

NOTICE INVITING BIDS

County of Inyo

PUBLIC WORKS JANITORIAL SUPPLIES



Response Due:

**December 27, 2017
No later than 3:30 P.M.**

Submit Responses and Direct Questions to:

**(FedEx or UPS Delivery Address)
Inyo County Dept. of Public Works
168 N. Edwards Street
Independence, CA 93526**

OR

**(Regular Mail Delivery)
Inyo County Dept. of Public Works
P.O. Drawer Q
Independence, CA 93526**

Please note on the envelope "PUBLIC WORKS JANITORIAL SUPPLIES"

bnelums@inyocounty.us

BID PROPOSAL FORM

TO: COUNTY OF INYO
Department of Public Works
168 N. Edwards St., PO Drawer Q
Independence, CA 93526
(Herein called "County")

FROM:

(Herein called "Bidder")

FOR: PUBLIC WORKS JANITORIAL SUPPLIES

1. BID DEADLINE

Bids must be received no later than 3:30 p.m. Wednesday December 27, 2017, by the Clerk of the Board of Supervisors, 224 N. Edwards St., P.O. Drawer, Independence, California 93526, at which time they will be publicly opened and read.

2. COST BASIS

Proposed prices shall exclude state and local sales taxes and shall be FOB Destination (136 S. Jackson, Independence, CA 93526). Proposed prices shall otherwise include all costs to provide all goods as required by, and in accordance with, the Contract Documents for the Public Works Janitorial Supplies, including Exhibit A and B hereto.

There is a contracting preference of five percent (5%) for Small Business Enterprises and eight percent (8%) for local businesses available for this RFP. To be eligible for either preference (Note: not cumulative), bidders who wish to be considered for the SBE preference must submit with its bid proof of state or federal acceptance as a SBE. Those bidders who wish to be considered for the local business preference must provide with its bid certification an affidavit of eligibility that it is a local business, as further described here: http://www.inyocounty.us/Documents/Local_Business_Verification.pdf.

3. CONTRACT DOCUMENTS

The Notice Inviting Bids, this Bid Proposal Form, and the Agreement for the Public Works Janitorial Supplies, County of Inyo Standard Contract No. 116, and any documents incorporated therein, including Exhibits A and B, hereto, are referred to collectively as the Contract Documents and shall constitute the contract between the parties what will come into full force and effect upon acceptance, approval and execution by the Inyo County Board of Supervisors or its designee. The contract documents are incorporated herein by reference and made a part hereof with like force and effect as if all of said documents were set forth in full herein.

4. ACCEPTANCE

The County reserves the right to reject any and all Bids. However, this Bid shall remain open and shall not be withdrawn for a period of at least sixty (60) days after the date set for its opening and shall remain open and valid thereafter until it is withdrawn by Bidder. The Bidder will execute and deliver the Agreement for the Public Works Janitorial Supplies, County of Inyo Standard Contract No. 116, and certificates or other required proof of insurance, and any other required documents, to the County no later than fifteen (15) days after receipt of notification to Bidder of the award of that Contract.

Failure to bid all items on the Schedule of Fees, Attachment B, will render the Bid insufficient and subject the same to being rejected.

No Bid will be accepted wherein the price quoted is specified as a posted price with an escalator "UP" clause, whether or not such escalator clause has a "TOP" or a maximum limit to which the price may advance.

The Contractor will be allowed no claim for anticipated profits, loss of profits, or for any damages of any sort because of any differences between the estimated amounts set forth in this bid package and actual amount of material ordered and delivered during the course of this contract.

5. BID PRICE AND TOTAL

The specific bid price for the material and/or services to be rendered pursuant to the Agreement for which this bid is made are set forth in Attachment B hereto. The quantities in this RFP are estimates only, based on past consumption history and are given as a basis for comparison of bids. COUNTY does not guarantee a minimum or maximum quantity of any product to be purchased. COUNTY reserves the right to add other locations and to increase or decrease quantities listed to meet the needs of COUNTY during the period(s) of the contract.

6. INQUIRIES

Up to one week prior to the submission deadline, PROVIDER may submit specific questions about this RFP in writing or e-mail to:

(FedEx or UPS Delivery Address)
Inyo County Dept. of Public Works
168 N. Edwards Street
Independence, CA 93526

OR

(Regular Mail Delivery)
Inyo County Dept. of Public Works
P.O. Drawer Q
Independence, CA 93526

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SECTION 1
COMPANY PROFILE SHEET

PUBLIC WORKS JANITORIAL SUPPLIES

7. ADDENDA:

The Bidder acknowledges receipt of the following Addenda and has provided for all Addenda changes in this Bid: (Fill in Addendum numbers and dates Addenda have been received. If none have been received enter “NONE”.)

8. BIDDER’S BUSINESS INFORMATION:

IMPORTANT INFORMATION: If Bidder or other interested person is a corporation, state legal name of corporation, and also the names of president, secretary, treasurer and chief executive office/manager thereof. If Bidder is a partnership, joint venture, or other business entity, state the true name of the firm, and also the names of all partners, joint ventures, or other entities or parties having authority to act on behalf of the entity, such as officers, owners or directors. If Bidder or other interested person is an individual, state your first, middle and last names in full.

