Colorado, but throughout the country, we strongly urge you to participate in the process at the corporate level.

There is considerable potential sales value because PSAI is being used not only in the State of Colorado, but NATIONWIDE. This means that PSAI contractors will have a special advantage available to them in promoting sales to government agencies throughout the country... the ability to sell products without the need for the buyer to duplicate the competitive bidding process and expend the associated staff time and taxpayer dollars. We believe an PSAI contract would enhance your competitive position in the government marketplace, and are eager to work with you to promote the best interests of our participating local governments and qualifying non-profit organizations.

We look forward to your participation in our process. Please contact the PSAI staff member listed on the cover of this Invitation for additional information.

**STANDARD CONTRACT TERMS AND CONDITIONS**

**1.0 Basic Agreement.**

- 1.1 The Contract contemplated under this RFB will require the successful Bidder to provide PSAI Members with the Products in accordance with these Contract Terms and Conditions, and the **Special Terms and Conditions** document, attached as Attachment 1. In exchange, upon Contract award, PSAI will agree to offer the Contract to its Members.

- 1.2 Bidder agrees that all Product purchases made by Members under this Contract are **"PSAI Purchases"**, subject only to the limits outlined below in Section 4.
- 1.3 Bids will be accepted and evaluated and resultant contracts awarded in accordance with the terms of this RFB, with particular attention to the **Bid Requirements** document and **Specifications** document, attached as Attachments 2 and 3, respectively, as well as any other attachments to this RFB.

2.0 **Contract Term.** The **"Contract Term"** shall be 36 months, beginning upon the execution of the Contract Award by both parties, the **"Contract Award Date."** The Contract Term may be extended for a period of 24 months, the **"Extension Term"**, through written agreement of the parties.

3.0 **Contract Pricing.**

3.1 **Most Favored Customer Price.** PSAI encourages Bidders to bid using their best price given to their most favored customer. Bidder is responsible to determine any conditions that affect the cost of delivering the Products; and Bidder expressly acknowledges that the offered prices include these factors.

1. Multiple Unit Sales: The successful Bidder may negotiate discounts to the prices listed in its bid with a PSAI Member if the Member is purchasing 2 or more units of any one Vehicle in a single order (a **"Multiple Unit Sale"**) without subjecting the applicable Vehicle to the price reduction provisions of Section 3.2 as a result of the Multiple Unit Sale. To qualify as a Multiple Unit Sale (and thus exempt from the price reduction provisions), the order must be completed in a 12 month time frame. All units sold in a Multiple Unit Sale are subject to the "Contract Management Fee" described in the Special Terms and Conditions included as Attachment 1.

3.2 **Price Reduction Clause.**

1. If during the Contract Term, Bidder sells the same Products to any agency or group of agencies at prices below those offered by Bidder in a single unit quantity under this Contract, then Bidder agrees to immediately extend such lower prices to PSAI for future PSAI Purchases in accordance with this Section.
2. A price reduction shall apply to PSAI Purchases under this Contract if, during the Contract Term, the Bidder—
  - 3.2.2.1 Revises the commercial catalog, pricelist, schedule or other document upon which this Contract was predicated to reduce prices; or
  - 3.2.2.2 Grants more favorable discounts or terms and conditions than those contained in the commercial catalog, pricelist, schedule or other documents upon which this Contract was predicated.
3. The Bidder agrees to offer the price reduction to PSAI with the same effective date, and for the same time period, as extended to the other customers.
4. The Bidder may offer PSAI a voluntary price reduction at any time during the Contract Term.
5. The Bidder shall notify PSAI of any price reduction subject to this clause as soon as possible, but not later than 15 calendar days after its effective date. Bidder's report must include an explanation of the conditions under which the reductions were made.
6. The Contract will be modified to reflect any price reduction which becomes applicable in accordance with this clause.

7. This Price Reduction Clause does not apply to volume discount pricing detailed elsewhere in this RFB.

### 3.3 Price Escalation Clause.

1. Pricing on the Products shall be held firm for the Contract Term.
2. Notwithstanding the limitation in Section 3.3.1, beginning in the thirteenth month of the Contract Term, Bidder may increase the price of the Products once every twelve months if the Bidder can show evidence of corresponding price increases from its manufacturers.
3. Written approval from PSAI is required for all increases in Product pricing. Bidder must submit to PSAI its request to increase Product pricing, along with evidence of the manufacturer cost increase, such as a receipt from the manufacturer. PSAI agrees to review and respond to Bidder's request within 30 days after receipt.

- 3.4 **Payment Clause.** Bidder will negotiate payment process and terms directly with PSAI Members.

## 4.0 PSAI Purchases and the Contract Management Fee

- 4.1 Bidder agrees to pay PSAI a Contract Management Fee (as defined in the Special Terms and Conditions) for each PSAI Purchase during the Contract Term. All Product purchases made by Members during the Contract Term are "**PSAI Purchases**", subject only to the limits outlined in this Section 4.
- 4.2 Product purchases made by PSAI Members under existing purchase orders or contracts with Bidder that are in place at the time of Contract Award ("**Existing Member Contracts**") are excluded from the definition of PSAI Purchases provided that Bidder satisfies the following requirements. Upon notification of Contract Award, Bidder must provide PSAI with a list of Existing Member Contracts that includes the following information: parties to the contract; contract execution and expiration dates; and Products covered by the contract ("**Existing Member Contract List**"). PSAI will keep the Existing Member Contract List confidential. The Existing Member Contract List will be attached to the executed Contract between Bidder and PSAI. Only Product purchases made during the Contract Term under the Existing Member Contracts on the Existing Member Contract List shall be exempt from the Contract Management Fee.
- 4.3 The "**Contract Management Fee**" for this Contract is defined in Special Terms and Conditions.
- 4.4 Contract Management Fees for each Purchase Order must be received by PSAI no more than thirty (30) days after Products are "Accepted" by the Member, as defined under Section 8, below. Late management fees will be assessed a 1.5% finance charge per month.

## 5.0 Reporting Requirements

### 5.1 Purchase Volume / Sales Reports.

1. Bidder agrees to submit detailed itemized monthly reports using the "**Purchase Volume / Sales Report Template**" provided by PSAI. Sales must be reported during the month in which purchase order was accepted. PSAI recognizes that the actual date(s) of delivery may be unavailable at that time and requests that delivery dates be reported when they are known.
2. Purchase Volume / Sales Reports must be generated in Microsoft Excel and submitted via electronic mail to PSAI by the 15<sup>th</sup> day of the month following. For example, if you are reporting for the month of June, your report would be due by the 15<sup>th</sup> of July and would

contain any new sales for the month of June. Reports will include, but are not limited to the following:

- Member Number
- Service Name
- City
- State
- Invoice\_Number
- Invoice\_Date
- Item\_Number
- Item\_Description
- Quantity
- Unit\_Price
- Ext\_Price
- Total Cost of Vehicle
- Contract Management Fee

3. Failure to provide the detailed itemized Purchase Volume / Sales Reports may result in a \$50 late charge per day and may also result in termination of this Contract, at the discretion of PSAI.

5.2 **Additional Reports.** Bidder agrees to comply with reasonable requests made by PSAI and its Members for additional reports.

6.0 **Non-Mandatory Contract.** PSAI does not mandate its members to purchase under this Contract. There are no quantities guaranteed by the Principal Procurement Agency and PSAI or set forth in this RFB.

7.0 **Delivery and Logistics.** Details related to the date, time and location of delivery by Bidder for purchases made under this Contract will be determined by Bidder and Member in accordance with the terms outlined in the Special Terms and Conditions.

8.0 **Acceptance of Products.** Bidder agrees to provide the Products in accordance with the terms of this Contract and agrees that Members will have the right to reject Products that do not conform to Contract specifications. A Product shall be deemed "**Accepted**" by a Member after Bidder delivers the Product to the Member and the Member signs the delivery receipt for that Product.

9.0 **Technical Support.** With each PSAI Purchase, Bidder agrees to provide technical service and support during regular business hours Monday to Friday via a toll-free number and email address.

10.0 **Warranty.** Bidder agrees to provide the warranty required under the Special Terms and Conditions for the Contract Term.

11.0 **Insurance.** Bidder agrees to maintain insurance required under the Special Terms and Conditions for the Contract Term.

## 12.0 **Bid Surety**

12.1 The Bid Surety requirement is one thousand dollars (\$1,000.00). No bid may be withdrawn within 30 days of submission. Bidder selecting to use the electronic bid submittal process, shall copy the bid surety and include the copy in the electronic submittal package, with a note stating it was placed in the mail. Place the bid surety in the mail, to be received by Friday, June 8, 2018, prior to 11:00 AM CST, at mailing address is listed on cover page.

