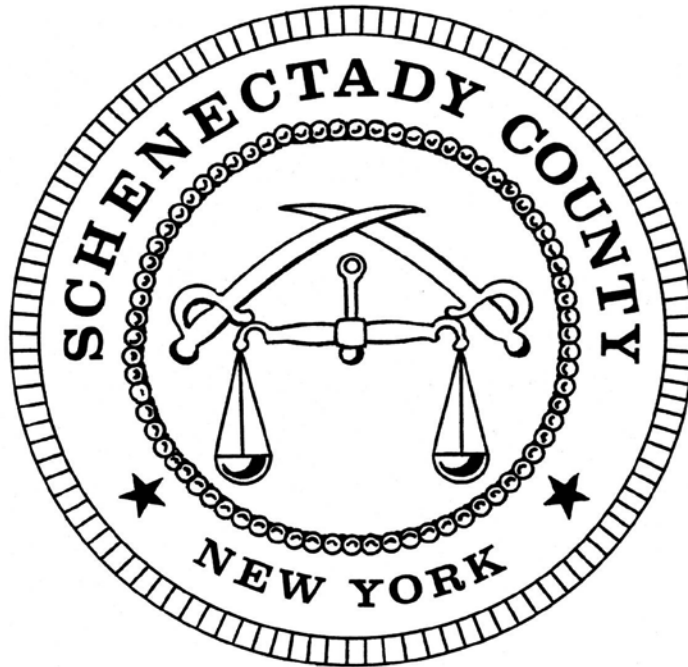


COUNTY OF SCHENECTADY

REQUEST FOR BIDS Various Schenectady County Departments



Bid # 3-2012

Disposable Paper and Plastic Products and Janitorial Supplies

SCHENECTADY COUNTY PURCHASING DEPARTMENT

Clifford Stoodley, Director of Purchasing

County Office Building

620 State Street – 6th Floor

Schenectady, New York 12305

Tel: (518) 388-4241 Fax: (518) 388-4287

Website: www.schenectadycounty.com

NOTICE TO BIDDERS

The County of Schenectady will be accepting proposals for the provision of disposable paper and plastic goods for use by various County departments.

Specifications may be picked up at the Purchasing Department, 6th Floor, Schenectady County Office Building at 620 State Street, Schenectady, New York, 12305 between the hours of 9:00 A.M. and 4:00 P.M. weekdays or downloaded from the Capital Region Purchasing Group website at www.CapitalRegionBidSystem.com.

All proposals must be delivered in a sealed envelope marked "Bid" and stating the title of the bid, to the Director of Purchasing, no later than 3:00 P.M. on Wednesday, January 25, 2012, at which time they will be opened.

Woman and minority owned businesses are encouraged to submit proposals. Schenectady County is an Equal Employment Opportunity/Affirmative Action employer.

The right is reserved to reject any and all proposals or any part thereof.

Clifford A. Stoodley
Director of Purchasing
County of Schenectady
Schenectady County Office Building
620 State Street
Schenectady, NY 12305
(518) 388-4241



County of Schenectady

NEW YORK

Clifford Stoodley
Director of Purchasing
Clifford.Stoodley@
schenectadycounty.com

David Fronk
Assistant Purchasing Agent
David.Fronk@
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NON-BIDDER/PROPOSER RESPONSE

BID#3-2012

Disposable Paper and Plastic Products and Janitorial Supplies

The Schenectady County Purchasing Department is interested in reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could Not Meet Scope of Services
- ☐ Items or materials requested not manufactured by us or not available to our company
- ☐ Insurance Requirements too restricting
- ☐ Bond Requirements too restricting
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc)
- ☐ Project not suited to firm
- ☐ Quantities too Small
- ☐ Insufficient time allowed for preparation or bid proposal
- ☐ Other Reasons, Please state and define:

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____



County of Schenectady

NEW YORK

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REQUEST FOR BIDS

GENERAL INSTRUCTIONS TO BIDDERS

BID DISTRIBUTION- *IMPORTANT NOTICE*

The County of Schenectady officially distributes bidding documents through the Purchasing Department or through the Capital Region Purchasing Group (CRPG) bid notification system (http://www.govbids.com/scripts/crpg/public/home1.asp?utm_medium=referral&utm_source=SCH87NY&utm_campaign=web_site). Copies of bidding documents obtained from any other source are not considered official documents. Only those vendors who obtain bidding documents from either the Purchasing Department office or the CRPG are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Schenectady County Purchasing Department or the CRPG bid notification system, it is strongly recommended that you obtain an official copy.

