

CITY OF PASADENA

Notice Inviting Bids

For

Homeless Services Hygiene and Personal Care Supplies

Notice is hereby given that the City of Pasadena is calling for sealed bids for the Public Health Department and will receive sealed bids prior to 3:00 pm, Thursday, February 22, 2024 and will electronically unseal and make them available online (<https://procurement.opengov.com/portal/pasadena>) for this solicitation named "Homeless Services Hygiene and Personal Care Supplies" Project ID: 2024-IFB-MS-003.

1.1. Summary

The City of Pasadena Public Health Department (PPHD) seeks bids for hygiene and personal care supplies for participants enrolled in services for people experiencing homelessness. Supplies must be new, high quality, durable, and delivered within 5 business days of placed orders. Orders will be placed as needed throughout the duration of the contract.

1.2. Delivery Instructions

Bids will be received via the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the [Bidder's Submittals/Checklist](#). Bids will be received prior to the time and date in this Notice Inviting Bids and will be opened online at that time.

Copies of the Specifications and all required forms may be obtained for this solicitation online: <https://procurement.opengov.com/portal/pasadena/projects/70054>

Addenda shall be acknowledged via the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>). Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

1.3. Pre-bid Conference

See the Timeline in the section named "[Instructions to Bidders](#)." If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline [Instructions to Bidders](#) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

1.4. Deadline for Questions

The deadline to submit questions related to this solicitation is Thursday, February 8, 2024, prior to 3:00 pm.

Questions regarding this solicitation should be submitted directly through the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>) Q&A function. Do not contact any other City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

1.5. Release Date

Release Dated: Thursday, January 11, 2024

MIGUEL MÁRQUEZ
City Manager