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ADDENDUM

May 7, 2018

ADDENDUM # 2

Bid 18M13, Custodial Products and Supplies

REVISED DUE DATE/TIME: FCPS Main Lobby, ~~Thursday, May 10, 2018~~ **Tuesday, May 15, 2018, prior to and time stamped no later than 2:00 P.M.**

This addendum is being issued to provide additions, corrections, clarifications, and answers to certain questions raised referencing the original bid packages and any resultant contracts for the above bid.

1. Please note the revised due date is May 15, 2018, prior to and time stamped no later than 2:00 P.M.
2. Question: As outlined in Section 2, Contract period it states a 2-year period, can this contract be reduced to a 1-year period with normal renewal causes to reduce the cost of products? **Answer: Please see the updated bid language.**
3. Question: Within Emergency Ordering Provisions section 2, #20 for Direct School bullet #3 states you will provide a minimum order size of \$50.00. Can that be raised to \$250.00 to reduce direct school bid pricing? **Answer: Emergency ordering provisions are not proprietary to direct school deliveries. FCPS is unwilling to raise the minimal order to discourage overordering in these circumstances.**
4. Question: Proposal I Part B, #b. Can FCPS provide all passive orders for each school so we can use to formulate all soft cost around making direct school deliveries to reduce direct school pricing? **Answer: FCPS is unable to furnish passive orders for each school.**
5. Question: Can all direct schools be delivered in the middle of the month? **Answer: Yes, if this is the timeframe that best suites the needs of FCPS and the awarded vendor.**
6. Question: Can FCPS commit to a minimum order size of \$250.00 to remove all the risk from the distributor so we can provide the lowest price for direct school pricing? **Answer: FCPS is confident that the amount of spend per month will reduce any risk to direct school pricing.**
7. Question: What controls has FCPS placed that all delivery receipts to each school will be submitted to FCPS A/P for processing? **Answer: FCPS has internal controls to ensure the proper documentation will be submitted to A/P.**
8. Question: Will FCPS take summary billing monthly and copies of POD to process for payment? **Answer: It would be in the best interest for FCPS to have monthly summaries for each school to monitor our spend.**
9. Question: Can FCPS provide a list of schools that do not have a loading dock so we can determine cost of servicing the county? **Answer: Staff Development Center, Career and Tech Center, Walkersville Middle School, Carroll Creek Montessori, Monocacy Valley Montessori. To our knowledge this is all of the locations.**

10. Question: Technical Questionnaire- Is framed how many locations within 50 miles of FCPS Central Office, can a vendor that you're currently utilizing for maintenance supplies for years in good standing be grandfather in since were 62 miles and deliver daily in Frederick County, MD? **Answer: If the location of the business or warehouse is not within 50 miles it would not meet the requirements of the question listed on the technical questionnaire.**
11. Question: If a vendor has a small warehouse within 50 miles of FCPS Central Office but all the supplies are shipped from the main warehouse that has daily deliveries with Frederick County, MD comply with your 50-mile requirement? **Answer: Please see as the Geographical locations section of this bid has been removed.**
12. Question: Is FCPS aware that no one distributor has all different approved products lines and since it was framed as a preferred sole source contract your aware that dispensers will have to be replaced? **Answer: Please refer to the updated language provided in this Addendum. Our award may be in the form of group, line item, or in the aggregate, whichever is in the best interest of FCPS.**
13. Question: Does FCPS have an itemized dispenser count by the following product types?
- Chemical mixing stations-3M
 - Hand Sanitizers-
 - Hand Soap-foam
 - Paper dispensers
- Answer: We do not have any dispenser counts on these product types.**
14. Question: Does FCPS have internal support to gain excess to all schools to replace dispensers for a sole-source bid, work with the distributor to gain excess to all closets/rooms? **Answer: In the event that dispensers need to be replaced, FCPS will work with the vendor to install them appropriately.**
15. Question: Does FCPS have Lease Agreements on dispensers since most manufactures require a signed agreement? Also, what is the buy out? **Answer: Currently, none of the items within this solicitation would be affected by any agreements.**
16. Question: Does FCPS know that current supplier for 3M chemical is keyed for just that distributor and nobody can supply product that will fit the current ones installed at FCPS? **Answer: We are looking for chemicals that are compatible with the Twist and Fill dispensing systems.**
17. Question: If substitute products are offered for products that require dispensers, will the county hang them? **Answer: Please see the revised language regarding changes in product.**
18. Question: Hand Sanitizer is also listed as Debs, 13M12 it was awarded to Betco can you confirm proper product placement being Debs or Betco since you need the proper dispenser? (page 41) **Answer: We have removed the line item of Hand Sanitizer from the cost proposal.**
19. Question: Stepladder/8'/Fiberglass what is the approved model or rating required? (page 41) **Answer: Please see the updated Cost Proposal.**
20. Question: Lined & Quilted, 1 size fits all, fleeced outside what is this? No Estimated Quantity, Manufacture or model provided. Can you update the specifications? **Answer: Please see the Addenda with the updated Cost Proposal.**
21. Question: Pro-Link Foam Hand Soap is a county issued product, how many dispensers and building have dispensers if we offer a substitute product? (page 40) **Answer: Please see the updated Cost Proposal.**
22. Question: Detergent Professional Purex is missing the model or trade name can you provide proper descriptions and packaging? (page 38) **Answer: Please see the updated Cost Proposal.**
23. Question: Flags-both Maryland and USA are missing manufacture and model can you provide or specification on material? **Answer: Please see the updated Cost Proposal.**



