Ladies and Gentlemen:

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting bids for Custodial Supplies. All bids should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Bids will be accepted prior to 05/01/2012 11:00:00 AM at which time they will be publicly opened and examined. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development Information (LMWBE) document found in this packet marked “No Bid”. All bids will be evaluated as described in the attached document. Time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.

Enclosed is a bid packet, which outlines the items being solicited and instructions which describe the submission of the bid.

All bids must be submitted in duplicate in the enclosed special envelope. If bid materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the bid results, enclose a self-addressed stamped envelope and a bid tabulation will be returned to you.

Please include in the bid package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this bid, please submit them in writing to Joan Carter at the address above or fax them to 912-201-7648. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a bid will be appreciated.

Sincerely,

Sabrina Scales
Purchasing Director
INVITATION TO BID #12-87

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed bids for Custodial Supplies as specified in this Invitation to Bid (ITB). The successful bidder(s) (hereinafter referred to as "the bidder") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Bid

A. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful bidder upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this bid.

NOTE: Although pricing will weigh heavily in the award of this contract, bidders will have to meet lead time, service and quality criteria to be considered a “responsible” bidder who is eligible for award. In the event the bidder wishes to provide items specified(s) above and beyond the stated requirements of this bid at “no cost” to the Board, these services should be identified and included in the bid response.

B. Shipping, Delivery, Terms of Payment & Invoicing

The Board requires orders to be shipped F.O.B. destination to the designated site. Since the successful bidder(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the bidder.

Bidders shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

Title and risk of loss to the items shall remain with the bidder until the items in a completed state have been delivered to and accepted by the Board.

The successful bidder agrees to reference the following on all shipping documents and invoices:

1.) Purchase Order Number
2.) Serial Number (as applicable)
3.) Part Number/Description/Nomenclature
4.) Quantity Ordered
5.) Quantity Shipped
6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful bidder(s) should not invoice until one shipment has been made for all items on order.
All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attn.: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

**C. General Specifications/Scope of Work**

Specifications/Scope of Work for items/services to be purchased are detailed in the attached Specifications Sheet/Scope of Work "Attachment A" following Section III.

When reference is made in the bid specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event a bidder is offering another manufacturer and/or model number other than stated in the specification, the bidder must provide complete technical information, specifications, manufacturer’s name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the bidder. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Bids on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the Board.

**D. Discontinuation of Equipment**

In the event items requested are discontinued by the manufacturer, bidder shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Bidder shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

**E. Submittal of Objections**

Objections from bidders to this Invitation to Bid and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The bidder shall submit any objections in writing not less than (5) days prior to the opening of the bid. The objections contemplated may pertain to form and/or substance of the ITB documents and specifications. Failure to object in accordance with this procedure will constitute a waiver on the part of the bidder to protest this Invitation to Bid.

**F. ITB Interpretations/Addenda**

If any questions should arise pertaining to the ITB documents, the bidder may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education
Attn.: Joan Carter  
Buyer  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No.: (912) 201-7648

Any interpretation of documents shall be made by addendum to the ITB. Copy of such addenda will mailed or faxed to each bidder receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, 04/19/2012 05:00:00 PM. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact bidder for pickup of any addenda prior to the close of business on 04/24/2012 05:00:00 PM.

Any addenda issued during the time of the ITB shall be covered in submitted bids, and in closing the contract shall become a part thereof.

G. Failure to Bid

If a bid is not to be submitted but the bidder wishes to remain on the Board's list of bidders, the bidder should complete and return the Certification and LMWBE Information document found in this packet marked "No Bid".

H. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

I. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

J. Compliance With Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

K. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the
Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

**L. Cancellation/Default of Contract**

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

**M. Certification of Independent Price Determination**

By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this Invitation to Bid:

1. The pricing structure in this bid proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;

2. The pricing structure which has been quoted in this bid proposal has not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**N. Local and/or Minority/Women Business Enterprise (LMWBE)**

It is Board policy to improve opportunities for Local and/or Minority/Women Business enterprises (LMWBE) to participate competitively in bids/proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment “C” with all pertinent Exhibits.

**O. “Responsive” Bidder Criteria**

* Availability of Products/ Services
* Warranties/Guarantees
* Ability to Meet Equipment Specifications/Bid Conditions
* Documented Quality of Product and Manufacturer
* Service and Support Capability

**P. Qualification of Bidder**

A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, all requirements for licensing, insurance, and service contained within this Invitation to Bid. The Board has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service requested.

**Q. Bid Clarification**

The Board reserves the right to request clarification of information submitted and to request additional
information from any and all bidders.

