Suffolk
COUNTY COMMUNITY COLLEGE

OFFICE OF BUSINESS AND FINANCIAL AFFAIRS

Via Email: jennifer.flickinger@midwestvet.net

July 15, 2021

Jennifer Flickinger
SURG Team Associate
Midwest Veterinary Supply, Inc.
21467 Holyoke Avenue
Lakeville, MN 55044

Re: Agreement with Suffolk County Community College
Purchase and Delivery of Veterinary Science Supplies (24-CC-018)
Renewal, Eff.: August 1, 2021

Dear Ms. Flickinger:

Suffolk County Community College is exercising its option to renew the above-referenced Agreement for one (1) year, beginning **August 1, 2021 through July 31, 2022**, on the same terms, conditions and cost set forth in the original Agreement and any Amendments thereto.

Please indicate your approval by signing a copy of this letter and returning it via email to Kathryn S. Mattia at **mattiak@sunysuffolk.edu**, Suffolk County Community College, Office of Legal Affairs, 533 College Road, NFL-230, Selden, New York 11784.

Thank you.

Sincerely,

Mark D. Harris, DBA
Vice President for Business and Financial Affairs

Midwest Veterinary Supply, Inc.

By: Jennifer Flickinger 7/22/21
Jennifer Flickinger Date
Business Development Associate

Suffolk
COUNTY COMMUNITY COLLEGE

OFFICE OF BUSINESS AND FINANCIAL AFFAIRS

Via Email: jennifer.flickinger@midwestvet.net

May 22, 2020

Jennifer Flickinger
Business Development Associate
Midwest Veterinary Supply, Inc.
21467 Holyoke Avenue
Lakeville, MN 55044

Re: Agreement with Suffolk County Community College
Purchase and Delivery of Veterinary Science Supplies (24-CC-018)
Renewal, Eff.: August 1, 2020

Dear Ms. Flickinger:

Suffolk County Community College is exercising its option to renew the above-referenced Agreement for one (1) year, beginning **August 1, 2020 through July 31, 2021**, on the same terms, conditions and cost set forth in the original Agreement.

Please indicate your approval by signing a copy of this letter and returning it via email to Kathryn S. Mattia, Suffolk County Community College, Office of Legal Affairs, at: mattiak@sunysuffolk.edu

Thank you.

Sincerely,

Mark D. Harris, DBA
Vice President for Business and Financial Affairs

Midwest Veterinary Supply, Inc.

By: Jennifer Flickinger 5/26/20
Jennifer Flickinger Date
Business Development Associate

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities, and improves society.

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Michael J. Grant Campus
1001 Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

SUFFOLK COUNTY COMMUNITY COLLEGE
AGREEMENT

TO: Jennifer Flickinger
Business Development Associate
Midwest Veterinary Supply, Inc. ("Contractor")
21467 Holyoke Avenue
Lakeville, MN 55044

FROM: Sara E. Gorton
Associate Dean of Financial Affairs
Suffolk County Community College ("College")
533 College Road
Selden, NY 11784-2899

RE: Purchase and Delivery of Veterinary Science Supplies for use at the Michael J. Grant Campus, in accordance with the bid terms, conditions and specifications, as more fully described in Attachment A, annexed hereto ("Services").

TERM: **August 1, 2019 through July 31, 2020**, with four (4) additional one-year renewal options to be exercised at the College's sole and absolute discretion.

COST: Shall be as set forth in Contractor's current catalog, as discounted, in accordance with Attachment B, annexed hereto.

1. The costs specified in Attachment B constitute the full obligation of the College for the purchase and delivery of Veterinary Science supplies, as specified in Attachment A, annexed hereto and made a part of this Agreement.

2. It is understood that Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this contract, or its right, title, or interest herein, or its power to execute this Agreement, to any other person or corporation.

3. Contractor warrants that it is not in arrears to the College or the County of Suffolk upon debt or contract and is not a defaulter as surety, contractor or otherwise on any obligation to the College or the County of Suffolk.

4. It is expressly agreed that Contractor's status hereunder is that of an independent contractor. Neither Contractor nor any person hired by Contractor shall be considered an employee of the College or the County of Suffolk for any purpose.

5. Any communications, notice, claim for payment, report or other submission necessary or otherwise required to be made by Contractor to the College, shall be deemed to have been duly made upon receipt by the College at the Business and Financial Affairs Office.

6. If any term or provision of this instrument is held invalid or unenforceable, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

7. It is understood that this instrument represents the entire Agreement; that all previous understandings are merged herein; and that no modifications shall be valid unless so amended by mutual written agreement.

8. Contractor represents and warrants that it has not offered or given any gratuity to any official, employee or agent of Suffolk County or of New York State or of any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement, and that Contractor has read and is familiar with the provisions of Local Law No. 32-1980 of Suffolk County (Chapter 386 of the Suffolk County Code).

9. Contractor represents and warrants that, unless exempt, it has filed with the Comptroller of Suffolk County the verified public disclosure statement required by Local Law No. 14 of 1976, as amended (Sec. A5-7 of the Suffolk County Code) and agrees to file an updated statement with the said Comptroller on or before the 31st day of January in each year of the Agreement's duration. Contractor acknowledges that such filing is a material, contractual and statutory duty and that the failure to file such statement shall constitute a material breach of this Agreement, for which the College shall be entitled, upon a determination that such breach has occurred, to damages, in addition to all other legal remedies, of fifteen percent (15%) of the amount of the Agreement.

