

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training



**FORMAL SEALED BID
BID SUBMISSION INFORMATION SHEET**

Bid No.	B26-005
Bid Title	First Aid, CPR, Narcan Administration and Bleeding Control Training
Bid Opening Date and Time	September 10, 2026 at 12:00 PM
Contact	Lynette White
E-mail Address	whitely@sunysuffolk.edu

BID INVITATION:

This is an invitation to submit sealed bids for furnishing the materials and/or services specified herein subject to the terms and conditions defined in the solicitation documents.

BID SUBMISSION INSTRUCTIONS:

Please refer to Section II – Bid Requirements, Item 2 – Bid Submission Instructions.

The undersigned bidder affirms and declares that s/he has carefully examined the advertised invitation for bids, the bid terms and conditions and detailed specifications and certifies that this bid is signed with full knowledge and acceptance of all the provisions thereof and offers and agrees, if this bid is accepted within 90 days from the bid opening date, the undersigned offers and agrees to furnish any of the items in which prices are quoted at the price and delivery time indicated, subject to all the terms and conditions herein.

BID MUST BE SIGNED BY SOLE PROPRIETOR, PARTNER OR OFFICER AUTHORIZED TO SIGN FOR CORPORATION

NAME OF BIDDING FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NO. _____ E-MAIL _____

FEDERAL TAX IDENTIFICATION NUMBER _____

In executing this bid, the Bidder warrants that the prices submitted herein are not higher than those offered to any governmental or commercial consumer for like deliveries. The prices herein do not include any Federal excise taxes or sales tax imposed by any State or Municipal Government.

SIGNATURE OF AUTHORIZED INDIVIDUAL

TITLE

PRINT OR TYPE NAME OF SIGNER

DATE

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

Table of Contents

Section I – BID TERMS AND CONDITIONS

Section II – BID AND TRAINING REQUIREMENTS

A. GENERAL REQUIREMENTS

1. Intent
2. Bid Submission Instructions
3. Award
4. Term of Agreement
5. Prices
6. Payment Terms
7. Deficient Service Procedure
8. Disclaimer
9. E-Procurement

B. TRAINING SPECIFICATIONS

1. Training Overview
2. Training Requirements
3. Contractor Qualifications
4. Instructor Qualifications and Certifications
5. Scheduling and Coordination
6. Train-the-Trainer Development

Section III – BID SUBMITAL AND PRICING

- A. BID SUBMITAL CHECKLIST**
- B. BID PRICE SCHEDULE**
- C. REQUIRED REFERENCES**

Section IV – MODEL AGREEMENT

Section VI – FORMS AND LEGAL APPENDICES

SECTION I
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

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

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). Any exceptions regarding the specifications, requested pricing, methodology, or any documents (terms and conditions, insurance requirements, compliance requirements, etc.) submitted for bidding purposes, are to be explicitly noted in the bid response. In the absence of any defined exceptions, bids will be considered as is and in acceptance of all bid requirements/specifications/methodologies/pricing structures set forth herein. The Director will consider whether 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

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

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** All proposals must meet the minimum specifications detailed herein. 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 s/he accompanies the alternate offer with full explanation and specification. Unsolicited alternate bids that meet the intent of the specifications/methodology, will only receive consideration in conjunction with a base bid that meets or exceeds all bid specifications stated and bidder is identified as the responsive and responsible low responsive bidder. 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

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

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.

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

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 \$2,000.00 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 IV) 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. 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.
36. 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/equalopportunityantidiscriminationpolicy.pdf>

End of Section I

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

SECTION II (A) **GENERAL REQUIREMENTS**

1. **Intent:**

The intent of this invitation for Bid (IFB) is for Suffolk County Community College (College) to establish a requirements contract with an authorized training provider to deliver on-site, instructor-led First Aid, CPR, Narcan Administration, and Bleeding Control training for college personnel and students on an as-needed basis.

2. **Bid Submission Instructions:**

Bids must be mailed or delivered to the following address.

Suffolk County Community College
Procurement Office
533 College Road
Selden, NY 11784

Bids are due by the bid submission due date and time of **September 10, 2026 at 11:00 AM**. The College retains the right to reject late bids.

- **Bid envelope must reference the Name and Address of Bidder, Bid Number, Title, and Bid Opening Date and Time.**
- **Bids must be received by the Procurement Office on or before the bid submission date and time. Bid must be signed in ink.**

Any questions or communications pertaining to the bid, the bid process, etc., must be directed by email to Lynette White, College Associate Director of Business Operations in the Procurement Office at whitely@sunysuffolk.edu. Communication with any other College or County employee, any member of the College, or any incumbent company for the goods and services being procured pursuant to the bid solicitation may be cause for disqualification from the bid process.

