Mexican American Opportunity Foundation
Empowering Families from Child to Senior

Request For Proposal (RFP) RFP 26-024

Health Supplies

July 20, 2026

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), a nonprofit organization, is seeking proposals from highly qualified vendors/suppliers with demonstrated expertise in providing health supplies across MAOF-owned and operated facilities located in California, through a competitive bid process. Pricing shall remain firm and fixed for a period of three (3) years, with the option to extend for two (2) additional one-year periods, subject to annual review, vendor performance, and availability of funding.

This process requires vendors to submit a proposal that includes a complete bid for the Item Pricing Schedule outlined in Exhibit A, along with three (3) professional references.

The closing date for RFP 26-024 is **August 11, 2026, at 4:00PM (PST).** All correspondence regarding this request shall be submitted in writing to Procurement@maof.org. To download this RFP, Proposers must go to the webpage: www.maof.org, under the About Section/Click Procurement to look for the RFP or at the MAOF vendor portal in PlanetBids. Proposals must be received by MAOF no later than **August 11, 2026, at 4:00PM (PST).** Electronic submissions are acceptable. All proposals must clearly reference: **"RFP No. 26-024, Health Supplies"** on the outside of the envelope.

MAOF reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received. For physical mailing address, please courier or deliver to:

Mexican American Opportunity Foundation (MAOF)
Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
procurement@maof.org

To request this RFP bidding packet, please contact the Procurement Department at procurement@maof.org

Respectfully,

MAOF
Procurement Department

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a nonprofit, community-based organization established in 1963 to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented family services organization in the United States. It has achieved this status by providing high-quality social services and programs to those communities where the need is the greatest.

Mission Statement:" To advance opportunity and education that endures across generations." MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

MAOF operates numerous facilities throughout California serving children, families, seniors, low-income households, and other vulnerable community members, including Early Head Start and Head Start centers, administrative offices, and other program sites. Maintaining safe, secure, and welcoming facilities for staff, clients, and visitors is essential to MAOF's mission.

Early Head Start & Head Start: The Early Head Start & Head Start Programs serve 0- to 5-year-old low-income children and families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 General Information

A. Purpose. The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents who provide the goods and services identified on the RFP cover sheet and further described in Section 2 of this RFP. The Agency intends to award a Contract for the initial period specified on the RFP cover sheet. In its sole discretion, the Agency may extend the Contract for up to the number of extensions identified on the RFP cover sheet.

B. Definition. For this RFP and the resulting Contract, the following terms shall mean:

"Agency" means the MAOF, the Agency, boards, and any political subdivisions making purchases from the Contract as permitted by this RFP.

"Contract" means the Contract(s) entered into with the successful Respondent(s).

"General Terms and Conditions" means the General Terms and Conditions for Service Contract as referenced on the RFP cover page.

"Proposal" means the Respondent's proposal submitted in response to the Request for Proposal (RFP).

"Respondent" means the company, organization or other business entity submitting a proposal in response to this RFP.

"Responsible Respondent" means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether the Respondent is a Responsible Respondent, the Agency may consider various factors, including, but not limited to the Respondent's competence and qualifications to provide the goods or services requested, the Respondent's integrity and reliability, the past performance of the Respondent, and the best interest of the Agency.

"Responsive Proposal" means a Proposal that complies with the material provisions of this RFP.

"RFP" means Request for Proposals and any attachments, exhibits, schedules, or addenda hereto.

C. Overview of the RFP Process. This RFP is designed to provide Respondents with the information necessary to prepare competitive Proposals. The RFP process is for the Agency's benefit and intends to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary to submit a comprehensive Proposal.

The Agency intends to evaluate Proposals from all Respondents that submit timely responsive proposals and award the Contract following the evaluation and selection criteria provided in this RFP.

2.0 Statement of Work

See Exhibit-A, Exhibit B, Appendix A and Appendix B.

3.0 Proposal Requirements & Contents

A. General Requirements:

1. To be considered for selection, proposers must submit a complete response to this solicitation either electronic or email bid to the addresses as directed on Page 1 of this RFP "Health Supplies, RFP 26-024". The proposer shall make no other distribution of the proposals.