10. The Contractor agrees that it shall protect, indemnify and hold harmless the College and its officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees, arising out of the acts or omissions or the negligence of the Contractor in connection with the services described or referred to in this Agreement. The Contractor shall defend the College and its officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or at the College's option, pay reasonable attorney's fees for defense of any such suit arising out of the acts or omissions or negligence of the Contractor, its officers, officials, employees, subcontractors or agents, if any, in connection with the services described or referred to in this Agreement.

11. **College's Non-Discrimination Notice**

Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below and are located at www.sunysuffolk.edu/nondiscrimination. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following persons have been designated to handle inquiries regarding the College's non-discrimination polices:

Civil Rights Compliance Officers

Christina Vargas
Chief Diversity Officer/Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
vargasc@sunysuffolk.edu
(631) 451-4950

or

Dionne Walker-Belgrave
Affirmative Action Officer/Deputy Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
walkerd@sunysuffolk.edu
(631) 451-4051

If the above terms and conditions are acceptable, please sign where indicated and return two (2) originals as soon as possible to:

Suffolk County Community College
Office of Legal Affairs, NFL-230
Attn.: Kathryn S. Mattia
533 College Road
Selden, NY 11784-2899

Approved: Sara E. Gorton Date: 9/4/19
Sara E. Gorton
Associate Dean of Financial Affairs

APPROVED AS TO LEGALITY

Alicia S. O'Connor
By: Alicia S. O'Connor
College Deputy General Counsel

Date: 8/5/19

MIDWEST VETERINARY SUPPLY, INC.
FID # 41-0844751
Tel.: (952) 894-4350

Jennifer Fickinger
By: Jennifer Fickinger
Business Development Associate

Date: 8/1/19

ATTACHMENT A

BID TERMS AND CONDITIONS

1. The following conditions apply to this bid: (a) Late Formal Sealed Bids will NOT be accepted. Bidders are urged to mail bids early to assure delivery on time. (b) Bids must be received by the Procurement Office on or before the specified bid opening date and time. (c) Prices MUST be inserted with typewriter or ink. Entries with white-out or cross-outs MUST be initialed or that entry may be disqualified. (d) Bidders should submit Unit Price in appropriate column on bid pages or forms attached hereto. In the event of a discrepancy between the Unit Price and the Extension Price, the Unit Price shall govern. (e) Bidders should retain one (1) copy of bid forms and applicable attachments. (f) Bidders MUST state Manufacturer's name and catalog number of each item bid on, as appropriate. (g) ABSOLUTELY NO MINIMUM ORDERS shall be applied to this bid. (h) Purchases made by the College are not subject to State or Local Sales Taxes or Federal Excise Taxes. (i) The College is not subject to any existing "FAIR TRADE AGREEMENT" and Bidders should be governed accordingly. (j) Any Manufacturer offering prices for equipment or supplies (disposables), MUST agree to sell parts and service for their equipment currently owned or leased by the College or acquired as a result of this bid, directly to the College. This provision applies even if this bid is for supplies only. (k) When applicable, Vendor shall submit documentation to the College, prior to delivering the product, indicating a "Class A" Fire Rating and New York State Department of State Compliance Numbers, in accordance with "NAPPA 101" and New York State Fire Prevention Code, Part 772 (NYSDOS Number). Products delivered without prior approved certification will be rejected, and the Vendor shall be responsible for all costs associated with their return. (l) Bid must be returned in its entirety. (Every page must be returned). (m) All work performed must be in compliance with all rules and regulations stated by OSHA, Local, State, Federal or any other regulatory agencies. (n) On repair Agreements, Contractor will furnish all labor, materials, transportation, tools, instrumentation, parts and accessories necessary to repair and restore the equipment to optimum operating condition. (o) All Contractor personnel assigned to any requirement of a contract established must be fully qualified and cognizant of the required and applicable Electrical Codes and safety requirements, and must adhere to them. (p) All parts supplied must match the designated equipment, and must be in accordance with the specifications of the Manufacturer of the part to be replaced. (q) Except as otherwise specified, all contractual requirements will be performed at the College site, as required. (r) Any requirement to remove any part of the equipment or system(s) to Contractor's shop must be approved by an authorized College representative. The College shall supply all utilities which are available on location insofar as compatibility requirements permit. (s) All requirements performed by the Contractor will be subject to inspection and approval by an authorized designated representative of the College. (t) Employees of the Contractor while on service call shall carry identification badges or cards and shall be instructed to submit same to scrutiny upon request by the Office of Public Safety or supervisory personnel of the College.

2. Bids on equipment must be on standard new equipment, latest model, except as otherwise specifically stated in proposal or detailed specification. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

3. Bids on materials and supplies must be for new items except as otherwise specifically stated in bid or detailed specification.

4. Bidder declares that the bid is made without any connection with any other Bidder submitting a bid for the same items, and is in all respects fair and without collusion or fraud.

5. INDEPENDENT CONTRACTOR The Contractor is an independent contractor of the College or County. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Contractor (a "Contractor Agent"), be (i) deemed a College or County employee, (ii) commit the College or County to any obligation, or (iii) hold itself, himself, or herself out as a College or County employee or Person with the authority to commit the College or County to any obligation. As used in any Agreement awarded as a result of this bid the word "Person" means any individual person, entity (including partnerships, corporations and limited liability companies), and government or political subdivision thereof (including agencies, bureaus, offices and departments thereof).

6. BIDDERS' EXCEPTIONS Bidders may take exception to paragraphs of this bid under a separate cover letter to be attached to this bid, indicating specific bid page, paragraph, and the exception(s). The Director will consider whether or not to accept a Bidder's exception(s). In any event, the decision of the Director will be final.

