**Specifications**

The Mississippi Department of Rehabilitation Services (MDRS) requests sealed/electronic bids for the purchase of 20,000 children’s multi-sport safety helmets. The helmets will be given as a promotional item to school children in an effort to prevent traumatic brain injuries.

These helmets must meet the technical specs listed in this document. The successful bidder must furnish 20,000 children’s multi-sport safety helmets for our use by **June 30, 2020.**

The vendor must have the capability to store the helmets in a secure, dry and insured warehouse until distribution of the helmet. The vendor must ship the helmets to multiple school locations throughout the State of Mississippi during the school year. MDRS will determine the quantity to be shipped and dates of shipments. MDRS will furnish to the vendor, the school name, and address, number of helmets and sizes to be shipped. MDRS will send this to the vendor 10 working days prior to the day the helmets need to be delivered to the school. It is a requirement that the helmets be delivered to the school on the date specified by MDRS.

A label shall be placed on each side of the boxes with the MDRS logo for identification of helmets, quantity, size and color of helmets inside the box. After each shipment is made, the vendor shall notify MDRS the name of the carrier, tracking number on shipment, along with the current inventory on hand by sizes and colors. The information shall be e-mailed to alowther@mdrs.ms.gov on date of shipment.

The vendor shall state a helmet unit price and shall include the cost of shipping & handling and warehousing as part of this bid.

All bidders shall state the product number and description of helmet being bid as well as the color type and number.

Payment will be made for 20,000 helmets. The vendor will need to send MDRS proof that they have the helmets in storage. All invoices shall be mailed to MS Department of Rehabilitation Services, Finance Department, and P.O. Box 1698, Jackson, MS 39215-1698.

MDRS will be awarding the bid to the lowest or best bid price. The bid will be evaluated considering the price, cost of shipping, warehousing and handling of helmets along with the capability to have the helmets delivered to the school by the date specified. If a vendor is unable to have the helmets delivered by that date, they may be considered as not meeting the specifications.

If deliveries are not made according to the request of MDRS the vendor will have the opportunity to submit documentation explaining the reason the product was not delivered.

MDRS may waive any minor errors as long as the mistake does not change total bid price or delivery of product.

Mistakes shall not be corrected after award of the contract except where the Director of Purchasing finds it would be unconscionable not to allow the mistake to be corrected.

The bid form shall be signed by an authorized company official.

**HELMET SPECIFICATIONS:**

All helmets must be tested and approved as a youth helmet by US Consumer Product Safety Commission.

All helmets exterior must be BMX/Skate style of helmet with a hard outer plastic shell.

All helmets interior must be made of a black EPS liner, with pads both thick and thin to adjust the size of the helmet that are attached with Velcro.

All helmets must have adjustable high strength polyester straps with quick release buckles.

All helmets must have interior stickers: the CPSC approval, sizing label and warning label.

The helmet’s exterior shall have the MDRS color logo imprinted on the back of the helmet. No stickers will be allowed.

All helmets must have, attached to the strap via hang tag in a poly bag, the owner’s manual and the second thinner set of fit pads. Listed below are the sizes and colors of the helmets. The color of the helmet shall be as stated, or equivalent to, the color code shown below. All equivalents must be approved by MDRS four working days prior to bid opening.

Helmet Sizes: Quantity

Small Helmet (20-21 1/4”) - color: RED PMS Color 185C 1,000

Medium Helmet (21 1/2”-22 ½”) - color: BLUE PMS Color 801 10,000

Large Helmet (22-3/4”-24 ½”) - color: GREEN PMS Color 808 9,000