



REQUEST FOR BID No. 201406-266

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

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **JANITORIAL SUPPLIES**
PLEASE MARK YOUR ENVELOPE "SEALED BID #201406-266"
RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY, OR
THREE (3) HARD COPIES. (Failure to submit copies, as indicated here MAY result in
being declared "Non-Responsive" disqualifying your entire Bid Response.)

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
132 David St. / P. O. Box 1630
Forsyth, MO 65653

Bid Opening

Location / Address: Taney County Commission Hearing Room (Old Courthouse)
132 David Street
Forsyth, MO 65653

Bid Schedule / Deadlines:

June 7, 2014 – July 14, 2014
July 7, 2014 at 2:00 PM.
July 14, 2014 at 2:00 P.M.
July 15, 2014 at 10:00 A.M.
July 15, 2014 – July 17, 2014

Bid Release Date / Advertising Period.
Deadline for Submitting Questions.
Closing Date / Time.
Opening Date / Time.
Approximate Review Period.

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 as well as all pages initialed. *An authorized signature and email address is **mandatory**, lack thereof will result in a determination of "Non-Responsive".

Company Name

Authorized Person (Print)

Address

*Signature

City/County/State/Zip

Title

Telephone #

Fax #

Date

Tax ID #

* E-mail

Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

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Welcome... Thank you for taking the time to review / participate in the following project and Thank You for your interest in Taney County Missouri.

- *There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid.*
- *Here I hope to assist any/all participants in making sure everyone has a fair and pleasant experience regarding this Bid.*
- *Please keep in mind that it is entirely possible that despite our best efforts information as detailed within this Bid may NOT include everything for every possible situation. Please contact me if you experience this.*
- *Historically 90% of the questions we receive are already answered within the full Bid Package.*
- *PLEASE READ all of the information CLOSELY and if you have a question review the information again as it is most likely you will find the answer.*
- *We ask, or rather require, that any/all questions be emailed rather than calling.*
- *All emails received WILL be answered as indicated within the written guidelines for written questions. (P.6)*
- *For areas, questions, and requirements that do not always apply - "N/A" may be an option. (P.7 - Item 4.2)*
- *Do not get "Side Tracked" by "Boiler-Plate" wording as it is impossible to "Tailor-Make" every single Bid Package 100% of the time to be a perfect fit. The mere word "Bid" suggests "an express effort to win". Be creative, offer options, and GOOD LUCK...!*

Sincerely,



RON ERICKSON
 Director of Purchasing
 Taney County Missouri

1. 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. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #4, item #2.3)

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:


- 1.1 Read ALL Bid documents immediately upon receipt. Note any special dates or requirements.
- 1.2 Contact the Taney County Purchasing Department with any questions relating to the Bid prior to the Bid opening. (See P.6, Item 3.1)
- 1.3 Use ink to fill in all blanks. (If I can't read your handwriting your Bid **will** be rejected.)
- 1.4 **COPIES ARE REQUIRED**, mark copies vs. original. (*Failure to submit copies, as requested on page #1, MAY result in being declared "Non-Responsive" disqualifying your entire Bid Response.*)
- 1.5 Turn your Bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Bids.
- 1.6 **No fax or electronic transmitted Bids will be accepted.**
- 1.7 In the event of only one response the County may reject the Bid and re-let it or consider other options which provide the best solutions for the county. Always acting in the best interest of Taney County.
- 1.8 Attend pre-Bid conferences, if any. (Most are Mandatory.)
- 1.9 Pay close attention to the terms *must, shall, should* or *may*. **READ EVERYTHING.**
- 1.10 Include an updated **W-9** form completed with your company information and signature.
- 1.11 Include, if applicable, current **prevailing wage** considerations with your Bid.
- 1.12 Remember to sign the Bid sheet as this is mandatory.

