

ETOWAH COUNTY COMMISSION
800 Forrest Avenue, Gadsden, AL 35901

REQUEST FOR BID

ATTENTION ALL BIDDERS

YOU MUST MARK ON THE ENVELOPE:

BID NO. FY 2016-2017-17
JANITORIAL SUPPLIES

MANDATORY

PRE-BID MEETING

THURSDAY, SEPTEMBER 7, 2017 @ 10:00 A.M.
CENTRAL TIME

**Prospective vendors must
be present at pre-bid
meeting for bid to be considered.**

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The Etowah County Commission is soliciting sealed bids for the above project. Bids will be received by the Etowah County Commission in Room 107 of the Courthouse, 800 Forrest Avenue, Gadsden, AL 35901 Attn: Debbie Parris until;

WEDNESDAY, SEPTEMBER 13, 2017 @ 10:00 A.M. CENTRAL TIME

Bids will be opened in the Commission Chambers on the First Floor of the Courthouse, 800 Forrest Avenue, Gadsden, AL 35901 at the above stated time and date. **Bids submitted prior to the bid opening, either in person or by mail, must be directed to the following location:**

**Purchasing Department
Room 107
Attn: Debbie Parris, Purchasing Agent
800 Forrest Avenue (Courthouse), Gadsden, AL 35901**

Prospective bidders are instructed to read the General Terms and Conditions, Special Terms and Conditions, and Bid Specifications very carefully. Bids must be made in compliance with the guidelines in the sections referred to above and sign each in full.

If you have any questions concerning terms and conditions, specifications, or any other aspects of the RFB or RFP, please contact the following:

Contact: Debbie Parris, Purchasing Agent
Phone: **(256) 549-5307**
Email: dparris@etowahcounty.org

No faxed or email responses will be accepted

ETOWAH COUNTY COMMISSION

(revised 02/17/2012)

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions are standard and any contradicting requirements of the Special Terms and Conditions of Request for Bid supersede these General Terms and Conditions

- (1) **All bidders shall comply with Code of Alabama 31-13-9 if applicable.**
- (2) All bid openings and any scheduled pre-bid conferences will be held in the Commission Chambers located on the first floor, Courthouse, 800 Forrest Avenue, Gadsden, Alabama 35901 unless otherwise stated. A pre-bid conference may be requested to review and answer any pertinent questions concerning the bid and the specifications.
- (3) Each bid must be submitted in a separate sealed envelope and received by the Etowah County Commission in the Purchasing Department, Room 107, 800 Forrest Avenue, Gadsden, Alabama 35901. All bidders must use our bid form and show on the envelope the bid number, name of project (purpose), and opening date. Any bid received after the opening date and time will not be considered. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders.
- (4) The Etowah County Commission encourages utilization of minority business enterprise in our procurement activities. The Etowah County Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, disability, religion or age in consideration for an award.
- (5) The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service that the Etowah County Commission is seeking to purchase. The bidder must **indicate compliance or list exceptions to** each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.
- (6) The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict the bidder to the specified brand, make, manufacturer or specification named. It is to set forth to convey the general style, type, character, and quality of the article desired by the Etowah County Commission. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, and which is suited to the same use as that named and which is approved by the Purchasing Department. Vendor shall incur all cost involved in obtaining an independent analysis if the Etowah County Commission deems it necessary to determine the suitability of items as being approved equal.
- (7) It will be assumed that all bids are based upon the specifications unless the bidder stipulates to the contrary on the proposal for; in which case, the bidder shall point out in detail any and all deviations from the specifications. Bidders having items, which do not meet the specifications may offer the same on an optional basis. Minor

exceptions from the specifications may be considered if they do not alter the performance for the intended purpose.

- (8) All bids shall be typewritten or printed in ink on the forms prepared by the Etowah County Commission. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be rejected.
- (9) All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.
- (10) Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales and manufacturer's taxes. **The Etowah County Commission will assume no transportation or handling charges other than specified in this bid.** The Etowah County Commission is exempted from sales and use tax by 40-23-4-(11) and 40-23-62 (13), Alabama Code (1975).
- (11) Prices quoted to the Etowah County Commission shall remain firm for a minimum of 90 days from the date of opening of the bid, unless so stated differently in the bid.
- (12) The delivery schedule must be entered in the appropriate space in order for the bid to be considered. If all items cannot be delivered on the same schedule, please note variances.
- (13) The bidder shall assume full responsibility for warranty of all components of the equipment. A statement shall be attached with the proposal setting out the conditions of the warranty. The manufacturer's standard warranty shall be furnished.
- (14) The Etowah County Commission reserves the right to request a demonstration of any and all items bid before making the award.
- (15) The Etowah County Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of Etowah County Commission.
- (16) All bids will be awarded to the **lowest responsive and responsible bidder**. This determination may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable. When bids are equal, local vendor shall be favored.
- (17) Unless Special Terms and Conditions of the bid specify otherwise, the Etowah County Commission reserves the right to make an award in whole or part to one or more bidders whenever deemed necessary and in the best interest of Etowah County Commission.
- (18) The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold Etowah County Commission harmless from any and all causes of action or claims of damage arising out of or related to bidder's performance under this contract.
- (19) All items bid will be inspected by a representative of Etowah County Commission

upon delivery to ascertain compliance with the specifications. Items not in compliance with the specifications will be rejected until proper remedial measures are taken to assume compliance.

