



Grays Harbor County Public Health
 PEARSALL BUILDING
 2109 SUMNER AVENUE, ABERDEEN, WA 98520

January 27th, 2023

PHONE: (360) 532-8631

HealthyGH.org

ADMINISTRATION FAX: (360) 533-1983

CLINIC FAX: (360) 533-6272

Facebook.com/GHPublicHealth

Grays Harbor County Harbor Strong Coalition and My Town Coalition

As part of establishing environmental strategies and information dissemination, the County is interested in contracting with a qualified medication lock box supplier to sell medication lock boxes to the County between March 2023 to March 2024. This supplier will be identified as having interlocking devices available for sale upon request of the County. Qualified suppliers will be used to supply medication lock boxes, for a set rate per medication lock box, at a cost not to exceed \$40,000 for one (1) year.

REQUEST FOR PROPOSALS

Through the Harbor Strong Coalition and My Town Coalition grants funded through the Community Prevention and Wellness Initiative (CPWI), Grays Harbor County (the "County") is soliciting proposals for the lowest bidder to sell medication lock boxes to the County, to later be distributed through the Harbor Strong Coalition and My Town Coalition. Notice is hereby given that letters of interest and statement of proposals will be received by Grays Harbor County, Washington, for Supplier by filing with the County at the location below.

Request for Proposal Information:		Submittals Delivered to:	
RFP Number		Mail or In-person:	Grays Harbor County Public Health Department
RFP Name:			Attn: Haley Falley
			2109 Sumner Ave
Date Issued:	February 13, 2023		Aberdeen, WA
Contact Person:	Haley Falley		98520
Phone #:	360-500-4351	Email:	haley.falley@graysharbor.us
Email Address:	haley.falley@graysharbor.us		
Submittals Accepted Until	February 28, 2023 @ 4:30pm		

Qualifications submitted after the due date of **February 28, 2023, at 4:30 p.m.** will not be considered. Applicants accept all risks of late delivery of mailed submittals regardless of fault.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of proposals. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be

denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful applicant must comply with Grays Harbor County's equal opportunity requirements.

Published: February 13, 2022

Grays Harbor County Request for Proposals

Introduction

The County and leaders of the City of Aberdeen and City of Hoquiam have established two coalitions, the Harbor Strong Coalition and MyTOWN Coalition (the “Coalitions”), to provide leadership and partnership to implement strategies that promote a healthier community and decrease community substance use. Using the Strategic Planning Framework, each Coalition’s goal is to reduce youth access to opioids and other drugs in the Aberdeen and Hoquiam communities and reducing over-prescription of opioid medications. To meet this goal, it has been determined the Coalitions provide medication lock boxes to Aberdeen and Hoquiam residents to allow prescription medications to be locked up and out of reach of children, youth, and family members, thereby reducing access to opioids. The Coalitions have grant funds designated for the purchase of medication lock boxes. The Coalitions/County may choose to alter their priorities within their established action plan and budget.

Grays Harbor County Public Health is the lead grantee for administering the Community Prevention and Wellness Initiative (CPWI) funding from the Washington State Health Care Authority, Division of Behavioral Health and Recovery. The County is seeking qualified applications that can meet capacity to enter a contract with the County for the wholesale of medication lock boxes at the lowest bidding rate. **The County will review submissions to determine if the supplier meets the necessary qualifications to be considered for contracting.**

Purpose of Request for Proposals

The purpose of issuing a Request for Proposal is to determine:

- Lowest bidder per medication lock box in accordance with the size and style of each lock box or lock bag
- Qualified suppliers interested in contracting with Grays Harbor County to provide inventory of medication lock boxes or bags for sale to the County at a set rate for the designated period of the contract
- Capacity, specific products and proposals of interested suppliers

Request for Proposals Considerations

QUALIFICATIONS: This project requires the following proposals:

1. Medication lock box supplier in the United States
2. Supply of medication lock boxes available to ship within two weeks from purchase
3. Medication lock boxes must be constructed of a durable material and contain either an interlocking device by way of key or padlock
4. Medication lock boxes must be intended for locking medications and be provided in a variety of size options such as Small, Medium, Large, and/or Extra-Large personal medication lock boxes or bags
5. Experience working with government entities including quoting, wholesale, timely invoicing, and shipping
6. Ability to meet demand requirements of the coalitions upon request to purchase medication lock boxes

SUBMITTAL REQUIREMENTS:

Responses to this RFP must include the following information:

- A cover letter/statement of interest indicating the agency’s proposal in the project and highlighting its qualifications for this project.

