1.1 INTRODUCTION

The Ohio Valley Regional Development Commission (OVRDC), a 12-County regional planning commission in Southern Ohio, is issuing a request for proposals for Personal Protective Equipment (PPE) and cleaning and sanitizing supplies for distribution across our 11 Appalachian Counties.

1.2 PROCURING AND CONTRACTING AGENCY

This Request for Proposal (RFP) is being issued by OVRDC, which is the sole point of contact during the selection process. The person responsible for managing the procurement process is Jessica Keeton, Economic Development Coordinator.

1.3 SCOPE OF PROJECT

Entity will submit a proposal including quotes for the following PPE and cleaning supplies, FOB Ohio Valley Regional Development Commission, 73 Progress Drive, Waverly, Ohio, including lift gate service upon delivery to facilities owned by Buckeye Propane located at 74 Progress Drive, Waverly, Ohio:

- 17,300 3-Ply Surgical Masks, bundled in lots of 100.
- 10,600 N-95 Masks, bundled in lots of 100.
- 8,630 Pediatric Cloth Masks, Size 3-6 years, bundled in lots of 100.
- 11,650 Pediatric Cloth Masks, Size 7-12 years, bundled in lots of 100.
- 100 Acrylonitrile Butadiene Styrene (ABS) Black Ratchet Adjustment Face Shield and Head Gear Set.
- 1,700 Goggles, bundled in lots of 100.
- 1,850 Boxes of Nitrile Gloves, sizes S-XL in equal quantities.
- 50 Tyvek Overalls w/Hood, sizes M-XXL in equal quantities.
- 130 Non-Touch Thermometers
- 5,000 Forehead Thermometer Strips
- 310 (Gallon Case of 4) Hand Sanitizer
- 500 Cases of Disinfecting Wipes
- 360 Cases of Disinfecting Spray
- 12 Hand Sanitizing Stands

The total cost estimate for these items is $290,155. Estimates should also include an estimation of the floor space required to store the items included in the bidder’s proposal. Bidder may bid on all items included in the scope or part of the items included if not all items are available. If bidding in part, bidder must be able to supply the entire quantity requested per item included in the bid.

*Note: As a public agency, OVRDC is a tax-exempt entity.

1.4 QUESTIONS AND CLARIFICATIONS

Any questions concerning this RFP may be submitted to:
If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the entity should immediately notify OVRDC.

1.5 SUBMITTING THE PROPOSAL

Proposals shall be limited to 3 pages and should include the following:

- Unit price per item
- Total price per quantity requested per item
- Complete descriptions for each item including brand, color, and any other pertinent information

Entities must submit all materials required for acceptance of their proposal by 3:00 p.m. on Wednesday, September 29, 2020 to:

Personal Protective Equipment Project
Ohio Valley Regional Development Commission
73 Progress Drive
Waverly, Ohio 45690

One copy of the proposal must be mailed via USPS or courier service (Ex. FedEx or UPS) and time-stamped in by the OVRDC. Proposals not stamped will not be accepted. No proposals will be accepted via fax or email. There will be no public opening. Late proposals will not be accepted.

1.6 QUALIFICATIONS OF BIDDER

OVRDC may make investigations as deemed necessary to determine the ability of the bidder to perform the work of this Request and the bidder shall furnish OVRDC all information and data requested regarding the Request. OVRDC reserves the right to reject any bid if requested information and data fails to satisfy OVRDC that the bidder is properly qualified to carry out the obligations outlined in this Request.

1.7 SELECTION SCHEDULE

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Issue of RFP</td>
<td>9/15/2020</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>9/29/2020</td>
</tr>
<tr>
<td>Notification of Chosen Proposals</td>
<td>10/5/2020</td>
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</tbody>
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1.8 PAYMENT
Upon receipt of invoices OVRDC shall submit a drawdown request to the Ohio Department of Development for the funding to pay the invoices. A turnaround time of approximately 45 days is expected before payment will be forwarded to invoicing parties. Payment will be forwarded after items are delivered in satisfactory condition and invoices are received.

SECTION 2
PROPOSAL PROCEDURE AND ENTITY INFORMATION

2.1 GENERAL INSTRUCTIONS AND INFORMATION
The evaluation and selection of the submitted proposal(s) for PPE will be based on the information submitted in the entity’s proposal including estimated cost, ability to fulfill the requested items, and specifications provided on PPE and cleaning and sanitizing supplies. Entities must respond as clearly and completely as possible on all requirements.

2.2 DEVIATION AND EXCEPTIONS
Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity’s letterhead, signed and attached to the response. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

2.3 AFFECTIVITY OF OTHER MEDIA
This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document.

2.4 RIGHTS RESERVED
OVRDC reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. OVRDC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof. OVRDC reserves the right to request additional information from any RFP respondent if OVRDC deems such information necessary to further evaluate selection. OVRDC reserves the right to select several consultants to perform task under the contract. All RFP material submitted to OVRDC becomes property of OVRDC and will not be returned to the RFP respondents.