

Vermont State Colleges
Request for Proposals
VTSU Johnson Campus Nursing Lab Outfit
January 5, 2026

Proposals due:
January 30, 2026
5:00 PM Eastern Time

1.0 Organizational History

1.1 General Information

The Vermont State Colleges (VSC) is comprised of two member institutions – Community College of Vermont (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.

1.2 Mission Statement

For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study.

This integrated education, in conjunction with applied learning experiences, assures that graduates of VSC programs will:

1. Demonstrate competence in communication, research and critical thinking;
2. Practice creative problem-solving both individually and collaboratively;
3. Be engaged, effective, and responsible citizens;
4. Bring to the workplace appropriate skills and an appreciation of work quality and ethics;
5. Embrace the necessity and joy of lifelong learning.

The Vermont State Colleges system provides continuing educational opportunities for individuals to meet their specific goals.

2.0 Introduction

Vermont State University (VTSU) is soliciting proposals from qualified vendors to furnish a newly constructed six-bed skills laboratory and two-bed simulation suite on the Johnson campus. This RFP encompasses an extensive array of furniture, clinical equipment, simulation resources, and instructional supplies necessary to support contemporary nursing and health sciences education. An appendix is attached that outlines the requested items in detail; vendors are encouraged to use this as a guide and are invited to propose comprehensive, cost-effective solutions for VTSU's purchase of the specified items. Respondents may be creative in how they bundle, substitute, or otherwise configure items, provided proposed alternatives meet or exceed the intended educational and functional requirements, with the goal of delivering the best overall value to the University. Bids should also describe the expected delivery control process, to provide VSC with accurate recording keeping of the delivered items.

3.0 Requirements

The following is a listing of the key functional requirements for the *VTSU Johnson Campus Nursing Lab Outfit* RFP. VSC will measure individual submissions against these.

3.1 General requirements

3.1.1 Review Appendix A for a list of required furnishings, equipment, supplies requested and provide a bid to supply and furnish those items. In some instances, the exact name brand is required, while many of the items can be selected on competitive pricing and availability, as indicated in Appendix A.

3.1.2 Vendors are instructed to review the list for compatibility. For examples, when IV tubing is requested, it must be IV tubing that is compatible with the IV pumps purchased.

3.1.3 There is modest flexibility in quantity. We expect to enroll 30 nursing students in fall 2026, so the quantity should be enough to cover this class size, with extra for practice. The bid should consider whether some items are sold individually, versus by the case, and which is the best solution for the lab.

3.1.4 Bids that encompass all items on Appendix A are desired, however VSC reserves the right to purchase the materials using different vendors.

3.1.5

Items are to be delivered to the Johnson location no later than August 1, 2026; with dates of delivery to be coordinated with the department. Delivery method and charges are to be included in the bid, so VSC may accurately record and track receipt of the items.

4.0 Qualifications, References and Pricing

4.1 Qualifications and References

Provide a description of the qualifications and experience of your company. Include responses to the specific required items listed below:

Bidder Profile and Qualifications

- Name, mailing address, email address and telephone numbers of company.
- Number of years in business.
- Number of employees in Vermont and nationally.
- Number of colleges and universities or other health education locations for which the bidder provides similar products.

Bidder References

You must demonstrate experience and capability in installation and maintenance of the proposed solution by providing evidence of successfully completing projects of similar size and scope. Please provide at least three customer references, with the following information:

- Customer name and location
- Contact person(s): name, title and telephone number
- Your project manager for the engagement
- Product installation/delivery date
- Number of years you have maintained the system

By submitting your proposal, you understand and agree that the VSC may make any investigations it deems necessary to determine your ability to perform the work. You agree to furnish the VSC all such additional information and data for this purpose, as the VSC may request.

4.2 Pricing

Your proposal should include all of the purchase and delivery charges, and it should clearly state the pricing structure along with the types of products accompanying each price. The VSC expects fully

bundled pricing for each product offered and any tiered pricing or volume purchasing discounts/rebates that may be available due to purchasing loads shall be specified.