- (20) Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
- (a.) Failure to use the bid forms furnished by Etowah County Commission.
 - (b.) Lack of signature by an authorized representative on the bid form.
 - (c.) Failure to properly complete the bid form.
 - (d.) Evidence of collusion among bidders.
 - (e.) Unauthorized alteration of the bid form.
 - (f.) Failure to comply with Alabama law in regards to contracts.
- (21) Etowah County Commission assumes no legal liability to purchase items or services under any contract unless funds are appropriated for that particular fiscal year.
- (22) Etowah County Commission reserves the right to terminate, without cause, any award made as a result of this bid solicitation by providing a thirty (30) day letter of cancellation notification to the successful bidder. Failure on the part of the successful bidder to comply with all terms and conditions of this bid shall give cause for Etowah County Commission to terminate the award immediately, and to relieve Etowah County Commission of any and all legal obligations associated with the award. In the event the bidder cannot comply with the terms and conditions of a bid on a particular item or transaction, Etowah County Commission reserves the right to obtain the particular item from other vendors.
- (23) Etowah County Commission is to be protected against any **increase above the price in the bid**. Any bid containing an "Escalator Clause" will not be considered unless so stipulated in the Special Terms and Conditions.
- (24) In accordance with the Alabama Competitive Bid Law, as amended, Etowah County Commission may enter into multi-year leases, purchase, and lease purchase contracts for the acquisition of goods, supplies, materials and all other types of personal property, real property and services for a period not to exceed three years with the following provisions:
- (a.) Contracts shall terminate without further obligation on the part of Etowah County Commission at the end of the first year, or if the Etowah County Commission elects to renew such contract, shall terminate at the end of each subsequent year.
 - (b.) Contracts may provide for automatic renewal unless positive action is taken by the Etowah County Commission to terminate such contract, and the nature of such action shall be determined by the Etowah County Commission and specified in the contract.
- (25) The Etowah County Commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Etowah County Commission, office of the Purchasing Agent, by the deadline state in the bid request.
- (26) Proof of all State, County and local business license must accompany bid.

BID NO. FY 2016-2017-17 JANITORIAL SUPPLIES

SPECIAL TERMS AND CONDITIONS

- (1) IN ORDER FOR BID TO BE CONSIDERED, PROSPECTIVE BIDDER MUST BID IN UNIT OF MEASUREMENT (UOM) SHOWN ON BID SPECS.**

EXAMPLE: AIR FRESHENER/ODOR NEUTRALIZER 9.7 OZ. CAN - NOT
10 OR 12 OZ. CAN.

EXAMPLE: BLEACH - 1 GALLON - NOT 96 OZ.

ANY BID FOR UOM OTHER THAN PROVIDED IN THE SPECS WILL BE THROWN OUT.

- (2) TOTAL MUST BE EXTENDED ON EACH ITEM AND A GRAND TOTAL REFLECTED AT END OF BID.**
- (3) AS STATED IN THE GENERAL TERMS AND CONDITIONS ANY CORRECTIONS MUST BE INITIALED AND DATED BY THE PERSON AUTHORIZED TO SIGN BIDS.**
- (4) BEFORE BID IS AWARDED, THE APPARENT LOW BIDDER WILL PROVIDE TWO WEEKS SUPPLY OF ITEMS BEING BID ON SO THAT IT MAY BE DETERMINED HOW THE PRODUCT WILL PERFORM. PRODUCTS MUST BE IN ORIGINAL PACKAGING. ETOWAH COUNTY WILL PAY FOR SAMPLES PROVIDED.**

BID NO. FY 2016-2017-17

JANITORIAL SUPPLIES

OPEN DATE: WEDNESDAY, SEPTEMBER 13, 2017 @ 10:00 A.M. CENTRAL TIME

	<u>ITEM</u>	<u>UOM</u>	<u>ESTIMATED USAGE</u>	<u>PRICE PER UNIT</u>	<u>TOTAL</u>
(1)	<p><u>DISINFECTANT ORANGE PINE SOL</u> Shall be disinfectant/deodorant cleaner. Must be equal to or better than Pine Sol. Must be a cleaner having an orange scent and neutral ph for use on all surfaces. NO PINE OIL</p>	ounce	48 gallons		
(2)	<p><u>FLOOR SEALER/FINISH</u> Shall be hard, durable yet responsive barrier that is difficult to penetrate, with high gloss, no yellowing finish. Shall contain a minimum of 20% solids. Easy to apply, suitable for use on any hard surface such as sealed wood floors, asphalt tile, linoleum, rubber and vinyl tiles. Must be equal to or better than Butcher's High Noon.</p>	gallon	20 gallons		
(3)	<p><u>AIR FRESHENER/ODOR NEUTRALIZER</u> Must be equal to or better than Febreze</p>	9.7 oz can	96 cans		