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Please submit all requested information. MAOF may reject proposals that are substantially incomplete or lack key information.

3. Proposals should be prepared, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the solicitation's requirements. Emphasis should be placed on completeness and clarity of content.

4. All responsive proposals are to be submitted on standard 8.5" X 11" paper size and 12-point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and remain firm for 60 days from the proposal opening date.

5. Price should be submitted on the attached Item Pricing Schedule (Exhibit B), including any applicable federal, State, and local taxes. The vendor shall provide an all-inclusive price, including product cost, packaging, handling, and delivery to designated MAOF sites necessary for the items requested.

6. Ownership of all data, materials, and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to MAOF.

All pages of the proposal should be numbered and should be addressed in the proposer's response in the following order:

a. Proposer's Cover Page (Vendor Identification) in Appendix-A of this RFP must be completed and signed.

b. Letter of transmittal, signed by an authorized representative of the proposer.

c. Table of Contents, cross-reference the contents of the proposal.

d. Item Pricing Schedule in the attachment Exhibit B to this solicitation must be completed and signed.

e. Vendor shall include a copy of the current business license and, where applicable, any manufacturer or distributor authorization relevant to the products offered.

f. Include a copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation under section 11 General Terms and Conditions, section 14 Insurance.

Award of the Contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, qualifications, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and

b. Accept other than the lowest priced offer.

The proposal shall:

a. Include the completed Health Supplies Bid Submittal per Item Pricing Schedule on Exhibit-B attached hereto. Costs must be identified as unit price per item, inclusive of packaging and delivery to each designated MAOF site, along with pricing for rush or expedited orders. The vendor's rates shall remain firm and fixed for the term of the Contract. The Contract rate after the initial 3-year term may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment.

Certain MAOF programs are required to match a portion of the Federal funding they receive. Please indicate in the In-Kind Match column of Exhibit-B any donation you would be willing to make to the program. Examples of in-kind match donations include: staff training, donated supplies, or other program support.

Include Safety Data Sheets (SDS) for any chemical or sanitizing products offered (e.g., hand sanitizer, antiseptic wipes), and manufacturer specification sheets for any diagnostic or medical-use items offered (e.g., disposable thermometers).

b. Provide at least three (3) current client references for which you have performed similar work, preferably including experience servicing licensed childcare facilities or school districts. References should include contact name, address and telephone number.

c. Complete and return Item Pricing Schedule, Exhibit-B as vendor's proposed pricing, along with other documentation and references.

d. Proposals may be submitted **electronically** or **in person (walk-in)**. Vendors choosing to submit electronically shall provide **one (1) complete electronic copy** of their proposal. Vendors choosing to submit in person shall provide **two (2) hard-printed copies** of their proposal at the time of delivery. All proposals, regardless of submission method, must be complete, responsive, and received by the deadline stated in this RFP. Copies of proposals, including rate worksheet, shall be submitted marked: **"RFP NO. 26-24, Health Supplies"** or via courier to:

PLEASE DELIVER TO:

Mexican American Opportunity Foundation (MAOF)
Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Procurement@maof.org

DEADLINE FOR SUBMISSION: All proposals are due by August 11, 2026, at 4 pm. Proposals received after the stated deadline may be considered late and may be deemed non-responsive. MAOF reserves the right, in its sole discretion, to accept or reject a late proposal when it determines that doing so is in the best interest of MAOF, does not compromise the integrity or fairness of the procurement process, and is consistent with applicable procurement requirements.

The vendor must be able to reliably fulfill and deliver orders to all MAOF sites within the agreed delivery timeframe, maintain sufficient inventory of all contracted items, and provide products that are new, unexpired, and consistent with the specifications and reference brands identified in Exhibit-A.

The proposal must include the following documentation:

- W-9
- Certificate of General Liability Insurance
- Written statements regarding Worker's Compensation Insurance
- Copy of current business license
- Safety Data Sheets (SDS) for applicable chemical/sanitizing products
- Manufacturer specification sheets for applicable diagnostic or medical-use items

e. To be considered responsive, a proposal must contain the following, referenced by number and in the order below:

1. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor. This description should include a history of the firm/vendor(s), number of employees and organizational structure of the firm(s).

