



NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Tuesday, September 20, 2022, at which time bids duly delivered and submitted, will be considered for:

ANNUAL CONTRACT FOR JANITORIAL SUPPLIES

Bids should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the City Secretary before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

NAME AND ADDRESS OF BIDDER
JANITORIAL SUPPLIES
BID NUMBER 3309

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3309

STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

**CITY OF STEPHENVILLE
REQUEST FOR BID - JANITORIAL SUPPLIES**

INTRODUCTION

This Request for Bid sets forth the specifications and requirements for the purchase of janitorial supplies for use by all departments within the City of Stephenville jurisdiction.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

I. CONTRACT TERMS:

- a. Length of this price agreement shall be for one (1) full year, starting October 1, 2022 and ending September 30, 2023. **Prices must remain firm for the entire contract.**
- b. The City reserves the right to renew the contract for an additional two (2) years, not to exceed one (1) year per renewal.
- c. Purchases will be made on an as needed basis.
- d. Bid will be awarded on an all-or-nothing basis, not per item.
- e. There will be no minimum amount requirements on orders placed.
- f. Items ordered will be delivered by next business day.
- g. Purchase order numbers will be issued on a monthly basis, and shall cover all purchases for the designated month.
- h. Freight and inside delivery will be at no charge to the City. All prices quoted shall be F.O.B. destination, Stephenville City Hall or any other designated City locations, per Exhibit A. This list of locations is subject to change.
- i. No restocking fee will be charged for returned items.
- j. Price discrepancies on monthly statements will require a credit memo to be issued within 30 days.
- k. When using the Vendor's products, vendor will supply and install all soap and towel dispensers at no cost to the City.
- l. Vendor must have an online ordering system or a telephone contact number that is answered by a live person during normal business hours.
- m. Vendor must be able to supply upon request, usage reports by total spent and product groups for specific time frames (month, year, etc.).
- n. City of Stephenville reserves the right to cancel this agreement upon 30 days written notice with good cause.

II. EVALUATION CRITERIA

Award shall be made to the bidder that provides the best value for the City. It is not the policy of the City of Stephenville to award a bid on the basis of price alone. Evaluation of the bidder shall include, but is not limited to the following:

- a. Unit price
- b. Ability to deliver next business day
- c. Quality of Products – evaluation of alternates or equivalents

- d. Probability of continuous availability on products
- e. Vendor reliability

III. BRAND NAME REFERENCES

- a. Any catalog, brand name or manufacturer's reference used is considered to be descriptive, not restrictive, and is indicative of the type and quality the City desires to purchase. Name brands are for reference only. Bids on similar items of like quality will be considered if the bid is noted and full description is provided.
- b. If notation of substitution is not made, it is assumed vendor is bidding on the item specified.
- c. Successful vendor will not be allowed to make unauthorized substitutions after award. Substitutions due to supply issues, must be submitted in writing to the City of Stephenville for approval. Subsequently if authorized substitutions are made on orders, original bid price or substituted item cost will be used, whichever is lower.
- d. If alternate brands are bid, samples may be requested by the Purchasing Department. The City has the right to examine all products and determine if they are of equal quality as the item specified.

IV. PRICING INSTRUCTIONS:

- a. Suppliers must submit pricing on the original Bid Price Sheets provided in the specifications. The fixed price provided must be for the exact unit of measure stated on the Bid Price Sheet. Bidding product via unit of measure conversion is not permitted.
- b. One (1) price only will be considered for each item. When two (2) prices are bid, both will be rejected.
- c. Errors in Bids: When an error is made in extending the total price, unit price will govern. Erases in bids must be initialed by the bidder. Carelessness in bidding pricing or in preparation of bid otherwise, will not relieve the bidder. Bidders are cautioned to recheck their bids for possible errors. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his bid is accepted.