SECTION 1: BID IDENTIFICATION

- 1.1 Title: **Disposable Paper and Plastic Products and Janitorial Supplies**
- 1.2 Requesting Department: **Various**
- 1.3 Bid Number: **3-2012**

SECTION 2: PURPOSE

- 2.1 The intent of these specifications is to furnish disposable paper and plastic goods for use by various County departments.
- 2.2 Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) are encouraged to apply.

Bid 3-2012
Disposable Paper and Plastic Goods and Janitorial Supplies
General Instructions To Bidders

SECTION 3: BIDDING DOCUMENTS

- 3.1 Complete sets of the Bidding Documents may be obtained or examined as stated in the Notice to Bidders.
- 3.2 Complete sets of Bidding Documents must be used in preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

SECTION 4: SUBMISSION OF BIDS

- 4.1 Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder and accompanied by the required documents. Bids must be received no later than 3:00 P.M. ON Wednesday, January 25, at the following address:

Clifford Stoodley, Director of Purchasing
Schenectady County Purchasing Department
County Office Building
620 State Street – 6th Floor
Schenectady, New York 12305

- 4.2 Schenectady County reserves the right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

SECTION 5: TERM OF BID

- 5.1 The bid shall be from February 1, 2012 through April 30, 2012. Prices shall remain firm for the entire bid period.

SECTION 6: BID SECURITY

- 6.1 There will be no bid security requested for this bid.

SECTION 7: QUALIFICATION OF BIDDER

- 7.3 Schenectady County may make such investigations it deems necessary to determine the ability of the Bidder to perform the work. The bidder shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any bid if the information submitted by, or investigation of, a bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

SECTION 8: DISQUALIFICATION

- 8.1 The County reserves the right to refuse to issue Bidding Documents to a prospective bidder should such bidder be in default for any of the following reasons:

Bid 3-2012
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General Instructions To Bidders

- (a) Failure to comply with any pre-qualification regulations of the County, if such regulations are cited, or otherwise included, in the Bidding Documents as a requirement for bidding.
- (b) Bidder's failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts in force (with the Owner) at the time the County issues the Bidding Documents to a prospective bidder.
- (c) Bidder's default under previous contracts with the County.
- (d) Bidder's unsatisfactory work on previous contracts with the County.

8.2 Bids received from bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A bid may be rejected if the bidder cannot show that it has the necessary ability, plant and equipment to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A bid may be rejected if the bidder is already obligated for the performance of other work which would delay the commencement, performance or completion of the work.

8.3 Schenectady County reserves the right to reject any bid if the information submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

8.4 Bids may be considered irregular and may be subject to rejection for the following reasons:

- (a) If the bid is on a form other than that furnished by Schenectady County, or, if the Schenectady County's form is altered, or, if any part of the bidding documents is detached.
- (b) If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous.
- (c) If the bid is not accompanied by the bid security specified by the Schenectady County.

SECTION 9: NON-COLLUSIVE BIDDING CERTIFICATE

9.1 All bidders bidding under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-Collusive Bidding Certificate (Attachment "A") is required to be submitted with each bid on the form provided by the County.

SECTION 10: BID FORM

10.1 The Bid Form is attached hereto; additional copies may be obtained from the County.

10.2 Bids must be made on the Bid Form provided by the County. The Bid Form must be completed in ink or by typewriter. The Bid Form must also be signed by an authorized representative of the bidder.

