

**CALHOUN COUNTY
REQUEST FOR PROPOSAL
CALHOUN COUNTY ADMINISTRATOR'S OFFICE
PURCHASING DIVISION
(269) 781-0981**

ISSUE DATE: MONDAY, APRIL 23, 2012

DUE DATE: WEDNESDAY, MAY 16, 2012

PROJECT: JANITORIAL SUPPLIES; RFP#106-12

This Request for Proposal with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed proposal, shall constitute a contract between the County of Calhoun and the successful and most responsible bidder, as determined by the County when approved and accepted by the County of Calhoun.

PART I - INSTRUCTIONS, TERMS, & CONDITIONS

1.1 PROPOSAL SUBMISSION:

Proposals must be submitted in complete original form by mail or by messenger in a sealed envelope to the following address:

CALHOUN COUNTY BUILDING
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION
315 WEST GREEN STREET
MARSHALL, MI 49068

All proposals received shall be notated as such on the outside of the envelope:

PROPOSAL: *JANITORIAL SUPPLIES - RFP#106-12*

DUE DATE: *WEDNESDAY, MAY 16, 2012; 3:00 pm (local time)*

1.2 CIVIL RIGHTS COMPLIANCE

The Contractor agrees to abide by the provisions of the Elliott-Larsen Civil Rights Act, as amended, being sections 37.2101 et seq. of the Michigan Compiled Laws, and the Michigan Persons with Disabilities Civil Rights Act, as amended, being sections 37.1101 et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.

1.3 LEGAL STATUS OF BIDDER

The bidder shall indicate the legal status of the business firm by filling in the appropriate section below and by striking out the two nonapplicable sections.

1.3.1 An INDIVIDUAL whose signature is affixed to this contract doing business under the name of:

_____ REGISTRATION NUMBER: _____

1.3.2 A PARTNERSHIP doing business under the firm name of:

All of the members of which are as follows:

NAME _____ ADDRESS _____

REGISTRATION NUMBER: _____

1.3.3 A CORPORATION duly organized and doing business under the laws of the State of _____

REGISTRATION NUMBER: _____

1.4 INSTRUCTIONS FOR EXECUTING CONTRACT

- 1.4.1 If the bidder is an INDIVIDUAL, the trade name, if applicable, shall be indicated in the contract signed by such individual. If signed by any one other than the bidder, there shall be attached to the contract a duly authenticated Power-of-Attorney, evidencing the signer's authority to execute such a contract for and in behalf of the individual.
- 1.4.2 If the bidder is operating as a PARTNERSHIP, each partner shall sign the contract. If the contract is not signed by each partner, there shall be attached to the contract a duly authenticated Power-of-Attorney evidencing the signer's or signers' authority to sign such contract for and in behalf of the partnership.
- 1.4.3 If the bidder is a CORPORATION the Certificate of Authorization for Contract Execution (attached) shall be completed in full.

1.5 INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, the contractor agrees to defend, pay on behalf of, indemnify, and hold harmless Calhoun County, its elected and appointed officials, employees, and volunteers, and others working on behalf of Calhoun County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Calhoun County, its elected and appointed officials, employees and volunteers, and others working on behalf of Calhoun County by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract. The Contractor will not be liable for any damages arising out of an act of negligence by the County, its elected and appointed officials, employees, and volunteers, and others working on its behalf.

1.6 RIGHTS AND REMEDIES

No provision in this document or in the Contractor's proposal shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

1.7 WARRANTIES

Contractor warrants that all material or service delivered under this contract shall conform to the specifications of this contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by the County, shall not alter or affect the obligations of the Contractor or the rights of the County under the foregoing warranties. Additional warranty requirements may be set forth in this document.

1.8 INSURANCE REQUIREMENTS

The successful contractor shall not commence work under this contract until he/her has obtained the insurance required under this paragraph and provided copies to the Calhoun County Purchasing Department. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Calhoun County.

- 1.8.1 **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 1.8.2 **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$ 300,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
- 1.8.3 **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$ 300,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 1.8.4 **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include and endorsement stating that the following shall be ***Additional Insureds:*** The Calhoun County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

- 1.8.5 **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Purchasing Department, Calhoun County, 315 West Green Street, Marshall, MI 49068)."
- 1.8.6 If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Calhoun County at least ten (10) days prior to the expiration date. Include current certificates of insurances with your proposal. The successful contractor may be required to have the County added as an additional insured to their insurance policy.

1.9 TAXES

Except as may be otherwise provided in the RFP, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

1.10 GRATUITIES

The County may, by written notice to the Contractor, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the contractor or any agent or representative of the Contractor, to any officer or employee of the County amending, or making any determinations with respect to the performing of such contract.

1.11 INDEPENDENT SERVICE COST DETERMINATION BY CONTRACTOR

By submission of a proposal, the prospective contractor certifies that in connection with the proposal:

- 1.11.1 The proposed service cost was determined independently, without consultation, communication, or agreement for the purpose of restricting competition.
- 1.11.2 The service cost quoted in the proposal has not nor will be knowingly disclosed by the prospective contractor to anyone prior to the contract award.
- 1.11.3 No attempt has been made or will be made to induce other individuals or firms to submit or not submit a proposal.

1.11.4 Each person signing the proposal certifies that he/she is authorized to bind the contractor to its provisions.

1.12 DISCLOSURE

1.12.1 All information in proposals received is subject to disclosure under the provisions of MCL 15.231 et seq, known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

1.12.2 If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Purchasing Department should be so advised in writing (price is not confidential and will not be withheld). The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information.

