THE BOARD OF EDUCATION FOR DOUGLAS COUNTY SCHOOL DISTRICT 0001
(OMAHA PUBLIC SCHOOLS)

INVITES BIDS ON:
First Aid Kits for Buses

Bid NO.: 24-072
BID DUE: Wednesday, June 5, 2024 at 2:00 PM CST

Please include the bid number on all correspondence.

Submit email electronic replies to locked bid box: BidServicesforTransportation@ops.org
I. **BID INVITATION**: Douglas County School District (Omaha Public Schools) (“OPS”) invites qualified suppliers to submit bids to provide OPS with First Aid Kits for Buses (collectively referred to herein as the “Products” or individually as a “Product”) that comply with the Product Specifications in the Bid Documents. The bid price quoted in the bid shall include a single per item price for each item being bid. Bids must be submitted in accordance with the requirements stated in these Bid Documents. The Bid Documents include this Bid Invitation, the Bid Submission Instructions, the General Terms and Conditions, the Product Specifications, and the bid form.

II. **BID SUBMISSION INSTRUCTIONS**: To be considered, bids must be submitted in accordance with these bid instructions:

1. **Bid Preparation**: All bids must be completed and submitted on the unaltered OPS bid form that is a part of the Bid Documents. DO NOT SUBMIT BIDS ON ANY OTHER FORM. Unless specifically allowed in the Bid Documents, only one bid form may be submitted by any bidder. All required blanks on the bid form must be completed, all required attachments included and the final page of the bid form must be signed by an authorized representative of the bidder. All prices are to be rounded off to two decimal points. All prices should be quoted F.O.B. Omaha Public Schools delivery site in Omaha, Nebraska. The amount bid shall be the total cost to OPS for the products or services specified, and no additional amount will be paid by OPS to the successful bidder for the product or service delivered to OPS at the delivery point specified. No bidder will be allowed to offer more than one price on each item and the price shall be for the quantity specified in the Bid form. If the bidder submits more than one price on any item, all prices for that item will be rejected. Even though a particular manufacturer’s name or brand may be specified in the Bid Documents, bids will be considered on other brands of equal or better quality, unless the bid clearly indicates that a particular brand or product (NO SUBSTITUTE) is required. On all bids on which an alternate brand or product is allowed to be proposed by a bidder, the bidder shall indicate clearly the product on which it is bidding, and shall supply a sample or descriptive data, to be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bid. OPS reserves the right in its discretion to determine whether an alternate brand is acceptable. In the event the bid is for an item that requires a Safety Data Sheet (SDS), bidder shall include such SDS with bidder’s bid proposal. Bids that attempt to change, modify or add additional terms and conditions to the Bid Documents by conditioning a bid response upon the acceptance by OPS of contract terms attached to a bid response or referencing in a bid response certain contract terms on a web site shall be considered non-complying bids by OPS and may be rejected by OPS.

2. **Bid Questions**: Any questions or requests for interpretation of these Bid Documents must be submitted in writing by e-mail to BidServicesforTransportationQA@ops.org by 2:00 p.m. CT on Monday, May 13, 2024. OPS will not respond to questions received after this date and time. The communication requirements have been established by OPS to ensure a fair and equitable process for all potential bidders. The email address listed above for questions is the only authorized location and representative of OPS who can respond to questions regarding this bid. Any attempt to communicate or contact any Board Member, employee, or consultant of OPS on any manner having to do with any aspect of this bid may result in the disqualification of the bidder as a potential...
3. **Bid Submission:** All bids must be submitted to OPS by email to the following locked e-mail bid box address: BidServicesforTransportation@ops.org. Bids submitted to any other email address will be rejected. All submitted bids must comply with the following requirements:

   a. The bid must be submitted in a pdf format.
   b. The bid must be attached to and submitted with a transmittal email that contains the following language in the subject line of the email: “Bid Number 24-072 for First Aid Kits for Buses.”
   c. The bid must have the following attachments submitted with the bid:
      (i) Manufacturer’s specifications for the Product proposed by bidder; and
      (ii) List of variances from Minimum Specifications (if any).