24. Question: Bag Liners are missing color requirements and gauge can you provide proper specifications? **Answer: Please see the updated Cost Proposal.**
25. Question: Does your recycle Bag Liners have any requirements for landfills? **Answer: Yes, the bags need to be clear, this will is shown on the cost proposal for the recycle liner.**
26. Question: Do you have requirements on case weight per each Bag Liners as a quality control? If so what are they? **Answer: FCPS currently does not have case weight as a quality control.**
27. Question: Can you provide us with the award pricing and winning vendor(s) from the previous bid for each of the bags/liners (4 items) listed in the bid?
- | | | | |
|----------------|--------------|-------------------------|-------------------|
| Answer: | 24x24 | Weiss Bros. | \$15.68/cs |
| | 33x40 | Interline Brands | \$15.68/cs |
| | 33x39 | Daycon | \$46.37/cs |
| | 40x46 | Weiss Bros. | \$24.25/cs |
28. Question: If there were any price increases from the original bid, can you also provide us with this information. **Answer: There was not a price increase from our original Custodial Products and Supplies bid.**
29. Question: Regarding the 24x24 liner: what is the color, thickness (ml. or micron) and case weight (lbs. per case) currently being purchased? **Answer: Clear, 8 Microns, Approximately 1.2 lbs.**
30. Question: Regarding the 33x40 liner: what is the color, thickness (ml. or micron) and case weight (lbs. per case) currently being purchased? **Answer: Black Green Opaque, 1.5 Mil, Approximately 15 lbs.**
31. Question: Regarding the 33x39 bag/recyc liner: what is the color, thickness (ml. or micron) and case weight (lbs. per case) currently being purchased? **Answer: Clear, 1.5 Mil, Approximately 11.5 lbs.**
32. Question: Regarding the 40x46 trash bag: what is the color, thickness (ml. or micron) and case weight (lbs. per case) currently being purchased? **Answer: Black, Green, Opaque, 1.5 Mil, Approximately 18 lbs.**
33. Question: Can we call FedEx at our expense and pick up a sample of each of the above lines. If yes, please provide us with the address FedEx should come to, contact name, phone number, email address and times that FedEx can come. **Answer: We do not feel this would be necessary given the time and effort. We have further defined the specifications on the bag liners in the Addendum.**
34. Question: On the line for RAGS/WASH/WHITE/10# BOX it refers to a Scott item 75260. The Scott item is a paper wiper in a pop up box 200/box. Could you clarify if it is a paper wiper in a pop up box you are looking for? The item description looks like it refers to a t-shirt rag or terry wiper in a 10# box. **Answer: Please see the updated Cost Proposal.**

35. Pricing Updated (Page 25) as follows:

3. PRICING

a. ~~All prices shall remain firm through the initial contract period.~~
All prices shall remain firm through the initial first year of the two-year contract.

b. If purchasing a product from not specifically listed in the Form of Proposal, FPCS will obtain a quote from the vendor(s). The quoted price shall be added to the award, and the pricing shall remain firm for a minimum of one year.

36. Evaluation and Award Updated (Page 26) as follows:

1. EVALUATION CRITERIA AND AWARD

a. FCPS reserves the right to award by line item, group, or in the aggregate, whichever is in the best interest of FCPS.

37. Delete #14 Geographical Locations (Page 30).

~~14. GEOGRAPHICAL REQUIREMENTS~~

~~a. Vendors submitting a bid must be in a 50 mile radius of the warehouse location at: 33 Thomas Johnson Drive, Frederick, MD 21702.~~

38. Add #21 - Changes in Product (Page 31) as follows:

21. CHANGES IN PRODUCT

Upon the results of evaluation, if FCPS changes a manufacturer that may result in the need of new dispensers we will require the awarded vendor(s) to provide and install these at no additional cost.

