

TOWN OF WESTERLY / WESTERLY PUBLIC SCHOOLS

REQUEST FOR QUOTATION

CUSTODIAL SUPPLIES

RFQ Number: 2018-023

May 16, 2018

The Town of Westerly/Westerly Schools(Town), Westerly, RI, acting through its Purchasing Agent, is hereby soliciting sealed bids for the above referenced RFQ and you are hereby invited to submit a Lump Sum Proposal for the Scope of Work described in this Request for Quotation, in strict accordance with the Bid Documents.

TERMS AND CONDITIONS

Bids shall be based on the Terms and Conditions as referenced in this Request for Quotation.

BID DUE DATE/SUBMITTING INSTRUCTIONS

BIDS ARE DUE and MUST BE SUBMITTED on the attached **BID FORM, Attachments B, NO LATER THAN 02:00 p.m., EST, Tuesday, June 5, 2018.** A Bid submitted on other than the attached BID BREAKDOWN FORM may be rejected. Envelopes containing bids **must be** sealed and addressed to the undersigned, at the Purchasing Department, 1st Floor office, Westerly Town Hall, 45 Broad St., Westerly, RI 02891 and must be clearly marked with the Name and Address of Bidder, Bid Due Date and Time, and RFQ Number and Title. Bidders must include **two copies and a DIGITAL copy of the Bid on Zip, Disk or Flash drive** as defined in the Instruction to Bidders.

BIDDER'S QUESTIONS

Questions regarding this solicitation must be emailed and received by the Purchasing Agent at mbednarski@westerlyri.gov no later than **5/25/18, 12:00PM**, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Town of Westerly website at www.westerlyri.gov as an addendum to this solicitation

SPECIAL INSTRUCTIONS TO BIDDERS

1. Bidder shall base the Proposal on providing all materials and equipment, FOB jobsite.
2. Quotes must be firm for a minimum of 90 days from date of submission.
3. Bid Completeness - Pricing submitted on this project must be an all-inclusive price. The intent of an all-inclusive Price is such that no Adds or Change Orders will be necessary.
4. Deliveries will be made to approximately five different locations within the Town of Westerly.
5. **EVERY BID MUST HAVE SIZE OF CONTAINER AND QUANTITY PER CASE/PKG. ETC.**
6. PRICES MUST HOLD FIRM UNTIL **JUNE 30, 2019.**
7. This project is **Tax exempt** for Rhode Island Sales Tax and Federal Excise Taxes.

RFQ BID DOCUMENTS

Attachment B – Bid Form Page 1 through 4

Attachment C – Instruction to Bidders Pages 1 through 3

This solicitation is available at www.westerlyri.gov.

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The Town of Westerly/Westerly Schools reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town/School.

The Town/School does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations

Regards,

Mark Bednarski,

Purchasing Agent

Town of Westerly/ Westerly Public Schools

45 Broad Street

Westerly, RI 02891

Tel: (401) 348-2625

Email: mbednarski@westerlyri.gov

www.WesterlyRI.gov



CC: **PM**

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ATTACHMENT "B"

Bid Form

"THIS FORM MUST BE COMPLETED AND SUBMITTED WITH BID"

RFQ NUMBER: **2018-023**

RFQ NAME: **CUSTODIAL SUPPLIES**

The Bidder stated below agrees to furnish and delivery, as defined in the above referenced Request for Quotation, for the Unit Prices listed below:

Est. Qty.	U/M	Units	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			GLOVES WORK: CANVAS, COATED, PLASTIC, RUBBER, ETC...		
6	Cases	10 boxes/ case	Gloves, Latex size small 100/box	-	-
7	Cases	10 boxes/c ase	Gloves, Latex size large 100/box	-	-
6	Cases	10 boxes/ case	Gloves, Latex size extra-large 100/box	-	-
5	Cases	each	Gloves, Powder Free Nitrile Size Small 100/box	-	-
5	Cases	each	Gloves, Powder Free Nitrile Size Medium 100/box	-	-
10	Cases	each	Gloves, Powder Free Nitrile Size Large 100/box	-	-
5	Cases	each	Gloves, Powder Free Nitrile Size X-Large 100/box	-	-
			VACUUM CLEANERS, PARTS AND ACCESSORIES		
61	Package s	10 Per Package	Henry Vacuum Cleaner Bags	-	-
5	Package s	10 Per Package	Henry Backpack Vacuum Cleaner Bags	-	-
			APPLICATIONS, FLOOR FINISH, ALL TYPES (EXCEPT BRUSHES)		
100	Pails	5 Gallon Pail	Monistar Floor Finish or Equivalent	-	-
1	Cases	Gallon	Floor Finish 22%	-	-
5	Cases		Floor Stripper	-	-

