



INVITATION FOR BID

CITY OF KINGMAN

IFB NO. FIN22-001
COVID-19 PERSONAL PROTECTIVE EQUIPMENT
(PPE) AND RELATED SUPPLIES

ISSUE DATE: February 23, 2022

BID DUE DATE: March 21, 2022, by 3:00 p.m. (Arizona Time)

CONTACT PERSON:
Monica Murphy, Grants Administrator
(928) 753-8159
mmurphy@cityofkingman.gov

Please Note: If IFB documents were downloaded from the City of Kingman's website, Bidder is responsible for obtaining any addenda either through updates on the website, or by contacting the person listed above.

CITY OF KINGMAN

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SUMMARY

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.

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.

Written bids are due by 3:00 pm Arizona time, on March 21, 2022. Bids must be sealed, following the specifications contained herein. The City may reject any bid not in compliance with all of the prescribed solicitation procedures and requirements contained herein. The City also reserves the right to reject any bid when cancellation is in the best interest of the City.

Bids must be sent to the following address:

City of Kingman
Attention: Annie Meredith, City Clerk
310 N. 4th Street
Kingman, AZ 86401

Thank you for your interest in working with the City of Kingman.

Monica Murphy
Grants Administrator

PURPOSE

The intent of this Invitation for Bid (IFB) is to obtain specific personal protective equipment (“PPE”) and other supplies needed by the City of Kingman to respond to the novel coronavirus disease, otherwise known as COVID-19.

Unless otherwise noted herein, this IFB is for the bulk purchase of items listed herein with the intent of receiving all items and quantities listed in the Pricing Worksheet no later than October 11, 2022.

Bids should only be submitted for items that Bidders can affirmatively source to the City. Do not submit a bid if your firm does not have current stock or an affirmed delivery of stock within the timeframes specified herein.

SPECIAL NOTE: Purchases will be made using federal funds. As such, compliance with additional federal terms and conditions is required.

MINIMUM QUALIFICATIONS

Bidders must demonstrate that they have the resources and capability to provide the materials and services as described herein. All Bidders must submit the documentation indicated below with their bid. Failure to provide any of the required documentation may be cause for the bid to be deemed non-responsive and/or non-responsible and rejected.

Bidders must demonstrate that they have provided the same PPE and related supplies being offered in response to this solicitation to at least three (3) entities, with one (1) of which being a government agency (federal, state or local). All Bidders shall include, with their bids, a list of at least three (3) current references (based upon the previous sentence) for whom these supplies have been provided. This list shall include company name, person to contact, address, telephone number, e-mail address, the PPE and supplies provided, quantity ordered, quantity delivered and whether it was on time. Bidders hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

Bidders shall provide proof that they are currently not debarred by the federal government by providing a screen print from the System for Award Management (www.sam.gov).

SPECIFICATIONS

PPE and COVID-19 Supplies

The Bidder shall provide the goods listed in Attachment 1.

Delivery

The City will accept partial shipments. However, all outstanding quantities must be received no later than October 11, 2022. (This deadline applies to the original ordered quantities. Any additional quantities that may be requested by the City during the Term will be delivered by the date agreed to by the parties.)

In the event that the bidder fails to deliver the products within the time specified, the City reserves the right to cancel the order and seek the items from the second lowest bidder.

TERMS AND CONDITIONS

Term

The Pricing Agreement shall cover the period from February 23, 2022 through December 31, 2022.

Quotes will be valid until December 31, 2022

Quantities

The quantities specified in the Pricing Worksheet are minimum quantities to be ordered. In the event that additional quantities are needed beyond those contained herein, the Bidder shall provide those additional quantities at the same prices and terms as stated in this IFB.

Business License Requirement

All firms or individuals located or doing business in the City of Kingman are required to be licensed in accordance with the City of Kingman's municipal code. Wholesale and retail merchants without a business location in the City of Kingman are exempt from this requirement.

INSTRUCTIONS TO BIDDERS

Preparation and Submission of Bids

1. Pricing must be submitted on the IFB pricing form only. Include other information, as required.
2. All bids must be submitted to the City Clerk in a sealed envelope. The face of the sealed envelope shall indicate the IFB number, time and date of opening and the title of the IFB.
3. All bids shall be signed in ink by the individual or authorized principals of the firm.
4. All attachments to the IFB requiring execution by the bidder are to be returned with the bid.
5. Bids must be received by the City Clerk prior to 3:00 p.m., Arizona time, on March 21, 2022. Requests for extensions of this time and date will not be granted, unless deemed to be in the City's best interest. Bidders mailing their bids shall allow for sufficient mail time to ensure receipt of their bids by the City Clerk by the time and date fixed for acceptance of the bids. Bids or unsolicited amendments to Bids received by the City after the acceptance date and time will not be considered. Bids will be publicly accepted and logged in at the time and date specified above.
6. Faxed and e-mailed Bids will not be accepted.
7. Each firm shall submit one (1) original of their Bids and one (1) copy to the City Clerk as

indicated on the cover sheet of this Invitation for Bid.

8. 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.
9. 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.**

Questions and Inquiries

Questions and inquiries, both oral and written, will be accepted from any and all Bidders. However, when requested, complex oral questions shall be submitted in writing. The Grants Administrator is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the IFB may result in the disqualification of the Bidder. Inquiries pertaining to the IFB must list the IFB number and title. Material questions will be answered in writing with an Addendum provided. All questions must be received by 6:00 p.m. on March 16, 2022. It is the responsibility of the Bidder to ensure that they have received all Addendums and include signed copies with their bid.