**R. Compliance with Specification/Terms and Conditions**

The Invitation to Bid, Legal Advertisement, General Terms and Conditions, Bid Submittal Instructions, Special Terms and Conditions, Specifications, Attachments to Bid, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal or bid and by reference are made a part hereof.

**S. Award of Contract**

The contract, if awarded, will be awarded to the responsible bidder submitting the lowest pricing structure. Product quality, service issues and other factors stipulated above in Condition “O” must be met to the satisfaction of the Board for a bid to be considered responsive. Moreover, the Board will award the contract to the next most qualified bidder if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this ITB.

In the case of a tie, bids shall be awarded on the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If no vendors meet any of the above criteria, then tie bids will be awarded by means of a coin flip performed by the buyer and witnessed by one other Board employee.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Invitation to Bid.

The successful bidder will be notified on the award of this contract by a Notice of Award letter from the Director of Purchasing or his/her designee.

The successful bidder or proposer shall not accept purchase orders under this Invitation to Bid or any amendment hereafter until a written Notice of Award is issued by the Purchasing Director or his designee. If the successful bidder does ship material or provide any services prior to receiving official notification, he does so at his own risk.

**T. Vendor Performance**

The successful bidder(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future bids.

**U. Signed Bid Considered Offer**

The signed bid shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the bidder after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.
II. Bid Submittal Instructions

All bids must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item/scope of services must be noted and fully explained.

A. Completion of Certification Form and LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this bid with a phone number where that person may be reached. Include this form as the first page of the submittal.

The bidder is also required to provide references, including phone number and a contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the “Where Did You Hear About This Bid” section. This information is for statistical use only.

4. Complete all pertinent documents within Attachment “C”.

B. Completion of Bid Submittal Form

For each item listed on the Bid Submittal Form, include the manufacturer and part number being bid and the unit cost for each item listed.

C. Bid Preparation and Submittal

All bids shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in the provided manila envelope, which is plainly marked with the bid number and title, and date and time of bid opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.

* Submitted on bid proposal forms as included in this ITB and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on time and at the place specified on the first page of this ITB. Late bids will be returned unopened to the bidder.

* Bids submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of sixty (60) days from the date of public bid opening.

Bidders are encouraged to review carefully all provisions and attachments of this document prior to
submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein.

Bidders shall provide two (2) copy(s) of submitted bid proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal.

III. Special Terms and Conditions

The bidder agrees that the Board shall have the right to place purchase orders referencing 12-87 for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or on an item by item basis, whichever in the best interest of the Board.

A. Pricing

The bidder shall provide a unit price for each item on this ITB which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a lump sum price totaling all items on this ITB.

B. Performance Bonds

If the specifications so state, the successful contractor may be required to furnish a performance bond equal to the full amount of the contract guaranteeing the faithful performance of such a contract. The performance bond shall be submitted to the Board upon execution of the contract and shall be maintained in full force and effect until the contract has been completed. The cost of the performance bond shall be borne by the successful contractor. The surety company furnishing such a bond shall be authorized to do business in the State of Georgia.

C. Samples/Demonstrations

The Board reserves the right to request samples after bids are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the bidder’s expense. A request for the return of samples must be made within 10 days following the opening of the bid. A call tag must be furnished and all shipping costs shall be at the bidder's expense. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and part/model number.

The Board, at its discretion, may request a demonstration of offered equipment prior to bid award. This demonstration shall be at the expense of the bidder.

D. Warranty

The Bidder shall guarantee the products to be free of defects of material and/or workmanship for a period of at least 12 months from the date of delivery. Any additional warranty offered by the bidder should be so stipulated in the bid documents. If, during the warranty period, such faults develop, the successful bidder agrees to replace the unit or part affected without cost to the Board.
CERTIFICATION FORM
BOARD OF PUBLIC EDUCATION
FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

ITB # 12-87

The undersigned bidder certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this Invitation to Bid; and further certifies that the bid proposal submitted is in accordance with all documents contained in this Invitation to Bid package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This __________ day of _________, 20 ______. By ____________________________________
Name (printed)

____________________________________
Title Signature

____________________________________
Company

____________________________________
Address (Street, City, State, Zip)

____________________________________
Phone No. Fax No.

____________________________________
Federal Taxpayer I.D. No. e-Verify No.

____________________________________
Contact Person for This Bid Phone Number

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:
1. Company Name:___________________________________________________________
   Contact Person: ___________________________________________________________
   Phone Number: ________________________ Fax Number: _______________________

2. Company Name:___________________________________________________________
   Contact Person: ___________________________________________________________
   Phone Number: ________________________ Fax Number: _______________________

3. Company Name:___________________________________________________________
   Contact Person: ___________________________________________________________
   Phone Number: ________________________ Fax Number: _______________________

Acknowledge Receipt of Addendum(s) #______ #______ #______
Local and/or Minority/Woman Business Enterprise Development
Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: ____________________________ Bid # __________

Please check ownership status as applicable:

_____ Local _____ Woman
_____ African American _____ Hispanic
_____ Majority _____ Non-Local

__________________________________________________________

Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF ____________, 201_____

_________________________________ Notary Public; My Commission Expires:________________

HOW DID YOU HEAR ABOUT THIS ITB?
(This information is for statistical use only.)

