



REQUEST FOR BID # 201606-344 JANITORIAL SUPPLIES

BID SCHEDULE & DEADLINES:

June 11 – July 12, 2016

July 5, 2016 at 2:00 P.M.

July 12, 2016 at 2:00 P.M.

July 13, 2016 at 9:30 A.M.

Bid Release Date / Advertising Period.

Deadline for Submitting Questions.

Closing Date / Time.

Opening Date / Time.

Responding Vendor / Company Name

City / State

Attn: **Ron Erickson, Director of Purchasing**

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

rone@co.taney.mo.us

Bidder's Initials: _____

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Commodity Title: JANITORIAL SUPPLIES
 PLEASE MARK YOUR ENVELOPE "SEALED BID #201606-344"
 RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
 P. O. Box 1630 (*PO Box MUST be used for normal mail.*)
 132 David St. (*Physical Address MUST be used for package delivery.*)
 Forsyth, MO 65653

Bid Opening

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

The undersigned certifies their 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." Type or print 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 (<i>As it appears on submitted W9.</i>)		_____ Authorized Person (Print)	
_____ Address		_____ *Signature	
_____ City/County/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ *E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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 listed in 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.

As a courtesy the below “BID RESPONSE TIPS” Table is offered to assist Bidders. Feel free to use it as a checklist and information source to help create a more accurate response which is more compliant than it might otherwise turn out. Use a checkmark (✓) in the correct box as it applies to ensure everything is covered...

*A = Acknowledged below item with intent to comply/agree with as it may/may not apply.
 N = Not applicable.*

ITEM #	BID RESPONSE TIPS (Suggestions & Requirements.)	A	N
1.1	Read ALL Bid documents closely - immediately upon receipt.		
1.2	Note any/all special dates or requirements.		
1.3	See Items 3.1 & 3.2 for the process to submit questions.		
1.4	Handwritten responses must be clearly legible – in ink.		
1.5	Un-readable responses will be rejected.		
1.6	Three (3) copies of Bid are required. Please indicate copies versus original.		
1.7	Turn your Bid in as soon as possible.		
1.8	Deadline dates and times are strictly adhered to.		
1.9	The County cannot, and will not, accept any late Bids.		
1.10	No fax or electronic transmitted Bids will be accepted.		
1.11	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 - always acting in the best interest of Taney County.		
1.12	When a Bid, or project, includes pre-bid meetings or on site visits, Bidder attendance and compliance with sign-up sheets, etc., is mandatory.		
1.13	Pay close attention to the terms <i>must, will, shall, should</i> or <i>may</i> .		
1.14	Include a current/signed W-9 form with your company information. Having this up front benefits any awarded Vendor by greatly expediting our payment process. Taney County Accounts Payable Department must have this form before they can process payment.		
1.15	Include, if applicable, current prevailing wage considerations with your Bid.		
1.16	Remember to sign the Bid sheet as this is mandatory.		
1.17	For areas, questions, and requirements that do not always apply - “N/A” may be an option. (See Item 4.3)		

The following sections; 2, 3, and 4 include instructions, conditions, guidelines, requirements and other key factors that must be understood. Using the checkmark system here will assist Vendors in participating correctly and limit the possibility of their response being disqualified due to a technicality. Use a checkmark (✓) to acknowledge each of the following items. We have found this method improves communications, limits the need for questions and thus addendum, and helps to avoid other areas of confusion.

2.	<i>INSTRUCTIONS AND GENERAL CONDITIONS:</i>	(✓)
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	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 two.	
2.3	USPS Warning: There is no mail delivery service at the courthouse. When sending packages Bidders risk their response not arriving in time by way of the United States Postal Service. The Post Office may fail to leave a "pick up slip" in the correct county P.O. Box alerting us that they are holding a package requiring our signature. If a Bidder must use U.S.P.S. do not require a signature on our end, simply make sure to mail it only to our P.O. address. Other delivery services require our physical address. Both addresses are clearly listed on page #2. U.S.P.S. ONLY recognizes our PO address. It is the Bidder's responsibility, not the county, nor the Post Office, to ensure Bids are delivered in time to the Purchasing Department.	
2.4	Late Packages: The County will not accept any Bids received after the listed closing date/time. Late Bids are "NON-RESPONSIVE". They will not be opened.	
2.5	Opening: Bids will be opened publicly at "Opening Date / Time", as listed on page one, and read aloud, in public, in the Taney County Commission Hearing Room. All Bid responses are 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 / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete review. 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, by email or letter, prior to the time of acceptance of the bid. Once a bid response is opened, accepted it can only be withdrawn by order / approval of the Taney County Commission.	
2.8	Sealed & Marked: Bids must be submitted in a 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" with a return name & address. No fax or electronic transmitted Bids will be accepted. 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 on page #11 of this package, and note your reason. (Optional).	
2.10	Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing information to respond to this RFB.	
2.11	Presentations: The County reserves the right to conduct interviews or require presentations prior to selection. The County will not be liable for any costs incurred in connection with interviews or presentations (i.e. travel accommodations, etc.)	

