Mississippi Emergency Management Agency

1 MEMA ROAD

Pearl, MS 39208

13 JULY 2021

MEMORANDUM FOR VENDORS

SUBJECT: REQUEST FOR QUOTE OF WASHABLE YOUTH FACEMASK WITH EAR ADJUSTMENT

The Mississippi Emergency Management Agency is issuing a Request for Quote for **CHILD/YOUTH WASHABLE FACEMASK WITH EAR ADJUSTMENT**. 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.

**Specifications of ITEM**: The **CHILD/YOUTH WASHABLE FACEMASK WITH EAR ADJUSTMENT** According to the CDC, the most effective cloth masks have materials that follow these [**guidelines**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html):

* Tightly woven fabrics, such as cotton and cotton blends
* Breathable
* Two or three fabric layers
* Adjustable ear straps
* Machine-washable or can at least be washed by hand.
* Colors: Black, Navy, Red and Dark Grey
1. **Quantity**: MEMA requests 1,500,000 **CHILD/YOUTH WASHABLE FACEMASK WITH EAR ADJUSTMENT**
2. **Packaging Instructions**: Cases will contain no more than 1000 mask and must be palletized. Cases will be clearly marked with MEMA Purchase Order Number.
3. **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
1. **Purchase Orders**: Purchase Orders will be processed once full order is received, verified and payment invoice is provided. Purchase Order payments take up to 45 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.
2. **Closing Date**: Quotes shall be submitted to the MEMA Logistics Office by 13:00 (1 p.m.) Central Standard Time on Monday, July 19, 2021. Quotes should be submitted via email to **dstewart@mema.ms.gov** **or dwilson@mema.ms.gov**. Offerors should confirm receipt of quote.
3. **DELIVERY**: Items shall be delivered in full no later than Friday, August 10, 2021. Partial shipments will be considered with prior approval.
* SELOC

1055 MENDELL DAVIS DRIVE

BYRAM, MS 39272

1. 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.
2. **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.

1. For any questions or concerns pertaining to this Memorandum, please contact Dennis Stewart or Don Wilson at **dstewart@mema.ms.gov** **or dwilson@mema.ms.gov**.