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- 10.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign on behalf of the corporation) and the corporate seal must be affixed by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- 10.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature. The official address of the partnership must be shown below the signature.
- 10.5 All names must be printed or typed below the signature.
- 10.6 The bid must contain an acknowledgment of receipt of all Addenda (the number of which will be filled in on the Bid Form).
- 10.7 The address to which communications regarding the bid are to be directed must be included on the Bid Form.

SECTION 11: SPECIFICATION CLARIFICATION

- 11.1 Any questions regarding the specification shall be referred to:

Clifford Stoodley, Director of Purchasing
Schenectady County Purchasing Department
County Office Building
620 State Street – 6th Floor
Schenectady, New York 12305

SECTION 12: BID EVALUATION

- 12.1 Bids shall remain valid until:

- (a) the execution of a contract by Schenectady County; or
- (b) the award of a purchase order by Schenectady County; or
- (c) as otherwise rejected by Schenectady County.

- 12.2 Bids received will be evaluated by Schenectady County and will be based, as a minimum, upon the following criteria:

- (a) Lowest total bid cost and projected timetable for completion of services and/or delivery of goods described herein;
- (b) Completeness of the bid; and

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General Instructions To Bidders

(c) Bidder's demonstrated capabilities and professional qualifications.

12.3 The County reserves the right to award this contract on a per item or aggregate basis, whichever is most beneficial to the County of Schenectady. Bidders need not submit bids for all items listed to be eligible for an award of this contract.

12.4 The County reserves the right to purchase items pursuant to General Municipal Law 103 Section 8 and pursuant to General Municipal Law 104 from New York State Contracts, other County contracts, or New York State Preferred Sources within its discretion.

SECTION 13: AWARD OF BID

13.1 Award will be made as determined to be in the best interest of a Schenectady County.

13.2 All offers received shall be net cost to the County of Schenectady. The County shall not be responsible for any additional costs; including, but not limited to, overtime required by the vendor to meet the appropriate deadlines.

13.3 The apparent successful Bidder will be issued a Notice of Award in the form of a Schenectady County purchase order.

13.4 No successful bidder to whom a contract or purchase order is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of its right, title, and interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Schenectady County Purchasing Agent. In the event the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise dispose of the contract or purchase order or of its right, title and interest therein, including the performance of this contract or purchase order, or the right to receive monies due or to become due, or its power to execute such contract or purchase order to any other person or corporations, or upon receipt by Schenectady County of an attachment against the Successful Bidder, the County of Schenectady shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such contractor, and the person or corporation to which such contract or purchase order shall have been assigned, its assignees, transferees or sub lessees shall forfeit and lose all monies theretofore assigned under the contract or purchase order, except so much as may be required to pay its employees.

SECTION 14: REMEDY FOR BREACH

14.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

SECTION 15: DELIVERY AND PAYMENT

Bid 3-2012
Disposable Paper and Plastic Goods and Janitorial Supplies
General Instructions To Bidders

- 15.1 All bid prices shall include freight and shall be quoted F.O.B. destination.
- 15.2 Schenectady County operates a formal Purchase Order System. Under **NO** circumstances will the vendor or contractor be paid without a purchase order. Contractor shall deliver **only** the items specified on the purchase order. Any Contractor, who delivers items which are not ordered, or who duplicates or overships items, does so entirely at his own expense. Such shipments will be at no cost or responsibility to Schenectady County.
- 15.3 All deliveries shall be made within **three (3) business days** of vendor's receipt of purchase order, unless otherwise specified in this Request for Bids, or as otherwise agreed upon between the vendor and the Purchasing Division.
- 15.4 Unless otherwise specified by the County, inside delivery is required. Some delivery locations are not equipped with loading docks and no additional compensation shall be paid to vendors for inside delivery at those locations.
- 15.5 Orders will be placed on an "as-needed" basis by Schenectady County departments. There are to be no minimum order amounts required. Bids stipulating minimum quantity or dollar value orders will not be considered.
- 15.6 Prior to payment, the items furnished and or work performed will be inspected by the Purchasing Agent or his designee to determine their conformity to specification. No payment will be made for items or work not meeting specification.
- 15.7 SCHENECTADY COUNTY IS NOT SUBJECT TO FEDERAL, STATE OR LOCAL TAXES.

