



## REQUEST FOR FORMAL BIDS

### *Personal Protective Equipment (PPE) - Surgical Type Face Masks*

<b>Submit Proposals To:</b>	San Mateo Consolidated Fire Department 1040 E. Hillsdale Boulevard Foster City, CA 94404
<b>Direct Inquiries:</b>	Bill Euchner Administrative Battalion Chief Phone 650-522-7900 Email <a href="mailto:beuchner@smcfire.org">beuchner@smcfire.org</a>
<b>Proposal Due:</b>	<b>11/17/2020</b>
<b>Form of Submittal:</b>	ORIGINAL HARD COPY <b><u>NO</u></b> faxes or emails will be accepted

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All bid proposals shall be sealed and marked on the outside as:

***Personal Protective Equipment (PPE) - Surgical Type Face Masks***

**REQUEST FOR BID  
SAN MATEO CONSOLIDATED FIRE DEPARTMENT**

***Personal Protective Equipment (PPE) - Surgical Type Face Masks***

**Background Information**

For nearly the past decade, the City of San Mateo, The City of Belmont/Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District had been working diligently to bring together fire services with the goal of providing a high level of shared fire, rescue and emergency medical services to all three communities, while also achieving a cost-efficient service delivery. The diligence culminated into the formation of a Joint Powers Authority (JPA) that was created on November 22, 2017, to form the San Mateo Consolidated Fire Department (SMC Fire), which represents the merger of the San Mateo, Foster City and Belmont Fire Departments.

SMC Fire commenced operations on January 13, 2019 and continues to provide integrated and comprehensive emergency response services to all three communities. The department has over 260 years of combined history providing emergency services to the cities of San Mateo, Belmont, and Foster City with a service area of approximately 38.5 square miles serving a population of over 164,000. SMC Fire utilizes ten engine companies and two ladder trucks from nine fire stations, has its administrative offices in Foster City, and its Community Risk Reduction Division in San Mateo.

On May 15, 2020, SMC Fire submitted for the Fiscal Year 2020 the AFG-S grant application on behalf of all twelve fire departments in San Mateo County. The purpose of this grant is to provide funds for the purchase of Personal Protective Equipment (PPE) and related supplies, including reimbursements, to prevent, prepare for, and respond to coronavirus. Each fire agency recognized the need for acquiring new PPE in response to COVID-19 and future pandemic responses within their respective agencies, and the grant application includes a letter of commitment signed by each department as “Participating Partner Agencies” as well as SMC Fire, who is designated as the “Host Applicant”. On July 17, 2020, staff was notified that the funding request was approved.

**Purpose**

To receive an individual quote for the following PPE item and quantity listed below.

**Equipment/Specifications Equivalent to:**

<b>Item</b>	<b>Quantity</b>
Surgical Type Face Masks (each) 3 Layer Surgical Mask ASTM Level 2, Sterilized	20750

**Qualifications of Bidder**

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- The bidder must be organized for the purpose of providing individual quotes which include shipping fee to Foster City (or designated warehouse in San Mateo County) and appropriate sales tax.
- A statement of costs associated with the Bid materials, itemize the product, shipping and tax.
- The bidder must include expected date of delivery.
- Experience with government and municipalities are preferred.
- GSA vendor highly desired.

### **Process Schedule**

The following is a schedule of events concerning the bid process:

- Advertise Bid:
  - 11/2/2020 thru 11/16/2020
  
- Due Date/Bid Opening:
  - 11/17/2020, 1040 East Hillsdale Blvd Foster City, CA 94404
  
- Notification of Award:
  - Week of 11/23/2020
  
- Completion Date:
  - Delivery of goods within 30 days of notification of award

### **Requirements for Proposal Package**

All proposals shall be received by 3:00 PM (Pacific Standard Time) on 11/17/2020.

