



## **ONLINE PPE EXCHANGE: Invitation to Suppliers**

### **OBJECTIVE**

As businesses begin to reopen around Chicagoland, it is important that the individuals who own and run these businesses exercise caution, per the guidance of public health officials. The City of Chicago wants to help these individuals connect with local manufacturers who can provide protective equipment. The “PPE Exchange” is an online platform that will allow small-business owners, nonprofits, and other community organizations to connect directly with local suppliers to purchase PPE and prepare to reopen. The initial focus is on three categories of protective materials: **reusable cloth masks, hand sanitizer, and protective barriers (e.g. plexiglass in front of cashiers/tellers).**

*We are asking relevant suppliers, who meet all below requirements, to please indicate your interest by [completing this form](#).*

### **GENERAL REQUIREMENTS**

Suppliers who request to be included in the online platform must meet all these requirements:

- Supplier participates freely and transacts directly with customers; No minimum orders/quantity are guaranteed
  - Supplier may request to be removed from the online platform at any time
- Items will be available for order by Monday, June 1, 2020
- Ordered items must be available within 7 days or less from order placement
- Supplier must be willing/able to provide detailed, by item quote
- Supplier will provide detailed product specifications and pictures for each item
- Items can be easily shipped or delivered (with all-in price transparency)
- Items are manufactured in or around the greater Chicagoland area
- Supplier can provide a valid Tax ID number

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## REUSABLE CLOTH MASKS REQUIREMENTS

Face masks must meet the following minimum requirements:

- Fabric with tight weaves and low porosity. This can include one of the following:
  - 2+ layers of high thread count and washable fabric (600 threads-per-inch)  
*or*
  - Cotton quilt with batting
- Elastic ear-bands or ties
- Solid colors preferred, but not required

## HAND SANITIZER REQUIREMENTS

Hand Sanitizer must meet the following minimum requirements:

- Alcohol-based and contains at least 60% alcohol
- Two formats accepted:
  - Bottles (must specify the type of pump, volume, unit price, and price-per-ounce)
  - Bulk (must specify the volume, unit price, and price-per-ounce)

## PROTECTIVE BARRIER REQUIREMENTS

Protective Barriers (such as “Plexiglass”) must meet the following minimum requirements:

- A completely impermeable and transparent membrane
- Thick enough to have no/minimal curling
- At least 24” X 30”
- Either able to be hung, or stand self-supported

## NEXT STEPS

Suppliers who are interested and able to offer one or more of these items (and meet all the aforementioned requirements) can indicate interest by [completing this form](#) by Friday May 15<sup>th</sup>, 2020 by 5:00pm.

Next steps will subsequently be communicated to suppliers whose offerings best meet the needs of local businesses.

*(Submission of interest is not a guarantee of inclusion on the Exchange.)*

The City of Chicago thanks you!