2. INSTRUCTIONS AND GENERAL CONDITIONS:

- 2.1 **Delivery of:** Sealed 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 Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following.
- 2.2 **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies. (Copies are required – NOT optional.)
- 2.3 **Closing:** Sealed Bids must be delivered before “Closing Date / Time” as listed on page one, to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office, to ensure their Bids are **delivered** in time to the Purchasing Department. (Extra steps may be needed if your Bid response package is a large box.)
- 2.4 **Late Packages:** The County will not accept any Bids received after the listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will be returned un-opened.
- 2.5 **Opening:** Bids will be opened publicly at “Opening Date / Time”, as listed on page one, and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm who formally requests it.
- 2.6 **Award.** Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Bid opening. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)
- 2.7 **Withdrawals:** Bids may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Bid.
- 2.8 **Sealed & Marked:** Bids **must** be submitted in a single sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note “Response to Request for Bid enclosed”. Also include a return name & address. **No fax or electronic transmitted Bids will be accepted.** (NOTE: Please *make sure* your package indicates “BID”, with the BID NUMBER - on the final outside surface of your package.)

- 2.9 **No Bid:** If you do not want to submit a Bid, please return the *No Bid Response Form* at the bottom of the last page of this package, and note your reason(s).
- 2.10 **Bidder Expenses:** This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing and submitting Bids called for in this Request for Bid.
- 2.11 **Presentations:** 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 Bidder in connection with such interviews or presentations (i.e. travel accommodations, etc.)
- 2.12 **Bid Term:** All 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. Bidders should NOT respond unless certain on this point.
- 2.13 **Bid Rejection:** The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.
- 2.14 **Multiple Awards:** Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
- 2.15 **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice. There are NO EXCEPTIONS to this system. Once products, or services, are received and accepted Taney County will process payment in full. Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.
- 2.16 **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.
- 2.17 **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Bid and thus be disqualified.
- 2.18 **Direct Email Address:** Vendors MUST supply this in order to receive award results. (Not simply a website.) We do not use USPS for results notification *only* email. Final results will be emailed to all responding Vendors using the email address provided within their Bid response on page one. Results will also be posted on our website at: www.taneycounty.org. **Please do not call for results.**

3. GUIDELINES FOR WRITTEN QUESTIONS, ANSWERS (ADDENDA), ETC:

- 3.1 All questions shall be submitted in writing, prior to the Bid **opening** and no later than **2:00 P.M. Monday July 7, 2014**. All questions must be emailed to; Ron Erickson, Director of Purchasing. (rone@co.taney.mo.us) as well as the department point of contact for this Bid listed on page 8, item 5.12. Department points of contact are responsible for answering technical questions. Questions on the Bid process belong to Purchasing, thus ALL questions are handled in a joint, or combined effort.
- 3.2 All questions will be answered in writing via email to all parties who had previously been part of the original DBI (Direct Bid Invitation email.), or had made email contact during the open Bid questioning timeframe. Deadline for issuing addenda (responses to questions) is: **Tuesday July 8, 2014** thus allowing Bidders to have a full week to make any necessary adjustments to their response. Addenda will also be posted on the Taney County Web site at: www.taneycounty.org by this deadline. Addenda acknowledgements MAY be emailed in if any given Vendor has already sent in their full Bid response.
- 3.3 Once at our website click on: . Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors as to the presence of any addenda.
- 3.4 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.
- 3.5 **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.
- 3.6 **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Bid responses will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of Bid responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

4. BASIC REQUIREMENTS / FACTORS:

- 4.1 **Award of Contract:** The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFB will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.
- 4.2 **Response Content:** In order to enable direct comparison of competing Responses, Bidders must submit Responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the forms provided herein. Every question must be answered and if not applicable, the section must contain "N/A."
- 4.3 **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.taneycounty.org. View information under *Purchasing*.
- 4.4 **Response Clarification:** The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 4.5 **Rejection or Correction of Responses:** The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 4.6 **Evaluation Process:** The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 4.7 **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