7. DETAILED SPECIFICATIONS Proposals submitted hereunder shall be in accordance with detailed specifications set forth on bid pages or as attached and made part hereof. Such specifications are representative of the type of item(s) required. The Director reserves the right to accept item(s) with different specifications or methodologies if, in his opinion, the item(s) offered can satisfy the needs of the Using Department(s). Furthermore, any alternate item(s) offered can be rejected if they fail to meet the specifications of the item(s) specified in this bid.

8. PRICES The provisions of the New York State Fair Trade Law (Feld-Crawford Act) and the federal price discrimination law (Robinson-Patman Act) do not apply to purchases made by the College.

9. REDUCTION IN PRICES If an award is made, the Contractor agrees, should prices be reduced to the general trade during the term of the agreement, the College shall receive the benefit of such reduction immediately upon effect. It shall be incumbent upon the Contractor to notify the College of such price reductions.

10. NEW YORK STATE PRICES Bidders must represent and warrant that if they are under contract with New York State for items specified herein that the price, per unit, quoted to the College, therefore, is not higher than the price, per unit, quoted to New York State for like quantities.

11. APPROXIMATE QUANTITIES The estimated usage quantities or estimated annual dollar value, when indicated, are merely estimates based on experience or anticipated usage and are given for information purposes only. The College will NOT be compelled to order any amount of any respective item. Agreements, however, shall be for the quantities actually ordered by the College during the period specified.

12. SPECIFICATIONS If Bidder is offering an "Equal" item, Bidder is to submit complete specifications and illustrations of products offered with the bid. Acceptance of a bid and designation of a Manufacturer's catalog description, brand name or number in any Agreement resulting therefrom shall not be construed as qualification of the specifications of this bid or relief there from except as specifically stated in the Agreement.

13. EQUIVALENT BIDS Bidders may offer equipment of the same capability, but of different manufacture and model than that specified in this bid. The use of the name of a Manufacturer, brand, make or catalog designation in specifying items described herein does not restrict Bidders from offering equivalent bids. Such a designation is used to indicate the character, quality and performance equivalence desired. However, acceptance of an equivalent product will be strictly at the discretion of the College. Furthermore, proof and/or demonstration of equivalence, compatibility and performance shall be incumbent upon the Bidder.

14. PRODUCT IDENTIFICATION If a product is identified by a BRAND NAME, a substitute of equal quality, construction, finish, composition, size, workmanship and performance characteristics may be acceptable. In submitting a bid, each Bidder warrants that the substitute product being offered is an equal. Bid Sheets shall be so noted with the Manufacturer's name and brand of the product offered as an equal. If, as a result of an award, a delivery is made of a brand or product represented as an equal which is subsequently deemed to be unacceptable, the Vendor shall be required, at his expense, to pick up the rejected item and replace it with brand(s) listed in the bid or an acceptable equal which will have the approval of the Director.

15. PROTECTION FROM CLAIM AGAINST "OR EQUAL" In the event of any claim by any unsuccessful Bidder concerning or relating to the issue of "equal or better" or "or equal", the successful Bidder agrees, at his own cost and expense, to defend such claim or claims and agrees to hold the College free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever.

16. ALTERNATE BIDS If the Bidder wishes to offer an alternate to the specified item(s), s/he may do so, provided that s/he clearly indicates that the item(s) offered is an alternate and does not represent the alternate to be an equivalent, and further provided he accompany the alternate offer with full explanation and specification. Consideration of the alternate shall be at the sole discretion of the Director.

17. SHIPPING CHARGES All bids must be F.O.B. Destination and include delivery within doors unless otherwise specified. The College acknowledges that if an emergency shipment (overnight, Saturday Delivery, etc.) is required and requested by the Using Department, such shipping charges would be paid by the Using Department on a "Prepay Shipping Charges and Add To Claim" basis.

18. SURETY In the event that an award is made hereunder, the Director reserves the right to require Successful Bidder to post, within one week, security for faithful performance, with the understanding that whole or any part thereof may be used by the College/County to rectify any deficiency that may arise from any default on the part of the Successful Bidder. Such security must meet all the requirements of the College General Counsel and must be approved by the College General Counsel.

19. SAMPLES Samples, when required, must be submitted strictly in accordance with instructions; otherwise bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered within five (5) days of request for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the Bidder desires their return; also specifying the address to which they are to be returned, provided they have not been used or made obsolete by tests. Award samples may be held for comparison with deliveries. Samples will be returned at the Bidder's risk and expense.

20. AWARD (a) The College reserves the right before making an award to make investigations as to whether or not the items, qualifications or facilities offered by the Bidder meet the requirements set forth herein and are ample and sufficient to insure the proper performance in the event of an award. The Bidder must be prepared, if requested by the College, to present evidence of experience, ability and financial standing, as well as a statement as to plant, machinery, trained personnel and capacity of the manufacturer for the production and distribution of the material on which he is bidding. Upon request of the College, the Successful Bidder shall file certification from the manufacturer relative to authorization, delivery, service and guarantees. If it is found that the conditions of the bids are not complied with or that articles or equipment purposed to be furnished do not meet the requirements called for, or that the qualifications, financial standing or facilities are not satisfactory, the College may reject such bids. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the College to make any examinations before award; and it is further understood that, if such examination is made, it in no way relieves the Bidder from fulfilling all requirements and conditions of the bid. (b) Awards will be made to the lowest responsible Bidder or on the basis of best value, in accordance with the College's Procurement Policy. Cash discounts will not be a factor in determining awards, except in tie bids. Consideration will be given to the reliability of the Bidder, the quantities of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose for which required and the terms of delivery. (c) The College reserves the right to reject any and all bids in whole or in part and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the College will be served. (d) Unless otherwise indicated herein, the College reserves the right to make award by items, by classes, by groups of items, or as a whole, or, in appropriate circumstances, to award to multiple bidders.