1.13 CONTRACT NEGOTIATIONS

At the completion of the evaluation process, the County may enter into discussions with the offeror finalist(s) determined to be reasonably susceptible to being selected for award, to identify any needed revisions to the original proposal. Best and final offers may be requested of each of the finalists, or after careful consideration, the offeror that gives the most advantageous proposal may be recommended for award. In the event only one proposal is received, the County may require that the offeror submit a cost proposal in sufficient detail for the County to perform a cost/price analysis to determine if the contract price is fair and reasonable. Award shall be made by the Purchasing Department to the offeror whose proposal is most advantageous to the County.

1.14 CONTRACT

The contract shall be based upon the Request for Proposal issued by the County and the offer submitted by the Contractor in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the County, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between the County and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

1.15 AWARD OF CONTRACTS

UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the County, within ten (10) days after receiving a fully executed Offer and Acceptance form (if included in the RFP), all documents necessary to the successful execution of the contract.

1.15.1 The contract will be awarded to the most responsible bidder whose proposal conforming to this solicitation will be most advantageous to the County; price and other factors considered.

1.15.2 The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or bidding procedures, and to accept any proposal determined by the County to be in the best interests of the County, even though not the lowest proposal.

1.15.3 The County reserves the right to postpone the proposal opening for its own convenience.

1.15.4 The County reserves the right to reissue the request for proposal.

1.15.5 NON-EXCLUSIVE CONTRACT: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of Calhoun County. The County reserves the right to obtain like goods or services from another source when necessary.

1.16 PRIME CONTRACTOR RESPONSIBILITIES - SUBCONTRACTING

The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not parts of the contract are subcontracted. Further, the County will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide complete description of work subcontracted and descriptive information about subcontractors' organization and capabilities. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

1.17 INDEPENDENT CONTRACTOR

1.17.1 It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

1.17.2 Contractor shall not be entitled to compensation in the form of salaries, or to paid vacation or sick days by the County, and that such days do not accumulate for the use of same at a later date.

1.17.3 The County will not provide any insurance coverage to Contractor, including Workmen's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any.

1.18 NON-ASSIGNMENT

The contractor may not assign, subcontract, or otherwise transfer this agreement without the express prior written approval of the Calhoun County Purchasing Department.

1.19 SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the County. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.20 ASSIGNMENT - DELEGATION

No right or interest in this contract shall be assigned by the contractor without prior written permission of the County, and no delegation of any duty of Contractor shall be made without prior written permission of the County. The County shall not unreasonably withhold approval and shall notify the contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.21 CONTRACT PAYMENT

Payment for the proper performance of services under a contract entered into as a result of this RFP shall be commensurate with the scheduled progress of the work and shall be made upon receipt of a detailed invoice for payment. A separate invoice shall be issued for each shipment of material or service performed, and no payment shall be issued prior to receipt of material or service and correct invoice.

1.22 LENGTH OF CONTRACT

The term of the contract shall be for a *one (1) year* period, with four 1-year extensions possible, upon mutual agreement of both parties. The County reserves the right to delay the commencement of this contract for the purposes of allowing the County and/or the Contractor sufficient time to make the proper preparations and acclimation in anticipation of providing the services as referenced herein.

1.23 CANCELLATION

CANCELLATION OF CONTRACT by the County may be for; a) default by the contractor or b) lack of further need for the service or commodity at the location named in the contract. Default is defined as the failure of the contractor to fulfill the obligations of their quotation or contract. In case of default by the contractor, the County may cancel the contract immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby.

Either the contractor or the County may terminate this agreement with a 120 day written notification to the other party. In the event the County no longer needs the service or commodity specified in the contract due to relocation of offices, or lack of funding, the County may cancel the contract by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation without penalty or fine.

1.24 EXCEPTIONS TO CONTRACT TERMS AND SPECIFICATIONS

The offeror shall clearly identify any proposed deviations from the contract terms or specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the offeror's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the offeror's proposal, the County will assume complete conformance with this specification and the successful offeror will be required to perform accordingly.

PART II - GENERAL PROVISIONS

2.1 SUBMISSION OF PROPOSALS

2.1.1 One original and **three (3)** copies of each proposal should be submitted on the forms and in the format specified in the RFP. The original copy of the proposal should be clearly labeled "Original" and shall be unbound and single-sided. The County reserves the right to assess a copy charge to any vendor who does not submit the requested number of proposal copies, as well as additions to the proposal such as pamphlets, brochures, catalogs, etc. The material should be in sequence and related to the RFP. The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.

2.1.2 To be considered, bidders must submit a complete response to this RFP. No other distribution of RFP is to be made by this bidder. The proposal must be signed in ink by an official authorized to bind the contractor to its provisions. Proposals must remain valid for at least ninety (90) days from the opening date.

2.2 PREPARATION OF PROPOSALS

2.2.1 The proposal shall be legibly prepared in either ink or typed.

2.2.2 Should the bidder find it necessary to alter the Proposal/Contract, such alterations shall be crossed out with ink, and the correction entered. All alterations and/or corrections must also be initialed in ink and dated by the bidder.

