

Rockingham County Engineering & Maintenance Services
116 North Road
Brentwood, NH 03833
Jude Gates/Director of Facilities, Planning & IT
603-679-9375
jgates@co.rockingham.nh.us

Proposal Submission Deadline: 06/27/2022 at 5:00pm Proposal Opening: 06/30/2022 at 8:30am
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REQUEST FOR PROPOSAL
Supply Only
Latex/Vinyl Gloves-RCRNC/DOC
09 June 2022

You are hereby invited to submit a proposal to enter into a (1) one year contract for the period of August 1, 2022 through July 31, 2023 for the supply of latex/vinyl gloves to be used at the Rockingham County Rehabilitation & Nursing Center, and Assisted Living, located at 117 North Road, Brentwood, N.H., and the Department of Corrections, located at 99 North Road, Brentwood, N.H. Information necessary to complete the proposal is contained within this document.

The technical specifications are listed in Attachment A of this Request for Proposal.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of general administrative offices, long term care and rehabilitation center, assisted living, correctional facility, engineering and maintenance services, and offices from Elected Officials: Commissioners, Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

Questions on the technical specifications of the Request for Proposal should be directed to the contact listed for each department, questions on bidding procedures can be directed to rfp@co.rockingham.nh.us

1. Proposal Instructions: (3 ways to submit)

1. Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a sealed envelope marked "Latex/Vinyl Gloves" addressed and delivered to:

Rockingham County Commissioners
119 North Road, Brentwood, NH 03833

2. Submit your bid as a PDF to; rfp@co.rockingham.nh.us
3. You may submit your Proposal online through Public Purchase, which is free to sign up and submit. Please visit www.rockinghamcountynh.org/rfpbidding for the link to our Public Purchase page.

Submission must include:

- Organization legal name with DBA if applicable
- Tax ID
- Physical address and mailing address (if different)
- Organization representative name and contact information (phone, fax, email)
- Complete cut sheets and specifications of all products quoted, if applicable.
- All pertinent information regarding warranty and service availability.
- Anticipated start time after receipt of order and anticipated time to perform scope of services.
- Certificate of Liability, certificate holder: Rockingham County, 119 North Rd., Brentwood, NH 03833

2. **Proposal Opening:** Proposals will be opened publicly in the Public Purchase portal at a regular scheduled meeting of the Board of Rockingham County Commissioners. Proposals will be taken under advisement at time of opening and will be awarded or rejected as soon as a complete review and comparison of the proposal received has been made by Rockingham County.
 - b. Scheduled meetings are subject to change and information may be found here: www.rockinghamcountynh.org/events
3. **Proposal Award:** The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners. Formal notification of proposal award will occur thereafter. Information on the award will also be available on the RFP/Bidding section of our website: www.rockinghamcountynh.org
4. **Pricing:** Proposal prices are to remain in effect for a period of sixty (60) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful Organization(s).
 - a. Vendors awarded a state bid/contract should offer that pricing.
 - b. Should you have any variations (discounts and /or penalty clauses) that may affect the price, please specify in proposal.
5. **Additional Materials:** Following the review and screening of all proposals, Organization may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham County.
6. **Performance Clause:** In the event that the successful awarded Organization/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and such default is not corrected within thirty days of written notice from either party, the successful awarded Organization/ Rockingham County shall have the option of canceling the Proposal.

The successful awarded provider acknowledges that all work performed on County property will be done so in accordance with the standard safety rules and guidelines of OSHA. Please include with your Proposal a copy of your safety rules and guidelines and/or acknowledgement of your compliance with OSHA.
7. **Contractual Obligations:** In the event that contracts for the supply of materials, equipment, or services are required under the proposal, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with County legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.
 - a. **Non-Appropriation**

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should

Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

b. **Indemnification**

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

8. **Insurance Requirements:** The Organization shall always maintain during the life of this proposal insurance coverage. The Organization must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal and will be evaluated accordingly.
- a. **Coverage:** The Organization shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.
- b. **Workers Compensation Insurance:** The Organization shall carry workers compensation insurance as required by the State of New Hampshire.

- c. **Comprehensive General Liability Insurance:** The Organization shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence
- d. **Motor Vehicle Insurance:** The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.
- e. **Insurance Certificate:** The Organization shall provide an insurance certificate confirming the above insurance coverage.
 - i. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. Include with proposal submission and use mail to: Rockingham County, attn. Commissioners Office, 119 North Road, Brentwood, NH 03833.
 - ii. A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the above mail to address.