Any proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

All proposals are to be submitted in sealed envelopes addressed to:

#### **San Mateo Consolidated Fire Department**

**Attn: Bill Euchner**

**1040 E. Hillsdale Boulevard**

**Foster City, CA 94404**

To provide an individual quote for the PPE item and quantity listed above.

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Bid.

Bidder must submit a response in the form of a proposal that includes the following sections:

- Name and address of the Bidder; Name, title and telephone number of the contact person for the Bidder;
- A statement that the proposal is in response to this Request for Bids;
- The signature, typed name and title of the individual, who is authorized to commit to the proposal;
- A statement that the proposal is made without any connection with any other Proposers making any proposal for the same services; and
- A statement that no person acting for or employed by SMC Fire is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- A statement of costs associated with the Bid materials, itemize the product, shipping and tax.

### **Selection Criteria**

Once proposals are received, they will be evaluated based on the overall skill, competence, price, value, and related criteria, including (without limitation) the following factors:

- The total price quoted for items requested shall include shipping and tax.
- The completeness of the information requested and provided.
- Ability and Commitment to provide products in a timely manner and to promptly invoice SMC Fire for the items ordered; delivery preferably within 30 days of notification of award.

### **Award Process**

SMC Fire will review submitted proposals. Proposers who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. SMC Fire is not responsible for any costs incurred by the Proposers, who shall bear their own costs in preparing and submitting proposals to SMC Fire and, if awarded a contract, costs incurred in negotiating its terms. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the proposer ranked first. If a satisfactory agreement can be reached, SMC Fire shall recommend to the designated approving authority that the bid be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until SMC Fire determines that rejection of all proposals is in the best interest of the Department.

Upon the recommendation to the approving authority, staff will award the contract to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless SMC Fire requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the Proposers.

SMC Fire reserves the right to award this contract not necessarily to the Proposer with the lowest price, but to the Proposer that demonstrates the best ability to fulfill the requirements of the Bid and who provides the best value to the department.

The successful Proposer shall commence work only after the transmittal of a fully executed contract and completion of the New Vendor Packet (which includes a New Vendor Information Form, a W-9, and an Electronic Funds Transfer Request), and after receiving written notification to proceed from SMC Fire. The successful Proposer will perform all services and/or delivery all goods as indicated in the proposal in compliance with the negotiated contract. After the evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected Proposer.

### **Contractual Format and Terms**

A written agreement will be entered into by SMC Fire and the selected Proposer. The form and terms of the written agreement shall be to the satisfaction of SMC Fire and contingent upon approval by SMC Fire, including insurance requirements to SMC Fire's satisfaction. The form and substance of the written agreement will substantially conform to SMC Fire's standard agreement form. The failure of the selected proposer and SMC Fire to agree to satisfactory terms in the written agreement shall deem the selected proposer to be non-compliant and SMC Fire may award the contract for services to a different party or cancel or re-issue the Bid.

### **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

The insurance policies shall conform to the Department's standard requirements pertaining to deductibles, notices of cancellation, and related terms.

### **Right to Extend/Reject**

This Request for Bids does not commit SMC Fire to award any agreement or contract for services. SMC Fire reserves the right to extend the time for the receipt of bids by up to 30 days if only one bid is received by the bid deadline, or reject any or all proposals for any reason, in whole or in part, received in response to this Request for Bids. SMC Fire reserves the right to withdraw this Request for Bids at any time in its sole discretion. SMC Fire reserves the right to waive minor irregularities or informalities in any proposal, negotiate with qualified proposer, or cancel this request in whole or in part. SMC Fire will not pay for any information herein requested, nor is it liable for any costs incurred by any proposer associated with responding to this Request for Bids or negotiating a contract with SMC Fire. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant.

### **Contact**

Questions regarding this Request for Formal Bid should be directed toward:

San Mateo Consolidated Fire Department  
Attn: Bill Euchner  
Monday - Thursday  
Phone 650-522-7900  
Email [beuchner@smcfire.org](mailto:beuchner@smcfire.org)

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