**RFP 21-2633**

**MINIMUM REQUIREMENTS**

**ATTACHMENT J**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to in order to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Transmittal Letter and in this attachment of their proposal. Failure to do so will be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

|  |
| --- |
| ***Fisher Scientific Company LLC*** |

| **Minimum Requirement** | **Respondent Meets Minimum Requirement? (Yes/No)** |
| --- | --- |
| 1. The State requires that each Respondent bid on a minimum of three (3) product categories. Each category included in the proposal must include pricing for at least 95% of the items and all items identified as high priority to the State. | YES |
| 1. The State requires that each Respondent be licensed to do business in the State, as required by State law. | YES |
| 1. Vendors must commit to a regular shipping turnaround of thirty business days from the receipt of a purchase order for Laboratory Equipment, Furniture and Storage and five business days from the receipt of a purchase order for all other supply categories. If the order cannot be delivered to the State within these timeframes, the successful Respondent should notify the State within 24 hours of receipt of a purchase order. | YES |
| 1. The State requires that, for each order, all shipping, handling, hazard, and any other additional fees be included in the catalog, purchase order, and invoice price. No small order, minimum order, or special order charges shall be charged to the State. No shipping, return, or restocking fees shall be charged to the State for returns or for the shipment of samples. Any rush delivery that occurs as a result of Respondent’s error shall be free of charge. No handling surcharges may be added or discounts lost for any rush or expedited orders. | YES |
| 1. Market Basket prices must be held firm and fixed for 12 months. | YES |
| 1. Non-Market Basket discounts must be held for the life of the contract. | YES |