



Personal Protective Equipment's and other COVID-19 items RFP

Executive Office & Office of Public Health Preparedness
Boston Public Health Commission

November 16, 2021

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC is seeking a qualified vendor to provide Protective Personal Equipment (PPE) as needed to protect staff and community members across different programs against Nobel COVID-19 former coronavirus. It is necessary for BHPC to provide clean and safe spaces for community members with the new normal and cleaning protocols that are demanding more resources.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

II. Scope of Work

The office of Public Health Preparedness and Executive office are looking for reliable sources of vendor that can provide PPE items as described in Table No 1. To the Boston Public Health Commination at an affordable and competitive and high-quality items.

Table No 1.

PPE item	Estimated Quantities*
Hand Sanitizer Large bottles oz.	12,000
Disinfectant Wipes Containers box of 1000 wipes	1,200
Gloves - Small box	30,000
Gloves - Medium box	120,000
Gloves - Large box	90,000
Gloves - X-Large	60,000
Surgical Masks box	240,000
Bleach Gallons	900
Paper Towels Each	1,800
N95s box	18,000
Alcohol Wipes box	60,000

Note:

*All quantities are estimations only, and it's at BPHC's sole discretion to order less or additional PPE items as needed. BPHC won't accept substitutes for the items described on Table No. 1. Prices should remain firm, and all prices must include shipping cost to 785 Albany Street, Boston, MA 02118. No additional shipping cost will be accepted.

Delivery and Return Instructions:

All Items must be delivered to 785 Albany Street, Boston, MA 02118. During business hours 9:00 to 4:00 PM. EST before final order confirmation via email to akevogo@bphc.org.

Before shipping the order, the vendor must email Abel Kevogo at akevogo@bphc.org (2) business prior of the delivery date and notify BPHC when the order is shipped with tracking number. No additional fee for delivery should be included in this quote.

All items must be in good and brand-new conditions, any defects or broken items won't be accepted by Abel Kevogo. All defective items must be collected by the vendor at the same location – 785 Albany Street, Boston, MA 02118 after notification via email for a request of replacement of the item or total refund without additional cost.

III. Quality Requirements

1. Does your organization provide PPE in the United States?
Yes – No
2. Does your organization is registered in the United States?
Yes – No
3. Does your organization have experience providing PPE to the Public Sector?
Yes – No

Note: All proposals that do not meet these quality requirements will be disqualified or not considered.

IV. RFP Time-Line

Tuesday, November 9, 2021	RFP Legal Notice publication in The Globe and Dorchester Reporter
Tuesday, November 16, 2021	RFP available online at www.bphc.org/RFP by 5:00 PM
Friday, November 19th, 2021	<p><u>Questions due in writing by 5:00 PM to:</u></p> <ul style="list-style-type: none"> • SMcEaney@bphc.org • skokaram@bphc.org <p>Subject – Protective Personal Equipment RFP</p>
Tuesday, November 23, 2021	<u>Responses to questions available for viewing on www.bphc.org/RFP by 4:00 PM</u>
Friday, December 3, 2021	<p>RFP due by 5:00 PM – electronic PDF copies to</p> <p>1) Shannon McEaney smceneaney@bph.org 2) Stacey Kokaram skokaram@bphc.org</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
Tuesday, December 14, 2021	<p>Notification of Decision:</p> <p>Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers, or cancel this solicitation process if it is in the best interest of the BPHC.</p>

Rule of Award

BPHC is looking for competitive pricing, quality, and order timeframe. Vendor will be selected based on best value, this includes distributor's capabilities to respond to BPHC's request and provide all items solicited. No substitutes are accepted. In case of any substitute due to shortage in the market, BPHC must approve before and samples provided prior to proceed with any order.

Delivery time must be mutually acceptable between the City and the vendor prior email confirmation. Alternative items to this proposal won't be considered or accepted by BPHC.

IV. Proposal Requirements

Please submit the following documents:

1. Pricing sheet Proposal on Table No 2.in Excel
2. (3) current references providing PPE in the United States (1 page)
3. Portfolio of goods and services (max 2 pages)
4. Company W-9 (1 page)
5. Minority certification if applicable (1 page)

VI. Submission Instructions

Please submit your **Proposal before Friday, December 3, 2021 due by 5:00 PM**

- 1) Shannon McEneaney smceneaney@bph.org
- 2) Stacey Kokaram skokaram@bphc.org

Boston Public Health Commission
Attention: Stacy Kokaram and Shannon McEneaney
1010 Massachusetts Avenue, Floor 2
Boston, MA 02118

NO EXCEPTIONS TO THIS DEADLINE, December 3, 2021 by 5:00PM

Price Table Proposal

Table No 2.

PPE item	Estimated Quantities*	Price/Unit	Total
Hand Sanitizer Large bottles oz.	12,000		
Disinfectant Wipes Containers box of 1000 wipes	1,200		
Gloves - Small box	30,000		
Gloves - Medium box	120,000		
Gloves - Large box	90,000		
Gloves - X-Large	60,000		
Surgical Masks box	240,000		
Bleach Gallons	900		
Paper Towels Each	1,800		
N95s box	18,000		
Alcohol Wipes box	60,000		

Grant Total \$ -

Table No 3.

Reference No 1	
Company name	
Location	
Contract amount	
Contact Phone	
Contact email	
PPE items	

Reference No 2	
Company name	
Location	
contract amount	
Contact Phone	
Contact email	
PPE items	

Reference No 3	
Company name	
Location	
contract amount	
Contact Phone	
Contact email	
PPE items	