



July 7, 2020

Request for Quotation Number: BWC210202

Please consider this as the State of Ohio Bureau of Workers' Compensation's (BWC) Request for Quotation for: **Reusable Non-Medical 2-Ply Cotton Face Mask**

Minimum Requirements:

PRODUCT SPECIFICATIONS: All masks shall comply with the requirements below:

- 1) Each mask shall be constructed of 2-ply, 4 oz, 100% woven cotton.
- 2) Masks shall have elastic ear loops, or straps that tie behind the head.
- 3) Masks must be machine washable and dryable at least 15 times.
- 4) Mask Size: One-size fits all.
 - a) Face covering cotton section shall be at least 5" from top to bottom
 - b) Face covering cotton section shall be approximately 7" wide.
 - c) Each elastic loop shall be approximately 7", unstretched. Alternately, straps that tie behind the head must be at least 12"
- 5) Color – White. No dyes.
- 6) Masks shall be packaged in lots of 50.

Option: Anti-microbial finish that contains silver, such as OWG Agion AMB-10 Antimicrobial, or another established anti-microbial that contains silver and copper. Please include pricing below for this option also.

Item	Product Number	Quantity	Unit of Measure	Unit Cost	Total Cost
Reusable 2-Ply Cotton Face Mask		4,000,000	Each	\$1.10	\$4,400,000.00
Option: 2-Ply Cotton Face Mask with Anti-Microbial finish		4,000,000	Each	\$1.26	\$5,040,000.00
Shipping & Handling (if applicable)		4,000,000		\$.016/Mask	\$64,000.00
				Grand Total	\$4,464,000.00

Deadline for submitting: 07/20/2020 2:00 pm

General Requirements:

- 1) Masks must be manufactured (i.e., produced by hand, with machinery, or a combination thereof, including the fabrication of individual mask components, however, not to include the production of raw materials) in Ohio. Bidder must attest to this in writing as part of their quote submission. Moving production from a location in Ohio to a location outside of Ohio is cause for termination of any contract entered into resulting from this Request for Quotation.
- 2) **PRODUCT SAMPLES:** The Bidder shall submit samples of the supplies being offered as part of the bid response. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. Failure to provide the samples with the bid response may result in the Bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from BWC.
- 3) **BIDDER INFORMATION:** The Bidder shall provide a description of the nature of the entity (i.e. corporation, partnership, sole proprietorship, joint venture) and an overall view of the company's profile that will help the State gauge the ability of the Bidder to fulfill the obligations of the Contract. The Bidder shall demonstrate sufficient resources and experience to undertake all activities required in the RFQ.
- 4) **MANUFACTURER DOCUMENTATION:** Manufacturer information for the product must be included with the bid. This includes, but is not limited to, the manufacturer name, location, and applicable certifications (if any). BWC may seek clarification or additional information for any manufacturer documentation submitted. The Bidder must provide this additional information within five (5) calendar days after request/notification by BWC.
- 5) **AUTHORIZED DISTRIBUTOR:** If the Bidder is not the manufacturer of all or portion of the goods offered, Bidders must include a letter from the manufacturer, on manufacturer's letterhead, that the Bidder is authorized to represent the manufacturer in this bid effort and that the masks produced by that manufacturer are manufactured (i.e., produced by hand, with machinery, or a combination thereof, including the fabrication of individual mask components, however, not to include the production of raw materials) in Ohio. The letter must guarantee that all requirements of this bid will be supported by the manufacturer to include, at least as a minimum: delivery of product within the specified timeframe and compliance with all bid specifications. Failure to submit the letter with the ITB may deem your bid not responsive.
- 6) The successful Bidder ("Contractor") is responsible for coordinating the deliveries to DHL Warehouse, 2829 Rohr Rd, Groveport, OH 43125. BWC reserves the right to change the delivery address to another location in the Columbus Ohio area.
- 7) If the awarded item becomes unavailable during the course of the contract, the Contractor is responsible for notifying BWC immediately to propose a substitution. The substituted item must comply with all requirements in the contract. BWC reserves the right to evaluate and, at its sole discretion, approve or deny the item proposed as substitute. If an item proposed as a substitute is denied by BWC, as not meeting the requirements, the Contractor is responsible for proposing another substitution.
- 8) Contractor represents and agrees that during the term of the contract no other customer of similar products and scope is receiving or will receive prices, discounts, performance or terms

better than those which are given to BWC. Should Contractor enter into an arrangement with a third party to provide substantially the same products on terms which in their totality are more favorable to the third party than the terms specified in the contract resulting from this RFQ, then BWC shall be given the right to convert the relevant terms in the contract resulting from this RFQ to match all of the more favorable terms provided the third party.