5. SCOPE OF SERVICES:

- 5.1 The Taney County Purchasing Department is accepting and reviewing all responses to this RFB for **JANITORIAL SUPPLIES** for the Taney County Buildings and Grounds Department.
- 5.2 The awarded / selected Janitorial Supplies Vendor will deliver various janitorial supplies as listed within, but not limited to, the following table.
- 5.3 Taney County may cancel any purchase at any time for a full credit.
- 5.4 All pricing **MUST** include delivery to: 132 David St. Forsyth, Mo. 65653 on orders meeting the minimum levels.
- 5.5 Minimum order level to include delivery charges:_____.
- 5.6 Delivery charges on orders below minimum:_____.
- 5.7 All pricing **MUST** remain in effect, available without increase, for one year.
- 5.8 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.
- 5.9 The County will not be required to purchase any/all, minimums/maximums as per the quantities listed within this Bid.
- 5.10 The quantities as listed within the Bid Pricing Table are estimates, only.
- 5.11 By virtue of statutory authority the Taney County Commission shall give preference to local services, within Taney County, when the price is the same or less.
- 5.12 For questions concerning ALL listed specifications, or ALL technical questions, the below "Department Point of Contact" **MUST** be contacted:

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

6. SPECIFICATIONS:

- 6.1 Contractor shall provide all warranty information. (Where applicable.)
- 6.2 Contractor shall provide descriptive literature. (Where applicable.)
- 6.3 Contractor shall provide a list of suppliers. (Where applicable.)
- 6.4 Contractor shall provide Material Data Safety Sheets (MSDS) as they may/may not be applicable / required.
- 6.5 Contractor shall submit an invoice to the County on a monthly basis to request payment for that time period.
- 6.6 **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.
- 6.7 **Response / delivery time:** _____
(After receipt of order)
- 6.8 Include an updated **W-9** form completed with your company information and signature.

7. BID PRICING TABLE:

Item #	BRAND / DESCRIPTION	SIZE (case, each, other)	BID PRICE (Indicate price per size)
7.1	<i>(PAPER PRODUCTS)</i>		
7.2	Advantage - 2 ply Toilet Tissue.	Case	
7.3	Heavenly Soft Hand Towels - 6 rolls/1,000 ft.- Must fit existing Dispensers.	Case	
7.4	Envision - Natural Center Hand Towels 12 Rolls/7.87"x625 ft. Must fit existing Dispensers.	Case	
7.5	Kleenex - Facial Tissue (Angel Soft)	Case	
7.6	Bounty - Basic Paper Towels	Case	
7.7	HG-1000 Toilet Seat Covers	Case	
7.8	Proctor & Gamble - Tampons- Used in Coin Machine	Case	
7.9	Hospital Specialty Co. - Maxi Guards- Used in Coin Machine	Case	
7.10	Rubbermaid - Sani- Sacks	Case	
7.11	<i>(DISPENSERS)</i>		
7.12	Georgia Pacific Center-pull Hand Towels Dispenses - Must be able to use above Hand Towels.	Each	
7.13	Georgia Pacific Center-pull Hand Towels Dispenses (560 Sheets.) - Must be able to use above Hand Towels	Each	