2. Provide a brief overview of vendor's technical experience, qualifications, and background in supplying health supplies for similarly sized customers, particularly nonprofit, community-based, or childcare organizations. Indicate the prior experience of vendor that is relevant to this contract. Include sufficient detail to demonstrate the relevance of such experience, particularly experience servicing similar sized organizations as well as licensed childcare facilities.

3. A statement that business licenses or other credentials necessary for the performance of the services here sought are in place, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.

4. A description of similar projects completed by the bidder within the past two (2) years.

5. Qualifications, background and experience of staff proposed to work on the account, including supervisory/account management personnel.

6. References with contact information from organizations that have used bidder's services for similar projects/type of work within the last 12-18 months.

7. A general description of the techniques, approaches and methods to be used in fulfilling the contract, including order fulfillment, inventory management, quality control, and product substitution procedures.

8. A description of the chronology for completing the work, including a timeline and deadlines for each task, if any, including proposed transition/start-up plan to begin service by the desired start date.

9. A detailed description of bidder's compensation formula, including any delivery costs and other expenses. Bidders must submit a sample breakdown of charges and costs, detailed by item and site, as well as a maximum not-to-exceed total for all items. Invoices for orders satisfactorily fulfilled must be itemized by date, site, and items delivered.

As MAOF may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. MAOF reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Proposals which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. Note that responses to questions must be specifically answered within the context of the submitted proposal. MAOF's evaluation team will not refer to a designated web site, brochure, or other location for the requested information. Responses that utilize references to external materials as an answer will be considered non-responsive.

4.0 Criminal Background Check

If applicable, MAOF can require the awarded Contractor to provide the following for their team members assigned to each MAOF location:

- ✓ Criminal background check for each team member performing services;
- ✓ Drug screening check for each team member performing services;
- ✓ TB Test; and
- ✓ Child Protection Registry checks for each team member performing services.

5.0 Invoicing/Billing

- ✓ Invoices shall be submitted only after all items listed on the applicable Purchase Order (PO) have been fully delivered and accepted. Vendors must submit invoices in accordance with the instructions provided on the Purchase Order.
- ✓ Back orders are not permitted. All items on a PO must be available for delivery as specified at the time of order.
- ✓ Partial shipments and partial invoicing are not allowed.
- ✓ One (1) invoice must be submitted per Purchase Order.
- ✓ Each invoice must reference the corresponding Purchase Order number and accurately reflect the items, quantities, and pricing listed on the PO.

6.0 Schedule of Events

The dates provided in the procurement timetable below are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

Event	Date
RFP Release	July 20, 2026
Questions Deadline	August 7, 2026
Proposal Submission Deadline	August 11, 2026
Evaluation Period	August 11 – August 13, 2026
Contract Award Notification	By August 24, 2026
Contract Start Date	September 1, 2026

(Dates Subject to change via addendum)

7.0 Inquiries

Questions regarding this RFP are to be submitted to Procurement@maof.org with “**RFP No. 26-024, Health Supplies”** in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 Termination

8.1 This Contract may also be terminated by MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of MAOF. MAOF may terminate the Contract in whole or in part whenever MAOF specifies, in its sole discretion, that such termination is in the interest of MAOF. Whenever the Contract is terminated following this paragraph, the vendor shall be entitled to payment for actual goods delivered at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made. Still, such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Contract by MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of Contract by MAOF.

8.2 In addition, either Party may terminate the Contract if the other Party breaches any of its duties and obligations under this Contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. MAOF reserves the right to terminate without warning in case of a critical or material breach of the Contract.

9.0 Hold-Harmless and Indemnification

The successful vendor shall be liable for any injury, damage, or loss occasioned by negligence or omission of the successful vendor, its agents, or any other person the successful vendor has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this Contract. The vendor's obligation under this section shall not extend to any liability arising from the sole negligence or willful misconduct of MAOF.