EXHIBIT A - LOCATIONS

Address	Contact Name	Phone Number
City Hall 298 W Washington Street	Deanna Saucedo	254-918-1229
Public Library 174 N Columbia Street	Mary Meredith	254-918-1203
Public Safety Building 356 N Belknap Ave	Lisa Duran	254-918-1277
Fire Station #1 356 N Belknap	Carolyn Pingleton	254-918-1269
Fire Station #2 1301 Pecan Hill Drive	Carolyn Pingleton	254-918-1269
Senior Citizens 164 E College Street	Sandy Morgan	254-918-1289
Parks & Recreation 378 W Long Street	Mike Garvin	254-918-1296
Splashville Aquatic Center 850 S. Graham	Mike Garvin	254-918-1296
Airport Terminal 1050 Airport Rd.	Tina Cox	254-918-1215
Historical Museum 525 E. Washington	Daron Trussell	254-918-1216
Municipal Service Center (MSC) 1201 Glen Rose Road	Robert Oswald	254-918-1257

	Description	Unit	MFG #	Vendor Item #	Price/Unit
TISSUE, TOWELS, NAPKINS & PAPER PRODUCTS					
1	Toilet Tissue 2 ply 500 SHT/ROLL 96 ROLLS/CS	Case	42135		\$
2	DublNature White Roll Towels 6/CS	Case	38040		\$
3	Jumbo Roll 9" Toilet Tissue 1000' 2 ply 12/CS	Case	01148		\$
4	Center Pull Towels 575' 2 ply 6/CS	Case	5752T		\$
5	Kitchen Roll Towel 30/CS	Case	4100		\$
6	Wypall L30 1/4 Fold Wiper 90/CS	Case	005812		\$
7	2 Ply Facial Tissue 30 boxes/CS	Case	52172		\$
TRASH LINERS					
8	White 24x33 Liner 500/CS 12-16-Gal	Case	MT331XW		\$
9	Gray 24x33 Liner 1000/CS 12-16 Gal	Case	RX331XG		\$
10	White .8 mil 33x39 Liner 100/CS 30-33 Gal	Case	SL3339X		\$
11	1.5 mil 38x58 Black Liner 100/CS 60 Gal	Case	SLW3858SPK		\$
12	1.8 mil 38x63 Clear Liner 50/CS 60 Gal	Case	DL386318CLR		\$
13	40x46 Liner 100/CS 40-45 Gal - 1.50 EQ gauge	Case	EC4046		\$
14	43x47 Buff Liner .75 mil 100/CS	Case	P4920B		\$
15	43x47 Black Liner 2 mil 30/CS	Case	VRPJ47K		\$
16	38x63 2.7 mil Drum Liner Clear 55-60 Gal 50 bag/roll 1 roll/CS	Case	DL386327		\$
CLEANING SUPPLIES					
17	Spartan NABC Restroom Cleaner 12 QTS/CS	Case	7116		\$
18	Sprayway Glass Cleaner Aerosol, 12/CS	Case	SW050		\$
19	Stride Citrus Neutral Cleaner 4Gal/CS	Case	903904		\$
20	Spartan Fast & Easy HandiSpray Cleaner 1 Qt 12/CS	Case	3260		\$
21	Spartan CDC-10 RTU Handi Spray Cleaner 12Qts/CS	Case	3210		\$
22	Bio Conqueror Enzymatic Deodorizer (all scents) - 12 Qts/CS	Case	12-32BWB		\$
23	Bio Conqueror Enzymatic Deodorizer (all scents) - 4 Gals/CS	Case	1-BWB		\$

