

**REQUEST FOR BIDS
FOR
FRASER PUBLIC SCHOOLS**

CUSTODIAL SUPPLIES STANDARDIZATION

**FRASER PUBLIC SCHOOLS
Attention: Laurie Videtta
33466 Garfield Road
Fraser, Michigan 48026
Telephone: (586) 439-7000**

INFORMATION TO BIDDERS

1. **DESCRIPTION OF PROJECT**

Fraser Public Schools (the “School District”) is issuing this Request for Bids for Custodial Supplies Standardization (the “RFB”) to solicit Bids from qualified vendors. The requirements for the Bids are contained in the specifications set forth in **Attachment A** of this RFB (the “Project”).

2. **RFB TIMELINE**

The School District’s **anticipated** timeline for its selection process is:

Issuance of this RFB	May 31, 2019
Deadline for Written Requests for Clarifications	5:00 p.m. – June 7, 2019
DUE DATE FOR BIDS	10:00 a.m. – June 14, 2019
School District’s Award of the Contract, if any	June 24, 2019

PLEASE NOTE: The School District reserves the right, in its sole and absolute discretion, to make modifications to the RFB timeline set forth in Paragraph 2 above as it determines to be in its best interest.

3. **BID SUBMISSION REQUIREMENTS AND DEADLINE**

- A. All Bids are due on or before 10:00 a.m., local time, on **June 14, 2019** (the “Due Date”) at 33466 Garfield Road, Fraser, Michigan 48026.
- B. Bids shall be sealed and delivered in an opaque envelope (or equivalent) and be marked in the lower left hand corner as follows:

SEALED BID ENCLOSED
 FRASER PUBLIC SCHOOLS
 Document Camera’s
 [Vendor’s Name]
 [Vendor’s Address]
 [Vendor’s Telephone Number]

- C. All Bids shall be delivered to the School District as follows:

FRASER PUBLIC SCHOOLS
 Attention: Laurie Videtta
 33466 Garfield Road
 Fraser, Michigan 48026
- D. All Bids must be received by the School District, as directed above, by the Due Date. Each Bidder is responsible for submission of its Bid. Bids or Bid revisions received after the Due Date and time specified above will not be accepted or considered. The School District is not liable for any delivery or postal delays. All Bids received after the Due Date will be unopened and made available to the respective Bidder for pick-up, at their sole cost and expense for a period of two (2) weeks.
- E. Each Bid must be an original and hard copy, and signed by an authorized member of the Bidder. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Bids will be accepted.
- F. At the specified location, Due Date and time stated above, all Bids timely submitted will be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

- G. The School District intends to communicate with Bidders via e-mail (e.g., RFB clarifications and addenda). Except for the delivery of the Bid itself, references in this RFB to “written” form of communications include e-mail.
- H. From the issue date of this RFB until a Bidder (Vendor) is selected and the selection announced, a prospective Bidder shall not communicate about the subject of this RFB or a Bidder’s Bid with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students or employees, except for additional Requests For Clarification in accordance with Paragraph G above, or as otherwise required by applicable law.
- I. If it becomes necessary to revise any part of this RFB, all addenda will be issued through the School District’s website and all addenda shall become a part of this RFB. Each Bidder must in its Bid, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of, any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof.
- J. The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFB), to accept or reject, in whole or in part, any or all Bids with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFB process or any Bid, and the right to award the Contract to other than the Vendor submitting the best financial bid (low bidder). The School District reserves the right to request additional information from any or all Bidders. The School District reserves the right to negotiate with the Bidders concerning their Bids. In the event a Vendor’s Bid is accepted by the School District and that Bidder asserts exceptions, special considerations or conditions after acceptance, the School District, in its sole and absolute discretion, reserves the right to reject the Bid and award the Contract to another Bidder.
- K. Each Bidder by submitting its Bid releases the School District from any and all claims arising out of, and related to, this RFB process and selection of a Vendor.
- L. A recipient of this RFB is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Bid, or otherwise responding to this RFB, or any negotiations incidental to its Bid or this RFB.
- M. All Bids submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Bids set forth above.
- N. The Bidder, by making his/her Bid, represents that he/she has read and understood the Contract and Bid Documents, and that his/her Bid is made in accordance therewith.

4. **QUALIFICATION OF BIDDER**

- A. The School District reserves the right to request qualifications and/or additional information from any Bidder before issuing documents, receiving Bids or awarding the Contract.
- B. Each Bidder shall complete the sworn and notarized Familial Disclosure Affidavit included as **ATTACHMENT C** to this RFB.
- C. Each Bidder shall complete the notarized Iran Linked Business Affidavit included as **ATTACHMENT D** to this RFB.
- D. The selected Bidder (also referred to herein as the “Vendor”) shall require all of its subcontractors, insurance agents, and materials suppliers (payees) to comply with the provisions of this RFB and the Contract Documents by insertion of the requirements hereof in a written contract agreement between Vendor and payee. Failure to obtain such written contracts which include such provisions shall be reason to exclude some or all of the related payees’ costs from amount payable to Vendor pursuant to the contract.

5. **SOLE BIDDER**

- A. It is the School District's intent that this RFB to encourage and permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material, equipment or products requested in this RFB are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The School District, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Bidder meet the specifications contained in this RFB and possess equivalent and/or better qualities. It shall be the Bidder's responsibility to advise the School District in writing if any language, requirements, scope, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFB to a single source. Such notification shall be received by the School District no later than five (5) days prior to the Due Date set for acceptance of Bids. The School District reserves the right to request samples or testing of alternate products.
- B. If only one Bid is received in response to this RFB, a detailed cost proposal may be requested of the single Bidder. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
- C. The School District reserves the right to cancel this RFB and reject the Bid, or reschedule the Bid opening, if there is only one Bid received in response to this RFB. The School District's decision will be final.