- 12.2 Bids shall be accompanied by the Bid Surety, as defined in the Special Terms and Conditions. The Bid Surety must come in the form of a certified check, cashier's check or surety bond; made payable to the "Public Safety Association Inc."; and conditioned upon PSAI awarding the Contract to Bidder. In the event Bidder fails to comply with the Contract, the Bid Surety may be forfeited as liquidated damages.
- 12.3 Bid Sureties of unsuccessful bidders will be returned by mail postmarked within five working days after an award is made.
- 13.0 **Audit.** Bidder agrees to retain all books, records and other documents relative to the Contract (the "**Contract Documents**") for 5 years after the Contract Term ends, or until audited by PSAI, whichever is sooner. Bidder agrees to grant PSAI and its authorized agents full access and the right to examine the Contract Documents.
- 14.0 **Conflicts of Interest.**
- 14.1 Bidder covenants that, to the best of its knowledge, no employee, officer or board member of PSAI presently has any financial interest in Bidder.
- 15.0 **Contract Administrators and Key Personnel.** Bidder shall notify PSAI in writing of any change in the primary contacts for this Contract within seventy-two hours (72) of such change. Primary contacts include but are not limited to: national sales manager, contract administrator, Contract Management Fee contact, reporting contact, and sales representatives.
- 16.0 **Subcontractors.** PSAI reserves the right to approve all subcontractors retained by Bidder to perform work under this Contract. Bidder agrees to be responsible for all work performed by subcontractors under this Contract. In the event that the Bidder is not the company providing the direct service in any particular state, the Bidder will remain responsible to comply with all the requirements of the Contract.
- 17.0 **Quality Assurance Program**
- 17.1 Bidder agrees to use industry-recognized standards and procedures to assure that a satisfactory level of quality control is maintained for the Products.
- 17.2 Bidder represents that it currently has, and warrants that it will maintain for the duration of the Contract Term, an appropriate quality assurance, as demonstrated in its Bid.
- 18.0 **Compliance with Law and Regulation.**
- 18.1 Bidder represents that it is currently in compliance, and warrants that it will remain for the duration of the Contract Term in compliance, with all applicable federal, state and local laws, ordinances, codes and regulations applicable to Bidder. Bidder currently has and agrees to maintain all licenses necessary for Bidder to perform its obligations under this Contract.
- 18.2 Bidder understands that many of PSAI's Members are government agencies subject to federal, state and local procurement laws and regulations. Bidder agrees to comply with any procurement and other laws and regulations made applicable to Bidder by virtue of Bidder selling Product to Members under this Contract.

*All documentation submitted as part of Bidder's response to this Invitation will be considered to be in the public domain and may be made available to Members and others, after contract award, upon properly submitted request. If Bidder submits documents marked "confidential" or "proprietary", the Response may be deemed non-compliant.*

## 19.0 **Promotion and Publicity**

- 19.1 **PSAI Website Promotion.** Bidder agrees to provide PSAI with a technical information packet related to the Products via email, and PSAI agrees to post the information to its main and Members-only websites. PSAI will work with Bidder to gather and post the appropriate information. Bidder will be responsible for making any and all necessary changes or alterations to the technical information packets and provide updated packets to PSAI as necessary. The information packet must be approved by PSAI. PSAI may make the Products included in Bidder's bid proposal made available to its Members for purchase at PSAI's online PSAI Store or PSAI Partners Store. Bidder agrees to provide all support and data necessary to make the Products available for purchase at the PSAI Store.
- 19.2 **Trade Shows; Signage.** If Bidder attends trade shows of any type, in any state where Members are located, Bidder agrees to exhibit the Products and promote PSAI and this Contract. Bidder agrees to cover all expenses for production of signs bearing Bidder's name and logo to be displayed at conferences. The sign may read "Proud Vendor of Public Safety Association Inc."
- 19.3 **Vendor Website Promotion.** Bidder must post information about this Contract on its website. Posted information must include the PSAI logo and link to the PSAI website. Prior to posting such information, Bidder agrees to allow PSAI an opportunity to review and approve the content.
- 19.4 **Publicity.** Bidder shall not refer to this Contract, PSAI or PSAI Members in any advertising or publicity without first obtaining written permission from PSAI and individual Member concerned.

20.0 **Sales Calls.** Bidder agrees to conduct planned visits to PSAI Members to explain the Contract, communicate the savings, and promote the relationship between PSAI and Bidder.

21.0 **Financial Condition.** Bidder agrees to provide written notification to PSAI of any changes of Bidder's financial condition or corporate standing which may significantly impact the Bidder's ability to fulfill the terms and conditions of the Contract. Notice must be provided within 72 hours of such change.

## 22.0 **Default**

- 22.1 **Bidder Events of Default.** The occurrence of any of the following events shall be considered an event of default (a "**Bidder Default**") by Bidder under the Contract:
- (1) Failure to pay the Contract Management Fee;
  - (2) Violation of the Contract Pricing terms in Section 3;
  - (3) Failure to file complete and timely submit sales reports;
  - (4) Provision of Products that do not conform to Contract specifications; and
  - (5) Other acts or omissions by Bidder in violation of the terms of this Contract.
- 22.2 **PSAI Remedies.** Upon the occurrence of a Bidder Default, PSAI has the right to terminate the Contract, subject to the Cure Period detailed below. PSAI also has the right to deem the Bidder "nonresponsible" and ineligible to bid on or perform under PSAI contracts for a period of 3 years. PSAI may also pursue all other remedies permitted by the Contract or available by law and equity.
- 22.3 **PSAI Events of Default.** The occurrence of any of the following events shall be considered an event of default (a "**PSAI Default**") by PSAI under the Contract:
- (1) Failure to offer the Contract to Members; and
  - (2) Other acts or omissions by PSAI in violation of the terms of this Contract.
- 22.4 **Bidder Remedies.** Upon the occurrence of a PSAI Default, Bidder has the right to terminate the Contract, subject to the Cure Period detailed below. Bidder may also pursue all other remedies permitted by the Contract or available by law and equity.

- 22.5 **Cure Period.** Upon the occurrence of an event of default, the non-defaulting party agrees to provide written notice to the defaulting party of the default. The defaulting party then has 30 days after receiving written notice to cure the default (the "Cure Period"). After expiration of the Cure Period, if the defaulting party has not remedied the default, then the non-defaulting party will have the right to exercise the remedies outlined in this Section.
- 23.0 **Termination.** This Contract will terminate upon the earliest of the following dates: (a) expiration of the Contract Term (unless extended), (b) termination following an event of default that remains uncured through the Cure Period in accordance with Section 22, or (c) by either party for convenience with written notice. Upon Contract termination, Bidder remains obligated to pay all Contract Management Fees incurred as of the date of Contract termination.
- 24.0 **Contract Documents; Order of Precedence**
- 24.1 The Contract shall consist of the following documents (inclusive of attachments and amendments), which are presented in order of precedence: (1) Contract Award; (2) RFB Cover Sheet – Bidder Certification; (3) Attachment 1 – Special Terms and Conditions; (4) Attachment 2 – Bid Requirements; (5) Attachment 3 – Bidder Worksheet; (5) Attachment 4 – Product Specifications and Pricing Worksheet (6) Attachment 5 – Designation of Confidential and Proprietary Information (7) Attachment 6 – Supplier Worksheet for National Program Consideration (8) Attachment 7 – Cost / Financial Proposal (9) Form 1 – Bidder Identification & Authorized Signatory (10) Form 2 – Offered Items Bid (11) Form 3 – Additional / Options Items Bid (12) Remount Bid – All bidders must bid the specific vehicle listed – Designating QVM or Non-QVM
- 24.2 The entire contents of this RFB, the Bidders' response to this RFB, any changes or modifications agreed to in writing by the parties shall be made part of the Contract.
- 24.3 Conflict between the terms of the foregoing documents will be resolved based on the order of precedence.
- 24.4 Any modifications made by Bidder to the terms and conditions in the RFB are expressly rejected unless specifically accepted by PSAI in writing in the Contract Award document.
- 25.0 **Assignment.** This Contract, and Bidder's rights and obligations under this Contract, are not assignable by the Bidder in whole or in part without the prior written consent of PSAI.
- 26.0 **Severability.** If any provision of this Contract is held to be invalid, such invalidity shall not affect other provisions or application to any other part of the Contract which can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.
- 27.0 **Choice of Law.** This RFB and the resulting Contract are to be governed by the laws of the State of Minnesota.
- 28.0 **Waiver of Liability.** The Principal Procurement Agency is taking no part in evaluating bids or selecting the successful Bidder, and is making no representations regarding any of the equipment or services that may be procured by a Participating Public Agency. By participating in this RFB process or submitting a proposal pursuant to the RFB, any Bidder agrees to waive any and all claims against the Principal Procurement Agency, and incorporate a waiver of all claims against the Principal Procurement Agency into terms of the sale of Product purchases made by PSAI Members.

**Attachment 1 – Special Terms and Conditions**  
**Attachment 2 – Bid Requirements**  
**Attachment 3 – Bidder Worksheet**  
**Attachment 4 – Product Specifications and Pricing Worksheet**  
**Attachment 5 – Designation of Confidential and Proprietary Information**  
**Attachment 6 – Supplier Worksheet for National Program Consideration**  
**Attachment 7 – Cost / Financial Proposal**  
**Attachment 8 – Product Specific Requirements**  
**Form 1 – Bidder Identification & Authorized Signatory**  
**Form 2 – Offered Items Bid**  
**Form 3 – Additional / Options Items Bid**  
**Remount Bid – All bidders must bid the specific vehicle listed – Designating QVM or Non-QVM**  
**Exhibit A – Public Safety Association Inc. – National Cooperative Contract**  
**Exhibit B – Public Safety Association Inc. – Cooperative Purchasing Agreement**  
**Exhibit C – Public Safety Association Inc. – Principal Procurement Agency Certificate**