	Description	Unit	MFG #	Vendor Item #	Price/Unit
24	Isopropyl Alcohol 99% - 4 Gals/CS	Case	IPA-1		\$
25	Oxivir TB Disinfectant Cleaner 1 Qt 12/CS	Case	4277285		\$
26	Clorox Clean-Up with Bleach 32oz	Each	CLO35417CT		\$
27	Spartan Foamy Q & A Acid Disinfectant Cleaner - 4 Gals/CS	Case	3202-1		\$
28	Spartan Sani-Tyze Food Contact Surface Sanitizer - 1 Qt 12/CS	Case	3195		\$
29	Premier Powder Laundry Detergent 50 LB	Each	RP5581-50		\$
30	Liquid Laundry Detergent - 1 Gal	Gal	MAY074		\$
31	Lysol Disinfectant Foam Cleaner Aerosol 24oz 12/CS	Case	02775		\$
32	Champion Sprayon Furniture Polish - 17oz 12/CS	Case	5136		\$
33	Carroll Waxy Wash Car Shampoo - 1 Gal 4/CS	Case	30017828		\$
34	ITW Dymon Stainless Steel Cleaner Towel - 30 ct 6/CS	Case	91930		\$
35	Spartan BH-38 Butyl Cleaner - 4 Gals/CS	Case	2038-1		\$
36	Spartan Airlift Smoke & Odor Eliminator - 4 Gal/CS	Case	3089-1		\$
37	Spartan Airlift Smoke & Odor Eliminator Handi Spray 32oz 12/CS	Case	3086		\$
38	Spartan Carpet Stain Remover 18oz	Each	6374		\$
39	Spartan iShine Floor Finish - 1 Gal 4/CS	Case	4055-1		\$
40	Spartan iShine Floor Finish - 5 Gal	Each	4055-5		\$
41	A-Tack Disinfectant Cleaner - 1 Gal 4/CS	Case	410685-00		\$
42	Spartan Woodforce A-Tack Floor Cleaner - 1 Gal	Gal	5827-1		\$
43	Spartan Shinline Emulsifier Plus Stripper 1 Gal 4/CS	Case	0084-1		\$
44	Spartan DMQ Damp Mop Neutral Disinfectant Cleaner-Gal 4/CS	Case	1062-1		\$
45	Pine-Sol Lemon Fresh All-Purpose Cleaner -144oz 3/CS	Case	35419		\$
46	Pine-Sol Orange Energy All-Purpose Cleaner - 144oz 3/CS	Case	41772		\$
47	Spartan Germicidal Bowl Cleanse - 1 Qt 12/CS	Case	7120		\$
48	Carroll Pretty Potty - 1 Qt 12/CS	Case	30016323		\$

	Description	Unit	MFG #	Vendor Item #	Price/Unit
49	Carroll Pretty Potty - 1 Gal 4/CS	Case	30016328		\$
50	Bleach - 1 Gal 6/CS	Case	240602069		\$
51	Hard Surface Disinfecting Wipe - 75 wipes 6/CS	Case	33711		\$
52	Inside Out Heavy Duty Degreaser - 1 Gal 4/CS	Case	IOC-1		\$
53	Spartan Dust Mop/Dust Cloth Treatment 20oz 12/CS	Case	6099		\$
54	EZ-Sweep Red Oil Based Sweep Compound - 50 lb. Bag	Each	SOR50RED		\$
55	Fresh The Wave 2.0 Urinal Deodorizer 5PK/BX 2EA/PK	Case	2WDS60		\$
56	Wizkid Urinal Mats 12/BX	Box	OR-10001		\$
57	Wizkid Urinal Splash Screen 12/CS	Case	SH-MGO		\$
58	Palmolive Soft Soap - 1 Gal	Gal	01900		\$
59	AeroGreen Antibacterial Foam Soap 1 liter 8/CS	Case	57250		\$
60	Kutol EZ Foam Foaming Alcohol Hand Sanitizer - 1000 mL 6/CS	Case	68841		\$
61	Deb SBS Lime Heavy Duty Hand Cleanser - 4L	Gal	02104		\$
62	Dawn Hand Dish Soap - 1 Gal	Gal	57445		\$
63	12"x12" Microfiber Cloth Blue	Each	1212MICRO		\$
64	16"x16" Microfiber Cloth Green	Each	B0062-200		\$
65	Scotch-Brite Light Duty White Pad 6x9 - 20 pads per pack, 3 pack	Case	70071310067		\$
66	Medium Duty Scrubber Pad 6x9 20/CS	Case	PAD196		\$
67	Doodlebug Cleaning Pad 4x10 black	Each	52207		\$
68	Doodlebug Cleaning Pad 4x10 white	Each	PAD401		\$
69	Toilet Bowl Mop/Brush	Each	UNS160		\$
70	Spartan Utility Kit Bowl Caddy	Each	9957		\$
71	Pumice Scouring Stick	Each	JAN-12		\$
72	SOS Steel Wool Pads 15PD/BX	Box	CLO35419		\$
73	Windsor Sensor/Versamatic Vacuum Bag 10/Box	Box	86000500		\$

