

# BRONSON VENDOR GUIDE

## General Purchasing Policy:

Supplies, equipment, contracts, leases, rentals, trials and other related services shall be procured according to a centralized purchasing procedure.

Price, terms and other conditions with vendors will be managed by a Senior Buyer assigned to a department involved in an acquisition. All products brought into the organization must have a purchase order attached. **Products brought in without a purchase order or prior approval will be considered no charge by Bronson. The appropriate Buyer or Senior Buyer must be informed prior to the detailing of products or equipment to other individuals or departments in the organization.**

If this is your first visit to Bronson, please contact the appropriate Senior Buyer to schedule an appointment at the phone number listed at the end of this document. Employees of Bronson must be seen on an appointment basis only.

Gratuities may not be accepted by Bronson employees.

All Shipments must include **visible packing slips**. These packing slips must be itemized in the order of the corresponding Bronson Purchase Order with the Purchase Order Number printed on the packing slip.

## Vendors Must Adhere to Bronson Healthcare Group's Code of Conduct:

The Bronson Healthcare Group Code of Conduct can be obtained from Purchasing Personnel or from the Bronson Healthcare Group website at [http://www.bronsonhealth.com/pdfs/Code\\_of\\_Conduct.pdf](http://www.bronsonhealth.com/pdfs/Code_of_Conduct.pdf)

## Vendors Must Provide Correct and Complete Quotations, Proposals, Purchase Agreements and Contracts:

Quotations and proposals must be on company letterhead identifying:

- Quotation number
- Date
- Bronson Entity's name
- Payment terms
- Shipping terms
- Service/Maintenance information
- Warranty information
- Catalog numbers
- Itemized component listing and pricing
- Total list price, discount and net price
- Training that is to be provided
- Installation costs and timing
- Name, title and signature of the company's agent

Purchase agreements and contracts should be provided electronically preferably utilizing Word identifying:

- Date
- Contract Parties
- Contract Term
- Notice Required to terminate/amend
- Clear, Concise Financial Information
- Payment terms
- Name, title and signature of the company's agent

## Provide Original Equipment Service Documentation:

Operator's manuals, performance specifications, operations theory, block diagram analogies, calibration/alignment procedures, PM procedures instruction, PM schedule, electrical/board schematics, troubleshooting techniques, assembly drawings, parts list with parts numbers, board component layout drawings, sub-assembly layout drawings and as-built installation drawings.

**Vendor Performance Improvement:**

Bronson's vendor base will be reduced for a more cost-effective approach to the management of materials. The objective is to establish strong, positive relationships with vendors that conform to the requirements of Bronson.

Vendors must adhere to a Vendor Performance Improvement Philosophy. This will help in evaluating vendors' performance and establish criteria for improvement. Vendors are evaluated on the following services:

- Correct and complete quotations.
- Correct and complete packing slips.
- Equipment Documentation.
- Electronic Order Entry capability with Matkon Materials Information System.
- Standardization of products.
- Reduction in utilization of products.
- Shared Risk Agreements.
- Ability to distribute a broad variety of products to assist in vendor consolidation.
- Daily deliveries.
- FOB Bronson Methodist Hospital.
- Rapid information response within time frame agreed upon.
- Provision for advanced communications systems such as electronic mail.
- Adhering to scheduled appointments.
- Reduction in pricing volatility.
- High Demand Satisfaction Rate: Qty Items Filled/Quantity Items Ordered
- High Delivery Rate: On Time Deliveries/Total Deliveries
- High Invoice Accuracy Rate: Correct Invoice Lines/Total Lines
- Innovation.
- Awareness of environmental issues as demonstrated by company policy, packaging waste reduction, recycling assistance, etc.
- Proper identification.
- Adherence to O.R. Visitation Guidelines.
- Appropriate communication with Clinical Coordinator or Scheduler.
- Adherence and agreement to Bronson Code of Conduct.

**Terms and Conditions:**

Payment terms are net 30 days unless otherwise stated. The hospital reserves the right to hold payment on partial orders until 30 days after the entire order is received.

All shipments will be F.O.B. destination unless otherwise mutually agreed upon prior to shipment.

A packing slip must accompany each shipment.

Substitute products may not be accepted unless prior arrangements have been made.

Prices stated on the Purchase Order are firm.

Bronson may cancel any order that is not complete after 60 days.

Bronson reserves the right to inspect materials on delivery. If the materials are not the same as ordered or represented, they may be returned at the vendor's expense.

No interest, carrying charges or special fees will be honored.

This order is subject to Section 952 of the Omnibus Reconciliation Act of 1980, which states that you, as a service vendor will comply with the federal regulation requiring access to books, documents and records.