6. **METHOD OF BIDDING & BID REQUIREMENTS**

Bids will only be accepted for the entire Project and Bidders are required to Bid on the entire Project. This outlines the information that must be provided by each Bidder and the required format for its Bid. Any Bid not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Bids must: (i) demonstrate an understanding of the scope of the Project; (ii) demonstrate the ability to accomplish the Project as set forth in this RFB and the Contract (as described below and in Paragraph 11 of this RFB); and (iii) include all necessary information to enable the School District to thoroughly evaluate each Bidder's overall experience, expertise, qualifications and ability to deliver the products in accordance with the requirements and obligations of this RFB and the Contract. Each Bid shall also include any other information or explanations that the Bidder feels is/are significant with respect to the School District making an informed decision relative to its Bid.

Additionally, each Bid must include, at a minimum, the following:

- A. A cover letter with background information regarding the Bidder, which will serve as an introduction of the Bidder, on business letterhead.
- B. A detailed list setting forth any exceptions to this RFB and/or the Contract, or other special considerations or conditions of the Bidder, including explanations of such exceptions or the reason such terms and conditions of the RFB or form of Contract cannot be met by, or on the Bidder's opinion are not applicable to, the Bidder.
- C. A completed Bid Pricing Form provided as **ATTACHMENT B**.
- D. A completed Familial Disclosure Affidavit provided as **ATTACHMENT C**.
- E. A completed Iran Linked Business Affidavit of provided as **ATTACHMENT D**.

7. **DISCREPANCIES, OMISSIONS OR INTERPRETATIONS**

- A. Bidder shall promptly notify the School District of any ambiguity, inconsistency, or errors that they may discover upon examination of the Bid Documents. Prospective Bidders may request that the School District clarify information contained in this RFB. All such requests must be made in writing via email. The School District will attempt to provide a written response to all written Requests for Clarification within three (3) business days after the receipt of such request. The School District will not respond to any Request for Clarification received after 5:00 p.m. on June 7, 2019. All Requests for Clarifications must be directed to Teresa Van Sickle (Subject Line: Custodial Supplies Standardization RFB). No response will be made to any oral questions. All questions and answers will be posted on the School District's website. It is each Bidder's responsibility to check the School District's website prior to the RFB Due Date to ensure that it has received all of the information, including, but not limited to, all Addenda to this RFB.
- B. If any provisions of this RFB shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- C. Any contract entered into with the Vendor shall not be construed as granting "any exclusive rights thereunder." The School District retains the right to contract with other parties for such products as it deems necessary.

8. **ADDENDA**

- A. Addenda issued by the School District regarding this RFB and the Project shall become part of this RFB, the Bid Documents and Contract Documents and receipt thereof shall be acknowledged on the Bid Form.
- B. Each Bidder shall ascertain prior to submitting their Bid that they have received all addenda issued.
- C. If it becomes necessary to revise any part of this RFB, all addenda will be issued through the School District's website and all addenda shall become a part of this RFB.

9. **UNIT PRICES**

- A. Each Bidder must Bid on all Unit Prices listed in the Bid Form. They will be fully considered in awarding the Contract.
- B. Bids are considered irregular and may be rejected if Unit Prices contained in the Bid Form are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
- C. Any Unit Price that, in the sole opinion of the School District, is unbalanced or excessive, may be rejected without affecting the validity of the Bid or other unit prices. An entire Bid may be rejected if, in the sole opinion of the School District, rejection of individual unit prices materially affects the Bid.
- D. All Unit Prices in the Bid shall be firm for a period of 90 days from the Due Date. Pricing **shall be F.O.B. delivered and unloaded.**

10. **SALES TAX**

The School District is exempt from taxation on all tangible personal property purchase by the School District for its use and consumption. The School District will provide its Federal and State tax-exempt number upon request. All prices submitted on the Bid Form shall be inclusive of all applicable taxes.

11. **WITHDRAWAL OR REVISION OF BIDS**

- A. Any Bid may be withdrawn prior to the scheduled Due Date and time for opening of Bids.
- B. A Bid may not be modified, withdrawn or canceled by the Bidder for ninety (90) calendar days following the Due Date and time designated for the opening of Bids, and Bidder so agrees in submitting his/her Bid.

12. **ACCEPTANCE AND REJECTION OF BIDS**

- A. Low Bid price is not always the determining factor in the awarding of the Bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, quality, past performance, inventory availability, financial stability, and references.
- B. Bids are considered irregular and may be rejected for any of the following reasons unless otherwise provided by law:
 - 1. If the Bid Form furnished is not used or is altered.
 - 2. If there are unauthorized additions, qualifications, conditions, or irregularities of any kind which may make the Bid incomplete, indefinite, or ambiguous as to its meaning.
 - 3. If Bidder adds any provisions reserving right to accept or reject any awards of contract.
 - 4. If unit or lump sum prices or alternates contained in the Bid schedule are obviously unbalanced either in excess of, or below, reasonable costs analysis values.
 - 5. If Bidder fails to complete any portion of the Bid Form where information is requested such that the Bid Form cannot be properly evaluated.
 - 6. If any pertinent instructions to bidders is not fully complied with.
- C. The School District reserves the right, at its sole discretion, to accept or reject any or all Bids, in whole or in part, with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFB process or any Bid, and the right to award the Contract to other than the Bidder(s) submitting the lowest Bid. Any decision made by the School District, including the selection of a Vendor(s), shall be final and each Bidder, in submitting his/her Bid, agrees to accept the decision of the School District as final. Notwithstanding the foregoing, any award to, or selection of, the successful Vendor shall be contingent upon the Vendor executing the form of contract acceptable to the School District.
- D. The School District shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the base Bid and the alternates accepted.
- E. The School District shall have the right to accept combination bids received from a Bidder for more than one Bid category.