Item #	BRAND / DESCRIPTION	SIZE (case, each, other)	BID PRICE (Indicate price per size)
7.14	HG-1000 Dispenser	Each	
7.15	Sani-Sack Dispenser	Each	
7.16	Enmo - Hand Sanitizer Dispensers Must be able to use below refills of Enmo Hand Sanitizer.	Each	
7.17	Purell - Hand Sanitizer Dispensers Must be able to use below refills of Purell Hand Sanitizer.	Each	
7.18	(CLEANERS)		
7.19	Clorox – Bleach 5.25% Gallon Jugs.	Case	
7.20	Pinsol - Disinfectant / Cleaner Gallon Jugs.	Case	
7.21	Betco - Stainless Steel Cleaner.	Case	
7.22	Diversey - E-Z Pak Disinfectant.	Case	
7.23	Diversey - E-Z Pak Bowl Cleaner.	Case	
7.24	Low Acid Bowl Cleaner.	Case	
7.25	High Acid Bowl Cleaner.	Case	
7.26	Nuetral - Floor Care – Cleaner – Gallon Jugs.	Case	
7.27	Interplex - Floor Care – Wax – 5 Gallon Bucket	Each	
7.28	Offense - Floor Care – Stripper - 5 Gallon Bucket.	Each	
7.29	Floor Care / Sealer - 5 Gallon Bucket.	Each	
7.30	Pledge Furniture Polish.	Case	
7.31	Reckitt Benckiser – Resolve Carpet Spot Cleaner – 1 Quart Bottles.	Case	
7.32	Betco Glass Cleaner Spray Bottle -1 Quart Bottles.	Case	
7.33	Lysol Disinfectant Spray Cleaner.	Case	
7.34	Dial Gold Hand Soap Hand Soap-Antibacterial- 9.375 Oz Bottles.	Case	
7.35	Softsoap - Soap- Antibacterial-7.5 Oz Bottles.	Case	
7.36	Dawn Dish Soap.	Case	
7.37	Clorox Disinfectant Spray.	Case	
7.38	Scrubbing Bubbles Cleaner.	Case	
7.39	Enmotion Hand Sanitizer (Refills) 1000 ml. Bags.	Case	
7.40	Purell Hand Sanitizer Dispensers (Refills) 40.5 fl. oz. Bottles.	Case	
7.41	(MISCELLEANOUS)		
7.42	Zephyr - Cotton Mop Heads	Case	
7.43	Zephyr - Rayon Mop Heads	Case	
7.44	Bowl Brushes	Case	
7.45	Rubbermaid - Maxi Angler Brooms.	Each	
7.46	Rubbermaid - Mop Bucket & Wringer.	Each	
7.47	Rubbermaid - Wet Floor Signs.	Each	
7.48	36" x 5" Dust Mop Heads.	Case	
7.49	Dust Mop Frames for 36"x5" Dust Mop Heads.	Each	
7.50	Dust Mop Handles for 36"x5" Dust Mop Heads.	Each	
7.51	Swiffer Refills - 10 Refills per box.	Case	
7.52	Swiffer Wands - 360 Degree Duster Extender Kit.	Case	
7.53	Squeegees for Windows.	Each	

Item #	BRAND / DESCRIPTION	SIZE (case, each, other)	BID PRICE (Indicate price per size)
7.54	60" Quik Change Mop & Handle.	Each	
7.55	Dust Pans.	Each	
7.56	Spray Bottles.	Case	
7.57	Spray Nozzles.	Case	
7.58	Ice Melt	100 lb Dr.	
7.59	Band Aids	Box	
7.60	Energizer/Duracell - AAA Batteries	Carton	
7.61	Energizer/Duracell - AA Batteries	Carton	
7.62	Energizer/Duracell - D Batteries	Carton	
7.63	Energizer/Duracell - C Batteries	Carton	
7.64	Energizer/Duracell - 9V Batteries	Carton	
7.65	Energizer/Duracell - 6V Batteries	Carton	
7.66	Frosty Acres - Latex Gloves (Large)	Case	
7.67	Frosty Acres - Latex Gloves (Medium)	Case	
7.68	Job Select - Nitrile Gloves (Large)	Case	
7.69	Job Select - Nitrile Gloves (Medium)	Case	
7.70	3 M - White Floor Buffing Pads	Case	
7.71	3M - Black Floor Stripping Pads	Case	
7.72	Betco Vacuum Bags	10 - Pack	
7.73	(CAN LINERS)		
7.74	MT-49 White Can Liners (56 Gallon) .97 mil Gauge	Case	
7.75	MR-24330-MC Can Liners (16 Gallon) 6 micron Gauge	Case	
7.76	MR-33403-MC Can Liners (33 Gallon) 16 micron Gauge	Case	
7.77	TM-65-T Can Liners (60 Gallon) 1.8 mil gauge	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: _____%

8. TOTAL PRICE INCLUSIONS & TAX EXEMPTION:

The total amount we will apply on a Purchase Order *must include* the following items:
(If / As Applicable.)