39. This Addendum includes the following attachment:

- a. Revised Specifications (9 pages)
- b. Revised Form of Proposal Part A, Part B – Pricing (5 pages)

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Shane Ryberg

Shane Ryberg
Purchasing Agent

SR/ab

pc: John Carnahan, MBA, FMP, Custodial Services Manager, Operations and Safety Department

BID 18M13, CUSTODIAL PRODUCTS AND SUPPLIES
FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
REVISED SPECIFIC TERMS AND CONDITIONS
SECTION II

1. SCOPE

It is the intent of this solicitation to establish a contract for the supply and delivery of janitorial supplies for FCPS. The successful bidder(s) will be responsible for the furnishing and inside delivery of janitorial supplies to the warehouse or various sites within Frederick County. FCPS employees are accepting for delivery of product to the individual school and office sites as well as delivery of product to the warehouse. Bidders are encouraged to submit pricing for all scenarios. **However, vendors do not have to submit pricing for each scenario to be considered for this bid.**

2. CONTRACT PERIOD

The initial term of the contract will be effective from July 1, 2018 through June 30, 2020, with two additional two-year renewal options. A vendor submitting a bid automatically accepts the possible renewal as a condition of award and acknowledges that all terms and conditions remain unchanged.

3. PRICING

- a. **All prices shall remain firm through the initial first year of the two-year contract.**
- b. FCPS expects all vendors to provide year over year cost reductions recommendations.
- c. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting documentation.
- e. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to FCPS.
- f. **If purchasing a product from not specifically listed in the Form of Proposal, FCPS will obtain a quote from the vendor(s). The quoted price shall be added to the award, and the pricing shall remain firm for a minimum of one year.**

4. BIDS FOR ALL OR PART

A bidder may restrict their bid to be considered in the aggregate by so stating, but must submit a unit price on each item bid. Failure to provide unit prices may result in the bid being considered non-responsive.

5. PREPARATION OF PROPOSAL

- a. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their bid package until after the date of the pre-bid meeting or the date that

questions are due to allow time for the possible issuance of an addendum. All changes will be processed through appropriate addenda.

b. **The Technical and Cost proposals will be submitted in separate envelopes.**

c. Technical Proposal:

- i. Submit one original and **(1) additional copies of the Technical Proposal**, in a sealed envelope, properly labeled on the outside with the bidder's name and "TECHNICAL PROPOSAL".
- ii. The Technical Proposal will include the following forms completed:
 - Signature Page
 - Statutory Affidavit and Non-Collusion Certification
 - Certification of Compliance
 - Questionnaire
 - Supporting documents

d. Cost Proposal:

- i. Submit one original Cost Proposal, along with **an electronic copy in Excel/Word/PDF format (on CD or USB Flash Drive)**, in a sealed envelope, properly labeled on the outside with the bidder's name and "COST PROPOSAL".
- ii. The Cost Proposal will include the following form(s) completed:
 - Form of Proposal—Pricing
- iii. No separate costs for travel, mileage, overhead or miscellaneous are acceptable.

6. EVALUATION CRITERIA AND AWARD

- a. A committee of FCPS staff will independently review and evaluate each technical proposal.
- b. The process for determining which vendor(s) to approve may take the form of either a questionnaire, interview, and/or site visit, and includes appraisals of various aspects of the supplier's business including capacity, financials, quality assurance, organizational structure and processes and performance.
- c. 20 points will be assigned for the technical proposal
- d. Points will be deducted for incomplete or missing responses, or responses that do not follow the required format. Extraneous marketing materials or irrelevant information is not to be submitted.
- e. If approved, cost proposals will be evaluated on a weighted basis. 80 total points will be awarded with the maximum points given for the lowest overall calculated costs.
- f. Final ranking will be made on the basis of the criteria and rubric listed above.
- g. An interview may be required to obtain more information prior to recommendation for award, and additional points may be assigned or deducted.
- h. **FCPS reserves the right to award by line item, group, or in the aggregate, whichever is in the best interest of FCPS.**

7. VENDOR PERFORMANCE EVALUATION

- a. The Contract Manager and Administrator shall confer periodically to discuss the status of the contract. Issues of noncompliance may arise throughout the contract term and shall be brought to the attention of the Contract Manager as they occur.
- b. The Contract Manager or Administrator may request multiple metrics, from the vendor, to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Delivery
 - ii. Response time
 - iii. Backorders
 - iv. Quality of deliverables
 - v. Invoicing
 - vi. Sales data (Contract data, non-contract data)
 - vii. Financial
- c. Where technical, construction or performance specifications have been identified in the bidding document, the contract administrator shall utilize these specifications as the basis of determining contract compliance.
- d. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
- e. Issues of noncompliance will be handled on a case by case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

8. GREEN CLEANING SUPPLIES

Green product cleaning supplies will be procured to the extent practicable and economically feasible. These supplies are defined as being preferable because they have positive health and environmental attributes. (MD CODE ANN., Education §5- 112 [2014]).

9. AUTHORIZED DEALERS

Only manufacturers, or their authorized dealers, may bid on equipment requested herein. At the discretion of the Board of Education of Frederick County, a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment.

10. DAMAGES/RESPONSIBILITIES FOR ITEMS TENDERED

- a. The vendors will be held responsible for and shall be required to make good, at their own expense, any or all damages done or caused by them or their workers in the execution of the contract.
- b. The vendors will be responsible for the items covered by this contract until they are delivered and/or installed/assembled at the designated place of delivery.

11. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

FCPS requires insurance certificates evidencing the compliance of insurance requirements at least ten calendar days after receipt of the Notice of Award. The vendor will not commence work until a notice to proceed letter, or purchase order, is issued, nor will the vendor allow any subcontractor to commence work on their subcontract until the insurance required of the subcontractor has been obtained and approved.

a. Worker's Compensation

The vendor will procure and maintain, during the life of the contract, Worker's Compensation Insurance, as required by applicable State laws. In the case of sublet work, the vendor will require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the vendor's Worker's Compensation Insurance.

b. Employers' Liability Insurance

The vendor will procure and maintain, during the life of the contract, Employers' Liability Insurance in the following amounts:

E.L. Each Accident	\$100,000.00
E.L. Disease - Each Employee	\$100,000.00
E.L. Disease - Policy Limit	\$500,000.00 each employee

The vendor will require any subcontractor to procure and maintain Employer's Liability Insurance during the life of the contract. It will be the responsibility of the vendor to ensure that all subcontractors comply with this provision, and the vendor will indemnify, and hold harmless, the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

c. Commercial General Liability Insurance

The vendor will procure and maintain, during the life of the contract, Commercial General Liability Insurance including premises and operations, completed operations and products, on a per occurrence basis, with at least the following limits:

General Aggregate	\$2,000,000 per project
Products-Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000 each occurrence
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000 any one person

The "X, C, U" Coverage for explosion, collapse, and underground property damage shall not be excluded from the policy.

Completed operations liability coverage shall be in force for one year after completion of work.

d. Scope of Insurance and Special Hazards

The insurance required in C. and E. will provide adequate protection for the vendor and subcontractors, respectively, against damage claims which may arise from operations under the contract, whether such operations be by the insured or by anyone directly or indirectly employed by them and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in C. above. Insurance coverage required under C. above shall specifically include property damage caused by conditions otherwise subject to exclusions "X, C,

U" (Explosion, Collapse or Underground Damage) as defined by the National Bureau of Casualty Underwriters. Exceptions: contracts that do not require excavation or underground work are not required to have the above "X, C, U" coverage.

e. Comprehensive Automobile Liability

The vendor shall maintain Comprehensive Automobile Liability Insurance including all automotive equipment owned, non-owned and hired, operated, rented, or leased. Minimum limits of Automobile Liability Insurance shall be:

Bodily Injury	\$1,000,000 per person/\$1,000,000 accident
Property Damage	\$1,000,000 each occurrence, or
Combined Single Limit Bodily Injury and Property Damage Liability	\$1,000,000

f. Subcontractor's Insurance

The vendor will either:

- i. Require each of their subcontractors to procure and maintain, during the life of the subcontracts, Liability Insurance of the type and in the same amounts as specified above; or
- ii. Insure the activities of the subcontractors in their own policies. It will be the responsibility of the vendor to insure that all subcontractors comply with this provision, and the vendor will indemnify and hold harmless the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

g. Builder's Insurance

FCPS shall provide and maintain Builder's Risk Protection.

h. Proof of Carriage of Insurance

The vendor will furnish FCPS with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates also shall contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after thirty days written notice has been received by FCPS."

i. Additional Insured

The Owner, Board of Education of Frederick County, the Frederick County Government, and other entities stipulated by the Owner, shall be named as additional insured on all vendor's policies, other than Worker's Compensation Insurance policy. The vendor's insurance will be primary and non-contributory to any insurance carried by the Board of Education of Frederick County or other entity. Waiver of subrogation applies to above policies in favor of the certificate holder. Insurance providers must have an AM Best Company rating of at least A-/VIII.

12. USE OF FCPS SERVICES AND FACILITIES

- a. It is understood that, except as otherwise stated in the contract documents, the vendor will provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction and all other services and facilities of every nature necessary to execute, complete and deliver the work within the specified time.
- b. Any work necessary to be performed after regular working hours, on Sundays or legal holidays, will be performed with the approval of and without additional expense to FCPS, unless previously

agreed to.

13. RETURNS

- a. If a product is found to be defective, a replacement, credit, or refund will be requested.
- b. At the next scheduled delivery, the awarded vendor shall pick up from any location the defective product requested to be returned

14. GEOGRAPHICAL REQUIREMENTS

- a. ~~Vendors submitting a bid must be in a 50 mile radius of the warehouse location at: 33 Thomas Johnson Drive, Frederick, MD 21702.~~

15. PRODUCT REQUIREMENTS

- a. All products provided under this contract are to be unconditionally guaranteed by the manufacturer against defects.
- b. Unless otherwise specified with an ("ONLY"), the reference Manufacturer name, Manufacturer number, and Packaging quantity does not restrict the bidder from bidding another product, but gives a general idea of the style, type and quality of the product desired. Bidders may be required to submit a sample (even if a sample was not originally requested) of substituted items so FCPS can determine if the substitution is of equal quality.