Bidder provides the following information concerning Bidder’s business:

8.1 Bidder’s Name: _____

8.2 Address:

(The above address will be used to send notice of acceptance or request for additional information.)

8.3 Telephone _____

8.4 Federal ID No. _____

8.5 Type of Business (check one):

Individual Partnership Joint Venture Corporation Other Specify: _____

8.6 Owners, Officers, Partners, or other Authorized Representatives:

THE UNDERSIGNED HEREBY DECLARES UNDER PENALTY OF PERJURY ACCORDING TO THE LAWS OF THE STATE OF CALIFORNIA, THAT THEY ARE THE INDIVIDUAL, MANAGING PARTNER, CORPORATE OFFICER, OR OTHER REPRESENTATIVE, DULY AUTHORIZED BY LAW TO MAKE THIS BID ON BEHALF OF BIDDER ACCORDING TO ALL OF THE TERMS AND CONDITIONS SET FORTH OR REFERENCED HEREIN.

Authorized Vendor Signature:

Title

Printed Name:

Date

9. EXECUTION AND AGREEMENT

The undersigned Bidder hereby declares and agrees:

- a.** _____ (Name of Bidder or Bidder's Representative) has carefully examined the Contract and other portions of this Bid package and submits this Bid in accordance therewith.
- b.** That if this Bid is accepted, the Bidder will enter into a written Contract with the County of Inyo, State of California.
- c.** That if Contract is awarded to Bidder, Bidder will accept in full, as payment for the materials and/or services to be furnished pursuant to said Agreement, the amounts shown on the Attachment B, Schedule of Fees, of this Bid Package. It is understood and agreed that the quantities set forth are only estimates and the unit price will apply to the actual quantities ordered, whatever they may be.
- d.** It is understood that no later than fifteen (15) days after award of the Contract to the Bidder, the Bidder shall return the signed Contract to the County.

Company Name:
By:
Print Name:
Print Title:

ATTACHMENT A

SCOPE OF WORK

Bidder shall furnish to the County of Inyo, the materials, equipment, labor and/or related services set forth in Attachment B, Schedule of Fees, in accordance with the terms and conditions of the Agreement.

- 1.** Upon placement of any order, and unless otherwise agreed to by County, Bidder shall warrant that all goods, as further described in Schedule B below, shall be delivered to the County's FOB Destination no later than one hour prior to the close of business following the regular business day on which the goods are ordered.
- 2.** Bidder recognizes and hereby accepts that the quantities noted in Schedule B are only intended to be illustrative of historic annual amounts used by the Building and Maintenance Division of Public Works and are not guaranteed by County.
- 3.** When specified, Bidder shall quote the brand name called out in the description. If Bidder cannot supply the specified brand, Bidder shall note it's alternate in the last column of the Schedule B. The County reserves the exclusive right to determine its equivalency to the specified brand listed.
- 4.** In order to ensure an equitable evaluation of competing bids, Bidder shall declare case lot quantities when the Unit of Measure (UOM) listed on Schedule B specifies Case (CS). Case lot quantities shall be recorded in the last column of Schedule B. Failure to provide this information may cause the bid to be declared unresponsive.
- 5.** The County may, from time-to-time, need to purchase janitorial supplies that are not listed in Schedule B. If such an occasion should arise, Bidder would offer a discount of _____% off of list price to County.

ATTACHMENT B

SCHEDULE OF FEES

DESCRIPTION	EST QTY	UOM	COST	EXTENDED COST	Record Case Lot amounts here, substitution for brand name and/or any comments
Single Ply Toilet Paper	70	CS			
Single Fold Paper Towel	200	CS			
Multifold Paper Towel	50	CS			
Large Trash Liners	100	CS			
Small Trash Liners	30	CS			
Lemon Disinfectant	50	GAL			
Windex	25	GAL			
Clorox Bleach	12	GAL			
Comet Cleanser-24 ct	4	CS			
Nitrile Gloves-Large	2	CS			
Nitrile Gloves-XL	2	CS			
Stainless Steel Cleaner	2	CS			
Pledge	2	CS			
Lysol Disinfectant	2	CS			
Toilet Seat Covers	15	CS			
Borax	12	CS			
Urinal Screens	120	EA			
Pink Lotion Hand Soap	40	GAL			
Lotion Soap Dispenser Refill	10	CS			
#20 Cotton Mops	3	CS			
#20 Finish Mops	1	CS			
24" Dust Mops	3	EA			
36" Dust Mops	12	EA			
32 oz Spray Bottle	24	EA			
Turks Head Bowl Brush	25	EA			
Pumice Stone	1	CS			
Scotch Brite Pads	1	CS			
Liquid Stop Odor	2	CS			
Carpet Extractor De-foamer	12	GAL			
Carpet Extractor Cleaner	24	GAL			
Carpet Spotter	6	GAL			
Under Coat Sealer	24	GAL			
Finish Stripper	20	GAL			
Floor Finish	40	GAL			
Terry Towels	1	CS			
Liquid Drano	1	CS			
Finish Buffing Pads	1	CS			
Stripping Pads	2	CS			

Total Annual Estimated Cost (excluding sales tax): _____