4.3 Terms

4.3.1 Pricing should reflect a one-time purchase of these items, unless otherwise noted.

4.4 Taxes/Fees

4.4.1 Please note any and all proposed taxes, fees, or charges.

4.4.2 The VSC is exempt from sales and use taxes. Submitted proposals shall not include these taxes. The College's tax exempt number will be provided to the selected bidder. Please clearly note these exemptions in your proposal.

5.0 RFP Instructions, Requirements and Information

This section provides information on how to contact the VSC for questions, deadlines, the selection process, legal and insurance requirements, and other general business matters.

5.1 Questions about this RFP

Please submit your questions to the VSC on or before 1/19/26, at 5:00 PM Eastern Time. All communication with the VSC regarding this project should go through this sole contact until completion of the RFP process. All questions and answers will be posted on the VSC website, www.vsc.edu, available to all bidders. The contact information for questions:

<i>Name</i>	Caitlin M. Stover
<i>Title</i>	Dean of Nursing and Health Sciences
<i>Email address</i>	Caitlin.stover@vermontstate.edu

5.2 Deadline and Delivery

The deadline for submitting responses is 5:00 PM Eastern Time, 1/30/26. Provide an electronic copy **only, via email**, to:

<i>Name</i>	Caitlin M. Stover
<i>Title</i>	Dean of Nursing and Health Sciences
<i>Email address</i>	Caitlin.stover@vermontstate.edu

5.3 Selection Process

Method of Award

VSC will base the evaluation of each proposal to this RFP on its demonstrated competence, compliance, format, cost, and enterprise applicability. This includes, but is not limited to, product availability, quality, prices, service availability, timing, and delivery. The purpose of this RFP is to identify those vendors having the interest, capability, and financial strength to supply the VSC with all

components of the *VTSU Johnson Campus Nursing Lab Outfit* solution. If the VSC does not identify a suitable bidder within the RFP process, the VSC is not obligated to award the project to any bidder.

The VSC, in its best interests, reserves the option to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSC as best complying with all considerations set forth in this RFP. When VSC has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

Evaluation Criteria (no weighting is implied by order of listing):

1. Total cost associated with the purchase of the items, including delivery.
2. Quality of the goods.
3. Bidder's qualifications and references.
4. Overall adherence to list included in Appendix A with preference given to bids that encompass all items to reduce the number of vendors involved to outfit the Lab.

5.4 Bid Process

Date	Milestone
01/05/2026	RFP issue date
01/19/2026	Questions Due
01/23/2026	Question Responses Posted
01/30/2026	Bidder written proposal due date
02/06/2026	Finalists notified
02/16/26- 02/18/26	Finalist presentations to VSC
02/27/2026	Bidder(s) selected
**March 2026	Contract(s) made

** The VSC will make its best effort to meet these dates but will take the time necessary to make a well-informed decision and negotiate a good contract. Bidders participating in this RFP should expect this date to change. The VSC will be under no obligation to inform bidders of a change in this date. The VSC will inform bidders of a change in all other dates that are part of the bid process.

5.5 Confidentiality

The Vermont State Colleges comply with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, bidders are hereby advised that any communications, data or other information received by the Vermont State Colleges during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, bidders must submit a second copy of their proposal, from which any portion of

the proposal that the bidder reasonably believes to be exempt from disclosure under the Public Records Act has been redacted.

By submitting a proposal, you indicate that you understand your sole responsibility to provide a redacted version of any confidential materials and the potential applicability of Vermont's Public Records Act to your proposal.

5.6 Indemnification

The bidder shall indemnify and hold VSC, its officers, trustees, agents and employees free and harmless from any and all claims, liabilities, losses, actions, proceedings, suits, damages and expenses, including out-of-pocket litigation costs and reasonable legal fees, arising from or relating to the bidder's performance in response to this RFP and under any contract entered into with the successful bidder.

By submitting a proposal, and in exchange for VSC's consideration of same, you agree on behalf of yourself, your shareholders and your officers to be bound by the indemnification provisions of this subsection (5.6).

