



Ogden City Corporation

Request for Proposal

COVID PPE

Q & A

1. *What are the payment terms?*
 - a. If you can provide us Net 30 term, that would be appreciated. Ogden City will issue a Purchase Order for this procurement.
2. *Are samples required?*
 - a. No samples are required. Just need to meet requirements stated.
3. *Is there a specific format that you would like our responses on? Can we just submit them on a word doc?*
 - a. Please provide your proposal printed on your company's letterhead. Make sure to incorporate all information required in the response (Refer to Section III Proposal content on pages 4-5). Proposals with incomplete information will be considered non-responsive.
4. *Is insurance required?*
 - a. *No, please disregard the Insurance Requirement section as it does not apply to this procurement. This section is included in our boiler plate for Request for Proposal document.*
5. *What is the budget for this procurement?*
 - a. \$33,893.86
6. *Should our quote price include shipping costs?*
 - a. Yes, it should include an estimated cost.