



JANITORIAL PAPER and CAN LINERS

The Purchasing and Materials Management Section of the Reno-Tahoe Airport Authority is currently accepting sealed bids for janitorial paper and can liners, *Invitation to Bid Number 13/14-07*, on behalf of the Building Services Section.

1. SCOPE AND INTENT

It is the intent of this bid to establish annual contracts for the procurement of the Authority's janitorial paper and can liner requirements on an as ordered, **as needed basis**. It is the intention of the Airport Authority to enter into an agreement for the abovementioned products for a period of one (1) year. At no time during the contract period will a price increase for products be considered.

2. BID RECEIPT AND OPENING TIME

It is mandatory that bids be signed by a duly authorized representative of the firm, and be received and time recorded in the Airport Authority Purchasing and Materials Management offices not later than **2:30 p.m., Pacific Standard Time (PST), November 28, 2013**.

2.1 Late bids shall be disqualified from consideration.

2.2 Sealed bids shall be opened in the Airport Authority Purchasing and Materials Management office at **2:31 p.m., PST, November 28, 2013**.

3. PREPARATION OF THE BID

Bidder shall examine all drawings, specifications, attachments, special instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at the bidder's risk.

3.1 Any irregularities or lack of clarity in the Invitation to Bid should be brought to the attention of the Airport Authority Purchasing and Materials Management Section for correction or clarification.

3.2 Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of addenda by signing and returning the addenda with the original bid document.

3.3 Bidder shall furnish the required information typed or written in ink.

3.4 The person signing the bid must initial erasures or other changes in ink.

3.5 In the space provided, a duly authorized representative of the bidding firm shall sign the bid document.

3.6 Bidder shall proofread his bid carefully for errors.

3.7 Prices quoted shall be F.O.B. destination and exclusive of federal and state taxes, except those relating to taxable materials provided as part of the work.



- 3.8 In the event of a difference between written words and figures, the amount stated in written words shall govern.
- 3.9 In the event of a difference between a unit price and the extended price, the unit price shall govern.
- 3.10 Bidder shall state a realistic delivery date including Saturdays, Sundays and holidays. Delivery time may be a consideration in award of bid.
- 3.11 All equipment or supplies offered shall be new, currently in production, and of the manufacturer's latest design, unless otherwise stated.
- 3.12 Certain products, including equipment, materials, articles and services are designated in the specifications by a trade name or manufacture's name. The use of the name of a manufacturer, model number, or catalog number in the specifications restricts prospective bidders to that manufacturer's product unless otherwise stated in this bid document. The reference is used to indicate principal operating characteristics, the quality of the items desired, or those manufacturer's products that have been approved by the Airport Authority as being acceptable for its use. Bids will not be considered on other manufacturers' products.
- 3.13 **A case lot sample of each liner product bid must be provided with the bid submission, at no charge to the Airport Authority to be used for evaluation purposes. Failure to submit required sample liners in case lots concurrent with the bid submission may be cause for rejection of bid.** Prospective bidders are encouraged to order your samples to allow for receipt prior to the bid due date.

The Airport Authority's decision with respect to equality shall be final.

- 3.14 A bidder deviating from the specifications must state any and all exceptions. Failure to note exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified in this bid solicitation.

4. SUBMISSION OF BID

Bidder shall sign where indicated and return the ***ENTIRE BID DOCUMENT***.

- 4.1 Bid documents and addenda thereto shall be enclosed in a sealed envelope addressed to the Reno-Tahoe Airport Authority Purchasing and Materials Management Section, 2770 Vassar Street, Reno, Nevada 89502 or delivered to the office in person. **Bid envelope must indicate the name and address of the bidder, bid number, and opening date.**
- 4.2 In order for a bid to be considered, it shall be mandatory that the bid document be received and time recorded in the Airport Authority Purchasing and Materials Management office no later than the receiving time specified in the bid document.



- 4.1 The Airport Authority assumes no responsibility for errant delivery of bids, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.
- 4.2 The Airport Authority shall not be responsible for the premature opening of a bid that is not properly addressed or identified.
- 4.3 A bid submitted by telephone, telegraphic notice, or facsimile will not be accepted.
- 4.4 Prices offered shall only be considered if they are provided in the appropriate space(s) on the bid document. For consideration, any additions or deductions to the bid prices offered must be shown under the exceptions section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on the bid shall be deemed to have no effect on the prices offered in the designated locations.
- 4.5 Bids must be provided on the bid forms that are a part of this Invitation to Bid document. Bid forms may not be altered in any manner-this includes the scanning of forms for purposes of reproducing or recreating them. Any alteration of bid forms may be cause for rejection of the bid.
- 4.6 The Airport Authority shall provide a copy of the bid results to those bidders requesting such, provided that a stamped, self-addressed envelope is included with the bidder's response.

