

Welcome!

Thank you for offering to assist the City and County of San Francisco find additional PPE resources. We are thankful for the many companies offering PPE products and services to the City. Before moving forward, we ask that you please review the information below.

City Supplier ID Assignment:

All companies from whom we purchase goods and services must be assigned a Supplier ID by the City prior to the issuance of a purchase order. Companies headquartered in the United States may obtain a City Supplier ID by emailing their W9 to supplier.management@sfgov.org. **All companies will be vetted by our Supplier Management team prior to being issued a City Supplier ID.** For companies not located in the United States, please contact the three PPE suppliers below who can determine if the offering being presented are suitable for the American market:

- sluigs@elitesupplysource.com
- oel@mcwoodsdistribution.com
- perezd@mscdirect.com

How we Evaluate PPE Offers:

All offerings will be evaluated by the City's Department of Public Health prior to being purchased.

Although the City can pay in full for all PPE purchases at the time of delivery, **we will not pre-pay for any goods or services from suppliers with whom we do not have an existing relationship.**

While we appreciate and welcome the opportunity to purchase PPE goods and services from a wide range of sources, **we can only accept offers from suppliers who sell PPE during their normal course of business and/or for whom the sale of PPE goods and services has some reasonable relationship to the supplier's normal business operations.** Further, suppliers must be authorized resellers for the PPE goods and services they are selling and be well capitalized in the event there is cause for legal action.

Because the City has, to date, placed orders for a large volume of PPE goods and services, all of which are at various stages of production and manufacturing, we are not currently reviewing offers for PPE goods not yet in production. **As such, all offers you intend to make to the City must be for goods already manufactured and/or fully accessible by you at the time an offer is made to the City.**

Lastly, please note that the City takes fraudulent business practices seriously. All attempts to defraud the City or otherwise engage in unlawful business practices in the sale of PPE goods and services to the City will be reported to the City Attorney and will be evaluated for potential civil actions or other legal remedies, as well as possible referral to local or federal authorities for criminal prosecution.