



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: Temporary Nursing Service

CONTRACT #: 909-10

CONTRACT DATES: 10/20/10-3/31/14

BUYER: WALTER B. LARAUS

PHONE: 585/753-1121

FAX: 585/753-1104

VENDOR(S): see unit price sheet

TERMS AND CONDITIONS

- BID ITEM:** Temporary Nursing Service
- FOR:** Monroe Community Hospital
- DEPARTMENT CONTACT:** Mary Quinn, (585) 760-6070
- DUPLICATE COPIES:** **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**
- BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
- SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**
- All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.
- SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
- QUANTITIES:** The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. **Estimates are based upon actual annual usage.**
- QUALIFIED BIDDER:** Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids** if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.
- METHOD OF AWARD:** Monroe County intends to award the bid to up to five (5) responsive and responsible bidders. **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.
- CONTRACT TERM:** Contract will start with the date of the contract award and run through **September 30, 2011** with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

GENERAL INFORMATION:

Monroe Community Hospital, a 566 bed facility, located in Monroe County, Rochester, New York is seeking proposals for temporary personnel:

Registered Nurse (RN), Licensed Practical Nurse (LPN) and Certified Nursing Assistant (CNA)

The shift times are:

Day Shift:

7:30 am-2:00 pm for CNA with a 1/2 hr. unpaid break which equals 6 hrs. for the shift.

7:00 am-3:30 pm for RNs and LPNs with a 1/2 hr. unpaid break which equals 8 hrs. for the shift.

Evening Shift:

3:00 pm-11:00 pm for CNA with a 1/2 hr. unpaid break which equals 7.5 hrs. for the shift.

3:00 pm-11:30 pm for Nurses with a 1/2 hr. unpaid break which equals 8 hrs. for the shift.

Night Shift:

11:15 pm-7:00 am for CNA with a 1/2 hr. unpaid break which equals 7.25 hrs. for the shift.

11:15 pm-7:15 am for Nurses with a 20 minute paid break which equals 8 hrs. for the shift.

Hours in excess of those listed per shift will not be reimbursable unless authorized in advance.

Up to five agencies will be awarded for this bid to ensure availability of personnel.

Agencies will be ranked from lowest cost bidder to highest for each category, with lowest being called first, if not able to guarantee personnel at the time of the call, MCH will continue moving down the list in succession until personnel can be provided.

Successful bidder shall have 3 or more years experience and a minimum of 500 combined RN, LPN and CNA placements per year providing services for other facilities in the community. In bid response please provide:

COMPANY INFORMATION:

Provide information related to your company. Specifically state the year company was organized and identify company ownership. Provide information that clearly demonstrates your prior experience and background. Provide a list of current clients in New York State.

Bidders must fill out Rate Schedule (attached).

Nursing Contract Requirements:

Upon request, Contractor will provide Monroe Community Hospital with copies of professional licenses and registrations and verification of health exam, including Rubella Titre, Rubeola, PPD results and the Hepatitis B vaccination or declination and any Department of Health required immunizations. Contractor agrees to retain copies of all necessary licenses or registrations for their employees, contractors and subcontractors, etc. during the term of this agreement and for a period of seven (7) years thereafter.

Contractor agrees to conduct the prerequisite background checks, to the extent now or hereafter required by law on all people provided to MCH under this contract, including NYS Nurse Aide Registry, OIG, OMIG, LEIE, fingerprinting.

Monroe Community Hospital shall supervise the performance of personnel provided by Contractor to ensure that Monroe Community Hospital is receiving temporary nursing services consistent with standards of care, patients' plan of care and/or regulation of New York State Department of Health and Monroe Community Hospital policies. Assessment of the performance of Contractor under this contract shall be done by the Nurse Manager of Monroe Community Hospital or his/her designee.

All contracted personnel will be oriented for a total of one (1) hour prior to independent work. The orientation will take place during the regularly scheduled shift or one hour before the shift begins for which Monroe Community Hospital will be billed.

Contractor agrees that:

- a. Agency personnel provided must be Certified Nursing Assistants with current certification or Registered Nurses and Licensed Practical Nurses licensed by New York State. Monroe Community Hospital will not accept those nurses who are on permit.
- b. The Agency personnel will be expected to perform tasks appropriate to their level of certification/licensure.
- c. The Agency personnel must be dressed appropriately for the position, including a visible identification tag.
- d. The contracting agency will be responsible for the mandatory educational needs (at least 6 credits every 6 months) for the recertification of any Certified Nursing Assistant.
- e. All Registered Nurses and Licensed Practical Nurses must pass a medication exam that has been mutually agreed upon by the Director of Nursing and the Agency involved.

UNIT PRICE SHEET

<u>VENDOR</u>	<u>POSITIONS AWARDED</u>	<u>DAY RATE</u>	<u>EVENING RATE</u>	<u>NIGHT RATE</u>	<u>HOLIDAY RATE</u>
Adecco Medical 2235 S. Clinton Ave. Rochester, NY 14618 PH: 585-454-5511 FAX: 585-454-5519	RN LPN CNA	\$43.20/hr. \$36.80/hr. \$19.20/hr.	\$43.20/hr. \$36.80/hr. \$19.20/hr.	\$43.20/hr. \$36.80/hr. \$19.20/hr.	\$60.75/hr. \$51.75/hr. \$27.00/hr.
Favorite Healthcare 7255 W. 98 th Terrace Overland Park, KS 66212 PH: 913-383-9733 FAX: 888-870-6530	RN LPN CNA	\$42.00/hr. \$33.00/hr. \$19.25/hr.	\$42.00/hr. \$33.00/hr. \$19.25/hr.	\$42.00/hr. \$33.00/hr. \$19.25/hr.	\$46.95/hr. \$39.95/hr. \$24.95/hr.
Medical Staffing Network 2050 S. Clinton Ave. Rochester, NY 14618 PH: 800-223-9230 FAX: 630-916-3996	RN LPN CNA	\$49.82/hr. \$35.00/hr. \$18.29/hr.	\$49.82/hr. \$35.00/hr. \$18.29/hr.	\$49.82/hr. \$35.00/hr. \$18.29/hr.	\$72.00/hr. \$51.00/hr. \$29.93/hr.
NurseCore 2201 Brookhollow Plaza Dr., #450 Arlington, TX 76006 PH: 817-649-1166 FAX: 817-649-5532	RN LPN CNA	\$42.95/hr. \$34.50/hr. \$19.40/hr.	\$42.95/hr. \$34.50/hr. \$19.40/hr.	\$42.95/hr. \$34.50/hr. \$19.40/hr.	\$56.20/hr. \$46.20/hr. \$26.20/hr.
Nursefinders 524 E. Lamar Blvd., Ste. 300 Arlington, TX 76011 PH: 817-462-9080 FAX: 817-303-1149	RN LPN CNA	\$45.00/hr. \$37.00/hr. \$18.00/hr.	\$45.00/hr. \$37.00/hr. \$18.00/hr.	\$45.00/hr. \$37.00/hr. \$18.00/hr.	\$45.00/hr. \$37.00/hr. \$18.00/hr.
Sibley Nursing Personnel 1655 Elmwood Ave., Ste. 100 Rochester, NY 14620 PH: 585-325-3220	RN LPN CNA	\$43.50/hr. \$31.50/hr. \$20.00/hr.	\$43.50/hr. \$31.50/hr. \$20.00/hr.	\$43.50/hr. \$31.50/hr. \$20.00/hr.	\$65.25/hr. \$47.25/hr. \$27.38/hr.

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ Fax:

E-mail:

Please submit this survey to Monroe County Purchasing.