13. **COMPLIANCE WITH LAWS**

- A. All Bidders and the Vendor shall perform and work on the Project and other operate in conformance with all applicable local, state, and federal laws, rules, regulations and ordinances. Nothing contained in the Contract shall be construed in any manner so as to require or permit any act that is prohibited by law.

14. **INDEMNIFY AND HOLD HARMLESS AGREEMENT**

Vendor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the School District, the members of its Board of Education (in their individual and official capacities), administrators and employees, from any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, injuries, damages, costs, expenses, including actual attorneys' fees and actual expert witness' fees, and the cost of litigation that are asserted by any person or entity to the extent arising out of the acts or omissions or willful misconduct in the performance by the Vendor, its officers, employees and agents hereunder, whether or not there is concurrent negligence on the part of the School District, or any breach of any terms or warranty(s) required under this RFB or the Contract, or the Vendor's failure to comply with any and all applicable laws. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Vendor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

15. **TERMINATION OF CONTRACT**

If at any time, in the opinion of the School District,

- 1) Vendor fails to conform to the requirements of the Contract; or
- 2) Vendor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt;
- 3) Any legal proceedings are commenced against Vendor which may interfere with the performance of the Contract; or
- 4) Vendor has failed to supply an adequate working force, or material or proper quality, or has failed in any other respect to prosecute the Project with the diligence and force specified and intended in any by the terms of the Contract, notice thereof in writing may be served upon him/her, and should he/she neglect or refuse to provide means for a satisfactory compliance with the Contract as directed by the School District within the time specified the School District in any such case shall have the right and power, at its option and without prejudice to any other right it may have, to terminate the Contract. Any excess of the cost arising there from will be charged against the Vendor. In the event of such termination, all monies due the Vendor or retained under terms of the Contract shall be forfeited to the School District; but such forfeiture will not release the Vendor from liability for failure to fulfill the Contract.

INDEX OF ATTACHMENTS

FRASER PUBLIC SCHOOLS

RFB FOR CUSTODIAL SUPPLIES STANDARDIZATION

Attachment A – Project, Overview, Objectives, & Specifications

Attachment B – Bid Pricing Form

Attachment C – Familial Disclosure Affidavit

Attachment D – Iran Linked Business Affidavit

FRASER PUBLIC SCHOOLS

RFB FOR CUSTODIAL SUPPLIES STANDARDIZATION

ATTACHMENT A

**Project, Overview,
Objectives, & Specifications**

ATTACHMENT A

Project, Overview, Objectives, & Specifications

I. OVERVIEW

1. The District is currently seeking a three-year bid commencing July 1, 2019 and expiring June 30, 2022. The School District reserves the right to award the bid to one vendor.

II. GENERAL INFORMATION

1. Fraser Public Schools currently has twelve sites with an annual enrollment of approximately 5,200 students.
2. The School District's twelve sites are as follows:
 - a. Administration Office, Fraser MI
 - b. Fraser High School, Fraser MI
 - c. Richards Middle Schools, Fraser MI
 - d. Disney Elementary, Clinton Township MI
 - e. Dooley Center, Roseville MI
 - f. Edison Elementary, Fraser MI
 - g. Eisenhower Elementary, Fraser MI
 - h. Emerson Elementary, Fraser MI
 - i. Salk Elementary, Clinton Township MI
 - j. Twain Elementary, Roseville MI
 - k. Transportation Center, Fraser MI
 - l. Operations Office, Fraser MI

III. PROPOSAL OBJECTIVES

Fraser Public Schools is accepting proposals from firms that will assist in the standardization of all custodial supplies, ordering processes, and operational excellence.

1. Contractor shall provide a designated Account Manager to the School District.
 - a. The Account Manager shall provide the School District with appropriate contact information, including email address, cell phone number, and standard office phone number.
 - b. The Account Manager shall be expected to contact Director of Operations, Maintenance, & Transportation or his designee on a monthly basis. This contact is intended to provide a consistent line of communication between the School District and the Contractor. Additional contact with the Director or his designee will occur as requested by the Director.
 - c. The Account Manager shall possess a general working knowledge of the Contractor's catalog and all products purchased by the School District.
 - d. The Account Manager should be capable of providing in-service training on site or in a remote facility on products as requested by the Director or his designee.
 - e. The School District has a strong preference for video-based training, in addition to any requested in-service training. The Contractor should provide video-based training for usage of products wherever possible.
 - f. The Account Manager should maintain an in-district presence. Stopping at all sites regularly to maintain open dialogue with employees.
 - g. The Account Manager will provide individual, onsite training as needed or required.
2. Delivery schedule and days to be provided with submission of proposal.