10.0 Confidentiality

10.1 Confidential Information. Under this Agreement, “Confidential Information” refers to any Information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a Party's existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information, as well as any client, staff, or facility information vendor's personnel may observe or become aware of while performing deliveries at MAOF sites.

10.2 Use of Confidential Information. Each Party will comply with all laws and regulations for the use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party's Confidential Information in strict confidence. The vendor agrees not to use MAOF's Confidential Information in any way except as expressly permitted by or required to achieve the purposes of this Agreement. Both Parties agree to use all reasonable efforts to protect against unauthorized use or distribution of Confidential Information, and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 General Terms and Conditions

1. Additions and Deletions of Service: MAOF reserves the right to add and delete goods or services, including delivery locations, to any contract with the vendor. Should a requirement be deleted, payment to the vendor shall be reduced proportionally to the amount of goods reduced following the bid price. Should additional goods be required from the Contract, prices for such additions will be negotiated between the vendor and MAOF.

2. Licenses: By submitting a proposal, the proposer certifies that it has procured and shall maintain in full force all permits, licenses, and registrations required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal, state, and local laws, ordinances, and regulations that affect in any manner vendor's fulfillment of the Contract.

3. Anti-Kickback Provision: This Contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding Agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of MAOF for the purpose of obtaining this or any other agreement, purchase order, or Contract from MAOF and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.

4. Non-Collusion/Fraud: By submitting a proposal, the proposer warrants and certifies that neither the proposer nor its employees or associates have contacted any unauthorized MAOF employee, officer, or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither the proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. Should it be found that the proposer or its employees or associates have, in the presenting of its proposal, colluded with any other party or parties to prevent or restrict free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to MAOF's discovery of proposer's collusion shall be terminated, and the proposer shall be liable for all damages sustained by MAOF due to the proposer's collusion.

5. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or state law. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of the Agreement by MAOF, which may result in ineligibility for further MAOF contracts. At all times in the proposal and contract process, the proposer shall comply with all applicable MAOF, CA, and Federal Anti-Discrimination Laws, Rules, Regulations, and Requirements.

6. Right to Audit: MAOF shall have the right to audit all invoices submitted by the vendor. MAOF shall have the right to audit all relevant data based on the vendor's fees.

7. Informal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the awarded vendor and all other proposers have been notified, or when MAOF rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at MAOF except contact for information, comments, etc., and they shall be emailed.

8. Formal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the selected vendor and all other proposers have been notified, or when MAOF rejects all proposals, all communications between MAOF and the proposers will be formal emails.

9. Costs Incurred: The proposer's sole responsibility shall assume any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation demonstration.

10. Minority/Women-Owned Business Enterprises: Pursuant to Federal Acquisition Regulations and MAOF's procurement policy, MAOF may offer contracting opportunities to small and minority firms, women's business enterprises, and labor surplus area firms to the extent possible.

11. Federal, State, and Local Taxes: MAOF is not exempt from State and federal taxes. Such applicable taxes shall be included in quoted prices, but if any taxes are known to be borne by the vendor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

12. Payment Terms: Preferred invoice payment terms will be 30 calendar days from the date of invoice. If there is a discrepancy between the order and the invoice, payment terms shall be practical starting when the discrepancy is resolved. Monies due or to become due to the vendor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the vendor. At any time or times before final payment and three years thereafter, MAOF may have the vendor's invoices or vouchers, and statement of cost audited.

13. Indemnification: The vendor shall indemnify, protect, defend, and hold harmless MAOF, its directors, officers, employees, and representatives from and against any claims arising from or connected with: (1) any alleged or actual breach by the vendor or (2) any act or omission by the vendor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the vendor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the vendor.

14. Insurance: Vendor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance, including errors and omissions coverage, property damage insurance, and workers' compensation insurance in adequate amounts. The vendor shall keep such insurance in full force for the duration and term of this Agreement. All certificates of insurance or evidence of insurance must contain a **ten (10) business day** written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the State of California and shall be kept in full force for 90 days after the last payment under the Contract, at minimum:

- ✓ Workers' Compensation Insurance providing statutory limits in the State of California.
- ✓ Employer's Liability Insurance.