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			BOTTLES, PLASTIC (FOR CLEANERS, DETERGENTS, AND JANITORIAL SUPPLIES)		
12	32oz. Sprayer	each	Sprayer 32 oz. Bottles with Trigger	-	-
-			BROOMS, BRUSHES, AND HANDLES		
2	Each	each	Broom Inside Sweeping	-	-
31	Each	each	Brush Toilet Bowl	-	-
			CLEANER, HAND, AND SKIN SYNTHETIC DETERGENT TYPE		
103	Cases	10/case	Hand Wash Cleaner Cartridge (1000 Mil.) Purell Bag in Box Soap. Gojo (4) 1000ml (33.8 Fl. Oz) Must fill current dispensers	-	-
100	Cases	8/case	Purell Bag in Box Soap	-	-
0.25	Cases	6/case	Hand Soap Liquid Gallon Size	-	-
5	Case	12/case	Bacterial Hand Soap	-	-
			CLEANER, SEWER, SEPTIC TANK, AND WASTE PIPE, ACID AND CAUSTIC TYPES (INC. DRAIN OPENERS)		
18	Case	12/case	Lysol Toilet Bowl Cleaner	-	-
2	Cases		Acid Bowl Cleaner	-	-
			CLEANSER, POWDERED, CLORINATED		
0.50	Cases		Simoniz Dishwasher Cleaner	-	-
6	Cases		Lysol All Purpose Cleaner	-	-
6	Cases	4/case	Fabuloso Floor Cleaner	-	-
9	Case		Stainless Steel Cleaner	-	-
8	Case		Windex/Glass Cleaner	-	-
1	Gallon	each	Windex Cleaner	-	-
7	Cases	6/case	Bleach/Clorox	-	-
0.25	Cases		Furniture Polish	-	-
6	Case		Laundry Detergent	-	-
1	Bottle		Murphy Oil Soap	-	-
3.25	Case	12/case	Lysol Disinfectant Spray	-	-
3	Cases	4/case	Neutral Cleaner		
9	Cases		Parvocide	-	-
			FLOOR MATS		
4.25	Cases		Urinal Screens	-	-
10	Each	each	4 x 6 Mats Notrac Arrow #118 Grey	-	-
			JANITOR CARTS AND BAGS		
150	Cases	500/case	Liners 33" x 40" 11 Mil/Rolls Natural	-	-
200	Cases	250/case	Liners 40" x 48" 12 Mil/Rolls Natural	-	-
24.25	Each	Cases	Trash Liners (Rolls) 12-16 Gallon 24 x 32 Black	-	-
48	Each	Cases	Large Garbage/Trash Bags 60 Gallon	-	-
30	Each	Cases	Small Garbage/Trash Bags 16 Gallon Black Liners	-	-

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21	Each	Cares	Clear Recycle Bags 60 Gallon Clear Liners	-	-
			SQUEEGEES, SPONGES, AND SCRUBBING PADS,		
			(FOR MANUAL HARD SURFACE CLEANING)		
6.25	Case	6/case	Clorox Disinfecting Wipes	-	-
5	Cases	20/case	3M Doodle Bug Pads *scouring pads medium green	-	-
			TOILET TISSUES, PAPER TOWELS, AND TOILET SEAT COVERS		
24	Case		Paper Towels Tri Fold/Klenex	-	-
6	Cases		Kitchen Towel Rolls Marcal	-	-
20	Cases	12 rolls/ case	Brown Roll Dispenser Paper Towels 350 PER ROLL	-	-
164.5	Cases	8 rolls/ case	Brown Roll Dispenser Paper Towels 1000 per roll 8 rolls per case.	-	-
18	Cases	12/pkg.	White Roll Dispenser Towels 800 Feet	-	-
12	Cases		House Hold Towels 2 ply 84 Sheet	-	-
224.5	Cases	96 rolls/ case	Toilet Tissue, roll 2 PLY 500 Specify Brand Name	-	-
12	Cases	60 Package s/ case	Toilet Tissue, Fold Fort Howard Single Fold Specify Brand Name	-	-
200.5	Cases	30/case	Facial Tissue Marcal/Klenex 2 PLY – 300 each	-	-
12	Cases	6/case	Center Pull Towels	-	-
			MISCELLANEOUS ITEMS		
400	Bags	50 Pound Bags	Thaw Master 50 lb Box or Bag (NO ROCK SALT) **Polar Express Brand *per bag	-	-
3	Cases	20/case 50ct/ea	Solo Hot/Cold Coffee/Beverage Cups	-	-
20	Cases		Canisters of Vomit Clean 6/12 ounce cans	-	-
5	Cases		Hospeco Napkin Receptacle Liners	-	-
1	Cases	4gal/ case	Foam Eliminator Gallon	-	-

Delivery: _____ calendar days after receipt of order.