_____ City of Savannah, Department of Economic Development _____ The Herald Legal Ad
_____ Received Request for Qualifications by Mail _____ Savannah News Press Legal Ad
_____ The Savannah Tribune Legal Ad _____ Visiting the Purchasing Office
_____ Other

__________________________________________________________
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

___________________________________
Federal Work Authorization User Identification Number

___________________________________
Date of Authorization

___________________________________
Name of Contractor

___________________________________
Name of Project

___________________________________
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on ________________, 201_ in __________(city), and ____ (state).

___________________________________
Signature of Authorized Officer or Agent

___________________________________
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _______ DAY OF ____________, 201_

___________________________________
NOTARY PUBLIC

My Commission Expires: ____________________________
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ________________________ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_________________________________
Federal Work Authorization User Identification Number

_________________________________
Date of Authorization

_________________________________
Name of Subcontractor

_________________________________
Name of Project

_________________________________
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ______, ___201___ in ______(city), ______(state).

_________________________________
Signature of Authorized Officer or Agent

_________________________________
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _______ DAY OF ______________, 201_.

_________________________________
NOTARY PUBLIC

My Commission Expires:
THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUBCONSULTANT/SUPPLIERS
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ______________________________ and _____________________________ on behalf of Savannah-Chatham County Public School Systems ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

______________________________________________________________

Date of Authorization

______________________________________________________________

Name of Sub-subcontractor

______________________________________________________________

Name of Project

______________________________________________________________

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ________, _____, 20___ in _____(city), ______(state).

______________________________________________________________

Signature of Authorized Officer or Agent

______________________________________________________________

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _______ DAY OF _____________________.201__.

______________________________________________________________

NOTARY PUBLIC
My Commission Expires:
DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, ______________________________________________________,
Name of Individual Title & Authority

Of _____________________________________________________
Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

_______________________________________________
Signature

State of ________________________________________________

County of ________________________________________________

Subscribed and sworn to before me on this _____ day of _____ 20_____ by representing him/herself to be of the company named herein.

BID SUBMITTAL FORM

ITB #12-87
ATTACHMENT "A"

SPECIFICATIONS

ITB #12-87

Custodial Supplies

All bid postings on this web site are not intended to be official. This information is provided as a public service. Any information presented here is subject to revisions at any time and is reproduced from official documents of the Purchasing Department. In case of errors and/or omissions you are advised to contact the Purchasing Department for the current status of any bid posting. All bids and RFP's submitted to the Purchasing Department must be clearly marked with the Bid/Proposal name and number on the outside of the document.

1.0 GENERAL INTENT
The intent of these specifications is to set forth a term bid under which Maintenance and Operations and school sites may purchase custodial supplies as needed for the Savannah-Chatham County Public School District. Any deviations from these specifications must be clearly noted by the bidder. Adequate information to allow the Board to evaluate those exceptions must be submitted with the bid. If bidding other than specified, clearly identify the manufacturer and the part number. Bidders must also submit descriptive literature with the bid.

2.0 SUBMISSION OF BIDS
Bidder(s) shall submit one (1) original document and one (1) copy of the bid response. Each bid must be submitted on the enclosed bid submittal form in a sealed envelope with the company name, solicitation name, bid number and closing date and time clearly identified on the outside of the envelope.

The Savannah Chatham County Public School System will not accept bids submitted by facsimile or e-mail.

3.0 BRAND NAME
Any reference to brand names and code or model numbers in these specifications is offered as point of reference in order for bidders to consider style, sizes, weights, and similar characteristics. Unless "No Substitute" is stated, the use of such brand names should not be interpreted as the exclusive brand desired. However, if other than the specified brand or model is offered, that brand and model number must be clearly indicated. Any item other than that specified or equivalent may result in its rejection. If bidding other than specified, clearly identify the manufacturer and the part number. Bidders must also submit descriptive literature with the bid.