5.7 Rights of the VSC

VSC reserves the right, at its discretion, to pursue actions that include but are not limited to the following:

- Request additional information
- Request clarification of any sections or questions in the bidder's response to this RFP
- Reject, for any reason, any or all of the proposals submitted to VSC
- Issue subsequent RFP or RFP invitations to bid as a result of changes and/or refinements to the proposed project

This RFP does not obligate the VSC to accept any proposal, negotiate with any bidder, award a contract or proceed with the project as it is outlined in this RFP.

5.8 Assignment

The bidder may not assign or transfer its rights or obligations under this RFP without the prior written consent of VSC, which consent shall not be unreasonably withheld. Any assignment of the RFP agreement by the bidder without the prior written consent of VSC shall void the RFP response from the bidder.

5.9 Insurance

You shall provide with your proposal, proof of insurance as stated below. In the event you do not carry the maximums requested, you must provide written proof that you will be able to provide the maximums if awarded the contract. You shall secure, pay for and maintain in effect the following insurance during the contract period:

- Commercial General Liability Insurance: Including Bodily Injury and Property Damage Liability, Independent Contractor's Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$3,000,000 annual aggregate.

- Workers Compensation and Employers Liability Insurance: For any bidders with employees, standard workers' compensation as required by Vermont State statute and employer's liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.
- Automobile Liability: For bidders who will drive on VSC's premises, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.
- Professional Liability: \$1,000,000 each claim, when applicable.
- Cyber Liability: \$1,000,000 each event for Breach Response, when applicable.

If selected as the successful bidder, you agree to name the VSC as additional insured on your liability policies and shall provide a 30-day notice of cancellation or non-renewal of coverage to the VSC. The VSC does not need to be named as an additional insured on the workers compensation policy.

If selected as the successful bidder, you agree to submit a copy of the Certificate of Insurance verifying the above coverage levels to the VSC twenty (20) days prior to selling or distributing products and services at VSC or otherwise performing under the contract. Any liability coverage on a "claims made" basis shall be designated as such on the certificate.

Failure of the bidder to take out and/or maintain any required insurance shall not relieve the bidder from any liability under the contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligation of the bidder concerning indemnification. The bidder's policies shall be considered primary insurance and exclusive of any insurance carried by VSC.

5.10 Compliance with State of Vermont Laws

Any contract awarded will be governed by the laws of the State of Vermont and adjudicated in the exclusive jurisdiction of the courts of the State of Vermont.

5.11 Intent to Bid

The undersigned ("You") agrees to all provisions required in the *VTSU Johnson Campus Nursing Lab Outfit* RFP dated January 5, 2026 and all applicable addenda, with the exception of those listed below. Any exemptions listed may affect the viability of your proposal.

In addition, the undersigned ("You") agrees to provide all equipment, material and personnel associated with these services as described in the *VTSU Johnson Campus Nursing Lab Outfit* RFP dated January 5, 2026, and all applicable addenda.

Exceptions:

Section Reference Number	Reason for exception

Company Name

Caitlin M Stover

Signature of Authorized Representative

Caitlin M. Stover, PhD, RN

Print Name of Authorized Representative

Dean of Nursing and Health Sciences

Print Title of Authorized Representative

Appendix A

6 Bed Clinical Skills Lab, 2 Bed Simulation Suite

Item	Description	QTY	Will take comparable item	
			Yes	No
Refurbished hospital bed with bedside table and overbed table. Bed includes IV pole at head of bed	2 of the 7 need to take patient weights	7	Y	
Horizontal headwall WITH accessories	Must include Suction canister and dial; Oxygen and Air; Nurse call light plugs in (don't need to be operational – just for practice always leaving the call light with patient)	8	Y	
Patient Transport Stretcher		1	Y	
Slide board		1	Y	
Bassinet	With IV Pole and drawer	2	Y	
Infant Linen Package	White	6	Y	
Linen cart with cover	Minimum 3 shelves	2	Y	
Laundry hamper with bag	Covered hamper	4	Y	
Bed Linen: Fitted sheet	White	24	Y	
Bed Linen: Flat sheet	White	24	Y	
Bed Linen: Draw Sheet	White	24	Y	
Bed Linen: Pillowcases	White	32	Y	
Bed Linen: Bedspread	Colored	16	Y	
Pillows		24	Y	
Linen: Bath Towels	White, around 13x30	24	Y	
Linen: Handwash Towles	White, around 12x12	24	Y	
Linen: Bath Blankets	White	24	Y	
Linen: Stretcher sheet	Any color	4	Y	
Bath basins		10	Y	
Compression socks	Knee high Thigh High	10 each size	Y	
Postmortem shroud kit		10	Y	
Patient Gowns		24	Y	
Isolation cart		1	Y	

Tuning Fork		8	Y	
Taylor Hammer		8	Y	
Snellen Eye Chart		1	Y	
Pen Lights		8	Y	
Medical Scissors		8	Y	
Handheld BP Cuffs		10	Y	
Stethoscopes with ID tag	Any color, must have diaphragm and bell	10	Y	
Dual Head Littmann Teaching Stethoscope	Any color	2		N
Face masks with loops		case	Y	
Face mask with Shields		case	Y	
Isolation gowns		case	Y	
Urine Strips		10	Y	
Hemocult Kits boxes		10	Y	
Glucometer		10	Y	
Lancets, case		10	Y	
Glucometer Test Strips		10	Y	
Fingertip Pulse Oximeter		5	Y	
Welch Allen Wall Mount Thermometer, oral and rectal probes	Including probe shields	2		N
Tympanic Thermometer	Including probe shields	3	Y	
Temporal Thermometer		3	Y	
Welch Allen Spot Vital Signs Device and Mobile Stand	Including multiple BP cuffs – adults and pedi	2		N
Specimen collection “Hat” for toilet		6	Y	
Vascular Doppler with case and gel		2	Y	
Bedpan		4	Y	
Bedpan, fracture pan		4	Y	
Urinal		8	Y	
Bedside commode		2	Y	
Continuous bladder irrigation bundle	Includes foley, water irrigation and drainage bag	4	Y	
Foley Kits, indwelling with bag		case	Y	
Foley Kits, straight cath kits		case	Y	
Two way foley only, various sizes	12 Fr 14Fr 16Fr 18Fr	10 each size	Y	
Urinary leg bag		10	Y	
Sitz bath kit		2	Y	
Soap suds enema		10	Y	
Calculi strainer		2	Y	
PurWick Female Cath		10	Y	

Male external catheter		10	Y	
Specimen cups		100	Y	
Graduated Container, 1200mL		10	Y	
Ostomy wafer		case	Y	
Ostomy pouch		case	Y	
Ostomy pouch one system		10	Y	
Surgical Cloth Tape			Y	
Nonstick Gauze Pads			Y	
Sterile ABD Pads			Y	
Stretch Gauze roll	Sterile and non-sterile		Y	
2x2 gauze pads	Sterile and non-sterile		Y	
4x4 gauze pads	Sterile and non-sterile		Y	
4x4 GT dressing pads	Sterile		Y	
4x4 fluff pads/super sponges			Y	
DSD Dressing change kits			Y	
Cotton tipped applicator		100	Y	
Irrigation tray with Piston Syringe			Y	
Transparent dressings		10 boxes	Y	
Non adherent dressings		10 boxes	Y	
Gloves, non-powdered, nonsterile	XL L M S	Box of 10-15 each size	Y	
Sterile Gloves	6.0 6.5 7.0 7.5	Box of 10-15 each size	Y	
Regular duty IV pole		2	Y	
Heavy duty IV pole		6	Y	
Alaris Medley Infusion Pump Combo2 with a case of appropriate IV tubing		2		N
Alaris Medley Infusion Pump Combo1 with a case of appropriate IV tubing		2		N
Baxter Sigma Spectrum IQ Infusion Pump with a case of appropriate IV tubing		2		N
Kangaroo Pump with a case of double tubing (feed and flush)		2		N
Wheelchair		1	Y	
Crutches	Adult pedi	2 each	Y	
Quad cane		2	Y	
Cane		2	Y	
Walker		2	Y	
Chest tube		2	Y	
Nebulizer with tubing		2	Y	