Bids will be publicly opened on **September 10, 2026 at 12:00 PM** in the following location:

Room 115
Southampton Building
Ammerman Campus
533 College Road
Selden NY 11784

Hand-Delivery

Sealed Bids may be hand-delivered to the College at the Southampton Building – Room 115. **All bids being physically dropped off shall be submitted by 11:00 AM.** If the Contractor is waiting online at 11:00 AM to drop off their bid on the day the bid is due, the Contractor will be allowed to drop off the bid. If Contractor is not online as of 11:00 AM and a bid is brought for drop-off after this time, it will be strictly rejected without exception. Bids received after 11:00 AM, regardless of the method of delivery, will be considered late and will not be accepted.

Overnight Delivery

Alternatively, Contractors are welcome to send the bid in using overnight mail. Please note that overnight delivery service carriers have different schedules when coming on Campus, as do the College's mailroom services. Below are the timelines in which overnight deliveries are made to the College's mailroom by various carriers:

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

FedEx: 10:30 AM for Priority Packages
3:00 PM for Standard Overnight Packages

UPS: There is no scheduled delivery time. However, the carrier offers next day overnight shipping for 10:30 AM or 12:00 PM.

USPS: The Post Office does not make deliveries to the College. The College's mailroom staff makes two pickups per day, at 7:00 AM and 3:00 PM, to collect mail and deliveries from the Post Office.

Please ensure bids that are mailed, are done so in sufficient time to reach the College's mailroom, undergo processing, and then be delivered to the Procurement Office by the bid submission due date and time. The College will not be responsible for bid packages that are misdirected due to above-indicated information missing from the bid mailing envelope, resulting in bids not being received by the Procurement Office in a timely fashion.

3. **Award:**

The College intends to award contracts, if any, to the lowest responsive and responsible Bidder for each individual Lot, meeting all specifications and stated qualifications. The lowest bidder for each Lot shall be determined by the Grand Total Price submitted for that specific Lot in Section III (Bid Price). Bidders may bid on Lot 1, Lot 2, or both. If a single bidder submits the lowest responsible bid for both Lots, a single aggregate award may be made to that bidder. The College reserves the right to reject any or all bids, to waive informalities, and to make no award on one or both Lots if deemed in the best interest of the College.

The award shall be in the form of contract which, when issued and executed by both parties, will enable the successful Bidder to perform the services specified herein for the period indicated and at the prices bid upon receipt of a signed Purchase Order.

4. **Term of Agreement:**

The contract shall be for an initial period of two (2) year from the date of award. The College retains the sole option to renew the agreement for up to three (3) additional one-year periods, subject to satisfactory performance and mutual agreement upon both parties.

5. **Prices:**

Prices shall remain firm for the first year of the contract and no upward escalation will be permitted. Thereafter, increases in labor and/or material costs may be considered on the anniversary of the contract execution date, provided they are based on the Consumer Price Index (CPI), uncontrollable material costs which can be verified in national publications, certified labor contracts, or other increases auditable by the College. The requested increase shall be limited to an annual uplift not to exceed the CPI percentage increase reflected for the twelve-month period preceding the expiration of the current term. The burden of proof for such increases shall be upon the Contractor and shall be formally directed to the Director. The decision as to whether or not such increases will be granted shall be made by the Vice President of Business and Financial Affairs and shall be final. In the event an increase is not granted when requested, the Contractor may elect to continue at the bid prices or give written notice of termination, upon receipt of which the College will issue a new solicitation for these services.

6. **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
PO Box 2280
Selden, NY 11784

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

Invoices can also be emailed to choap@sunysuffolk.edu. Payment will be made within forty (45) days after approval of invoice by the College unless an early payment discount is adopted. Invoice must reference the purchase 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.

7. 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.

8. Disclaimer:

The Model Agreement is attached hereto in Section IV 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 work performed without a Purchase Order. The College shall be under no obligation whatsoever to issue such Purchase Orders.

9. 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

SECTION II (B)

TRAINING SPECIFICATIONS

1. Training Overview

Suffolk County Community College is seeking qualified contractors to provide comprehensive Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), First Aid, Naloxone (Narcan) Administration and Bleed Control training services in accordance with nationally recognized standards, such as the American Red Cross, American Heart Association, or an equivalent certifying body.

The purpose of this Contract is to ensure employees have access to quality training that promotes workplace safety, emergency preparedness, and the ability to respond effectively during medical emergencies.

Training shall be provided to Public Safety personnel, faculty, staff, students and other College-designated participants, as determined solely by the College.