4.0 INTERPRETATION OF THE TERM “EQUAL”
The Board reserves the right to determine the quality of articles bid as alternates, equal,
or approved equal, and further reserves the right to reject any or all articles it so judges as not equal. If any person who contemplates submitting a bid is in doubt as to the true meaning of any part of the conditions and/or specifications, he may submit to the Board a written request for any interpretation thereof, allowing sufficient time, if required for a reply to reach all those who received an invitation to bid and to be acted upon, if necessary, before the time and date of bid opening. The Board will not be responsible for any other interpretations or explanation of the specifications.

5.0 SAMPLES
If other than the specified brand or model is offered, the Board, at its discretion, may request a sample of the item for examination prior to award of the contract. These samples will be provided at the expense of the bidder. Samples will be requested, if necessary, after bid opening date. Samples requested will be shipped to the district at the expense of the bidder, including return freight charges.

6.0 DEMONSTRATION/TRAINING
Successful vendors may be called upon to provide in-house training to Board personnel to demonstrate the most cost effective use of their products. Demonstrations and training shall be provided by the successful vendor at no cost to the district.

7.0 PRICING
Pricing shall be submitted as requested on the bid submittal form. All changes in case quantity or unit size must be noted on bid submittal form. Pricing must include freight and be guaranteed to remain firm for the entire stated performance period. The Savannah-Chatham County Public School District will not honor or consider any price increase, fuel surcharge or add-on costs during the established performance period. Bidders must submit a firm fixed price.

8.0 MINIMUM ORDER QUANTITIES
Bidder must clearly state any minimum order quantity required by your company or manufacturer to obtain the bid price quoted. This is the minimum number of units that can be ordered on a single purchase order. If no minimum order quantity is specified then SCCPSS will not be required to pay for overages supplied due to "Standard Packaging" at the time of delivery. Any attempt to institute minimum order quantities or standard package size after bid award may result in contract termination.

9.0 METHOD OF BIDDING
Bids must be submitted on the basis of individual items. Unit price must be given for each article and the total price of each item must be extended. In case of discrepancy between unit price and total price, the unit price shall prevail. Prices quoted shall include inside delivery.

Quote on each item separately. All or nothing bids, items or groups based on other items or other bids, will not be considered.
10.0 BASIS OF AWARD
If awarded, consideration will be given to any previous performance for the Board as to the quality of service and merchandise and with regard to the bidder’s ability to perform, should they be awarded the bid. The Board reserves the right to accept that bid which, in its judgement, best serves the interests of the Board, without regard to the same being the lowest bid. The Board also reserves the right to make a split or total award, whichever it deems to be in the best interest of the Board. In addition, the Board reserves the right to accept or reject any or all bids, and waive informalities. Any deviations or exceptions to the standard terms and conditions shall result in a status of non-responsive.

11.0 BID ACCEPTANCE PERIOD
A one-hundred twenty (120) period from bid closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the ninety-day period, the district will request a time extension. In the event no extension is requested, the solicitation shall be deemed canceled.

12.0 PERFORMANCE PERIOD
This bid will establish a contract to remain open for one (1) year beginning with contract award date. The district reserves the right to extend for one (1) additional one-year period at the same terms and conditions, if agreed to by both parties. Prices submitted for this bid shall be firm for a period of one (1) year beginning the contract award date.

The Savannah-Chatham County Public School district will not honor or consider any price increase, fuel surcharge or add-on costs during the established contract period.

13.0 TRANSITION PERIOD
Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful vendor shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed ninety (90) days, if necessary, as a transition period. In addition, if the current provider is not the successful bidder, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days, allowing for an orderly transition.

14.0 QUANTITIES
The estimated quantities given are intended only as a guide for the bidder. The Board does not obligate itself to purchase the full estimated quantities indicated, even so, the entire amount of any discount offered must be allowed whether or not the purchases are less than the full quantities indicated. The Board's requirements may exceed the estimated annual quantities shown and the successful bidder shall be obligated to fulfill all requirements as shown on the purchase orders, whose mailing dates fall within the performance period of this contract.
Vendors failing to honor or fulfill purchasing requirements during the established performance period, will be removed from the bidder's list for two (2) bid cycles.

15.0 DELIVERY
All items are stocked by our Maintenance Department and will be delivered to Maintenance and Operations Department, 2219 Gamble Road, Savannah, GA 31405. All prices must be FOB Destination with all shipping costs included in the quoted price. In addition, all deliveries shall be completed within ten (10) days of receipt of order. Time of delivery is part of the bid and must be adhered to. If it is impossible to meet the delivery specified in the bid, bidder shall state the best delivery possible in the space provided on the Bid Submittal Form. Time shall be stated in days and days shall mean "calendar days".

