

COUNTY OF MARION SOUTH CAROLINA

INVITATION – TO – BID

BID NO. 2018-08

Bids for providing Marion County with its total requirements for janitorial products will be received in the Office of the Personnel Director, 2523 E Hwy 76, Marion, South Carolina until **Friday, October 26, 2018 , 3:00 pm** Bids will be opened promptly at that time, and the contents will be made public for the information of bidders and other interested parties. Any bid received later than the specified time will not be accepted/considered. The bids will result in a firm fixed price agreement for the period of October 1, 2016 to October 1, 2018.

**There will be a mandatory pre-bid meeting on Tuesday, October 12, 2018 @ 11:00 p.m. at the Marion County Administration Building located at 2523 E Hwy 76, Marion, S.C. 29571.**

Bids must be submitted in a sealed envelope and clearly marked on the outside with the name of the project. Bids submitted by mail must meet the same requirements as above and should be addressed as follows:

MARION COUNTY  
PERSONNEL DEPARTMENT  
POST OFFICE BOX 744  
MARION, S.C. 29571

**Katherine G Bell**  
Marion County Personnel Director  
October 5, 2018

# JANITORIAL SUPPLY ITEMS LIST

NO	UNIT	Count	Janitorial Supplies	QTY	UNIT PRICE
1	each	5 gallon	25 Plus Floor Finish 5 Gallon or Equivalent		
2	each	5 gallon	Power Strip, Fir Clr 5 Gallon or Equivalent		
3	each	5/case	Pad 20" Black Stripping		
4	Case	96rl/case	Toilet Tissue 2Ply 96 rl/case		
5	Case	6gallon/case	Pure Disinfecting Bleach (6gallon/case)		
6	case	Case	Can Liners 33x39 1.5 mil Black		
7	Case	Case	Towel 11x9 Kitchen Roll 2 Ply		
8	Case	Case	Soap Antibacterial Hand 800ml		
9	Case	4/case	Pine Cleaner 4/1gallon		
10	case	24/case	Ajax Cleanser 24/case or Equivalent		
11	case	case	Can Liners 38x58 1.5 mil		
12	Each	Each	Handle 63" Quick Change, Mop		
13	case	12/case	Ez Off Oven Cleaner 18 oz Aerosol or Equivalent		
14	each	2.5L/bx	Detergent Suma Supreme Pot & Pan or Equivalent		
15	each	2.5L/bx	Final Step Sanitize Optifill 2.5L or Equivalent		
16	case	12/case	Raid Flying Insect Killer 20oz or Equivalent		
17	each	each	Trigger Sprayer Red/White		
18	each	5gallon	Ultra Cycle Dishmachine Detergent 5 gallon or Equivalent		
19	each	5gallon/pail	Zip Dry Drying Agent 5gallon/pail or Equivalent		
20	each	5gallon	Secure Food Service Sanitizer 5 gallon or Equivalent		
21	case	4/1gallon	Magnificent Seven Neutral Floor Cleaner 4/1 gallon or Equivalent		
22	case	4/1gallon	Hi-Def Glass Cleaner Conc. 4/1gallon or Equivalent		
23		4/1gallon	Green Apple Deodorizer 4/1gallon or Equivalent		
24	case	4/1gallon	Grime Buster Heavy Duty Degreaser Cleaner 4/1gallon or Equivalent		
25	each	5gallon/pail	Manual Dream Suds Pot & Pan Detergent 5gallon/pail or Equivalent		
26	each	5gallon	Liquid lanudry Break 5 gallon or Equivalent		
27	each	5gallon	Laundry Suds 5 gallon or Equivalent		
28	each	5gallon	Ultra Sour Sour & Rust Remove 5gallon or Equivalent		
29	case	8/case	Dishwash Pot/Pan Dawn Manual 32 oz or Equivalent		
30	box	12/box	Bowl Block 4oz 12/box		
31	case	4/case	Chore Master Cleaner 4x1gallon or Equivalent		
32	case	500/case	Can Liner 24x32 Black .35 mil (500/cs)		

NO	UNIT	Count	Janitorial Supplies	QTY	UNIT PRICE
33	case	10 box/case	Glove Latex Gen. Purpose PF Large (100/bx)		
34	each	5gallon	D Stain Industrial Chlorinated Laundry Destainer 5gallon or Equivalent		
35	case	12/case	Lysol Disinfectant Aerosol Spray 12/Cs 19 oz or Equivalent		
36	case		Towel Natural Hardwound 700"TA		
37	case	12/case	Mild Toilet Bowl Cleaner 12/cs or Equivalent		
38	case		Detergent X3 Solid Laundry (4/6lb jars)		
39	case		Towel Multifold Kraft 4000		
40	each	12/case	24oz Cotton Mophead		
41	case		Can Liner 38x58 1.5 Mil Black		
42	each	12/case	24oz Rayon Mophead		
43	case		Can Liner 24x33 6MIC Natural		
44	each	12/case	Brush Bowl Standard 21" Wood Handle		
45	each	12/case	Broom Parlor w/Wood Handle		
46	each		Dust Pan Charcoal Rubber Maid or Equivalent		
47	box	12/Box	Screen Non-Para Urinal 12/Box		
48	case	4/1 gallon	Disinfectant Lemon Q 4/1gallon or Equivalent		
49	case	12/case	Cleaner Stainless Steel Aerosol 18oz		
<b>TOTAL</b>					