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(4)	<p><u>CARPET SHAMPOO-WATER BASE</u> Shall contain special polymeric soil barriers providing lasting protection against resoiling.</p> <p>For use on all carpets and upholstery, natural or synthetic fiber.</p>	gallon	6 gallons		
(5)	<p><u>BATHROOM CLEANER-ACID FREE</u> Shall be no-acid formulation designed to clean, disinfect and deodorize toilets, urinals and other hard, non-porous surfaces. Controlling mildew and being bactericidal and working in hard and soft water. Equal to or better than NABC.</p>	gallon	65 gallons		
(6)	<p><u>BATHROOM HAND SOAP</u> (ANTI-BACTERIAL) Shall be made from mild synthetic detergents. Must quickly remove soil, leaving skin soft with no stick residue. Protection must be provided against both gram positive and gram negative bacteria. Liquid santi-fresh or equal.</p>	gallon	8 gallons		

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	<u>ITEM</u>	<u>UOM</u>	<u>ESTIMATED USAGE</u>	<u>PRICE PER UNIT</u>	<u>TOTAL</u>
(7)	<p><u>DUST MOP TREATMENT</u></p> <p>Shall be effective in removing fine particles of dust without causing the mop strings to fold under the mop. Shall cause the mop to glide smoothly over the floor.</p>	18 oz. can	2 CASES 20 cans		
(8)	<p><u>ONE STEP CLEANER</u></p> <p>Shall be a product that can be used to clean and reproduce the gloss to a waxed floor in one step without the need for a product such as spray and buff. Equal to or better than Procter and Gamble.</p>	gallon	20 gallons		
(9)	<p><u>BUFFER PADS</u></p> <p>Shall be (20") pad for high speed floor machines. It must be at least (1) inch in thickness. White</p>	case of 5	20 cases		
(10)	<p><u>TOILET TISSUE</u></p> <p>Shall be 2 ply. Each sheet shall be no less than 4.5" x 3.75" 500 sheets</p>	per roll	9120 rolls based on 96 rolls per case 95 cases		

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(11)	<p><u>PAPER TOWELS</u></p> <p>Shall be a tri-fold towel with a quality equal to or better than Scott's 0804 (white in color).</p>	case of 16 pks	225 cases		
(12)	<p><u>BLUE NITRILE GLOVES</u></p> <p>Must be medical grade, non-sterile powder free, 4 mil, rolled cuff, hypoallergenic, 100% latex free. Must be anbidextrous.</p> <p>Small Medium Large X-Large</p>	<p>box of 100 box of 100 box of 100 box of 100</p>	<p>20 boxes 75 boxes 25 boxes 25 boxes</p>		
(13)	<p><u>CAN LINERS</u></p> <p>24x32 Size 15 or 16 - 1.5 MIL 33x39 Size 33 gallon - 2.0 MIL 43x47 Size 45 gallon - 2.0 MIL 38x58 Size 60 gallon - 2.0 MIL</p>	<p>case of 200 case of 100 case of 100 case of 100</p>	<p>46 cases 48 cases 30 cases 40 cases</p>		
(14)	<p><u>CLEAN & DISINFECTANT SPRAY</u></p> <p>Shall be packaged in aerosol spray cans. Must kill germs and destroy malodors at their source, and be effective against wide variety of microorganisms including staph and salmonella also prevent growth of mold and mildew.</p>	18 oz. can	<p>12 cases/12 cans 144 cans</p>		

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(15)	<u>FURNITURE POLISH</u> Shall be a polish which picks up dust and particles without leaving a film or streaks. Must be equal to or better than Pledge.	18 oz. can	24 cans		
(16)	<u>BLEACH</u> Concentrated formula for sanitizing and disinfecting. Must be equal to or better than Clorox	gallon	50 gallons		
(17)	<u>DISINFECTANT WIPES</u> Fast effective antibacterial formula cleans and disinfects. Disinfect against virucidal, tuberculocidal, bactericidal, pseudomonicidal. Wipes are bleach free and alcohol free. Must be equal to or better than Total Solutions Full Spectrum Disinfectant Wipes.	CASE OF 6 TUBS (180 - 6 X 7 WIPES PER TUB)	4 CASES		

