

# **CITY WIDE JANITORIAL SUPPLIES**

May 15, 2013

City of Gallatin

## **Introduction**

The City of Gallatin is seeking bids for **CITY WIDE JANITORIAL SUPPLIES** for all departments for the city. Bids will be due on May 30th 2013 at 1:00 pm in a sealed envelope clearly marked **CITY WIDE JANITORIAL SUPPLIES**.

## **Scope of Work**

Vendors are invited to bid on a list of requested cleaning/ janitorial supplies. All city wide Departments will be utilizing this bid for their cleaning/janitorial supplies. Vendors will be required to supply all locations with supplies. Locations include: City Hall, Police Station, 4 Fire Stations, Water Plant, Sewer Plant, Public Works, Public Utilities, and Leisure Services.

## **Vendor Requirement**

The City of Gallatin is looking for a vendor that will assist in providing and maintaining cleaning/janitorial supplies. Vendor should be able to provide and install new toilet paper dispensers, motion detector paper towel dispensers and motion detector soap dispensers at no additional cost to the City of Gallatin. Estimated amount of dispenser's will be around 75 each. Vendor must provide a service of maintaining all equipment (quarterly inspections) and assist in inventory control of all supplies. Pricing will be good for the length of contract. Contract will be for 3 years, with possible one year extensions.

## **Evaluation of Proposals**

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Award will be based on the following factors;

- Completeness of response
- Cost
- Quality of service
- Quality of product
- Delivery Time

## **Contract Award**

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above. In the event that the lowest bidder is not available at the time of need, the city reserves the right to go with the next lowest bidder.

## **Question Submissions**

Finance Department

Attn: J.R. Smith Jr.

132 West Main Street, Room.106

Gallatin, TN 37066

Telephone: 615-451-5899

## **Proposal Submission**

**ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED**

**“CITY WIDE JANITORIAL SUPPLIES”**

**BID DUE DATE: May 30th 2013 @ 1:00 p.m.**

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith, Jr.

132 West Main Street Room 106

Gallatin, TN 37066

Telephone: 615-451- 5899

By submitting its bid, bidder agrees to be bound by the contract provisions attached hereto. The City Attorney shall determine whether any or all of these provisions shall be included in the contract resulting from this bid process.”

## Price Sheet

<u>Item Description</u>	<u>Quantity per Case</u>	<u>Price per Case</u>
Trash can liner (10-16 Gallon) Thickness: 1.5 Mil., True Gauge- no equivalents	_____	_____
Trash can liner (40-45 Gallon) Thickness: 1.5 Mil., True Gauge- no equivalents	_____	_____
Trash can liner (55-60 Gallon) Thickness: 1.5 Mil., True Gauge- no equivalents	_____	_____
Toilet Paper 2 ply (1000ft. per roll) For Dispenser	_____	_____
Toilet Paper 2 ply (Small roll)	_____	_____
Foam Cartridge Soap (1000 ml) For Dispenser	_____	_____
Paper towels (800ft) For Dispenser	_____	_____
Paper towels (50-60 ft)	_____	_____
Hardwound Paper Towels (800 ft)	_____	_____
Air Freshener 12 oz. spray can	_____	_____
Aerosol Glass Cleaner 12 oz. can	_____	_____
All Purpose Floor Cleaner 1 gallon container	_____	_____
Glossy Car Wash 1 gallon container	_____	_____
All Purpose Cleaner 1 gallon container	_____	_____

Soap, Paper Towel and Toilet paper dispensers will be provided at no additional charge for each location and installed by vendor.

**Additional Items**

<u>Item Description</u>	<u>Unit Price</u>
50# White Cotton Rags	_____
24 oz. Cotton Saddle Mop Head	_____
36" Poly Push Broom	_____
Oil Base Floor Sweep (300# drum)	_____

**Concentrated Cleaning Chemicals for Chemical Dispensing System**

<u>Item Description</u>	<u>Dilution Rate</u>	<u>Cost per in use Gallon</u>
Hospital Grade Disinfectant (Disinfectant)	_____	_____
Neutral Floor cleaner	_____	_____
Glass Cleaner	_____	_____
General purpose cleaner	_____	_____

Dispensing system and spray bottles with trigger properly labeled for product will be provided at no additional charge for each location and installed by vendor.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_