21. DELIVERIES Upon failure of the Vendor to deliver within the time specified, or within reasonable time as interpreted by the College, or failure to make replacement of rejected articles when so requested immediately or as directed by the College, the College may purchase from other sources to take the place of the item rejected or not delivered. The College reserves the right to authorize immediate purchase from other sources against rejections on any order when necessary. On all such purchases the Vendor agrees to promptly reimburse the College for excess cost occasioned by such purchases. Should the cost be less, the Vendor shall have no claim to the difference. Such purchases will be deducted from order quantity.

22. An order may be canceled at the Vendor's expense upon nonperformance. Failure of the Vendor to furnish additional surety within ten (10) days from date of request shall be sufficient cause for the cancellation of the order.

23. When in the determination of the College, the articles or equipment delivered fail to meet College specifications or, the Vendor consistently fails to deliver as ordered, the College reserves the right to cancel the order and purchase the balance from other sources at Vendor's expense.

24. Delivery must be made as ordered and in accordance with the bid. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the director as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Vendor.

25. The College will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement, or is overdue, in which event the convenience of the College will govern.

26. Supplies shall be securely and properly packed for shipment, according to accepted commercial practice, without extra charge for packing cases, reels, bailing or sacks. The containers remain the property of the College unless definitely stated otherwise in the bid.

27. The Vendor shall be responsible for delivery of supplies in good condition at point of destination. The Vendor shall file all claims with carrier for breakage, imperfections and other losses, which will be deducted from invoices. The College will note for the benefit of the Vendor when packages are not received in good condition.

28. All supplies which are customarily labeled or identified must have securely affixed thereto the original un-mutilated label or marking of the manufacturer.

29. WARRANTY (a) Generally. The successful Bidder warrants the equipment furnished and all associated equipment against any defects in design, workmanship and materials against failure to operate satisfactorily for one (1) year from the date of acceptance by the College, other than defects or failure shown by the Vendor that have arisen solely from accident or abuse occurring after delivery to the College, and agrees to replace any parts, which, in the opinion of the user, shall fail from the above reasons. (b) Different Warranty Period. If a company policy or trade practice requires a different warranty period, the Bidder may so state without fear of disqualification. However, the Bidder is cautioned that the length of warranty may, in some cases, be a deciding factor in making an award. (c) OSHA. Equipment furnished hereunder shall meet the standards set forth in the Occupational Safety and Health Act of 1979.

30. REPLACEMENT PARTS If the requirements specified herein represent, for the most part, replacement and/or repair components to existing and presently owned equipment, such components must match and inter-member without modification to the equipment and systems indicated.

31. EXPIRATION DATING All products shipped must have a minimum of one (1) year expiration dating from the date of delivery to the College. For products that have less than one (1) year expiration dating from time of manufacture, the longest possible expiration dating must be supplied to the College.

32. ADDITIONAL ITEMS Additional items of the same or similar manufacture or additional services related to the specifications and requirements stated herein may be added by an amendment to the Agreement, provided that such items or services do not or are not expected to exceed the statutory limit of $1,000.00 in any Agreement period.

33. Deliveries are subject to reweighing at destination by the College and payment will be made on the basis of net weight of materials delivered. Normal shrinkage will be allowed in such instances where shrinkage is possible. Short weight shall be sufficient cause for cancellation of order at Vendor's expense.

34. Reference is made to the Model Agreement attached (set forth in Section VI) for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law or deemed appropriate by the College's Office of Legal Affairs.

35. EXTENSION OF USE: This Contract may be extended to additional States or Government Jurisdictions upon mutual written agreement between the College and the Vendor. Political Subdivisions and other

authorized entities within each participating State or Government Jurisdictions may also participate in this Contract if authorized by applicable law. The College reserves the right to negotiate additional discounts based on any increased volume generated by such extensions. Vendor agrees to honor all orders from State Agencies, Political Subdivisions and others authorized by law to participate in this Contract which are in compliance with the pricing, terms, and conditions contained herein. Any unilateral limitations or restrictions imposed by the Vendor and/or Manufacturer on eligible Authorized Users will be grounds for cancellation of the Contract. If a Contract, or any portion thereof, is cancelled for this reason, any additional costs incurred by the eligible purchaser will be borne by the Vendor.

36. BIDDER'S SEXUAL HARASSMENT POLICY: By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

37. COLLEGE SEXUAL HARASSMENT POLICY: Bidder's are advised that the College's Sexual Harassment Policy can be accessed using the following link:

    https://www.sunysuffolk.edu/legalaffairs/documents/equal-opportunity-anti-discrimination-policy.pdf

End of Section I

SECTION II
BID REQUIREMENTS

1. **Intent:**
   Suffolk County Community College (the College") seeks bids from qualified vendors that can assist the College in purchasing and delivering veterinary science supplies for use at the College's Grant Campus.