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(18)	<p><u>BLUE NITRILE GLOVES</u></p> <p>Powder-free, 100% latex free, medical grade, hypoallergenic.</p> <p>Must be 8 mil or thicker with rolled cuff and ambidextrous. Must be chemical and puncture resistant.</p> <p>Size Large Size XL</p>	<p>Box of 50 Box of 50</p>	<p>20 boxes 20 boxes</p>		
(19)	<p><u>REFILL DUSTERS</u></p> <p>Trap and hold dirt. Easy to clean hard to reach areas. Equal to or better than Swifter.</p>	<p>Case of 6 boxes (10 dusters per box)</p>	<p>10 cases</p>		
(20)	<p><u>EXTENDABLE HANDLE AND DUSTERS</u></p> <p>Handle that extends 3 feet. Pivoting head that can be adjusted and locked into place for cleaning angled surfaces. One handle and two dusters per box.</p>	<p>Case of 12 boxes (One handle and two dusters per box)</p>	<p>4 cases</p>		

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(21)	<u>T-SHIRT RAGS</u> 100% virgin cotton	Case (25 lb. box)	250 lbs. 10 cases		
(22)	<u>INDUSTRIAL WIPES</u> Wipes streak-free on smooth surfaces and glass. Handles tough cleanup jobs. Very low lint, strong, extra asorbent, soft and thick.	Case of 16 pks. (50 - 12 x 13 x 9 per pack)	480 pks 30 cases		
(23)	<u>CHEMICAL FREE FLOOR STRIPPING PAD (20")</u> Must be able to remove was from tile floors without the aid of any chemicals. Can be used with water. Must be 20" in diameter and 3/8" thick and adaptable to a low speed floor machine. Must be equal to or better than 3M.	Case of 10	1 case		

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	<u>ITEM</u>	<u>UOM</u>	<u>ESTIMATED USAGE</u>	<u>PRICE PER UNIT</u>	<u>TOTAL</u>
(24)	HAND SANITIZER (FOAMING) Equal to or better than Purell	15 oz. can	72 cans 6 cases		
(25)	DISPENSER W/DRIPTRAY FOR HAND SANITIZER (MANUAL)	each	15 each		
(26)	Active Fast Acting Baxterial Enzyme Digester	case/12 quarts	12		
(27)	Disposale Dust Mask	box of 50	5		
(28)	Door Stopper/Wedge Style	each	36		
(29)	Floor Cleaner - No Rinse Green Earth (or comparable)	gallon	25		
(30)	Glass Cleaner Deep Blue (or comparable)	case/12 quarts	12		
(31)	Hand Sanitizer Purell (or comparable)	case/24	5		
(32)	Mop Head Blue - Medium	case/12	3		

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(33)	Mop Head Blue - Large	case/12	3		
(34)	Mop, Stick #12 oz.	each	24		
(35)	Mop, Stick #24 Cotton Deck	each	36		
(36)	Mop, Stick #32 oz.	each	24		
(37)	Mops, Stick 16 oz. or CAL-string	each	36		
(38)	Pad, 3M Stripper 20"	case/10	4		
(39)	Sprayer, trigger	each	60		
(40)	Sprayer, bottle	each	60		
(41)	Watchman 20 Rear Blade (or comparable)	each	1		

TOTAL

Name and Address of Bidder:

Telephone number _____

Fax number _____

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBE BEFORE ME THIS _____ DAY OF
_____, 20 _____.

Notary Public for and in said

County

State

AFFIDAVIT

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of _____, on this day personally appeared _____ who, after having been duly sworn, upon oath did depose and say;

That the foregoing bid submitted by _____

_____ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder. The bidder is not a member of any trust, pool, or combination to control the price of products or services bid on, or to influence any person to bid or not to bid thereon. I further affirm that the bidder has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted Bid. The contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone number _____

Fax number _____

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBE BEFORE ME THIS _____ DAY OF _____, 20 _____.

Notary Public in and for _____ County _____ State

Evaluation of Bids

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS AND AFFIRM THAT I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS OR PROSPECTIVE BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION. UPON AWARD OF THIS BID, I WILL NOT SUBSTITUTE ANY ITEM ON THIS BID UNDER ANY CIRCUMSTANCES. I ALSO UNDERSTAND THAT THE GENERAL TERMS & CONDITIONS ARE STANDARD AND THAT ANY CONTRADICTING REQUIREMENTS OF THE SPECIAL TERMS AND CONDITIONS OR REQUEST FOR BIDS SUPERSEDE THESE GENERAL TERMS & CONDITIONS.

Firm

Street Address

Signed By

Mailing Address

Title

City

Area Code & Telephone

Delivery Time from Date of Order

Federal Tax I.D. #

Technical Specification Sheets Attached
Bid Bond Attached

____ Yes ____ No
____ Yes ____ No