2.	INSTRUCTIONS AND GENERAL CONDITIONS: (Continued)	(✓)
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. Submitted bid pricing within any Request For Bid, once opened, CANNOT be changed for any reason. Any such changes, by law, will disqualify that full response.	
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: Taney County standard payment terms are Net 30 after receipt of an invoice. We can not, and will not, agree to any other payment terms. 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 items within sections 2, 3, 4 may result in said bid response being determined non-responsive.	
2.18	Direct Email Address: An email address MUST be provided in order to receive award results. (Not simply a website.) We do not use USPS for results only email. Final award results will be emailed to all responding Vendors. 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 must be submitted prior to the Bid opening and no later than 2:00 P.M. Tuesday July 5, 2016. Questions are to be emailed to: rone@co.taney.mo.us	
3.2	All questions will be answered in written addendum form and emailed 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. Addendum email will be sent as close as possible to the day following the deadline listed in item 3.1 above. Same addendum will also be posted on the Taney County website.	
3.3	Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors to our website as to the presence of any addenda.	
3.4	Aside from routine questions if it becomes necessary to revise any part of this RFB, written addendum will be issued to address that need. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.	
3.5	Sunshine Laws: Per applicable 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. (<i>Section 610.026, RSMo.</i>)	

4.	<i>BASIC REQUIREMENTS / FACTORS:</i>	(✓)
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	Agreement: The entire contents of received Bid response documents submitted by the successful Bidder to this RFB shall include <u>all</u> Bid documents and will become a part of any contract award as a result of this solicitation. These signed Bid Documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ____" at the bottom of each page <u>after completing each section</u> . Any bids not complying with this condition may be considered non-responsive and rejected. The Awarded Vendor, of this RFB, will follow up with a written agreement sample, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties in harmony with this signed response. A standard sample agreement currently being used by Taney County, in most cases, is attached here as a reference.	
4.3	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 should be answered. If not applicable, the section should contain "N/A."	
4.4	Advice of Award: The County's Bids, Bid Tabulations, and Bid Award information may be viewed on our website at www.taneycounty.org . (Purchasing Department Page.)	
4.5	Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.	
4.6	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 best interest of Taney County.	
4.7	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.	
4.8	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 Dept.
- 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 Listed "BRANDS" may be part of a final Bidder's response or simply used as a reference.
- 5.6 Minimum order level to include delivery charges:_____.
- 5.7 Delivery charges on orders below minimum:_____.
- 5.8 All pricing MUST remain in effect without increase for 24 months from date of award.
- 5.9 Any subsequent contract will remain in place for twenty four (24) months unless otherwise ordered by the Taney County Commission, with a one year renewal option.
- 5.10 The County will not be required to purchase any/all, minimums/maximums as per the quantities listed within this Bid.
- 5.11 The quantities as listed within the Bid Pricing Table are estimates, only.
- 5.12 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.
- 5.13 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 & BID PRICING TABLE:

Item #	DESCRIPTION <i>(Brands indicated may be included in Bidder's responses or as a reference.)</i>	SIZE (case, each, other)	BID PRICE (Indicate price per size)
<i>(PAPER PRODUCTS)</i>			
6.1.	2 ply Toilet Tissue.	Case	
6.2.	Heavenly Soft Hand Towels - 6 rolls/1,000 ft. <i>(Must fit existing Dispensers.)</i>	Case	
6.3.	Envision - Natural Center Hand Towels 12 Rolls/7.87"x625 ft. <i>(Must fit existing Dispensers.)</i>	Case	
6.4.	Kleenex - Facial Tissue (Angel Soft).	Case	
6.5.	Bounty - Basic Paper Towels.	Case	
6.6.	HG-1000 Toilet Seat Covers.	Case	
6.7.	Proctor & Gamble - Tampons- Used in Coin Machine.	Case	
6.8.	Hospital Specialty Co. - Maxi Guards- Used in Coin Machine.	Case	
6.9.	Rubbermaid - Sani- Sacks.	Case	
6.10.	Tampons -Flushable Applicators.	Case	
6.11.	Maxi-Guards.	Case	