Bids submitted in any other form, including hard copy, facsimile and telephone bids, along with bids submitted to an email address other than the one indicated in these Bid Documents will NOT be accepted. Email bids must be submitted to the locked e-mail bid box by the time and date specified on the bid documents. The time stamp on the OPS’s email will be the official clock utilized to determine the time for the close of bidding.

4. **Variance from Minimum Specifications:** The Product Specification portion of the Bid Documents contains the minimum specifications for the Products. If the Products that are proposed to be furnished by a bidder vary from these minimum specifications, then the Products proposed must exceed the requirements of the minimum specifications. OPS reserves the right to determine equivalence in evaluating any variance in the Products proposed by a bidder in its bid proposal and whether the proposed Products actually exceed the minimum specifications. If OPS determines that the Products proposed by a bidder are not the equivalent or do not exceed the Minimum Specifications, that bid will be rejected. Bidders shall include with their bid response detailing the specifications of the Products proposed by the bidder and listing any variances from the Minimum Specifications.

5. **Bid Submission Deadline:** Bids are due at 2:00 p.m. Central time on the due date specified in the Bid Documents. Bids received after 2:00 p.m. Central time on the due date are considered late and will be deleted unopened from OPS’ email box. OPS is not responsible for ANY late bids due to failure or delay in e-mail delivery. The bid must be received by the time and date indicated on the bid document. Please allow enough time for delivery. The risk of delivery rests solely on the bidder. Late bids will not be accepted. The time stamp on the OPS email system shall be the official clock for determining when the time for submission of bids has closed.

6. **Bid Withdrawals and Resubmissions:** Withdrawal of a bid may be made by a bidder prior to 2:00 p.m. Central time on the due date. A withdrawal may only be done by the bidder via an e-mail message to the same locked e-mail bid box where the bid was originally submitted, with the notation of the subject line stating “Withdrawal of Bid Number 24-072 for First Aid Kits for Buses,” and actually received by the OPS Purchasing Division prior to the date and time the bid is due. A hard copy, facsimile or telephone withdrawal request will not be honored. An e-mail bid addendum or bid modification in lieu of a withdrawal is NOT acceptable and will be rejected. Bids may only be withdrawn by written e-mail notice received by OPS prior to 2:00 p.m. Central time on the due date. If properly withdrawn, a bid may be resubmitted in accordance with the Bid Documents so long as it is re-submitted prior to the deadline for submission of bids. All bids submitted and not withdrawn as specified in the Bid Documents shall remain open and be subject to acceptance for 90 days after the bid due date and may not be withdrawn prior to the expiration of such 90-day period.

7. **Bid Opening:** Those submitting bids can attend the opening by accessing Microsoft Teams meeting at 1 402-509-3892 within the United States, Phone Conference ID: 802 125 078# or may attend in person. Bids will be opened in public at the OPS Teacher Administrative Center, 3215 Cuming Street, Omaha, Nebraska, immediately following the close of the time specified for submitting bids and in the presence of the firms or representatives of the firms submitting bids who elect to attend the bid opening.
8. **Bid Award:** OPS reserves the right to reject any or all bids or any part thereof and to waive any technicalities. This is an all or nothing bid. The OPS Board of Education must approve any contracts of $50,000.00 or more. Except due to a holiday or an extenuating circumstance, the Board generally meets the first and third Monday of each month for approval of bids and purchases. OPS will either sign a contract with or issue an official purchase order to the successful bidder which will constitute the contract with OPS for the purchase of the Product or Products specified in the contract or purchase order and will incorporate by reference the documents constituting the Contract Documents (as defined in Section III.1. below). In the event of a conflict between the terms of the Bid Documents and the remainder of the Contract Documents, the remainder of the Contract Documents shall control. Approval or award of a bid by OPS or its Board of Education does NOT constitute a contract between OPS and the bidder, and no contract shall be deemed created, nor shall OPS be deemed obligated in any manner to bidder, until such time as an official purchase order is issued to the successful bidder or a contract is signed by OPS, as applicable. If the Bid Documents specify that a contract will be entered into with the successful bidder, OPS will submit to the successful bidder after the bid award the contract form that will be utilized by the parties which must be signed and returned to OPS within ten (10) days after receipt. Failure to return a signed contract within the time provided herein may cause OPS to award this bid to a substitute contractor.

