



Cleveland County, North Carolina – Emergency Medical Services Department

April 2, 2018

TO: All Prospective Bidders
FROM: Cleveland County Emergency Medical Services Department (CCEMS)
SUBJECT: Bid for Uniform Items

Bids will be received by the Cleveland County Emergency Medical Services until **Noon on Monday, April 30, 2018**. CCEMS outfits approximately 130 personnel annually.

Attached is a document that identifies estimated order quantities and specific items and companies that procedure these items. Please note quantity of items that may be ordered is not absolute.

- No charge for shipment of uniforms to Cleveland County EMS.
- Bidders shall exclude all applicable sales tax from bid.
- Upon invoicing purchase order (PO), taxes should be included on the invoice.
- Brand names used in this bid are denoted. Any and all exceptions to the specifications requested must be fully detailed and explained on a sheet attached to the proposal sheet.
- Should bidder not indicate and explain exceptions, bid may be disqualified.
- Shipments will be refused if county employees are expected to unload trucks. All shipments are to be delivered: Attn: CC Emergency Medical Services
100 Justice Place, Rm 104-A
Shelby, NC 28151
- PO will be packaged individually for each medic's order and denoted by medic's name on order.
- All items on medic's PO must be shipped by vendor before PO will be paid by Cleveland County Finance Department.
- Expected PO fulfillment timeframe is within 45 days. Any exceptions must be communicated to CCEMS.
- Substitutions from the bidder on specifically denoted items, a sample must be provided of the substitution for approval by CCEMS prior to fulfillment of PO.
- Bidder will be supplied with CCEMS patch and NC State medics' designation patch to be sewn onto uniform shirt and outerwear per specified by PO.

Bidders must submit the bid proposal forms provided in this bid package with all blanks completed. Cleveland County will not accept bids that are not properly executed.

The bidder shall guarantee all quoted prices from **July 1, 2018 through June 30, 2019.**

Bids should be emailed to: Loretta.Oates@ClevelandCounty.com or mail to CCEMS PO Box 1210, Shelby, NC 28151 or hand delivered to Law Enforcement Center, 100 Justice Place, Room 104-A, 1st Floor, Shelby, NC.

WRITTEN QUESTIONS DEADLINE:

The last day and time for submittal of written questions shall be no later than **5:00PM** on **Monday, April 23, 2018**.

All **"NO BIDS"** should be noted as such on the second page of these instructions to bidders. Please note that if the bid is mailed rather than delivered, it is the full responsibility of the bidder to ensure that the bid is received by CCEMS personnel prior to the specified time for the bid opening. Any bids received after this date and time will not be accepted.

This contract may be extended to a 36 month basis if approved by both parties. The contract may be cancelled upon thirty (30) days written notice by either party, unless grossly negligent work or services is discovered, in which case, the contract may be canceled immediately.

For any questions or need of further information, please contact Loretta Oates at (704) 476-3036.

Cleveland County Board of Commissioners reserves the right to accept or reject bids pursuant to provisions of North Carolina General Statute 143-129.

VENDOR STATEMENT

**AFTER EXAMINING THE ATTACHED SPECIFICATIONS
I WOULD LIKE TO ENTER A "NO BID" RESPONSE.**

Company Name

Authorized Signature