2. **Award:**
   The College anticipates awarding one or more contracts. Award(s), if any, will be made to the responsible Bidder(s), who offers the highest percentage discount off list price. Attachment 1, which is included as part of this solicitation, provides a list of veterinary supplies regularly purchased by the College. As part of the bid submission, Bidders shall complete Attachment 1 by indicating which items are offered by the firm. Bid evaluation will be based on the percentage (%) off list price. The College will execute as many contracts as necessary to ensure that all veterinary supply needs are met. The award(s) will be in the form of a contract(s) which, when issued and executed by both parties, will enable the successful Bidder(s) to provide the veterinary supplies upon receipt of a signed Purchase Order.

3. **Term of Agreement:**
   Period covered shall be for one (1) year from the date of an award with four (4) one-year renewal options to be exercised at the College's sole and absolute discretion. The term of each option shall be as mutually agreed upon by both parties.

4. **Prices:**
   Discount percentages off list price shall remain firm for the duration of the contract inclusive of any renewal terms. Contractor shall notify the College of any changes to list price and submit either a link or a thumb drive to access the updated catalog. Notification to the College shall be made within five (5) business days of the official date of the change in list price.

5. **Payment Terms:**
   For each month in which Contractor performs work under the contract, Contractor shall prepare and present a monthly invoice to Suffolk County Community College, Accounts Payable Department attention Salvatore Arnold (NFL Building, 533 College Road, Selden, NY 11784). Payment will be made within thirty (30) days after approval by the College. Invoice must reference the order number and be itemized in detail so that anyone reading same may readily understand the kind, quantity, quality and prices. Cash discount terms, where applicable, must be indicated on the invoice. By submitting an invoice, Contractor certifies that all items or services were delivered or rendered as set forth on the invoice; that the prices charged are in accordance with the referenced purchase order, delivery order or contract; that the claim is just, true and correct; that the balance stated herein is actually due and owing and has not been previously claimed; that no taxes from which the County/College is exempt are included. Incomplete invoices will be returned to the Contractor unpaid.

6. **Deficient Service Procedure:**
The Contractor agrees that in the event any of the services provided for under the terms of this contract should in any way be omitted or unsatisfactorily performed by the Contractor and/or his employees, the College shall so notify the Contractor verbally and follow with a written notification of the deficient services for immediate correction. In the event the Contractor does not correct the deficient services after receipt of written notification, the College will deduct a percentage based on the work not performed or performed unsatisfactorily from the Contractor's claim for the period covered. If the Contractor continues to omit or unsatisfactorily perform the required services, the College will arrange for the work to be done by another Contractor and the cost of such work shall be deducted from any monies due or that may become due to the Contractor.

7. **Disclaimer:**
The contract executed as a result of this bid will establish terms and conditions pursuant to which certain materials and/or services are to be supplied or performed, from time to time, for a specified period upon issuance by the College of a Purchase Order. The Model Agreement is attached hereto in Section VI and is made part hereof the Solicitation Documents. The contract is non-exclusive and the College is not bound to purchase, and no materials are to be delivered or services performed without a Purchase Order. The College shall be under no obligation whatsoever to issue such Purchase Orders.

8. **E-Procurement:**
The College has implemented an e-Procurement solution, named SharkMart, with the objective of streamlining processes and gaining operational efficiencies.

Bidders identified for a contract award will be required to register in SharkMart. The Procurement office will send an email to the Bidder's contact that will include a SharkMart link to start the registration process. This process involves the completion of a company and tax profile (W9). The registration process must be completed before any purchase orders are issued.

Registering is completely free of charge and will enable your firm to benefit from the following functionality:

1. Receive orders electronically
2. Manage your company profile electronically and provide timely updates as needed
3. Ability to receive, send and respond to order emails
4. Submit electronic invoices with the "order to invoice" functionality
5. Ability to view all on-line orders, invoices and the invoice status

9. **Specifications:**

I. **MINIMUM REQUIREMENTS**

- Contractor shall be an authorized reseller/distributor for the specified supplies.
- Contractor shall submit with its bid:
  - A link or thumb drive to access Contractor's most recent catalog
  - The primary contact who shall be the contract liaison with the College.

II. **GENERAL INFORMATION SCOPE OF SERVICES**

Contractor shall assist the College with the purchase and delivery of veterinary science supplies on an as needed basis, to the Grant Campus located at 1001 Crooked Hill Road, Brentwood NY 11717.

The list of items of regularly purchased by the College used items has been provided as reference in Attachment 1 to this bid. Attachment 1 is included as a separate file on the College's website under the bid solicitation. Items identified in Attachment 1 may differ or be modified over time based on the Veterinary Science Program's protocols. Accordingly, the College may use the final executed contract to purchase any veterinary supplies. Equipment is not covered under this contract.

Deliveries shall be made to the location and within the timeframe indicated on the Purchase Order.

The Contractor shall supply promotional materials and sale promotions when available.

The Contractor shall provide quotes for all College needs as directed by the appropriate College representative. All prices are to be quoted as discounts off list price from manufacturers' most current dated catalog. There shall be no shipping charges for any of the purchases.

Increases in pricing must be documented with an updated copy of the manufacturer's latest list price. Current manufacturer list pricing must be made available to the College in hard copy or on-line in order to verify contract pricing at time of order and/or invoice. Contract amendments to adopt any updates to catalog pricing will not be required.

Discount percentages shall remain firm during the tenure of the contract. Unavailable items shall be updated as information is available.

~~The return policy shall be that all veterinary supplies be returned undamaged for a full refund within 60 days.~~ manufacture/product dependent

All supplies shall have the longest expiration date possible.

End of Section II

midwest veterinary supply

Midwest Veterinary Supply Return Goods Policy

All requests for returns must be handled through our Inside Sales Department.

