Vendor Name:

JACK BEACHAM, C.P.M., A.P.P. PURCHASING AGENT ROB COX, C.P.M., A.P.P. ASSISTANT PURCHASING AGENT

BID NO. 2012-110

TARRANT COUNTY PURCHASING DEPARTMENT

PURCHASE OF TACTICAL AIR MASKS

ELECTRONICALLY TRANSMITTED BIDS DUE BY 11:00 A.M. CST MAY 23, 2012

BIDS BY CONVENTIONAL MAIL PROCESS OR HAND DELIVERY DUE BY 2:00 P.M. CST MAY 23, 2012

RFB NO. 2012-110

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VENDOR REFERENCES	

This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

Tarrant County is requesting bids for the **PURCHASE OF TACTICAL AIR MASKS** for the **SHERIFF'S DEPARTMENT.** All bids must be submitted on the attached Bid Proposal Form. Vendors may bid on any or all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

ORIGINAL AND ONE (1) COPY OF COMPLETED CONVENTIONAL BID PROPOSALS MUST BE RECEIVED IN THE PURCHASING DEPARTMENT AT 100 E. WEATHERFORD, SUITE 303 FORT WORTH, TEXAS 76102 ON OR BEFORE MAY 23, 2012 AT 2:00 P.M. ORIGINAL OF ELECTRONICALLY TRANSMITTED BID PROPOSALS MUST BE SUBMITTED IN PDF ADOBE OR TIFF FORMAT TO tcbid@tarrantcounty.com or By Fax to (817) 850-2908 NO LATER THAN 11:00 A.M. CST MAY 23, 2012

BIDS WILL BE PUBLICLY OPENEDAT 2:00 P.M. CST

All CONVENTIONAL (NON-ELECTRONICALLY submitted) bids, including a "NO BID", are due in the Purchasing Department by the appropriate due date and time, in sealed envelopes or boxes. All bids must be clearly marked with the name of the company submitting the bid, the Bid Number, and the date and time of opening on the Cover Sheet for bids submitted electronically or on the outside of the envelope/box for conventional delivery. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any CONVENTIONAL (NON-ELECTRONICALLY submitted) bid received after the date and/or hour set for bid opening will not be considered. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, those bids will not be considered and will be disposed of as authorized.

Any bid ELECTRONICALLY TRANSMITTED AND RECEIVED after the date and/or hour set for receipt will not be considered. If bids/proposals are sent electronically to the Purchasing Department, the bidder shall be responsible for actual transmittal of the bids to the Purchasing Department before the advertised date and hour set for receipt of bids. The date and time shown as received on the TCBID Inbox shall prevail as the official time/date stamp. If electronic transmittals are delayed due to sender's equipment malfunctions beyond the date and hour set for receipt of bids, those bids will not be considered.

Electronic transmittal of bids is designed for receipt of bids only and not as an opportunity for questions and answers. The Bid Fax Number, (817) 850-2908 and mailbox, tcbid@tarrantcounty.com are for the receipt of electronic bids only. <u>All other items sent to this</u> mailbox will be deleted without a response.

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All electronic transmittal of bids to Tarrant County at tcbid@tarrantcounty.com or by fax to (817) 850-2908 must be submitted in PDF Adobe or TIFF format in order to be considered.

Bids may be withdrawn at any time prior to the official opening. Alterations made to Conventional Bids before opening time must be initialed by bidder guaranteeing authenticity. If a bid has been submitted electronically, a formal electronically transmitted request for bid withdrawal must be received in the Purchasing Department prior date and/or hour set for bid opening. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

JAMES BOCKS, SENIOR BUYER FAX: (817) 884-2629

<u>All documents associated with this bid</u> including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. No documents will be faxed or e-mailed after the initial Notice of Intent to Bid and prior to bid award. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Monday, May 14, 2012.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

All <u>insurance requirements</u>, including Workers' Compensation as outlined in the Texas State Statutes, shall be met prior to any delivery and shall remain in effect during the life of this contract.

All bids shall specify terms and conditions of payment which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.

<u>Continuing non-performance</u> of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **<u>contract may be terminated</u>** by either party upon written thirty (30) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

- 1. Bids received after the time limit for receiving bids.
- 2. Bids containing any irregularities.
- 3. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

- 1. Reason for believing collusion exists among the Bidders.
- 2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
- 3. The Bidder being interested in any litigation against the County.
- 4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
- 5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
- 6. Uncompleted work, which in the judgement of the County, will prevent or hinder the prompt completion of additional work, if awarded.
- 7. Bidders shall not owe delinquent property tax in Tarrant County.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the bidder to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Prices shall include all charges for freight, F.O.B. inside delivered to:

TARRANT COUNTY SHERIFF'S WAREHOUSE 5051 RESOURCE DRIVE FORT WORTH, TEXAS 76119

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to the County and may be part of the bid proposal and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future County orders.

The County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the County reserves the right to cancel the order without liability on its part.

