



State of Oklahoma
Department of Central Services
Central Purchasing

Solicitation

1. Solicitation #: 3400000756

2. Solicitation Issue Date: 6-04-2009

3. Brief Description of Requirement:

COURIER / DELIVERY SERVICES

4. Response Due Date¹: 6-17-2009

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO:

Personal or Common Carrier Delivery:

Department of Central Services, Central Purchasing
Will Rogers Building
2401 N. Lincoln Blvd, Suite 116,
Oklahoma City, OK 73105

U.S. Postal Delivery:

Department of Central Services, Central
Purchasing
P.O. Box 528803,
Oklahoma City, Oklahoma 73152-8803

6. Solicitation Type (check one below):

- Invitation to Bid
 Request for Proposal
 Request for Quote

7. Requesting Agency: Dept. of Health

8. Contracting Officer:

Name: Laura Bybee
Phone: (405) 522-1037
Email: laura_bybee@dcs.state.ok.us



**State of Oklahoma
Department of Central Services
Central Purchasing**

Responding Bidder Information

"Certification for Competitive Bid and Contract" (see page 3) **MUST** be submitted along with the response to the Solicitation.

1. **RE: Solicitation #** 3400000756

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____
Company Name: _____

3. **Bidder Contact Information:**

Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____
Contact Title: _____
Phone #: _____ FAX#: _____
Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit¹:**

- YES – Permit #: _____
- NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

- YES - Filing Number: _____
- NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.state.ok.us or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

- YES – include a certificate of insurance with the bid
- NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/fagbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.oid.state.ok.us/FAQ/WorkersComp.pdf>



**State of Oklahoma
Department of Central Services
Central Purchasing Division**

**Certification for Competitive
Bid and Contract
(Non-Collusion Certification)**

In accordance with 74 O.S. § 85.22, a certification shall be included with any competitive bid or contract submitted to the State for goods or services.

Solicitation #: 340000756

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
- c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number



**State of Oklahoma
Department of Central Services
Central Purchasing Division**

Supplier Contract Affidavit

Solicitation #: 3400000756

_____, of lawful age, the duly authorized agent of:

_____, being first duly sworn, on oath says:

In accordance with 74 O.S. § 85.42(B), the supplier certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

_____ Signature	_____ Date
_____ Printed Name	_____ Title

STATE OF _____)
COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____

Notary Public (or Clerk or Judge) Signature _____

My Commission Number _____

My Commission Expires _____

GENERAL PROVISIONS

1. DEFINITIONS

- 1.1. "Acquisition" means items, products, materials, supplies, services and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- 1.2. "Bid" means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;
- 1.3. "Bidder" means an individual or business entity that submits a bid in response to solicitation;
- 1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- 1.5. "Supplier" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

2. BID SUBMISSION

- 2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed "Responding Bidder Information", DCS-FORM-CP-076, and any other forms required by the solicitation.
- 2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- 2.3. The required certification statement, "Certification for Competitive Bid and Contract (Non-Collusion Certification)", DCS-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- 2.4. All bids shall be legibly written or typed. Any corrections to bids shall be initialed. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive.
- 2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

3. SOLICITATION AMENDMENTS

- 3.1. If an "Amendment of Solicitation", DCS-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- 3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- 3.3. It is the Bidder's responsibility to check the DCS/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

4. BID CHANGE

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

5. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By submitting a response to this solicitation:

- 5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:

- 5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - 5.1.2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - 5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State or local) contracts terminated for cause or default.
- 5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

6. BID OPENING

Sealed bids shall be opened by the Central Purchasing Division at the Department of Central Services, Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

7. BIDS SUBJECT TO PUBLIC DISCLOSURE

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. §85.10.

8. LATE BIDS

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

9. LEGAL CONTRACT

- 9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- 9.2. The Contract resulting from this solicitation will consist of the following documents in order of preference: Contract award documents, including but not limited to the Purchase Order, Contract Modifications, required certification statement, affidavit, and change orders; the solicitation including any amendments; and the successful bid to the extent that the bid does not conflict with the requirements of the Contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the Contract award documents prevail over the solicitation, and both the Contract award documents and the solicitation shall prevail over the successful bid.
- 9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

10. PRICING

- 10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- 10.2. Bidders guarantee unit prices to be correct.
- 10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

11. MANUFACTURERS' NAME AND APPROVED EQUIVALENTS

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

12. CLARIFICATION OF SOLICITATION

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

13. REJECTION OF BID

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:15-4-11.

