**State of Maine**

**Request for Personal Protective Equipment (PPE) Bid**

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| **PPE Item Requested:** | Hand Sanitizer |
| **Deadline to Submit Bid:** | 6/5/2020 12:00 (noon) PM EST |

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| **REQUESTING DEPARTMENT** |
| **Department:** | Department of Administrative and Financial Services |
| **Contact Name:** | Lindsey Allen, Procurement Analyst II |
| **Contact Email:** | Lindsey.allen@maine.gov  |

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| **REQUIREMENTS** |
| **Item Description** | Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol. Gallon jugs with pumps preferred.  |
| **Timeframe for Delivery**  | 2-4 weeks |
| **Quantity** | 100,000 gallons |

**QUESTIONS/AMENDMENTS: Any questions regarding this bid request must be sent via email to the Department contact at least two (2) calendar days prior to the closing date and time listed above. If applicable, the Department will post the Q&A Summary and any Amendments to the bid to the** [**PPE Bid Page**](https://www.maine.gov/dafs/bbm/procurementservices/vendors/ppebids)**.**

**SUBMISSION REQUIREMENTS: Submittals must be completed using the attached Bid Form and sent to the Department contact email listed above, by the date and time listed above, in order to be considered. Supporting item specifications, photos, and descriptions are encouraged in addition to the Bid Form. Any alteration to the Bid Form may be cause for the Department to reject the bid, at the Department’s sole discretion.**

**EVALUATION: Bids submitted on behalf of this bid process will be evaluated based on the Bidder’s proposed cost (*which is to include any duties and shipping costs*), ability to meet minimum specifications, and timeframe for delivery.**

**AWARD: Awards will be posted to the** [**PPE Bid Page**](https://www.maine.gov/dafs/bbm/procurementservices/vendors/ppebids) **and communicated via email. The State of Maine reserves the right to make multiple awards per bid.**

**BID SUBMISSION FORM**

**Request for Personal Protective Equipment (PPE) Bid**

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| **BIDDER CONTACT** |
| **Bidder’s Name:** |  |
| **TIN or Vendor (VC) #:** |  |
| **Facility Name / Location:** |  |
| **Contact Name:** |  |
| **Phone Number:** |  |
| **Email:** |  |

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| **BID SUBMISSION** |
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| **REQUIRED INFORMATION** | **RESPONDENT INFORMATION** |
| **Item Description** |  |
| **Manufacturer Name**  |  |
| **Manufacturer Part Number** |  |
| **Bidder’s Part Number** |  |
| **Quantity** |  |
| **Unit of Measure** |  |
| **Bid Price – Single Unit** | $ |
| **Bid Price – Bulk Price** | $ |
| **Quantity Required for Bulk Price** |  |
| **Days to Receive order ARO** |  |
| **Current location of inventory** |  |
| **The State of Maine reserves the right to place additional orders against this bid. Are you willing to accept additional future orders of this item?** |  |

Authorized Printed Name:

Authorized Signature: Date:

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

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| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
	3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
	4. *Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bid, at the discretion of the Department.**

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| Name (Print): | Title: |
| Authorized Signature: | Date: |