- ☐ Returns must be pre-approved; please be prepared to provide the invoice number and explanation for the return.
- ☐ **A Return Authorization will be sent to you, this must be included in the return shipment.** Only products on the form should be included in the return. If product not on the form is included in the return; the product becomes property of Midwest Veterinary Supply and the clinic will be responsible for any disposal charges.
- ☐ Credits can only be issued once authorized product is received at Midwest Veterinary Supply. Items received that are deemed non-returnable will be assessed a disposal fee. Examples of non-returnable items are products that have been defaced, labeled or stickered, have broken seals, are considered hazardous materials, or any product deemed non-returnable.
- ☐ Additional conditions:
  - Only product purchased from Midwest Veterinary Supply can be returned to Midwest Veterinary Supply.
  - Products being returned due to "dating" may be issued a restocking fee based on the Manufacturers policy.
  - Outside Sales Representatives are not allowed to pick up returns. Please Call your Inside Sales Representative for all product returns.
  - Product must be received back to Midwest Veterinary Supply by the date posted on the Return Authorization.
  - Any shortages or shipping errors must be reported within 48 hours of receipt.
  - Damaged shipments should be refused, if possible. When not possible, contact your Inside Sales Representative and please retain shipping container for 10 business days to allow for carrier inspection. Photograph the exterior of the package and contents if possible.
  - Overstock items may be returned based on viability of the product in our current market.
  - **Special order items are non-returnable without a Manufacturer RGA number and Manufacturer assessed restocking fee. Most manufacturers do not allow the return of special order items.**
  - Items that are "Drop Shipped" to clinics must be returned directly to the respective vendor to receive proper credit. The manufacturer's return policy will apply.
  - For issues pertaining to quality control (defective, contaminated, etc.) of the product must be dealt directly with the respective manufacturer or vendor. Please contact MVS for phone numbers and contact personnel.
  - Any orders not deliverable due to circumstances beyond Midwest control, must be returned to Midwest in resalable condition to be eligible for credit.

Controlled Drug Returns

- Controlled substances are non-returnable.
- If it is determined that a processing error was caused by Midwest Veterinary Supply a return will be authorized.
- If a return is authorized, the following requirements apply:
  - Product cannot be defaced or opened.
  - If the return is a Class 2 or 2N, Midwest Veterinary Supply must send you a DEA 222 form to complete.
  - Controlled Substances must be returned to one of the locations listed below of which it was shipped from.
  - Product must be returned via UPS; no call tag will be issued.

Midwest Veterinary Supply
5374 Maly Road
Sun Prairie, WI 53590

Midwest Veterinary Supply
21467 Holyoke Avenue
Lakeville, MN 55044

Suffolk
COUNTY COMMUNITY COLLEGE

ADDENDUM NO. 1
FORMAL BID NO. B1900003
PURCHASE AND DELIVERY OF VETERINARY SCIENCE SUPPLIES

January 10, 2019

Attention to Bidders:

This constitutes Addendum No. 1 to the referenced Formal Bid, and consists of this one (1) page cover letter which provides notification of the postponement in the bid due date and time.

BIDDERS PLEASE NOTE:

The bid due date and time of January 10, 2019 at 2:00 PM has been changed to January 11, 2019 at 2:00 PM.

All other terms and conditions of the Formal Bid remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

Beatriz Castano

Beatriz Castano
Administrative Director of Business Operations

Acknowledged and Subscribed to:

Midwest Veterinary Supply, Inc.
Firm Name

Carie Peterson
By(Sign in ink)

Business Development Assistant
Title

Carie Peterson
Print Name

5/8/19
Date

End of Text for Attachment A

ATTACHMENT B
COST

Bidder shall submit with its bid:

(1) A link or thumb drive to access the Bidder's most recent catalog
most up to date catalog is available on our website

(2) The primary contact who shall be the contract liaison with the College. That can be accessed with a log-in
Jenny Flickinger, jennifer.flickinger@midwestvetsupply.com

Attachment 1, which is included as part of this solicitation, provides a list of veterinary supplies regularly purchased by the College. As part of the bid submission, Bidders shall complete Attachment 1 by indicating which items are offered by the firm. Bid evaluation will be based on the percentage (%) off list price. The College will execute as many contracts as necessary to ensure that all veterinary supply needs are met.

% Discount Off List Price for Supplies	Frequency of Catalog Update (Annually, Semi-Annually, etc.)	REQUIRED MINIMUM ORDER
5%	Website updated as changes occur	none