5. **LATE BID**

A bid received after the receiving time specified shall be rejected.

6. **WITHDRAWAL OF BID**

A bid may be withdrawn by written or telegraphic notice provided such notice is received prior to the date and time set for the bid opening.

- 6.1 A request for withdrawal of a bid received after award will not be considered.

7. **CONDITIONAL, QUALIFIED, OR NON-RESPONSIVE BIDS**

All bids shall be submitted in a form and manner as indicated in this Invitation to Bid document and by the bid forms. Any bid which is not submitted in a form and manner indicated by the Invitation to Bid document and bid forms or that contains information, statements, conditions, or qualifications that place conditions or qualifications on the bid submittal for purposes of making an award, or that alter any bid terms, conditions, specifications, or forms that had not previously been approved by written addendum issued by the Purchasing and Materials Management Manager, or that does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive bid and shall be rejected without further consideration. Any bid response that does not fully respond to and comply with all of the detailed specifications or other requests for information including the execution of the bid forms may be declared non-responsive by the Airport Authority and rejected without further consideration. The Airport Authority shall not be responsible for errors or omissions of the bidder.



8. NO BID

In the event the bidder chooses not to bid on the Invitation but wishes to remain on the bid list, indicate "NO BID" on the face of the return envelope or Technical Specifications page of the bid document, affix firm name and address and return it according to the instructions in Section 4, "Submission of Bid" above.

8.1 Two (2) "NO BID" responses may result in removal of your firm from the database for the category.

9. DELIVERY

Prices quoted shall include transportation costs F.O.B. Destination to the following location:

Reno-Tahoe Airport Authority
2770 Vassar Street
Reno, NV 89502

9.1 Deliveries shall be made on an as needed, as ordered basis. All deliveries are required within five (5) working days after receipt of order.

9.2 Each delivery must be clearly marked with the purchase order number.

9.3 The Airport Authority reserves the right to inspect products prior to acceptance at delivery and refuse shipment for visible damage.

9.4 Should defective products be found upon opening for use, the entire case may be returned for full credit or replacement at supplier's expense.

9.5 Bidder agrees that there shall be no restocking charges for products returned.

9.6 All large case shipments to be palletized and shrink-wrapped.

9.7 Product substitutions are not permitted without the express written consent of the Purchasing and Materials Management Section.

10. PLANS AND SPECIFICATIONS

The bid documents and specifications may be obtained from the Reno-Tahoe Airport Authority website (renoairport.com) or the Purchasing and Materials Management offices, 2770 Vassar Street, Reno, Nevada 89502, (775) 328-6670.

Any potential bidder or other interested party that downloads the bid from the website is solely responsible for checking the website for addenda that may subsequently be issued.

11. JOINDER PROVISION

In accordance with the provisions of NRS 332.195, unless otherwise stipulated under the exceptions sections of this bid, other local governmental agencies, including the State of Nevada, may join in a



resultant award from the Invitation to Bid with the permission of the successful bidder and the Reno-Tahoe Airport Authority Purchasing and Materials Management Department.

Any joinder entity shall have all rights as stipulated for and on behalf of the Airport Authority, and shall be given equal consideration.

It is the intent and purpose of each public entity joining herewith, to commit a purchase order and or agreement and pay for such services, materials and/or supplies that are purchased by means of their own accounting and purchasing departments.

The bidder shall acknowledge the joinder process and shall acknowledge the Airport Authority as the situs of the bid procedure.

Within the scope of this Invitation to Bid, the Airport Authority shall be held harmless in any and all transactions between the bidder and any other governmental entities utilizing the resultant bid award.

12. AWARD OF BID

Award of bid shall be made on the basis of line items, groups, or as a whole whichever is most advantageous to the Reno-Tahoe Airport Authority. In all instances, the decision rendered by the Airport Authority shall be final.

- 12.1 The Airport Authority reserves the right to reject any or all bids or parts thereof and to waive any informalities or irregularities.
- 12.2 The Airport Authority reserves the right to hold bids for a period of ninety (90) days from the date of opening before awarding or rejecting said bids.
- 12.3 Severability exists with regard to acceptance or rejection of any item, group of items, or section unless bidder has stipulated specific limitations.
- 12.4 A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of award of the bid.
- 12.5 If awarded by line item or in groups of items, the Airport Authority shall award to no more than the three (3) lowest bidders.

13. DISCOUNTS

Prompt payment discounts shall be included in the bid evaluation ONLY if discount period offered is ten (10) or more days.

- 13.1 Discount period will be computed from the date of completed delivery/performance or from the date Accounts Payable, if later than the delivery date receives the correct invoice. For the purpose of earning discounts, payment is deemed to be made on the date appearing on the Airport Authority warrant.



14. APPEALS BY UNSUCCESSFUL BIDDER

Any unsuccessful bidder may appeal a pending bid award prior to award by the Airport Authority. The appellant must:

- 14.1 Submit a written appeal to the Manager of Purchasing and Materials Management within five (5) business days after the date the bids were opened.
- 14.2 The written notice of appeal must include a statement setting forth, with specificity, the reason(s) the person filing the notice believes the applicable provisions of law were violated.
- 14.3 Post, with the written appeal, a bond with good and solvent surety authorized to do business in this state or submit other security in a form approved by the Reno-Tahoe Airport Authority, who will hold the bond or other security until a determination is made on the appeal.
- 14.4 Post the bond or other security with the notice of appeal in an amount equal to the lesser of twenty-five percent (25%) of the total value of the bid submitted by the person filing the notice of appeal or two hundred fifty thousand dollars (\$250,000).
- 14.5 A notice of appeal filed in accordance with the provisions herein operates as a stay of action in relation to the awarding of any contract until a determination is made by the Reno-Tahoe Airport Authority on the appeal.
- 14.6 A person who makes an unsuccessful bid may not seek any type of judicial intervention until the Reno-Tahoe Airport Authority has made a determination on the appeal and awarded the contract.
- 14.7 The Reno-Tahoe Airport Authority is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by a person who makes a bid, whether or not the person files a notice of appeal pursuant to this section.
- 14.8 If an appeal is granted, the full amount of the posted bond will be returned to the appellant. If the appeal is denied or not upheld, The Reno-Tahoe Airport Authority may make a claim against the bond or other security in an amount equal to the expenses incurred by the Reno-Tahoe Airport Authority because of the unsuccessful appeal. Any money remaining after the claim has been satisfied shall be returned to the appellant.

15. QUESTIONS/CLARIFICATIONS

Questions regarding the Invitation to Bid shall be directed to Robin Ramsey, Senior Buyer, in writing via fax (775) 328-6646 or email (rramsey@renoairport.com) and must be submitted no less than seven (7) calendar days prior to bid opening.

- 15.1 Communications from prospective bidders, such as by telephone, voice-mail, electronic mail, facsimile or other similar means, to any Trustee, officer, agent or employee of the Airport Authority, other than the Senior Buyer, are prohibited. Except for inquiries directed through the Senior Buyer, the Airport Authority, through its employees, will not meet nor otherwise communicate individually with prospective bidders. The Airport Authority may, at its sole discretion, disqualify any bidder who fails to observe this requirement.



15.2 If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only.

16. ADDENDA

The Airport Authority Purchasing and Materials Management Department in writing shall issue all addenda to the Invitation to Bid. Material changes affecting the work or the bidder's cost estimate shall have no standing with the Airport Authority if not sanctioned by written addenda.

17. ANNUAL QUANTITIES

The quantities listed in the Invitation to Bid are estimated annual usage quantities for bidding purposes only and in no manner obligate the Airport Authority to purchase a specific quantity of product on an annual basis.

17.1 The Airport Authority reserves the right to increase or decrease quantities based on actual usage needs.

17.2 Products shall be ordered in as needed quantities.

17.3 Products shipped must be same as bid. Unauthorized substitutions will be cause for cancellation of order and return of product at supplier's expense.

18. TAX EXEMPTION

Purchases made for the Reno-Tahoe Airport Authority use are exempt from state sales tax and federal excise tax. Do not include them in your bid or on your invoices.

19. CHANGE ORDERS

No change orders shall be authorized without the express written permission of the Airport Authority Purchasing and Materials Management Section.

20. DISCLOSURE OF PRINCIPALS

Bidders shall complete and return with their bid response the single copy of the form entitled "Disclosure of Principals" included with this Invitation to Bid.

21. ASSIGNMENT

No assignment of any agreement resulting from award of this bid shall be allowed including the right to receive payment without the express written permission of the Purchasing and Materials Management Manager or her designee.