2.2.3 The proposal shall be legally signed and the complete address of the bidder provided thereon.

2.3 ACCEPTANCE OF RFP CONTENT

It is the responsibility of all offerors to examine the entire Request for Proposal package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due time and date. The contents of this RFP and the bidder's proposal will become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

2.4 INQUIRIES

- 2.4.1 Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Request for Proposal (RFP) and attachments, must be requested in writing and with sufficient time allowed for a reply to reach all prospective respondents before the submission of their proposal. Any information given to a prospective bidder concerning the RFP will be furnished to all prospective bidders as an amendment or an addendum to the RFP if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance of the information. Oral explanation or instructions given before the award of the contract shall not be binding.
- 2.4.2 Questions that arise as a result of this RFP must be submitted in writing to the issuing office via E-MAIL/FAX by **WEDNESDAY, MAY 2, 2012**. All questions and answers will be transmitted via E-MAIL/FAX to all potential bidders by **FRIDAY, MAY 4, 2012**. Any correspondence related to a solicitation should refer to the appropriate Request for Proposal number, page and paragraph number. Questions must be addressed to:

Calhoun County Administration Office
Purchasing Division
315 West Green Street
Marshall, Michigan 49068
CONTACT: Leslie R. Obrig
FAX: (269) 781-0140
E-MAIL: lobrig@calhouncountymi.gov

(The preferred manner of submission is via email. Use fax only if no email.)

2.5 RESPONSIVE PROPOSAL

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or bidding procedures, and to accept any proposal determined by the County to be in the best interests of the County, even though not the lowest proposal. **Proposals shall remain vital for ninety (90) days from opening.**

2.6 LATE PROPOSALS

Any proposals received at the office herein designated after the exact time specified for

receipt will not be considered. The prevailing clock is pursuant to www.time.gov.

2.7 ALTERNATE PROPOSALS

Bidders are cautioned that any alternate proposal, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the RFP, may be considered non-responsive and at the option of the County, result in the rejection of the proposal. The respondent shall clearly identify any proposed deviations from the contract terms or specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no changes are noted County will assume vendor is in agreement.

2.8 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn prior to the exact time set for receipt of proposals in person by a proposer or the proposer's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal documents.

SECTION III - TECHNICAL SPECIFICATIONS

3.1 INTRODUCTION TO SCOPE OF WORK

Calhoun County is seeking proposals for janitorial supplies, which primarily includes paper goods, cleaning solutions, and trash bags. The County currently purchases approximately \$150,000 yearly in janitorial supplies. This monetary amount is provided for estimating purposes and is not a guarantee of purchases to be made over the life of this contract. This bid is separated into 4 categories: paper goods, cleaning solutions/soaps, trash bags, and miscellaneous, for the purpose of evaluation. Bidders are requested to complete a price sheet specifically for each category; however the award of the bid will encompass *all* categories. The awarded bidder will be able to provide the full line of products specified by the County and in accordance with customer service and delivery requirements. **The term of this contract is for one year, with four 1-year extensions possible.**

3.2 SCOPE OF WORK REQUIREMENTS

The most responsive proposal shall include the following requirements:

3.2.1 Pricing:

3.2.1.1 The price shall be based on firm fixed pricing for the 1 year contract length.

3.2.1.2 Bid sheets (Attachments D1-D4) have been developed for the purpose of establishing janitorial supply pricing. Bidders are requested to bid exclusively on the specified product, and may also include an alternative product. Bidders are to bid on the specified quantity (i.e. per ounce or each) of product, and then by the shipped quantity (i.e. quart, gallon, case) where specified.

3.2.1.3 Attachments D1-D4 consist of high usage items for Calhoun County.

3.2.1.3.1 Pricing as submitted by proposers on the bid sheets shall be firm fixed pricing for the first year of the agreement. Should the County award a contract extension, an annual review will be allowed. Annual adjustments for firm-fixed pricing of janitorial supplies may be allowed for individual items provided the supplier is able to document price increases. Increases resulting from the annual adjustment shall be limited by the percentage increase of the Consumers Price Index with a maximum increase not to exceed 5%.

3.2.1.3.2 Suppliers who experience County prices which are below the suppliers cost for an individual item per the bid sheets may

petition the Purchasing Department for relief with the proper supporting documentation.

3.2.1.3.3 Delivery and freight costs charged to the vendor by their supplier/manufacturer shall be factored into the firm fixed cost of each item.

3.2.2 Delivery:

3.2.2.1 Vendor must be able to provide a minimum of one (1) delivery day per week, preferably two (2). The day or days of the week must be approved by the building supervisor at each of the County facilities:

a) Justice Cntr Complex (*Maint.&Jail*)- 161 E. Michigan Ave., Battle Creek

b) Toeller Building - 190 E. Michigan Ave., Battle Creek

c) County Building - 315 W. Green St., Marshall

d) Juvenile Home - 14555 18 ½ Mile Rd., Marshall

3.2.2.2 Delivery times will be arranged with and approved by building supervisors.

3.2.2.3 All deliveries shall have a packing slip.

3.2.2.4 State whether you charge a shipping and handling fee and the amount.

3.2.3 Quality of Products:

3.2.3.1 Attachments D1-D4 have been prepared to reflect the frequently ordered products, including a brief description of the product, intended function/use, and required/restricted ingredients. Bidders are requested to bid on the specified product based on their inventory/manufacturer. In instances where specific brand names are used, the specification should be viewed as exclusive and no substitutions will be accepted. Bidders also have the prerogative to bid an alternative product, if recommended. Examples of instances where an alternative product might be proposed would be “value added” product qualities, (i.e.: virgin vs recycled; standard vs “green”; or a suggested better solution to the County’s need). All products proposed are subject to demonstration by the vendor to the County during the evaluation period. Product demonstrations will be scheduled with bidders by the County Purchasing Office.

