

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Antimicrobial Foaming Hand Soap Refills Bid No. 17-21

The Bedford County Department of Finance is requesting proposals for Antimicrobial Foaming Hand Soap Refills for the Bedford County Department of Education. **Sealed bids will be received until 2:00 p.m., Wednesday, January 4, 2017**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Ann Sandridge, School Maintenance Department, 931-684-6961 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

This bid will be for the fiscal year ending June 30, 2017, with an option to renew for an additional one year.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All proposals are to be made on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-21 Antimicrobial Foaming Hand Soap Refills**. Bids will be received and opened at **2:00 p.m., Wednesday, January 4, 2017**. **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

SPECIFICATIONS

Brand: Prime Source or Equivalent

Antimicrobial Foaming Hand Soap Refills

3/1250 ML 42 fl oz

Item #75004237

We will be purchasing approximately 800 cases to be delivered monthly to all sites within the Bedford County School System.

The bid item must fit our existing soap dispensers.

Bid must include a sample.

SCHOOL
BCLA
CASCADE ELEMENTARY
CASCADE MIDDLE
CASCADE HIGH SCHOOL
COMMUNITY ELEMENTARY
COMMUNITY MIDDLE
COMMUNITY HIGH SCHOOL
EAKIN ELEMENTARY
EAST SIDE ELEMENTARY
HARRIS MIDDLE
LEARNING WAY ELEMENTARY
LIBERTY SCHOOL
SHELBYVILLE CENTRAL HIGH
SOUTHSIDE ELEMENTARY
THOMAS MAGNET SCHOOL
VOCATIONAL SCHOOL
PRE-K
CENTRAL OFFICE
TOTAL

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 17-21

Gentlemen,

Having examined the specifications for a **Antimicrobial Foaming Hand Soap Refills** for the Bedford County Department of Education, we (I) submit the following proposal:

Brand: _____ \$ _____ / _____

Company Name: _____

Mailing Address: _____

Signature and Title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____