- 8.1 Mileage.
- 8.2 Shipping. (Certain exceptions duly noted previously in items 5.5 & 5.6 regarding below minimum orders.)
- 8.3 Packing.
- 8.4 Handling.
- 8.5 Whatever other miscellaneous fees there may be.
- 8.6 Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.**



9. STANDARD TERMS AND CONDITIONS:

- 9.1 Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in this Request for Bid.
- 9.2 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.
- 9.3 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**.
- 9.4 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.
- 9.5 **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
- 9.6 The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.
- 9.7 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.
- 9.8 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.
- 9.9 Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
- 9.10 Prices must be as stated in units of quantity specified, and must be firm.
- 9.11 No bid transmitted by fax machine or e-mail will be accepted.
- 9.12 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.

- 9.13 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.)
- 9.14 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.
- 9.15 In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 9.16 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.

10. NO BID RESPONSE FORM

NOTE: Complete and return this section 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, email, or fax.

Thank you...

RFB# 201406-266 Janitorial Supplies

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



Taney County, Missouri
RFB# 201406-266 Janitorial Supplies
Addendum #1
June 10, 2014

This addendum is issued in accordance with Section #3, on page #6 – “Guidelines for Written Questions”, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. Also, by this formal/official addendum we are meeting the listed timeframe/deadline per item #3.2 within section #3, on page #6 of the full RFB. Bidders are reminded that receipt of this addendum **shall** be acknowledged and submitted with Bidder’s *Response Page*.

Specifications for the above noted RFB 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, answers in red below, as supplied by Taney County Road & Bridge.

1. What is the quantity and size of mop heads? **ANSWER: The mop heads are 24oz., 12 to a case. For the sake of this entire Bid offer various case options when case amounts vary.**
2. What is the previous Bid award information? **ANSWER: Attached.**
3. What is the estimated usage? **ANSWER: See pages #2 & #3 for ESTIMATES - ONLY. Our usage varies month to month basically our needs are for the courthouse and judicial facilities staffed by approximately 150 employees which includes a jail that averages just shy of 200 daily inmate population. This information should assist in offering valid Bid responses that always should include quantity optional pricing and creativity.**
4. Ordering clarification. **Ordering is done weekly; the amounts ordered solely depend on weekly needs. Due to limited storage availability we almost would never have more than a maximum of ten (10) cases of any one item on hand at any given timeframe.**

This addendum may *a/so* be acknowledged via email.

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.tanev.mo.us

BIDDER has examined copy of Addendum #1 to RFB# 201406-266, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