Item #	DESCRIPTION <i>(Brands indicated may be included in Bidder's responses or as a reference.)</i>	SIZE (case, each, other)	BID PRICE (Indicate price per size)
<i>(DISPENSERS)</i>			
6.12.	Georgia Pacific Center-pull Hand Towels Dispenses - Must be able to use above Hand Towels.	Each	
6.13.	Georgia Pacific Center-pull Hand Towels Dispenses (560 Sheets.) - Must be able to use above Hand Towels	Each	
6.14.	HG-1000 Dispenser	Each	
6.15.	Sani-Sack Dispenser	Each	
6.16.	Enmo - Hand Sanitizer Dispensers Must be able to use below refills of Enmo Hand Sanitizer.	Each	
6.17.	Purell - Hand Sanitizer Dispensers Must be able to use below refills of Purell Hand Sanitizer.	Each	
<i>(CLEANERS)</i>			
6.18.	Clorox – Bleach 5.25% Gallon Jugs.	Case	
6.19.	Pinsol - Disinfectant / Cleaner Gallon Jugs.	Case	
6.20.	Stainless Steel Cleaner.(Aerosol)	Case	
6.21.	Diversey - E-Z Pak Disinfectant.	Case	
6.22.	Diversey - E-Z Pak Bowl Cleaner.	Case	
6.23.	High Acid Bowl Cleaner.	Case	
6.24.	Low Acid Bowl Cleaner.	Case	
6.25.	Non- Acid Bowl Cleaner.	Case	
6.26.	Nuetral - Floor Care – Cleaner – Gallon Jugs.	Case	
6.27.	Floor Care – Wax – 5 Gallon Bucket	Each	
6.28.	Floor Care – Stripper - 5 Gallon Bucket.	Each	
6.29.	Floor Care / Sealer - 5 Gallon Bucket.	Each	
6.30.	Pledge Furniture Polish.	Case	
6.31.	Reckitt Benckiser – Resolve Carpet Spot Cleaner –Bottles.	Case	
6.32.	409 Glass & Surface Cleaner Spray Bottle -1 Quart Bottles.	Case	
6.33.	Lysol Disinfectant Spray Cleaner. (Aerosol Can)	Case	
6.34.	Dial Gold Hand Soap Hand Soap-Antibacterial- 9.375 Oz Bottles.	Case	
6.35.	Softsoap - Soap- Antibacterial-7.5 Oz Bottles.	Case	
6.36.	Dawn Dish Soap.	Case	
6.37.	Enmotion Hand Sanitizer (Refills) 1000 ml. Bags.	Case	
6.38.	Purell Hand Sanitizer Dispensers (Refills) 40.5 fl. oz. Bottles or Bags.	Case	
<i>(MISCELLEANOUS)</i>			
6.39.	Zephyr - Cotton Mop Heads (24 oz. – 12 to a case.)	Case	
6.40.	Zephyr - Rayon Mop Heads (24 oz. – 12 to a case.)	Case	
6.41.	Bowl Brushes	Case	
6.42.	Rubbermaid - Maxi Angler Brooms.	Each	
6.43.	Rubbermaid - Mop Bucket & Wringer.	Each	
6.44.	Rubbermaid - Wet Floor Signs.	Each	
6.45.	36” x 5” Dust Mop Heads.	Case	

Item #	DESCRIPTION <i>(Brands indicated may be included in Bidder's responses or as a reference.)</i>	SIZE (case, each, other)	BID PRICE (Indicate price per size)
6.46.	Dust Mop Frames for 36"x5" Dust Mop Heads.	Each	
6.47.	Dust Mop Handles for 36"x5" Dust Mop Heads.	Each	
6.48.	Swiffer Refills - 10 Refills per box.	Case	
6.49.	Swiffer Wands - 360 Degree Duster Extender Kit.	Case	
6.50.	Squeegees for Windows. (20" – 24")	Each	
6.51.	60" Quik Change Mop & Handle.	Each	
6.52.	Dust Pans. (PLASTIC ONLY.)	Each	
6.53.	Spray Bottles.	Case	
6.54.	Spray Nozzles.	Case	
6.55.	Ice Melt	100 lb Dr.	
6.56.	Energizer/Duracell - AAA Batteries	Carton	
6.57.	Energizer/Duracell - AA Batteries	Carton	
6.58.	Energizer/Duracell - D Batteries	Carton	
6.59.	Energizer/Duracell - C Batteries	Carton	
6.60.	Energizer/Duracell - 9V Batteries	Carton	
6.61.	Energizer/Duracell - 6V Batteries	Carton	
6.62.	Powder Free Latex Gloves (Large)	Case	
6.63.	Powder Free Latex Gloves (Medium)	Case	
6.64.	Powder Free Nitrile Gloves (Large)	Case	
6.65.	Powder Free Nitrile Gloves (Medium)	Case	
6.66.	Powder Free Nitrile Gloves (XLG)	Case	
6.67.	3 M - White Floor Buffing Pads (20")	Carton	
6.68.	3M - Black Floor Stripping Pads (20")	Carton	
	(CAN LINERS)		
6.69.	MT-49 White Can Liners (56 Gallon) .97 mil Gauge	Case	
6.70.	MR-24330-MC Can Liners (16 Gallon) 6 micron Gauge	Case	
6.71.	MR-33403-MC Can Liners (33 Gallon) 16 micron Gauge	Case	
6.72.	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: _____%