**ATTACHMENT 1 – SPECIAL TERMS AND CONDITIONS**  
*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

- 1.0 **Bulk Pricing.** In the event the PSAI Member desires to order two or more identical Vehicles on a single invoice, the Bidder may negotiate invoice pricing directly with the PSAI Member that is less than the Contract rates listed in its Bid without violating the Price Reduction Clause located in Section 3.2 of the Standard Terms and Conditions. To take advantage of the Bulk Pricing discount, all Vehicles ordered under the Bulk Pricing arrangement must be accepted by the Member within one year of the Purchase Order date. This special price must be communicated with PSAI.
- 2.0 **Contract Management Fee.** Bidder shall pay a Contract Management Fee to PSAI for all PSAI Purchases under the Contract, including each remount and all added options purchased. This Contract Management Fee shall be part of the negotiated contract pricing for ambulance(s). The Contract Management Fee schedule is as follows.
- Option I
- 2.1 \$500.00 flat fee per Purchase Order. No matter how many units appear on the P.O., but all units on the P.O. must be delivered in a 12 month period. Units delivered outside the 12 month period from the original P.O. date will result in an additional \$500.00 fee. Each purchase order is unique and will result in an additional \$500.00 per event.
- Option II
- 2.2 \$15,000 yearly management fee billable on first day of contract and each year on contract renewal date (\$15,000 per year / \$45,000 for the 3 year contract term). This fee will be inclusive of all units sold during the year not matter how many units are sold or how many P.O's are issued. Standard reporting still required on a monthly basis.
- Please designate Option I or Option II in Attachment 4.
- 3.0 **Bid Surety.**
- 3.1 The Bid Surety requirement is one thousand dollars (\$1,000.00). No bid may be withdrawn within 30 days of submission. Bidder selecting to use the electronic bid submittal process, shall copy the bid surety and include the copy in the electronic submittal package, with a note stating it was placed in the mail. Place the bid surety in the mail, to be received by Friday, June 8, 2018, prior to 11:00 AM CST, at mailing address is listed on cover page.
- 3.2 Bids shall be accompanied by the Bid Surety, as defined in the Special Terms and Conditions. The Bid Surety must come in the form of a certified check, cashier's check or surety bond; made payable to the "Public Safety Association Inc."; and conditioned upon PSAI awarding the Contract to Bidder. In the event Bidder fails to comply with the Contract, the Bid Surety may be forfeited as liquidated damages.
- 3.3 Bid Sureties of unsuccessful bidders will be returned by mail postmarked within five working days after an award is made.
- 4.0 **Warranty.**
- 4.1 A statement must be submitted with each Bid, which certifies that the successful Bidder shall provide a warranty as part of the final Contract which offers the same or greater assurances as

those specified below and further that the manufacturer and successful Bidder shall be jointly and severally liable under said warranty.

- 4.2 Warranties must be signed and notarized by an officer of the manufacturer and under no circumstances will the signature of a salesman or agent be acceptable.

## 5.0 **Insurance.**

- 5.1 Unless otherwise stipulated, Bidder/Contractor must have the following insurance and coverage minimums:
  - 5.1.1 General liability insurance with a Single Occurrence limit of at least \$1,000,000.00 or required by standards, and a General Aggregate limit of at least two times the Single Occurrence limit.
  - 5.1.2 Product liability insurance with a Single Occurrence limit of at least \$1,000,000.00 or required by standards, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B – Product Specific of this Invitation.
  - 5.1.3 Property Damage or Destruction insurance is required for coverage of End User owned equipment while in Contractor's possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as part of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to PSAI.
  - 5.1.4 Insurance coverage shall be in effect for the length of any contract made pursuant to this Invitation, and for any extensions thereof, plus the number of days/months required to deliver any outstanding order after the close of the contract period.
- 5.2 Original Insurance Certificates must be furnished to PSAI on request, showing Bidder/Contractor as the insured and showing coverage and limits for the insurances listed above.
- 5.3 If any Product(s) or Service(s) will be provided by parties other than Bidder/Contractor, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by PSAI, a separate insurance certificate must be submitted for each such party.
- 5.4 PSAI reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy

- 6.0 **Delivery and Logistics.** Deliveries shall be made as called for within two (2) business days of the agreed delivery date per the purchase order, unless noted area are outlined in RFB response.

## 7.0 **Return of Products.**

- 7.1 Bidder agrees to accept returns and exchanges of all Products without a restocking charge.
- 7.2 Bidder agrees to be responsible for pickup and deliveries of returns and exchanges.
- 7.3 Bidder agrees to apply credit to appropriate customer account no later than the next billing period of when returned item(s) was originally billed

## ATTACHMENT 2 – BID REQUIREMENTS

### PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS

#### 1.0 General Instructions to Bidders

- 1.1 **Bids as Offers.** Each Bid submitted in response to this RFB will constitute an offer by Bidder to provide the Products to PSAI Members in accordance with the terms and conditions of this RFB.
- 1.2 **Bidder to Pay Bid Costs.** This RFB does not obligate PSAI to pay any costs that Bidder incurs in the preparation of its Bid or the contract. All costs associated with preparation of a Bid or contract in response to this RFB will be borne solely by the Bidder.
- 1.3 **Use and Ownership of Bids.** All Bids shall become the property of Eagle County Paramedic Services and PSAI and both retain the right to disclose bids to its Members.
- 1.4 **PSAI Right to Change RFB.** Prior to contract award PSAI reserves the right in its sole discretion to amend, supplement, withdraw, or otherwise change this RFB in any manner. PSAI will notify bidders of RFB changes using the method determined by PSAI to be most appropriate.
- 1.5 **Restriction on Communication.** Bidders shall not initiate contact with any Eagle County Paramedic Services or PSAI employee, or Eagle County Paramedic Services or PSAI workgroup member, except as provided herein.
- 1.6 **Bidder's Questions & Requests for Clarification.** All questions regarding this RFB should be emailed to [office@publicsafetyassociation.org](mailto:office@publicsafetyassociation.org). PSAI will provide written responses to Bidder questions.

#### 2.0 Bid Preparation Instructions

- 2.1 Include the following information on the outside of the Bid:
  - (1) Bidder Name and Address
  - (2) RFB Title
- 2.2 Complete and sign the **Bidder Certification Form** on the **Cover Sheet**.
- 2.3 Complete and sign the **Bidder Worksheet** on **Attachment 3**.
- 2.4 Complete and sign the **Product Specification and Pricing Sheet** on **Attachment 4**.
- 2.5 Complete Forms 1, 2 and 3.

#### 3.0 Bid Format. Bids may be submitted by email or in hard copy form.

- 3.1 **Electronic submission.** All Bids submitted electronically to <https://www.dropbox.com/request/aCzyegZJtxrGN3NBXGA0> or by email must be sent to [office@publicsafetyassociation.org](mailto:office@publicsafetyassociation.org) with the words "BID ENCLOSED" followed by the name and the address of the Bidder and the title of the project. The Bid should be attached to the email in Microsoft Word or Adobe Acrobat format. Bid pricing sheet should be submitted in Excel.
- 3.2 **Hard copy submissions.** All hard copy Bids must be submitted in sealed envelopes with the name and the address of the Bidder and the title of the project on the exterior of the package, along with the words "BID ENCLOSED". Bid envelopes must contain one hard copy and one electronic copy of the full bid and a copy supplied on electronic media in Microsoft Word or Adobe Acrobat format. A complete listing of bid products must also be included in an Excel or CSV file using the provided PSAI template.

#### 4.0 Signatures. Bids that are not signed by the individual making them must be accompanied by a power of attorney evidencing authority to sign the Bid in the name of the person for whom it is signed.

- 5.0 **Withdrawal of Bids.** Bids may be withdrawn prior to the Bid due date provided that:
- 5.1 Bidder provides a written withdrawal request that is physically received in hard copy form or by email by PSAI by the time and date specified for Bid due date, or
  - 5.2 An authorized representative of the Bidder physically retrieves the Bid by providing proof of their identity and signs a receipt for the Bid prior to the time and date specified for the Bid due date.
- 6.0 **Ownership.** Submitted Bids will be the property of PSAI and will not be returned.
- 7.0 **Schedule.** The schedule of events for this RFB is as follows:

Event	Date
RFB Release	Thursday, April 12, 2018
Deadline for Submission of Questions	Before noon CST on June 4, 2018
Online Webinar Question & Answer Session	PSAI RFB 2018-0004 Ambulance Remounts and Ancillary Items - Q&A Session  Monday, April 30, 2018, 10:00 AM - 11:00 AM, CST  Please join our meeting from your computer, tablet or smartphone. <a href="https://global.gotomeeting.com/join/179286837">https://global.gotomeeting.com/join/179286837</a>  You can also dial in using your phone. United States: +1 (646) 749-3122  Access Code: 179-286-837  First GoToMeeting? Let's do a quick system check: <a href="https://link.gotomeeting.com/system-check">https://link.gotomeeting.com/system-check</a>
Bid Due Date	June 8, 2018, prior to 11:00 AM CST
Bid Opening	June 8, 2018, 1:00 PM CST
Bidder Opening Location	Public Safety Association Inc. c/o Eagle County Paramedic Services 2800 North 7 <sup>th</sup> Street St. Cloud, MN 56303
Contract Award	Contract is targeted to begin on, before or after July 1, 2018 and will continue for 36 months, inclusive with the option to extend up to 24 months, upon agreement by both parties (the " <b>Contract Term</b> ").

- 8.0 **Bids as Binding Offers.** Once opened, each Bid is a binding offer that must be available for acceptance for 90 days.
- 9.0 **Late Bids.** Late Bids will be deemed unresponsive and will be returned unopened.

- 10.0 **Rejection of Bids.** PSAI reserves the right to reject any or all Bids and to waive informalities and irregularities in Bids. PSAI will reject as nonresponsive Bids that contain material variances from the specifications detailed herein. PSAI considers a variance to be material if that variance gives a bidder substantial advantage or benefit over other bidders.
- 11.0 **Bid Opening.** Bids will be opened at the date, time and location set forth on the Cover Sheet of this RFB. Bids will be opened in the presence of the PSAI Officers identified on the Cover Sheet.