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

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Item #	BRAND / DESCRIPTION	SIZE (case, each, other)	AVERAGE ANNUAL USAGE
7.1	<i>(PAPER PRODUCTS)</i>		
7.2	Advantage - 2 ply Toilet Tissue.	Case	100
7.3	Heavenly Soft Hand Towels - 6 rolls/1,000 ft.- Must fit existing Dispensers.	Case	109
7.4	Envision - Natural Center Hand Towels 12 Rolls/7.87"x625 ft. Must fit existing Dispensers.	Case	32
7.5	Kleenex - Facial Tissue (Angel Soft)	Case	100
7.6	Bounty - Basic Paper Towels	Case	150
7.7	HG-1000 Toilet Seat Covers	Case	25
7.8	Proctor & Gamble - Tampons- Used in Coin Machine	Case	2
7.9	Hospital Specialty Co. - Maxi Guards- Used in Coin Machine	Case	2
7.10	Rubbermaid - Sani- Sacks	Case	10
7.11	<i>(DISPENSERS)</i>		
7.12	Georgia Pacific Center-pull Hand Towels Dispenses - Must be able to use above Hand Towels.	Each	4
7.13	Georgia Pacific Center-pull Hand Towels Dispenses (560 Sheets.) - Must be able to use above Hand Towels	Each	4
7.14	HG-1000 Dispenser	Each	2
7.15	Sani-Sack Dispenser	Each	2
7.16	Enmo - Hand Sanitizer Dispensers Must be able to use below refills of Enmo Hand Sanitizer.	Each	6
7.17	Purell - Hand Sanitizer Dispensers Must be able to use below refills of Purell Hand Sanitizer.	Each	6
7.18	<i>(CLEANERS)</i>		
7.19	Clorox – Bleach 5.25% Gallon Jugs.	Case	48
7.20	Pinsol - Disinfectant / Cleaner Gallon Jugs.	Case	48
7.21	Betco - Stainless Steel Cleaner.	Case	4
7.22	Diversey - E-Z Pak Disinfectant.	Case	100
7.23	Diversey - E-Z Pak Bowl Cleaner.	Case	100
7.24	Low Acid Bowl Cleaner.	Case	48
7.25	High Acid Bowl Cleaner.	Case	25
7.26	Nuetral - Floor Care – Cleaner – Gallon Jugs.	Case	4
7.27	Interplex - Floor Care – Wax – 5 Gallon Bucket	Each	3
7.28	Offense - Floor Care – Stripper - 5 Gallon Bucket.	Each	3
7.29	Floor Care / Sealer - 5 Gallon Bucket.	Each	3
7.30	Pledge Furniture Polish.	Case	14
7.31	Reckitt Benckiser – Resolve Carpet Spot Cleaner – 1 Quart Bottles.	Case	2
7.32	Betco Glass Cleaner Spray Bottle -1 Quart Bottles.	Case	12
7.33	Lysol Disinfectant Spray Cleaner.	Case	12
7.34	Dial Gold Hand Soap Hand Soap-Antibacterial- 9.375 Oz Bottles.	Case	40
7.35	Softsoap - Soap- Antibacterial-7.5 Oz Bottles.	Case	40
7.36	Dawn Dish Soap.	Case	6
7.37	Clorox Disinfectant Spray.	Case	12
7.38	Scrubbing Bubbles Cleaner.	Case	12

Item #	BRAND / DESCRIPTION	SIZE (case, each, other)	AVERAGE ANNUAL USAGE
7.39	Enmotion Hand Sanitizer (Refills) 1000 ml. Bags.	Case	20
7.40	Purell Hand Sanitizer Dispensers (Refills) 40.5 fl. oz. Bottles.	Case	20
7.41	<i>(MISCELLEANOUS)</i>		
7.42	Zephyr - Cotton Mop Heads	Case	4
7.43	Zephyr - Rayon Mop Heads	Case	25
7.44	Bowl Brushes	Case	5
7.45	Rubbermaid - Maxi Angler Brooms.	Each	20
7.46	Rubbermaid - Mop Bucket & Wringer.	Each	2
7.47	Rubbermaid - Wet Floor Signs.	Each	6
7.48	36" x 5" Dust Mop Heads.	Case	25
7.49	Dust Mop Frames for 36"x5" Dust Mop Heads.	Each	8
7.50	Dust Mop Handles for 36"x5" Dust Mop Heads.	Each	8
7.51	Swiffer Refills - 10 Refills per box.	Case	3
7.52	Swiffer Wands - 360 Degree Duster Extender Kit.	Case	3
7.53	Squeegees for Windows.	Each	6
7.54	60" Quik Change Mop & Handle.	Each	25
7.55	Dust Pans.	Each	12
7.56	Spray Bottles.	Case	3
7.57	Spray Nozzles.	Case	3
7.58	Ice Melt (DEPENDS ON HOW HARSH OF A WINTER?)	100 lb Dr.	1(?)
7.59	Band Aids	Box	5
7.60	Energizer/Duracell - AAA Batteries	Carton	15
7.61	Energizer/Duracell - AA Batteries	Carton	20
7.62	Energizer/Duracell - D Batteries	Carton	10
7.63	Energizer/Duracell - C Batteries	Carton	10
7.64	Energizer/Duracell - 9V Batteries	Carton	2
7.65	Energizer/Duracell - 6V Batteries	Carton	2
7.66	Frosty Acres - Latex Gloves (Large)	Case	25
7.67	Frosty Acres - Latex Gloves (Medium)	Case	25
7.68	Job Select - Nitrile Gloves (Large)	Case	25
7.69	Job Select - Nitrile Gloves (Medium)	Case	25
7.70	3 M - White Floor Buffing Pads	Case	2
7.71	3M - Black Floor Stripping Pads	Case	2
7.72	Betco Vacuum Bags	10 - Pack	1
7.73	<i>(CAN LINERS)</i>		
7.74	MT-49 White Can Liners (56 Gallon) .97 mil Gauge	Case	48
7.75	MR-24330-MC Can Liners (16 Gallon) 6 micron Gauge	Case	48
7.76	MR-33403-MC Can Liners (33 Gallon) 16 micron Gauge	Case	48
7.77	TM-65-T Can Liners (60 Gallon) 1.8 mil gauge	Case	48

