



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

CITY OF KINGMAN **NOTICE OF REQUEST FOR PROPOSAL** **COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE)** **AND RELATED SUPPLIES**

Project Description: The City of Kingman is soliciting Invitations for Bid (IFB) from qualified vendors capable of providing COVID-19 personal protective equipment (PPE) and related supplies. Criteria for selection will be overall cost (to include shipping and taxes) and the ability to meet delivery dates listed. By submitting a proposal, the proposer (“Proposer”) represents that they have thoroughly examined and become familiar with the requirements under this Request for Proposals (“RFP”) and that they are capable of providing the product to achieve the City’s objectives.

The IFB may be obtained by visiting the City of Kingman’s website or by contacting Monica Murphy at (928) 753-8159 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Bidders wishing to submit questions must do so in writing by 6:00 pm Arizona time, on March 16, 2022. Questions should be submitted by email to mmurphy@cityofkingman.gov.

Responses from the City will be posted on the City’s website no later than 72 hours prior to the submission deadline. Proposers may download responses from the City’s website at www.cityofkingman.gov.

**Please submit one (1) original unbound and one (1) copy of its proposal in a sealed package. The package should bear the Proposer’s name and address and be clearly marked as follows:
“IFB- COVID-19 Personal Protective Equipment and Related Supplies, IFB No. FIN22-001”**

The City of Kingman will accept sealed proposals from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **3:00 PM** Local Time on **March 21, 2022**. Proposals will be opened at that time. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. Faxed and e-mailed bids will not be accepted.

Any bid may be withdrawn at any time prior to the specified date and time for IFB closing by delivering a written request to the City Clerk at the location specified herein for bid delivery. Written requests to withdraw must be signed by a duly authorized representative of the Bidder. The City will not accept late bids, late requests for modifications, or late withdrawals.

Bids must be signed by a duly authorized representative of the Bidder. If a bid is signed by an agent of the Bidder, a Power of Attorney showing the authority of the agent to sign must be submitted with the bid or the bid will be rejected. **FAILURE TO SIGN AND SUBMIT THE BIDDER SIGNATURE PAGE SHALL RESULT IN REJECTION OF THE BID.**



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

During the evaluation process, the City of Kingman reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers. At the discretion of the City of Kingman, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Kingman and the firm selected.

The City reserves the right to reject any and all bids.

Posted: February 22, 2022

Published 2x: February 27, 2022 and March 6, 2022.