3.2.3.2 Proportioning System: A controlled chemical dispensing system is currently utilized by the County Jail and the Juvenile Home. The supplier shall provide the required quantity of the dispensed chemical products, the dispensing unit, provide training to the County pursuant to its use, and maintain the system for the term of the contract at no cost to the County. Bidders must provide with their bid the manufacturer’s chart/spreadsheet with the recommended dilution ratios for products, as well as the chemical composition of each product and Material Safety Data Sheets. No other dilution information will be accepted

by the County.

The price sheet (D-3) denotes the required *functions* these chemicals are used for. The County understands that each bidder may have a differing proportioning system and chemicals from what the County is currently using. Submit your bid based upon the specified end-use purposes and provide a complete explanation of your proportioning system and chemicals so as to demonstrate to the County your products/system provide a full spectrum of coverage when compared to the listed intended usage on D-3. *(For example: The County has listed 6 purposes for which chemicals are required; however, your system may only require 2 chemicals that provide the full spectrum of end-use purposes.)*

3.2.3.3 Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Be sure to complete all specification information located on the pricing sheets. The County will request samples as required. **DO NOT SUBMIT SAMPLES WITH YOUR RESPONSE.**

3.2.3.4 Proposals should include information on any items bid which are substantially different than those requested, particularly variances in unit quality, packaging, quality grades, weight, functionality, features, comparability, or recycled versus virgin product. The County shall reserve the right to make the final determination as to the comparability and consistency of individual items bid in response to this RFP.

3.2.4 Customer Service Requirements:

3.2.4.1 Account representative available to call when problems or questions occur.

3.2.4.2 Account representative available to attend scheduled meetings with the County concerning usage and demand or other areas of address.

3.2.4.3 Vendor shall make available an inside contact person familiar with the County account, to handle incoming calls from County departments.

3.2.4.4 Vendor will be required to meet all applicable Federal, State, and local guidelines, laws, and regulations and will comply with all applicable requirements of the M.I.O.S.H.A. / E.P.A. Training and Right-To-Know Program required, at no cost to the County.

3.2.5 Ordering Requirements:

3.2.5.1 Proposed vendor will have a customer order form customized for the County, when awarded.

3.2.5.2 Order system facilitated online, by fax or telephone.

3.2.5.3 Vendor shall make available an inside contact person familiar with the

County account.

3.2.5.4 Availability of special orders.

3.2.5.5 Unauthorized substitutions of ordered merchandise will not be accepted without prior approval of ordering department. County ordering departments have the right to refuse unauthorized substitutions.

3.2.6 Reporting Requirements:

3.2.6.1 Janitorial supplies usage reports upon request

3.2.6.2 Usage reports for individual locations and products upon request.

3.2.6.3 Other reports may be requested within the suppliers current reporting system

3.2.7 Return Policy Requirements:

3.2.7.1 100% credit on unused products in original packages, which were purchased within the last 30 days.

3.2.7.2 Defective products should be handled in an appropriate manner depending on the particular circumstances.

3.2.7.3 Credit slips shall be issued on all returned items. The County requests an authorized return policy or procedure, which can be mutually agreed upon by the County and the provider.

3.2.7.4 State whether a restocking fee would be charged, in what instances, and the charge.

3.2.7.5 State if your return policy differs from the above and explain.

3.2.8 Billing Requirements/Terms:

3.2.8.1 The County shall receive one consolidated statement for each month which includes the itemized purchases by locations for that month. The provider and the County shall determine a mutually agreed upon schedule for receipt of vendor issued monthly statements and payments.

3.2.8.2 All janitorial supplies will be purchased under one contract P.O.#.

3.2.8.3 Individual orders must have their own invoice #'s and proof of delivery.

3.2.8.4 Standard payment terms, net 30 days unless mutually agreed upon alternate payment terms are negotiated.

3.3 LEED EXPERIENCE

During the term of this contract, the County may begin the process of LEED certification for the Calhoun County Building in Marshall. Bidders should be prepared to assist the County with this process regarding LEED-acceptable janitorial products, if they receive the contract award for janitorial supplies.

3.4 PROPOSAL EVALUATION CRITERIA

It is the intent of Calhoun County to conduct a comprehensive, fair and impartial evaluation of the proposals received in response to this request for proposal. The proposal selected will be that response deemed most advantageous to Calhoun County, based on the following criteria presented in order of importance:

3.4.1 Price

3.4.2 Product Selection & Quality

3.4.3 Delivery

3.4.4 Customer Service

3.4.5 Ordering

3.4.6 Reporting

3.4.7 Return Policy

3.4.8 Billing

3.5 CONTENTS OF PROPOSAL

Proposals shall have all requests for information numbered and answered completely. The narrative portion and the materials presented in response to request for information shall be submitted in the same order as presented in this request for proposal to better facilitate evaluation of proposals by the County. Vendor proposals should include the following :

3.5.1 Pricing:

Provide proposed firm-fixed price in response to bid sheets (Attachments D1-D4) ***Vendors must bid on all products listed on a bid sheet and on all categories to be considered responsive.*** Bidders must also bid the exact specified product, before providing a recommended alternate product.