12.0 **Evaluation of Bids**

12.1 It is PSAI's policy to award contracts to the lowest responsive, responsible bidder or bidders. PSAI reserves the right to consider all elements in addition to cost in the selections of a Bidder, or Bidders, and is not obligated to select the lowest bidder. While cost is an important factor, Bids will be evaluated for responsiveness and Bidders for their responsibility, pursuant to the following criteria.

12.2 **Responsive Bids**

12.2.1 Bid responsiveness will be determined through evaluation of the following criteria:

<u>Description</u>	<u>Percent</u>
<b>General requirements</b>	<b>40</b>
a. Products, services and solutions	
b. Organizational capabilities	
i. Company	
ii. Distribution	
iii. Marketing	
iv. Quality	
v. Administration	
vi. Financial Statements	
vii. Environmental	
viii. Additional Information	
c. Staff qualifications	
<b>Technical requirements</b>	<b>20</b>
a. Service	
b. Ordering and delivery	
c. Fill Rates	
d. Returns	
e. Disaster plan	
f. Recalls	
g. Reporting	
h. Pedigree Authentication Program	
<b>Cost</b>	<b>40</b>
<hr/>	
<b>TOTAL 100</b>	

12.2.2 PSAI reserves the right to reject any Bid if the evidence submitted by or an investigation of such Bidder fails to satisfy PSAI that such Bidder is properly qualified to carry out the

obligations of the contract and complete the work therein. The competence and responsibility of the Bidder will be considered in making an award.

- 12.2.3 All responses to this RFB should be clear and concise. Bids that are not substantive may be considered unresponsive. Responses of excessive length or containing excessive advertisement are discouraged and may be considered unresponsive. Responses must distinguish between currently available products and those still under development or in the process of becoming a product and service. Bidder is encouraged to make recommendations based on currently deliverable products and services.

### **13.0 Contract Award**

- 13.1 This RFB is not an offer to contract. Only the execution of a written contract award will obligate the PSAI.
- 13.2 PSAI reserves the right to award this Contract to one or more Bidders without prior notification to any other Bidders.
- 13.3 PSAI reserves the right to accept or reject any Product or option offered. Additionally, all options included in Bidder's response and accepted by PSAI are understood to be included in any contract.

**ATTACHMENT 3 - BIDDER WORKSHEET**

*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

Provide the following certifications. If you are unable to make the certification as written, please indicate you have an exception in the chart below and provide detailed information about the exception.

	<b>Certification</b>	<b>Initials</b>	<b>Exception?</b>
1.	Bidder certifies that it understands the Contract Management Fee provisions of this RFB and agrees to pay the Contract Management Fee in accordance with those terms.		
2.	Bidder certifies that, to the best of its knowledge, no employee, officer or board member of PSAI presently has any financial interest in Bidder.		
3.	Bidder certifies that neither its organization nor its executives are currently suspended or debarred by the Federal government or any State or local government.		
4.	Bidder certifies that Bidder is not currently involved in any material litigation that could hinder Bidder's ability to provide the Products to PSAI in accordance with the terms of this RFB.		
5.	Bidder certifies that it has reviewed the terms and conditions of the RFB. Bidder represents that it understands the obligations of Bidder under any Contract that could be awarded as a result of its Bid. Bidder further warrants that, upon Contract Award, Bidder agrees to be bound to the terms of the resulting Contract, including, without limitation, the Standard Contract Terms and Conditions and the Special Terms and Conditions in Attachment 1.		

Provide the following information in your Bid and initial next to each piece of information provided.

<b>Initials</b>	<b>Required Information</b>
	1. Identify and provide detailed contact information (name, address, telephone number, fax number, and email address) for the following:
	a. A single point of contact for all general matters pertaining to the Contract
	b. A single individual responsible for payment of the Contract Management Fee
	c. A single individual responsible for preparation of reports under the Contract.
	2. Organizational background, structure and years in business.
	3. Submit names, qualifications and years with company of sales team.
	4. Provide a minimum of 4 references with which you have done business in the past 12 months.
	5. Provide a brief summary highlighting your organization's capacity:
	a. Commitment to service
	b. Past experience with PSAI and its Members
	c. Coverage area
	d. Service availability
	e. Customer communications
	f. Technical ability and competence
	g. Range of Products available
	h. Financial strength
	i. Compatible organizational philosophies
	6. Demonstrate you have the facilities, personnel and equipment to expeditiously provide the Products and to provide the necessary ongoing support.

7.	Describe your warehouse and distribution system.
8.	Describe your policies and procedures documenting and resolving customer complaints.
9.	Describe your procedure for dissemination of new products and equipment and training in use of new products.
10.	Describe your emergency service procedure for after normal business hours.
11.	Describe your resources and methodology to provide service to the United States and Canada.
12.	Describe your repair services and availability of replacement parts.
13.	Describe your disaster plan to assure service is uninterrupted for any reason.
14.	Describe any additional services offered by your company.
15.	Provide a catalog or listing of your complete line of products that includes PSAI pricing for every item in the catalog.
16.	Submit complete copies of all contracts and order forms Members would be expected to sign when placing orders under this Contract.
17.	Document Bidder quality assurance program, including a document retention plan.
18.	Submit sample Purchase Volume Report.
19.	List the names, trades, and union affiliation (if any) of the subcontractors to whom Bidder proposes to sublet portions of the contracted work.
20.	Submit a proper and verifiable Certificate of Insurance in the minimum amount of \$1,000,000 or required standards issued by company rated 'A+' as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.
21.	<p><b>Minority and Women Business Enterprise (MWBE) and (HUB) Participation.</b></p> <p>It is the policy of some entities participating in PSAI to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.</p> <ul style="list-style-type: none"> <li>- Minority / Women Business Enterprise  <input type="checkbox"/> Respondent Certifies that this firm is a M/WBE      <b>Yes or No</b></li> <li>- Historically Underutilized Business  <input type="checkbox"/> Respondent Certifies that this firm is a HUB      <b>Yes or No</b></li> </ul> <p><b>Please include a copy(s) of your certification.</b></p>

### BIDDER CERTIFICATION

I warrant that the foregoing certifications and information provided as part of this Bid is accurate and complete to the best of my knowledge.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Company Name & Address:

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_



**ATTACHMENT 4 - PRODUCT SPECIFICATIONS & PRICING WORKSHEET**

*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

**Product Pricing Certifications**

Provide the following certifications. If you are unable to make the certification as written, please indicate you have an exception in the chart below and provide detailed information about the exception.

Certification	Initials	Exception?
1. Bidder certifies that the product prices included in its bid will be effective on the date of Contract Award.		
2. Bidder certifies that it understands and agrees to the Contract Pricing terms of the Standard Contract Terms and Conditions, including, without limitation the Price Escalation and Price Reduction clauses.		
3. Designate your Contract Management Fee (refer to Attachment 1, Section 2.0) (please check one): <input type="checkbox"/> Option I <input type="checkbox"/> Option II		
4. Designate your QVM option <input type="checkbox"/> QVM <input type="checkbox"/> Non-QVM		

**Essential Specifications**

The following criterion is essential and shall be available:

There will be the ability to update pricing if there is ambulance industry standard change, with documentation.

This three year Ambulance agreement can be evaluated and pricing changes may be submitted after the first year and each year of the agreement. Support for any price changes needs to be submitted for approval by PSAI. Any approved price changes will only be adjusted by the amount supported in the documentation provided.

**Product Specifications**

**1. REQUIREMENTS APPLICABLE TO PHYSICAL GOODS**

In the case of physical goods (e.g. equipment, material, supplies, as opposed to services), all Products offered must, unless otherwise stipulated in Section B:

- a. Be new, unused, and not refurbished.
- b. Not be a prototype insofar as the general design, operation and performance. This requirement is NOT meant to preclude Bidder from offering new models or configurations which incorporate improvements in a current design or add functionality, but which in such new model or configuration may be new to the marketplace.
- c. Include any and all accessories which may or may not be specifically mentioned herein, but which are normally furnished or which are necessary to make a delivered Product ready for its intended use. Such accessories shall be assembled, installed and adjusted such that the Product is ready for continuous operation at time of delivery.
- d. Have assemblies, sub-assemblies and component parts that are standard and interchangeable throughout the entire quantity of a particular Product as may be purchased simultaneously by any individual End User.
- e. Be designed and constructed using current industry accepted engineering and safety practices, and materials.
- f. Be available for inspection at any time prior to or after procurement.

**BIDDER PRICING CERTIFICATION**

I warrant that the product pricing certifications and information provided as part of this Bid is accurate and complete to the best of my knowledge.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Company Name & Address:

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

**ATTACHMENT 5 – DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION  
SUBMIT WITH RFB**

*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

<b>Designation of Confidential and Proprietary Information</b>		
The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in article 74 section 7-74-102, Colorado State Statutes, or is otherwise material that can be kept confidential under the Colorado Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.		
<b>Section</b>	<b>Page Number</b>	<b>Topic</b>

Check mark :  This firm is not designating any information as proprietary and confidential witch qualifies as trade secret.

**Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.**

Other information cannot be kept confidential unless it is a trade secret. Trade Secret definitions are found in article 74 section 7-74-102 in Colorado State Statutes

**In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The Eagle County Paramedic Services considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the Eagle County Paramedic Services harmless for any damages arising out of the release of any material unless they are specifically identified above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print)**

\_\_\_\_\_  
**Date**

**ATTACHMENT 6 – SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION  
SUBMIT WITH RFB**

*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

**SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION**

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below.