## INSTRUCTIONS TO BIDDERS

1. This folder includes the following:
  - (a) Cover Sheet
  - (b) Instructions To Bidders
  - (c) Specifications
  - (d) Terms and Conditions
2. Each bid proposal must be submitted in a sealed envelope, so marked as to indicate its contents without being opened. Bid proposals will be examined immediately after opening and bids tabulated with said tabulation being made available to all participating. It is not the practice to award any bid until the Purchasing Director and the Administrator along with any other County personnel have had ample time to review each bid proposal. The award, however, will be made after this has been presented to County Council in regular session at the earliest possible date. No bid proposal may be withdrawn for thirty (30) days. Mail delayed beyond the date and hour set for bid opening will not be considered/accepted.
3. The Bid shall be awarded to the most responsible bidder meeting County's specifications, taking into consideration the following: superior quality, price, time of delivery, adequate service, guarantees and past performance of bidder on previous orders.

RESPONSIBLE BIDDER means a person/firm who has the capability, integrity and reliability to perform fully the contract requirement, which will assure good faith performance.

RESPONSIVE BIDDER means a person/firm who has submitted a bid, which conforms in all material respects to Invitation-to-Bid.
4. Taxes – The County pays South Carolina Sales Tax; however, the County is exempt from Federal Excise Taxes and will issue exemption certificates if requested.
5. Brand Name – The specifications contained herein may in some cases, refer to brand names. Brand names and numbers, if used only to set forth and convey to prospective bidders, the general style, type, character or quality of the item/equipment or services desired.
6. Deviation – Any deviation from the specifications must be noted in detail on the returned bid proposal form by attaching a sheet listing them. Absence of this specification deviation sheet will hold bidder strictly accountable to the

specifications as written here in. Failure to submit this document of specification deviation shall be grounds for rejection of these items.

7. Changes – Any changes in specifications after the contract has been awarded must be with written consent of the Purchasing Director/Administrator; otherwise the responsibility for such changes lies with the vendor.

8. Information – Questions concerning bid requirements should be directed to the Purchasing Director by calling (843) 423-8201. All changes in specifications shall be in writing and furnished to all bidders. All verbal information obtained otherwise will not be considered in the awarding of the bid.

9. Inspection/Acceptance – Shall be conducted by the Administrator and Director of Personnel.

10. The County of Marion reserves the right to accept or reject in whole or in part, such bids as appears in its judgment, to be in the best interest of the County.

11. Delivery Point – Food products shall be delivered to the Marion County Prison Camp and/or Marion County Detention Center, Hwy. 76, three (3) miles east of Marion, South Carolina and/or 2523 E Hwy 76, Marion, South Carolina as addressed on designated purchase order.

12. Payment Terms – Payment will be made on normal procedures as soon after successful bidder has been awarded the contract.

13. According to the new Marion County Procurement Regulations that was adopted fiscal year 2016:

“Local vendors will be given up to a 5% variance on purchases and/or bids.”

## TERMS AND CONDITIONS

1. This bid will result in a firm fixed priced agreement to provide Marion County with total requirements for the specified janitorial products.
2. All stated quantities are "Best Estimates" based on historical data. Marion County may NOT be required to purchase any minimum quantities of janitorial products.
3. All prices quoted will be delivered prices (FOB destination). In the event items sold by the bidder are packaged differently than specified in the bid, the bidder is to calculate and adjust unit prices for his/her products. All extensions are to be based on the "Package Sizes" and quantities established in the original bid document. BIDS OF VENDORS WHO ELECT TO CHANGE THE "PACKAGE SIZES" AND QUANTITIES WILL BE CONSIDERED NONRESPONSIBLE AND REJECTED! Unit prices will prevail. Extension errors will be adjusted accordingly.
4. Completion of the "No Bid" form is mandatory if vendor does not wish to bid at this time, but wished to remain on the bidder's list for future solicitations.
5. The successful bidder must provide an on-site sales representative to Marion County on a scheduled basis to facilitate the processing of orders.
6. All orders are subject to inspection upon delivery to ensure that the items requested meet the requirements set forth herein. Any item found not to comply with these requirements may be rejected and returned to the vendor, at the vendor's expense.
7. Vendor must be capable to taking care of emergencies that may occur with 24 hours.
8. Vendor has the option of providing a hardware and software package for ordering janitorial products.
9. Bid prices shall remain in effect through October 31, 2018. However, prices may be adjusted every (180) days under these conditions: (1) Proposed price changes must be received in writing and approved by Marion County thirty (30) days prior to the effective date of adjustment, (2) Marion County reserves the right to audit any and all price changes, and (3) Marion County reserves the right to re-bid if Marion County is not satisfied with the adjustments.

**BID PROPOSAL FORM**

**FOR**

**INVITATION-TO-BID NO. 2018 - 08**

Ladies/Gentlemen:

The undersigned, as bidder, hereby declares that this bid is made without connection with any other persons, companies or parties making a similar bid. It is in all respects in good faith without collusion or fraud. The bidder has carefully examined the preceding documents and hereby states that he/she will furnish the requested weekly Janitorial Order beginning October 1, 2016 thru October 31, 2018.

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**BIDDER'S ADDRESS**

\_\_\_\_\_  
**BIDDER'S TELEPHONE NO.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**