16. USAGE REPORTS

Vendor(s) shall be required to supply usage reports of all purchases against this contract upon request of the contract administrators. Reports shall show the items purchased, location/department placing the order, quantity ordered and dollar amount of each transaction. Failure of vendor to submit reports will be considered contract default and grounds for contract termination.

17. ACCOUNT MANAGEMENT

Bidders must provide a single point of contact, as an Account Representative, who will be responsible for all aspects of managing the FCPS account.

18. SAMPLES

- a. Samples are not required for this bid, but may be requested in the event FCPS would like to compare manufacturers for quality.
- b. Samples shall be provided at the bidder's expense. Failure to submit a sample within the given timeframe may result in rejection of the bid.
- c. The delivery of all samples shall be coordinated with John Carnahan, Custodial Services Manager at (301) 644-5215.
- d. All samples shall be delivered to:
Frederick County Public Schools
Operations Department
Attn: John Carnahan, Custodial Services Manager
7446 Hayward Road
Frederick, MD 21702

- e. All samples must be labeled with the following information:

“SAMPLE”

Bidders Name

Bid #

Bid Item# _____

Description of Product

Product Brand Name

19. PROPOSAL PREPARATION

- a. Bidders are limited to a single manufacturer's product for each line item on the proposal. Bidders may not offer more than one brand/model, unless specifically requested as an alternate under the proposal. If two or more brands are offered for a single line item in the absence of a requested alternate, both bids will be rejected.
- b. Bidders must indicate the exact manufacturer brand and product number being bid on, even when bidding as specified. Failure to indicate the brand may deem the bid as being non-responsive. FCPS reserves the right to accept or reject any brand.
- c. Any exceptions to the bid terms must be noted in the bid proposal.
- d. All pricing on the Form of Proposal should be entered per each based on the unit of measure in the "UNIT PRICE PER MEASURE" column.
- e. A complete bid submission consists of the cost proposal pages, Statutory Affidavit and accurately filled out and signed.
- f. Supporting literature and MSDS sheets should be included with the bid submission with the corresponding item number listed on it. Any samples required should be sent to the Operations Department (address below) on or before the bid due date.

20. EMERGENCY ORDERING PROVISIONS

1. In the event of an “emergency” shortage of supplies at a specific FCPS location, the vendor will deliver the needed supplies.
2. FCPS will be required to order 48 hours ahead of time.
3. FCPS will have a minimum of \$50 order to ensure delivery within the emergency timeframe

21. CHANGES IN PRODUCT

Upon the results of evaluation, if FCPS changes a manufacturer that may result in the need of new dispensers we will require the awarded vendor(s) to provide and install these at no additional cost.

22. PROPOSAL I FORM DESCRIPTION

PROPOSAL I, PART A: DELIVERY OF JANITORIAL SUPPLIES TO THE FCPS WAREHOUSE

ORDERING TERMS (WAREHOUSE DELIVERY)

- a. Orders from this contract will primarily be placed by the FCPS warehouse and may be

placed via email, fax, or mail, or on an online ordering system. Purchases from this contract may be paid for via purchase order or procurement card. Bidders shall not charge any additional cost to process any type of orders.

- b. FCPS expects janitorial supplies to be delivered for the Warehouse Delivery Proposal once a month.
- c. Product substitutions for any orders shall not be made unless given prior authorization from the Operations Department and the Purchasing Department.
- d. If a product is not available from the awarded vendor, it is expected that the awarded vendor will obtain the material from another source in order to provide the product to FCPS in accordance with the delivery terms of this contract
- e. FCPS reserves the right to make emergency purchases from alternate sources, should the contractor be unable to furnish the required items within the required timeframe.

DELIVERY (WAREHOUSE DELIVERY)

- a. Deliveries for the Warehouse Delivery Proposal are to be made from 8:30A.M. to 3:00P.M Monday through Friday, except for holidays and special closings (see School Calendar). The vendor(s) shall adhere to the stated delivery time frame.

Warehouse Location: FCPS Warehouse
33 Thomas Johnson Drive
Frederick, MD 21702

- b. Emergency closings due to the weather or other unforeseen circumstances are announced on the public radio and television stations. Becoming informed of unscheduled closings is the sole responsibility of the vendor.
- c. All deliveries shall include a packing slip and be accompanied by a delivery ticket. The delivery receipt must be signed by the FCPS employee receiving the shipment. The vendor may be required to furnish proof of delivery upon request.

PROPOSAL I, PART B: FULL SERVICE DELIVERY OF JANITORIAL SUPPLIES TO ALL SCHOOL & OFFICE LOCATIONS

ORDERING TERMS

- a. Orders from this contract shall primarily be placed by the Lead Custodian or designee and may be placed via email, fax, or mail, or on an online ordering system. Purchases from this contract may be paid for via purchase order or procurement card. Bidders shall not charge any additional cost to process any type of orders.
- b. No minimum ordering requirements is required for once a month delivery.
- c. FCPS expects janitorial supplies to be delivered for the School & Office locations in this Proposal once a month.
- d. Not all of the schools and offices in Frederick County have forklifts, so the vendor will need to deliver to some locations in a flatbed with a piggyback forklift for jobsite deliveries.