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your organization to Participating Public Agencies nationally.  
YES\_\_\_\_ NO\_\_\_\_
  
- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to deliver service in Alaska and Hawaii?  
YES\_\_\_\_ NO\_\_\_\_
  
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 40 U.S. states?  
YES\_\_\_\_ NO\_\_\_\_
  
- D. Did your company have sales greater than \$50 million last year in the United States?  
YES\_\_\_\_ NO\_\_\_\_
  
- E. Does your company have existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering and billing?  
YES\_\_\_\_ NO\_\_\_\_
  
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting Eagle County Paramedic Services program contract?  
YES\_\_\_\_ NO\_\_\_\_
  
- G. Does your company agree to respond to all agency referrals from Managing Agency within 2 business days?  
YES\_\_\_\_ NO\_\_\_\_
  
- H. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with the Managing Agency to monitor program implementation progress?  
YES\_\_\_\_ NO\_\_\_\_
  
- I. Will the Eagle County Paramedic Services program contract be your lead public offering to Participating Public Agencies?  
YES\_\_\_\_ NO\_\_\_\_

**Submitted by:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print)**

\_\_\_\_\_  
**Date**

**ATTACHMENT 7 – COST / FINANCIAL PROPOSAL  
SUBMIT WITH RFB**

*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

<b>NAME OF FIRM:</b>	
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**Product Pricing**

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Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFB.

**BIDDER CERTIFICATIONS**

Bidder, by submission of a Response hereto, makes the following certifications under penalty of perjury and possible contract termination if any of these certifications are found to be false.

**Non-Collusive Response**

- a. The prices in the Response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or potential competitor.
- b. The prices which have been quoted in the Response (unless otherwise required by law), have not been knowingly disclosed by Bidder and will not be knowingly disclosed by Bidder prior to the public response opening, either directly or indirectly, to any other Bidder or competitor.
- c. No attempt has been made or will be made by Bidder to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition.

**Additional Requirements for Ambulance Remounts:**

1. CONTRACT FEE

Must include contract fee in pricing and not to be a line item when priced to the customer.

2. MANUALS

Unless otherwise specified or superseded herein, each Product delivered under an PSAI contract, and if applicable any options thereto, shall be supplied with at least one (1) copy of a safety and operating manual. The cost of any such manuals must be included in the base price for any Product Item offered hereunder. If more detailed and technically orientated parts and maintenance manuals are available for a Product or option, at a cost, they shall be offered as options on the FORM designated herein for such options, or elsewhere in the Response as may be directed herein.

3. STANDARD FEATURES & OPTIONS

The following requirements are applicable primarily to physical goods.

**Standard Features**

- a. The stated minimum requirements for all Products listed herein include what PSAI considers to be "standard" features. Even though such features might normally be offered as options rather than as standard, they are nonetheless considered to be standard in this Invitation, and must be included in the base price for any Product offered. Such features SHOULD NOT be offered as options except as deducts for their omission from the base Product.
- b. If it is unclear in the Response that a PSAI standard feature is included in the base price, it will be assumed that such is the case. If awarded a contract Bidder will be expected to sell the Product with all PSAI specified standard features included in the base price.
- c. Any feature or accessory normally offered by manufacturer as "standard" shall be considered a standard feature and shall be included in the base price of any offering, even though not specifically listed as a requirement in P S A I ' s specifications. Such features SHOULD NOT be offered as options except as deducts for their omission from the base Product.

4. OPTIONS – GENERAL

- a. Options are considered to be any features or accessories, other than PSAI's and Manufacturer's "standard" features or accessories.
- b. Options should be offered on the attachments designated for quoting options. Each option should be listed and described on a separate line, and should include any Manufacturer's/Dealer's code number. If no Manufacturer's/Dealer's code number exists, Bidder should create one.
- c. Prices for all offered options shall be assumed to include any installation or mounting required to make it a fully functional component of the Product, unless otherwise stated in Bidder's response.

5. OTHER OPTIONS

- a. "Suggested" or "Other" options may be listed for any particular Product in this Invitation, and Bidder is encouraged to quote pricing for such options. The extent of offered options in any response may be taken into consideration as part of the award criteria, at PSAI's sole discretion.
- b. Bidder is encouraged to include options for non-equipment items that may be applicable to a sale, such as: Extended Warranties, Maintenance Agreements, Buy-back or Trade-In Agreements, Out-of-state Delivery Charges, Quantity or Special Discounts, Extended Training Classes, etc.

6. PUBLISHED & UNPUBLISHED OPTIONS

- a. Any option that has not been listed and priced in the Response is considered to be an "Unpublished Option". Unpublished Options may be sold, but only in connection with the sale of a base Product Item.

7. WARRANTIES, SALES & SERVICE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Bidder must be a properly franchised dealer authorized to sell and service, including warranty service, all products offered and sold in response to the bid invitation or under any PSAI contract.
- b. Bidder shall provide detailed Parts and Labor Warranty information with the Response. If Bidder submits a warranty with the Response which does not meet the minimum requirements herein, Bidder agrees by submission of a Response that such warranty shall be considered to be amended to meet those minimums.
- c. Warranties shall be manufacturer's standard and shall be inclusive of any other warranty requirements which may be stipulated elsewhere herein.
- d. Any warranties offered by a dealer shall be in addition to the manufacturer's standard warranty, and shall not be a substitute for such. Bidder's base price for any Product shall be inclusive of the standard warranty.
- e. Complete warranty information will be supplied to End User with each Product sold.
- f. Warranties need not apply to normal maintenance service or adjustments, or to any product reasonably shown to have been repaired or altered in any way so as to affect its stability, or to any product which has been subject to misuse, negligence, or accident.
- g. Bidder/Contractor is encouraged to offer extended warranties as an option.
- h. Neither PSAI nor End User assume any warranty or liability on Contractor's behalf unless made or assumed in writing, initiated by Contractor, and agreed to in writing by PSAI or the End User respectively.
- i. Contractor shall be responsible for the execution and effectiveness of all product warranty, and shall be the sole source for solution to problems arising from warranty claims. Contractor agrees to respond directly to correct warranty claims and to ensure reconciliation of warranty claims that have been assigned to a third party.

8. PRE-PAYMENTS AND DISCOUNTS

- a. Progress, pre-payment and special discounts of any kind may be offered and detailed in the Response. Such discounts shall be clearly explained, but shall not be a determining factor in awarding contracts except in the case of tie offerings.
- b. Quantity discounts applicable to similar Products sold to one or more End User Departments may be offered. Determination as to product similarity shall rest solely with Contractor.
- c. For specific purchases, any proposed quantity, pre-payment or special discounts shall be clearly noted in your monthly sales worksheet.

9. INSPECTION / TESTING

All Products sold pursuant to this Invitation shall be subject to inspection/testing by or at the direction of PSAI and/or the ordering End User, either at the delivery destination or the place of manufacture. In the event a Product fails to meet or exceed all requirements of this Invitation, and unless otherwise agreed in advance, the cost of any inspection and/or testing, shall be borne by the Contractor.

10. PRODUCT DELIVERY

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Title to goods, and responsibility and liability for loss and/or damage in shipping pass to End User at the delivery destination after receipt and acceptance have taken place. Cost of shipping/delivery shall be paid by End User unless otherwise agreed to by Contractor. If Contractor will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination, Freight Prepaid". If End User will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination – Freight Collect".
- b. The details for the application and calculation of shipping and delivery charges must be stated in the Response on Form 3. Any freight, shipping or delivery charged to End User will be prepaid and added to the invoice, and will be clearly shown on any Contract Pricing Worksheet or other quote presented to the End User.
- c. The estimated delivery time after receipt of order (ARO), inclusive of Saturdays, Sundays and holidays, for all Products offered must be stated in the Response. Actual delivery for any particular order must be confirmed with End User at time of order placement, and must be stated clearly on the Contract Pricing Worksheet.
- d. Contractor shall be responsible for delivery and Acceptance according to the requirements of the Contract and the Purchase Order.
- e. Contractor shall advise End User prior to making any shipment/delivery, and shall make such shipment/delivery in accordance with End User's requirements, providing only that such arrangements do not contravene any requirement of the PSAI contract unless agreed to by Contractor.
- f. The execution of all required tests, certifications and/or licensing, and costs thereof, shall be the responsibility of Contractor. Upon request by End User or PSAI, Contractor shall provide any documentation or certification related to such tests, certifications or licensing.

11. OFFERED PRODUCT ITEM VARIANCES

Any variance in the specifications or performance of Products offered pursuant to this Invitation shall be acceptable to PSAI only insofar as it MEETS or EXCEEDS the specifications and requirements of this Invitation.

12. FORCE MAJEURE

If either party shall be wholly or partially prevented from the performance of any contractual obligation or duty by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident., order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of Force Majeure shall rest solely with PSAI.

13. PERFORMANCE UNDER CONTRACT

PSAI is committed to insuring that Contractor provides effective and efficient service to all Participants in the Cooperative Purchasing Program, and expects that certain Performance Conditions must be met. Failure to meet these conditions may result in contract termination. In that regard, Contractor shall:

- a. Appoint a dedicated representative to be the contact person and focal point for all matters relating to End User quotations and orders. The representative shall have: A toll free phone number with voice mail; A fax number; A working e-mail address; and A postal address.
- b. Insure that the representative timely monitors all communication modes listed above, and promptly responds to communications from End Users and PSAI in any of these modes. Phone calls will be promptly returned, in any event not later than the next business day. Acceptable failure will be due only to Force Majeure.
- c. Maintain sufficient qualified staff to promptly process all communications from PSAI or End Users, and to efficiently, effectively and accurately service all requirements of the contract.