ATTACHMENT A

Project, Overview, Objectives, & Specifications

3. Each school location shall be provided Safety Data Sheets relating to specific products purchased and provided. The Safety Data Sheets should be done electronically through our online ordering/accounting system.
4. Chemical Management System Dispensers will be provided and installed free of charge. The School District recognizes that dispensers do have an associated cost and will work with awarded contractor in determining the number and styles of dispensers needed by conducting collaborative site audits.
5. Paper Product Dispensers and Skin Care Dispensers will be provided and installed free of charge. The School District recognizes that dispensers do have an associated cost and will work with awarded contractor in determining the number and styles of dispensers needed by conducting collaborative site audits.
6. Paper Product Systems
 - a. The School District's first desire is to select Universal Towel and Tissue Dispensers. Bid Pricing Form A addresses the criteria for successful submission.
 - b. The School District will entertain proprietary paper systems as an alternative. Bid Pricing Form B addresses this option and the criteria for successful submission.
 - c. Must meet the EPA Guidelines for Recycle Content by Product for LEED EB O&M Standard.
7. Trash Can Liners
 - a. No Economy or Value Lines will be accepted.
 - b. Net Case Weight MUST be included in your submission.
 - c. Must meet the EPA Guidelines for Post-Consumer Recycle Content. (Minimum of 10% Post Consumer Recycle Content) for LEED EB O&M Standard.
 - d. No Oxo-Biodegradable Liners will be accepted.
 - e. Bid Pricing Form D addresses the criteria needed for successful submission.
8. Chemical Management System
 - a. The School District desires to standardize to as few cleaning chemicals as possible.
 - b. Green Seal Certified products will be given preferential consideration due to the School Districts desire to provide clean and healthy facilities for building occupants.
 - c. The Schools District will be following the LEED EB O&M Standard for Green Cleaning.
 - d. Bid Pricing Form C addresses the criteria needed for successful submission.
9. Hand Soap, Hand Sanitizer and Spa and Body Systems
 - a. The School District has determined that the Symmetry Stealth System will be the specified system.
 - b. All accepted/approved equals will be considered.
 - c. Bid Pricing Form E addresses the criteria for successful submission.
10. Miscellaneous Items – Cost Plus Program
 - a. All other custodial supplies will fall under a proposed Cost-Plus Program.
 - i. Cost Plus is defined as the Cost of the Product + Operational Expense (as a percent) + Cost Plus Factor. (Example: Cost of Product: \$10 + Operational Expense: 20% + Cost Plus Factor (as a percent): 8%)
 - ii. In Example Above the Cost-Plus Program would be: 8%

ATTACHMENT A

Project, Overview, Objectives, & Specifications

- b. Cost Plus Program can vary by product category.
- c. The School District reserves the right to audit the contractor's systems at any time. Reports demonstrating the Cost-Plus formula (as listed above) to be provided upon request of the Director of Operations, Maintenance, & Transportation or his designee within 48 hours of request.
- d. Miscellaneous Items includes product categories, such as:
 - i. Floor Care (hard floor, carpet care)
 - ii. Tools (mop buckets, handles, mop heads, dust mops, floor pads, etc)
 - iii. Microfiber Products/Systems
 - iv. Entrance Matting
- e. Miscellaneous Items does NOT include capital outlay cleaning equipment, such as:
 - i. Automatic Floor Scrubbers
 - ii. Carpet Extractors
 - iii. Vacuum Cleaners
 - iv. Wet/Dry Vacuums

NOTE: Capital Outlay Equipment will be bid independently from this RFP

- 11. The School District requires a Real-Time, Internet-based Online Ordering and Accounting System.
 - a. Accessible 24 Hours/7 Days Per Week
 - b. Internet-based. No add on software systems to be accepted
 - c. Full Reporting Capabilities. Sorting capabilities by month and year
 - d. Ability to view past invoices
 - e. Supervisor Approval Process
 - f. Budget by Building Capabilities
- 12. Due to the School District's strong desire to achieve clean and healthy facilities for our building occupants and the strong desire to have a Green Cleaning Program that meets the LEED EB O&M Standards, awarded contractor must have a Vice President of Sustainability, whose full time position is to assist contractor and customers with all sustainability initiatives, green cleaning programs, and learning of the custodial processes.
- 13. Contractor will help the School District implement a cost-efficient cleaning program and be able to provide case studies of successful cleaning program implementations.
- 14. Contractor is to provide documentation and references (including name, phone number, and email address) supporting its involvement with assisting four (4) customers achieve LEED certification.

IV. FORM OF PROPOSAL

All responses to this RFB shall be typed and consist of a Cover Sheet, Bid Pricing Forms A-H, and the responses to the following information requests, which must be formatted exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

- 1. Provide a written response to:
 - a. Provide a brief description of company structure, ownership, number of years in business, and parent company information.
 - b. Is your Product Catalog available online?
 - c. Detail your online ordering system and all capabilities. If requested, a User Password must be provided to test functionality and viewing of screenshots.

ATTACHMENT A

Project, Overview, Objectives, & Specifications

- d. What is your company's Fill Rate?
 - e. Describe Returns and Credits Policy.
 - f. Explain how your Customer Service process works. Will there be a specific Customer Service Rep assigned to the School District?
 - g. Provide examples of Training Classes available -- Product Training, Process Training, and Personal Improvement Training.
 - h. Loaner and in-house repair of equipment program
 - i. Training - in house and/or contractor off-site
 - j. Online/real time cost analysis programming through a web-based ordering website
 - k. NOTE: Any other factors that arise in the evaluation process that are not stated above can be used in determining which proposal will be successful.
2. Use Attachments Bid Pricing Forms A-H to submit your proposed products and systems.

Bid Responses will be evaluated. Finalists will be selected (if needed, at the discretion of the School District) to formally present their Proposal in person to a select team of School District Employees.