22. EXCEPTIONS TO SPECIFICATIONS

In the space provided on the Bid Proposal, bidders shall note any and all exceptions to the specifications and/or the terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

22.1 Failure to note exceptions on the Bid Proposal shall be interpreted to convey that the bidder agrees to perform in the manner described and/or specified in this Invitation to Bid.



22.2 The Airport Authority shall reserve the right to accept or reject any or all alternatives or exceptions offered based solely on the value of said alternatives or exceptions to the Airport Authority.

23. LIQUIDATED DAMAGES FOR FAILURE TO PERFORM

Should the successful bidder be unable to provide the items or is unable to do so at the price(s) bid, for any reason save and except the fault of the Authority, the Authority may, at its option, declare the successful bidder in default of contract and recover any actual damages or losses, or if a part of the contract, liquidated damages from the bidder in default. Such remedies may include, but are not limited to, the Airport Authority's refusal to deal with the defaulting bidder for a period of time not less than one year or more than five years, reduction in the bid price by an amount equal to the item or items authorized for substitution, and/or holding the defaulting bidder liable for any increased amount which results from the Airport Authority's procuring the item or items from an alternate source.

24. FUNDING RESTRICTIONS

The Airport Authority reserves the right to cancel the award in whole or in part or reduce the scope necessary without prejudice or liability to the Airport Authority if funding is not available or if legal restrictions are placed upon the expenditure of monies for this category of services. Should this occur, the Airport Authority shall advise the successful bidder in writing.

25. AWARD CRITERIA

Award shall be made to the lowest, responsive, and responsible bidder(s) by line item, in groups, or as a whole whichever seems the most advantageous course of action for the Airport Authority and shall be judged on the basis of:

25.1 Price;

25.2 Conformance to specifications;

25.3 Bidder's qualifications, including the bidder's past performance.

25.4 Quality and utility of equipment offered and its adaptability to the required purpose and in the best interest of the public.

25. TIME OF AWARD

Consideration of award of contracts at or above \$100,000 may be made at the Board of Trustees regularly scheduled meeting, or such later date as they may designate. Consideration of award of contracts under \$100,000 shall be made after staff evaluation per paragraph 25.



TECHNICAL SPECIFICATIONS

ALL FEATURES OF THE PAPER PRODUCTS/LINERS DESCRIBED HEREIN SHALL BE IN STRICT ACCORDANCE WITH THE MOST CURRENT APPLICABLE FEDERAL, STATE, AND LOCAL FIRE AND SAFETY REGULATIONS AND REQUIREMENTS AND ANY OTHER STANDARD OR SPECIFICATION AS MAY BE NOTED IN THIS INVITATION TO BID.

Estimated usage is provided for informational purposes. Janitorial paper and can liners will be ordered on an as needed basis.

Bidder shall indicate in the spaces provided each specification any requirement of these Technical Specifications that are not met in his response package.

Bidder shall provide case lot samples where indicated. Samples must be provided with the bid response. Failure to provide such with the bid response may be cause for rejection of bid.

ITEM A - TOILET TISSUE

1. QUANTITY AND MATERIAL

Two (2) ply, facial quality, biodegradable and disbursable in any type of sewage system.
Kimberly Clark 7805 only; **no substitutes are allowed.**

- 1.1 1000 feet x 3.7" per roll, JRT Junior Jumbo Rolls
- 1.2 12 rolls per case
- 1.3 36 cases per pallet, shrink wrapped
- 1.4 Estimated annual usage quantity 1200 cases

Exception: _____

ITEM B –ROLL HAND TOWELS

1. QUANTITY AND MATERIAL

Roll Hand Towels – Scott 01040 and 01005; no substitutes are allowed. Pricing is requested for both virgin and recycle content paper towels. The Airport Authority shall reserve the right to determine the best product value to the Airport Authority.

- 1.1 **01040:** 800 ft/roll, 9,600 ft/case
- 1.2 **01005:** 1,000 ft/roll, 6,000 ft/case
- 1.2 20 cases per pallet shrink-wrapped
- 1.3 Estimated annual usage quantity **1040:** 438 cases;
1005: 700 cases

Exception: _____



ITEM C – TOILET SEAT COVERS

1. QUANTITY AND MATERIAL

FDS 973, or Healthguard 5000 or approved equal. **Sample must be provided with bid response.**

- 1.1 Must be USA made, ½ fold
- 1.2 5000 each per case
- 1.3 25 cases per pallet shrink-wrapped
- 1.4 Estimated annual usage quantity two hundred (200) cases

Exception: _____

ITEM D – FACIAL TISSUE

1. QUANTITY AND MATERIAL

Two-Ply White Facial Tissue, 8" x 8.3", in pop-up box. **Sample must be provided with bid response.**

- 1.1 30 Boxes per case 100 tissues per box..
- 2.1 Estimated annual usage quantity thirty (30) cases.