- d. As may be requested by PSAI, replace any staff members who are not providing the service and expertise deemed necessary by PSAI for acceptable support of End Users.
- e. Furnish, on request of PSAI, reasonable data, forms and graphic material to be used in brochures or other print media, or on PSAI's website.
- f. Allow access to PSAI authorized personnel for inspection of operating facilities, and auditing of purchase orders during the contract period, and for a period extending thru the completion of any outstanding orders. Site inspection may be arranged not less than ten (10) calendar days prior, shall include the names of all participants, and shall be at no expense to Contractor.  
Purchase Volume / Sales Reports – Reporting Requirements:
  1. Bidder agrees to submit detailed itemized monthly reports using the “Purchase Volume / Sales Report Template” provided by PSAI. Sales must be reported during the month in which purchase order was accepted. PSAI recognizes that the actual date(s) of delivery may be unavailable at that time and requests that delivery dates be reported when they are known.
  2. Purchase Volume / Sales Reports must be generated in Microsoft Excel and submitted via electronic mail to PSAI by the 15<sup>th</sup> day of the month following. For example, if you are reporting for the month of June, your report would be due by the 15<sup>th</sup> of July and would contain any new sales for the month of June. Reports will include, but are not limited to the following:
    - Member Number
    - Service Name
    - City
    - State
    - Invoice\_Number
    - Invoice\_Date
    - Item\_Number
    - Item\_Description
    - Quantity
    - Unit\_Price
    - Ext\_Price
    - Total Cost of Vehicle
    - Contract Management Fee
  3. Failure to provide the detailed itemized Purchase Volume / Sales Reports may result in a \$50 late charge per day and may also result in termination of this Contract, at the discretion of PSAI.
- g. Should Contractor default in providing Products or Services as required by this Invitation and the contract, recourse may be exercised thru cancellation of the contract and other legal remedies as may be appropriate.
- h. PSAI's contractual requirements DO NOT include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, Contractor must be prepared to offer a PPB to cover any specific order if so requested by End User. Contractor shall quote a price to End User for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of End User's purchase order.



**ATTACHMENT 8 – PRODUCT SPECIFIC REQUIREMENTS**  
*PSAI RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS*

**1. PURPOSE & SCOPE**

Members of PSAI's Cooperative Purchasing Program periodically have need of a variety of Ambulance Remounts and may choose to buy them thru the Program. This Invitation and the specifications included and referenced herein are meant to establish minimum design and performance standards for such equipment, which shall be offered to members thru term contract(s).

**2. GENERAL REQUIREMENTS**

This Invitation is designed to obtain bids that will:

- a. Provide component prices for Emergency Medical Service Equipment and Units, and
- b. Provide a pricing structure or formula for services associated with the design, development, delivery, and installation of the equipment.
- c. At the direction of each End User Agency, Contractor shall develop individual, unit specific recommendations using the contractual component price list and service formulas.
- d. Contractor shall honor purchase orders for supply of new units and installation of Products on existing units, but will not be obligated to supply items such as stretchers, disposable medical supplies and oxygen tanks.
- e. Form 1's  
An originally signed Form 1 from the all entities who are party to this submission and who should be offered a contract if this submission is successful. Bidder shall supply a spec/quote sheet for each product on Form 1. These sheets should call out the detail of what features are included in the price quoted on Form 2.

Note: The spec/quote sheet supplied in the solicitation for complete units should provide year/date and/or the price level information for each.

**3. ABBREVIATIONS, ACRONYMS & DEFINITIONS**

In addition to abbreviations, acronyms and definitions defined elsewhere herein, the following may also be found in these specifications:

- a. AMD = Ambulance Manufacturers Division of the National Truck Equipment Association
- b. Gallons. United States gallons.
- c. PTO. Power takeoff.
- d. Aluminum Constructed Body – patient module with all aluminum construction including structural components, cabinets, floors (no wood products used in construction).
- e. General Constructed Body – patient module with aluminum structural components and other marine or exterior grade construction materials.
- f. Chassis Powered – ambulance module powered by chassis electrical system.
- g. Generator Powered – ambulance module including module mounted warning equipment and scene lights powered by on-board generator.

**4. SAFETY INSPECTION AND LICENSES**

- a. Safety Inspection. Any vehicle bid to PSAI shall include in the bid price, the cost of providing whatever Safety Inspection is required in the state of purchase, including documentation and windshield sticker.
- b. State Licenses. Bidder must have all licensing required by any state in which business is conducted under a PSAI contract.

**5. EQUIPMENT MANUFACTURER'S SUPPORT**

- a. The Contractor shall be prepared to offer replacement parts and/or service at prevailing rates Equipment and Units shall maintain replacement parts and service for all equipment. An ample stock of individual components shall be carried for a minimum of seven (7) years after dates of acceptance by End Users of Emergency Medical Service Equipment and Units.
- b. If any component becomes obsolete or unavailable, the Contractor shall be responsible for providing a device which will functionally replace the component if replacement parts are ordered. Ultimately, the

Contractor shall, if required, replace the item with equipment of current manufacture which will provide the same functions.

- c. Bidder shall certify by submission of this bid the capability to supply replacement parts (for ambulance conversions) as may be required for a period of at least seven (7) years after Emergency Medical Service Equipment and Units have been accepted by End User Agencies.

## **6. FACTORY TESTING**

Emergency Medical Service Equipment and Units shall undergo extensive factory testing prior to shipment to End Users. Testing shall encompass all phases of Emergency Medical Service Equipment and Units equipment from board or modular component level, to fully assembled status. PSAI shall be furnished documentation on request.

Note: End User Agency shall be responsible for travel and expenses related to factory inspections. Bidder may provide this travel as an option to End User Agency where permitted.

## **7. WARRANTY PERIOD**

The warranty period for all equipment and accessories shall be, at a minimum, at least as per the standard warranty period normally offered by the manufacturer. This shall supersede any requirement related to warranty period stated in Section A.

- a. The patient compartment, all modifications to the OEM chassis by Bidder on the accepted unit, equipment and parts shall be guaranteed for a minimum period of ONE (1) years against defects in design, materials, and workmanship. The warranty period shall begin upon final acceptance of the equipment. This warranty shall cover parts and labor expenses.
- b. On type I & III emergency medical service MODULE the warranty period shall be five (5) years.
- c. This warranty shall be upgraded to its original status each time the module is remounted by Contractor or a Contractor authorized remount facility, not to exceed five (5) years above the original warranty.
- d. Warranty of all system equipment shall be the sole responsibility of the Contractor under contract, but may be performed by their certified, designated agent.
- e. In the event any component part of equipment or materials furnished under these specifications, or its subsequent contract(s), becomes defective by reason of material or workmanship during said period, and the end user agency immediately notifies Contractor of such defect, Contractor shall at no expense to the End User agency or PSAI, repair or replace equipment or component with new equipment or component.
- f. Contractor shall furnish copies of warranties for all installed or otherwise provided equipment upon delivery of vehicle(s) to end user agencies. "On site" service shall be furnished for minor repairs and electrical problems by the contractor, but may be performed by their certified, designated agent emergency medical service units.

## **8. DELIVERY DOCUMENTATION**

- a. User's Manual  
At least one (1) user or operators manual shall be furnished with each delivered piece of equipment. Manuals shall provide basic operational description of all equipment and other pertinent operational details. Manuals shall be concise, simple, and shall include pictures showing various operator controls.
- b. Installation / Service Manual & Schematics  
The Installation/Service Manual shall describe proper Emergency Medical Service Equipment and Units installation procedures. The manual shall include those details which are unique to the unit. The Installation/Service Manual shall also include a maintenance section with board overlays, schematic diagrams, and theories of operation. Explanation of diagnostic display interpretations shall also be included. All drawings shall be accurate, to a scale sufficiently large to show all pertinent features of unit/system items and method of connection, detailing components. Two each to be provided with each EMS unit delivered.
- c. Equipment Documentation  
Contractor shall deliver to End User Agency a complete set of manuals, warranties, warranty registration, instructions, etc. associated with any equipment installed or provided with the supplied Emergency Medical Service Equipment and Unit(s). This includes documentation for items such as sirens, lighting, siren speakers, oxygen devices, stretchers and cab-chassis.

## 9. ELECTRICAL AND MECHANICAL REQUIREMENTS & FEATURES

### a. Ergonomic Design

Operator control functions, switches, buttons, and displays shall be designed to aid and enhance operator capabilities by minimizing efforts required to control equipment. Each function shall be labeled in a manner which minimizes operator error. Each major equipment function shall have an individual switch and associated indicator.

### b. Electrical Features

1. Electronic circuitry employed throughout the Emergency Medical Service Equipment and Units may utilize integrated, solid state circuitry, and may utilize Very Large Scale Integration. The only exception allowed shall be relays for external interfaces and switches. Switches shall be rated for a minimum of one million (1,000,000) operations. On printed circuit boards, all active devices shall have designations screened onto the circuit board at each device location. All optional and auxiliary circuit output connections shall be screened onto the board for easy reference.
2. All Emergency Medical Service Equipment and Units electrical components should be of plug-in modular design. The plating material on circuit board edges, where plug-in contact is made, shall provide maximum reliability. All Copper traces on circuit boards shall be covered with protective materials which provide both isolation and non-conductivity.

### c. Equipment Interchange Ability

For ease of service and reduction of spare parts, all components and similar equipment shall be interchangeable excepting minor adjustments, where applicable. The exchange of equipment by personnel of the End User Agency shall in no way constitute a violation of the warranty if performed according to basic steps listed in User's Manual or Installation/Service Manual. Emergency Medical Service Equipment and Units shall have all essential, standard maintenance areas located to provide ease of access.

### d. Standard Electrical Feature Expansion

Field enhancement and expansion of standard electrical features shall be accomplished by modification or addition of required components to control the added features.