14. AWARD OF CONTRACT

- 14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- 14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- 14.3. As required by State law, 74 O.S. § 85.42.B, the successful bidder will be required to properly execute and return to Central Purchasing prior to the award of the contract, the "Supplier Contract Affidavit", DCS-FORM-CP-079, to certify that no person who has been involved in any manner in the development of that contract while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract. FAILURE TO SUBMIT THE AFFIDAVIT WILL RESULT IN THE NULLIFICATION OF THE CONTRACT AWARD. The affidavit must be made out in the name of the bidder and must be properly executed by an authorized person, and notarized, with full knowledge and acceptance of all its provisions. Bidders who wish to review DCS-CP-FORM-003, prior to submitting the solicitation response, may visit DCS' website at www.dcs.ok.gov.
- 14.4. In order to receive payments from the State of Oklahoma, suppliers who are not registered on the State of Oklahoma Vendor Registration list must complete the "Vendor/Payee Form" (www.ok.gov/OSF/documents/osfvend.pdf). Non-U.S. suppliers who are not registered on the State of Oklahoma Vendor Registration List must complete a W-8BEN (www.irs.gov/pub/irs-pdf/fw8ben.pdf). Failure to do so may delay contract award.

15. CONTRACT MODIFICATION

- 15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- 15.2. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the Supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

16. DELIVERY, INSPECTION AND ACCEPTANCE

- 16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- 16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

17. INVOICING AND PAYMENT

- 17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- 17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §41.4a and 62 O.S. §41.4b.

18. TAX EXEMPTION

Purchases by the State of Oklahoma are exempt from Oklahoma sales or use taxes and Federal excise tax. The Central Purchasing Division shall furnish tax exemption certificates upon written request.

19. AUDIT AND RECORDS CLAUSE

- 19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of three years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved, or until the end of the three year retention period, whichever is later.

20. NON-APPROPRIATION CLAUSE

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

21. CHOICE OF LAW

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

22. CHOICE OF VENUE

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

23. TERMINATION FOR CAUSE

- 23.1.** The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- 23.2.** The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- 23.3.** If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

24. TERMINATION FOR CONVENIENCE

- 24.1.** The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- 24.2.** If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

25. INSURANCE

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

26. EMPLOYMENT RELATIONSHIP

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

27. COMPLIANCE WITH APPLICABLE LAWS

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

28. SPECIAL PROVISIONS

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page	
3400000756	03/06/2009	Laura Bybee (580)	1	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	06/04/2009	04:24 PM	06/17/2009	03:00 PM

Requisition Number Reference: From Req ID - 3400012831

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	096224 Courier/delivery services	1	SUM		

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
3400000756	03/06/2009	Laura Bybee (580)	2
Payment Terms	DateTime Quote Open	Closing	
0 Days	06/04/2009 04:24 PM	06/17/2009 03:00 PM	

Requisition Number Reference: From Req ID - 3400012831

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	SCOPE OF WORK: CONTRACT TO PROVIDE OUT-GOING DELIVERY SERVICES FOR THE OKLAHOMA STATE DEPARTMENT OF HEALTH (OSDH) TO SERVICE DELIVERY SITES AND PARTNERS ACROSS THE STATE OF OKLAHOMA.				

THE SUPPLIER MUST BE ABLE TO PROVIDE OVERNIGHT DELIVERY SERVICE.
 DUE TO THE PERISHABLE NATURE OF MEDICAL SUPPLIES, IT IS IMPERATIVE THAT DELIVERY BE MADE NO LATER THAN NOON OF THE FOLLOWING DAY.