16.0 INQUIRIES
Interested bidders may contact the District to get clarification of the bid. All questions shall be directed to Vanessa M. Kaigler, Director, in writing, to SCCPSS, 208 Bull Street, Purchasing Department, Room 213, or by fax at (912) 201-7648. No employee of the District is authorized to interpret any portion of the bid or to give information as to the requirements of the bid in addition to that contained in the written document. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to bidders by written addendum to all bidders who received the bid from SCCPSS. No questions will be answered by telephone.

17.0 AMBIGUITY, CONFLICT, OR OTHER ERRORS IN BID
If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the ITB, it shall immediately notify the Purchasing Director of such error in writing and request modification or clarification of the document. Modifications shall be made by issuing an amendment and shall be given by written notice to all parties who have received this ITB from the Savannah-Chatham Public School System's Purchasing Department.

The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the ITB prior to submitting the bid or it shall be deemed waived. The Board of Education will not be responsible for any oral instructions. All addenda shall be acknowledged by the bidder(s).

18.0 DESCRIPTIONS
Descriptions and specifications of items to be priced are listed on the bid submittal form. In the event a bidder is offering other than specified, the bidder must provide complete specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and the decision shall be final.

19.0 REPORTS
The successful vendor shall provide the Board, at the end of the school fiscal year, reports showing all items and quantities purchased. In addition, the report shall include
any other informative data that may be useful to the Board.

20.0 MATERIAL SAFETY DATA SHEETS
Bidders must submit Material Safety Data Sheets for chemicals listed with the bid submittal. All chemicals proposed shall be free of all toxins harmful to humans.

21.0 INSURANCE
Bidders shall submit verification of insurance as listed on Attachment "B" with the bid. Upon award of a contract the successful bidder will be given five (5) days to provide a certificate of insurance which shall name the Board as certificate holder.

22.0 FISCAL FUNDING
Not withstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the Savannah-Chatham County Public School System (SCCPSS) solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as “Event”). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

23.0 TERMINATION FOR CAUSE/DEFAULT
In case of failure to deliver the material or services in accordance with the contract terms and conditions, the Board, after due oral or written notice, may procure them from other sources and hold the bidder(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Board may have.

Specifically, if, through any cause, the bidder(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the bidder violate any of the covenants, agreements, or stipulations of this contract, the Board shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the bidder shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of contract by the bidder. The Board may withhold any payments to the bidder for the purpose of set off until such time as the exact amount of damages due to the Board from the vendor is determined.

24.0 TERMINATION FOR CONVENIENCE
The Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of Board. Any such termination shall be effected by delivery to the vendor, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated.
and date upon which such termination becomes effective. After receipt of a notice of termination, the vendor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

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ATTACHMENT "B"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.

2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than $100,000 combined single limit per occurrence, $500,000 per project aggregate covering all work performed under this contract.

3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than $1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of $1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.

4. Umbrella Liability. With limits of not less than $1,000,000 per occurrence covering all work performed under this contract.

5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.
ATTACHMENT C

LMWBE BUSINESS PARTICIPATION PROGRAM

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE participation (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)
DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;

2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;

3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District’s Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterf@vangdist.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney
Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)
email: gdelaney@savannahga.gov

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.
### PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: _________________________________ BID NO.: ____________

PROJECT TITLE: __________________________________________ TOTAL BID AMOUNT: $______________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>SUBCONTRACT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____ % $______________

WOMEN PARTICIPATION TOTAL VALUE: _____ % $______________

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____ % $______________

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: ____________________________________________

Title: ____________________________________________

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: ____________________________________________

Signature: ____________________________________________

Title: ____________________________________________

Note: The School District's Program Management Firm is available to identify qualified LMWBE’s. Please contact the Office at (912) 236-1766.

LMWBE FORM 1 BID#12-87
**GOOD FAITH EFFORTS REQUIREMENTS**

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes or No</th>
<th>If no, please explain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.</td>
<td>Yes or No</td>
<td>If no, please explain:</td>
</tr>
<tr>
<td>Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.</td>
<td>Yes or No</td>
<td></td>
</tr>
<tr>
<td>Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.</td>
<td>Yes or No</td>
<td>If no, which agencies were used to identify potential LMWBE Subcontractors?</td>
</tr>
<tr>
<td>Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.</td>
<td>Yes or No</td>
<td></td>
</tr>
<tr>
<td>Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.</td>
<td>Yes or No</td>
<td></td>
</tr>
<tr>
<td>Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.</td>
<td>Yes or No</td>
<td>Please explain efforts:</td>
</tr>
</tbody>
</table>

**ATTACHMENT C - EXHIBIT #3**

**JOINT-VENTURE DISCLOSURE STATEMENT**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

<table>
<thead>
<tr>
<th>Joint venture firms</th>
<th>Level of work</th>
<th>Financial participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMWBE FORM 2 &amp; 3 BID #12-87</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT C - Exhibit #4

