



REQUEST FOR BID (RFB)

eGo Micro Mini Sticker Tags

**EASTERN VIRGINIA MEDICAL SCHOOL
MATERIALS MANAGEMENT**

RFB #: [EVMS PARKINGTAGS20-102](#)

February 13, 2020

REQUEST FOR BID (RFB)

RFP Number: EVMS PARKINGTAGS20-102
(INTERNAL REFERENCE ONLY: BV20-6)

Issue Date: February 13, 2020

Project Title: eGo Micro Mini Sticker Tags

Issuing Department: Department of Parking

Anticipated Dates of Initial Contract Term: From: April 1, 2020
To: March 31, 2023
With two (2) one-year renewal options:
April 1, 2023 to March 31, 2024
April 1, 2024 to March 31, 2025

Due Date (Bids will be received until): February 27, 2020 at 4:00 PM EST

Additional RFP Information: Addenda and Amendments to this solicitation will be posted on the following EVMS website:

http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/

Please direct all inquiries for information in writing, to the Materials Management Contract Specialist, at the following email address:
Michele Jean @ jeanma@evms.edu

NO QUESTIONS WILL BE ANSWERED BY PHONE

EVMS will post all questions and responses on:
http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/ to ensure that responses to questions are available to all responsible bidders. However, it is the sole responsibility of the bidder to periodically check the before mentioned website for any response(s) to question(s).

In addition, while the solicitation is open, and once the solicitation has closed, bidders shall not contact EVMS staff directly to ask questions about the solicitation. **This restriction on Offeror communication with EVMS staff is to ensure fairness in the competitive process.**

BIDS MAY BE MAILED, SENT BY OVERNIGHT OR EXPRESS COURIER, OR HAND-DELIVERED TO:

Mail, Overnight or Express Courier

Eastern Virginia Medical School
Materials Management
Attn: RFP No: EVMS PARKINGTAGS20-102
714 Woodis Avenue
Norfolk, VA 23510

Hand Delivery

Eastern Virginia Medical School
Materials Management
Subject: RFP No: PARKINGTAGS20-102
711 Southampton Avenue
Norfolk, VA 23510

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1.0 PURPOSE:

The purpose of this Request for Bid (RFB) is to solicit bids to establish a pricing agreement for eGo Micro Mini Sticker Tags.

2.0 BACKGROUND

Eastern Virginia Medical School (EVMS) was born of necessity in 1973, the result of a community-led effort to improve health care in a region then plagued with a severe shortage of physicians. Patients often had to leave the area in search of specialized care. Today, the region enjoys modern medical facilities and a full-range of medical specialties. As community leaders foresaw, EVMS was a catalyst for change, playing a key role in the region's medical renaissance through its commitment to education, research and patient care.

Education

EVMS offers a variety of graduate and doctoral degrees in the medical and health professions. Interest in all programs continues to grow. In the most recent year, EVMS received nearly 8,000 applications for 450 openings. The school now has 6,800 graduates who practice throughout Hampton Roads, across Virginia and around the globe. EVMS also provides specialty training for some 300 medical residents annually and offers Continuing Medical Education to thousands of health-care professionals practicing in the region.

Research

EVMS is the largest biomedical research institution in southeastern Virginia. More than 100 EVMS faculty members are engaged in basic and clinical research focused in areas where the community has pressing needs. Innovative research has brought EVMS to the forefront of groundbreaking discoveries — from the pioneering of in vitro fertilization in America, to the recognition of new cancer detection and treatment methods and innovative therapies for individuals suffering from the debilitating side effects of diabetes. We continually strive to enhance our research enterprise in order to improve the health of the people of Hampton Roads and beyond.

Patient Care

What once was one of the nation's most medically underserved communities is today a destination for people from around the country seeking the best available care. For the 1,500 people each day who receive high-quality, patient-centered care at more than 20 convenient EVMS Medical Group locations across the region, it equates to the best possible care, delivered with a healthy dose of compassion.