Description	Unit	MFG #	Vendor Item #	Price/Unit
GLOVES				
74 Safety Zone Latex Gloves Powder Free (S, M, L) 100/BX	Box	GRPR-size-1-T		\$
75 Ammex Gloveplus Vinyl Glove (S, M, L) Powder Free 100/BX	Box	IVPF42100 IVPF44100 IVPF46100		\$
CUPS, PLATES & FLATWARE				
76 8oz Dart Cup 1000/CS	Case	8J8		\$
77 12oz Dart Cup 1000/CS	Case	12J12		\$
78 16oz Dart Cup 1000/CS	Case	16J16		\$
79 Fork Plastic Med. White 1000/CS	Case	75002691		\$
80 Spoon Plastic Med. White 1000/CS	Case	75002694		\$
81 Knife Plastic Med. White 1000/CS	Case	75002490		\$
82 Picnic Pack - Knife, Fork, Spoon, Napkin, S&P 250kits/CS	Case	BWK6KITMW		\$
83 10.25" 3 Compartment Foam Plate 500/CS	Case	LAM13BE		\$
84 6" Foam Plate 1000/CS	Case	6PHQ		\$
MOPS, BROOMS, BUCKETS, HANDLES, PARTS ETC.				
85 Hamburg Nexstep Metal Tip Handle 1 1/8"	Each	97262		\$
86 O'Cedar 60" Snap On Dust Mop Handle	Each	96161		\$
87 O'Dell Black 1" x 60" Fiberglass Threaded Handle	Each	HFBK		\$
88 O Cedar Premium Loop-End Mophead Small White	Each	97111		\$
89 O Cedar Maxi-Clean Loop-End Mop - Medium, Blue	Each	97156-WB		\$
90 O Cedar Large Microfiber Looped Mop Head Blue	Each	97207		\$
91 O' Cedar 18" Looped Microfiber Pad	Each	96944		\$
92 O Cedar MaxiPlus Microfiber 5"x24" Dust Mop	Each	96072		\$
93 5"x24" Dust Mop Head	Each	96024		\$
94 5"x24" Looped Dust Head Green	Each	96928		\$
95 O Cedar MaxiPlus Microfiber 5"x36" Dust Mop	Each	96074		\$

	Description	Unit	MFG #	Vendor Item #	Price/Unit
96	5"x48" Dust Mop Head	Each	UNS1348		\$
97	5"x36" Wire Dust Mop Frame	Each	UNS1436		\$
98	5"x48" Wire Dust Mop Frame	Each	UNS1448		\$
99	O'Cedar Commercial MaxiPlus Frame for Microfiber Pad, 18"	Each	96948		\$
100	Large Plastic Angle Broom Wood Handle	Each	UNS932A		\$
101	O Cedar 24" Straight Floor Squeegee	Each	96824-S		\$
102	O'Dell Deck Brush - Dual Surface	Each	DSSB		\$
103	Truck Wash Brush, Gray Flagged	Each	LG-BRU8410		\$
104	O Cedar MaxiRough 8 Gal Mop Bucket & Wringer	Each	OC-96975		\$
105	Spartan Bucket 1.5 Gal	Each	SP-996500		\$
MISC.					
106	TimeMist Metered Refills (all scents) - 6.6oz 12/CS	Case	1042818		\$
107	Bolt Air Freshener (all scents) 6.6oz 12/CS	Case	BLT863/BLT865		\$
108	Pump 1oz W/ No Adapt	Each	UNS417		\$
109	Regular Spray Trigger - Tolco Model 320 9 1/4" Tube	Each	110502		\$
110	Power Spray Trigger - Tolco Model 640 9 1/4" Tube	Each	110805		\$
111	Spray Bottle 32oz	Each	120125		\$
112	Country Fresh Disinfectant 20oz can 12/CS	Case	CL071		\$
113	Americo Ridge Runner Polypropylene Mat - 4' x 6', Charcoal	Each	AM-6207046		\$
114	Unger VisaVersa Squeegee - 14"	Each	VP350		\$
115	Kraft Waxed Liner 500/CS	Case	LG-HOS260		\$

To: City of Stephenville

I or we agree to furnish the described equipment, supplies, or services for the prices shown in accordance with specifications attached. By execution of this bid, I hereby represent and warrant to the City of Stephenville that I have read and understood the Bid Documents and this bid is made in accordance with those documents.

**Janitorial Supplies for City of Stephenville
Bid # 3309**

Vendor must meet or exceed specifications

Please do not include tax, as the City is tax-exempt. **Use the price sheet provided. **

Company

Telephone Number (include area code)

Mailing Address

Fax Number (include area code)

City, State, Zip Code

Email Address

Representative Name (print)

Date

Representative Signature

BID MUST BE SIGNED BY A PERSON HAVING THE AUTHORITY TO BIND THE FIRM IN A CONTRACT. BIDS NOT MANUALLY SIGNED WILL BE REJECTED.