



TECHNICAL SPECIFICATIONS

I. GENERAL SPECIFICATIONS:

- A. Tarrant County is requesting bids for the Annual Purchase for Medical Supplies.
- B. This is a twelve (12) month contract effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department. There is one (1) renewal option.
- C. Do not bid for any item for which the price cannot be maintained for the twelve (12) month contract term.
- D. Bidders may bid on any or all items.
- E. Estimated quantities are, in fact, estimations. Supplies will be ordered in as-needed quantities, on an as-needed basis.
- F. All bids must match the structure of the Line Items tab. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses. Pricing must be firm for the entire term.
- G. No separate tariff charges are allowed. If there is a surcharge enacted at the time of bid submission, it must be included in the bid pricing for the item.
- H. Fuel surcharges and hazmat fees must be included in unit pricing.
- I. All spaces must be completed for the bid to be considered responsive. Packing information must be included in the spaces provided on the Line Items tab.
- J. It is very important that Bidder's price per "Smallest Unit of Measure" is indicated for each item on the Line Items tab.
- K. If vendor requirements for minimum orders are too restrictive, Tarrant County reserves the right not to award any line item for this reason.
- L. Bidder must be an authorized distributor, reseller, or manufacturer for the products offered. Verification of authorization may be requested.
- M. Any catalog, brand name, or manufacturer's reference used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase.
- N. "OR EQUIVALENT" shall apply to all items specified, except those marked "NO SUBSTITUTIONS." Bids of similar items of like quality will be considered if noted.



- O. Submit fully descriptive specification sheets/brochures on the Response Attachments tab if bidding an alternate product. If notation of substitution is not made, it is assumed vendor is bidding item specified. Successful vendors will not be allowed to make unauthorized substitutions after award.
- P. Samples for testing may be required for evaluation for all items except those marked "No Substitutions".
1. **If bidding an alternate for items #37, 38, 39, 40, 41, 42, and 43 must provide the required sample and product information as listed** to Tarrant County Purchasing Department at 100 E. Weatherford St., Ste 303, Fort Worth, Texas 76196, before the due date, **and must submit a fully descriptive specification sheet in the Response Attachment tab.** The sample packages shall indicate: IFB number #F2027032 for Annual Purchase for Medical Supplies, Requested Sample, and Bidder's company name.
 2. Samples will be free to Tarrant County. Samples, if required, must be provided within seventy-two (72) hours of the request by Tarrant County. Failure to provide samples will be justification for bid rejection. Tarrant County reserves the right to determine equivalents. Samples must be the same product as that bid and must be labeled with the corresponding item number from the Line Items tab.
- Q. Bidders must bid per the unit of measure indicated for each item. Enter the price as requested. Tarrant County has requested pricing for most items for a single unit, which should be calculated from your case price (case price/number of single units in the case). This is to ensure an "apples to apples" price comparison if inner package/case quantity varies by bidder. Bidders should ensure that the "Single Unit Price" is calculated correctly.
- R. Accuracy for all mathematical and number entries on the Line Items tab is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder. Bid evaluation will be based on the bidder's "Unit Price." For the unit price, carry out the decimal point up to five (5) decimal places, if necessary, to ensure that your price per case is mathematically correct when the unit price is multiplied by the case quantity.
- Example for Packaging:
- Inner Pack Qty = 12/Box, 4 Boxes/Case**
- Case Qty = 48 Each. (Total amount per case)**
- S. Returns: Vendor shall provide no-hassle returns and credit for items that are unopened and unused. Issue a credit with no restocking fee for all returns. If there is a vendor error or if the product arrives damaged, provide a prepaid shipping label to return the item(s).



II. EVALUATION AND AWARD:

- A. Award will be made per line item to the lowest responsible bidder who meets specifications.
- B. Tarrant County reserves the right, at its sole discretion, to determine whether an award is in the best interest of the County.
- C. Quantities indicated on the Line Items tab are estimates based upon the best available historical information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

III. DELIVERY REQUIREMENTS:

- A. Prices must include all charges for freight, F.O.B. destination inside, delivered to:
VARIOUS LOCATIONS AS INDICATED ON INDIVIDUAL PURCHASE ORDERS. A complete list of all Tarrant County locations: <https://www.tarrantcountytx.gov/en/county/locations/county-buildings-and-addresses.html>.
- B. Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

IV. INVOICING:

- A. All invoices are to be sent to the Tarrant County Auditor's Office at SAP-Invoices@tarrantcountytx.gov.
- B. Tarrant County reserves the right to request additional support documents, as necessary. If there are questions or discrepancies about an invoice or some other document that has been submitted with invoice, vendor will be contacted.
- C. Priority must be given to correcting invoices or providing additional information in a timely manner, or within one (1) to two (2) days after a request has been made. Payment will be delayed until the deficiency is corrected.