3.5.2 Product selection and Quality:

3.5.2.1 Please provide a full line product catalog when submitting proposal.

3.5.2.2 Describe the chemical dispensing control units that will be installed in the Jail and Juvenile Home. This system shall be error and fool-proof in order to protect inmate trustee users as well as County personnel from accidental or intentional misuse. Please describe safeguards inherent in the system which prohibit misuse. Indicate whether the proposed system is Correctional Facility approved and provide manufacturer documentation of such. Accompanying the pricing of each product, should also be the suggested manufacturer's ratio for mixing, the total gallons of mixed product produced from each unit of concentrate, and the cost per gallon of the ready-to-use product.

The price sheet (D-3) denotes the required *functions* for which these chemicals are used. The County understands that each bidder may have a differing proportioning system and chemicals from what the County is currently using. Submit your bid based upon the specified end-use purposes and provide a complete explanation of your proportioning system and chemicals so as to demonstrate to the County your products/system provide a full spectrum of coverage when compared to the listed intended usage on D-3. *(For example: The County has listed 6 purposes for which chemicals are required; however, your system may only require 2 chemicals that provide the full spectrum of end-use purposes.)*

3.5.2.3 The County requires all MSDS information on all required products. Explain your procedure for insuring all required products have the correct MSDS information attached with each product.

3.5.2.4 Product demonstrations may be a part of the evaluation of proposals received by the County and will be requested and arranged by the Purchasing Office.

3.5.3 Delivery:

3.5.3.1 Please provide the number of vehicles and the types of vehicles used to transport goods to the County.

3.5.3.2 Describe delivery service capabilities in relation to the County's service area.

3.5.3.3 Please submit a sample packing slip.

3.5.4 Customer Service:

3.5.4.1 Description of firm and associated personnel assigned to the County account with outline of customer service structure.

3.5.4.2 Provide references of similar entities for which the vendor is currently providing janitorial supplies, including contact names, email address, and phone numbers.

3.5.4.3 Describe types of training and Right-To-Know program that will be conducted at no cost to the County.

3.5.5 Ordering:

3.5.5.1 Provide a sample ordering form similar to that the County would utilize.

3.5.5.2 Describe the different types of ordering that will be available to the County. (i.e. telephone, faxed, on-line)

3.5.5.3 Describe how your firm handles special orders and explain charges that may apply to special orders.

3.5.6 Reporting:

3.5.6.1 Provide sample reports.

3.5.6.2 Describe the types of reports that would be available to the County.

3.5.6.3 Describe the software application your company utilizes for reporting.

3.5.7 Return Policy:

Describe your return policy, including any expenses to the County.

3.5.8 Invoicing:

3.5.8.1 Please provide a sample of a similar invoice and statement.

3.5.8.2 Describe how billing errors and billing disputes are handled.

3.5.9 Experience:

3.5.9.1 Provide a description of the training and experience your company and staff have which would be beneficial to the County in the pursuit of LEED certification. Provide detail of staff training and/or certification, as well as any staff experience with assisting customers in attaining LEED certification.

3.6 ATTACHMENTS

The following attachments shall be completed and submitted with each response.

3.6.1 Non-Collusion (*Attachment A*)

3.6.2 Certificate of Authorization (*Attachment B*)

3.6.3 Contract (*Attachment C*)

3.6.4 Bid Sheets (*Attachment D1 thru D4*)

3.7 RESPONSE TO RFP

Bidder's proposal packet must arrive at the Purchasing Division and be time stamped on or before the date and time specified on the first page of this RFP. Bidders are responsible for the timely receipt by the Purchasing Division of their proposals notwithstanding delays resulting from postal handling or any other reasons. The prevailing time is pursuant to www.time.gov.

LATE PROPOSAL PACKETS WILL NOT BE CONSIDERED.

ATTACHMENT A

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

ATTACHMENT B

CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION

This certificate shall be executed by some officer of the Corporation other than the one who signed the foregoing proposal. Before executing, please note the last paragraph of this certificate.

I, _____, certify that I am the _____ of
(Official Corporate Title)

the corporation named contractor herein: that _____ who signed the
foregoing proposal on behalf of said corporation was then _____ of said
corporation; that said proposal was duly signed for on behalf of said corporation by authority of
its governing body and is within the scope of its corporate powers.

SIGNED: _____

TITLE: _____

FIRM: _____

DATE: _____

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

In lieu of the foregoing certificate, there may be attached to the proposal a copy of that portion of the records of the corporation as will show the official corporate character and authority of the officer signing. Such copy shall be duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

ATTACHMENT C

CONTRACT

THIS AGREEMENT, made and entered into this ____ Day of _____, 2012 ,
by and between the County Of Calhoun, Michigan, (hereinafter called the “County”)
and _____ , (hereinafter called the “Contractor”).

WITNESSETH

WHEREAS , the Contractor did on the 16th Day of May _____ , 2012 ,
submit a Bid Proposal to provide *Janitorial Supplies* as may be incidental thereto or as described in
RFP#106-12.