The below stated Supplier agrees to provide all materials, equipment, supervision and all activities required to provide a complete scope of work as defined in this Request for Quotation, including, but not limited to, agree to all terms and conditions, all as shown or by reference, unless as excluded below:

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EXCLUSIONS:

Did you deviate from the specifications in any way: YES____ NO ____?

(If yes, you must explain below and submit a detailed description of all deviations so that your product or service can be properly evaluated.)

The above price includes all stipulations and requirements of Addendum No. _____, which have been received and accepted by the undersigned.

This Request for Quotation, together with all documents, specifications, drawings and documents/attachments/Addendums, are included and constitute the entire proposal from the bidder. There are no terms, conditions, or provisions, either oral or written, between the parties hereto, other than those contained herein. The Request for Quotation supersedes all written representation, inducements, or understandings of any kind or nature between the parties hereto, relating to the project involved herein. Payment Terms are net 30 days, for this scope of work.

The lump sum bid price above, excludes applicable sales and or use taxes; includes all insurance premiums; and includes all Handling/shipping/transportation costs, if applicable.
The submitted pricing for this scope of work shall remain firm for 90 days from date of submission.

Company Representative

Print Name: _____

Authorized Signature: _____

Telephone	e-Mail	City	State	Zip
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Date: _____

Company Name: _____

ATTACHMENT "C"

INSTRUCTIONS TO BIDDERS

MATERIAL PURCHASES

1. Submission of Bids

- a. Envelopes containing bids **must be** sealed and addressed as indicated on the Invitation to Bid and must be marked with the name and address of bidder, date and bid due time, and name of bid, along with RFQ number.
- b. The Purchasing Agent will decide when and if the specified time has arrived to open bids, and no bid received thereafter will be considered. The Purchasing Agent reserves the right to waive any informality in the bidding process.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- e. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.
- f. Any deviation from the Specifications must be noted in writing and attached as part of the bid proposal. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from Specifications.

2. Prices

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. If there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event, there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

3. Terms

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by Town Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered. Payment terms are net 30.

4. Qualification of Bidders

The Town/School's may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the town with all such information and data for the purpose as may be requested.

5. Addenda and Interpretations

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No interpretation on the meaning of the Plans, Specifications or any other Contract Document will be made to any bidder orally. Every request for such interpretations must be in writing.

All questions pertaining to the specifications or proposal procedure should be first directed to the Purchasing Agent. Where information from the Purchasing Agent differs from information from any other source, the information from the Purchasing Agent prevails. The Town/School is not responsible for information obtained from any other source.

6. **“Or Equal” Bidding**

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item followed by “Or Equal” this description is used to indicate quality, performance and other essential characteristics of the article required.

If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town of Westerly/Westerly Schools or by person or persons designated by him, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared “No Bid” insofar as the item in question is concerned.

7. **Award and Contract**

Unless otherwise specified, the Town of Westerly/Westerly Schools reserves the right to make award by item or items, or by total, as may be in the best interest of the Town; accept a proposal based on considerations other than costs; and waive and modify any provisions of the request for proposal.

A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by an authorized Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party. The Bidder is responsible for all costs and expenses to develop and submit a proposal in response to the solicitation.

8. **Equal Employment Opportunity Policy Statement**

For the purposes of this Policy, the term “vendor” shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Town of Westerly/Westerly Schools pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Town of Westerly/Westerly Schools is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the Town/Schools with goods and services necessary for routine and emergency operations. The Town of Westerly/Westerly Schools will not discriminate against vendors as entities, or individual employees thereof on any legally-recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, Veteran's status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

9. **Compliance with Instructions to Bidders**

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation. Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of nonresponsive bid proposal and/or the rejection of the bid proposal.

10. Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other

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document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

11. Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

Solicitation Number Bid Proposal Submission Deadline_BidderName.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act. If a "hard" public copy is furnished at time of bid, the bidder may follow up with the disk copy before the end of the business Bid Due Date day.

12. Binding Contract

A binding contract between the Town of Westerly/Westerly Schools and the successful bidder will be formed by the issuance of a Purchase Order from the Purchasing Department, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Bid Preparation Checklist, the Request for Quote, the Bidder Certification Form, the Agreement (if applicable to this solicitation), and the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the department.

Dated 6/5/17