- e. The Operations Department retains the right to cancel, add or change an order via facsimile/email/telephone up to 48 hours prior to the scheduled delivery.
- f. Product substitutions for any orders shall not be made unless given prior authorization from the Operations Department and/or the Purchasing Department.
- g. If a product is not available from the awarded vendor, it is expected that the awarded vendor will obtain the material from another source in order to provide the product to FCPS in accordance with the delivery terms of this contract.
- h. Partial orders and/or back orders on Delivery Site based orders are not acceptable. All orders should be delivered complete.
- i. FCPS reserves the right to make emergency purchases from alternate sources, should the contractor be unable to furnish the required items within the required timeframe.
- j. Questions regarding orders will be handled by the Operations Office. The Contractor shall designate a contact person to handle all calls.

DELIVERY (SCHOOL AND OFFICE DELIVERY)

- a. Deliveries for the School and Office Delivery Proposal are to be made from 8:30A.M. to 3:00 P.M Monday through Friday, except for holidays and special closings (see School Calendar). The vendor(s) shall adhere to the stated delivery time frame.
- b. FCPS expects deliveries to be made to any location within FCPS. Orders will be placed a minimum of two business days prior to the scheduled delivery date.
- c. Emergency closings due to the weather or other unforeseen circumstances are announced on the public radio and television stations. Becoming informed of unscheduled closings is the sole responsibility of the vendor.
- d. All deliveries shall include a packing slip and be accompanied by a delivery ticket. The delivery receipt must be signed by the FCPS employee receiving the shipment. The vendor may be required to furnish proof of delivery upon request.
- e. All deliveries must be labeled with the vendor name, the school name, the department/person receiving the order, and the purchase order number, if applicable.

BID 18M13, CUSTODIAL PRODUCTS AND SUPPLIES
REVISED FORM OF PROPOSAL
PART A, PART B - PRICING

PRODUCT DESCRIPTION	ESTIMATED QTY	UNIT OF MEASURE	REFERENCE MANUFACTURER	REFERENCE MANUFACTURER PART NUMBER	MANUFACTURER PART NUMBER	VENDOR ITEM NUMBER	PROPOSAL I PART A			PROPOSAL I PART B			NOTES
							Monthly Delivery			Monthly Delivery			
							UNIT PRICE DELIVERY TO WAREHOUSE	UNIT PRICE PER MEASURE	TOTAL PRICE DELIVERY TO WAREHOUSE	UNIT PRICE DELIVERY TO SCHOOLS / OFFICES	UNIT PRICE PER MEASURE	TOTAL PRICE DELIVERY TO SCHOOLS / OFFICES	
36" MAXIDUST LOOP END DUST MOP	350	EA	CEDAR	OCD-96937									
3-IN-1 FLOOR CLEANER *MUST BE COMPATIBLE WITH TWIST AND FILL SYSTEM*	10	2L	3M	3MC-24H									
NEUTRAL CLEANER CONCENTRATE *MUST BE COMPATIBLE WITH TWIST AND FILL SYSTEM*	715	2L	3M	3MC-3HNC									
PEROXIDE CLNR CONC 6/2LTR/C *MUST BE COMPATIBLE WITH TWIST AND FILL SYSTEM*	450	2L	3M	3MC-34L									
QUAT DISINFECTANT CLEANER C *MUST BE COMPATIBLE WITH TWIST AND FILL SYSTEM*	685	2L	3M	3MC-5LQD									
SURFACE PREP PADS	200	EA	3M	3MC-SPP20									
ABSORB /SPILL& ODOR/POWDER	226	EA	SAVIN	SVSPSA24									
BAG LINER/24 X 24 Black/White CORELESS (8 MICRONS) CASE WEIGHT 11.8lb	1300	CS (1000)											
BAG LINER/30GL/33 X 40 CORELESS, BLACK, (2 MIL) CASE WEIGHT 17.1 lb.	3000	CS (100)											
BAG/RECYC/33X39/32 GL CORELESS, CLEAR (1.5 MIL) CASE WEIGHT 32 lb.	1750	CS (250)											
BAG/TRASH/40X46 in CORELESS, BLACK (1.5 Mil) CASE WEIGHT 18.3lb.	4000	CS (100)											
BATTERY/FLASHLIGHT/D SIZE/12/P	18	PK (12)	DURACELL	4133319235									
BOTTLE W/SPRAYER/TRIGGER	830	EA	RENOWN	REN05115/REN05120									
BROOM/HEAVY DTY/CORN/42" LONG	120	EA	GREENWOOD	GREENWOOD 00508 (508CB)									
BRUSH/BENCH/DUST	12	EA	TOUGH GUY	1NXZ9									
BRUSH/LONG HANDLE	22	EA	ABCO	00006 (12 Pack)									
BUCKET/MOPPING/SINGLE	39	EA	CEDAR	OCD-978									
BUCKET/WATER/14QT	55	EA	CONTINENTAL	RM FG261400GRAY (713373)									
CARPET CLEANER/CONCENTRATED 1:42, 1 GALLON	125	GAL	DAYCON	DAYCON TRIAD (341873)									
CART/HOUSEKEEPING	26	EA	RUBBERMAID	FG617388BLA (6173BLACK)									