9) Delivery Timeline: The Contractor will deliver masks according to the following schedule:

DATES	QUANTITY
Monday November 23, 2020	500,000
Tuesday November 24, 2020	500,000
Wednesday November 25, 2020	500,000
Monday November 30, 2020	500,000
Tuesday December 1, 2020	500,000
Wednesday December 2, 2020	500,000
Thursday December 3, 2020	500,000
Friday December 4, 2020	500,000

It is permissible for Contractor to deliver masks prior to the listed dates above in the timeline. It is the Contractor’s responsibility to notify BWC of actual delivery dates and quantities if delivering in advance of BWC proposed schedule. Failure to deliver at a minimum, as scheduled, may result in the Contractor being charged for Damages per the State of Ohio Standard Terms and Conditions:

<https://procure.ohio.gov/pdf/Standard t c 051520.pdf>

Term of Contract

This Request for Quote (“RFQ”) is to establish a requirement contract to procure the described supplies or services on behalf of BWC. BWC may place orders against the contract beginning 08/01/2020 or upon the date when BWC signs the contract, whichever is later in time. The contract will expire 12/31/2020 unless BWC terminates the contract based upon reasons set forth in the Standard Contract Terms and Conditions. BWC may not place purchase orders against the contract beyond the expiration date unless BWC renews the contract by amendment or addendum. The Contractor may begin performance under the contract only upon receipt of a valid Purchase Order from BWC. Upon receipt of a Purchase Order, time is of the essence in fulfilling the terms of the contract and delivering the product(s).

Contract Renewal

This contract may be renewed after the ending date of the contract upon written agreement of the parties. Renewals will be by mutual agreement between the Contractor and BWC for any number of times and for any period of time. The cumulative time of all renewals may not exceed twenty-four (24) months unless BWC determines that additional renewal is necessary.

Include the following required information with your quote submission:

1. Request for Quotation number **BWC210202**
2. Title or Description of Purchase, as described in this bid document.
3. Cost breakdown as described in the bid document.
4. State Term Schedule or Contract number, if applicable
5. Labor category code from the State Term Schedule, if applicable.

6. Quote date expiration (at least 60 days)
7. See additional requirements below.

Additional Requirements:

This RFQ is not a contract. The successful bidder will be offered a contract including Terms and Conditions mandatory for state contracts, including:

Affirmative Action

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the Ohio affirmative action requirements. An Affirmative Action Program Verification Form submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B).

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Executive Order 2019-12D

PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES.

Pursuant to Executive Order 2019-12D, no State Cabinet, Agency, Board or Commission will enter into any contract to purchase services provided outside the United States or that allows State data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States. Notwithstanding any other terms of this contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in the contract. Executive Order 2019-12D is available at the following website:

https://procure.ohio.gov/PDF/EO2019-12D/EO_2019-12D2_Offshore.pdf

The Contractor must complete the Contractor/Subcontractor Affirmation and Disclosure form affirming the Contractor understands and will meet the requirements of the above prohibition. During the performance of this contract, the Contractor must not change the location(s) disclosed on the Affirmation and Disclosure Form, unless a duly signed waiver from the State has been attained to perform the services outside the United States. The Contractor/Subcontractor Affirmation and Disclosure form is available at the following website:

<https://procure.ohio.gov/PDF/EO2019-12D/02-Standard%20Affirmation%20and%20Disclosure%20Form.pdf>

All Contractors from whom the state or any of its political subdivisions make purchases shall have written affirmative action program for the employment and effective utilization of economically disadvantaged persons

New Supplier

If you are a new Supplier, a **Supplier Information Form** must be completed and submitted to Ohio

Shared Services. Both the instructions and the form can be found at: www.supplier.obm.ohio.gov

If you have not received any payment from any State of Ohio department or agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete the attached IRS form W-9. If you have received a payment within the past two years and if you have not changed your business name or address since that payment, you will not need to complete this form. If you have difficulty opening or printing the “pdf” file attached to this e-mail, you can find a blank form on the Ohio Office of Shared Services (OSS) website also www.supplier.obm.ohio.gov

Should an order be placed as a result of this process, selection will be based upon the lowest responsive and responsible quote submitted that meets the minimum requirements. A Sales and Use Tax Blanket Exemption is available upon request.

Questions

All inquiries from potential suppliers must be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, <http://procure.ohio.gov/>

Locate the “Quick Links” menu on the right, select “Bid Opportunities Search”; Step 1, enter the “Bid Number”; Step 2, click “Search”; Step 3, click the “Document/Bid Number.” The “Submit Inquiry” button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses to all supplier questions may be viewed by clicking the “View Q & A” button located beneath the “Submit Inquiry” button.

Please mail quotes and a sample of masks by 2:00 pm on 07/20/2020 and include the Request for Quotation number BWC210202 on the package to:

**Bureau of Workers' Compensation
Attn: Rick Stoner
30 West Spring Street
Level 24
Columbus, OH 43215-2256**

Sincerely,

Rick Stoner

Procurement Contracts Administrator

Procurement Administration

30 West Spring Street. Level 24

Columbus, OH 43215-2256

614-466-6867

614-621-9493 (Fax)

