

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

4.1 Purpose: It is the intent of the following specifications to describe Veterinary and Animal Care Supplies to include, but not limited to, medications, vaccines, testing, flea control, lab supplies, surgical supplies, needles and syringes needed by Collin County.

4.2 Term: Provide for a term contract commencing on date of award and continuing through and including ~~September 30, 2017,~~ **March 1, 2018**, with the option to renew for three (3) additional one (1) year renewals.

4.3 Funding: Funds for payment for Collin County expenditures have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current fiscal year shall be subject to budget approval.

4.4 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that Collin County shall receive such price reduction.

4.5 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary dates of the contract. The anniversary date will be ~~October 1st~~ **March 1st** of each year. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates; Federal/State minimum wage law; Federal/State unemployment taxes; F.I.C.A; Insurance Coverage Rates; etc. The request for price redetermination shall be submitted sixty (60) days prior to renewal date of the contract and may be considered by Collin County for the subsequent annual renewal option and shall be substantiated in writing. ~~by the Consumer Price Index (CPI). Baseline for CPI will be the index announced for February of each year. Any price change request will be evaluated against Consumer Price Index and/or market survey conducted by Collin County. Price increase of individual items will be held to no more than 3% per item above the previously established price.~~ Price increases and decreases may be allowed on renewal terms, but shall remain firm for the entire redetermination period. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.6 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the ordering entity's designated location within ten (10) working days. Delivery will be FOB to Collin County offices as specified on each purchase order. All delivery charges (i.e., packing, inside delivery, complete installation), are to be included in the bid price. Collin County will not accept any fuel surcharges on invoices. Collin County will not accept minimum order requirement.

4.7 Delivery Location: Veterinary and Animal Care Supplies shall be delivered directly to Collin County Animal Services, 4750 Community Avenue, McKinney Texas, 75071, or as indicated on the Collin County Purchase Order. Collin County reserves the right to add or delete delivery locations as the needs arise or change throughout the contract period.

4.10 Approximate Usage: Estimated annual quantities are given for each item. Approximate usage does not constitute an order, but only implies the probable quantity Collin County will use. Items will be ordered on an as-needed basis. Approximate value of this contract is \$60,000.00.

4.11 This Invitation for Bid has been separated into several sections. Collin County reserves the right to award by line item, section or as whole. Whichever is in the best interest of the County.

Bids will be evaluated and awarded based on the lowest and best bid meeting specifications. The name brand being bid shall appear on the bid. Bidder's failing to provide the information necessary for the evaluation of the bid may be considered non-responsive.

4.12 Specifications:

4.12.1 Manufacturer is given for descriptive purposes only. Bidders may bid alternate items that meet specifications.

4.12.2 The purpose of the discount line items is to allow Collin County to purchase any item in the manufacturer's catalog at the discounted price.

4.12.3 New catalogs/product schedule, if applicable, will be provided at the anniversary date. The successful vendor's proposed catalog must offer a full range of veterinary and animal supplies including common brand name items. All items must include specification sheet from current catalog and be submitted with bid. Failure to submit a catalog with bid may be reason for rejection of bid. Any catalog items not included in the percentage discount must be stated on the exception area of the bid form and will be considered in the overall evaluation.

4.12.4 Substitutions for item(s) shall be of equal quality and pricing shall be at same price as catalog item(s). The County shall have final approval of any substituted items prior to substitutions being made.

4.12.5 Packaging Size: It is understood that standard packaging may vary by bidder and orders shall be placed by standard packaging unit quantities. Bidder shall indicate how each bid item is packaged including the number of units per case and the size of units by ounces or gallons or as applicable, number of products per unit count and the minimum quantity to be purchased.

4.12.6 Samples: During the evaluation process, bidders may be requested to provide samples of items bid at no additional cost to the County. These samples will be used to determine that the product bid does meet the specifications as listed in this invitation for bid. Samples of items not meeting the specifications will not be considered for award.

4.12.7 Product Code Number: Bidder is requested to state in the spaces provided the supplier product code number assigned to each product by bidder's company for ordering purposes.

4.13 Cooperative Purchasing: Governmental entities utilizing governmental contracts with Collin County will be eligible, but not obligated, to purchase necessary materials and supplies under contract(s) awarded as a result of their solicitation. FOB Destination prices will apply only to delivery points specified

in these documents. Delivery to other FOB points may include applicable freight charges. Any additional incremental costs for delivery must be clearly stated in quotes to participating entities before order is placed. All purchases by governmental entities other than Collin County will be billed directly to that governmental entity and paid by that governmental entity. Collin County will not be responsible for other governmental entity's debts. Each governmental entity will order their own material as needed. The quantities furnished in this bid document are for Collin County only. It does not include quantities for any other governmental jurisdiction.

4.14 Collin County shall be the sole authority to determine if item/make/model, etc. is equal to the item specified.

4.15 Listed are a representative of minimum specifications. If you are bidding an alternate item select "Add Alternate" for that line item and place your bid in the space provided.