Nasal Cannula	Adult pedi	15 each size	Y	
Nonrebreather masks		5	Y	
Facial Mask	adult pedi	8 2	Y	
Venturi Mask		2	Y	
Trach mask		4	Y	
Yankeur with Oral suctioning tubing			Y	
Peak flow meters		4	Y	
Incentive spirometry		4	Y	
Jackson Pratt Drains		8	Y	
Hemovac Drains		8	Y	
Cuffed Trach Tube (no inner cannula)		4	Y	
Trach Care Kit		case	Y	
Trach ties		10	Y	
Central Line Dressing kits		Case	Y	
Salem Sump Pump tube (with anti-reflex valve)		4	Y	
3 port G tube		8	Y	
Thickening powder				
Pill cutter		5	Y	
Pill crusher		2	Y	
DemoDose Injector Pads		30		N
Variety of DemoDose single dose tablets				N
Variety of DemoDose single dose capsules				N
Variety of DemoDose multi dose tablets bottle				N
Variety of DemoDose multi dose capsules bottle				N
Variety of DemoDose Ampules, clear and amber	1ml 2ml			N
Variety of DemoDose Multi Dose Vials				N
Variety of DemoDose Single Dose Vials				N
Variety of DemoDose Optic Drops				N
Variety of DemoDose ear drops				N
Variety of DemoDose Optic ointment				N
Variety of DemoDose transdermal patches				N
Variety of DemoDose saline filled flush syringes				N
Variety of DemoDose powdered medications (requiring reconstitution)				N
Variety of DemoDose inhalers				N
Variety of DemoDose Nebules				N
Variety of DemoDose Insulin	Regular NPH			N
Variety of DemoDose Code Cart Meds				N
Variety of DemoDose Total Parenteral Nutrition bags				N
Variety of DemoDose Parenteral Nutrition bags				N

Variety of DemoDose Sodium Chloride Vial	30ml 10ml	50 bottle each size		N
Medication cups, souffle		10 sleeves		
Medication cups, 30 ml plastic		10 sleeves		N
Variety of DemoDose IV Fluid, various solutions, 1000ML				N
Variety of DemoDose IV Fluid, various solutions, 500ML				N
Variety of DemoDose IV Fluid, various solutions, 100ML				N
Variety of DemoDose IV Fluid, various solutions, 50ML				N
Variety of DemoDose IV fluid, 100mL for single dose powdered meds				N
Variety of DemoDose single dose powdered meds				N
Luer Lock Syringes	1cc 3cc 5cc 10cc 20cc	1 box each size	Y	
Piston Syringe		10	Y	
Safety needles across all sizes and gauges	25G x 1" Needle 25G x 5/8" Needle 23G x 1" Needle 22G x 1-1/2" Needle 21G x 1-1/2" Needle 21G x 1" Needle	1 box each	Y	
Insulin syringes			Y	
Tuberculin syringes			Y	
Primary IV tubing, various drop factors			Y	
Secondary IV tubing			Y	
Variety of DemoDose Blood products				N
Seymour II, light skin				N
Seymour II, dark skin				N
Wall mounted glove box holder (hold at least three, preferably four boxes of gloves)		8	Y	
Wall mounted sharps container lock box (5quart)		8	Y	
Red sharps box to fit in the wall mounted lock box (5 quart)		8	Y	
Wall mounted hand sanitizer with refill		10	Y	
Neck Brace	Adult Pedi	2 each size	Y	
Posey Restraints	Wrist Hand Vest	2	Y	
Heel Protectors		2	Y	
Utility cart		2	Y	
Crash cart with portable suction and O2 tank (unfilled)		1	Y	
Refurbished Zoll X or Z series defibrillator with all cables and accessories		1		N (will consider

				other series, but Zoll)
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