LMWBE MONTHLY REPORT

NAME OF CONTRACTOR/CONSULTANT: ____________________________________________

BID NO: ___________________

PROJECT TITLE: ____________________________________________________________

DATE: _______________________

PROJECT LOCATION: _________________

CONTRACT AMOUNT: $_______________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUBCONTRACTED</th>
<th>MONTHLY PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

PERCENTAGE OF TOTAL CONTRACT: _____________%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____________%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: __________________________ Title: ______________________

Notes:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR’S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT’S PROGRAM MANAGEMENT FIRM. LMWBE FORM 4 BID #12-87
<table>
<thead>
<tr>
<th>ITEM</th>
<th>Estimated Annual Quantity</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
<th>DELIVERY and MIN. ORDER QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>186 drums</td>
<td><strong>All Purpose Cleaner, 55-gal drum</strong> concentrate should be diluted 1:50 2-3 oz/gal, no rinsing required for normal cleaning.</td>
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<td></td>
<td></td>
<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>140 drums</td>
<td><strong>Non-Ammoniated Cleaner/Wax Stripper, 55-gal drum</strong> Works in hot/cold water dilution, ratio 4-6 oz/gal of water for heavy wax/sealer build-up. For normal use, one part stripper to 8-12 parts water.</td>
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<td></td>
<td></td>
<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>15 cases</td>
<td><strong>Remover for ink, paint, magic markers, etc.</strong> Aerosol cans, Misty Amrep, Inc. 10 oz 12 per case. 1 lb. 2 oz.</td>
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<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
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<tr>
<td>4</td>
<td>15 cases</td>
<td><strong>Wasp/Hornet Spray</strong> 12 oz sprays up to 10 ft. 12 per case Chase #4108</td>
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<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
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<tr>
<td>5</td>
<td>6 cases</td>
<td><strong>Rug/Room Deodorizer</strong> 15 oz. &quot;Love My Carpet&quot; or approved equal. 12 per case.</td>
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<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
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</tr>
<tr>
<td>6</td>
<td>12 cases</td>
<td><strong>Bano 6 AM SCBO Chemical Deodorant.</strong> 4 gals/case. <strong>NO SUBSTITUTES</strong></td>
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<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
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<tr>
<td>7</td>
<td>200 cases</td>
<td><strong>Ammonia</strong> 1 quart size, all-purpose, 12qt/case.</td>
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<td>Part #/Model # ________________________</td>
<td>Manufacturer ________________________</td>
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</tbody>
</table>