NOTE; The above usage tables are being supplied as the result of numerous requests, THEY ARE ONLY ESTIMATES. They are NOT arrived upon through a strict review of previous bills. We do not have a system to produce an exact number nor the staff to manually look at every invoice. We hope that this effort will assist well enough especially when combined with the information on page # 1. If not feel free to decline but we hope as many Vendors reading this now will decide to participate. Remember all Bids should offer options and be creative.



BID TABULATION FORM (AWARD)

BID DATE; Thursday July 19, 2012

BID FOR; Janitorial Supplies

BID NUMBER; **RFB# 201206-189**

RESPONSES RECEIVED (VENDOR NAME)	CITY / STATE	PRICING RATING (HIGH - LOW, 9-1)	NOTES
Kee Wes	Springfield, Mo.	1	Complete response, lowest on 27 items.
Pippen	Harrison, Ar.	2	Complete response, lowest on 17 items.
Springfield Janitor Supply	Springfield, Mo.	3	Complete response, lowest on 9 items.
Central Poly Corp.	Linden, NJ.	4	Partial response, lowest on trash liners.
Dash Medical Glove	Franklin, WI.	5	Partial response, only elected to Bid on one item.
Interboro Packaging	Montgomery, NY	6	Partial response, trash can liners & gloves.
All American Poly	Piscataway, NJ.	7	Partial response, trash can liners only.
UNIPAK	Brooklyn, NY	8	Partial response, trash can liners. (Highest)
ITS - Suppliers	Hermitage, TN.	9	Partial response gloves only. (Highest)

The Taney County Commission met today in reference to the above listed RFB. After opening responses from all of the above listed companies a motion was made to allow a time for a thorough review of all information packages as received from each by Renee Brusca, Director of Buildings & Grounds. The Commission requested that after said review a recommendation be made on Monday July 23, 2012.

July 23, 2012: Subsequent to a thorough review Renee Brusca has requested that the top three Vendors above be awarded as "A", "B", and "C" for supplying various janitorial supplies. Each of the three carry differing specific items preferred by the Buildings & Grounds Department – at cost saving prices for Taney County. (Some are critical to being able to work with existing fixtures.)

Also we would like to designate Central Poly Corporation as the "Awarded Vendor" for trash can liners & rubber gloves. They were the lowest for trash can liners and very close on their rubber glove Bid.

A motion was made to make the award – as indicated above - and the Taney County Commission voted unanimously to do so.

Thank you.

Ron Erickson,
Director of Purchasing
Taney County Missouri
July 23, 2012



Taney County, Missouri
RFB# 201406-266 Janitorial Supplies
Addendum #2
June 19, 2014

This addendum is issued in accordance with Section #3, on page #6 – “Guidelines for Written Questions”, indicated within the Request for Bid. The following information is hereby incorporated into and made a part of the RFB Documents. Also, by this formal/official addendum we are meeting the listed timeframe/deadline per item #3.2 within section #3, on page #6 of the full RFB. Bidders are reminded that receipt of this addendum **shall** be acknowledged by email or submitted with Bidder’s *Response Page*.

Specifications for the above noted RFB 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, answers in red below, as supplied by Taney County Buildings & Grounds Supervisor Renee Brusca and myself.