**SECTION 16: EXTENSION OF BIDS TO ALL POLITICAL SUBDIVISIONS AND
AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK**

- 16.1 It is the intent of this Request For Bids that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of materials, equipment or supplies from the resulting the bid award.
- 16.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 16.3 All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.
- 16.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.

Bid 3-2012
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General Instructions To Bidders

- 16.5 Upon request, participating entities must furnish the successful Bidder with the proper tax exemption certificates or documentation of tax exempt status. (Purchase orders should have this information and be retained for documenting the tax exempt sale.)
- 16.6 The sole responsibility in regard to performance of the bid, or any obligation, covenant, condition or term thereunder by the successful Bidder and the participating entities will be borne and is expressly assumed by the successful Bidder and the participating entities and not by Schenectady County. In the event of a failure or breach in performance of any such bid by a participating entity or the successful Bidder, Schenectady County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Schenectady County centralized bid.

SECTION 17: ANTI DISCRIMINATION CLAUSE

- 17.1 Pursuant to Section 220-E of the NYS Labor Law, regarding provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works, the Contractor agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, gender, marital status, military status, sexual orientation or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, gender, marital status, military status, sexual orientation or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

SECTION 18: INTERPRETATION

- 18.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFB, and/or, the Agreement (between the County and the successful bidder/proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFB; 3) the Contractor's proposal or bid.

SECTION 19: NON APPROPRIATIONS CLAUSE

Bid 3-2012
Disposable Paper and Plastic Goods and Janitorial Supplies
General Instructions To Bidders

- 19.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

Disposable Paper and Plastic Products and Janitorial Supplies
BID#3-2012
GENERAL SPECIFICATIONS

Items as described in the Bid Quote pages will be awarded on an individual basis, by group or like item, whichever is in the best interest of the County. **All trash liners and shredder bags must be clear.**

The Bid Quote pages state the quantity expected per unit for each item. Bidders are cautioned that no orders may be placed for a particular item listed during the entire three month period of the bid term. Schenectady County does not currently provide estimated usage. **On April 1st, all vendors who have received orders shall, at the discretion of the Purchasing Agent, provide to the Schenectady County Purchasing Department a summary report of the items order by Schenectady County per this bid from the beginning of the year up to that date.**

Delivery- Products are to be delivered to the “deliver to” address within 3 business days of placing the order with the contractor. Deliveries are to be F.O.B. Destination. Some locations may not have loading docks. In such situations, additional charges will not be allowed for non-dock delivery.

Hours of Delivery-

Deliveries to Glendale Home will be made to 59 Hetcheltown Road, Glenville, NY 12302-5822, and shall be delivered between the hours of 9:00 a.m. and 2 p.m. weekdays.

Deliveries to the Schenectady County Correctional Facility will be made to 320 Veeder Avenue, Schenectady, NY 12307-1304 and shall be delivered between the hours of 9:00 a.m. and 2:30 p.m. weekdays. The Schenectady County Correctional Facility is on lock down from 11:30 a.m. -12:30 p.m. and cannot accept deliveries during that time.

Deliveries to the Office of Facilities shall be made to 612 State Street, Schenectady, NY 12305-2113 and shall be delivered between the hours of 7:30 a.m. and 12:00 noon weekdays.

Deliveries to the Public Library will be made to 99 Clinton Street, Schenectady, NY 12305-2083, and shall be delivered between the hours of 9:00 a.m. and 2 p.m. weekdays.

Deliveries to the Department of Social Services will be made to 797 Broadway, Schenectady, NY 12305-2704 and shall be delivered between the hours of 9:00 a.m. and 3:30 p.m. weekdays.

Deliveries to the Schenectady County Community Business Center shall be made to 920 Albany Street, Schenectady, NY, 12307-1514 and shall be delivered between the hours of 8:00 a.m. and 4:30 p.m. weekdays.

Deliveries to the Department of Engineering and Public Works shall be made to 100 Kellar Avenue, Rotterdam, NY 12306-1126 and shall be delivered between the hours of 7:30 a.m. and 3:30 p.m. weekdays.