FRASER PUBLIC SCHOOLS
REQUEST FOR BIDS
FOR
CUSTODIAL SUPPLIES STANDARDIZATION

ATTACHMENT B - BID PRICING FORM

<u>Bidder Information</u>	
<u>Bidder Name:</u>	
<u>Business Address:</u>	
<u>Contact Person:</u>	<u>Telephone:</u>
<u>E-Mail:</u>	<u>Fax:</u>

A. Pricing

This pricing is for the Custodial Supplies Standardization. All specifications, warranties and other information relative to the proposed supplies/materials/equipment must be provided as part of the Bid. This pricing must be inclusive of all costs and expenses of Vendor to complete the Project as set forth in the RFB, and are to be expressed as not-to-exceed amounts and all amounts are to include all supplies/materials/equipment services, warranties, delivery, taxes, fees and permits, overhead and profit to perform the Project.

Bid Pricing Form A – Universal Roll Towel & Bath Tissue

MFG NAME/ PART #	COLOR	PLY	ROLL WIDTH INCHES	ROLL DIAMETER INCHES	CORE INSIDE DIAMETER INCHES	LINEAR FEET/ ROLL	ROLLS/ CASE	MEET EPA FOR RECYCLE CONTENT FOR LEED-EB O&M YES OR NO	NET CASE WEIGHT LBS	GROSS CASE WEIGHT LBS	PRICE/ CASE	PRICE/ FOOT
<i>Example:</i>	NATURAL	1	7.9	7.8	1.8	800	6	YES	2.88	30.58		

Universal Roll Towel

Bid Notes:

1. Universal product only
2. Universal dispensers to be provided at NO CHARGE (push paddle or lever style – no crank style accepted)
3. Dispenser sample to be submitted for approval upon request
4. Must meet EPA standard for recycle content for LEED-EB O&M
5. Net case weight must be listed for bid to be accepted
6. Dispenser literature with picture must be submitted with bid response

Universal 2 Ply Bath Tissue

MFG NAME/ PART #	COLOR	PLY	ROLL LENGTH FEET	ROLL WIDTH INCHES	ROLL DIAMETER INCHES	CORE INSIDE DIAMETER	ROLLS/ CASE	MEET EPA FOR RECYCLE CONTENT FOR LEED-EB O&M YES OR NO	NET CASE WEIGHT LBS	GROSS CASE WEIGHT LBS	PRICE/ CASE	PRICE/ FOOT
<i>Example:</i>	WHITE	2	1,000	3.6	8.8	3.3	12	YES	20.83	23.23		

Bid Notes:

7. Universal product only
8. Twin (dual) universal JRT dispensers to be provided at NO CHARGE
9. Dispenser sample to be submitted for approval upon request
10. Must meet EPA standard for recycle content for LEED-EB O&M
11. Net case weight must be listed for bid to be accepted
12. Dispenser literature with picture must be submitted with bid response

Bid Pricing Form B – Proprietary Roll Towel & Bath Tissue

Proprietary Roll Towel

MFG NAME/ PART #	COLOR	PLY	ROLL WIDTH INCHES	ROLL DIAMETER INCHES	CORE INSIDE DIAMETER INCHES	LINEAR FEET/ ROLL	SHEET LENGTH DISPENSED INCHES	ROLLS / CASE	MEET EPA - RECYCLE CONTENT FOR LEED- EB O&M YES/ NO	NET CASE WEIGHT LBS	GROSS CASE WEIGHT LBS	PRICE/ CASE	PRICE/ FOOT	PRICE/ SHEET
<i>Example:</i>	NATURAL	1	7.8	7.3	1.5	700		6	YES	2.88	30.58			

Bid Notes:

1. Proprietary product only
2. Dispensers to be provided at NO CHARGE – touch free (no battery operated units)
3. Dispenser sample to be submitted for approval upon request
4. Must meet EPA standard for recycle content for LEED-EB O&M
5. Net case weight must be listed for bid to be accepted
6. Dispenser literature with picture must be submitted with bid response

Proprietary 2 Ply Bath Tissue

MFG NAME/ PART #	COLOR	PLY	ROLL LENGTH FEET	ROLL WIDTH INCHES	ROLL DIAMETER INCHES	CORE INSIDE DIAMETER INCHES	TOTAL FEET/ CASE	ROLLS/ CASE	MEET EPA FOR RECYCLE CONTENT FOR LEED-EB O&M YES OR NO	NET CASE WEIGHT LBS	GROSS CASE WEIGHT LBS	PRICE/ CASE	PRICE/ FOOT
<i>Example:</i>	WHITE	2	1,600	3.6	10	2.3	9,600	6	YES	20.83	23.23		

Bid Notes:

1. Hi capacity dispensers to be provided at NO CHARGE
2. Dispenser sample to be submitted for approval upon request
3. Must meet EPA standard for recycle content for LEED-EB O&M
4. Net case weight must be listed for bid to be accepted
5. Dispenser literature with picture must be submitted with bid response

Bid Pricing Form C – Chemical Management System

MFG NAME/ PART #	CHEMICAL MANAGEMENT SYSTEM NAME	PRODUCT APPLICATION * Glass * Floor/neutral * Disinfectant * Peroxide * Citrus * Carpet extraction * General purpose * Degreaser	PRODUCT NAME	PRODUCT PART #	CASE QUANTITY	PRICE/ CASE	DILUTION RATIO OUNCES/ GALLON	IN USE COST PER GALLON	IN USE GALLONS PER CASE	GREEN SEAL CERTIFIED
<i>Examples:</i>		Glass	BioRenewable Glass Cleaner	4835	4 – 2 liter bottles	\$70.92	2 oz	\$0.52	34	Yes
		Disinfectant	Green Solutions High Dilution Neutral Disinfectant	3516	4 – 2 liter bottles	\$128.20	0.5 oz	\$0.24	135	Not applicable