### e. General Installation Requirements

1. The installation procedures for all equipment shall be accomplished in a complete and professional manner.
2. To conform with manufacturers' warranties, all equipment installed under this agreement having a manufacturer's warranty shall be installed by, or under the direction of, the manufacturer or his certified agent. All such manufacturers' warranties shall be forwarded to the End User Agency.
3. All work involving manufactured goods or products shall be performed in accordance with manufacturer's recommendations. Any and all items of work referred to by the specifications, unless specified to the contrary in writing, shall be the responsibility of the Contractor and shall be included in submitted bid.
4. Installations shall include all related costs to interface equipment to the Emergency Medical Service Equipment and Units sources. Contractor shall be responsible for freight, handling, unpacking, placement, cabling, and final configuration of all proposed equipment; and all of these costs shall be identified in the bid.
5. Contractor shall be responsible for maintaining safe, clean work area, removing associated debris as needed.

### f. Installation / Assembly Acceptance

Each Emergency Medical Service Equipment and Unit installation/assembly shall be completed and thereafter accepted in written Form 2 the End User Agency, with copy forwarded to the PSAI for final acceptance.

## 10. TRADE IN CREDIT

Contractor may offer reduction in price through credit for trade-in of End User Agency equipment at market value negotiated between Contractor and End User Agency. However, Trade-In credit shall be used to reduce End User cost only after applicable totals are tabulated.

## 11. STANDARDS ON BLOOD BORNE DISEASES

All Emergency Medical Service Equipment and Units sold thru the Program executed shall be compliant with Occupational Safety and Health Administration BLOOD BORNE pathogen standards, National Fire Protection Association, Inc standards, and Center for Disease Control recommendations. Emergency Medical Service Units shall be designed to expedite the removal of blood and other body fluids, provide isolated disposal areas for needle sharps and infected material, and eliminate use of materials in the manufacturing of units which provides a growth media for BLOOD BORNE pathogens.

## 12. Federal Motor Vehicle Safety Standards (FMVSS)

All Ambulance equipment offered and sold hereunder must meet Federal Motor Vehicle Safety Standards (FMVSS) and all modifications and enhancements to that specification as detailed in this Invitation.

## 13. MINIMUM CAB/CHASSIS SPECIFICATIONS FOR AMBULANCE REMOUNTS

**All bidders must bid this specific vehicle in your submission.**

**2018 Ford Cutaway 158" Chassis with Gas Motor  
E450 2 Wheel Drive (Dual Rear Wheel, Cab & Chassis) Type III**

Offered commercial cab-chasses shall meet all specification herein, including the following:

- All cab/chassis shall be current model Ford, Dodge, Chevrolet, GMC, International, Freightliner or other compliant cab & chassis, with 47A or comparable ambulance prep-package, where applicable, to be included in the base unit price.
- Chassis OEM engine suitable for proposed units intended use with automatic transmission and drive train, with spin-on oil filter, dry paper element type air filter, minimum one-half inch clearance between fan blades and radiator, and radiator with heavy duty coolant recovery system.
- Multi-speed automatic w/auxiliary transmission cooler
- Power steering
- Brakes, dual hydraulic power, rear anti-lock braking system on type I, II, and III.
- Dual parking brake, cable actuated operated on type I, II, and III
- Factory air conditioning with engine driven compressor and environmentally safe freon, heavy duty cooling package and heavy duty radiator
- OEM tinted glass
- Dual wheels, if applicable - wide track rear axle
- Unless specified by the end user, on Type I or III Modular Ambulance and Type II Van, single rear axle shall be the minimum specifications or according to payload requirements as indicated in the Federal Motor Vehicle Safety Standards (FMVSS)
- Rear axle ratio suitable for intended use
- Heavy duty front springs with front stabilizer bar
- Heavy duty gas shock absorbers front and rear
- Heavy duty rear springs designed for intended use
- Radial tires with highway tread
- Spare tire and wheel as above
- Chrome front bumper
- OEM Exterior mirrors suitable for intended use
- Dual heavy duty batteries providing cold cranking amperage suitable for intended use
- Factory dual horns, electric
- Windshield wipers, with intermittent feature
- Factory installed fuel tanks
- Aero or equal halogen headlights w/impact-resistant lenses.
- Electrical generating system: At minimum the ambulance shall be equipped with an OEM standard DC power from either a single or dual OEM alternator. Another brand of alternator may be substituted, provided the manufacturer of the alternator has a local service center and the alternator has been certified by a certified testing authority that the generating system meets the requirements of the Federal Motor Vehicle Safety Standards (FMVSS). Increase to the capacity of the electrical system shall grow in accordance to the demand in the final electrical design of the system and the electrical load thereto. Exception to this requirement is an emergency medical service unit with an auxiliary generator set with electronic ignition, then the OEM cab-chassis 100 ampere or greater alternator is acceptable.

**14. OPTIONS AND ACCESSORIES FOR AMBULANCE REMOUNTS (excel list or discount off of list price)**

Bidder shall provide a thorough listing of options on Form 3 for the categories listed below. Bidder may list/price these options individually or provide a catalog specifying the pricing/discount structure. All catalogs must be identified (name, effective date, year) on Form 3. If catalog is submitted, bidder shall provide a copy of this catalog w/bid. The catalog/retail price book bid shall be the one in effect at the time of bid submittal. In any event, manufacturers' descriptions, part numbers, and pricing must be provided. Pricing must include installation on the vehicle when part of original vehicle order. Where one of these options is standard equipment, buyer may choose to take a credit in lieu of the required option, provided omission of the item does not make the unit non-compliant with NFPA, QVM and/or any other applicable certifications. This list is not meant to be restrictive or all inclusive. Bidder is expected to provide a complete listing of options/accessories with the response.

Required Option (To be bid on Form 3) – (SAE J3027) – Ambulance Litter Integrity, Retention and Patient Restraint must be provided where the states or end users request it. The Cot Fastener Assembly shall be bid as an option by the contractor (Form 3).

Note: Bidder is encouraged to list chassis credits (where applicable) on Form 3.

**Option and Accessory Categories**

- Emergency Lighting & Light Bars
- Audible Warning Devices
- Bumpers, Guards & Trim
- Cab/chassis Options & Accessories
- Electrical Options & Accessories
- Operator Control Panel Options & Accessories
- Patient Module Exterior/Construction Options & Accessories
- Patient Module Interior Options & Accessories
- Patient Module Window Options
- Patient Transport/Restraint Options & Accessories

**15. REQUIREMENTS FOR EQUIPMENT OTHER THAN AMBULANCE REMOUNTS**

Equipment other than ambulance remounts shall be built to standard published OEM specifications for the specific equipment offered, and must meet the requirements of any applicable federal (FMVSS), state or local law or regulation. All emergency vehicles, chassis, modular body equipment, devices, accessories, and electronic equipment delivered under this contract shall carry the manufacturers' standard warranty for a minimum of 1 year against defects in materials, workmanship and performance.

**16. COMPETITIVE PRICING**

By submission of a response, Bidder certifies that offered pricing is as good as or better than pricing offered to local government customers individually or thru any other program under normal circumstances. If such is not the case, Bidder shall explain how offered pricing differs from "best" pricing, and by how much.

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*Specifications prepared by PSAI Cooperative Purchasing Program  
This is the end of Attachment 8*

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**FORM 1 - BIDDER IDENTIFICATION & AUTHORIZED SIGNATORY**  
**(DO NOT handwritten this Form. Information must be typed in.)**

RFB# 2018-0004

**Invitation Title:** Ambulance Remounts and Ancillary Items

**Bidder Company:** \_\_\_\_\_

(Legal name of business which will appear on contract, if awarded)

**Bidder Status:**  **Manufacturer**       **Dealer/Distributor**       **Other**

**Response Type(1):**  **Single Bidder Acting Alone or As Lead**       **Multiple Bidders Acting Jointly**

**Contract Signatory(2):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address(3):** \_\_\_\_\_

Street/PO Box

City

State & Zip

**Physical Address:** \_\_\_\_\_

Street

City

State & Zip

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Federal Tax ID No.:** \_\_\_\_\_

**Web Page URL:** \_\_\_\_\_

- (1) If Joint Offering, all parties must submit a signed Form 1. A contract will be offered to each. Please attached a list of all participating dealerships and person who will sign final contract documents if an award is made.
- (2) Address to which final contract documents would be sent for signature.

**Member Contact Information**

**Contact Person(4):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street/PO Box

City

State & Zip

**Physical Address:** \_\_\_\_\_

Street

City

State & Zip

**Toll Free Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

- (4) Person who End Users will contact for product information and to get pricing quotes.

**The Signatory below, on behalf of Bidder:**

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Bidder to honor all requirements;
- Makes, under penalty of perjury, all required Bidder Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_







## REMOUNT BID

Designate your QVM option:  QVM  Non-QVM

**PSAI**  
**RFB 2018-0004 AMBULANCE REMOUNTS AND ANCILLARY ITEMS**  
**Detailed Vehicle Specifications**

All bidders must bid this specific vehicle.

**2018 Ford Cutaway 158" E 450 Chassis with Gas Motor**  
**2 Wheel Drive**  
**(Dual Rear Wheel, Cab & Chassis) with Base Off/On Box Mount**

### ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED

**INSTRUCTIONS:** In the first column labeled "**Manufacturer's Base Vehicle Standard Equipment**", check the applicable areas where the manufacturer's base vehicle standard equipment meets the minimum specifications of the base vehicle bid.

**Scope & General Requirements:** This specification describes an ambulance configuration as defined in the **Federal Motor Vehicle Safety Standards (FMVSS) FOR AMBULANCE REMOUNTS, or most current revision**. Unless otherwise specified, described vehicle shall comply to FMVSS and the current **National Truck Equipment Association/Ambulance Manufacturers Division Standards, as well as the Chassis Manufacturers Incomplete Vehicle Manual, Body Builders Layout Book and Ford Motor Company Qualified Vehicle Modifiers (QVM) Program Truck Guidelines**.