Firm Pricing

Bid price must be firm for City acceptance for a minimum of 285 days from the bid opening date.

Unit Price

Bid unit price on quantity specified, extend and show total. In case of errors in extension, unit prices shall govern.

Use of Brand Names

Unless otherwise provided in this IFB, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the City, *in its sole discretion*, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in the IFB is descriptive – NOT restrictive – it is provided to generally indicate the type and quality desired. Bids on brands of like nature and quality will be considered for those items in Attachment I listed. If the bid is based on offering other than the referenced or specified items, the bid must show the name of the manufacturer, brand or trade name, catalog number, etc., of article offered. If other than the brand(s) specified is offered, descriptive literature must be submitted with bid. Samples will be required. Bidders must certify that item(s) offered meet and/or exceed specifications. If an item considered as being equal by the bidder is offered and not accepted, the bid shall be rejected. If a bidder makes no other offer and takes no exception to specifications or reference data, it will be required to furnish the brand names, numbers, etc., as specified.

Samples

Samples, if required, must be furnished free of expense to City on or before the date specified. Each sample must be marked with Bidder's name and address, IFB number and opening date.

Basis for Award

The City intends to award the bid to the lowest responsible, responsive bidder, based on the total cost using the minimum quantities listed and the ability to provide the minimum quantities listed by the stated delivery date.

Documents are Public Records

All documents, reports, bids, submittals, or other materials submitted to the City by Bidders shall become the sole and exclusive property of the City and become a public record.

Rejection of Bids

The City reserves the right to award any alternatives set forth in the IFB documents at its sole discretion. Bids may be rejected if there are any alterations to the required forms, additions not called for, conditional bids, incomplete bids, or irregularities of any kind. The City reserves the right to reject any bid not in compliance with the IFB documents, or prescribed public bidding procedures and requirements. Written notice of rejection of all bids shall be sent to all Bidders. ALL UNSIGNED BIDS SHALL BE REJECTED.

Reissuance of IFB

The City reserves the right to re-issue a subsequent procurement for this service at any time if deemed to be in the best interest of the City.

Protest of Award

A protest of award must be physically delivered to the Purchasing Officer within seven (7) business days of the notice of award date. Packages containing protests shall be marked as follows:

IFB Award Protest
IFB No. FIN22-001-COVID-19 Personal Protective Equipment (PPE) and Related Supplies
Attn: Tina D. Moline, Financial Services Director
310 N. Fourth Street
Kingman, AZ 86401

Vendor Registration and IRS Form

The successful Bidder must properly fill out and complete a City Vendor Application and IRS W-9 Form, and file the documents with the City's Finance Department. Forms will be provided to the successful Bidder prior to the first order.

Disputes

In the event any doubt or differences of opinions exist as to the items or service to be furnished hereunder, or from evaluation and/or testing of substitutes, or the interpretation of the provisions of this procurement, the decision of the City of Kingman shall be final and binding upon all parties.

Collusion

Upon evidence that collusion exists among Bidders, none of the bids of participants in such collusion will be considered. All involved bids shall be rejected.

IFB SCHEDULE

The City anticipates the following general timeline of key events during the bid process:

Milestone	Date
Issue IFB	02/23/22
Questions from Bidders Due	03/16/22
Bid Due Date	03/21/22
Evaluate Bids	03/24/22
Council Award of Bid	04/05/22
Order Date	04/11/22

ATTACHMENT 1. PRICING WORKSHEET

Below are the descriptions and minimum quantities of the items requested to be bid on.

Description of Item Requested	MINIMUM Quantity
Gloves; Surgical gloves Apex Pro LC 100 Nitrile Powder free White Exterior/Black Interior Medium, Large, and Extra Large	5,200
Respirators; N95 Masks 3M 1870+ Bulk, Particulate Respirator Regular Size	20,500
Surgical Masks; Surgical Face Masks 3-Ply, ear loops, blue	145,000
Disinfecting Wipes; Cavicide	400
Supplies; Isopropyl Alcohol Liquid used to disinfect the interior of fire responding units	20
Footwear Covers; Shoe covers nonconductive fluid repellent with elastic top One size fits all.	487

ATTACHMENT 1. PRICING WORKSHEET (cont.)

The table below should be used to list the details of the items the Bidder is able to provide. Bidder must include a description of the item, unit price per item, extended total per item, total taxes, shipping and grand total for the bid. If the bid is based on offering other than the above referenced or specified items, the bid must show the name of the manufacturer, brand or trade name, catalog number, etc., of article offered. If other than the brand(s) specified is offered, descriptive literature must be submitted with bid.

Description of Item Bid	MINIMUM Quantity	Unit Price	Total
Taxes			
Shipping			
Total			

ATTACHMENT 2. BIDDER SIGNATURE PAGE

The Firm of _____

Address _____

FEIN: _____

NOTICE TO BIDDERS: The following required supplies shall be provided according to the terms and conditions contained herein.

Return the following with your bid. Failure to provide the following items with your bid shall be cause for rejection of bid as non-responsive and/or non-responsible. It is the responsibility of the Bidder to ensure that it has received all addenda and to include signed copies with their bid.

ITEM:	INCLUDED: (X)
1. Bidder Signature Page	_____
2. References	_____
3. Federal Debarment Screen Print	_____
4. Pricing Worksheet	_____
a. Descriptive Literature and Samples	_____
(if PPE is not the brand name included on the Pricing Worksheet)	
5. Addenda, if applicable	_____

Person to contact regarding this bid: _____

Title: _____ Phone: _____

E-mail: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Terms and Conditions as contained herein.