- ✓ Business Automobile Liability Insurance with a minimum of $1,000,000 per occurrence, given the use of vendor vehicles for delivery.
- ✓ Commercial General Liability Insurance coverage with a minimum of $1,000,000 per occurrence / $2,000,000 aggregate limit. The vendor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

15. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on the MAOF website: http://www.maof.org/procurement-department and on the PlanetBids platform.

16. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

17. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude another proposal's submission before the deadline for submitting the bid. After the scheduled time and date for submitting proposals, a proposer will be permitted to withdraw the bid if the award is delayed for a period exceeding 60 days.

18. Receipt and Opening of Proposals: Proposers are responsible for ensuring their bid is delivered to MAOF by the scheduled date and time. Only those bids received promptly, as outlined in this RFP, will be considered. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to ensure the proposal is properly addressed. MAOF is only responsible if the proposal reaches the destination specified by the appointed date and time.

19. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

20. By submitting a proposal, the proposer represents that:

a. The proposer has read and understands the RFP and submits the response in accordance therewith.

b. The proposer possesses the capabilities, equipment, licensing, and professional personnel necessary to provide an efficient and successful service as required by MAOF.

c. The proposer has all the required licenses and insurance during the duration of the contract terms.

d. The proposer is advised to become familiar with all conditions, instructions, and specifications of this RFP. By submitting a proposal, proposer represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that proposer has conducted such additional investigation as it deems necessary and convenient, that proposer can provide the services requested by MAOF in a manner that meets MAOF's objectives and specifications as outlined in this RFP, and that proposer has reviewed and inspected all materials submitted in response to this RFP. Once the vendor has been selected, a failure to read the conditions, instructions, and specifications herein shall not be cause to alter the Contract or for proposer to request additional compensation.

21. Other Claims: No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

22. Suspension and Debarment: The vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions by any federal department or agency. The vendor shall comply with all applicable requirements of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. The vendor further agrees to verify that all subcontractors are not debarred or suspended from federal participation and shall notify MAOF immediately if its status changes during the term of this Agreement.

23. SERVICE LOCATION(S)

- **Contra Costa County**
- **Los Angeles County**
- **San Bernadino County**
- **Riverside County**
- **San Diego County**
- **Orange County**
- **Kern County**
- **Monterey County**
- **Ventura County**

EXHIBIT-A

STATEMENT OF WORK (SOW)

Health Supplies, RFP No. 26-024

Project Overview

This contract consists of the provision, on a recurring and as-needed basis, of health supplies for all MAOF-owned and operated facilities identified in the MAOF Properties List (attached).

MAOF facilities include, but are not limited to:

- ✓ Early Learning Centers (Childcare Facilities)
- ✓ Administrative Offices
- ✓ Family Service Centers
- ✓ Community Service Locations

The intent of this contract is to ensure a consistent, reliable, and cost-effective supply of emergency preparedness, first aid, hygiene, and infection-control products that support the health and safety of children, families, staff, and visitors at MAOF sites.

The vendor shall provide all products, packaging, and delivery logistics necessary to fulfill the items described herein and in Exhibit-B.

1. General Requirements

The vendor shall supply the items identified in the Item Pricing Schedule (Exhibit-B) to MAOF sites on an as-ordered basis. Vendor shall:

- ✓ Maintain sufficient inventory to fulfill routine and reasonably foreseeable order volume;
- ✓ Support service delivery to multiple locations statewide, including urban, suburban, and rural areas.
- ✓ Supply only new, unexpired products in manufacturer-sealed packaging.
- ✓ Not substitute brands or products without prior written approval from MAOF; and
- ✓ Notify MAOF promptly of any anticipated delay, shortage, or discontinuation affecting a contracted item.

2. Item Specifications

The following items and reference brands establish the baseline specifications for this contract. Vendors may propose an equivalent brand, subject to MAOF's written approval, provided the offered product meets or exceeds the quality, safety, and functional characteristics of the reference brand.