The contractor shall provide in-person training at any of the college campus locations identified below:

- Ammerman Campus – 533 College Road, Selden NY 11784
- Michael J. Grant Campus – 1001 Crooked Hill Road, Brentwood NY 11717
- Easter Campus – 100 Speonk Road, Riverhead NY 11901

The College reserves the right to request Train-the-Trainer instruction and refresher training for any of the training programs covered under the contract. Such training shall be provided upon request at the fixed pricing established in the Bid Price Schedule.

2. Training Requirements

The Contractor shall provide:

1. Instructor-led training in CPR, AED, First Aid, Narcan Administration and Bleed Control, and other training programs specified herein.
2. Training conducted by qualified personnel in accordance with the applicable course and certification requirements.
3. All training materials, course supplies, equipment, and instructional resources necessary for hands-on instruction and practical skill demonstration, as applicable.
4. Certification documentation to participants upon successful completion of applicable course requirements.
5. Training that is consistent with current nationally recognized guidelines, standards, and best practices applicable to each course.

The Contractor shall provide training that shall include:

1. Adult, child and infant CPR techniques.

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

2. Automated External Defibrillator (AED) operation and use.
3. First Aid response procedures.
4. Narcan (naloxone) Administration.
5. Bleed Control techniques.
6. Recognition and response to common workplace emergencies.
7. Additional related health and safety topics, as mutually agreed upon by the College and Contractor.

Where appropriate and prior approved by the College, the Contractor may utilize online or hybrid instruction to supplement in-person training.

3. Contractor Qualifications

The Contractor shall:

- a. Have demonstrated experience providing training services of similar scope and complexity to those required under this contract.
- b. Maintain all organizational credentials, authorizations, or other qualifications required to provide the training services specified therein throughout the term of the contract.

4. Instructor Qualifications and Certifications

Instructors assigned to this contract shall:

- a. Be properly trained, certified, and qualified to provide the applicable CPR/AED, First Aid, Narcan Administration, bleeding control, and Train-the-Trainer programs required under this contract.
- b. Hold active and valid instructor certifications, as applicable to the training being provided, from nationally recognized organizations such as the American Heart Association, American Red Cross, or be a certified Stop the Bleed, or other recognized certifying organizations.
- c. Maintain all certifications and credentials required for the training they provide throughout the term of the contract.
- d. Bidder shall submit proof of applicable instructor certifications with their bid.

5. Scheduling and Coordination

The Contractor shall coordinate directly with the College's designated representative to schedule training sessions. Training may be requested on an as-needed basis throughout the Contract term.

If a scheduled training session is cancelled due to inclement weather, a campus closure, or other emergency circumstances beyond the control of the College, the Contractor shall reschedule the training at no additional cost to the College. Make-up session shall be scheduled during the same academic semester, where practicable, or on another mutually agreed-upon date and time in coordination with the College's designated representative.

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

6. Train-the-Trainer Instructor Development

The contractor shall provide an authorized Instructor certification Program for designated Public Safety Officers. Upon successful completion of all applicable program requirements, designated individuals shall be eligible to become appropriately credentialed to providing training and, where authorized by the applicable certifying organization, issue certifications to College personnel in CRP/AED, First Aid, Narcan (naloxone) administration, and Bleeding Control. The Bidder shall identify with its bid any prerequisite training, certification, or other requirement for enrollment in the proposed instructor certification program.

If required by applicable certifying organization as part of the instructor certification process, the Contractor shall provide any required initial monitoring, observation, or co-teaching necessary to complete the certification process. Such monitoring, observation, or co-teaching shall be included in the proposed pricing, and no separate fee shall be charged to the College.

The program shall fully support the College's long-term objective of developing designated Public Safety personnel as qualified instructors, allowing the College to provide future internal training to college personnel, where permitted under the requirements of the applicable certifying organization.

End of Section II

SECTION III **BID SUBMITTAL AND PRICING**

A. BID SUBMITAL CHECKLIST

Bidder shall indicate by check mark that each of the following items have been submitted with the bid:

- i. ☐ **Primary Contact Information** - Name and contact information for the individual who will serve as the Contractor's primary liaison with the College.
- ii. ☐ **Relevant Experience** - Documentation demonstrating a minimum of three (3) years of relevant experience providing services of similar scope and complexity.
- iii. ☐ **Training Program Affiliations/Authorizations** – Documentation demonstrating applicable affiliations or authorizations with recognized training or credentialing organizations.
- iv. ☐ **Instructor Certifications/Credentials** – Copies of active, unexpired instructor certifications or credentials for personnel proposed to provide on-site training under the contract.
- v. ☐ **Train-the-Trainer Program Information** – Information identifying the proposed instructor certification program, applicable credentialing organization, and any prerequisites or other requirements necessary for enrollment and completion.