The bidder is to understand that the PSAI does not guarantee any quantity of vehicles will be ordered off this contract. The bidder will further understand that this program operates under a split bid award system which allows the end user authority to purchase from any of the responsive bidders authorized and awarded to do business off this contract. **The end user authority will contract directly and individually with the awarded bidder of their choice for any and all vehicles offered on this contract and any other features, options and equipment items required to meet their individual needs. Customers shall choose from options furnished to them by the manufacturer.**

Delivery of the vehicles shall be accomplished by factory or dealer drive away programs. However, the right is reserved for the individual end users to pick up the vehicles at either the factory or the dealership. Prospective bidder(s) are advised that the following documentation is to be included and made a part of the bid submission. The Bid Coordinator reserves the right to disqualify any bidder(s) who are in non-compliance with this provision.

The manufacturer of this vehicle:

- Shall be a current member in good standing of the Ford Motor Company Qualified Vehicle Modifier Program, and shall submit a copy of the membership certificate as part of the bid proposal.
- Must be in compliance with Federal Motor Vehicle Safety Standards (FMVSS) or most current revision, for the type vehicle described herein, as prepared by an independent third party testing laboratory, and must have "Star of Life" certification affixed to ambulance upon delivery. (In-house certification will not be acceptable.)
- Shall carry not less than one million dollars (\$1,000,000.00) or required standards in product liability insurance and shall submit a copy of this insurance with the bid proposal.
- Shall employ full-time parts personnel with toll-free access number.
- Shall employ a full-time electrical troubleshooter with toll-free access number.
- Shall employ a full-time warranty representative with toll-free access number.
- Bidder shall submit how warranty service claims will be handled.
- Option price list for upgrades to the remount

1.	<b><u>ENGINE</u></b>	<b>Comply</b>	<b>Exception</b>
a.	Gas engine, must meet FMVSS requirements. Engines must meet current EPA emission requirements.	<input type="checkbox"/>	<input type="checkbox"/>
b.	Must include the chassis manufacturer's "AMBULANCE PREP PACKAGE"	<input type="checkbox"/>	<input type="checkbox"/>
c.	Dual heavy-duty alternators, minimum 100 amp	<input type="checkbox"/>	<input type="checkbox"/>
d.	Maintenance free heavy-duty batteries, 750 CCA minimum	<input type="checkbox"/>	<input type="checkbox"/>
e.	Manufacturer's heavy-duty engine cooling	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b><u>TRANSMISSION</u></b>		
a.	Automatic transmission, 4 speed with overdrive	<input type="checkbox"/>	<input type="checkbox"/>
b.	Manufacturer's heavy-duty cooling		
3.	<b><u>AXLES</u></b>		
a.	Manufacturer's standard drive axle ratio for ambulance prep	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b><u>PERFORMANCE ITEMS</u></b>		
a.	Power steering	<input type="checkbox"/>	<input type="checkbox"/>
b.	Anti-lock brakes	<input type="checkbox"/>	<input type="checkbox"/>
c.	Power brakes, disc type front, disc or drum rear	<input type="checkbox"/>	<input type="checkbox"/>
d.	Fuel capacity, minimum 37 gallon	<input type="checkbox"/>	<input type="checkbox"/>
e.	Heavy-duty front and rear shocks	<input type="checkbox"/>	<input type="checkbox"/>
f.	Front stabilizer bar	<input type="checkbox"/>	<input type="checkbox"/>

5.	<b><u>COMFORT ITEMS</u></b>	<b>Comply</b>	<b>Exception</b>
a.	Factory installed air conditioning	<input type="checkbox"/>	<input type="checkbox"/>
b.	Tinted glass (factory tint)	<input type="checkbox"/>	<input type="checkbox"/>
c.	Dual captains chairs with armrest	<input type="checkbox"/>	<input type="checkbox"/>
d.	Rubber floor mat instead of carpeting	<input type="checkbox"/>	<input type="checkbox"/>
e.	AM/FM radio	<input type="checkbox"/>	<input type="checkbox"/>
f.	Power door locks	<input type="checkbox"/>	<input type="checkbox"/>
g.	Power windows	<input type="checkbox"/>	<input type="checkbox"/>
h.	Speed control and tilt wheel	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b><u>SAFETY ITEMS</u></b>		
a.	Driver and passenger lap and shoulder belt with retractor	<input type="checkbox"/>	<input type="checkbox"/>
b.	Driver and passenger air bags	<input type="checkbox"/>	<input type="checkbox"/>
c.	Dual electric horns	<input type="checkbox"/>	<input type="checkbox"/>
d.	Outside mirrors to provide vision for vehicles 96" wide	<input type="checkbox"/>	<input type="checkbox"/>
e.	Two speed wipers with intermittent	<input type="checkbox"/>	<input type="checkbox"/>
f.	Interior dome lights wired to right and left doors	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b><u>TIRES AND WHEELS</u></b>		
a.	BSW, all season tread radial 16" tires	<input type="checkbox"/>	<input type="checkbox"/>
b.	Conventional spare tire and wheel	<input type="checkbox"/>	<input type="checkbox"/>
c.	Jack and wheel wrench	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b><u>CHASSIS, FRAME, CAB</u></b>		
a.	Minimum GVWR 10,500 lbs	<input type="checkbox"/>	<input type="checkbox"/>
b.	Cab/chassis cutaway	<input type="checkbox"/>	<input type="checkbox"/>
c.	Wheel base 158" minimum	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b><u>MODULAR BODY CONSTRUCTION</u></b>		
a.	The ambulance body and patient compartment shall be sufficient in size to meet the requirements of this specification and those of paragraph 3.10.1 of the current Federal Motor Vehicle Safety Standards (FMVSS).	<input type="checkbox"/>	<input type="checkbox"/>



1.0 Scope of National Cooperative Contract

1.1 Requirement

Eagle County Paramedic Services(hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the Public Safety Association Inc. (“PSAI”), is requesting proposals for Medical Supplies, Equipment and Pharmaceuticals. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the “Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through PSAI’s cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with PSAI (an example of which is included as Exhibit C) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency, including the Principal Procurement Agency, will be preceded by their registration with PSAI as a Participating Public Agency in PSAI’s cooperative purchasing program. Registration with PSAI as a Participating Public Agency is accomplished by Public Agencies joining PSAI and selecting to support the Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit B. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through PSAI.

All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither PSAI or its Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on PSAI’s requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through PSAI.

These requirements are incorporated into and are considered an integral part of this RFB. PSAI reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

1.2 Marketing and Administrative Support

During the term of the Master Agreement PSAI and its Partners intends to provide marketing and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier’s products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The PSAI marketing team and its Partners will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, email, presentations)
- B. Website support
- C. Trade shows/conferences/meetings
- D. Advertising

The PSAI sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls

- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The PSAI contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Public Safety Association Inc. Company Administration Agreement between Supplier and PSAI (the "PSAI Administration Agreement")

#### 1.4 Award Basis

The basis of any contract award resulting from this RFB made by Principal Procurement Agency will be the basis of award on a national level through PSAI. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through PSAI. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and PSAI shall agree.

#### 1.5 Objectives of a Cooperative Program

This RFB is intended to achieve the following objectives regarding availability through PSAI's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market cooperative strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

## 2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and PSAI designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

## 2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is the Supplier's primary "go to market" cooperative strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with PSAI and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFB response that will be responsible for the overall management of the Master Agreement.

## 2.2 Pricing Commitment

Supplier commits that the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement. Bidder may offer "local contracts" to offer pricing to members in special situations without affecting the overall master agreement.

## 2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through PSAI nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to PSAI in accordance with the PSAI Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Agreement is made between certain government agencies that execute a Principal Procurement Agency Certificate (“Principal Procurement Agencies”) to be appended and made a part hereof and other public agencies (“Participating Public Agencies”) that register electronically with Public Safety Association Inc. (“PSAI”) and its marketing Partners or otherwise execute a Participating Public Agency Certificate to be appended and made a part hereof.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of Suppliers have entered into Master Agreements to provide a variety of goods, products and services based on national volumes (herein “Products”);

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through PSAI and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.
2. That the procurement of Products subject to this agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party's procurement practices.
3. That the cooperative use of solicitations obtained by a party to this agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the procurement of products by the Participating Public Agencies.
5. That a procuring party will make timely payments to the Supplier for Products received in accordance with the terms and conditions of the procurement. Payment for Products and inspections and acceptance of Products ordered by the procuring party shall be the exclusive obligation of such procuring party. Disputes between procuring party and Supplier are to be resolved in accord with the law and venue rules of the State of purchase.
6. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The procuring party shall be responsible for the ordering of Products under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.
8. This agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 5, 6 and 7 hereof shall survive any such termination.
9. This agreement shall take effect after execution of the Principal Procurement Agency Certificate or Participating Public Agency Registration, as applicable.



**EXHIBIT C – PUBLIC SAFETY ASSOCIATION INC. – PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

I hereby acknowledge, on behalf of Eagle County Paramedic Services (“Principal Procurement Agency”), that I have read and agree to the general terms and conditions set forth in the enclosed Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through Public Safety Association Inc. (PSAI). I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

In its capacity, as Principal Procurement Agency for PSAI, Eagle County Paramedic Services agrees to pursue Master Agreements for Products as specified in the attached exhibits to this agreement.

Authorized Signature, Eagle County Paramedic Services

\_\_\_\_\_  
Signature