



INVITATION FOR BID

City of Suffolk
IFB #15014-AT
September 11, 2014

Purchasing Division
442 W. Washington Street, Room 1086
Suffolk, VA 23434
Phone: (757) 514-7520 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Janitorial Supplies

Addendum 1

Change in toilet paper specifications and bid form

Scope of Work: The intent of this Invitation for Bid is to select one or more vendors in order to purchase our annual requirements for janitorial supplies to be utilized by the City of Suffolk on an "as needed basis" during the contract period.

Bid Due: 3:00 p.m., October 7, 2014

Contract Officer: _____ *Amy Trahan* _____
Amy Trahan, Buyer I, atrah@ Suffolkva.us

The Buyer I, Amy Trahan is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: atrah@ Suffolkva.us. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement. All questions concerning bid must be in writing and received five (5) business days prior to the bid opening.

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown above (local prevailing time), for furnishing the items or services described in the bid.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

BID FORM

TO: City of Suffolk

 Purchasing Division
 P.O. Box 1858
 Suffolk, VA 23434

BID: Janitorial Supplies

DUE: October 7, 2014
TIME: 3:00 p.m., Local

_____ **(Company)** offers to furnish and deliver, F.O.B. destination, Janitorial Supplies for the City of Suffolk in accordance with all specifications, terms, and conditions herein.

The City reserves the right to reject any and all bids; to award by item, category, or in total; to waive any technicalities in bids received; to negotiate with the lowest responsible bidder(s) should bids exceed budgeted funds; and to accept the bid which may best serve the interest of the City.

Annual quantities are estimates only for the sole purpose of bid evaluation.

The Contractor must include samples of substitutions offered as a part of his bid package; non-submittal of samples may be reason to declare the bidder non-responsive.

******Bids must be submitted on the City's BID FORM and packaged in an organized manner. Receipt of bids on anything other than the City's BID FORM will be reason for rejection. Bidders must submit one bid only; alternate bids will not be accepted.***

Price shall be evaluated on cost per thousand (\$/M) calculated to the nearest thousandth (.000). Should there be any discrepancy in the bid pricing, the unit case price and manufacturer's case packaging shall be used to determine the cost per thousand.

	Description	Est. Qty.	Unit Price	Total
	Towels, Multi-fold, Brown/Natural, 9 1/4"x 9 1/4", Kimberly Clark #01807, Casacade #101751 Or approved equal (16 packs of 250; 4000/case)	265	\$	\$
	Towels, Hardwound Roll, Hands Free Preserve, (10"x 800' a roll) Vondrehle, #816B Or approved equal 6 rolls/case	400	\$	\$
	Towel Dispenser, Hands Free,	100	\$	\$

	Black, Vondrehle Model# 1080E Or approved equal (fits 10" wide roll) 1/box			
	Towel Wipes, 12 1/2"x13", blue, WYPALL L40 wipes, Kimberly Clark, or approved equal 12 pkgs/case (1 pkg=56 units) 672 units/case	175	\$	\$
	Hands Free Antibacterial Soap, 1200 ml, Translucent Apricot color, Pro-Link, #GJ-FA120, Or approved equal 2/case	155	\$	\$
	Hands Free Dispenser, 1200 ml, Black Pro-Link #GJ-YB120, Or approved equal 1 each	100	\$	\$
	Urinal Screen & Deodorizer, Scented, Spiced Apple or Cherry, WAVE WDS10, Or approved equal 10/box	100	\$	\$
	Window Cleaner, Streak-free, Dilute 10:1, Birsch, #1074693, Or approved equal 4 gallons/case	55	\$	\$
	Concentrated All Purpose Cleaner Simple Green, (1 gallon) Model# 2730103613005 Or approved equal 4 gallons/case	55	\$	\$

	All-Purpose Cleaner, Pine-Sol Lavender Scented, (144 oz. bottle) CLO 97301 Or approved equal 3 bottles/case	80	\$	\$
	Disinfecting Wipes, 7"x8", Lemon & Lime Blossom, Lysol #WRB1143667 Or approved equal 3 cans/pack	35	\$	\$
	Wood Polish, Orange Clean, Pledge, Model #72373 (9.7 oz. bottle) Or approved equal 12/pack	40	\$	\$
	Disinfectant Spray, Pro-Link #CM-RA008 (15.5 oz. bottle) Or approved equal 12/case	50	\$	\$
	Floor Neutralizer, Spray Buff, Snapback, Diversey 4116, (1 gallon bottle) Or approved equal 4 gallons/case	9	\$	\$
	Wax Floor Finish, Diversey (1 gallon bottle) Or approved equal 4 gallons/case	9	\$	\$
	Floor Stripper, Neutral Scent, Diversey Floor Science, #880437 (1 gallon bottle) Or approved equal 4 gallons/case	11	\$	\$
	Bleach, germicidal, Pure Bright #KIK BLEACH6 (1 gallon bottle) Or approved equal	60	\$	\$

	6 bottles/case			
	Toilet Tissue, 2 ply, white Sheet size= 4"x 3.75" 500 sheets per roll, individually wrapped; Tork #TM16165 or approved equal 96 rolls/case	350	\$	\$
	Toilet Tissue, Jumbo roll, 2 ply, 3 7/8'x 1000' per roll Pro-Link JT1002A, Or approved equal 12 rolls/case	310	\$	\$
	Can Liners, natural, 24"x 24", 7-10 gallon capacity, Vintage #VH242406N, or approved equal 1000/case	75	\$	\$
	Can Liners, extra heavy , black, 40"x46", 40-45 gallon capacity, Vintage #VL4046XHB, or approved equal 100/case	240	\$	\$
	Can Liners, light duty, black, 30"x36", 20-30 gallon capacity, Vintage #VL3036HB, or approved equal 250/case	100	\$	\$
	Can Liners, heavy duty, black, 38"x58", 55-60 gallon capacity, Vintage #VL385815B, or approved equal 100/case	220	\$	\$
	Can Liners, heavy duty, black, 40"x46", 40-45 gallon capacity Vintage #VL404615B, or Approved equal 100/case	100	\$	\$

Contractor is required to submit samples of any substitutions offered as a part of his bid package. Only one sample shall be provided for each substitution offered (For example-- one can liner, one towel wipe, one toilet paper roll, etc.) Each sample shall be appropriately labeled with item number, manufacturer/product, and vendor name.

Total Bid Amount: \$ _____

Additional Pricing – Janitorial Supplies carried by vendor, but not listed above:

Should the City desire to obtain Janitorial Supplies not specified in this Invitation to Bid, the Bidder shall provide the City with a percentage discount from suggested retail price. Said items shall be selected from the manufacture’s catalogue and shall be discounted from the current list price. The percentage discount shall be firm throughout the entire contract period. The City reserves the right to evaluate the percentage discount submitted. Should the City deem said discount to not be in the City’s best interest the City shall exercise the right to obtain additional items elsewhere.

Percentage Discount Allowed _____%

Bidder has included Catalog OR Catalog Price Sheets

YES / NO