



New Milford Board of Education
50 East Street
New Milford, CT 06776

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

Bid # E-1718-112924 - Medical Advisor 2017.2018

Bid Close Date **9/20/2017**



Scope of Services

New Milford Board of Education
50 East Street
New Milford, CT 06776

The New Milford Public Schools is seeking quotes for a District Medical Advisor to perform the following services from **10.1.17 through 9.30.18** that include:

- Advising the District on health related policies and procedures concerning staff, students and the school health environment.
- Consult with school nurses regarding individual emergency care plans for students.
- Administer Hepatitis B vaccine to eligible staff (District will pay cost of the vaccine).
- Meet with nursing staff to discuss timely issues and develop plans to address any concerns.
- Review and sign all standing student medical orders.

The District estimates that the above services will require approximately 5 hours per month during the school year.

All bidders must be medical doctors and licensed pediatricians by the State of Connecticut.

All bidders must complete the attached "*BIDDER INFORMATION SHEET*" to include with their submission.

All bidders must provide a copy of their Connecticut license and an annual cost for providing the services noted above. Quotes should include cost for 5 hours of service per month and an hourly rate for time spent over 5 hours per month.

Quotes must be submitted by 2PM on September 20, 2017 and addressed to:

Anthony J. Giovannone
Director of Fiscal Services and Operations
New Milford Public Schools
50 East Street
New Milford, CT 06776

Questions can be directed to Mr. Giovannone by calling 860-354-8726 or via email at giovannoneA@newmilfordps.org. The New Milford Board of Education reserves the right to reject any and/or all quotes, waive technicalities, consider alternatives and make an award in the best interest of the New Milford Public Schools.

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Bid issued – September 11, 2017

Proposals due – September 20, 2017 (by 2pm)



Bidder Information Sheet

New Milford Board of Education
50 East Street
New Milford, CT 06776

Name of Bidder: _____

Business Address: _____

Telephone #: _____

Date of Bid: _____

The bidder listed above declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.

Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.

Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

Fifth: Bid prices are set forth on the attached form(s) supplied by the bidder.

(Person, Firm, or Corporation)

(Authorized Signature)

(Name-Typed or Printed)