9. **Collusive Bidding:** The bidder’s submission of its bid response is the bidder’s representation and guarantee to OPS that the prices quoted have been arrived at without collusion with any other eligible bidders and without an attempt to preclude OPS from obtaining the lowest possible competitive price, influencing the prices quoted by any other eligible bidder or discouraging other potential bidders from bidding.

10. **Bid Tabulations:** Bid tabulations are available for review, by appointment, in the Purchasing Division offices. Copies of the bid tabulations are available. The cost for a bid tabulation copy is $5.00 for any tabulation up to 20 pages in length. There is an additional charge of $.25 for each page in excess of 20 pages. Make checks payable to Douglas County School District 0001. Bidders may include a request for a bid tabulation copy with its bid response or may contact the OPS buyer to make a request. The buyer will notify the bidder regarding the cost of the bid tabulation, once it is known.

III. **GENERAL TERMS AND CONDITIONS.** The following terms and conditions, along with the remainder of the Bid Documents, will become a part of the contract or purchase order between the successful bidder and OPS. The term “Contractor” as used herein, means the successful bidder that is issued a purchase order by OPS or who contracts with OPS to furnish the products or services being bid.

1. **The Contract or Purchase Order:** The contract or official purchase order issued by OPS to Contractor will constitute the “Contract” with OPS for the purchase of the Product(s) and/or service(s) specified in the Contract (references to the “Contract” will be deemed to include a purchase order when Products are ordered exclusively by purchase order without a separate Contract). The Bid Documents and Contractor’s completed bid form are incorporated into the Contract by reference (all of the foregoing documents together with the executed Contract are collectively referred to in the General Terms and Conditions, the Product Specifications and the Contract as the “Contract Documents”). In the event of a conflict between the terms of the Contractor’s bid and the other Contract Documents, the terms and conditions of the other Contract Documents shall control.

2. **Taxes:** OPS is exempt from state and city sale taxes and no sales taxes shall be included in the bid or collected from OPS. The OPS tax-exempt number is 05-0597767. OPS will provide the Contractor with its tax-exempt form upon request. Where Federal statutes exempt OPS from the payment of excise or manufacturer’s taxes on materials or equipment, bidders shall exclude the amount of any Federal excise or manufacturer’s taxes from its bid.

3. **Compliance with the Law:** Contractor shall comply with all applicable federal, state and local laws, ordinances, regulations and codes in the performance of the contract. Contractor shall have the necessary rights, licenses and approvals required to provide the specified products and services. Contractor represents that it is not listed on the non-procurement portion of the General Services Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" (See 45 CFR part 76.) as the same may be amended from time to time.
4. **Invoices:** Invoices will not be submitted to OPS until the products furnished to OPS that are included in the invoice have been delivered and accepted by OPS at the delivery point. All invoices must be sent in duplicate to the Accounts Payable Division and shall contain the OPS purchase order number on the face of the invoice. Invoices must be approved and processed at least ten (10) workdays prior to the next Board meeting date where approval will be requested for payment. Payments are generally issued the Tuesday following the Board meeting where payment is approved. The Board generally meets on the first and third Mondays of a month, except in those instances when the normal twice-monthly Monday Board of Education meeting is delayed, due to a holiday or other extenuating circumstance.

5. **Civil Rights:** Contractor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended by the Equal Opportunity Act of 1972, all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to that title, the Pregnancy Discrimination Act of 1978, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, the Americans With Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1122. Contractor agrees no person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which OPS receives federal financial assistance from the Department; and hereby gives assurance that the Institution will immediately take any measures necessary to effectuate this Agreement. Contractor further agrees to comply with all applicable requirements of state and local laws, ordinances, and regulations regarding nondiscrimination in employment. Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status. Any act of discrimination committed by Contractor or failure to comply with these statutory obligations when applicable shall be a default under the Contract with the Contractor.