3. Ordering and Fulfillment

- ✓ Accept purchase orders issued by authorized Organization staff.
- ✓ All orders shall be fulfilled using pre-approved items only; if a pre-approved item is unavailable, the Contractor may propose a comparable substitute at comparable pricing, subject to prior written approval by MAOF
- ✓ Ensure all items listed on a Purchase Order are delivered complete and in one shipment.
- ✓ Provide order confirmation and delivery tracking, as applicable.

4. Delivery Requirements

- ✓ Deliver health supplies directly to designated Organization locations during normal business hours, unless otherwise agreed.
- ✓ Meet established delivery timelines as specified in the Purchase Order or contract.
- ✓ Ensure deliveries are accurate, properly packaged, and clearly labeled with the Purchase Order number and delivery location.
- ✓ Coordinate delivery schedules to minimize disruption to program and kitchen operations.

5. Product Standards

- ✓ Provide products that meet or exceed industry standards for quality, food-contact safety, and performance.
- ✓ Offer environmentally preferable, compostable, or recycled-content product options when available.
- ✓ Ensure all products comply with applicable local, state, and federal regulations, including food-safety and health-code requirements applicable to Janitorial Supplies and food-service consumables.

6. Pricing and Contract Terms

- ✓ Maintain firm and fixed pricing for the initial contract term, unless otherwise specified.
- ✓ Clearly identify pricing by unit, case, or catalog item.
- ✓ Apply consistent pricing across all Organization locations statewide.
- ✓ No additional charges for delivery, fuel surcharges, or handling unless expressly approved in the contract.

7. Invoicing and Payment

- ✓ Submit invoices only after all items on the applicable Purchase Order have been fully delivered and accepted.
- ✓ Submit one (1) invoice per Purchase Order.

- ✓ Invoices must reference the Purchase Order number and accurately reflect delivered items, quantities, and pricing.
- ✓ Submit invoices in accordance with instructions provided on the Purchase Order.
- ✓ Net 30. Payment will be made within thirty (30) calendar days following receipt of a valid invoice.

8. Customer Service and Support

- ✓ Provide a designated account representative to support ordering, issue resolution, and contract management.
- ✓ Respond promptly to inquiries regarding orders, deliveries, returns, or billing discrepancies.
- ✓ Resolve delivery errors, damaged goods, or incorrect items at no additional cost to the Organization.

9. Returns and Replacements

- ✓ Accept returns and provide replacements or credits for damaged, defective, or incorrect items.
- ✓ Coordinate return pickup in a timely manner at no additional cost.

10. Compliance and Insurance

- ✓ Maintain all required business licenses, permits, and insurance coverage as required by law and contract.
- ✓ Comply with all applicable federal, state, and local laws and regulations, including those governing food-contact paper and plastic products.
- ✓ Adhere to the Organization's policies related to confidentiality, safety, and ethical conduct.

11. Reporting and Contract Management

- ✓ Provide usage or spend reports upon request to support budgeting and procurement oversight.
- ✓ Participate in periodic contract performance reviews as requested by the Organization.

12. Contact Information

For questions regarding this Request for Proposal, please contact:

Procurement Department at :

Procurement@maof.org

EXHIBIT-B

Rate Worksheet

Health Supplies, RFP No. 26-024

Rate worksheet to be completed and submitted to MAOF.