NOW, THEREFORE, in consideration of the following mutual agreements and
covenants, it is understood and agreed upon by and between the parties hereto as follows :

1. The Contractor shall furnish the following Contract Documents, all of which shall be incorporated as part of the agreement between the parties as fully as if set forth herein:
 - (a) The Request For Proposal **RFP#106-12.**
 - (b) The Contractor’s Bid Proposal
 - (c) This Instrument
 - (d) Any supplements or changes to the foregoing agreed to by the parties hereto including addendums
 - (e) Insurance Forms

2. All provisions of the Contract Documents shall be strictly complied with and conformed to by the Contractor, and no substitutions or change in said specifications shall be made except upon written consent or written direction of the Purchasing Agent for the County. Any such substitution or change shall in no manner be construed to release either party from any specified or implied obligation of the aforesaid Contract Documents except as specifically provided for in such consent.

3. This Contract is entered into subject to the following conditions :
 - (a) The Contractor shall procure and keep in full force and effect throughout the terms of this contract all of the insurance policies specified in, and required by, the Contract Documents.
 - (b) The Contractor shall not be liable for the failure to wholly perform the stated duties if such failure is caused by a natural catastrophe, riot, war, government order or regulation, or Act of God.

- (c) The contractor agrees to abide by the provisions of the Elliott-Larsen Civil Rights Act, P.A. 1976, No. 453, as amended, being sections 37.2101 et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status, or because of a handicap that is unrelated to the individuals ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.
- (d) In the case of a conflict between the Contract, RFP, Addendum, and Bid; the RFP and Addendum shall be the prevailing documents.
- (e) The terms and conditions contained within the Contract Documents are governed by the laws of Michigan. In the event of a dispute the laws of Michigan will be used to resolve the dispute.

IN WITNESS WHEREOF, we, the contracting parties by our representative duly authorized agents, hereto affix our signatures and seals this _____ day of _____, 2012 .

COUNTY OF CALHOUN, MICHIGAN

ATTEST :

BY : _____

TITLE : _____

CONTRACTOR

ATTEST :

BY : _____

TITLE : _____

ATTACHMENT D-1

**BID SHEET
CATEGORY: PAPER PRODUCTS**

Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Proposals should include information on any items bid which are substantially different than those requested, particularly variances in unit quality, packaging, quality grades, weight, functionality, features, comparability, or recycled versus virgin product. The County shall reserve the right to make the final determination as to the comparability and consistency of individual items bid in response to this RFP. Estimated annual usage is to be used as a guide to possible quantities (based on 1/2011 - 12/2011 usage), and not a guarantee of order quantities during the length of this contract. Bid sheets are not an exhaustive list of supplies utilized by the County, but are representative of high-use items.

****All paper products will be used in all County facilities and in all operations****

Product w/description _____ Est. Annual Usage

1. 2 Ply toilet tissue, standard-size roll 580 cs

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

1.a. Alternate Product:

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

2. 2-PLY jumbo roll toilet tissue, 9" dia. 200 cs

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

2.a. Alternate Product:

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

3. Roll Towel, hardwound, natural, 770 cs

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

3.a. Alternate Product:

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

4. Roll Towel, hardwound,white

50 cs

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

4.a. Alternate Product:

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

5. C-Fold Paper Towel, white,

75 cs

Bid Pricing: \$ _____/case; # of sheets per case) = _____

Manufacturer's case weight: _____

Product # bid & description: _____

5.a. Alternate Product:

Bid Pricing: \$ _____/case; # of rolls per case = _____

Manufacturer's case weight: _____

Product # bid & description: _____

6. Facial Tissue, White,

20 cs

Bid Pricing: \$ _____/case; # of boxes/case = _____; # of sheets/box = _____

Manufacturer's case weight: _____

Product # bid & description: _____

6.a. Alternate Product:

Bid Pricing: \$ _____/case; # of boxes per case = _____; # sheets/box = _____

Manufacturer's case weight: _____

Product # bid & description: _____

**attach an additional sheet if additional space is needed for product descriptions, etc.*

****DO NOT SEND SAMPLES WITH RFP RESPONSE****

(D-1 cont. - Paper)

ALL PRICING SHALL REMAIN VITAL FOR 60 DAYS FROM THE DUE DATE OF THIS RFP

(Vendor Signature) _____(Official Title)

(Company) _____(E-mail)

(Date) _____(Phone)

ATTACHMENT D-2

**BID SHEET
CATEGORY: TRASH LINERS:**

Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Proposals should include information on any items bid which are substantially different than those requested, particularly variances in unit quality, packaging, quality grades, weight, functionality, features, comparability, or recycled versus virgin product. The County shall reserve the right to make the final determination as to the comparability and consistency of individual items bid in response to this RFP. Estimated annual usage is to be used as a guide to possible quantities (based on 1/2011-12/2011 usage), and not a guarantee of order quantities during the length of this contract. Bid sheets are not an exhaustive list of supplies utilized by the County, but are representative of high-use items

<u>Product w/description</u>	<u>Est. Annual Usage</u>
-------------------------------------	---------------------------------

1. HD can liner, comparable to specs: 23" x 32", .36 mil, black \$ _____/ per bag	30 cs
--	-------

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____
Product # bid & description: _____

1.a. Alternate Product:

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____
Product # bid & description: _____

2. LD can liner, comparable to specs: 24" x 24", 10 gal. capacity, 6 mic natural (use: general desk trash) \$ _____/ per bag	50 cs
--	-------

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____
Product # bid & description: _____

2.a. Alternate Product:

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____
Product # bid & description: _____

(D-2 cont. - trash liners)

3. HD can liner, comparable to specs: 33" x 39", 33 gal. capacity, 16 mic, natural (use: jail) 20 cs

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

3.a. Alternate Product:

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

4. HD can liner, comparable to specs: 30" x 37", 20-30 gal. capacity, 16 mic, natural 130 cs
(use: Jail & Juvenile Home for inmate/resident property & trash bags)

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

4.a. Alternate Product:

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

5. HD can liner, comparable to specs: 38" x 60", 55 gal. capacity, 17 mic, natural 100 cs
(use: Juvenile Home)

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

5.a. Alternate Product:

\$ _____/ per bag

Actual microns: _____ Actual dimensions: _____ Actual capacity: _____

unit of shipment (case or roll): _____ # bags/unit: _____

Manufacturer case/roll weight: _____

Product # bid & description: _____

(D-2 cont. - trash liners)

6. HD can liner; comparable to specs: 38" x 60", 55 gal. capacity, 22 mic, black 220 cs
(use: jail kitchen, Juvenile Home)

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

6.a. Alternate Product:

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

7. HD can liner, comparable to specs: 43" x 48", 56 gal. capacity, 16 mic, natural 10 cs

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

7.a. Alternate Product:

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

8. HD can liner; comparable to specs: 43" x 48", 56 gal. capacity, 22 mic, black 30 cs
(Use: Juvenile Home)

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

8.a. Alternate Product:

\$ _____/ per bag
Actual microns: _____ Actual dimensions: _____ Actual capacity: _____
unit of shipment (case or roll): _____ # bags/unit: _____
Manufacturer case/roll weight: _____

Product # bid & description: _____

(D-2 cont. - trash liners)

**attach an additional sheet if additional space is needed for product descriptions, etc.*

****DO NOT SEND SAMPLES WITH RFP RESPONSE****

ALL PRICING SHALL REMAIN VITAL FOR 60 DAYS FROM THE DUE DATE OF THIS RFP

_____	_____
(Vendor Signature)	(Official Title)
_____	_____
(Company)	(E-mail)
_____	_____
(Date)	(Phone)

ATTACHMENT D-3

BID SHEET
CATEGORY: CLEANING SOLUTIONS/SOAPS

Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Proposals should include information on any items bid which are substantially different than those requested, particularly variances in unit quality, packaging, quality grades, weight, functionality, features, comparability, or recycled versus virgin product. The County shall reserve the right to make the final determination as to the comparability and consistency of individual items bid in response to this RFP. Estimated annual usage is to be used as a guide to possible quantities (based on 1/2011-12/2011 usage), and not a guarantee of order quantities during the length of this contract. Bid sheets are not an exhaustive list of supplies utilized by the County, but are representative of high-use items. Bidding of alternate products is not required, but may allow bidders to present a product with value added qualities.

Product w/description:	Est. annual usage
-------------------------------	--------------------------

1. Oxygen bleach scouring powder (use: Jail-clean toilets, sinks, & countertops) Bid Pricing: \$ _____/ounce unit of package: _____ Unit of shipment: _____	500 ea
Product # bid & description: _____	

1.a. Alternate Product:
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

2. Spray Disinfectant, hospital grade, kills: HIV, HEP, Herpies Simplex, T.B., MRSA (use: Jail & Juvenile Home to disinfect & deoderize cells/rooms) Bid Pricing: \$ _____/ounce unit of package: _____ Unit of shipment: _____	60cs
Product # bid & description: _____	

2.a. Alternate Product:
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

3. Bleach (use: Jail-hazardous clean-up & women's laundry) Bid Pricing: \$ _____/ounce unit of package: _____ Unit of shipment: _____	250 gal.
Product # bid & description: _____	

(D-3 cont. - Cleaning solutions)

3.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

4. Floor finish, "low maintenance"

150 gal.

(use: Jail & Juvenile Home -general use hard surface floors, "no slip" formula)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

4.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

5. Spray floor buff

20 gal

(use: general floors & Juvenile Home floors)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

5.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

6. Stainless steel polish, aerosol

10 cs

(use: Juvenile Home stainless toilets & kitchen appliances)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

6.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

7. toilet bowl cleaner, liquid, non-acid

25 cs

(use: Jail-toilet cleaning)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

(D-3 cont. - Cleaning solutions)

7.a. Alternate Product:

Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

8. Floor stripper 170 gal
(use: Juvenile Home-tile floors)
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

8.a. Alternate Product:

Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

9. Vehicle wash 40 gal
(use: Jail-inmates wash patrol cars)
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

9.a. Alternate Product:

Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

10. Dust mop treatment, aerosol 40 ea
(use: Jail-prevent mop from sticking on hard surface floors)
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

10.a. Alternate Product:

Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

11. Instant hand sanitizer, 800ml dispenser refill 20 cs
(Use: Juvenile Home staff)
Bid Pricing: \$ _____/ounce
unit of package: _____ Unit of shipment: _____
Product # bid & description: _____

(D-3 cont. - Cleaning solutions)

11.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

12. Instant hand sanitizer, non alcohol, 1 liter refill

10 cs

(use: Jail-Sheriff's officers)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

12.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

13. Lotion hand soap, anti-microbial, 800 ml refill

170 cs

(use: Jail-Sheriff's Officers)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

13.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____

Product # bid & description: _____

14. Powdered laundry detergent

1000 lb.