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CHEWING GUM & WAX REMOVER	285	CN	DAYCON	DAYCON AGUM (563594)									
CLEANSER, MULTI PURPOSE PASTE;	570	BOX	SUPPLY WORKS	YYYABAQ-6									
CORD/EXT/50FT/IN/OUTDOOR	95	EA	POWERFIRST	POWERFIRST 1FD55									
CUP/MEASURE/16OZ/LIQUID/DRY	15	EA	STERILITE CORP	IMP2416									
DETERGENT, PROFESSIONAL PUREX 15.6 lbs , 274 LOADS	280	EA	PUREX	DIAL 1729436									
DISPENSER, ROLL TOWEL	90	EA	BAYWEST	86800 BAYWEST									
DISPENSER/9" TOILET PAPER	50	EA	RENOWN	REN05150									
DUST MOP FRAME 24"	34	EA	CEDAR	OCD-96124									
DUST MOP FRAME 36"	29	EA	TOUGH GUY	1TZG4									
DUST MOP FRAME 48"	25	EA	TOUGH GUY	1TZG5									
FLASHLIGHT, GENERAL PURPOSE, H	20	EA	RAVONAC	32ZN12									
FUNNEL/16OZ/PLASTIC/5" DIA	11	EA	SUPPLY WORKS	785147									
GLOVE/NITRILE/LRGE/POWDER FREE 3 MIL	1600	BOX	SAFETY ZONE	GNPR-LG-1M									
GLOVE/NITRILE/MED/POWDER FREE 3 MIL	1500	BOX	SAFETY ZONE	GNPR-MD-1M									
GLOVE/NITRILE/SMALL/ POWDER FREE 3 MIL	180	Box (100)	SAFETY ZONE	SM-GLP1-MN-A1C									
GLOVE/NITRILE/XL/POWDER FREE 3 MIL	2000	Box (100)	SAFETY ZONE	GNPR-XL-1M									
GLOVES/WORK LINED & QUILTED INSIDE, 1 SIZE FITS ALL, FLEECE OUTSIDE	180	PR	SAFETY ZONE	SFZ GLP1-MN-A1C									
GLUE BOARD FOR RODENT CONTROL	960	(2) PK	RAMIK	RAMIK-940 7032766									
GREASE/MULTI-PUR/WHEEL BEARING	40	TB	MOBIL	1MUC1									
GYM FLOOR FINISH	40	5 Gallon	ESSENTIAL INDUSTRIES	128SF									
HANDLE DUST MOP	29	EA	TOUGH GUY	1TZG8									

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HANDLE/MOP/WET/FINISH/GRIP-JAW	75	EA	CEDAR	OCD-6510									
HOSE/WATER/50FT 5/8" DIAMETER	30	EA	TOUGH GUY	423H93									
LUBRICANT SILICONE/SPRAY	30	CN	SPARTAN CHEMICAL	SCC-6730									
MASK/DUST/LIGHT WEIGHT/50 per	14	BOX (50)	SAFETY ZONE	RS-810									
MAT RUNNER/60'X4'/GRAY/RIB	2500	FT	CROWN	CROWN 235GY (215587 4X60)									
MOP HEAD/WET/LG-ORANGE	2100	EA	CEDAR	OCD-97167									
MOP HEAD/WET/MED/GREEN	1322	EA	CEDAR	OCD-97146									
MOP/DUST/LAUNDERABLE/5X24/LOOP	880	EA	CEDAR	OCD-96028									
MOP/DUST/LAUNDERABLE/5X48/LOOP	660	EA	CEDAR	OCD-96048 12/CS/ GRN									
MOP/TOILET BOWL	1010	EA	BARNETT	BARNETT 880491 (1301BR)									
MUFF/EAR/COMPLETE	6	EA	CONDOR	CONDOR 2AAG4									
NOZZLE/WATER HOSE FULL SIZE ZINC PISTOL GRIP WITH THREADED FRONT, MUST FIT 5/8 DIAMETER HOSE	22	EA	GILMOUR	573TF									
OIL/ 2 CYCLE	30	QTL	VALVOLINE	#461									
OIL/MOTOR/ 10W-30	50	QTL	DEMON SPEED	AEO #997									
PAD HOLDER/DOODLE BUG	25	EA	CEDAR	OCD-93105									
PAD/CARPET BONNET/20 in.	40	EA	TUWAY	TUWAY C-19 (P269)									
PAD/DOODLE BUG/BROWN SCRUB	230	EA	3M	3M GMP7797 08004(741862)									
PAD/FLOOR MACHINE/20 in. BLACK	50	CS (5)	AMERICO	400120									
PAD/FLOOR/13"/GREEN	20	EA	AMERICO	AMERICO 400313 (G13GRE)									
PAD/FLOOR/13"/RED	35	CS (5)	AMERICO	404413									
PAD/FLOOR/15"/GREEN	20	EA	AMERICO	AMERICO 400315 (G15GRE)									

