

# **COUNTY OF JASPER, MISSOURI**

REQUEST FOR PROPOSALS 2017-005

Medication/Pharmacy Services to the  
Jasper County Detention Center  
A Division of the Jasper County Sheriff's Office

## REQUEST FOR PROPOSALS

The County of Jasper (MO) is seeking proposals for Medication/Pharmacy Services to the Jasper County Detention Center which is located at 405 East 5th Street, Carthage, Missouri, 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office  
405 E 5<sup>th</sup> Street  
Carthage, MO. 64836

Jasper County Commissioner's Office  
302 S. Main  
Jasper County Courthouse, Room 101  
Carthage, MO. 64836

Specifications can also be found at [www.jaspercountysheriff.org](http://www.jaspercountysheriff.org) under the RFP Projects Tab.

**Sealed proposals will be received at the Jasper County Commissioner's Office, 302 S. Main, Room 101, Carthage, MO., 64836 until August 8, 2017 at 10:30 a.m. at which time they will be publicly opened and read aloud in the Commissioner's Office.**

Equal Opportunity Employer

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John Bartosh  
Presiding Commissioner  
County of Jasper (MO)  
302 S. Main Street,  
Carthage, MO. 64836  
417-358-0421

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## **1. Information for Bidders**

This Request for Proposals is intended to solicit proposals from qualified bidders for Medication/Pharmacy Services to the Jasper County Detention Center, a division of the Jasper County Sheriff's Office, located in Carthage, MO. The County of Jasper reserves the right to make a single award, multiple awards, adjust quantities either up or down, or makes no award on an item by item basis as determined to be in the best interests of all agencies involved, based on the available funding.

### **1.1 Identification of Contact Person**

All questions, requests for clarifications or interpretations shall be directed to:  
Capt. Becky Stevens  
Jasper County Detention Administrator  
405 East 5th Street, Carthage, MO 64836  
417-358-8177 ext. 1104

### **1.2 Qualifications of Bidders**

The County may make such investigations as deemed necessary to determine the ability of the bidder to supply the required medication and supplies and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to supply the required services contemplated therein.

### **1.3 Government Regulations**

Purchase of medication and pharmacy supplies shall comply with all Federal and State laws and regulations including the Federal Drug Administration (FDA).

### **1.4 Basis of Award**

The County of Jasper reserves the right to make an award on the basis of the services and equipment provided or available, medication pricing and the timeliness and quality of delivery system as received from a responsible bidder. The County of Jasper retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The County of Jasper may accept the bid which is judged best, although it may not be the lowest bid.

## 2. Proposal Response Preparation and Submission

Each proposal response shall be prepared in accordance with the instruction set forth within this document. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response and contact information should any questions arise. No responsibility will attach to the County of Jasper or Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

**Medications/Pharmacy Services**  
**BID NO.: 2017-005**  
**<INSERT NAME OF BIDDER>**  
**OPENS: August 8, 2017 AT 10:30 A.M.**

2.1 Submit one (1) original and four (4) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions, or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.4 Bids must be received by the County of Jasper no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.5 **Electronically transmitted or faxed copies of the proposal are not acceptable.**

2.6 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.7 The County of Jasper and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished if requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not

include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.8 The County of Jasper will not pay costs incurred, including, but not limited to the preparation, printing, delivery, demonstration, or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

### **3. Evaluation, Award, and Protest Procedure**

3.1 An evaluation committee will review all proposals. Award recommendation will be based upon the lowest and/or best proposal.

#### **3.2 Protest Procedure**

For all bids not exempted from the competitive bidding procedures, the Jasper County Commission will provide a tabulation of bids and recommendation for award by telephone, fax, or mail to all responding bidders. Bidders wishing to challenge the award decision must submit their protest in writing to the Jasper County Commission. Protests must be received by the Commissioner's Office (located at 302 S. Main, Carthage, MO 64836) within ten (10) business days of the date of the award.

The protest must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

### **4. Product Pricing /Scope of program**

4.1 The following is a list of some of the more commonly used medications at the Jasper County Detention Center. Include the pricing for the items listed (30 DAY SUPPLY where applicable). Any equipment & software necessary for implementation should also be included in product pricing section. Include in this section any equipment or software that may facilitate the dispensing of medications for the jail facility which averages 200 inmates daily. The Jasper County Detention Center often needs immediate access to prescription medications that can only be fulfilled by using hand delivery or pick up service. The Jasper County Detention Center prefers that the prescription is filled using bubble packaging. Bidder should indicate if this is possible. Do not include tax.

4.2 The facility averages 10 medication fills per day/ 4 days a week, with approx. 36% of the inmate population taking some type of prescription. The county spends approx. \$20,000 per

year on average for medication. The facility does use an electronic MAR system provided by Accuflo.

We DO NOT want medication that is mailed or shipped in, only hand delivered or pick up service available.

List of Medications and Supplies: Any item with no quantity listed, please price best value. Any additional items the bidder feels is relevant should be included on a supplement page.

ACETAMINOPHEN 500 MG  
ASPIRIN  
ATENOLOL 50 MG  
BACTRIM  
BENADRYL 25 MG  
BUSPIRONE 15 MG  
CARBAMAZEPINE 200 MG  
CARVEDILOL 25 MG  
CEPHALEXIN 500 MG  
CITALOPRAM 20 MG  
CITALOPRAM 40 MG  
CLINDAMYCIN 150 MG  
CLONIDINE .2 MG  
DIPHENHYDRAMINE 25 MG  
DICYCLOMINE  
DIVALPROEX 500 MG  
DOCUSATE 100 MG  
FLUOXETINE 20 MG  
LISINOPRIL 20 MG  
LORATADINE 10 MG  
METFORMIN 100 MG  
METFORMIN 500 MG  
METOPROLOL 3MG  
MINOCYCLINE 100 MG  
OLANZAPINE 20 MG  
OMEPRAZOLE 20 MG  
PENICILLIN 500 MG  
PHENYTOIN 100 MG  
PICYCLORINE 200 MG  
PRAZOSIN 2 MG  
PREDNISONE 10 MG  
PRE NATAL VITAMINS  
PRO AIR  
PROVENTIL  
QUETIAPINE 100 MG  
QUETIAPINE 300 MG

RANITIDINE 150 MG  
TRAZODONE 100 MG  
TRIHEXIPHENIDYL 5 MG  
TRIAMCINOLONE CREAM  
TYLENOL 500 MG  
GABAPENTIN 300 MG  
HALOPERIDOL 1 MG  
HALOPERIDOL 2 MG  
HYDROXYZINE 25 MG  
HYDROXYZINE 50 MG  
IBUPROFEN 200 MG  
ALCOHOL PREP PADS  
ANTI-DIARRHEAL (IMODIUM)  
ANTI-FUNGAL CREAM  
**DIPHENHYDRAMINE(BENADRYL)**  
HYDROCORTISONE CREAM  
LICE SHAMPOO  
PINK BISMUTH LIQUID(PEPTO BISMOL)  
PINK BISMUTH TABLETS(PEPTO BISMOL)  
TRIPLE ANTIBIOTIC OINT PKTS  
LIBRIUM 25 MG  
ZYPREXA ZIDUS 2.5 MG ODT  
ZYPREXA ZIDUS 5 MG  
VENTOLIN 90 MCG  
CORTISPORIN (NEO/POLY) EAR DROPS  
GEOMYCIN EYE DROPS

**References:**

Provide a minimum of two (2) references where services of a similar scope are being provided. Please provide response in the format below.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No. \_\_\_\_\_