PRIMARY PICKUP LOCATION: 7725 W. RENO, OKLAHOMA CITY, OK 73127
 SECONDARY PICKUP LOCATION: 1000 NE 10TH STREET, OKLAHOMA CITY, OK. 73117

SUPPLIER SHALL COMPLETE PICKUP, LOADING, SCANNING AND PROCESSING OF ALL SHIPMENTS FROM THE PRIMARY LOCATION FOR DELIVERY TO OUTGOING SITES MONDAY THRU FRIDAY EXCEPT ON LEGAL STATE HOLIDAYS AT A MUTUALLY AGREED UPON TIME TO ENSURE DELIVERY OF SHIPMENTS NO LATER THAN NOON THE FOLLOWING DAY. TIMELINE TO BE SET AT INITIAL MEETING BETWEEN SUPPLIER AND OSDH.

OCCASIONAL PICKUP SERVICE FROM THE SECONDARY LOCATION MAY BE REQUIRED IN ADDITION TO THE DAILY PICKUP SERVICES AT THE PRIMARY LOCATION. ANY CHARGE ASSOCIATED WITH A SECONDARY LOCATION PICKUP MUST BE DETAILED IN THE "OTHER CHARGES" SECTION BELOW.

SHIPMENTS WILL REQUIRE INSIDE DELIVERY WITH FULL AND COMPLETE TRACEABILITY. COMPLETE TRACABILITY IS DEFINED AS: DATE AND TIME SHIPMENT PICKED UP AND DATE AND TIME SHIPMENT IS DELIVERED WITH SIGNATURE VERIFICATION. IN ADDITION, THE SUPPLIER MUST BE ABLE TO CAPTURE OSDH TRACKING NUMBER AND DELIVERY SIGNATURE TO PROVIDE TO OSDH. ABILITY TO CAPTURE NAME OF DELIVERY SIGNATOR IS A PREFERRED OPTION.

_____ INITIAL HERE IF NAME OF DELIVERY SIGNATOR CAN BE CAPTURED.

WEEKLY SHIPMENTS ARE SENT TO COUNTY HEALTH DEPARTMENT SITES STATEWIDE, AND BASED ON THE WEEKLY DELIVERY SCHEDULE DETAILED IN SECTION B.9 BELOW. SEE ATTACHMENT A FOR DELIVERY ADDRESSES OF COUNTY HEALTH DEPARTMENT SITES. OTHER SHIPMENTS ARE SENT TO CLINIC ADDRESSES THAT ARE PRIMARILY LOCATED IN THE METROPOLITAN AREAS OF OKLAHOMA AND TULSA COUNTIES ON AN INTERMITTENT BASIS.

EXAMPLES OF ITEMS TO BE DELIVERED WILL INCLUDE DRUGS AND MEDICATIONS, CLINIC SUPPLIES, MEDICAL EQUIPMENT, CERTAIN ITEMS REQUIRING COLD PACKING (I.E. VACCINES AND SPECIAL LABORATORY MEDIA KITS). OSDH REQUIRES VENDOR TO COVER EACH SHIPMENT FOR A MINIMUM OF \$100.00. ADDITIONAL VALUE MAY BE DECLARED. BIDDERS SHOULD NOTE THE LATE DELIVERY OF A SHIPMENT COULD JEOPARDIZE THE CONTENTS, REQUIRING OSDH TO SEEK REIMBURSEMENT IN ACCORDANCE WITH SPECIAL PROVISION B.6.

COST:
 1ST YEAR OF CONTRACT - \$ _____ PER STOP
 CONTRACT PERIOD: 07/01/09 THROUGH 06/30/10

2ND YEAR CONTRACT RENEWAL - \$ _____ PER STOP
 CONTRACT PERIOD: 7/1/10 THROUGH 6/30/11

3RD YEAR CONTRACT RENEWAL - \$ _____ PER STOP
 CONTRACT PERIOD: 7/1/11 THROUGH 6/30/12

4TH YEAR CONTRACT RENEWAL - \$ _____ PER STOP
 FINAL CONTRACT PERIOD: 7/1/12 THROUGH 6/30/13

MAXIMUM POUNDS PER SHIPMENT: _____
 (IF NOT APPLICABLE, OR NO MAXIMUM POUNDS, ENTER "N/A")

ESTIMATED USAGE IS 520 STOPS PER MONTH. IF COSTS WILL BE QUOTED IN A UNIT OF MEASURE OTHER THAN "PER STOP" YOU MUST DOCUMENT CALCULATION COMPLETELY.