Delivery shall be made within three business days after receipt of order.

Samples or technical specifications- Bidders will be required to submit samples of all trash bags/liners to the County of Schenectady for evaluation. Bidders may be required to submit samples or written technical specifications to the County of Schenectady for evaluation for other products.

Disposable Paper and Plastic Products and Janitorial Supplies

Qty	Units	Description	Bid Price	Case size bid (leave blank if bidding the noted specs)	Brand bid (leave blank if bidding the noted specs)
4	Case	Floor Cleaner (4/1 gallon/cs), "Best Yet"			
12	Case	3M-3H Neutral Cleaner			
6	Case	3M Speed STRIPPER Concentrate, 6/2L/cs			
2	Case	3M WAX SPANGLE Floor FINISH; 2/2.5/cs,			
4	Case	Floor Sealer; Simonize super seal			
6	case	6H Speed Floor Stripper, 6/2L/cs			
12	Case	Gentle Rain hand soap, 1000 ml; NO SUB			
1	Pail	Solar brite laundry detergent, NO SUB			
1	Box	Perma brite laundry detergent, NO SUB			
4	Case	Gojo Power Gold, 2000 ml; GJ299504			
6	Case	Chlorine BLEACH - 6/1 GAL.			
4	Case	GLASS CLEANER - 4/1 GAL			
12	Case	Windex only or equiv. glass cleaner; quarts			
4	Case	Windex only glass cleaner; gallons			
4	Case	Ammoniated glass cleaner "concentrate" - gallons			
12	Case	GLASS CLEANER - 12/QT			
12	Case	Baywest pink liquid cartridge hand soap; 12/500ml/cs, dispenser			
12	Case	#314081 STAINLESS STEEL Cleaner 18oz			
12	Case	NON-ACID TOILET BOWL CLEANER 12/1 QT.			
12	Case	ACID BOWL CLEANER, 12/1 QT.			
24	Case	Ajax; 21 oz.; System Clean Klenzer			
12	Case	Strike Force - qts (trigger spray bottles)			
12	Case	Claire Disinfectant Aerosol Spray			
12	Case	CLAIRE Foaming Disinfectant Spray; SprayPak433-4103, 19oz,			
12	Case	Furniture polish			
4	Case	Limaway-substitute limescale remover, 4/Gal./cs			
2	Case	SPECTRUM PROTEC 2000 SPECTRA SHINE 342033-42, Bronze 2.5 gal			
55	Drum	"BEST YET" floor cleaner 55 Gal./DRUMS			
4	Case	Dispatch Cleaner (1 Gallon)			
4	Case	Citiguard (1 Gallon)			
12	Case	Incontinent periwash - April Fresh - NO SUB			
4	Case	Bravo Floor Stripper - NO SUB			

Disposable Paper and Plastic Products and Janitorial Supplies

Qty	Units	Description	Bid Price	Case size bid (leave blank if bidding the noted specs)	Brand bid (leave blank if bidding the noted specs)
1,080	Case	Wypall multipurpose white wipes			
560	Case	Wypall disposable washcloth			
30/85	Case	KITCHEN ROLL TOWELS - Cascades			
2,000	Case	Dinner napkins; 3 ply			
500	case	Beverage Napkins			
6,000	Case	NAPKINS LUNCHEON 13 X 13			
250	case	1 Gallon Clear ZIP lock Bags			
6,000	Case	MCD5062 Wet sandwich bags			
1,000	Case	WAX BAKERY BAG			
500	Case	.5 Gallon FOIL bag			
1000	Case	6" Foam plates			
500	Case	9" STYROFOAM PLATES			
1,000	Case	6 " LIGHT WT. PAPER PLATES			
2,500	Case	5 OZ. TRANSLUCENT PLASTIC COLD CUP			
5,000	Case	1 OZ. SOUFFLE' PAPER cup			
1,000	Case	4 OZ. FOAM SQUAT COLD CUP			
1,000	Case	16 oz. FOAM cups			
1,000	Case	12 OZ FOAM Cup			
1,000	Case	10 OZ. FOAM cup			
1,000	Case	8 OZ. FOAM CUP			
1,000	Case	6 OZ. FOAM CUP			
1,000	Case	12 OZ. FOAM Cup LID			
1,000	Case	10 OZ. FOAM Cup LID			
1,000	Case	8 OZ. FOAM CUP LID			
1,000	Case	6 OZ. FOAM CUP LID			
2,500	Case	5 1/2 solo plastic souffle cup 10/250's/cs;			
2,500	Case	5 1/2 oz. solo plastic souffle cup lid			
2,500	Case	2 oz. Sweetheart souffle CUP			
2,500	Case	2 oz. Sweetheart souffle cup LID			
3,000	Case	5 oz. wax treated cold cupsweetheart/solo			
1,000	Case	FLATWARE POLYPROPYLENE KNIFE MED. Wt			
1,000	Case	Flatware Polypropylene Forks Med. Wt.			