**COMPANY NAME:** ____________________________
<table>
<thead>
<tr>
<th>ITEM</th>
<th>Estimated Annual Quantity</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
<th>DELIVERY and MIN. ORDER QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>1,350 cases</td>
<td><strong>Bleach</strong></td>
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<td></td>
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<td>disinfectant in 1-gallon bottles, 6 gal/case.</td>
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<td>Part #/Model #____________________</td>
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<td>Manufacturer____________________</td>
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</tr>
<tr>
<td>9</td>
<td>200 cases</td>
<td><strong>Cleanser</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>all-purpose, chlorinated packed in 21 oz. cans, minimum weight, with no less than 9% active ingredients, must be registered with USDA, 24 cans/case.</td>
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<td>Manufacturer____________________</td>
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<tr>
<td>10</td>
<td>50 cases</td>
<td><strong>Stainless Steel Cleaner</strong></td>
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<td></td>
<td></td>
<td>18 oz aerosol cans, 12 cans/cs</td>
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<td></td>
<td></td>
<td>Chase 4334111</td>
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<td>Part #/Model #____________________</td>
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<td>Manufacturer____________________</td>
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</tr>
<tr>
<td>11</td>
<td>15 cases</td>
<td><strong>Red Hot Stripper Concentrate</strong></td>
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<td></td>
<td></td>
<td>Non-ammoniated. 4 gallons per case</td>
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<tr>
<td></td>
<td></td>
<td>NO SUBSTITUTES</td>
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<td>Part #/Model #____________________</td>
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<td>Manufacturer:____________________</td>
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<tr>
<td>12</td>
<td>20 each</td>
<td><strong>Masterpiece High Gloss Finish</strong></td>
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<tr>
<td></td>
<td></td>
<td>Reckitt Benckiser, Inc.- Mfg.</td>
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<tr>
<td></td>
<td></td>
<td>5 gallon container</td>
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<tr>
<td></td>
<td></td>
<td>No substitutes</td>
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<td>Manufacturer:____________________</td>
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<tr>
<td>13</td>
<td>120 cases</td>
<td><strong>Germicide Cleaner and Deodorizer</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4 gallons per case.</td>
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<td>Manufacturer____________________</td>
<td></td>
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<tr>
<td>14</td>
<td>30 each</td>
<td><strong>Johnson “Plaza” Hard Surface Floor Finish</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>5-gallon container</td>
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<td></td>
<td></td>
<td>NO SUBSTITUTES</td>
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<td>DELIVERY and MIN. ORDER QTY</td>
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<tr>
<td>15</td>
<td>112 cases</td>
<td>Spartan Lite-N-Foamy Citrus Fresh Hand Soap <em>(includes soap dispensers provided as needed at no charge)</em> 4 gallons/case</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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<tr>
<td>16</td>
<td>60 cases</td>
<td>Spartan 3040 Spray Buff RTU, waterbased 12 quarts/case</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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</tr>
<tr>
<td>17</td>
<td>34 each</td>
<td>Spartan Woodforce OMU 50 Finish 5-gallon pail</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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<tr>
<td>18</td>
<td>20 cases</td>
<td>Furniture Polish quart size, concentrated liquid cleaner/polisher. For all woodwork finished with varnish, enamel, paint or lacquer. 12/case.</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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<tr>
<td>19</td>
<td>12 pails</td>
<td>Buckeye Coliseum 450 Low VOC Oil-Modified Urethane Wood Floor Finish 5-gallon pail</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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<tr>
<td>20</td>
<td>70 cases</td>
<td>Buckeye, Symmetry Non-Alcohol Foaming Hand Sanitizer with Aloe and Allantoin <em>(includes sanitizer dispensers provided as needed at no charge)</em> 6/1250mL, 19 lb</td>
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<td>Part #/Model # ______________________</td>
<td>Manufacturer</td>
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<tr>
<td>21</td>
<td>10 each</td>
<td>Buckeye, Screen Clean RTU Floor Prep Cleaner 5-gallon container</td>
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<td>Part #/Model # ______________________</td>
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</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>82 drums</td>
<td>Outlast High Gloss Floor Finish, 55 gallon drum, 20% to 25% solids by Kor-Chem. Inc.</td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
<td></td>
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<tr>
<td>23</td>
<td>24 each</td>
<td><strong>CLEANING SUPPLIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>24 each</td>
<td>Dust or Hand Brushes</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>9&quot; dark gray horsehair and fiber mixed, sterilized, with at least 2 ¾” hardwood block.</td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
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<td></td>
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<tr>
<td>25</td>
<td>24 each</td>
<td>Sidewalk Brooms</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>16&quot; Coarse stiff palmyra fiber 3 ¾” trim staple set out of 16”X2” hardwood block. Two threaded handle holes, min. 5’ handle.</td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
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</tr>
<tr>
<td>26</td>
<td>240 each</td>
<td>Handles for Sidewalk Brooms</td>
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<tr>
<td></td>
<td></td>
<td>friction handle for street brushes made of extra heavy hardwood polished and tapered for a sure grip in brush. 1 1/3” diameter, 60” length for street brushes, deck scrubs and squeegees.</td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
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<tr>
<td>27</td>
<td>240 each</td>
<td><strong>Floor Sweeps, 36”</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Stiffest grade horsehair 3 5/8” trim. Streamline black with natural lacquered finish, without handles, treated to prevent infestation</td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
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<tr>
<td></td>
<td></td>
<td><strong>Floor Sweeps, 18”</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Stiffest grade horsehair 3 5/8” trim. Streamline black with natural lacquered finish, without handles, treated to prevent infestation</td>
<td></td>
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<td>Part #/Model # ____________________________ Manufacturer ____________________</td>
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| 28   | 480 each                  | Handles for Floor Sweeps  
hardwood, straight grain, sanded, sealed,  
minimum diameter 15/16", length 5', threaded  
end, adaptable to standard floor brushes brick,  
oak, or metal.  
Part #/Model # ______________________
Manufacturer ______________________ |
| 29   | 110 each                  | Mop Wringer & Bucket Combo  
Single unit mopping outfit.  Wringer designed to  
handle mops from 16-32 oz.  Mop compartment wringer 8 1/2x6x7 ½", tank  
capacity 32 qts. Tank weight with casters 17 ½" depth 13" drain 14" casters 2" ball bearing with  
rubber wheels.  
Part #/Model # ______________________
Manufacturer ______________________ |
| 30   | 108 each                  | Utility Receptacles 29" Height  
Made of rust resisting prime coated steel, olive green.  Continental 75-T or approved equal.  
Part #/Model # ______________________
Manufacturer ______________________ |
| 31   | 360 each                  | Pumice Stick  
Twelve 4oz bars/case.  
Part #/Model # ______________________
Manufacturer ______________________ |
| 32   | 96 each                   | Dust Mop Refills, 36"  
refills for the 36" launderable dust mops  
Product Name_____________________
Manufacturer_____________________ |
| 33   | 200 each                  | Metal Dust Pan, 8" deep 12" wide. White #36 or Continental #715.  
Product # / Model # __________________
Manufacturer_______________________ |
| 34   | 36 each                   | Water Pails  
14 qt. heavy-duty hot-dipped galvanized after  
fabrication.  White #414 or approved equal.  
Part #/Model # ______________________
Manufacturer ______________________ |