1. Is this bid historically awarded to one or multiple vendors? **Answer: As explained within the Bid we allow ourselves the option to award to multiple Vendors when it is in the best interest of the taxpayers. The term "historically" does not enter into any decision when the goal is as already mentioned.**
2. Can you supply us with the award pricing and winning vendor(s) for the can liners and gloves (latex and nitrile)? **Answer: Previous pricing is not normally included within Bids. Our POs are public record which you could make a formal request for through a “PSR” which is required for any public record. That process is also explained within the Bid instructions. (P.6, item #3.6) Rather I suggest you simply offer your lowest possible price.**
3. Are you asking for powder free gloves? **Answer: YES -powder free only.**
4. Can we bid our own brands for the gloves and can liners, or only what is written in the bid? **Answer: Mention of any given “Brand” is explained within the Bid. (P. 12, item 9.4) Exceptions are listed as they apply to various dispensers / holders. (Of course you can Bid whatever you'd like - I think I try to convey what we believe the word "Bid" to mean on page #2 of the RFB.)**
5. What is the exact size, color, gauge currently being purchased for each of the can liners? **Answer: Most of this is listed / covered within the Bid, and Addendum #1, except for color which is only mentioned once. If not listed color does not matter.**
6. Based on past ordering history, can you tell us about how often are orders placed for the liners and gloves (monthly, quarterly or other?) and approximately how many cases of each of these items are ordered at a time? **Answer: Annual usage is listed within Addendum #1; orders are placed weekly – or as needed...**

We hope that this effort will assist well enough especially when combined with the information within the full Bid as well as Addendum #1. If not feel free to decline but we hope as many Vendors reading this now will decide to participate. Remember all Bids should offer options and be creative.

This addendum may *also* be acknowledged via email.

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

BIDDER has examined copy of Addendum #2 to **RFB# 201406-266**, 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
RFB# 201406-266 Janitorial Supplies
Addendum #3
July 7, 2014

This addendum is issued in accordance with Section #3, on page #6 – “Guidelines for Written Questions”, indicated within the Request for Bid. The following information is hereby incorporated into and made a part of the RFB Documents. Also, by this formal/official addendum we are meeting the listed timeframe/deadline per item #3.2 within section #3, on page #6 of the full RFB. Bidders are reminded that receipt of this addendum **shall** be acknowledged by email or submitted with Bidder’s *Response Page*.

Specifications for the above noted RFB 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 using the same numbering system within the full Bid, answers in red below, as supplied by Taney County Buildings & Grounds Supervisor Renee Brusca and myself.

- 7.8 Size or product code? **Regular, in a flushable cardboard applicator.**
- 7.9 Size or product code? **Size Number 4” in cardboard Box.**
- 7.10 Rubbermaid Sani- Sack size? **8 ¾” x 9”.**
- 7.19 Clorox Bleach is readily available in 8.25% concentration. Is 5.25% correct as listed on the bid? **On the bottle it lists 5.7% yeild available chlorine?**
- 7.21 Lists Betco Stainless Cleaner. Liquid, spray, aerosol. Are you interested in another alternative? **It is always “OK” to offer options in any Bid.**
- 7.27 Any specs or preferences on Interplex Wax? **Any good floor wax would be considered.**
- 7.28 Any specs or preferences on Offense Stripper? **Any good stripper would be considered.**
- 7.53 Type of squeegee for window? **20” to 24” wide with a handle extending to at least 5 ft.**
- 7.54 Metal dust pans OK? **NO, these are also used by jail prisoners.**
- 7.70 Size or model no for Buffing Pad? **20”.**
- 7.71 Size or model no for Stripping Pad? **20”.**

We hope that this effort will assist well enough especially when combined with the information within the full Bid as well as previous addenda. Bids should offer options and be creative.

This addendum may *also* be acknowledged via email.

Thank you.

By,

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



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

BIDDER has examined copy of Addendum #3 to **RFB# 201406-266**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____