## **Indemnity Agreement:**

The Vendor agrees to indemnify and save harmless Bronson and its agents, representatives and employees from any and all charges, claims and causes of action by third persons, including, but not limited to agents, representatives and employees of the Vendor and of Bronson, based upon or arising out of any damages, losses, expenses, charges, costs, injuries or illness sustained or incurred by such person or persons resulting from or in any way, directly or indirectly, connected with the performance or nonperformance of this Agreement, of the vending services provided for hereunder, or the performance of or failure to perform any work or other activity related to such vending services; provided, however that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless Bronson, its agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, costs, injuries or illness sustained or incurred as the sole result of the negligence of Bronson, its agents, representatives or employees. In the event a claim is filed against Bronson, for which the Vendor is to be held liable under the terms of this agreement, Bronson, will promptly notify the Vendor of such claim and will not settle claim without the prior written consent of Vendor.

## **Senior Buyer and Buyer Responsibilities:**

Ruth Bongers, Senior Buyer – 341- 6439

Jan Butterfield, Buyer – 341- 7978

Reprocessing, CSU, Surgery Ambulatory, Surgery Anesthesia, Surgery PACU, Surgery General, BVH Surgery, Burrows Surgery Stockless

Phillip Kucharzyk, Senior Buyer – 341- 6066

Brian DeRoo, Buyer – 341 - 8291

Abbott IV Contract, Adult Medical Unit, Boise, Burn Clinic, Cardiology, Distribution Center/Stock, Endoscopy, Equipment Management, Express Care, General Medical/Oncology, General Surgery, Hyperal, Linen Service, MICU/CCU, Mother/Baby – Labor/Delivery, Breast Feeding Boutique, Milk Bank, NICU, Ortho/Neuro, Patient Transport, Peds/PICU/Child Life, PPU, Preadmission, Respiratory Care, SICU/TCU/Burns, SSU, Stomal Therapy, T & EC, Trauma Surgical Services

Melissa Chambers, Senior Buyer – 341- 7595

Marci Turowski, Buyer – 341- 7073

Breast Screening, Bronson Center for Women, Bronson Diagnostics, Cardiac Rehab – BMH & LIRC, CVS/Cath Lab, CT, MRI, Neurodiagnostics, Nuclear Med, Oshtemo Diagnostics Rad, Radiology/Diagnostics, Special Procedures, Ultrasound, Woodbridge Diagnostics Rad, Bronson Advanced Radiology Services (BARS)

Jill Kramer, Senior Buyer – 341- 6651

Dana Evans, Buyer – 341- 8072

Allegra Print and Imaging, BRIC, Gordon Water, Health Information Management, Human Resources, Information Technology, Procurement Card, Ebsco – Subscriptions, Corporate Communications, Customer Service Institute, Diabetes Education, Educational Services (Gilmore), Fax Machines, Finance/Payroll, Library/Health Answers, Pastoral Care, Patient Acct/Bus Office/Admitting, Volunteer Services, Bronson Healthcare Group, Patient Relations, Perf Imp/Case Mgt/Med Soc Work, Risk Management, Health Foundation, Nursing Administration

Tammy Jewell, Senior Buyer – 341- 7638

Keysha Gardner, Buyer – 341 - 6044

Bronson Athletic Club, Bronson Family Practice Downtown, Bronson Family Practice Portage, Bronson Internal Medicine Associates, Bronson Internal Medicine Downtown, Bronson Internal Medicine Oshtemo, BMCC Southwest, Bronson OB/GYN Associates, Bronson Pediatric Surgery, Bronson Properties, Bronson Rambling Road Pediatrics (Downtown, Oshtemo, Portage), Bronson Staffing Services, Bronson Women's Service (Downtown, Paw Paw, Plainwell, Vicksburg), Center for Behavioral Pediatrics, Environmental Services, Facilities Services, Clinical Equipment Management (BioMed), Food & Nutrition Services, MHP, Home Health Care, Infant Support Services, Infectious Disease, Medical Staff Office, Neonatology/Nephrology, Pediatric Cardiology/Referral, Perinatology, ProHealth, Psychology, Security, Materials Management/Photocopy Center, Physician Service Center, Preadmission/Admitting, Preventive Medicine, Purchasing, Senior Adult Services, Wellness

Lori Saldivar, Senior Buyer – 341 - 8190

Steve VanderMolen, Buyer – 341 - 7646

Anticoagulation, Gift Shop/OP Pharmacy, Home Infusion, Ortho Technology, Pharmacy, Rehab Services BMH & LIRC – (OT, PT, Peds PT, Speech), Lab - Blood Bank, Histology, Immuno Chemistry, Lab Outpatient Services, Microbiology, Oshtemo Diagnostics Lab, Phlebotomy, Woodbridge Diagnostics Lab, Stockless – Surgery (Non Burrows), Burrows (Non Surgery)