MEMORANDUM FOR VENDORS

SUBJECT: REQUEST FOR QUOTE OF MEDICAL EQUIPMENT

The Mississippi Emergency Management Agency is issuing a Request for Quote for DISINFECTING WIPES. MEMA intends to make a single purchase award, on an “all or none” basis, to satisfy this requirement. Quotes for partial fulfillment of this RFQ will only be considered in the event that a single purchase award is not practicable.

1. **Specifications of ITEM:** The DISINFECTING WIPES must meet all FDA guidelines and regulations. All DISINFECTING WIPES will be approved by the Mississippi Department of Health. The following is a list of specifications the listed item must meet:

   - MADE IN USA
   - Triple layered to clean, disinfect, and remove allergens
   - All purpose disposable wipes remove any common allergens, germs, and messes
   - Wipes are safe on finished wood, sealed granite, stainless steel, and on non-food contact surfaces
   - Disinfect and deodorize with fresh smell for a bleach free, all-in-one cleaning alternative
   - Container - Canister
   - Dispensing – Manual Pull
   - Form- Wipe
- Scent – Fresh Scent
- Sterility – Nonsterile
- Type – Premoistened
- Usage – Disposable
- Pictures and specs must be submitted.

2. **Quantity**: MEMA requests **6,000** canisters of **DISINFECTING WIPES**

3. **Packaging Instructions**: 160 per box and 12 boxes per case. Boxes must be palletized, and the Purchase Request number shall be affixed to the pallet.

4. **Quotes**: All quotes shall contain the following:
   - Technical: Vendor demonstrates an understanding of the minimum requirements in the specifications attached.
   - Quantity: The number and type of items to be supplied.
   - Price: The unit price for the supplies that are required including freight.
   - Specifications: include a copy of product specifications for items quoted

5. **Purchase Orders**: Purchase Orders will be processed once full order is received, verified, and shipping and payment invoice is provided. Purchase Order payments take up to 14 working days after receipt of products. There will be no partial Purchase Order payments. Purchase Orders will be paid once all items on the Purchase Order are received. All vendors are required to be registered and cleared in both MAGIC and PAYMODE in order to be awarded Purchase Order and payment. Registration must be completed at the time of proposal submission. MEMA will make no exceptions. Please utilize the following links:
   - PayMode: [https://www.paymode.com/mississippi](https://www.paymode.com/mississippi)
   - Additional Information: [https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/](https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/)

6. **Closing Date**: Quotes shall be submitted to the Business Emergency Operations Center by 13:00 (1 p.m.) Central Standard Time on Wednesday, August 26, 2020. Quotes should be submitted via email to [ljgatlin@mema.ms.gov](mailto:ljgatlin@mema.ms.gov). Offerors should confirm receipt of quote.
7. **DELIVERY**: Items shall be delivered in full Monday, September 28, 2020. Partial shipments will be accepted with the first delivery scheduled for Friday, September 18, 2020. The MS Department of Health is requesting 50% of items delivered by Friday, September 18, 2020. Please include a feasible delivery schedule with quote.

- MS DEPARTMENT OF HEALTH
  131 FREIGHTWAY DRIVE
  JACKSON, MS 39208

8. MEMA and the Mississippi Department of Health exercise their right of refusal if the product arrives but **does not meet the above specifications**. MEMA and MSDH will also exercise this right if products are **not delivered within 72 hours** of the agreed upon delivery date.

9. **REMEDY FOR REPUDIATION OR NON-DELIVERY**
   In the event of repudiation or non-delivery by the seller, the seller agrees to pay MEMA any difference in excess of the contract price and the market price of the goods at the time MEMA learns of the repudiation or non-delivery. The market price of the goods shall be determined according to the price of the same or similarly, substantial goods prevailing in Mississippi when MEMA learns of the repudiation or non-delivery.

10. For any questions or concerns pertaining to this Memorandum, please contact LaJessica Gatlin at ljgatlin@mema.ms.gov.