A **packing list** shall accompany each shipment and shall show:

Tarrant County Purchase Order Number

Name and address of Vendor

Name and address of receiving department

Description of material shipped, including item numbers, quantity, etc.

Evaluation criteria shall include, but is not limited to the following:

- a. Unit Price
- b. Delivery
- c. Vendor's past performance record with Tarrant County
- d. Tarrant County's evaluation of vendor's ability to perform
- e. Tarrant County's experience with products bid
- f. Special needs and requirements of Tarrant County

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

TECHNICAL SPECIFICATIONS

Tarrant County is requesting sealed bids for Tactical Air Masks that meet or exceed the following specifications:

I. CBRN 2216 Firehawk Air Mask, MSA K-UM-B-0-3-R-0-0-C-1-2-A-B-0, or approved equal.

- A. 30 Minute Carbon Cylinder
- B. Double Pull
- C. No Case
- D. Firehawk CBRN PTC Threaded
- E. Pressure Gauge.

Note: Delivery must be within thirty (30) days After Receipt of Order



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. <u>POLICY STATEMENT</u>

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

<u>Historically underutilized businesses (HUBs)</u>, also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

<u>Certified HUBs</u> includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

<u>Businesses</u> include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

<u>Statutory bid limit</u> refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 - 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 - 2. The goals should be reviewed and amended periodically.
 - 3. The program may apply to all County procurements including construction and professional services.
 - 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 - 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
 - 1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 - 2. Continuing to seek new communication links with HUB vendors, professionals and contactors to involve them in the procurement process.
 - 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 - 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
 - 1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 - 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 - 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 - 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 *Historically Underutilized Businesses Policy Adopted: Court Order 64788 (December 17, 1990)* Amended: Court Order 69958 (December 7, 1993) Amended: Court Order 99651 (December 28, 2006)

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Service	es	North Central Texas
Statewide HUB Program		Regional Certification Agency
1711 Jacinto Blvd.		624 Six Flags Drive, Suite 100
PO Box 13047	OR	Arlington, TX 76011
Austin, TX 78711-3047		(817) 640-0606
(512) 463-5872		

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME:	
REPRESENTATIVE:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NO	FAX NO

Indicate all that apply:

Minority-Owned Business Enterprise Women-Owned Business Enterprise Disadvantaged Business Enterprise

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

REFERENCE ONE

GOVERNMENT/COMPANY NAME:

ADDRESS:

CONTACT PERSON AND TITLE:

E-MAIL ADDRESS:

SCOPE OF WORK:

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME:	
CONTRACT PERIOD:	

REFERENCE THREE

OVERNMENT/COMPANY NAME:
DDRESS:
CONTACT PERSON AND TITLE:
-MAIL ADDRESS:
CONTRACT PERIOD:

BID PROPOSAL SIGNATURE FORM

The undersigned agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 <u>et seq.</u>, and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, <u>et seq</u>.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. *Failure to sign and return this form will result in the rejection of the entire bid.*

NAME AND ADDRESS OF COMPANY:	AUTHORIZED REPRESENTATIVE:		
	Signature Date Name		
	Title		
Tel. No	FAX No		
AFTER HOURS EMERGENCY CONTACT:			
Name:	Tel. No		
COMPANY IS:			
Business included in a Corporate Income Tax Re	turn?YESNO		
Corporation organized & existing under the	e laws of the State of		
Partnership consisting of			
Individual trading as			
Principal offices are in the city of			
THIS FORM MUST BE SIG	NED AND RETURNED WITH BID.		

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CERTIFICATION OF ELIGIBILITY (This provision applies if the anticipated contract exceeds \$25,000)

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do may result in terminating this contract for default.

Authorized Signature

THIS FORM MUST BE SIGNED AND RETURNED WITH BID.

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BID FORMS/DOCUMENTS CHECKLIST

✓Indicates Compliance	A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	1. <u>Vendor References</u> . Bidder has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.
	 Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.
	3. <u>Bid Proposal Forms.</u> All sections of Bid Proposal Forms have been completed.
	4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.
	 <u>Addenda</u>. When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.
	6. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	7. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder.
	8. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)
	9. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

THIS FORM MUST BE RETURNED WITH BID!

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENSION
1.	CRBN 2216 Firehawk Air Mask, Less the Cylinder, Per Technical Specifications, MSA K-UM-B-0-3-R-0-0-C-1-2-A-B- or approved equal		\$	\$
2.	SCBA Bracket with Backplate, Short Footplate and Two (2) Spring Clips Ziamatic UN-6-30-3-SF, or approved equal	25 - 50	\$	\$
3.	PSI 2216 L30 Cylinders MSA 807586, or approved equal	10 - 20	\$	\$
	Delivery Days After Receipt of Orde	e <u>r:</u>		Days
	Delivery must be within thirty (30) days After Receipt of Order.			
Unit prices must include all charges for freight F.O.B. inside delivery.				
If bidding an equivalent, bidder must submit a fully descriptive brochure with bid.				