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Request Quote ID.	Date	Buyer	Page
3400000756	03/06/2009	Laura Bybee (580)	3
Payment Terms	DateTime Quote Open	Closing	
0 Days	06/04/2009 04:24 PM	06/17/2009 03:00 PM	

Requisition Number Reference: From Req ID - 3400012831

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Supplier Responses

Line	Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
------	----------------	------	-----	-----------	-----------

THERE SHALL BE NO LIMIT OR INCREASED COST BASED ON THE NUMBER OF PARCELS. THE NUMBER OF PARCELS CONTAINED IN ANY SHIPMENT MAY BE VARIABLE.

UNLESS INDIVIDUAL SHIPMENT WEIGHT LIMITATION HAS BEEN IDENTIFIED IN THE BID RESPONSE, NO LIMIT TO THE NUMBER OF POUNDS WILL BE APPLIED. THIS CONTRACT IS FOR AN INDEFINITE NUMBER OF POUNDS TO BE SHIPPED DURING THE CONTRACT PERIOD.

PROVIDE VALUE OF INCLUDED COVERAGE FOR EACH SHIPMENT: _____

PROVIDE RATE SHEET FOR ANY ADDITIONAL INSURANCE COSTS BASED ON DECLARED VALUE IN THE FOLLOWING INCREMENTS (ENTER "INCLUDED" IF A GIVEN INCREMENT RANGE IS WITHIN THE INCLUDED COVERAGE VALUE):

COVERAGE FOR INCLUDED RATE LISTED ABOVE TO \$500: _____

COVERAGE FOR \$500 TO \$1000: _____

COVERAGE FOR \$1000 TO \$1500: _____

COVERAGE FOR \$1500 TO \$2000: _____

COVERAGE FOR \$2000 TO \$2500: _____

COVERAGE FOR \$2500 TO \$3000: _____

COVERAGE FOR \$3000 TO \$3500: _____

COVERAGE FOR \$3500 TO \$4000: _____

COVERAGE FOR \$4000 TO \$4500: _____

COVERAGE FOR \$4500 TO \$5000: _____

OTHER CHARGES - PROVIDE DETAILED INFORMATION ON ANY UNUSUAL OR INTERMITTENT CHARGES (ATTACH A SHEET IF NECESSARY). ANY MISCELLANEOUS CHARGES NOT INCLUDED IN THIS SECTION WILL BE DISALLOWED DURING PERFORMANCE OF THE CONTRACT. ANY ADDITIONAL CHARGES NOT INCLUDED IN THE RESPONSE TO THIS SECTION THAT APPEAR ON ANY INVOICES BILLED TO THE OSDH WILL BE MARKED DOWN, AND THE INVOICE PAID AT THE REDUCED AMOUNT.

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
3400000756	03/06/2009	Laura Bybee (580)	4
Payment Terms	DateTime Quote Open	Closing	
0 Days	06/04/2009 04:24 PM	06/17/2009 03:00 PM	

Requisition Number Reference: From Req ID - 3400012831

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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B.9 OSDH SHIPPING SCHEDULE
 THE INFORMATION BELOW IS THE SHIPPING SCHEDULE USED BY THE OSDH CENTRAL OFFICE TO PREPARE WEEKLY SHIPMENTS FOR DELIVERY.

TARGET SHIPPING DAYS FOR COUNTY HEALTH DEPARTMENTS**MONDAYS:**

ADAIR (1)	LATIMER (39)	SEQUOYAH (68)
BEAVER (4)	LeFLORE (40)	TEXAS (70)
CHEROKEE (11)	McCURTAIN (45)	WAGONER (73)
CRIAG (18)	MAYES (49)	WASHINGTON (74)
DELAWARE (21)	OTTAWA (58)	WOODS (76)
HARMON (29)	PUSHMATAHA (64)	

ALSO:

ALFALFA (2), CIMARRON (13), HARPER (30) "SPECIAL DELIVERY REQUIREMENTS DUE TO CLINIC ONLY BEING OPERATED PART-TIME", NOWATA (53)

TUESDAYS:

ATOKA (3)	HASKELL (31)	MARSHALL (48)
BECKHAM (5)	JACKSON (33)	MUSKOGEE (51)
BRYAN (7)	JEFFERSON (34)	PITTSBURG (61)
CHOCTAW (12)	JOHNSTON (35)	ROGERS (66)
COAL (15)	KIOWA (38)	TILLMAN (71)
COTTON (17)	LOVE (43)	TULSA (72)
GREER (28)	McINTOSH (46)	WOODWARD (77)

ALSO:

ELLIS (23), OSAGE (57), ROGER MILLS (65), WASHITA (75)

WEDNESDAYS:

CARTER (10)	GRANT (27)	MURRAY (50)
COMANCHE (16)	HUGHES (32)	OKLAHOMA (55)
CREEK (19)	KAY (36)	PAWNEE (59)
CUSTER (20)	McCLAIN (44)	PONTOTOC (62)
GARFIELD (24)	MAJOR (47)	STEPHENS (69)

ALSO:

DEWEY (22)

THURSDAYS:

BLAINE (6)	GRADY (26)	OKFUSKEE (54)
CADDO (8)	KINGFISHER (37)	OKMULGEE (56)
CANADIAN (9)	LINCOLN (41)	PAYNE (60)
CLEVELAND (14)	LOGAN (42)	POTTAWATOMIE (63)
GARVIN (25)	NOBLE (52)	SEMINOLE (67)

Please note that the number by each county represents the OSDH county identification number.

Also, please note that not all counties include a county health department location, but that shipments to all counties in the State of Oklahoma may be required. Counties without a county health department location are listed as "ALSO". The shipping schedule for county health departments applies to shipments to all locations within the identified county. (All shipments to be delivered to locations within Tulsa county will be prepared for pickup on Tuesdays for delivery by noon Wednesdays, etc.).

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ONLY SHIPMENTS TO COUNTY HEALTH DEPARTMENTS ARE PLANNED TO OCCUR WEEKLY. DELIVERIES TO OTHER SITES/BUSINESS ADDRESSES WILL BE REQUIRED INTERMITTENTLY, BASED ON NEED.

B. 10 EVALUATION METHODOLOGY:

BIDS WILL BE EVALUATED USING LOWEST AND BEST METHODOLOGY. THE INITIAL EVALUATION OF COST WILL BE BASED ON A REVIEW OF 520 STOPS PER MONTH WITH AN ESTIMATED WEIGHT OF 100 POUNDS EACH. IF NECESSARY, THERE WILL BE A SECONDARY EVALUATION OF COST WILL INCLUDE A COMPARISON OF COSTS BASED ON COSTS ASSOCIATED WITH INCREASED DECLARED VALUES OF SHIPMENTS. CONSIDERATION WILL BE GIVEN TO ABILITY TO CAPTURE NAME OF DELIVERY SIGNATOR, IN ADDITION TO COST, WHEN DETERMINING THE LOWEST AND BEST BID.

Indefinite Quantity Contract

B.2 AGREEMENT PERIOD

THE INITIAL CONTRACT PERIOD IS FOR ONE YEAR. THIS CONTRACT MAY BE RENEWED FOR UP TO THREE (3) ADDITIONAL ONE-YEAR PERIODS AT THE SAME TERMS AND CONDITIONS.

THIS CONTRACT IS FOR AN INDEFINITE QUANTITY AND THE STATE MAY, OR MAY NOT, BUY THE QUANTITY MENTIONED IN THIS CONTRACT. THE QUANTITY PROVIDED IN THE SPECIFICATIONS IS AN ESTIMATE OF USAGE ONLY.

B.4 RETURNS

PRIOR WRITTEN OR VERBAL AUTHORIZATION MUST BE PROVIDED BY THE AUTHORIZED PROGRAM CONTACT PERSON AT OSDH CENTRAL OFFICE FOR RETURN OF ITEMS TO OSDH. AUTHORIZED PROGRAM CONTACT NAMES ARE: LISLE JONES, VALARIE LAWRENCE, RAY MENGE (405-271-5436) OR CONNIE HALL-JONES (405-271-1777). ANY CHANGE IN AUTHORIZED CONTACTS WILL BE MADE IN WRITING.

