

EXHIBIT A – SCOPE OF WORK/SERVICES

19-0520

EMS Janitorial Supplies and Linens

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed Bids to furnish EMS Janitorial Supplies and Linens for Lake County, Florida.

Janitorial supplies and linens are used by the county Emergency Medical Service (EMS) and various fire departments throughout the county. The county historically spends approximately \$1.3 million per year for supplies. This usage is only an estimate and in no way guarantees future expenditures. The County is a current member of Sourcewell.

PRICE AND BID EVALUATION

Bids will be evaluated and awarded on an “item-by-item” basis to the lowest responsive and responsible bidder. Award may not necessarily be given to the lowest bid offered. The county reserves the right to make multiple awards in the best interest of the county.

All goods shall be latex free.

Price(s) bid must be the price(s) for new goods only. The bidder represents and warrants that the goods offered to the County under this agreement are new, not used or reconditioned.

All pricing provided shall be inclusive of all shipping and handling cost. Vendor will not charge a fuel surcharge and all freight will be prepaid.

Price(s) bid must be per unit of measurement.

BRAND NAME OR EQUALS/DEVIATIONS

Unless otherwise specified, the mention of a particular manufacturer’s brand name or number on the bid form does not imply that this particular good is the only one that will be considered for purchase. The reference is intended solely to designate the type or quality of good that will be acceptable.

Goods marked as “No Substitute” will not be considered for alternative/equal goods.

Equal offers will be considered, vendor must submit a request in writing and include descriptive literature and/or specifications. The determination as to whether any alternate good is or is not equal shall be made solely by EMS and such determination shall be final and binding upon all bidders. EMS reserves the right to request a sample and/or review additional information to make such a determination.

Deviations, if accepted, will be specifically addressed in writing via an addendum to this Invitation for Bids. Any goods that are not in compliance with the specifications will not be accepted.

The bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon.

Any goods not bid upon shall be indicated as “No Bid”.

All bids must be submitted on the County’s standard bid response form. Bids in bidders’ quotation form shall be not accepted.

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EXPIRATION DATES

All products ordered shall have an expiration date of no less than twelve (12) months from the date of delivery.

DELIVERY AND AVAILABILITY

Vendors must have a minimum of thirty (30) calendar days of supplies available to order before commencement date of contract.

Confirmation of all orders and backordered items shall be provided by email to the ordering party within one (1) business day from the time the order was placed. Orders will be available for delivery, no later than two (2) business days from receipt of order. Orders that total over six (6) boxes should be delivered by freight and at no charge to county.

There shall be no minimum order required, either in quantity or cost, pertaining to this agreement. Vendor will not charge any shipping/freight cost for any minimum orders.

If an order is placed for an item that is out of stock or there is a substitute to the item requested, this shall be communicated to the ordering party and approved prior to delivery.

Non-stock product(s) should be available for delivery, no later than five (5) business days from receipt of order.

Any items received by the county in error due to wrong item bid or alternative good is not of equal quality vendor will provide an RMA label at no charge to the county.

Vendor will provide a written notice within twenty-four (24) hours of any products covered by this contract that the vendor has placed on backorder. Vendor's backorder notification will include:

- The product(s) placed on backorder.
- The expected timeline of the backorder.
- The reason for the backorder.

Deliveries resulting from this bid are to be performed during the hours of 8:00am – 3:00pm (EST) Monday thru Friday. Vendor shall notify their freight companies of the delivery hours.

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