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</thead>
<tbody>
<tr>
<td>35</td>
<td>816 each</td>
<td><strong>Launderable Sweeping Dust Mops 18”</strong> complete with mop heads, frames and handles. Dust mop made of standard 4-ply cotton yarn permanently attached to a preshrunk white canvas backing. ¼” round metal frame to be inserted through a diagonal zipper opening. Handles are to be attached to the metal wire frame and constructed as to prevent rolling on the floors.</td>
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<td>Part #/Model # ____________________ Manufacturer ____________________</td>
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</tr>
<tr>
<td>36</td>
<td>96 each</td>
<td><strong>Launderable Sweeping Dust Mops, 36”</strong> complete with mop heads, frames and handles. Dust mop made of standard 4-ply cotton yarn permanently attached to a preshrunk white canvas backing. ¼” round metal frame to be inserted through a diagonal zipper opening. Handles are to be attached to the metal wire frame and constructed as to prevent rolling on the floors.</td>
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<td>Part #/Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>37</td>
<td>750 cases</td>
<td><strong>Trash Can Liners, 48 x 58, 17 Mic Liner</strong> 150 per case.</td>
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<td>Product #/ Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>38</td>
<td>800 cases</td>
<td><strong>Trash Can Liners, 24 x 33, 6 Mic Liner</strong> 1000 per case.</td>
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<td>Product #/ Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>39</td>
<td>200 boxes</td>
<td><strong>Rags,</strong> packed 10 Lbs. per box, white cotton knit rags, sterilized, absorbent wiping cloths, no heavy duck or non-absorbent.</td>
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<td>Product #/ Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>40</td>
<td>42 cases</td>
<td><strong>Rags, Heavy duty white knit rags 25#/case</strong> Packed 25 lbs per box, heavy duty white knit</td>
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<td>Product #/ Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>41</td>
<td>300 each</td>
<td><strong>Corn Brooms,</strong> Weight 36 lbs per dozen, Length of handles 42”</td>
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<td>Part #/Model # ____________________ Manufacturer ____________________</td>
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<tr>
<td>42</td>
<td>100 each</td>
<td>Janitor Cart Bags, Compatible with White #193 cart</td>
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<td>Part #/Model # ____________________________</td>
<td>Manufacturer</td>
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<tr>
<td>43</td>
<td>20 each</td>
<td>Rubbermaid Cont. Wheel Utility Carts Heavy-duty gray molded plastic container with large handle, won’t leak or rust. 8” diameter. Wheels, 24”x36”x32”H.</td>
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<td>Manufacturer</td>
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<tr>
<td>44</td>
<td>300 each</td>
<td>Handles for Wet Mops, hardwood rust resistant heavy duty, sure grip, 1 1/8” dia. X 60” length, no bolts or screws. Wilen Sure Grip #910-60</td>
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<td>Part # Model # ____________________________</td>
<td>Manufacturer</td>
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<tr>
<td>45</td>
<td>10 cases</td>
<td>Toilet seat covers 20 Pks/Cs; 250 Half-fold Sheet/Pkg 5000 Sheets/Case</td>
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<td>Part #/Model # ____________________________</td>
<td>Manufacturer</td>
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<tr>
<td>46</td>
<td>1500 cases</td>
<td>Toilet Tissue Roll tissue Wrapped 4 ½” X 4 ½” approximately 11 lb. or heavier weight basis. 1,000 Single Ply sheets per roll; 96 Rolls per case, minimum must be delivered on pallets.</td>
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<tr>
<td></td>
<td></td>
<td>The following information must be completed: Size: ____________________________</td>
<td>Actual weight: ____________________________</td>
<td>Minimum Ship weight per case: _______</td>
<td>Part #/Model # ____________________________</td>
</tr>
<tr>
<td>47</td>
<td>6200 cases</td>
<td>Paper Towels Packed 4000 towels per case; 10 PKGS/CS; Towels are to be multifold; minimum 9 1/8; minimum area 85 Sq. inches; towels are to meet specifications as set forth in Federal Specification #UU-T59 LB 12-4-50. Must be delivered on pallets.</td>
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<td>Part #/Model # ____________________________</td>
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