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PAD/FLOOR/15"/RED	5	CS (5)	AMERICO	404415									
PAD/FLOOR/20"/BURNISH	95	CS	AMERICO	AMERICO 401520(G20BEIGE)									
PAD/FLOOR/20"/GREEN	342	EA	AMERICO	AMERICO 400320 (G20GGREEN)									
PAD/FLOOR/20"/RED	80	CS (5)	AMERICO	G20R									
PAD/FLOOR/20"/WHITE	55	CS (5)	AMERICO	G20W									
PAN/DUST/LOBBY/12" W/HANDLE	95	EA	CEDAR	OCD-96208									
PURELL INSTANT HAND SANITIZER	70	CS	GOJO	#8805-03									
RAGS/WASH/WHITE/10# BOX	1217	BOX	A & B WIPER	N030-W68									
SCRAPE BLADE/REPLACE/RETRACT S	70	PK	STANLEY	ITEM# 6R030									
SCRAPER/5 N 1 TOOL	160	EA	MINTCRAFT	800331									
SCRAPER/RETRACT/W/FINGER GUARD	150	EA	TALCO	TOLCO (BLADE H)									
SHOVEL/SNOW/ERGONOMIC	60	EA	ORGILL	ORGILL 0495275 (277483)									
SIGN/CAUTION/WET FLOOR	50	EA	TOUGH GUY	#2LEC6									
SNOW PUSHER	10	EA	TRUE TEMPER	99-3501									
SNOW STAKES/48" HIGH VISIBILITY	60	BD (25)	SNOWEX	SP-15									
SPONGE/CELLULOSE	400	EA	IMPACT	IMPACT 718OP (8ASPD) 24/CS									
SPRAYER/1 GL/PUMP UP	40	EA	CHAPIN	2ZV91									
SPRAYER BOTTLE 24 OZ. ADJUSTABLE SPRAY HEAD, TRANSLUCENT COLOR TO SEE CONTENTS, 1 OZ INCREMENTS MARKED, POLYETHYLENE	160	EA	TOUGH GUY	3U592									
SQUEEGEE BLADE/RUBBER/12 in.	15	EA	UNGER	UNGER GC300 (312CR)									
SQUEEGEE HANDLE	30	EA	UNGER	UNGER GS000 (BRHAN)									
STEPLADDER/6'/FIBERGLASS 1A	20	EA	WERNER	3W141									

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STEPLADDER/S/FIBERGLASS 1A	5	EA	WERNER	6108									
SWIFFER 360 DUSTER REFILL, 6/B	500	EA	PROCTOR & GAMBLE	PGC16944									
SWIFFER 360 STARTER KIT, 1 HAN	80	EA	PROCTOR & GAMBLE	PGC 16942									
TAPE/DUCT/2 in.X60 YARDS	90	RL	NASHUA	6JD46									
TOILET PAPER/9" ROLL	1020	(12) CS	TORK	TJ0922									
TOWEL/PAPER/ROLL	1200	CS	TORK	TORK 8031400 (314)									
TRASH CAN /BLUE/RECYCLE/32 GAL	35	EA	RUBBERMAID	RM FG263206BLU (263206BLUE)									
TRASH CAN/BLUE-WHITE/RECYCLE/2	60	EA	CEDAR	OCD-6813									
TRASH CAN/CLASSROOM	200	EA	TOUGH GUY	4PGN5									
TRASH CAN/GRAY/32 GAL	80	EA	RUBBERMAID	RCP263100GY									
TRIGGER (FOR SPRAYER, ALL PURPOSE - 22-24OZ. POLYETHYLENE BOTTLE ADJ. SPRAY HEAD	175	EA	TOLCO	110231									
TRUCK/HAND/2 WHEELED	5	EA	DAYTON	DAYTON 3W481									
TOWELS, WHITE, 8 INCH, for OPT	165	CS	TORK	TORK 8621400 (BW214)									
VACUUM BAG Evircare, FITS SR12	2800	EA	GREEN KLEAN	5300 (10 PK) (5300)									
VACUUM BAG FOR SUPERCOACH, COA	2600	EA	PRO-TEAM	PROTEAM SUPERCOACH VAC BAGS.(100331)									
WRINGER ONLY FOR MOP BUCKET	47	EA	CEDAR	OCD-976									