



**ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
PUBLIC HEALTH DEPARTMENT**

**Colleen Chawla, Director
Kimi Watkins-Tartt, Director**

Division of Communicable Disease Control and Prevention
Public Health System Preparedness and Response
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Oakland, Ca 94607

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Interim County Health Officer**
(510) 267-3200
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COUNTY OF ALAMEDA

INFORMAL REQUEST FOR QUOTE No. 011420

for

Medical Supplies Replenishment

RESPONSE DUE

by

2:00 p.m.

on

01/28/20

through

Alameda County Public Health Department

CONTACT INFORMATION

Yen Yen Cao

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A. INTENT

The Alameda County Public Health Systems Preparedness and Response (PHSPR) Section of Alameda County Public Health Department mission is to prepare the community to respond in a safe and timely manner in a bioterrorism threat, disaster, or other public health emergency. PHSPR intends to award a contract to the bidder selected as the most qualified bidder whose response conforms to this IRFQ.

B. SCOPE

PHSPR is seeking for a contractor to manage the replenishment of medical supplies to maintain a ready state of preparedness and response and to replenish expired medical supplies. The medical supplies are currently in two trailers in Alameda County.

See separate attachment of list of contents of medical supplies.

C. BIDDER QUALIFICATIONS

1. Bidder shall be regularly and continuously engaged in the business of providing *supply replenishment services* for at least 3 years.
2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.
3. Bidder shall have strong ability to maintain and organize inventory.

D. DELIVERABLES

The contractor will be required to

1. Assess, determine, and identify products that have expired, or are about to expired.
2. Order and purchase replenishment supplies.
3. Coordinate delivery and shipment of all supplies that are to be replaced.
4. Inspect all replenishment products to ensure items were not damaged or compromised during transit.
5. Physically unload and replace supplies in the trailers.
6. Position emergency response modules.
7. Stage all cases.
8. Inspect all cases for operational condition (wheels, clasps, handles, labeling).
9. Replace all individual items that have or will expire by December of 2020 within respective location of case/organizer verifying product type, quantity, and shelf life

10. Quarantine all expired product.
11. Facilitate proper disposal of quarantined product.
12. Secure all cases.
13. Repackage cases and contents into respective trailer.
14. Update system inventory list with new expiration dates. It is currently on a digital Smart Book Manual.
15. Provide a final updated Smart Book Manual (digital format)

E. PROJECT TIMELINE

The estimated project timeline is February 1, 2020 to June 30, 2020.

F. BID FORMAT

1. Bidder shall provide a proposed timeline with major dates and milestones to successfully complete the deliverables.
2. Bidder shall provide a proposed quote to include costs to successfully complete the deliverables and costs of the supplies.
3. Bidder shall include all direct costs (travel, lodging, meals etc.) to successfully complete the deliverables.

G. SUBMITTAL OF BIDS

1. All bids must be emailed to Alameda County **Public Health Department** BY 2:00 p.m. on the due date specified in this IRFQ.
2. Successful uploading of a document does not equal acceptance of the document by Alameda County.