The College will not reimburse the Contractor for any additional costs beyond the amounts indicated in this Section III – Bid Price.

B. BID PRICE SCHEDULE

Price Structure and Basis of Award

Bid prices will be evaluated in accordance with the basis of award provisions set forth in Section II –(Award). Bidders must enter a Grand Total Price for each Lot they are bidding on.

Bidders must provide a price for each required line item within the lot(s) bid. Expect for items specifically identified as "If Offered", failure to provide pricing for all required line items within a lot may result in rejection of the bid for that lot as non-responsive.

Estimated Quantities Disclaimer

All quantities listed in this Bid Price Schedule are strictly estimates only and are provided for the purpose of establishing a uniform mathematical basis for the evaluation of bids.

The College does not guarantee any minimum or maximum quantity of training sessions or instructor certifications services. Services will be ordered on an as-needed basis at the applicable fixed unit prices submitted by the successful bidder.

Bid No.: B26-005

Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

If Offered" Items – Lot # 2

Certain items in Lot #2 are identified as "If Offered". If a Bidder does not off the identified certification or service, the Bidder shall enter "N/A" in the applicable pricing field. An "N/A" response to an item specifically identified as "If Offered" will not render the bid non-responsive.to. It will not disqualify the bid, but it ensures the mathematical formula remains unbroken.

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

BID PRICE

Rates must be all-inclusive of instructor labor, training equipment use, and student materials/certifications for up to ten (10) participants per session.

LOT #1

Training Program	Unit of Measure	Est. Annual Quantity	Unit Price	Ext. Price
CPR/AED (All Ages)	Per Class Session	5	\$	\$
First Aid	Per Class Session	2	\$	\$
Combined CRP/AED & First Aid	Per Class Session	8	\$	\$
Naloxone (Narcan)	Per Class Session	3	\$	\$
Bleeding Control	Per Class Session	3	\$	\$

Training Sub-Total: \$ _____

Refresher Training

Training Program	Unit of Measure	Est. Annual Quantity	Unit Price	Ext. Price
CPR/AED (All Ages)	Per Class Session	3	\$	\$
First Aid	Per Class Session	1	\$	\$
Combined CRP/AED & First Aid	Per Class Session	5	\$	\$
Naloxone (Narcan)	Per Class Session	2	\$	\$
Bleeding Control	Per Class Session	2	\$	\$

Refresher Training Sub-Total: \$ _____

LOT #1 GRAND TOTAL: \$ _____

LOT #2 – Train-the-Trainer

Rates must be all-inclusive of advanced tuition, core instructor manuals, administrative processing, and credentials.

Instructor Certification Program	Unit of Measure	Est. Annual Quantity	Unit Price	Ext. Price
CPR/AED Instructor Certification	Per Candidate	2	\$	\$
First Aid Instructor Certification	Per Candidate	1	\$	\$
Combined CPR/AED & First Aid Instructor Certification	Per Candidate	4	\$	\$
Naloxone (Narcan) Instructor Certification <i>(if offered)</i>	Per Candidate	2	\$	\$
Bleeding Control Instructor Certification <i>(if offered)</i>	Per Candidate	2	\$	\$

LOT #2 GRAND TOTAL: \$ _____

Grand Total Formula (For Bidders to Calculate)

COMBINED GRAND TOTAL = LOT #1 + LOT #2 \$ _____

End of Section III

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

C. REFERENCES (Three required)

REFERENCE NUMBER 1

A. Firm name and address:

B. Contact person and title:

C. Email and Telephone number (Telephone number must be current or reference will be ignored.):

D. Number of year's Contractor has performed services for this organization:

E. Dates contracts were in effect:

F. Total dollar amount for each contract:

G. Job description and locations:

H. If location where services were performed is different from above address, please indicate location where services were performed:

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

REFERENCE NUMBER 2

A. Firm name and address:

B. Contact person and title:

C. Email and Telephone number (Telephone number must be current or reference will be ignored.):

D. Number of year's Contractor has performed services for this organization:

E. Dates contracts were in effect:

F. Total dollar amount for each contract:

G. Job description and locations:

H. If location where services were performed is different from above address, please indicate location where services were performed:

Bid No.: B26-005
Bid Title: First Aid, CPR, Narcan Administration and Bleeding Control Training

REFERENCE NUMBER 3

A. Firm name and address:

B. Contact person and title:

C. Email and Telephone number (Telephone number must be current or reference will be ignored.):

D. Number of year's Contractor has performed services for this organization:

E. Dates contracts were in effect:

F. Total dollar amount for each contract:

G. Job description and locations:

H. If location where services were performed is different from above address, please indicate location where services were performed:

End of Section III