

# MORRIS COUNTY AUDITOR'S OFFICE

*Shanna Solomon*

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500 Broadnax, Suite F, Daingerfield, TX 75638 phone 903-645-2717 fax 903-645-5729

## NOTICE

Notice is hereby given that Requests for Sealed Bids will be accepted by the Morris County Auditor's Office for Term Contract for Pharmaceuticals and Pharmaceutical Supplies for the Morris County Jail. Specifications for this bid may be obtained by calling the Morris County Auditor's Office at 903-645-2717 extension 266.

Sealed Bids are to be addressed to the Judge's Office with the Bid Name marked on the outside of the envelope. Bidders shall forward one (1) original written Bid to the address shown below. Late Bids will be rejected as non-responsive. Bids will be publicly opened and read aloud in the Morris County Commissioners Court Meeting at the time and date below. Bidders are invited to attend the Sealed Bid opening.

**BID NAME:** Term Contract for Pharmaceuticals for Morris County  
**DUE DATE/TIME:** 9:00 a.m., October 12, 2021  
**MAIL OR DELIVER TO:** Morris County Judge  
500 Broadnax, Suite B  
Daingerfield, TX 75638

Any questions relating to these requirements should be directed to Shanna Solomon, County Auditor at 903-645-2717.

*All interested companies are invited to submit a written Bid in accordance with the terms and conditions stated in this request for Bid.*

Shanna Solomon  
County Auditor  
Morris County, Texas

# INSTRUCTIONS TO BIDDERS

## **Bid Submission**

Bids must be submitted in complete original form, on the form herein supplied, by mail or messenger to the following address:

Morris County Judge's Office  
500 Broadnax, Suite B  
Daingerfield, TX 75638

Bids will be accepted at the above address until Tuesday, October 12, 2021 at 9:00 am. They will be publicly opened and read aloud at the commissioner's court meeting that morning.

All Bids shall be sealed in an envelope and plainly marked with 'MEDICATION BID' with the Bidder's name and address visible.

Late Bids will not be accepted and will be returned to the Bidder.

All Bids submitted in response to this invitation shall become the property of Morris County and will be a matter of public record available for review.

## **Preparation of Bids**

The Bid shall be legibly printed in ink or typed.

If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the Bidder.

The Bid shall be legally signed and shall include the complete address of the Bidder.

Morris County is exempt from Federal and State Sales Taxes, and such taxes shall not be included in Bid prices.

## **Signatures**

All Bids, notifications, claims, and statements must be signed by an individual authorized to bind the Bidder. The individual signing certifies, under penalty of perjury, that he or she has the legal authorization to bind the Bidder.

## **Rejection or Withdrawal**

Submission of additional terms, conditions or agreements with the Bid document are grounds for deeming a Bid non-responsive and may result in Bid rejection. Morris County reserves the right to reject any and all Bids and to waive any informalities and minor irregularities or defects in Bids. Bids may be withdrawn in person by a Bidder or authorized representative, provided their identity is made known and a receipt is signed for the Bid, but only if the withdrawal is made prior to the time set for opening of Bids.

## General Specifications:

"LEAST COSTS" MEDICATION – Upon the recommendation of the attending physician, and if at all possible, the Vendor shall provide the least costs or least expensive medication available, be it a generic substitute or name brand drug.

INVOICES - All invoices are to be addressed to the Morris County Jail, 502 Union Street, Daingerfield, TX 75638 or emailed to [nancy.stirl@co.morris.tx.us](mailto:nancy.stirl@co.morris.tx.us) within the first 5 days of the month.

Morris County pays invoices the second Monday of each month.

All pharmaceuticals, chemicals and drugs provided under this contract must conform to the standards set by the Federal Food and Drug Administration and the latest editions of the US Pharmacopoeia, the National Formulary, or the American Medical Association's publication.

All products must be packaged in a manner that will afford reasonable protection against moisture and contamination at all times. Items must be furnished in manufacturer's original unopened package or container.

**For pharmaceuticals required by the Morris County Jail, the bidder shall make available all pharmaceuticals for delivery or pickup within a 24-hour period time the order is placed. The inmates are our responsibility and as such need to be provided responsive medical attention.**

It is understood that Morris County prefers delivery by the vendor; however, the jail would be available to pick up prescriptions within a 5 mile distance. Morris County will not be assessed any delivery fees in these instances. Morris County will fax in the prescriptions and upon delivery will present the original for the pharmacy's files.

The contract will be for 12 months from the date of award; the contract will end September 2022.

Bids will be awarded to a responsible bidder who submits the lowest and best bid. Previous interaction with the bidder will be a factor in awarding of the bid.

Bids should specify cost in the following categories:

1. Brand Name Prescriptions
2. Generic Prescriptions
3. Non-Prescription Drugs (OTC)



# **BID FORM**

## **Providing Pharmaceuticals & Pharmaceutical Supplies for Morris County Jail Inmates**

***Failure to complete this form will result in the rejection of your bid.***

*Having read and understood the terms and requirements of this bid document, we the undersigned hereby propose to furnish and fill all prescription medications for Morris County from the following catalogs and or manufacturers and at the following discounts in order to provide the least costs available to Morris County.*

*Using the "least costs method", from the various methodologies listed below; please submit a bid, to fill prescriptions, for Morris County, at the lowest possible price. If you have another methodology to submit, which would save Morris County additional dollars, please write it in on this form. Thank you.*

Brand Name Prescription Price: \_\_\_\_\_

Generic Prescription Price: \_\_\_\_\_

Non-Prescription Drugs (OTC) Price: \_\_\_\_\_

Other Methodology \_\_\_\_\_

*Using the "least costs method" which you are submitting in your bid, please calculate the costs for the following drugs, to Morris County.*

Gabapentin 100 mg – 3 capsules \$ \_\_\_\_\_

Lisinopril 10 mg – 30 tablets \$ \_\_\_\_\_

Quetiapine Fumarate 50 mg – 30 tablets \$ \_\_\_\_\_

Fluoxetine HCL 20mg 30 tabs \$ \_\_\_\_\_

Easy touch lancing device \$ \_\_\_\_\_