Category	Description	Typical Order Amounts	Offered Yes	Offered No
Drugs	Acepromazine	2	x	
	Adrenaline Chloride	2		x
	Albon Tablets	1	x	
	Albon Tablets	1	x	
	Albon Liquid	1	x	
	Atropine Sulfate,1/120 gr	2	x	
	Azithromycin 250 mg tabs	2	x	
	Beuthanasia Solution	1	x	
	Buprenorphine 1 ml vials	6	x	
	Capstar, 2-25 lb	4	x	
	Capstar, 25+	2	x	
	Cephalexin Capsules, 500/bottle	1	x	
	Cephalexin Capsules, 500/bottle	1	x	
	Chloramphenicol Ophthalmic Ointment	2		x
	Clavamox, Liquid Drops	4	x	
	Clavamox Tablets, 125 mg	1	x	
	Clavamox Tablets, 250 mg	1	x	
	Clindamycin, tabs	1	x	
	Clindamycin, liquid	1	x	
	Combi-pen	2	x	
	dexamethasone SP	1	x	
	Dexamethasone, 2 mg/ml	2	x	
	Diazepam	4	x	
	Dopram Hydrochloride, 20 mg/ml	2	x	
	Erythromycin Ophthalmic Ointment	2	x	
	Flumazenil inj 0.1 mg/ml	2	x	
	Fluorescein Sodium Ophthalmic Solution	1	x	
	Heparin, 1000 U/M	1	x	
	Isoflurane	2	x	
	Ivermectin 1%, 50 ml	1	x	
	Ketamine	4	x	
	Lidocaine, 1%	2	x	
	Lidocaine, 2%	2	x	
	Marcaine Injectable, 0.5%	1	x	
	metronidazole 250 mg tablets	1	x	
	Midazolam 5mg/ml, 10 ml	2	x	
	Mirtazapine tabs	1	x	
	Naloxone inj 0.4mg/ml, 10 ml	2	x	
	Orbifloxacin, 22.7 mg/tab	1	x	
	Panalog Ointment	6	x	
	Proparacaine Hydrochloride Ophthalmic Solution	4	x	
	Puralube Ophthalmic Ointment	7	x	
	Sodium Bicarbonate, 8.4% injectable	2	x	
	Sodium Chloride, 0.9%	2	x	
	Torbugesic, 10 mg	1	x	
	Torbugesic SA, 2 mg	1	x	
	Terramycin Ophthalmic Ointment	2	x	
	tresaderm	5	x	
	Triple Antibiotic Ophthalmic Ointment	3	x	
	xylazine inj	1	x	
	Betadine Solution	1	x	
	Chlorhexiderm (generic)	1	x	
	Dip Quick, Bulk Refill	3	x	
	Ear Cleaning Solution	4	x	
	Eyewash, Irrigating solution	3	x	
	fecasol solution	1	x	
	Hydrogen Peroxide	4	x	
	Lactated Ringers Solution, plastic container, 250 ml	1	x	
	Lactated Ringers Solution, plastic container, 500 ml	1	x	
	Nolvassan S Disinfectant	1	x	
	Normal saline 250 ml bottle	4	x	
	zinc sulfate gallon	3	x	
	Povidine surgical scrub	1	x	
	sheathers solution	1	x	
	Sterile water for injection, 250 ml bottle	2	x	
	Surgical Milk	1	x	
	chairside dental rapid developer, quart	1	x	
	Chairside dental rapid fixer, quart	1	x	
	Radiographic Film, Dental, 2"	1	x	
	Radiographic Film, Dental, 4"	1	x	
	Disposable Prophy Cups	1	x	
	Disposable Prophy Heads	1	x	

Category	Description	Typical Order Amounts	Offered Yes	Offered No
Radiology	Radiographic Fluid, Developer, to make 5 gallons	1	x	
	Radiographic Fluid, Fixer, to make 5 gallons	1	x	
	Radiographic Film, green, 8 x 10	1	x	
	Radiographic Film, green, 10 x 12	1	x	
	X-rite tape, pre-cut, 3"	1	x	
	Cassette screen cleaner	1	x	
	Lint free wipes for cassettes	1	x	
	barium	1	x	
	Injectable Contrast Medium (renografin or conray)	1	x	
Sundries	Alcohol Preps	4	x	
	Band-Aids	2		x
	Cast Padding, 3" (Johnson and Johnson), 12/pk	1	x	
	Cast Padding, 4" (Johnson and Johnson), 12/pk	1	x	
	Casting Tape, Fiberglass, 3M, 2", 10/box	2	x	
	Casting Tape, Fiberglass, 3M, 3", 10/box	2	x	
	Cotton Roll	2	x	
	Drape, Disposable, Prefolded, 38" x 100 yds/box	1	x	
	Elastikon, 3", 4/box	1	x	
	Gauze Sponge, 3"	1	x	
	Gauze Sponge, 4"	1	x	
	K-Y Jelly	4	x	
	Kling Gauze, 3", 12/bag	4	x	
	Macrodrip Sets, vented/Y-site	15	x	
	Microdrip Sets, vented/Y-site	20	x	
	Specimen Containers, 4 oz, sterile, 100/case	2	x	
	Sterile, poly-lined Disposable drapes, non-fenestrated, 18" x 26", 50/box	1	x	
	Tape, Porous, Johnson and Johnson, 1/2"	1	x	
	Tape, Porous, Johnson and Johnson, 1"	1	x	
	Tape, Porous, Johnson and Johnson, 2"	1	x	
	Vetrap, 2", assorted colors, 18/box	1	x	
	Vetrap, 3", assorted colors, 12/box	1	x	
	Monojet Needles, 25 G x 5/8"	2	x	
	Monojet Needles, 23 G x 1"	1	x	
	Monojet Needles, 22 G x 1"	1	x	
	Monojet Needles, 21 G x 1"	1	x	
	Monojet Needles, 20 G x 1"	1	x	
	Monojet Needles, 18 G x 1"	1	x	
	Monojet Syringes, Luer Lok, 12.0 cc	1	x	
	Monojet Syringes, Luer Lok, 6.0 cc	1	x	
	Monojet Syringes, Luer Lok, 3.0 cc	2	x	
	Monojet syringes, NO WASTE TUBERCULIN	2	x	
	Monojet Syringes, Tuberculin, 25 G X 5/8"	2	x	
	Catheters, Surflash, 20 G	1	x	
	Catheters, Surflash, 22 G	1	x	
	Catheters, Surflash, 24 G	1	x	
	winged blood collection sets, 25 G	1	x	
	Winged Blood Collection Set, 21 G, Vacutainer Brand	1	x	
	Winged Blood Collection Set, 23 G, Vacutainer Brand	1	x	
	Tubes, Lithium Heparin gel tubes, 1.0 cc	50	x	
	Tubes, Citrate, 1.8 ml	50	x	
	Tubes, Lithium Heparin, 1.3 ml	50	x	
	Tubes, EDTA, microtubes	50	x	
	Tubes, EDTA, 7 or 10 ml	1	x	
	blood tubes, plain red, 8 ml	1	x	