6. **Employment Eligibility:** If the Contract with OPS requires physical performance of services in the State of Nebraska, as determined under Nebraska law, the Contractor awarded the Contract shall be required to register with and utilize an electronic verification system or program, whether the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, now known as the “E-Verify Program” or an equivalent federal program designated by the Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. Contractor shall contractually require all subcontractors performing work under such Contract to also register and utilize such electronic verification system. The Contractor awarded the Contract and all of such Contractor’s subcontractors shall use such electronic verification system to determine the work eligibility status of each new employee physically performing any services within the State of Nebraska under the contract. Any person whom the electronic verification system determines is ineligible or not authorized to work in the United States shall not be permitted by Contractor nor any subcontractor to perform services in Nebraska under such contract. Contractor shall provide such reasonable documentation as OPS may request from time to time during the performance of the Contract and for five (5) years thereafter documenting compliance with the provisions of this Section. Failure to comply with these provisions will constitute a default under the Contract awarded by OPS.

7. **No Assignment:** Contractor awarded the Contract shall not assign the Contract in whole or in part to any other person or entity without the prior written consent of OPS, which shall not be unreasonably withheld. If approved, the assignee must be able to deliver the specified item for the bid price. No interest of Contractor in the Contract shall be transferred by operation of law.

8. **Subcontracting:** If Contractor intends to utilize subcontractors for the performance of any services under the contract, OPS shall have the right to review any subcontractors that the Contractor intends to use for this contract. Any approved subcontractor shall meet all requirements of the contract. Subcontractors selected by the approved Contractor will be the direct responsibility of such Contractor and not OPS. The
9. **Termination of Contract:** In the event that the Contractor awarded the Contract or is issued a purchase order fails or refuses to perform such Contract or purchase order according to its terms, or in the event such Contractor otherwise defaults in the performance thereof, OPS may, in addition to all other rights that it may have at law or equity, terminate such Contract or purchase order, and may enter into a contract with another vendor for the same Product or service. Any additional costs incurred by OPS in obtaining such Products or services from a substitute contractor, shall be paid by Contractor to OPS, in addition to any other damages that OPS may have suffered due to such default.

10. **Public Benefit:** For purposes of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, if the Contractor is a sole proprietorship or a general partnership, the Contractor represents to OPS that the sole proprietor or each general partner, as applicable, are citizens of the United States or that are qualified aliens under the federal Immigration and Nationality Act. Any qualified alien must provide to OPS that person’s immigration status, alien number and a copy of their USCIS documentation upon request by OPS.

**IV. PRODUCT SPECIFICATIONS.** The Contractor awarded the Contract will be expected to furnish the Products to OPS that comply with the following specifications:

1. **Products to be Furnished.** Contractor agrees that it will supply to OPS, if and when ordered from Contractor by OPS, the Products listed in Contractor’s bid response that were awarded by OPS. The Products furnished by the Contractor shall be new and unused, free of defects, and shall conform to the specifications in the Bid Documents and in the Contractor’s bid response. The Products will have all warranties required by the Bid Documents or otherwise provided by the Contractor and manufacturer, which manufacturer’s warranty will be assigned to OPS at the time the Products are furnished. Contractor’s price per Product shall be the total amount to be paid by OPS for each Product and any other product to be supplied with the Product, including all warranties, shipping of the Product and any related products to the delivery location, and shall also include the cost of providing all insurance coverage, duties, tariffs and brokerage charges necessary to complete delivery to OPS.

2. **Quantities and Pricing.** Contractor will furnish the Products specified in the Bid Documents in quantities stated on the OPS bid form pursuant to the contract with OPS. Pricing for the Products will be furnished at the Contractor’s bid price for all orders placed by OPS during a 12 month period immediately following the bid award.

3. **Delivery.** The Products to be ordered by OPS will be delivered directly to the individual locations specified by OPS and within a delivery time specified by OPS from the date of order. Contractor is to include care and maintenance materials for the Products. Delivery may be made to OPS only after a valid purchase order has been issued by OPS for each of the Products. The Contractor’s bid price for the Products shall be F.O.B. Omaha Public Schools delivery site in Omaha, Nebraska, which price must include all shipping charges to the delivery site. No additional shipping charges will be allowed. The specific delivery site will be the OPS Transportation facility at 3833 N 72nd St, Omaha, NE 68134. All deliveries must be made between the hours of 8:00 am and 3:30 pm Central time on those days when OPS is open for the conduct of business. Contractor must adhere to any delivery date specified in the purchase order or in Contractor’s bid response, if indicated. Ownership of all Products shipped to OPS passes to OPS at the time delivered and accepted by OPS at the delivery point. All risk of loss to any Products will remain with the Contractor until accepted by OPS at the delivery point.

