

## **Legal Notice of Request for Bids**

### **Notice of Request for Bids.**

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, the Edgecombe County Sheriff's Office is soliciting sealed bids for Medication Supplies for the Detention Center. Sealed bids will be received by the Purchasing Manager, Attention: Kim Myers, Edgecombe County Administration Building, 201 Saint Andrew Street, Tarboro, North Carolina until 4:00 p.m. on April 18, 2024, at which time they will be publicly opened and read and made a part of the public record.

Hard copies of the bidding documents may be obtained at the Edgecombe County Administration Building, Office of the Purchasing Manager, Suite 417, 201 Saint Andrew St., Tarboro, NC, during the hours of 8:00 a.m. – 5:00 p.m. A copy can be requested by Email to [kimmyers@edgecombeco.com](mailto:kimmyers@edgecombeco.com) or can be found on the Edgecombe County website at [https://www.edgecombecountync.gov/bid\\_opportunities/index.php](https://www.edgecombecountync.gov/bid_opportunities/index.php).

Sealed bids must be received no later than April 18, 2024 at 4:00 PM. Submit three (3) copies of bids in a mailing container or envelope that is plainly marked on the outside with "EDGECOMBE COUNTY- RFB SHERIFF 04182024". The county is not responsible for delays in the delivery of bids. We will not open any responses received later than the date and time stated above. All bids must be in writing and filed with Edgecombe County Sheriff's Office, Attn: Kim Myers, PO Box 10, Tarboro, NC 27886, or hand delivered to Edgecombe County Administration Building – Room 417, Kim Myers, Purchasing Manager, 201 St Andrew St PO Box Tarboro, NC 27886. The County reserves the right to accept or reject any and all bids in whole or in part and to waive any informality in the bid.

**EDGECOMBE COUNTY  
SHERIFF DEPARTMENT**



**INVITATION TO BID**

**MEDICATION SUPPLIES FOR DETENTION CENTER**

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, the Edgecombe County Sheriff Department is soliciting sealed bids for Medication Supplies for the Detention Center. Sealed bids will be received by the Purchasing Manager, Attention: Kim Myers, Edgecombe County Administration Building, 201 Saint Andrew Street, Tarboro, North Carolina until 4:00 p.m. on April 18, 2024, at which time they will be publicly opened and read and made a part of the public record.

GENERAL TERMS AND CONDITIONS

1. It shall be the offeror's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. Bids must be submitted on the enclosed form. Failure to sign will render bid invalid.
3. Unless otherwise indicated, the offer shall be valid for 45 days from the date of quote opening. Preference may be given to quote allowing not less than 45 days for consideration and acceptance.
4. Offers are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
5. The County of Edgecombe reserves the right to accept or reject any or all bids in whole or in part and to waive any informality in the bid. Informality shall be defined as a deviation from a non-statutory requirement or a specification, neither of which affect the amount of the bid. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items are in strict compliance with this specification, and offeror will be held responsible therefore. Deviations shall be explained in detail. The specification herein is intended to indicate the character, quality and/or performance of the Medication or services desired. Unless qualified by provision "No Substitute" the name of a brand, manufacturer or catalog designation does not restrict the bidder to that brand or manufacturer.

6. **The County of Edgecombe will assume no responsibility for oral instruction, suggestion, or interpretation. Any questions regarding the bid documents, and/or specifications shall be directed to Capt. Washington, Edgecombe County Sheriff Department – 252-641-7936, and any material change will be submitted to all bidders in a written addendum.**
7. **The offeror must submit with their quote sketches, descriptive literature, and/or complete specifications covering the products offered if applicable.**
8. **Modification of or corrections to quotes are not acceptable after bids have been closed. Erroneous bids may be reclaimed or superseded at any time prior to bid opening time. Any new bid must be marked on the outside of the sealed envelope with the notation “Supersedes all previous submissions.”**
9. **Identity of bidders, unless otherwise noted, will not be disclosed until bid opening. Tabulations of quotes and award information are a matter of public record and are available upon request when accompanied by a stamped self-addressed envelope. No official award will be made at the bid opening. Bids will be examined by the purchasing manager and the using department and an award will be made at the earliest possible date. No bids may be withdrawn after bid opening.**
10. **Bidder shall exclude federal excise and transportation tax from this bid price. North Carolina sales tax, registration or license fees, and all other state taxes and fees shall be shown as a separate item on the bid form.**
11. **Awards shall be based on the determination of the lowest responsive responsible bidder.**
12. **Prices should include all transportation charges. No charges, surcharges, rental fees, deposits, or demurrage charges in addition to bid prices will be paid for items bid except as noted herein. All prices submitted must be FOB-Destination – Freight Prepaid and Allowed. If other, ACCURATE FREIGHT COST MUST BE GIVEN.**
13. **Delivery Requirement: Delivery shall be to the Edgecombe County Sheriff Department, 3005 Anaconda Road, Tarboro, NC 27886 unless otherwise stated in the bid. Delivery hours are 8:00 a.m. – 4:00 p.m. Monday through Friday unless otherwise specified.**
14. **In the case of error in the extension of prices, the unit price shall govern.**
15. **Mail only one fully executed bid document, unless otherwise instructed and only one bid per envelope. Bids must be submitted in a sealed envelope with the outside of the envelope marked in the lower left-hand corner as follows:**

**ATTN: KIM MYERS – EDGECOMBE COUNTY - RFB SHERIFF 04182024**  
**Opening Date & Time: 4:00 p.m. – April 18, 2024 For: Medication**

**No consideration will be given to date of postmark. It is the responsibility of the offeror to have the quote in this office by the specified date and time. Fax copies are not acceptable.**
16. **Bids will be time stamped upon receipt and retained unopened in a secure location until bid opening.**

17. Unless otherwise noted any equipment bid shall be new, unused, or current production and standard to the manufacturer. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all equipment and appurtenances standard to or recommended by the manufacturer for complete and safe use shall be furnished as part of bid.
18. The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

<b>Bidder:</b>		
<b>Medication</b>		
<b>DESCRIPTION/SIZE</b>	<b>MINIMUM USAGE PER WEEK</b>	<b>COST</b>
Lisinopril 20 mg		
Metformin 500mg		
Lantus Insulin		
Insulin Regular- Novolog or Humalog		
Amlodipine 10mg		
Depakote 500mg		
Risperdal 1mg		
Lasix 20mg		
Atorvastatin 20mg		
Lexapro 10mg		
Ibuprofen 200mg		
Motrin 200mg		
Advil 200mg		
DayQuil cold & Flu		
Tylenol cold & Flu		

**Delivery:** Delivery shall be within 24-48 hours after receipt of order. All orders shall be FOB destination and all charges for shipping shall be included in the amount bid.

**Packaging/Substitution:** If packaging is not in the size/quantity requested, vendor shall specify the size/quantity that is bid. Vendor shall also note if a substitution is listed.

**Pricing:** The prices quoted must be valid for 12 months from date of order. **Contract period will be July 1, 2024 – June 30, 2025 and may be extended for a period of up to two (2) years, in increments of one (1) year.**

**Bidder's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_