Bid Notes:

1. Chemical Management Dispensers to be provided at **NO CHARGE**
2. Chemical Management Dispensers to be submitted for review upon request
3. Green Seal Certification desired for all products (exception: disinfectant)
4. Mathematical formulas for determining In Use cost to be provided as part of your submission

Bid Pricing Form D – Can Liners

MFG NAME/ PART #	LINEAR DIMENSIONS INCHES W X L	MIL/ MICRON THICKNESS	COLOR	TYPE OF POLYETHELENE LLD - linear low density HD – high density	NET CASE WEIGHT LBS	GALLON CAPACITY	NUMBER OF LINERS PER CASE	PERFORMANCE STANDARD LBS Dry load Wet load	PRICE/ CASE	EPA GUIDE- LINES PCR YES/NO
<i>Example:</i>	38 x 58 w x l	.90 mil	WHITE	LLD	13.2 lb/case	60	100	55 dry/25 wet	23.23	
	24 x 33	17 mic/.6 mil	CLEAR							
	38 x 58	1.3	BLACK							

Bid Notes:

1. Liners used in School District
2. Size and thickness HAVE been decided. Specifications must be followed
3. No economy or value lines accepted
4. Net case weight must be listed for bid to be accepted
5. Must meet EPA guideline for Post-Consumer Recycle (PCR) content for LEED EB O&M

Bid Pricing Form E – Hand Soap, Hand Sanitizer, Spa and Body Shampoo

MFG NAME	SYSTEM NAME	MFG PART #	CASE QUANTITY	REFILL SIZE (ML)	ML'S PER PUSH	# OF WASHES (PUSHES) PER REFILL	PRICE/ CASE	PRICE/ PUSH	USDA CERTIFIED BIOBASED YES/NO	ECO LOGO CERTIFIED YES/NO
HAND SOAP & SANITIZER										
<i>Example:</i>										
Symmetry	Stealth	9009-1200	6	1250ML	0.4	1,620			Yes	Yes
Symmetry	Stealth	9015-1120	6	1200ML	0.4	1575			Yes	No
SPA AND BODY										

Bid Notes:

1. Symmetry foam soap system only
2. Symmetry foam sanitizer system only (Alcohol free)
3. Soap must be **USDA CERTIFIED BIOBASED**
4. Must be **ECO LOGO CERTIFIED**
5. Dispensers at **NO CHARGE** with District logo