B.5 INVOICES AND BILLING

SUPPLIER MUST PROVIDE COPIES OF SIGNED DELIVERY TICKETS OR COMPARABLE DOCUMENTATION APPROVED IN WRITING BY OSDH WITH ALL INVOICES. INVOICES WITHOUT DELIVERY CONFIRMATION SIGNATURE WILL NOT BE PAID. ELECTRONIC ACCESS TO ANY SYSTEM BEING UTILIZED BY SUPPLIER CAN BE USED TO MEET THIS REQUIREMENT UPON WRITTEN APPROVAL BY OSDH.

CHARGES WILL BE BASED ON QUOTED TERMS FOR THIS CONTRACT.

B.6 DAMAGES; LOSS OF PRODUCT

SUPPLIER WILL BE LIABLE FOR REIMBURSEMENT TO OSDH FOR ALL DAMAGES THAT OCCUR DURING SHIPPING, INCLUDING LOSS OF PRODUCT DUE TO LATE DELIVERY.

IN THE SECTION BELOW, PROVIDE DETAILED INFORMATION ON THE PROCESS FOR FILING CLAIMS:

B.7 CONTINUITY OF OPERATIONS

DESCRIBE IN THE SECTION BELOW OR ATTACH A DESCRIPTION OF ANY MECHANISMS AVAILABLE TO ENSURE CONTINUATION OF SERVICES TO THE OSDH IN THE EVENT OF A NATURAL OR MAN-MADE DISASTER AFFECTING YOUR OPERATIONS.

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B.8 VENDOR CONTACT INFORMATION SHOULD BE LISTED FOR THE FOLLOWING CATEGORIES:

FOR BID DOCUMENTS:
 NAME AND PHONE _____

FOR PICKUP QUESTIONS/ISSUES:
 NAME AND PHONE _____

FOR INVOICE QUESTIONS:
 NAME AND PHONE _____

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Authorized Signature

**REQUISITION 3400012831
COURIER/DELIVERY SERVICES
CONTRACT MONITORING PLAN**

OSDH INTERNAL SERVICES shall provide Contract Monitor(s) who may monitor all provisions under the Contract. Monitoring may include, but is not limited to, the following areas of monitoring: Administrative - primarily involving monitoring CONTRACTOR's compliance with the contract terms and conditions, Fiscal - related to monitoring CONTRACTOR's fiscal activities; and Service Delivery - monitoring CONTRACTOR's delivery and pickup activities.

INTERNAL SERVICES or its agent will evaluate CONTRACTOR's performance under this Contract on no less than a quarterly basis, with at least one visit being an on-site occurrence. Such evaluation will include assessing CONTRACTOR's compliance with all Administrative, Fiscal and Services Delivery activities. A written log of all performance issues will be maintained by INTERNAL SERVICES and reviewed with CONTRACTOR at the Performance Evaluation Meetings to be held jointly by OSDH INTERNAL SERVICES and CONTRACTOR. Meetings will be scheduled once per month for the first three (3) months of the contract and then held no less than once per quarter thereafter provided no substantial performance issues arise. Contract Monitor will notify CONTRACTOR in writing (electronic correspondence shall meet this requirement) at least 72 hours prior to any scheduled performance review.

Performance deficiencies will require a documentation of the issues and will require CONTRACTOR to provide a written Corrective Action Plan within 10 working days of receipt of the documentation. Corrective Action Plan shall include a timetable and steps taken to address the issues. A written acceptance or rejection of the Corrective Action Plan will be provided to the CONTRACTOR within five days of receipt.

Upon receipt of invoices from CONTRACTOR, OSDH will review individual charges and verify delivery confirmation is available on each charge. Delivery confirmation will be in writing and attached to each invoice OR available in electronic form mutually agreed upon by both parties in writing. Once verification of charges is complete, invoice will be approved by Internal Services and forwarded to Accounting Services for payment processing.

Three times per year, Internal Services will review the ratio of payments to encumbrances to determine if adjustment in the overall contract amount or usage of services. High usage occurs each quarter, so it is necessary to complete the encumbrance review outside the regular quarterly cycles.