Disposable Paper and Plastic Products and Janitorial Supplies

1,000	Case	FLATWARE POLYPROPYLENE TSP. MED. WT.			
1,000	Case	POLYPROPYLENE SPORK MED. WT.			
10,000	Case	COFFEE STIRRERS PLASTIC			
10,000	Case	JUMBO FLEX STRAWS-WRAPPED			
1,000	Case	PLACEMATS-COLOR OR PATTERN 10 X 14			
200	Case	3-Compartment Foam-Hinged Box-LARGE			
250	Case	CONTAINERS 3-COMPARTMENT WITH LID - (must be microwavable for Meals on Wheels program)			
100	Case	BOX CONTAINERS 8 X 8 X 5			
500	Case	6-COMPARTMENT FOAM LUNCH TRAY-NO LID			
500	Case	5-compartment school serving tray, 10 3/8 x 8 3/8 x 1 3/16-500/cs Genpack Gen10500			
500	Case	SANDWICH-Size FOAM Cntr W/ HINGED LID			
1	Roll	ALUMINUM FOIL--18 X 500			
1	Roll	PLASTIC WRAP 12 X 12 - 1600'/rl			
1	Roll	PLASTIC WRAP 18" X 2000"			
6,000	Case	INTERFOLD DELI PAPER			
1,000	Case	Panliners; full sheet bakers parchment			
100	Case	Disposable steam table pans; half size			
50	Case	Disposable steam table pans; full size			
1,000	Case	FOOD SERVICE GLOVES, VINYL NON-POWDER, SMALL			
1,000	Case	FOOD SERVICE GLOVES, VINYL NON-POWDER, MEDIUM			
1,000	Case	FOOD SERVICE GLOVES, VINYL NON-POWDER, LARGE			
1,000	Case	FOOD SERVICE GLOVES, VINYL NON-POWDER, X-LARGE			
1,000	Case	Kitchen Hats non-woven bouffant syle			
1,000	Case	Food Service Cap			
500	Case	Food service disposable aprons; heavy weight; 28" x 46"			
500	Case	Brown grocery paper bag (regular) 1/6 BAR 57# BASIS (12 x 7 x 17)			
1,000	Case	20# Grocery PAPER Bag (8 1/4 x 5 5/16 x 16 1/8) tall and slim; holds about 40 lbs			
3,000	Case	Brown bags (lunch) 5 1/4 x 2 7/16 x 10 15/16			
2,000	Case	GROCERY BAGS #8 (little larger than lunch)(6 1/8 x 4 1/6 x 12 7/16)			
6/12	Box	SCRUB PADS STAINLESS STEEL			