For Sections 7, 8, and 9 use the below “KEY” to check (✓) off the appropriate box. The total number of exceptions will be included in combination with total bid price for comparison purposes toward award recommendation. Make sure to explain all exceptions.

C = Comply with item. (In some cases this will serve as a simple acknowledgement.)

D = Do not / cannot comply with item.

E = Exception taken to item. (A full explanation should be provided for any/all exceptions.)

7. BIDDER DIRECTIVES:		C	D	E
7.1	Standard payment terms are Net 30 after receipt of invoice, no exceptions.			
7.2	Response time/delivery: <input type="text"/> (After Receipt of Order.)			
7.3	Include an updated W-9 form with your company information and signature. The formal – legal company name as listed on submitted W9 will be used on any subsequently awarded contract / agreement.			
7.4	Contractor shall provide all warranty information. (Where applicable.)			
7.5	Contractor shall provide descriptive literature. (Where applicable.)			
7.6	Contractor shall provide a list of suppliers. (Where applicable.)			
7.7	Contractor shall provide Material Data Safety Sheets (MSDS) as they may/may not be applicable / required.			
7.8	Taney County places orders weekly which cannot impact pricing variations.			
7.9	Quantities needed per item, due to usage fluctuations, vary monthly as well as annually. Any / all pricing structure must accommodate these needs / fluctuations.			
7.10	The total amount of supplies ordered is expected to change from year to year.			
7.11	Per item 5.9 on page #7 the county will not be locked in on minimum, nor maximum quantities. Vendors who cannot comply with this should not respond to this RFB.			
8. TOTAL PRICE INCLUSIONS, TAX EXEMPTION:		C	D	E
8.1	Shipping, Handling, and Delivery Fees – all MUST be included in total Bid Price.			
8.2	Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.			
8.3	Whatever other miscellaneous fees there may be.			
9. STANDARD TERMS AND CONDITIONS:		C	D	E
9.1	Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the 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 completing each section – in same order as received, 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	The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.			

9.6	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.			
9.7	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.			
9.8	Failure to deliver as guaranteed may disqualify Bidder from future bidding.			
9.9	Prices must be as stated in units of quantity specified, and must be firm.			
9.10	The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered and is accepted by the County.			
9.11	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.			
9.12	In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.			
9.13	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 # 201606-344 Janitorial Supplies

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

AGREEMENT (*Sample*)
for
JANITORIAL SUPPLIES

THIS AGREEMENT dated the _____ day of _____ 201_ is made between Taney County, Missouri, a political subdivision of the State of Missouri, herein "County" and _____ of _____ herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. *Contract Documents* - This agreement shall consist of this Agreement for Janitorial Supplies; County of Taney Request for Bid number 201606-344, any applicable addenda; and the Contractor's bid response executed by _____ on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Agreement, the Request For Bid, and any applicable addenda, shall prevail and control over the Contractor's bid response.

2. *Purchase* - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items per the Contractor's bid response, and for the prices set forth in the Contractor's bid response, and as ordered by County. If certain unusual circumstances occur specific to delivery, or product availability, the County may consider the next lowest bid response. In no event shall the total price paid by County exceed the total awarded bid pricing as listed within the Contractor's fully signed bid response attached here.

3. *Contract Duration* - This agreement shall commence on _____ day it is awarded and extend for 24 months thereafter, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for one year subject to the pricing clauses in the contractor's bid response. This agreement may be renewed thereafter on a month to month basis for up to six months in the event the County is unable to re-bid and award a new contract prior to expiration. This agreement may only be extended by the order of the county subject to the pricing, and delivery clauses as agreed to, and offered by the contractor's winning bid response.

