



# Wicomico County Health Department

108 East Main Street • Salisbury, Maryland 21801

Lori Brewster, MS, APRN/BC, LCADC • Health Officer



## Request for Proposal #0503-19

**Project:** Smoking Cessation Program for Wicomico County

**Department:** Prevention and Health Communications

**Location:** Seth H. Hurdle Building  
108 E. Main Street, Salisbury, Maryland 21801

### Submissions Due:

Friday, May 31, 2019, 3:00 p.m. EST

### Submit to:

Rodney Dawson, Purchasing Agent  
Wicomico County Health Department  
108 E. Main Street, Room 216  
Salisbury, Maryland 21801

Vendor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Wicomico County Health Department-Prevention and Health Communications

### Smoking Cessation Program- FY 2020

#### Request for Proposal # 0503-19

#### **I. Background**

Smoking is the leading cause of preventable death in the United States. Tobacco is responsible for 1 out of every 5 deaths annually. Each year, smoking claims more than 400,000 lives in the United States. Medical research has proven that smoking is a major contributing factor of many health problems such as cancer, emphysema, and cardiovascular disease. In an effort to promote quitting smoking, the Maryland Department of Health provides funds to the Wicomico County Health Department for tobacco prevention and cessation activities.

The Wicomico County Health Department's Smoking Cessation Program aims to reduce the use of tobacco products among the citizens of Wicomico County by offering smoking cessation support in combination with nicotine replacement therapy and medication.

#### **II. Scope and Objectives**

The solicitation of this bid is to determine a variety of pharmacies that would dispense Nicotine Lozenges, Nicotine Patches, and Chantix to participants in the Wicomico County smoking cessation classes.

#### **III. Proposal/ Award Timeframe**

A. Publication of Request: Wednesday, May 8, 2019 and Sunday, May 12, 2019.

B. Bids are due no later than 3:00 p.m. EST on Friday, May 31, 2019.

C. A tentative award date will be Monday, June 3, 2019.



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## IV. Bid Submission Process

Sealed proposals should be mailed or hand delivered to Rodney Dawson, Purchasing Agent, Wicomico County Health Department, 108 East Main Street, Salisbury, Maryland 21801, and must be received by the time outlined in the advertisement. Bids or unsolicited amendments to the bid received after the announced time shall not be considered and will be returned to the contractor unopened. Vendor submission should include a cover sheet, one original bid with three copies clearly marked **“Wicomico County Health Department- Smoking Cessation Program, RFP # 0503-19** in a sealed envelope. Inquiries concerning bid information, documents, or schedules should be directed to Rodney Dawson, Purchasing Agent, at 410-543-6933.

The agreement or contract between WiCHD and the successful bidder shall consist of this bid, cover sheet, and the WiCHD’s acceptance and the notice to proceed. Change orders or modifications subsequent to the award must be mutually agreeable and documented in writing. The successful bidder will be subject to the provisions contained in this bid, except changes that may be made to reflect terms of successful contractor’s proposals.

## V. Rejection of Bids

The Wicomico County Health Department reserves the right to reject any and/or all bids or to waive any technicality it deems in the best interest of the Health Department. A single response to the bid may be deemed a failure of competition and may be cancelled in the best interest of the Health Department.

## VI. Bid Amendments

The Health Department reserves the right to change the acquisitions schedule or issue amendments to the bid at any time.

## VII. Withdrawal of Proposals

Vendors may withdraw a proposal, which has been submitted at any time up to the bid closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the Purchasing Agent. After withdrawing a previously submitted bid, the vendor may submit another bid at any time up to the closing date and time.



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## **VIII. Errors in Proposals**

The Wicomico County Health Department will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for submission. The Health Department reserves the right to make corrections or amendments due to errors identified in bids by the Health Department or vendor. This type of correction or amendment will be allowed for such errors as typing, transposition, or any other obvious errors. Any changes will be date and time stamped and attached to proposals. All changes must be coordinated in writing with, authorized by, and executed by the Purchasing Agent. Vendors are liable for all errors or omissions contained in their proposals.

## **XI. Equal Employment Opportunity and Non-Discrimination**

All respondents are subject to and must comply with the provisions of all applicable state and federal anti-discrimination laws. Respondents shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, disability, marital status, age, or otherwise commit an unfair employment practice.

## **X. Exceptions**

Bidders taking exceptions to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written.

## **XI. Expenses Incurred in Preparing Proposals**

The Wicomico County Health Department accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a proposal. Such expense shall be the exclusive responsibility of the bidder.

## **XII. Indemnification**

The contractor covenants to save, defend, keep harmless, and indemnify the Wicomico County Health Department and all of its officers, division, agencies, agents and employees from and against all claims, loss, damage, injury, fines, penalties, and cost including court cost and attorney's fees, charges, liability, and exposure, however caused, resulting from, arising out of, or in any way connected with the contractor's negligent performance or non performance of the terms of the contract.



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### **XIII. Method of Award**

The Wicomico County Health Department reserves the right to award this contract not necessarily to the vendor with the lowest price, but to the vendor that demonstrates the best ability to fulfill the requirement of this bid. The successful vendor will be chosen based on the qualifications and selection criteria.

The successful vendor shall commence work only after receipt of written notification to proceed from Wicomico County Health Department. The successful vendor will fulfill all requirements as indicated in the bid in compliance with the negotiated contract.

### **XIV. Terms of Contract**

The terms of this contract shall begin on July 1, 2019 and end on June 30, 2020. This contract is contingent upon funding. Any reduction or withdrawal of funds from this program shall be sufficient grounds for immediate cancellation of this agreement or reduction of service.

In the event that the Contractor fails to meet any of the requirements of this contract, WiCHD reserves the right to declare the Contractor in fault and to terminate this contract at any time in whole or in part upon 30-days written notice to Contractor. WiCHD may, by providing 30 days written notice to the Contractor, terminate the agreement at any time.

In the event of termination for any reason, no allowance will be provided to the Contractor for anticipated profit on unperformed services.



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## Rate Sheet

RFP # 0503-19

### Smoking Cessation Program

Fee for the following supplies:

2 week supply of Nicotine Patches (21mg, 14mg, or 7mg) \$ \_\_\_\_\_

1 week supply of Nicotine Lozenges (4mg or 2mg) \$ \_\_\_\_\_

4 week supply of Chantix (starter pack or continuing pack) \$ \_\_\_\_\_