- Specifications for products available for purchase that meet the qualifications above.
- Statement of inventory available for wholesale purchase.
- Pricing of individual medication lock boxes and bags
- Additional pricing costs including but not limited to shipping costs and/or additional fees.

QUESTIONS: Questions regarding this project may be directed to Haley Falley via e-mail at haley.falley@graysharbor.us . Any oral communications will be considered unofficial and non-binding on the County. All questions will be answered in writing, and each question and answer will be posted on the Public Health website: <https://www.healthyhgh.org>

- **REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of the RFP. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. The organizations selected will be expected to enter into a contract with the County. Once the County and Agency have reached an agreement on the compensation for services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful agency or agencies must comply with Grays Harbor County equal opportunity requirements. Grays Harbor County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **NON-ENDORSEMENT:** As a result of the selection of an agency to supply products and/or services to the County, agency agrees to make no reference to the County in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the County.
- **NON-COLLUSION:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the agency has not induced or solicited others to submit a sham offer, or to refrain from submitting proposals.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the agency or agencies ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Washington state law, all documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof; and including any documents identified by the proposer as proprietary) submitted in response to this RFP (the "documents") become a public record upon submission to the County, subject to disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of

law. If the County receives a public records request pursuant to Chapter 42.56 RCW that pertains to matters arising out of or relating to this Agreement, then the Vendor shall, in turn, render the fullest assistance possible to the County in the County's efforts to comply with the PRA. The County assumes no contractual obligation to enforce any exemption.

Grays Harbor County does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the agency. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. Grays Harbor County accepts no responsibility for the performance of the agency in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the agency for other public agency purchases.

- **PROPRIETARY SUBMITTAL MATERIAL** – All submittals received will be subject to disclosure under Washington's Public Records Act (chapter 42.56 RCW). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.
- **SIGNATURES:** RFP's shall be signed by a legally authorized officers of said corporation and if the signatory is not a President or Vice President, or that equivalent, proof of signatory authorization shall accompany the proposal. Improperly endorsed proposals shall be deemed non-responsive.
- **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:
 - Lowest bidder; and
 - Overall statement of qualifications
- **LIABILITY POLICY:** The Vendor agrees to maintain a commercial general liability policy with a \$1 million dollar per occurrence and aggregate limit. This coverage shall include products-completed liability coverage. Vendor shall indemnify and hold harmless the County, its officers, agents, and employees from any and all claims, suits, or actions, injury, and damage arising out of the use of this product including, but not limited to, product defect, failure, and improper warning.
- **WARRANTY:** Vendor warrants that the Products and spare parts will: (a) be new; (b) conform to the Specification for use; (c) be free from defects in materials and workmanship for a period of twelve (12) months from delivery to the end user, whether County or a customer, provided such non-conformance or defect shall not have been caused by County or its customers, or their incorporation and/or use of Products or spare parts with products not contemplated by the Specification or software. Upon written notice from County of a Product or spare part that fails to meet the foregoing warranty, County's sole remedy under this Agreement shall be Vendor's prompt repair or replacement of such Products(s) within thirty (30) days of receipt by Vendor of the failed or nonconforming Product or spare part.
- **BUSINESS REGISTRATION AND TAXATION:** The agencies awarded a contract must be licensed and registered to operate a business under state and local laws and regulations, and shall be required to submit verification of said licensure and registration prior to execution of the contract.

Estimated Calendar/Timeline:

Application Process	Date*
RFP Release	February 13, 2023
Vendor Questions (if any) Due	February 20, 2023
RFP Response Due	February 28, 2023
RFP Review	March 1, 2023-March 3, 2023
Qualified agencies notified	March 6, 2023
Project Start Date	March 2023
Anticipated service window	March 2023-March 2024

**Dates are approximate and are subject to change*