Disposable Paper and Plastic Products and Janitorial Supplies

Qty	Units	Description	Bid Price	Case size bid (leave blank if bidding the noted specs)	Brand bid (leave blank if bidding the noted specs)
1	Each	Angle brooms			
12	Case	Dust pan; plastic			
1	Each	Stand up dust pan - "butler pan"			
1	Each	Multi-level shower scrub brush			
450	Case	Clorox sanitizing wipes			
5	Case	3M WHITE 12' Floor PADS			
5	case	12" Black floor machine pads			
5	Case	3M White buffing pads; 20"			
5	Case	20" STRIPPING PADS-BLACK			
1	Each	44 gallon trash plastic can Rubbermaid or equal			
500	Case	Yellow Wipes; Chicopee			
1	Each	Rubbermaid 9B06 Plastic Block Medium Floor Sweep Broomhead 18"			
1	Each	TRIGGER SPRAY BOTTLES - 32 OZ.			
1	Each	TRIGGER SPRAY TOPS - 32 OZ.			
1	Each	Wet Mop Handle, wood, 54"			
1	Each	Wet Mop Handle, fiberglass, 60"			
1	each	54" Vinyl coated wet mop handle; CLAMP head			
1	Each	Wet Mop Handle, fiberglass, 60"			
12	Case	LOOP WET MOPHEADS, WASHABLE, SMALL			
12	Case	LOOP WET MOPHEADS, WASHABLE, MEDIUM			
12	Case	Loop wet mopheads, washable, Large			
1	Each	DUAL PACK MOP/WRINGER BUCKET			
1	Each	12 quart mop bucket			
1	Dozen	#24 Cotton CUT END mophead MEDIUM; WIDE top			
60	Case	PAPER, BIO-DEGR, LEAF BAG, 33 GAL., FULL			
1	Each	8" Counter Brush			
25	lb	Cotton rags - white only			
2,400	Case	C-Fold - BLEACHED			
2,400	Case	C-FOLD TOWELS - unbleached - Cascades			
80	Case	TOILET TISSUE, 2 PLY, 4 1/2 - Cascades			
48	Case	TOILET TISSUE to fit Baywest 4 roll dispenser			
30	Case	FACIAL TISSUE, 2 PLY - Cascades			

Disposable Paper and Plastic Products and Janitorial Supplies

60	Case	Green SCOURING PADS, 3M OR EQUIVALENT			
6	Case	Roll Towel; Baywest Battery operated disp; Ecosoft Brand/Equiv. 8' x 800'			
6	Case	ENMOTION PAPER TOWELS			
12	Box	URINAL BLOCKS WITH SCREEN			
144	Case	URINAL BLOCK REFILLS			
12	Case	URINAL BLOCK SCREENS			
1	Each	JOHHNY MOPS			

Disposable Paper and Plastic Products and Janitorial Supplies

Qty	Units	Description	Bid Price	Case size bid (leave blank if bidding the noted specs)	Brand bid (leave blank if bidding the noted specs)
1,000	Case	LINERS, 24 X 24, 7-10 GAL (MIN 8 Mic) CLEAR FLAT			
1,000	Case	LINERS, 24 X 24; 7-10 GAL(MIN 8 Mic) CLEAR Rolled			

Hygiene Products

Qty	Units	Description	Bid Price	Case size bid (leave blank if bidding the noted specs)	Brand bid (leave blank if bidding the noted specs)
250	Case	MAXI PADS - FOLDED			
250	Case	MAXI PADS - FLAT			
600	Case	Floral Collections Facial Soap, Wrapped, .5 oz.			

**Disposable Paper and Plastic Products and Janitorial Supplies
BID#3-2012**

Bid Form

Name of Bidder: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Legal Name of Person, Partnership, or Corporations:

Date: _____ **By:** _____

Authorized Signature

Title: _____ **By:** _____

Type or Print Name of Signator

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relation to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statement contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.
5. The attached hereto (IF A CORPORATE BIDDER) is a certified copy of the resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

(Name of company if non-corporate bidder)

BY: _____

SIGNATURE REQUIRED ON THIS DOCUMENT BY ALL BIDDERS.

FOR CORPORATE BIDDERS ONLY

RESOLVED, that _____ be authorized to sign and submit
(Name of Corporation)
the bid or proposal of this corporation for the following project:

And to include in such bid or proposal the certificate as to non-collusion required by section one hundred three-d of the General Municipal Law as the act or deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted
by _____ Corporation at a meeting of its Board of Directors held on the _____
day of _____, 20__.

(SECRETARY)

(SEAL)