MEMORANDUM FOR VENDORS

SUBJECT: REQUEST FOR QUOTE OF MEDICAL EQUIPMENT

The Mississippi Emergency Management Agency is issuing a Request for Quote for FACE SHIELDS. 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 FACE SHIELDS must meet all OSHA and listed requirements and specifications. All FACE SHIELDS will be approved by the Mississippi Department of Health. The following is a list of specifications the listed item must meet:

- Must cover the front and sides of face and provide barrier protection
- The product is labeled accurately to describe the product as a face shield for medical purposes and includes a list of the body contacting materials (which does not include any drugs or biologics);
- The product is not integrated with any other article of PPE such as a face mask, but rather is for use as a standalone face shield.
- The product includes labeling that describes the product as intended for either a single user, single use, or for multiple uses by the same user, and includes instructions for recommended cleaning and/or disinfection materials and processes, if applicable.
- The face shield does not contain any materials that will cause flammability, or the product meets Class I or Class II flammability requirement per 16
CFR 1610 (unless labeled with a recommendation against use in the presence of high intensity heat source or flammable gas);

- The product is not intended for any use that would create an undue risk in light of the public health emergency

2. **Quantity**: MEMA requests **1,000,000 FACE SHIELDS**

3. **Packaging Instructions**: Face shields will be packaged 200 each to a carton. 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 Tuesday, September 08, 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 Tuesday, October 27, 2020. Partial shipments will be considered with approval. **Please include a feasible delivery schedule with quote.**
   - MEMA
     105 MENDELL DAVIS DRIVE
     BYRAM, MS 39272

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.