

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0117

Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission

Date: April 30, 2015

Fiscal Year: 2015-2016

Bid Opening: Bids must be received on or before Thursday, May 14, 2015, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed or electronically submitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County

Item No.	Description
1	Three-Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission per the Attached Specifications

Vendor Name: _____

Signature: _____

Address: _____

Date: _____

Telephone: _____

*****ATTENTION VENDORS*****

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website @ www.kanawha.us/purchasing/rfpalerts

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Three Year Contract (to be Renewed Annually) for Custodial Supplies for the Kanawha County Commission

LOCATION: Kanawha County Commission
409 Virginia Street, East
Charleston, WV 25301

CONTACT:	<u>Questions Regarding Bid Submission:</u> Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 jeriewhitehead@kanawha.us	<u>Questions Regarding Bid Specs:</u> John Caudill Buildings and Grounds Supervisor Kanawha County Commission P.O. Box 3627 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0569
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BID OPENING: Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Thursday, May 14, 2015, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed bids will not be accepted.*

SPECIFICATIONS:

- Quote on the following sample list of supplies:

<u>Unit of Measure</u>	<u>Item</u>	<u>Unit Price</u>
80/Case	2-Ply Embossed Bathroom Tissue	\$_____/Case
16/ Case	Multifold Towels	\$_____/Case
6/Case	10" Roll Towels for Automatic Dispenser	\$_____/Case
12/Case	White C-Fold Towels	\$_____/Case
1000/Case	Can Liners (Small)	\$_____/Case
250/Case	Can Liners (Large)	\$_____/Case
100/Case	Clear Draw String Liner 55 Gal.	\$_____/Case
12/Case	Acid Free Bowl Cleaner	\$_____/Case
12/Case	Foaming Disinfectant Cleaner	\$_____/Case
12/Case	Air Freshener	\$_____/Case
1 Dozen	Urinal Screens/Deodorant Blocks	\$_____/Dozen
10/Case	Seat Covers	\$_____/Case
6/Case	Bleach	\$_____/Case

<u>Unit of Measure</u>	<u>Item</u>	<u>Unit Price</u>
3/Case	Antimicrobial Foam Soap; Signatry Soap (Gojo Product)	\$ _____ /Case
12/Case	Glass Cleaner	\$ _____ /Case
1 Gallon	Lemon Floor Disinfectant	\$ _____ /Gallon
1 Each	Commercial Vacuum Cleaner-Sanitaire	\$ _____ Each
1 Each	Mop Finish (Medium)	\$ _____ Each
1 Each	Commode Plungers	\$ _____ Each
1 Each	Toilet Bowl Brush	\$ _____ Each
1 Each	Nylon Broom	\$ _____ Each
1 Each	Mop Heads (Large)	\$ _____ Each
1 Each	Toilet Brush Cup	\$ _____ Each
1 Each	Lobby Dust Pan	\$ _____ Each
6/Case	Instant Hand Sanitizer Wipes	\$ _____ /Case
10/Case	Brown & Black Doodle Pads	\$ _____ /Case
1 Each	Mop Handle	\$ _____ Each
1 Each	18" Dust Mop Head	\$ _____ Each
1 Each	Mop Bucket and Wringer	\$ _____ Each
6/Case	Urinal Floor Mat	\$ _____ /Case
1 Each	28 Qt. Wastebasket	\$ _____ Each
24/Case	Scouring Cleanser or liquid Comet	\$ _____ /Case
8/Case	Black Strip/Scrub Pads 20"	\$ _____ /Case
12/Case	Carpet Spotter	\$ _____ /Case
1 Each	Dolly with Wheels	\$ _____ Each
1 Each	44 Gallon Brute	\$ _____ Each
1 Each	55 Gallon Brute	\$ _____ Each
1 Each	Threaded Wood Handle	\$ _____ Each
1 Each	Brute Caddy Bag	\$ _____ Each
1 Each	Vacuum Zipper Bag	\$ _____ Each
1 Each	Wet Floor Signs	\$ _____ Each
12/Case	Disinfectant Spray	\$ _____ /Case
8/Case	Hand Sanitizer Refill Packs	\$ _____ /Case
1 Each	Toilet Seat Cover Holder	\$ _____ Each
1 Gallon	Floor Stripper	\$ _____ /Gallon

<u>Unit of Measure</u>	<u>Item</u>	<u>Unit Price</u>
1 Each	41 Qt. Wastebasket	\$ _____ Each
500/Case	Sani-Sack	\$ _____ /Case
1 Each	Air Freshener Dispenser	\$ _____ Each
12/Case	Sunburst Air Freshener Refills	\$ _____ /Case
1 Each	Quart Spray Bottle	\$ _____ Each
1 Each	Spray Bottle Trigger Quart	\$ _____ Each
1 Gallon	Floor Wax	\$ _____ /Gallon
1 Each	36" Dust Mop Frame	\$ _____ Each
1 Each	Dust Mop Handle	\$ _____ Each
1 Gallon	Citrus Degreaser	\$ _____ /Gallon
9/Case	Clorox Cleanup Spray	\$ _____ /Case

2. Johnson cleaning products or equivalent are required.
3. Delivery within two business days following receipt of order.

TERMS & CONDITIONS:

Real Estate and Personal Property Taxes: "No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid."

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a State of West Virginia "No Debt Affidavit".

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bid documents are unsealed, all documents become public record.