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, fleece 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/recycle 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
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/manufacturer experience a decrease in costs associated with the execution of the contract.

   d. Price adjustments from the contractor/producer/processor/manufacturer 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, 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.

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

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Section II – Specific Terms and Conditions
Rev. 05.07.18

BID 18M13, Custodial Products and Supplies
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:
   
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.L. Each Accident</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>E.L. Disease - Each Employee</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>E.L. Disease - Policy Limit</td>
<td>$500,000.00 each employee</td>
</tr>
</tbody>
</table>

   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:
   
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aggregate</td>
<td>$2,000,000 per project</td>
</tr>
<tr>
<td>Products-Completed Operations Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000 each occurrence</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Fire Damage</td>
<td>$50,000</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>$5,000 any one person</td>
</tr>
</tbody>
</table>

   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,
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
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 form 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 8:30 A.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.
<table>
<thead>
<tr>
<th>PRODUCT DESCRIPTION</th>
<th>ESTIMATED QTY</th>
<th>UNIT OF MEASURE</th>
<th>REFERENCE MANUFACTURER</th>
<th>REFERENCE MANUFACTURER PART NUMBER</th>
<th>MANUFACTURER PART NUMBER</th>
<th>VENDOR ITEM NUMBER</th>
<th>UNIT PRICE DELIVERY TO WAREHOUSE</th>
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<td>3MC-3HC</td>
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<td>BAG/RECYC/33X93/32 GL CORELESS, CLEAR (1.5 MIL) CASE WEIGHT 32 lb.</td>
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<td>DETERGENT, PROFESSIONAL PUREX 15.6 lbs, 274 LOADS</td>
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<td>GLOVE/NITRILE/LRGE/POWDER FREE 3 MIL</td>
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<td>GLOVE/NITRILE/SMALL/ POWDER FREE 3 MIL</td>
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<td>GLOVES/WORK LINED &amp; QUILTED INSIDE, 1 SIZE FITS ALL, FLEECE OUTSIDE</td>
<td>300</td>
<td>PR</td>
<td>SAFETY ZONE</td>
<td>SFZ GLP1-MN-A1C</td>
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<td>GLUE BOARD FOR RODENT CONTROL</td>
<td>960</td>
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<td>RAMIK</td>
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<td>GREASE/MULTI-PUR/WHEEL BEARING</td>
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<td>5 Gallon</td>
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### PRODUCT DESCRIPTION

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<th>UNIT PRICE DELIVERY TO WAREHOUSE</th>
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</table>

- **HANDLE/MOP/WET/FINISH/Grip-Jaw**
  - QTY: 75
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-6510

- **Hose/Water/50'Ft 5/8' Diameter**
  - QTY: 30
  - UNIT OF MEASURE: EA
  - MANUFACTURER: TOUGH GUY
  - MANUFACTURER PART NUMBER: 423H93

- **Lubricant Silicones/Spray**
  - QTY: 30
  - UNIT OF MEASURE: CN
  - MANUFACTURER: SPARTAN
  - MANUFACTURER PART NUMBER: CHEMICAL SCC-6730

- **Mask/Dust/Light Weight/50 per**
  - QTY: 14
  - UNIT OF MEASURE: BOX (50)
  - MANUFACTURER: SAFETY ZONE
  - MANUFACTURER PART NUMBER: RS-810

- **Mat Runner/60'x4'/Gray/Rib**
  - QTY: 2500
  - UNIT OF MEASURE: FT
  - MANUFACTURER: CROWN
  - MANUFACTURER PART NUMBER: CROWN 235GY (215587 4X60)

- **Mop Head/Wet/Orange**
  - QTY: 2100
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-97167

- **Mop Head/Wet/Med/Green**
  - QTY: 1322
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-97146

- **Mop/Dust/Launderable/5x24/Loop**
  - QTY: 880
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-96028

- **Mop/Dust/Launderable/5x48/Loop**
  - QTY: 660
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-96048 12/CS-GRN

- **Mop/Toilet Bowl**
  - QTY: 1010
  - UNIT OF MEASURE: EA
  - MANUFACTURER: BARNETT
  - MANUFACTURER PART NUMBER: BARNETT 880491 (1301BR)

- **Muff/Ear/Complete**
  - QTY: 6
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CONDOR
  - MANUFACTURER PART NUMBER: CONDOR 2AAG4

- **Nozzle/Water Hose Full Size Zinc Pistol Grip With Threaded Front, Must Fit 5/8 Diameter Hose**
  - QTY: 22
  - UNIT OF MEASURE: EA
  - MANUFACTURER: GILMOUR
  - MANUFACTURER PART NUMBER: 5773F

- **Oil/2 Cycle**
  - QTY: 30
  - UNIT OF MEASURE: QTL
  - MANUFACTURER: VALVOLINE
  - MANUFACTURER PART NUMBER: #461

- **Oil/Motor/10W-30**
  - QTY: 50
  - UNIT OF MEASURE: QTL
  - MANUFACTURER: DEMON SPEED
  - MANUFACTURER PART NUMBER: AEO #997

- **Pad Holder/Doodle Bug**
  - QTY: 25
  - UNIT OF MEASURE: EA
  - MANUFACTURER: CEDAR
  - MANUFACTURER PART NUMBER: OCD-93105

- **Pad/Carpet Bonnet/20 in.**
  - QTY: 40
  - UNIT OF MEASURE: EA
  - MANUFACTURER: TUWAY
  - MANUFACTURER PART NUMBER: TUWAY C-19 (P269)

- **Pad/Doodle Bug/Brown Scrub**
  - QTY: 230
  - UNIT OF MEASURE: EA
  - MANUFACTURER: 3M
  - MANUFACTURER PART NUMBER: GMPT7797 88004741621

- **Pad/Floor Machine/20 in. Black**
  - QTY: 50
  - UNIT OF MEASURE: CS (5)
  - MANUFACTURER: AMERICO
  - MANUFACTURER PART NUMBER: 400120

- **Pad/Floor/13''/Green**
  - QTY: 20
  - UNIT OF MEASURE: EA
  - MANUFACTURER: AMERICO
  - MANUFACTURER PART NUMBER: AMERICO 400313 (G13(GRE))

- **Pad/Floor/13''/Red**
  - QTY: 35
  - UNIT OF MEASURE: CS (5)
  - MANUFACTURER: AMERICO
  - MANUFACTURER PART NUMBER: 404413

- **Pad/Floor/15''/Green**
  - QTY: 20
  - UNIT OF MEASURE: EA
  - MANUFACTURER: AMERICO
  - MANUFACTURER PART NUMBER: AMERICO 400315 (G15(GRE))
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