4. *Billing and Payment* - All billing shall be invoiced with specific department information and include bid number 201606-344 for reference. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. *Binding Effect* - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. *Entire Agreement* - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. *Termination* - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Taney County Commission delivery of products are delayed or products delivered are not in conformity with bid specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this agreement.

"Contractor";

Taney County Missouri
By: Taney County Commission

Authorized Person (PRINT)

Mike Scofield, Presiding Commissioner

Signature

Date

Date

Attest:

Donna Neeley, County Clerk

Address;

Date

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Signature Date Appropriation Account



Taney County, Missouri
RFB# 201606-344 Janitorial Supplies
Addendum
July 5, 2016

This addendum is issued in accordance with Section #3, on page #5 – “Guidelines for Written Questions”, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. It will be the only Addendum associated with this bid. Also, by this formal/official addendum we are meeting the listed timeframe/deadline per item #3.2 within section #3, on page #5 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 Buildings & Grounds.

- 6.27. Floor care – Wax – 5 gallon bucket - **What percentage floor wax? 5 gallon bucket, the only thing I could find on bucket was the number 25.**
- 6.28. Floor care – stripper – 5 gallon bucket – **Regular or No Rinse? Rinse.**
- 6.38. Purell Hand Sanitizer Dispensers – **Dispenser number and refill number or can we substitute free dispensers? If dispensers are free they can be substituted.**
- 6.43. Rubbermaid Mop bucket and wringer – **Size and type (sidepress or downpress)? Downpress.**
- 6.45. – 36” x 5” dust mop heads – **type – microfiber? Cotton.**
- 6.53. – Spray Nozzles – **Size/oz capacity? 32 oz plastic bottles.**

An additional question asking for more details on estimated usage per item requires our following response. In addition to the attached, non-binding, usage estimate sheet – please read the bid instructions closely as we address usage issues on page #10 items 7.9, 7.10 and 7.11. This is our best response so offer your bid response accordingly as best you can.

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 #1 to RFB# 201606-344, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

**Approx. Yearly Usage: Remaining items that the usage is not listed is a once in a while order.
The yearly usage fluctuates every year.**

Rayon Mop Heads		30	Case	Year			
Softsoap		10	Case	Year			
Basic Bounty		86	Case	Year			
Dawn		12	Case	Year			
Low acid		22	Case	Year			
Ceterpull Towels		75	Case	Year			
Kleenex		40	Case	Year			
Natural Hand Towels		75	Case	Year			
Toilet Paper		50	Case	Year			
TM-65		30	Case	Year			
36x5 Dust Mop Heads		35	Case	Year			
Brooms		25	EA.	Year			
Dust Pans		15	EA.	Year			
409 Glass & Surface Cleaner		25	Case	Year			
EZ PAK Disen.		50	Case	Year			
EZ Pak Bowl		50	Case	Year			
Dial Gold		40	Case	Year			
Low Acid Bowl		75	Case	Year			
High Acid Bowl		16	Case	Year			
Steel Cleaner		4	Case	Year			
Multi Quat		2	Case	Year			
Bleach		50	Case	Year			
MR24339MC Can Liners		50	Case	Year			
MR-33403 Can Liners		50	Case	Year			
Pledge		10	Case	Year			
AA Batteries		10	CTN.	Year			
AAA Batteries		8	CTN.	Year			
9 Volt Batteries		2	CTN.	Year			
Swifer wands		5	Case	Year			
Swifer Refills		5	Case	Year			
Mop Bucket/Wringer		6	Case	Year			
Med. Nitrile Gloves		25	Case	Year			
Resolve Carpet		2	Case	Year			
Sani Sacks		12	Case	Year			
Neutral Floor Cleaner		4	Case	Year			
Disinfectant Spray		50	Case	Year			
Non- Acid Bowl		100	Case	Year			
Pine Cleaner		35	Case	Year			
Lg. Nitrile Gloves		25	Case	Year			
XL G. Nitrile Gloves		15	Case	Year			
Purell Hand Sant.		6	Case	Year			
D Batteries		6	CTN.	Year			
Lg. Latex Gloves		25	Case	Year			

Med. Latex Gloves		25	Case	Year			
Mop Handle		20	EA.	Year			
Dust Mop Frame		10	EA.	Year			
Enmo- Hand Sanitizer Refill		48	Case	Year			
Tampons		2	Case	Year			
Maxi Guards		2	Case	Year			
Cotton Mop Heads		2	Case	Year			
Toilet Seat Covers		3	Case	Year			
MT- 49 Can Liners		50	Case	Year			