(use: Jail-general use inmate laundry, small washing machine)

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

14.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

15. Powered laundry detergent with bleach

15 cs

(use: Juvenile Home residents, per State of MI mandate. Must sanitize 99.9%/kill MRSA

Recommended product for use with existing washing machine equipment) **currently using Tide w/bleach*

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

(D-3 cont. - Cleaning solutions)

15.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

16. Laundry softener sheets

2 cs

(use: Juvenile Home inmate/resident laundry)

Bid Pricing: \$ _____/sheet

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

16.a. Alternate Product:

Bid Pricing: \$ _____/ounce

unit of package: _____ Unit of shipment: _____

Product # bid & description: _____

THE FOLLOWING PRODUCTS ARE CHEMICALS TO BE USED IN A PROPORTIONING UNIT. PROVIDE WITH YOUR PRICE SHEET THE MANUFACTURER'S CHART OR SPREADSHEET CONTAINING THE RECOMMENDED DILUTION RATIOS FOR EACH PRODUCT, AS WELL AS CHEMICAL COMPOSITION, AND MATERIAL SAFETY DATA SHEETS.

(Refer to page 14 & 15, sec. 3.2.3.2 and page 18, sec. 3.5.2.2 for supportive information.)

17. Degreaser

5 cs

(use: Jail & Juvenile Home kitchen tile floors)

Bid Pricing: \$ _____/ready-to-use ounce

manufacturer's ratio for mixing: _____

unit of package: _____

total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

17.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce

manufacturer's ratio for mixing: _____

unit of package: _____

total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

18. Glass cleaner

50 cs

(use: Jail-glass only, Juvenile Home-glass & surfaces)

Bid Pricing: \$ _____/ready-to-use ounce

manufacturer's ratio for mixing: _____

unit of package: _____

total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

(D-3 cont. - Cleaning solutions)

18.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

19. All-purpose cleaner 50 cs

(use: Jail-surfaces & floor mop)
Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

19.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

20. Heavy-duty cleaner 5 cs

(use: Juvenile Home)
Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

20.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

21. Shower Cleaner 15 cs

(use: Juvenile Home-all purpose bathroom, stainless steel toilets)
Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____
Product # bid & description: _____

(D-3 cont. - Cleaning solutions)

21.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

22. Disinfectant

65 cs

(use: Jail & Juvenile Home-used as water-based alternative to bleach on walls, door handles/knobs, phones, floors, etc.)

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

22.a. Alternate Product:

Bid Pricing: \$ _____/ready-to-use ounce
manufacturer's ratio for mixing: _____
unit of package: _____
total gallons of ready-to-use product per above unit of concentrate: _____

Product # bid & description: _____

**attach an additional sheet if additional space is needed for product descriptions, etc.*

****DO NOT SEND SAMPLES WITH RFP RESPONSE****

ALL PRICING SHALL REMAIN VITAL FOR 60 DAYS FROM THE DUE DATE OF THIS RFP

(Vendor Signature) _____(Official Title)

(Company) _____(E-mail)

(Date) _____(Phone)

ATTACHMENT D-4

**BID SHEET
CATEGORY: MISCELLANEOUS**

Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Proposals should include information on any items bid which are substantially different than those requested, particularly variances in unit quality, packaging, quality grades, weight, functionality, features, comparability, or recycled versus virgin product. The County shall reserve the right to make the final determination as to the comparability and consistency of individual items bid in response to this RFP. Estimated annual usage is to be used as a guide to possible quantities (based on 1/2011-12/2011 usage), and not a guarantee of order quantities during the length of this contract. Bid sheets are not an exhaustive list of supplies utilized by the County, but are representative of high-use items

Product w/description: _____ **Est. Annual Usage:** _____

1. Sanitary Napkins, 8" maxi pads, 80 cs
Bid Pricing: \$ _____/each _____ ea/cs
Product # bid & description: _____

1.a. Alternate Product:
Bid Pricing: \$ _____/each _____ ea/cs
Product # bid & description: _____

2. Feminine disposal bags, 5 cs
Bid Pricing: \$ _____/each _____ ea/cs
Product # bid & description: _____

2.a. Alternate Product:
Bid Pricing: \$ _____/each _____ ea/cs
Product # bid & description: _____

3. Personal Toilet Seat covers 20 cs
Bid Pricing: \$ _____/ea; # of sheets/packet= _____; # of packets/case = _____
Manufacturer's case weight: _____
Product # bid & description: _____

3.a. Alternate Product:
Bid Pricing: \$ _____/ea; # of sheets/packet= _____; # of packets/case = _____
Manufacturer's case weight: _____
Product # bid & description: _____

(D-4 cont. - Miscellaneous)

4. Food Serving Gloves, clear, disposable, (use: Jail kitchen for food preparation & service) 40 cs

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

4.a. Alternate Product:

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

5. Vinyl Examination Glove, Powder free, (use: Jail-Officer pat-downs & cleaning) 440 bx

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

5.a. Alternate Product:

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

6. Latex Exam Gloves, Powder Free, (use: Jail-Officer pat-downs & cleaning) 280 bx

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

6.a. Alternate Product:

Bid Pricing: \$ _____/ea

unit of package: _____ # gloves/unit: _____

Product # bid & description: _____

**attach an additional sheet if additional space is needed for product descriptions, etc.*

****DO NOT SEND SAMPLES WITH RFP RESPONSE****

ALL PRICING SHALL REMAIN VITAL FOR 60 DAYS FROM THE DUE DATE OF THIS RFP

(Vendor Signature) _____(Official Title)

(Company) _____(E-mail)

(Date) _____(Phone)