Category	Description	Typical Order Amounts	Offered Yes	Offered No
Anesthesia Accessories	Bickford Breathing Tube, Pediatric Size	1	x	
	Bickford Breathing Tube, Adult Size	1	x	
	Bickford Non-rebreathing Liter Bag without Valve	1	x	
	Bickford Non-rebreathing System	1	x	
	Breathing Bag, 1 liter	2	x	
	Breathing Bag, 2 liter	2	x	
	Breathing Bag, 3 liter	1	x	
	Clipper Blade, Size 40, Oster A5	2	x	
	Doppler BP, Small Cuff, 2.5 cm	1	x	
	Endotracheal Tube, cuffed, 3.0	1	x	
	Endotracheal Tube, cuffed, 3.5	1	x	
	Endotracheal Tube, cuffed, 4.0	1	x	
	Endotracheal Tube, cuffed, 4.5	1	x	
	Endotracheal Tube, cuffed, 5.0	1	x	
	Endotracheal Tube, cuffed, 5.5	1	x	
	Endotracheal Tube, cuffed, 6.0	1	x	
	Endotracheal Tube, cuffed, 6.5	1	x	
	Endotracheal Tube, cuffed, 7.0	1	x	
	Endotracheal Tube, cuffed, 7.5	1	x	
	Endotracheal Tube, cuffed, 8.0	1	x	
	Endotracheal Tube, cuffed, 8.5	1	x	
	Endotracheal Tube, cuffed, 9.0	1	x	
	Endotracheal Tube, cuffed, 9.5	1	x	
	Endotracheal Tube, cuffed, 10.0	1	x	
	F-Air Canister	4	x	
	Flouri strips	1	x	
	Schirmer Tear Test Strips	1	x	
	Soda Lime Canister, pre-packed	2	x	
	Sterilization Pouch, 5" x 10"	1	x	
	Sterilization Pouch, 8" x 13"	1	x	
	T-Port Extensions	30	x	
Surgical Materials	surgical gloves, sterile size 6.5, latex free, Powder free	1	x	
	surgical gloves, sterile size 7, latex free, powder free	1	x	
	surgical gloves, sterile size 7.5, latex frfee, powder free	1	x	
	surgical gloves, sterile, size 8, latex free, powder free	1	x	
	surgical gloves, sterile, size 8.5, latex free,powder free	1	x	
	Suture: 3-0 PDS, CT2, violet	1	x	
	Suture: 2-0 PDS, FS1, violet	1	x	
	Suture: 0 PDS, CP1, violet	1	x	
	suture: monocryl 2-0, CT1 , MCP345H	1	x	
	suture: monocryl3-0, FS1, Y942H	1	x	
	suture: vicryl 0 PC2, VIOLET	1	x	
	suture: vicryl2-0, PC2, VIOLET	1	x	
	surgical glue	2	x	
EKG Materials	EKG Paper for Burdick EK10	3	x	
	EKG Paper for Burdick EK5A	8	x	
	EKG Mounts	1	x	
	alpha trak II test strips	1	x	
	azosfix	1	x	

Category	Description	Typical Order Amounts	Offered Yes	Offered No
Other	Autoclave Indicator Tape	1	x	
	Bair Hugger Blanket, #55577, 10/box	1	x	
	Bair Hugger Blanket, #560, 10/box	1	x	
	Cat Claw Scissors	1	x	
	Clipper Spray Disinfectant	1	x	
	DMS labs canine blood typing kit	3	x	
	DMS labsfeline blood typing kit	3	x	
	DMS labs major cross match kits	1	x	
	Fecalyzer, 50/box	4	x	
	Fungassay	1	x	
	I-Stat Cartridges, EC8+	2	x	
	Kwik-Stop Powder	4	x	
	Microhematocrit Tubes, plain	20	x	
	Microhematocrit Tubes, heparinized	2	x	
	New Methylene Blue Stain	1	x	
	No-sorb, 5 gallon bucket	1	x	
	Paper for I-Stat, 3/pk	1	x	
	Pill Vials	1	x	
	Sealing Clay	5	x	
	Sedi-cal Centrifuge Containers	1	x	
	Sed-Stain	1	x	
	Sharp's Container, 6.9 qt.	6	x	
	Skin Stapler, 35 regular	4	x	
	Steam Sterilizer Indicator Strips	1	x	
	Thermometer, Digital	2	x	
	Thermometer Sheaths, Disposable	2	x	
	Tom Cat Catheters, closed end, 5 1/2"	6	x	
	Tom Cat Catheters, open end, 5 1/2"	6	x	
	Urinary Catheters, polypropylene set	1	x	
	11-Way Urine Dip Sticks	4	x	
	IDEXX CATALYST 15 clips 12/box	5		x
	IDEXX lyte clips, 12/box	5		x
	IDEXX QC clips,8/box	1		x
	IDEXX CBC5R KIT	2		x
	IDEXX QC liquid	1		x
	IDEXX PT Citrate	4		x
	IDEXX PTT Citrate	4		x
	quality control panel 4/box	1		x
	vetrol control 4/box	1		x
	sample cups	1		x
	pipette tips	1		x

End of Text for Attachment B