3.0 GOODS/PRODUCTS FOR BID

- EVMS wishes to receive quotes that will be valid for three (3) years including two renewal option years for eGo Micro Mini Sticker Tags.
- Quote will be provided for seven (7) different quantity levels (see chart below).
- Vendor may be required to submit a sample of tag prior to ordering.
- Must be compatible with EVMS’ current system.
- EVMS is not required to order any quantity, but may order at any level during the term of the agreement.
- Pricing must remain firm for the duration of the term.
- Specs are as follows:
 - a. Facility Code of 15
 - b. 2048-bit read/write memory
 - c. Thin flexible sticker format
 - d. Easy peel release liner attached by a semi-permanent adhesive to interior of a nonmetallic windshield for quick installation
 - e. Non-battery
 - f. 902-928 MHz
 - g. 31.5 feet maximum read range
 - h. Linear, Horizontal Polarization
 - i. 120 bits ATA Mode
 - j. size 2.90” x 1.10” x 0.015” in at ASIC
 - k. 0.05 ounce
 - l. Operating Temperature -40 degrees F to 185 degrees F
 - m. Humidity 100% condensing
 - n. Tag will not be damageable from long exposure to sun.
 - o. 37 bit Wiegand output

Quantity	Cost Per Tag	Shipping
5,000		
7,000		
10,000		
14,000		
18,000		
21,000		
25,000		

4.0 REQUIREMENTS:

- List all terms and conditions including cancellation of services (EVMS’ terms and conditions will govern).
- Provide information on your company’s history, experience, expertise and background.

- Provide a primary point of contact(s) for accounting issues, maintenance issues, or sales issues. Bidder must provide that person(s) name, title, phone number, and email address.
- Provide information on your company’s history, experience, expertise and background.
- Indicate if your company is considered a: Small Business(SB), Small Disadvantaged Business(SDB), Women Owned Business (WOB), HUBZone business (HUBZone), Veteran Owned Business (VOB), Service Disabled Veteran Owned Business (SDVOB), Minority Owned Business (MOB). If you identify as one of these classifications, authorized documentation must be provided.

5.0 PRICING SCHEDULE

Offeror shall fill-in the table in Attachment C to include all applicable components and any other miscellaneous charges not listed.

6.0 METHOD OF PAYMENT:

1. The Offeror shall enroll in and acknowledges that payment will be made by payment card, also known as ePayables. Once an invoice is approved for payment, an electronic remittance advice shall be sent to the Offeror by email or facsimile, instead of a check. Payments can be retrieved with EVMS’s designated account number that will be assigned to the Offeror. Terms begin after receipt of proper invoice or material/service, whichever is later.
2. Offeror cannot charge fees to accept ePayables.
3. A .5% administrative fee may be charged for check payments and default payment terms of Net 30, or others outside of ePayables.

Submit invoices to the following address:

Eastern Virginia Medical School
 Attn: Accounts Payable
 PO Box 2020
 Norfolk, VA 23501-2020
 Email: apinvoices@evms.edu

7.0 PROPOSAL EVALUATION

Numerical Weights Assigned to Specific Criteria:

	Point Value
1. Price	60
2. Quality and sustainability of product offered	30
3. Small, Women, and Minority Vendors (SWaM)	10
Total:	100

8.0 TERMS AND CONDITIONS

EVMS Terms and Conditions will govern. The complete Terms and Conditions can be found here:

https://www.evms.edu/about_evms/administrative_offices/materials_management/po_terms_and_conditions/

9.0 ATTACHMENTS:

- Attachment A – RFB Certification
- Attachment B – Entity Data Sheet
- Attachment C – Pricing Schedule

Attachment A

Offeror RFB Certification

RFB Number: _____

Issue Date: _____

Project Title: _____

Name of Entity: _____

Street Address: _____

State/ Zip Code: _____

Federal Employer Identification Number (FEIN): _____

Foreign Identification Number (FIN), if applicable: _____

Data Universal Numbering System # (DUNS): _____

By signing below, I hereby certify that:

1. I have the authority to submit the attached Proposal and am the authorized signatory for the entity listed above;
2. The terms and conditions of this RFB are accepted by the entity listed above and all good/services will be provided in accordance with the attached Proposal; and,
3. All information provided in the attached Proposal is true and correct to the best of my knowledge, information and belief.

Signature By: _____

Date: _____

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Attachment B

Entity Data Sheet

Please complete the following information:

1. **Entity Name:** _____

2. **Signatory Name:
& Title** _____

3. **Address:** _____

4. **Primary Negotiation
Point of Contact**

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

5. Is the entity registered in System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR)? Registration in SAM is required under 2 CFR 25 unless the entity is exempt under 2 CFR 25.110.

Yes _____ No _____ Expiration Date: _____

6. **Entity
DUNS Number:** _____

**Attachment C
Pricing Schedule**

*PRICING EFFECTIVE APRIL 1, 2020 THROUGH MARCH 31, 2023
(with option to renew two (2) one-year periods)*

eGo Micro Mini Sticker Tags		
Quantity	Cost Per Tag	Shipping
5,000		
7,000		
10,000		
14,000		
18,000		
21,000		
25,000		
Miscellaneous (if applicable)		Price:
1.		
2.		
3.		
4.		
5.		
6.		