

# **Bedford County Department of Finance**

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

## **Request for Proposal**

### **Custodial and Paper Products Bid No. 20-6**

The Bedford County Department of Finance is requesting proposals on Custodial and Paper Products. **Sealed bids will be received until 2:00 p.m., Monday, August 5, 2019**, 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 Daniel Kleindienst at the Maintenance Department at 931-684-6961, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Prices shall include all freight and delivery costs.

Deliveries must be made countywide to various locations.

Bid for fiscal year ending June 30, 2020, with option to renew for two additional one year periods.

### 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. 20-6 Custodial and Paper Products. Bids will be received and opened at **2:00 p.m., Monday, August 5, 2019**. 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.

**PROPOSAL FORM**

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

**Re: Bid No. 20-6**

Gentlemen,

Having examined the specifications for **Custodial and Paper Products**, we (I) submit the attached proposal.

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and Title of bidder:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

PRODUCT	EST. QUANTITY OF USAGE	SIZE	BID SIZE	BID PRICE
CUSTODIAL/PAPER PRODUCTS				
10000 CT TALL FOLD NAPKINS	80	16/625		
16 OZ STYRO CUP/1000CT	60	1000 CT		
8 OZ STYRO CUP /1000 CT	50	1000 CT		
12 OZ STYRO CUP/1000 CT	12	1000 CT		
3 COMPARTMENT STYRO 9" PLATE	28	500 CT		
12 OZ STYRO BOWL	8	1000 CT		
PLASTIC SPOONS	14	1000 CT		
PLASTIC FORKS	12	1000 CT		
18" PLASTIC WRAP	2	2000 FT		
18X500 FOIL WRAP	8	500 FT		
PLASTIC SANDWICH BAGS	5	500 CS		
LG FOOD HANDLING GLOVE	74	10/500 CT		
LARGE LATEX GLOVES	30	10/100 CT		
XL. LARGE LATEX GLOVES	30	4/100 CT		
PAPER HAIR BOUFFANT CAPS	6	100CT-10/100		
2OZ. SOUFFLE CUPS	2	12/200 CT		
ANTIBACTERIAL SOAP	60	12/800 ML		
DEGREASER	8	4/GAL		
LIQUID DISH DETERGENT 5 GAL	40	5 GAL		
FRYER CLEANER	6	24/8 OZ		
FLOOR CLEANER	2	4/1 GAL		
FLOOR STRIPPER	6			
FLOOR WAX	6			
FLOOR SEALER	6			
TERRA COTTA GLAZE SEAL	2			
24" REPLACEMENT SQUEEGIE BLADES	2			
BREAK AWAY MOP HANDLES	6			
24OZ LOOPED MOP HEADS	16	12/24OZ		
FUNNEL STYLE MOP BUCKET W/WRINGE	4			
BROOMS/CORN STYLE FOR KITCHEN	6	12/30"		
24" INCH PUSH BROOM WITH HANDLE	4			
TOILET BRUSHES	3			
5 GAL INSULATED WATER COOLER	4			
HEAVY CONCENTRATED ALL PURPOSE CLEANER TO KILL ALL TYPES OF GERMS	12	4/1GAL		
GRILL BRICKS	2	12 CT		
OVEN CLEANER AEROSOL CANS	24	12 CT		
<b>SAMPLES MUST BE PROVIDED FOR FOLLOWING ITEMS:</b>				
TRASH LINERS HMW-HDPE-22 micron		200/cs		
TRASHLINERS 24X33 6 micron		1000/cs		
JUMBO 2 PLY TOILET PAPER - 12 inch		12/cs		

HAND TOWEL WHITE CENTER PULL 9"	6/CS		
SOAP - MUST BE: FOAMING, ANTIBACTERIAL HAND WASH IN SOLID PLASTIC REFILL CARTRIDGES. EACH INDIVIDUAL CARTRIDGE MUST HAVE A STICK ON INGREDIENTS LABEL WHEN RECEIVED. ACTIVE INGREDIENT - CHLOROXYLENOL (.25%) FOR ANTIBACTERIAL PURPOSE	4/1250ml cartridges/cs		
DISPENSERS - WHITE WILL BE PROVIDED AND <i>INSTALLED</i> AT NO CHARGE. REPLACEMENT DISPENSERS MUST BE REPLACED (AT NO CHARGE) AS NEEDED DUE TO WEAR OR DEFECT. EACH DISPENSER WILL HAVE A STICK ON LABEL TO INCLUDE PRODUCT NAME AND INGREDIENTS. EACH DISPENSER <i>MUST</i> HAVE A SEE THROUGH WINDOW FOR EASE OF KNOWING WHEN TO REPLACE.			

**DELIVERIES MUST BE MADE COUNTYWIDE TO VARIOUS LOCATIONS.**

**SHIPPING OR FREIGHT CHARGES INCLUDED.**