4. **Safety Data Sheets:** Contractor shall furnish OPS with at least one hard copy of safety data sheets (SDS) as stated in 29CFR 1910.1200 or under the GHS, for each product, chemical substance, mixture, preparation or material requiring a SDS directly to Environmental, 4041 N. 72nd Street, Omaha, NE 68134. Electronic submittals are also acceptable – send to safetydatasheets@ops.org. Contact Environmental at 531-299-0180 for further directions.
5. **Minimum Specifications.** The Products to be provided by Contractor must comply with the following minimum specifications per the State of Nebraska Department of Education Title 92, Nebraska Administrative Code, Chapter 92, Appendix B. If Contractor proposes a Product in the Contractor’s bid response that varies from the minimum specifications, the Products Contractor provides must meet or exceed the minimum specifications and must be the same Product as Contractor proposed in its bid response. The Products to be furnished must be new and unused. The following are the OPS minimum specifications:

*First Aid Kit Units for Pupil Transportation Buses*

**Required contents of each first aid kit unit:**

- 3 Sterile gauze compress (36” x 36”)
- 2 Non-sterile triangular bandage (40” x 36” x 54”) with 2 safety pins
- 24 Sterile gauze pads (3” x 3”)
- 2 Adhesive Tape (1” X 2 ½ yards)
- 2 Sterile gauze roller bandage (2” x 6’)
- 12 Bandage compress (3”)
- 12 Bandage compress (2”)
- 1 Bandage scissors (4”)
- 3 Sterile eye pads
- 100 Adhesive bandage (3/4” x 3”)
- 1 Moisture and dustproof kit of sufficient capacity to contain Materials of the first aid kit
- 1 Pair of medical examination gloves
- 1 Mouth to mouth airway
BID NO.: 24-072
First Aid Kits for Buses

Proposal of ____________________________, a [___] corporation organized and existing under the laws of the State of ___________________; a [___] limited liability company organized and existing under the laws of the State of ___________________; a [___] partnership, organized and existing under the laws of the State of _______________________; or an [___] individual (check appropriate box).

TO: Omaha Public Schools
   Purchasing Division
   3215 Cuming Street
   Omaha, Nebraska 68131-2024

The undersigned, having familiarized itself with conditions affecting the cost of furnishing the Product(s) specified and the delivery costs thereof hereby proposes and agrees to furnish the Product(s) listed below, as and when ordered by OPS, at the prices listed below, in strict compliance with the Bid Documents.

The undersigned further certifies that the firm is capable of performing the contract with OPS if awarded the bid and can meet the needs and requirements of OPS, that it understands the requirements of the bid documents and that other factors specified in the bid documents, in addition to the cost of products, may be considered in determining the successful bid or bids. The undersigned further acknowledges that once the bid is opened, it shall remain open and subject to acceptance by the OPS for ninety (90) days and may not be withdrawn or modified prior to the expiration of such ninety (90) day period. The undersigned further acknowledges that OPS reserves the right to reject any or all bids and any part thereof and to waive all technicalities.

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<tr>
<th>PRODUCT ITEM DESCRIPTION</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
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[Signature page follows]
SIGNATURE PAGE

BID NO.: 24-072

COMPANY NAME: ________________________________________________________________

ADDRESS: ______________________________________________________________________

CITY/STATE/ZIP: __________________________________________________________________

TELEPHONE: ________________________ FAX: ________________________

E-MAIL: ______________________________________________________________________

SIGNATURE: ____________________________________________________________________

Bids must be signed to be valid.

PRINTED NAME: __________________________________________________________________

TITLE: _________________________________________________________________________

DATE: _________________________________________________________________________

Acknowledge Receipt of Bid Addendum:

No._________________ Date____________________
No._________________ Date____________________
No._________________ Date____________________
No._________________ Date____________________

BID NO: 24-072

First Aid Kits for Buses

and e-mailed to:

BID LOCK BOX: BidServicesforTransportation@ops.org

BY 2:00 PM (CT) Wednesday, June 5, 2024.