Exception: _____

ITEM E – TRASH CAN LINERS

1. QUANTITY AND MATERIAL

Extra Heavy, black, 40"x46". **Case lot sample of the product must be provided with the bid response.**

- 2.1 45-50 gallon, low density, polyethylene, 1.7 mil.
- 2.2 Liners **individually folded and packed** preferred. If liner bid is in rolls, dispensers must be available.
- 2.3 200 each per case
- 2.4 Estimated annual usage quantity two hundred (200) cases

Exception: _____

2. QUANTITY AND MATERIAL

Extra heavy, black, 33"x40". **Case lot sample of the product must be provided with the bid response.**

- 3.1 33 gallon, low density, polyethylene, 1.2 mil or greater.
- 3.2 Liners **individually folded and packed** preferred. If liner bid is in rolls, dispensers must be available.
- 3.3 250 each per case
- 3.4 Estimated annual usage quantity five hundred (500) cases



Exception: _____

3. QUANTITY AND MATERIAL

Extra heavy, yellow, 36"x48". **Bidder must provide a case lot sample of the product with his bid submission.**

- 4.1 40 gallon, low density, polyethylene, 6 mil
- 4.2 Liners **must be individually folded and packed** in cases
- 4.3 50 each per case
- 4.4 Estimated annual usage quantity eighty (80) cases

Exception: _____



BID SCHEDULE

ITEM NUMBER	QUANTITY	BRAND/PART NUMBER	PACKAGING	UNIT PRICE	TOTAL PRICE
Item A – Toilet Tissue	1300 Cases	Kimberly Clark #7805		\$ _____	x 1300 = \$ _____
Item B – Roll Towels Virgin		Scott 01040		\$ _____	x 650 = \$ _____
Item B – Roll Towels Recycled	700 Cases	Scott 01005		\$ _____	x 700 = \$ _____
Item C – Toilet Seat Covers	200 Cases			\$ _____	x 200 = \$ _____
Item D – Facial Tissue	30 Cases			\$ _____	X 30 – \$ _____
Item E– #1 Can Liner 45-50 Gallon	200 Cases			\$ _____	x 200= \$ _____
Item E– #2 Can Liner 33 Gallon	500 Cases			\$ _____	x 500 = \$ _____
Item E– #3 Can Liner 40 Gallon	80 Cases			\$ _____	x 80 = \$ _____

Delivery of each of the above products bid shall be made _____ days after receipt of order.

MINORITY STATUS: Has this firm been certified as a minority, woman, or disadvantaged business enterprise by any governmental agency? Yes _____ No _____ If yes, please specify government agency:

Date of Certification _____

The above is for information only. The Airport Authority encourages minority business participation; however, no preferences shall be given.



EXCEPTIONS: Does the bidder take exception to any of the terms and conditions of this Invitation to Bid and attachments hereto or the plans, drawings, or specifications? Yes _____ No _____
If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

Firm Name _____
Address _____
City _____
State _____ Zip Code _____
Telephone _____
Facsimile _____
Deliveries shall be within _____ calendar
days of orders.
Terms _____ % _____ days.
Credit Card Payment Accepted: _____ yes _____ no
(With no additional cost)

Bidder's Federal Tax I.D. #

In compliance with this "Invitation to Bid" and subject to all the terms and conditions thereof, the undersigned offers and agrees if this bid is accepted to furnish any and all goods and services described herein at the prices, term, and delivery stated.

Signed _____
Print Name _____

Print Title _____



DISCLOSURE OF PRINCIPALS

PRINT OR TYPE

Company Name

Street Address

City, State, and Zip Code

NAMES OF OFFICERS, MEMBERS, OR OWNERS, PARTNERSHIP, ETC.

Name Official Capacity

Street City, State, and Zip Code

Name Official Capacity

Street City, State, and Zip Code

Name Official Capacity

Street City, State, and Zip Code

Name Official Capacity

Street City, State, and Zip Code

If further space is required please attach additional pages.