

INVITATION TO BID

Purchasing Department
PO Box 1630
132 David Street
Forsyth, MO 65653

Bid Number 201104-128

The Taney County Purchasing Department will be accepting sealed bids for Janitorial Supplies until the closing date and time of April 28th, 2011 at 3:00p.m. Bids will be opened at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653 at 9:00 a.m. on the 2nd day of May 2011. Bids must be submitted on the form furnished by the County and in accordance with said specifications.

It is the intent and purpose of the County of Taney that this Invitation to Bid promotes competitive bidding.

INSTRUCTIONS FOR SUBMITTING BID IN RESPONSE TO INVITATION**JANITORIAL SUPPLIES****Preparation of Bids:**

1. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Bidders are expected to examine this form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Bidder's risk.
3. It will be the duty of each officer to see that his/her proposal is delivered by the time designated in this invitation.
4. Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening. Requests may be submitted by telefax, e-mail or telegram. Negligence on the part of the bidder in preparing his/her proposal confers no right to withdraw his/her proposal after it has been opened.
5. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

Bid Check List:

Bidders are cautioned to please check their bid very carefully, using the following Check List:

1. Any additional information, specifications, drawings, etc. should be attached.
2. Bid should be signed and dated.

Mailing Instructions:

Each bid must be enclosed in a sealed envelope, marked and addressed as follows:

Bid #201104-128

Attention: Linda Gifford
PO Box 1630
Forsyth, MO 65653

Bids will be accepted until the closing date and time of April 28, 2011 at 3:00p.m. Bids may be hand delivered, mailed or sent by a courier service to the Purchasing Office. Bids will be opened and read aloud on Monday, May 2nd, 2011 at 9:00a.m. at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653.

Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

Return of Goods:

County may cancel any purchase at any time for a full credit.

Length of Bid:

Bid should be good for one year from date of award.

Billing and Usage Reports:

Contractor will be required to provide the County Commission with quarterly usage reports. Each bidder must submit a copy of the various reports available with the bid proposal.

Taney County reserves the right to make payment for goods and/or services with a County credit card without incurring any additional fees from the vendor.

Additional Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-546-7281. Information requests may also be e-mailed to lindag@co.taney.mo.us. This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party. No oral

information is binding to the County. All questions must be submitted in writing. Any response will be issued in an addendum and sent to all vendors.

Response Clarification:

We reserve the right to request additional written or oral information from bidders in order to obtain clarification of their responses.

**Thank you for your consideration of this Invitation to Bid,
THE TANEY COUNTY COMMISSION**

RESPONSE FORM:

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Federal Tax ID:

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign by Hand)

Type or Print Signed Name:

Today's Date:

Brand/#	Description	Size	Price
_____	Dial Gold Handsoap	case	_____
_____	Basic Bounty Paper Towels	case	_____
_____	High Acid Bowl Cleaner	case	_____
_____	Low Acid Bowl Cleaner	case	_____
_____	Lysol Disinfectant Spray	case	_____
_____	Dawn Dish Soap	case	_____
_____	Paper Portable Cups	2 oz /case	_____
_____	Bleach 5.25%	case	_____
_____	Gen 2 ply Toilet Tissue	case	_____
_____	Pledge	case	_____
_____	Angel Soft Facial Tissues	case	_____
_____	Resolve Spot Cleaner	case	_____
_____	409 Cleaner Spray Bottle	case	_____
_____	MT-49 White Can Liners	case	_____
_____	MR-24330-MC Liners	case	_____
_____	TM-65-T Liners	case	_____
_____	MR-33403-MC Liners	case	_____
_____	Dust Mop Heads 36x5	case	_____
_____	Heavenly Soft Centerpull Hand Towels	case	_____

_____	Georgia Pacific Centerpull Hand Towel Dispensers	each	_____
_____	EZ Pak Bowl Cleaner Pre measured water soluble packets	case	_____
_____	Bowl Brushes	case	_____
_____	Metalist 20 High Solid	5 gal drum	_____
_____	Large Latex Gloves Large PF	case	_____
_____	Sani Bags Rubbermaid waxed	250 ea	_____
_____	Enmo Hand Sanitizer	case	_____
_____	Enmo Hand Dispenser	each	_____
_____	Ice Melt	100 lb drum	_____
_____	AAA Batteries	ctn	_____
_____	AA Batteries	ctn	_____
_____	D Batteries	ctn	_____
_____	C Batteries	ctn	_____
_____	9V Batteries	ctn	_____
_____	Spray Bottles	each	_____
_____	Spray Nozzles	each	_____
_____	Cotton Mop Heads	case	_____
_____	Rayon Mop Heads	case	_____
_____	60' Quik Change Mop Handle	case	_____
_____	Dust Mop Frame and Handle	36 x 5 each	_____

_____	Band aids	each	_____
_____	Swiffer Dusters	case	_____
_____	Swiffer Refill	case	_____
_____	Stainless Steel Cleaner	case	_____
_____	Hg-1000 Seat Covers	case	_____
_____	Natural Centerpull Hand Towels	7-7/8" 7500' GP/ case	_____
_____	Maxi Angler Broom	case	_____
_____	EZ Pak Disinfectant	case	_____
_____	Wet Floor Signs	case	_____
_____	Carpet Master Vacuums	each	_____
_____	Carpet Master Vacuum Bags	case	_____
_____	Purell Hand Sanitizer Dispensers	each	_____
_____	Purell Hand Sanitizer Dispenser Refills	case	_____
_____	Pinesol	case	_____
_____	Lysol Spray	case	_____
_____	Apollo Latex Gloves P/F	Med / case	_____
_____	Tampons	case	_____
_____	Maxi Guards	case	_____
_____	Nitrile Gloves	Med / case	_____
_____	Metalist Floor Stripper	5 gal drum	_____
_____	Metalist Floor Sealer	5 gal drum	_____

_____	Scrubbing Bubbles	case	_____
_____	Masterpiece Floor Care Cleaner	case	_____
_____	Mop Bucket w/ Wringer	each	_____
_____	Blue Star Laundry Detergent	5 gal drum	_____
_____	White Touch Bleach	5 gal drum	_____
_____	Softener	5 gal drum	_____

As the previous list may not be all products needed for the janitorial department, please provide a fixed rate of percentage (if any) that the county would receive on any additional items purchased. _____%

Minimum Order Requirements:

Delivery/Freight Charges:

Order/Delivery Time Frame:
