



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

REQUEST FOR BID No. 201206-189

Taney County will accept separate sealed bids from qualified persons or firms interested in providing the following:

JANITORIAL SUPPLIES

**BIDS *MUST* BE RECEIVED BY AND *WILL* BE OPENED AT:
9:00 A.M. LOCAL TIME ON Thursday July 19, 2012**

**PLEASE MARK YOUR ENVELOPE "SEALED BID #201206-189"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department
Attn: Ron Erickson, Director of Purchasing
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931

rone@co.taney.mo.us

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of bid. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org.

<hr/>		<hr/>	
Company Name		Authorized Person (Print)	
<hr/>		<hr/>	
Address		Signature	
<hr/>		<hr/>	
City/County/State/Zip		Title	
<hr/>		<hr/>	
Telephone #	Fax #	Date	Tax ID #
<hr/>		<hr/>	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

**RFB# 201206-189 Janitorial Supplies
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed Proposals/Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Proposals/Bids closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.

- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday July 19, 2012 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on July 19, 2012 and read aloud. All Proposals/Bids responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the Bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a Bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted Bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

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Taney County, Missouri**

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed bids for **Janitorial Supplies** as set forth herein.

- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
 - Instructions and General Conditions
 - Introduction and General Information
 - Scope of Services / Specifications / Pricing
 - Bid Page / No Bid Response Form
 - Standard Terms and Conditions
 - Miscellaneous Bidding Process Information

Guidelines for Written Questions:

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on July 12, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of all Bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. **Once awarded a subsequent contract is expected to remain in place for twelve (12) months unless otherwise ordered by the Taney County Commission, with a one year renewal option.**

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's Bid file becomes part of public record at the time of contract execution or when all bids are rejected.

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Taney County, Missouri**

SCOPE OF SERVICES:

The Taney County Commission is seeking sealed Bids from interested parties for Janitorial Supplies at the lowest possible cost. For questions concerning the below listed specifications, or any other technical questions, please feel free to call:

Renee Brusca,
Taney County Building & Grounds Supervisor
417-546-7211 / 417-546-7920 (Cell)
renee@co.taney.mo.us

Tax Exempt: All items required for this Purchase are for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMo 144.062.

1.0 SPECIFICATIONS:

The Taney County Buildings and Grounds Department is in need of a Janitorial Supplies Vendor to deliver various janitorial supplies as listed within, but not limited to, the following table. Taney County may cancel any purchase at any time for a full credit. Contractor will be required to provide the County Commission with quarterly usage reports via the Taney County Buildings & Grounds Department. Each bidder must submit a copy of the various reports available with the bid proposal.

Also required within this RFB is:

- 1.) All pricing **MUST** include delivery to: 132 David St. Forsyth, Mo. 65653 – on orders meeting the minimum. (Minimum Order Requirement: _____ Delivery Charges on Orders Below Minimum: _____.)
- 2.) All pricing **MUST** remain in effect, available without increase, for one year per item #3 on previous page.
- 3.) The County will not be required to purchase any/all, nor minimums/maximums as per the quantities listed within this Bid. (Below specifications are estimates, only.)

2.0 PRICING:

Item #	BRAND / DESCRIPTION	SIZE (Case, Each, Other)	BID PRICE (Indicate Price Per Size)
2.1	<i>(PAPER PRODUCTS)</i>		
2.1.1	2 ply Toilet Tissue	Case	
2.1.2	Heavenly Soft Center-pull Hand Towels	Case	
2.1.3	Natural Center-pull Hand Towels	Case	
2.1.4	Kleenex Facial Tissue (Angel Soft)	Case	
2.1.5	Bounty Basic Paper Towels	Case	
2.1.6	HG-1000 Seat Covers	Case	
2.1.7	Tampax Tampons	Case	
2.1.8	Maxi Guards	Case	
2.1.9	Sani- Sacks	Case	
2.2	<i>(DISPENSERS)</i>		
2.2.1	Georgia Pacific Center-pull Hand Towels Dispenses	Each	
2.2.2	Georgia Pacific Center-pull Hand Towels Dispenses (560 Shts.)	Each	
2.2.3	HG-1000 Dispenser	Each	
2.2.4	Sani-Sack Dispenser	Each	
2.2.5	Enmotion Hand Sanitizer Dispenses	Each	
2.2.6	Purell Hand Sanitizer Dispenses	Each	
2.3	<i>(CLEANERS)</i>		
2.3.1	Bleach 5.25%	Case	
2.3.2	Pinsol Disinfectant / Cleaner	Case	
2.3.3	Stainless Steel Cleaner	Case	
2.3.4	E-Z Pak Disinfectant	Case	
2.3.5	E-Z Pak Bowl Cleaner	Case	

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Taney County, Missouri**

Item #	BRAND / DESCRIPTION	SIZE (Case, Each, Other)	BID PRICE (Indicate Price Per Size)
2.3.6	Low Acid Bowl Cleaner	Case	
2.3.7	High Acid Bowl Cleaner	Case	
2.3.8	Master Piece Floor Care - CLEANER	Case	
2.3.9	Master Piece Floor Care – WAX	Case	
2.3.10	Master Piece Floor Care – STRIPPER	Case	
2.3.11	Master Piece Floor Care - SEAL	Case	
2.3.12	Pledge Furniture Polish	Case	
2.3.13	Resolve Spot Cleaner	Case	
2.3.14	409 Cleaner Spray Bottle	Case	
2.3.15	Lysol Cleaner	Case	
2.3.16	Dial Gold Hand Soap	Case	
2.3.17	Dial Complete Soap	Case	
2.3.18	Dawn Dish Soap	Case	
2.3.19	Clorox Spray	Case	
2.3.20	Scrubbing Bubbles Soap	Case	
2.3.21	Enmotion Hand Sanitizer (Refills)	Case	
2.3.22	Purell Hand Sanitizer Dispensers Refills	Each	
2.3.23	Blue Star Laundry Detergent	5 Gal. Drum	
2.3.24	White Touch Bleach	5 Gal. Drum	
2.3.25	Softener	5 Gal. Drum	
2.4	(MISCELLANEOUS)		
2.4.1	Cotton Mop Heads	Case/Each	
2.4.2	Rayon Mop Heads	Case/Each	
2.4.3	Bowl Brushes	Case/Each	
2.4.4	Maxi Angler Brooms	Each	
2.4.5	Mop Bucket & Ringer	Each	
2.4.6	Wet Floor Signs	Each	
2.4.7	36" x 5" Dust Mop Heads	Case	
2.4.8	Dust Mop Frames	Each	
2.4.9	Dust Mop Handles	Each	
2.4.10	Swiffer Refills	Case	
2.4.11	Swiffer Wands	Case	
2.4.12	Squeegees	Each	
2.4.13	60" Quik Change Mop & Handle	Each	
2.4.14	Dust Pans	Each	
2.4.15	Spray Bottles	Case	
2.4.16	Spray Nozzles	Case	
2.4.17	Ice Melt	100 lb Drum	
2.4.18	Band Aids	Case	
2.4.19	AAA Batteries	Carton	
2.4.20	AA Batteries	Carton	
2.4.21	D Batteries	Carton	
2.4.22	C Batteries	Carton	
2.4.23	9V Batteries	Carton	
2.4.24	6V Batteries	Carton	
2.4.25	Latex Gloves (Large)	Case	
2.4.26	Latex Gloves (Medium)	Case	
2.4.27	Nitrile Gloves (Large)	Case	
2.4.28	Nitrile Gloves (Medium)	Case	
2.4.29	White Floor Buffing Pads	Case	
2.4.30	Black Floor Stripping Pads	Case	
2.4.31	Betco Vacuum Bags	10 - Pack	
2.5	(CAN LINERS)		
2.5.1	MT-49 White Can Liners (56 Gallon)	Case	
2.5.2	MR-24330-MC Can Liners (16 Gallon)	Case	
2.5.3	MR-33403-MC Can Liners (33 Gallon)	Case	
2.5.4	TM-65-T Can Liners (60 Gallon)	Case	

As the above list may not be all products needed by our Buildings & Grounds Department, please provide a fixed rate of percentage discount that the county would receive on any additional items purchased: _____%

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Taney County, Missouri**

BID PAGE:

Bidder must complete the following section in its entirety, and sign and date where indicated on page one. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.
State any discounts offered: _____
- C. Response time/delivery: _____
(After receipt of order)
- D. Submittals - The following information, which applies, must be submitted with bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. List of machinery and equipment
 - 4. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
 - 5. Warranty Information.
 - 6. Descriptive literature
 - 7. List of suppliers

NO BID RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

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Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Bid / Proposal.

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STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

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Taney County, Missouri**

MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.
11. Requests for copies of Bid / Proposal Responses must be made through the County Clerk's Office through use of a PSR (Public Service Request), after award. 417-546-7202...

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)



Taney County, Missouri
Janitorial Supplies RFB #201206-189
Addendum #1

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Keeping in full compliance with the instructions stated within the RFB - I hereby submit this addendum. Answers below are the best we can do. Please keep in mind that we are fairly small county operation.

1. *Which of your departments uses the most plastic bags? Could you tell/estimate for us the yearly amt needed?*
Answer: No / Unknown.
2. *Who won your bid for plastic bags last year (i.e. Name of the company)?*
Answer: Pippin Wholesale-Primary, Springfield Paper Company- Secondary.
3. *What was the price per case that company gave you for your plastic needs?*
Answer: MT-49-56 Gallon-36.98 case, MR-33403MC-33 gallon-35.94, MR-24330-MC-16 gallon-42.21, MT-65-60 gallon-39.50
4. *How many cases do you take per shipment?*
Answer: Depends on the need.
5. *You have listed four different types of plastic bags. What are the size, thickness and color needed respectively?*
Answers:
2.5.1 MT-49 White Can Liners - 56 gallon *97 mil-white*
2.5.2 MR-24330-MC Can Liners - 16 gallon *8 mic-clear*
2.5.3 MR-33403-MC Can Liners - 33 gallon *16 mic-clear*
2.5.4 TM-65-T Can Liners - 60 gallon *1.8 mil-black*
6. *Does your facility have a loading for delivery and/or a palette jack?*
Answer: No
7. *Is shipping to one location for this order? If no, then how many cases do you take at a time?*
Answer: One location (Listed within the Bid on Page #4, Section 1.0, Item # 1.)
8. *What is the case weight per box of the can liners you are ordering?*
Answers: MT-49-13.1 lbs, MR-33403-MC-13.59 lbs, MR-24330-MC-17.13 lbs, MT-65-13.22 lbs

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **Janitorial Supplies RFB #201206-189**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
Janitorial Supplies RFB #201206-189
Addendum #2

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Keeping in full compliance with the instructions stated within the RFB - I hereby submit this addendum. Answers below are the best we can do. Please keep in mind that we are fairly small county operation.

1. Who won the bid for hand protection last year? What was their price per case?
ANSWER: Pippin Wholesale Co. Lg. Latex Gloves \$75.52, Med. Latex Gloves \$85.65, Lg. and Med. Nitrile Gloves \$68.05, these are for cases.
2. Is there an estimate of how many cases of gloves would be needed per year? How many cases per shipment?
ANSWER: This is just an estimate about 15 cases. There may just be one case of one size needed per shipment. Or one case of a different type of glove needed.
3. Will it be necessary to provide shipments that are less than one case (10 boxes)?
ANSWER: There may be shipment for only one case but not just a box.
4. Would black be acceptable for item #2.5.1, can liners, instead of white?
ANSWER: Yes
5. Provide the estimated quantity for all can liners, group 2.5.?
ANSWER: Perhaps 6 cases per month, as a rough estimate.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to **Janitorial Supplies RFB #201206-189**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____