	ITEM	UNIT OF MEASURE	BRAND	PRICE
1	EMERGENCY WATER	4 OZ	DATREX	
2	CALORIE BAR	EA	DATREX	
3	LIGHT STICK	EA	GENERIC	
4	COLD PACK	EA	GENERIC	
5	ANTISEPTIC WIPES	100 CT	GENERIC	
6	DIAPERS	50 CT SIZE 1	CUTIES	
7	DIAPERS	42 CT SIZE 2	CUTIES	
8	DIAPERS	36 CT SIZE 3	CUTIES	
9	BABY WIPES	72-CT	CUTIES	
10	PAPER ROLLS	6 ROLLS CT	SCOTT	
11	DISPOSABLE THERMOMETER	100 CT	GENERIC	
12	HAND SANITIZER	8 OZ	GENERIC	
13	NITRILE GLOVES	M- 100 CT	GENERIC	
14	BANDAGES	1X3 100 CT	GENERIC	
15	BODILY FLUID SPILL KIT	31 PIECE	GENERIC	
16	BANDAGES	3/4"X3 100 CT	GENERIC	
17	ANTI SLIP SHOE COVER	150 CT	GENERIC	
18	LAUNDRY SOAP CONCENTRATE	100 OZ	BRAND	
19	FACE MASK 3 PLY	50	GENERIC	
20	CHANGE TABLE PAPER ROLL	14X225 CASE	GENERIC	
21	Huggies Little Movers Jumbo Size 3 Diapers	CASE	BRAND	
22	Huggies Little Movers Jumbo Size 4 Diapers	CASE	BRAND	
23	Huggies Little Movers Jumbo Size 5 Diapers	CASE	BRAND	
24	Huggies Little Movers Jumbo Size 6 Diapers	CASE	BRAND	
25	Huggies Little Movers Jumbo Size 7 Diapers	CASE	BRAND	
26	Huggies Pull-Ups Training Pants 2T-3T	CASE	BRAND	
27	Huggies Pull-Ups Training Pants Boys 4T-5T	CASE	BRAND	
28	Huggies Pull-Ups Training Pants Girls 4T-5T	CASE	BRAND	
29	Huggies Natural Care Baby Wipes	CASE	BRAND	
30	Pampers Baby-Dry Size 3 Diapers	CASE	BRAND	
31	Pampers Baby-Dry Size 4 Diapers	CASE	BRAND	
32	Pampers Baby-Dry Size 5 Diapers	CASE	BRAND	
33	Pampers Baby-Dry Size 6 Diapers	CASE	BRAND	
34	Pampers Baby-Dry Size 7 Diapers	CASE	BRAND	
35	Pampers Sensitive Baby Wipes	84 CT	BRAND	
36	Pampers Training Pants 2T-3T	CASE	BRAND	
37	Pampers Training Pants 3T-4T	CASE	BRAND	
38	Pampers Training Pants 5T-6T	CASE	BRAND	
39	Cuties Size 2 Diapers	CASE	BRAND	

40	Cuties Size 3 Diapers	CASE	BRAND	
41	Cuties Size 4 Diapers	CASE	BRAND	
42	Cuties Size 5 Diapers	CASE	BRAND	
43	Cuties Size 6 Diapers	CASE	BRAND	
44	Cuties Size 7 Diapers	CASE	BRAND	
45	Cuties Training Pants 2T-3T Unisex	CASE	BRAND	
46	Cuties Training Pants 4T-5T Unisex	CASE	BRAND	
47	Cuties Baby Wipes Sensitive Unscented	72/PK	BRAND	
48	Cuties Youth Absorbent Underwear S/M	CASE	BRAND	
49	Cuties Youth Absorbent Underwear L/XL	CASE	BRAND	
50	Cuties Youth Absorbent Underwear XL	CASE	BRAND	
51	A&D Diaper Rash Ointment	72/CS	BRAND	
52	Desitin Rapid Relief Diaper Rash Cream	10 PACK	BRAND	
53	WaterWipes Original Baby Wipes	CASE	BRAND	
54	Dr. Brown's Baby Bottles	6 CT	BRAND	
55	Dr. Brown's Bottle Nipples	6 CT	BRAND	
56	Sippy Cups	24 CT	GENERIC	
57	Infant Toothbrushes (Oversized Handle)	24 CT	GENERIC	
58	Kids Toothbrushes (Shark & Dinosaur Assorted)	24 CT	GENERIC	
59	Fluoride Gel Toothpaste	12 CT	GENERIC	
60	Toothbrush Holders Rack/Cover (EHS)	24 CT	GENERIC	
61	Wall Mount Toothbrush Rack/Cover (HS)	20 CT	GENERIC	
62	Toothbrushing Timers	10 CT	GENERIC	
63	Instant Cold Packs	24 CT	GENERIC	
64	Non-Contact Infrared Thermometers	25/BX	GENERIC	
65	Thermometer Sleeves (Single-Use Disposable)	BOX	GENERIC	
66	COVID-19 Rapid Test Kits (Single-Use Disposable)	25 KT	GENERIC	
67	Vinyl Exam Gloves - Small, Powder Free	CASE	GENERIC	
68	Vinyl Exam Gloves - Medium, Powder Free	CASE	GENERIC	
69	Vinyl Exam Gloves - Large, Powder Free	CASE	GENERIC	
70	Vinyl Exam Gloves - X-Large, Powder Free	CASE	GENERIC	
71	Medline Wire Glove Dispenser Holders	10 CT	BRAND	
72	Shoe Cover Refills	CASE	GENERIC	
73	Exam Table Paper Roll (18" × 225')	CASE	GENERIC	
74	Janibell 13-Gallon Diaper Pails	3 CT	BRAND	
75	Janibell 400 Series Refill Bags	10 PACK	BRAND	
76	Spill Clean-Up Kits	5 GALLON	GENERIC	
77	Emergency Glow Sticks	30 CT	GENERIC	
78	Emergency Blankets	25 PK	GENERIC	
79	Emergency Whistles	4 CT	GENERIC	
80	Emergency Kits	Class B	GENERIC	
81	Small Emergency Scissors	2 CT	GENERIC	
82	Tweezers	2 CT	GENERIC	
83	Medical Tape	12 CT	GENERIC	

84	Gauze Pads (Assorted Sizes)	BOX	GENERIC	
85	Adhesive Bandages (Children's Assorted Sizes)	100 CT	GENERIC	
86	Antiseptic Wipes	100 COUNT	GENERIC	
87	Vomit Bags	CASE	GENERIC	
88	Pleated Water Cups (3.5 oz)	CASE	GENERIC	
89	1-Gallon Zipper Storage Bags	CASE	GENERIC	
90	Quart Zipper Storage Bags	CASE	GENERIC	
91	4–6 Gallon Trash Bags (Yellow, Non-Drawstring)	CASE	GENERIC	
92	Step Stools	10 CT	GENERIC	
93	AA Batteries	24/PACK	GENERIC	
94	AAA Batteries	24/PACK	GENERIC	
95	D Batteries	72/CARTON	GENERIC	
96	Jansport Backpacks (Burgundy)	60 CT	BRAND	
97	Adult 3-Ply Face Masks	CASE	GENERIC	
98	Children's 3-Ply Face Masks	CASE	GENERIC	
99	OAE EARTIPS DISP 3-5MM	25/BX	GENERIC	
100	OAE EARTIPS DISP 7MM	25/BX	GENERIC	
101	OAE EARTIPS DISP 10MM	25/BX	GENERIC	
102	OAE EARTIPS DISP 12MM	25/BX	GENERIC	
103	OAE EARTIPS DISP 11MM	25/BX	GENERIC	
104	OAE EARTIPS DISP 14MM	25/BX	GENERIC	
105	OAE EARTIPS DISP 15MM	25/BX	GENERIC	
106	Emergency Food Bars *(Order once every two years)*	CASE	GENERIC	
107	Emergency Drinking Water *(Order once every two years)*	CASE	GENERIC	
108	DENTIPS Disposable Swabs for Infant Gums	CASE	BRAND	
			SUBTOTAL	
			DELIVERY CHARGE	
			TOTAL CHARGES	

Delivery Charge (per site, if any): ________________________

Minimum Order Quantity (if any): _______________________

Rush/Expedited Order Fee (if any): _______________________

NOTE: The price shall remain firm and fixed for three (3) years. The unit rate after the 3-year term may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment.

APPENDIX – A

VENDOR IDENTIFICATION

Health Supplies, RFP No. 26-024

(Must be completed and returned to MAOF)

Firm/Individual's Name:	
Doing Business As (DBA):	
Company Federal ID# or Social Security No.:	
Address:	
Remit To Address:	
Telephone:	
Fax:	
Email:	
Web address:	
Business License #:	
Main Contact Person:	
Person responsible for response (if different):	

Print Name	Title	Authorized Signature	Date

APPENDIX – B

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Health Supplies, RFP No. 26-024

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