9. **Notice:**

- a. The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which it deems to be in the best interest of Rockingham County and to waive any bid formality.
- b. Proposals are subject to public review and cannot be honored with proprietary, confidential, do not disclose, or any other restriction that conflicts with the New Hampshire Right to Know Law.
- c. Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each Organization will read these specifications with care. Failure to meet certain conditions may invalidate proposals.
- d. The information contained herein is believed to be accurate but should not be considered as warranted in any way.
- e. Rockingham County may award to multiple providers.
- f. Any changes to the specifications shall meet the approval of Rockingham County.
- g. Any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal.
- h. Upon satisfactory completion of the work and or receipt of the product, payment is subject to standard accounts payable process at Rockingham County.

Sincerely,


Jude Gates, Senior Director of Facilities, Planning & IT

JG/db

ATTACHMENT A

You are hereby invited to submit proposals for the supply of latex/vinyl gloves for the Rockingham County Rehabilitation & Nursing Center, Assisted Living, and the Department of Corrections for the period of 08/01/22-07/31/23 as specified below.

A. Specifications

Rockingham County Rehabilitation & Nursing Center

❖ **Nursing Department**

Contact: Donna Deem/Central Supply Coordinator

Phone: 603-679-9336

E-mail: ddeem@co.rockingham.nh.us

	Estimated Annual Case Qty.	Quoted Price
➤ Powder Free Vinyl Exam Gloves		
Size: Small	48	
Size: Medium	300	
Size: Large	324	
Size: X-Large	24	
➤ Synthetic Rubber Nitrile Gloves		
Size: Small	20	
Size Medium	60	
Size: Large	60	
Size X-Large	20	

*case = 10/bx-100 gloves/bx.

Weekly Deliveries Required (Wednesdays)

Standing order (& will call to increase as needed) (1 Small, 6 Medium, 7 Large, and 1 XL)

❖ **Environmental Services**

Contact: William Connolly/Director, Environmental Services

Phone: 603-679-9323

E-mail: wconnolly@co.rockingham.nh.us

	Estimated Annual Case Qty.	Quoted Price
➤ Non-Sterile Powder Free Vinyl Gloves		
Size: Medium	36	
Size: Large	60	

Size: X-Large 48

*Monthly Deliveries (3 Med, 5 Large, 4 XL)

➤ **Synthetic Rubber Nitrile Gloves**

Size: Large 60

*case = 10/bx-100 gloves/bx.

❖ **Assisted Living**

Contact: Kris Andreozzi/Director

Phone: 603- 679-5335 ext. 9359

E-mail; kandreozzi@co.rockingham.nh.us

Estimated Annual Case Qty.

Quoted Price

➤ **Powder Free Vinyl Exam Gloves**

Size: Medium 60

Size: Large 60

Size: X-Large 40

*case = 10/bx-100 gloves/bx.

*Monthly Deliveries (5 med, 5 large, 3 x-large)

Rockingham County Department of Corrections

❖ **Contact: Katherine Arsenault/Business Office Administrator**

Phone: 603-679-9451

E-mail; karsenault@co.rockingham.nh.us

➤ **Heavy Duty Exam Gloves**

- Nitrile, Powder-free, latex-free, Fentanyl resistant, cleared for chemotherapy use, minimum of 3.5 MIL
- Please send sample
- Sizes Small-Med-Large-XLarge
- Estimated 200 cases/year

➤ **Serving Gloves**

- Clear, Powder-free, latex free, disposable gloves for food service
- Please send sample
- Size Large/XLarge
- Estimated 30 cases/year

*Case = 10/box-100 gloves/Box

*Deliveries (will call to order as needed)

*Samples to be delivered to Rockingham County DOC, 99 North Rd. Brentwood, NH 03833 (Attn: Katherine Arsenault)

B. General

- Please provide as part of your proposal complete specifications for items quoted.
- Please include as part of your proposal anticipated delivery time after receipt of order.
- Please provide information with regards to warranty and parts/service availability.
- Pricing is to include all freight charges to Brentwood, New Hampshire. Rockingham County will not be responsible for any additional freight charges not specified in your proposal.