Bid Pricing Form F - Miscellaneous Items

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
					HIGH SOLIDS WAX/MICROBAN	
					HEAVY DUTY FLOOR STRIPPER	
					SMALL BROOM 32"	
					TOILET/SINK PLUNGER	
					CORN BROOM	
					PLASTIC ANGLE BROOM	
					WAX BASE SWEEPING COMPOUND	
					FEATHER DUSTER 27"	
					FEATHER DUSTER 20"	
					28" LAMBS WOOL DUSTER	
					30"/40" LAMBS WOOL DUSTER	
					EXTERIOR PUSH BROOM 18"	
					EXTERIOR PUSH BROOM 24"	
					INTERIOR PUSH BROOM 18"	
					INTERIOR PUSH BROOM 24"	
					INTERIOR PUSH BROOM 36"	
					BRUSH HANDLE, WOOD W/TAPERED TIP	
					BRUSH HANDLE, WOOD W/METAL THREAD TIP	
					COUNTER BRUSH	
					HAND BRUSH	
					NYLON BRISTLE WALL BRUSH	
					WINDOW BRUSH	
				3M	DOODLE BUG PAD HOLDER	
				AJAX	SCRUBBING POWDER, LOW VOC	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
					FURNITURE POLISH	
					STAINLESS STEEL CLEANER	
					BASEBOARD CLEANER/STRIPPER	
					CHEWING GUM REMOVER, FREEZE SPRAY	
					VANDAL MARK REMOVER	
					CLEANER SIMILAR TO SOFT SCRUB	
					CARPET SPOT & STAIN REMOVER	
					ODOR COUNTERACTANT	
					DRAIN-MAINTAINER	
					URINAL SCREEN, CHERRY	
					DUST MOP HANDLE TO MATCH FRAME	
					DUST MOP OIL	
				RUBBERMAID	24" DUST MOP	
				RUBBERMAID	48" DUST MOP HEAD	
				RUBBERMAID	60" DUST MOP	
				RIBBERMAID	72" DUST MOP	
					24" DUST MOP FRAME	
					48" DUST MOP FRAME	
					60" DUST MOP FRAME	
					72" DUST MOP FRAME	
					LONG HANDLE DUST PAN	
					PLASTIC DUST PAN	
					BODY FLUIDS CLEAN UP KIT	
				EUREKA	SANITAIRE VAC BAGS	
					AMERICAN FLAG 3' X 5'	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
					AMERICAN FLAG 5' X 8'	
					BROWN JERSEY TYPE GLOVES	
					CHEMICAL RESISTANT RUBBER GLOVES	
					DISPOSABLE NITRITE EXAM GLOVES, LARGE	
					DISPOSABLE NITRITE EXAM GLOVES, SM/MED	
					DISPOSABLE EXAM GLOVES, XL	
					KOTEX RECEPTACLE CAN	
					POLY BAGS FOR KOTEX	
					SANITARY NAPKIN KOTEX 250/CS 147	
					SANITARY TAMPON, TAMPAX	
				RUBBERMAID	32 GALLON MOBILE BRUTE	
				RUBBERMAID	44 GALLON MOBILE BRUTE	
				RUBBERMAID	WHEEL FOR BRUTE BARRELS	
				RUBBERMAID	CLASSROOM GARBAGE CAN, 15 GALLONS	
				RUBBERMAID	CLASSROOM BLUE RECYCLE GARBAGE CAN, 15 GALLONS	
					COTTON LOOP MOP	
					12 OZ COTTON MOP, LOOPED END, WEB FOOT	
					16 OZ COTTON MOP, LOOPED END, WEB FOOT	
					20 OZ COTTON MOP, LOOPED END,WEB FOOT	
					24 OZ COTTON MOP, LOOPED END, WEB FOOT	
					WOOD MOP HANDLE, NORMAL	
					WOOD MOP HANDLE, LONG	
					METAL MOP HANDLE	
					12 OZ RAYON MOP, LOOPED END, WEB FOOT	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
					16 OZ RAYON MOP, LOOPED END, WEB FOOT	
					20 OZ RAYON MOP, LOOPED END, WEB FOOT	
					24 OZ RAYON MOP, LOOPED END, WEB FOOT	
					32 OZ RAYON MOP, LOOPED END, WEB FOOT	
				RUBBERMAID	"CAUTION WET FLOOR" SIGN, PLASTIC	
					TOILET SWAB, JOHNNY MOP	
					18" NIFTY NABBER	
					36" NIFTY NABBER	
					51" NIFTY NABBER	
				RUBBERMAID	GRAY 10 QT PLASTIC PAIL	
				3M	SCRUB PAD FOR CLARKE BOOST 14X20 BROWN	
				3M	SCRUB PAD FOR CLARKE BOOST 14X20 RED	
				3M	SCRUB PAD FOR CLARKE BOOST 14X28 BROWN	
				3M	SCRUB PAD FOR CLARKE BOOST 14X28 RED	
				3M	VELCRO PAD FOR CLARKE BOOST 14X20	
				3M	VELCRO PAD FOR CLARKE BOOST 14X28	
				3M	SCRUB PAD 13" RED	
				3M	SCRUB PAD 14" RED	
				3M	SCRUB PAD 19" RED	
				3M	SCRUB PAD 20" RED	
				3M	SCRUB PAD 21" RED	
					BLOCK SPONGE, M8	
				SCOTCHBRITE, 3M	GREENBACK SPONGE #74	
				SCOTCHBRITE, 3M	GREENBACK SCOURING PAD #96	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
				3M	BROWN DOODLEBUG REPLACEMENT PAD	
				3M	STRIP PAD, 19" BLACK	
				3M	STRIP PAD, 20" BLACK	
				3M	STRIP PAD, 21" BLACK	
				3M	STRIP PAD, 23" BLACK	
				3M	STRIP PAD 13" BLACK	
				3M	STRIP PAD 14" BLACK	
					STRIPPING SHOES M, L, XL, XXL	
					QUART SPRAY BOTTLE, PLAIN NO LABEL	
					TRIGGER SPRAYER FOR QUART BOTTLES	
					1-1/4 PUTTY KNIFE	
					3" PUTTY KNIFE	
					BLADES FOR SINGLE EDGE SCRAPER	
					FLAT RAZOR SCRAPER	
					BLADES FOR LONG HANDLE SCRAPER	
					RAZOR SCRAPER, LONG HANDLE	
					UTILITY KNIFE (CARPET KNIFE)	
					UTILITY KNIFE BLADES	
				WINDSOR	VERSAMATIC PLUS PAPER FILTER BAGS	
				TRIDENT	VAC BAGS, UPRIGHT MODEL VS14	
				WINDSOR	FILTER 5300 SENSOR, 1976061	
				PRO TEAM	SUPER COACH BACK PACK VAC BAGS - SCM 1282	
				PROTEAM	SUPER COACH BACK PACK VAC FILTERS- SCM 1282	
				KAI VAC	ERGONOMIC HANDLE	
				KAI VAC	VELCRO PAD	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
				KAI VAC	MICROFIBER HEAD	
					8" SQUEEGEE	
					12" SQUEEGEE	
					14" SQUEEGEE	
					8" SQUEEGEE REPLACEMENT BLADES	
					14" SQUEEGEE REPLACEMENT BLADES	
					DUST MOP, MICROFIBER 24" FOR TU-WAY FRAME	
					DUST MOP, MICROFIBER 36" FOR TU-WAY FRAME	
					DUST MOP, MICROFIBER 48" FOR TU-WAY FRAME	
					DUST MOP, MICROFIBER 72" FOR TU-WAY FRAME	
					FLAT WET MOP MICROFIBER ALL SIZES	
					HEAD FOR MICROFIBER WET MOP ALL SIZES	
					ADJUSTABLE HANDLE MICRO-FIBER WET MOP	
					MICROFIBER RAGS	
					SILICONE SPRAY	
					CONTACT CLEANER	
					WD-40	
					RAGS (BOX)	
					<u>FLOOR MATTING</u>	
					MATTING 3X6 – SEE ATTCHMENT G	
					MATTING 3X8	

PRODUCT NUMBER	PRODUCT NAME	UNIT COST	UNIT OF ISSUE	MANUF.	DESCRIPTION	DILUTION COST
					MATTING 3X12	
					MATTING 4X6	
					MATTING 4X8	

Bid Pricing Form G

CLARIFICATIONS

ITEM NO. 1: Window cleaner, germicidal detergent, carpet extraction cleaner, neutral cleaner, synthetic cleaner, general purpose cleaner, heavy duty cleaner and any product requiring dilution will be installed with a water delivery system working off of available water pressure.

ITEM NO. 2: All items bid with specific manufacturer names (such as Rubbermaid) may be submitted with other manufacturer products as long as they meet the same standard or better than the item specified.

ITEM NO. 3: The matting that is specified in this document is described on the following page

CONNEXUS

by Matsinc.

Technical Data for Super Nop 52

Product Description

Material	100% Asota® solution-dyed UV stabilized polypropylene fibers
Backing	OxForce™ high density rubber
Roll Sizes	6'7" x approximately 101'8", 13'2" x approximately 101'8"
Custom Sizes	6'7" x custom lengths up to 101'8", 13'2" x custom length up to 101'8"

Technical & Matting Specifications

	Test	Requirement	Super Nop 52
Product Dimensions			
Pile height	ISO 1776	In inches	3/8"
Total height	ISO 1776	In inches	1/2"
Pile weight	ISO 8543	In ounces per square yard	52 oz/sq. yd
Total weight	ISO 8543	In ounces per square yard	93 oz/sq. yd
Safety			
Surface flammability	ASTM D2859 CPSC FF 1-70	Test specimen must be > than 1" in at least 7 or 8 specimens tested	Passes
Performance			
Static electrical propensity	ISO 6536	Antistatic: less than 2 kilovolts (kV)	< 2 kV
Sound absorption	ISO 140-8	In decibels (dB)	29 dB
Thermal resistance	DIN 52612	Max. 0.15 m2K/W (K=Kelvin)	0.09 m2K/W
Color Fastness			
To light	ISO 105 B02	1 = considerable change; 6 = negligible or no change	6
To water	ISO 105 E01	1 = considerable change; 6 = negligible or no change	5
To Rubbing	ISO 105 x 12	1 = considerable change; 6 = negligible or no change	4
LEED			
MR Credit 4	LEED-NC v. 3	For 1 – 2 points: \$ value of <u>all</u> materials = min. average 10% recycled content	20% recycled (post-consumer)
IEQ Credit 4.1	LEED-NC v. 3	For 1 point: low-emitting adhesive with a VOC of 50 g/L or less for indoor carpet adhesive	Multi-Bond VOC: 0 g/L
IEQ Credit 4.3	LEED-NC v. 3	For 1 point: low-emitting flooring per Green Label Plus or FloorScore™	Green Label Plus certified
IEQ Credit 5	LEED-NC v. 3	For 1 point: semi-permanently installed entrance system at least 10 ft. in length & maintained weekly by a contracted service organization	Super Nop 52 is designed for semi-permanent installation

Bid Pricing Form H

Case Count for Certain Products (approx. per year)

Paper towels	750 cases	800 ft rolls
Toilet Paper	880 cases	2 ply rolls, 1,000 sheets
Liners – Large	830 cases	58 extra heavy duty
Liners – Small	230 cases	8 MIC
Soap	300 cases	Hand & body foaming
Hand Sanitizer	38 cases	Non-alcohol

B. ACKNOWLEDGEMENT OF ADDENDA TO THE RFB

<u>Addendum Number</u>	<u>Date</u>
1	_____
2	_____
3	_____

The Bidder acknowledges the following addendum(a) that were issued to the RFB:

C. ACKNOWLEDGMENT OF TERMS & AUTHORIZATION

The undersigned Bidder acknowledges and agrees that the School District reserves, in its sole and absolute discretion, the right: (i) to accept or reject, in whole or in part, any and all Bids received in response to this RFB; (ii) to waive informalities and irregularities in the RFB process; and (iii) to award the Contract to other than the Bidder with the lowest financial bid. If awarded the Project, the Bidder agrees to enter into the form of Contract with the School District, and to furnish the Project in strict accordance with the RFB and the Contract. By submitting a Bid, the Bidder certifies that its Bid, as submitted, complies with all terms and conditions as set forth in this RFB, unless specifically enumerated as an exception as part of its Bid.

Bidder Name: _____

Authorized Individual Name: _____

Position/Title: _____

Signature: _____

Date: _____

FRASER PUBLIC SCHOOLS

RFB FOR CUSTODIAL SUPPLIES STANDARDIZATION

ATTACHMENT C

Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of the undersigned Vendor (the "Vendor"), pursuant to the familial disclosure requirement provided in the Fraser Public Schools' (the "School District") Request for Bids for Custodial Supplies Standardization, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Vendor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District's Board of Education Members and its Superintendent may be found at www.Fraser.12K.mi.us.

List any Familial Relationships:

VENDOR:

Name of Vendor

Authorized Signature:

Printed: _____

Its: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20__, by
_____.

, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____

FRASER PUBLIC SCHOOLS

RFB FOR CUSTODIAL SUPPLIES STANDARDIZATION

ATTACHMENT D

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Vendor (the “Vendor”), pursuant to the compliance certification requirement provided in the Fraser Public Schools’ (the “School District”) Request For Bids For Custodial Supplies Standardization (the “RFB”), hereby certifies, represents and warrants that the Vendor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Vendor is awarded a Contract as a result of the aforementioned RFB, the Vendor will not become an “Iran linked business” at any time during the course of performing any services under the Contract.

The Vendor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid/proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

VENDOR:

Name of Vendor

By: _____

Its: _____

Date: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20__, by
_____.

, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____