



INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of Janitorial Supplies and Paper Products for the Ware County Facilities Maintenance Department. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until **Monday, November 25, 2013, at 10:30 A.M.**, and bids will be opened after that date and time, at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

OBTAINING BID PACKAGES & ADDENDA

Downloading from Website: If there are no cost involved, plans, specifications, and addenda may be downloaded from the Ware County website at <http://www.warecounty.com>. If you download documents from the website, it is the bidder's responsibility to notify the owner's representative, Elizabeth Hope (912) 287-4300 or at ehope@warecounty.com, to add you to the bidders list so you may receive notice of any addenda.

Failure to notify the owner's representative and/or check the website does not relieve the bidder from obligation to any addenda issued.

Plan Holder's List:

Your name will be placed on the plan holder's list when you pick up documents. This will ensure you receive any addenda that may be issued.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Janitorial Supplies**, and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

SPECIFICATIONS

More than thirty (30) departments and offices operate under the Ware County Board of Commissioners. Each department purchases Janitorial Supplies and Paper Products based on their needs, the majority of those purchases are made by the Facilities Maintenance Department.

Over \$12,000.00 in Janitorial and Paper Products have been purchased during the past 12 months. Purchase volumes can and do vary, the amount listed is an estimate of past purchases only, not a guarantee of future purchases.

The Ware County Board of Commissioners reserves the right to make purchases from other vendors on an emergency basis or should there be a substantial price difference favorable to Ware County.

*Bids submitted with pricing for less than 90% of the items listed on "Attachment A" will not be considered.

Ordering:

- Each department must have a separate account for ordering. Vendor will assist with setting up accounts.
- Each account will be set up so that it is automatically billed at the contract prices quoted on contract items.
- Each account will be set up to automatically show and apply the discount rate quoted on non-contract items.
- Any of the following ordering methods are acceptable: **online, by phone, by fax**. The availability online ordering is strongly preferred.
- If the successful bidder uses a website for ordering and/or billing the website shall be set up to reflect contract prices for contract items and contract discounts for non-contract items.
- No minimum order shall be required.
- Vendor's inventory must include a substantial stock of supplies likely to be purchased by Ware County.

Delivery Requirements:

- Deliveries must be made to each individual department as ordered.
- Deliveries for Facilities Maintenance are to be made between the hours of 8:00 a.m. – 11:30 a.m. and 1:30 p.m. – 4:30 p.m., Monday-Friday (excluding holidays). No deliveries between 12 noon and 1:00 p.m.
- Delivery locations are all within Ware County, Georgia. Approximately 16 locations are located within a two (2) mile perimeter of the main courthouse-800 Church Street, Waycross, Georgia. The majority of the remaining locations are located within the Waycross-Ware County Industrial Park, approximately six (6) miles from the main courthouse.
- Delivery may be made via truck or national delivery service (UPS, Fed-Ex, etc).
- Delivery of complete orders, **at one time**, is required to be made within seven calendar days of order placement.
- No partial orders are to be delivered, or accepted if partial delivery is made, unless pre-authorized by the person placing the order.

Pricing:

- Pricing must include all costs, F.O.B. Destination and include cost of shipping and packing. No hidden fees.
- Pricing is fixed for the contract period.
- Please complete Attachment A-Pricing Sheet. Attachment A is a listing of the items purchased most frequently during 2013.
- Please list the discount offered for non-contract items on Attachment A.
- Please include one copy of your current catalog with your bid.

Right to Reject Lowest Fee Proposal

Ware County is under no obligation to award this bid to the vendor offering the lowest fee.

Payment/Invoicing:

- Invoices must be sent directly to the department making the order.
- Payment will be made via Ware County's Visa Purchasing Card.

Bid/Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from [Date of Notice of Award - June 30, 2014](#). Successive contract periods, if approved, will run from July 1 - June 30 of the successive calendar years as designated in the renewal contract agreement.
- At any time during this period, there is a breach of contract by the vendor, the vendor will be notified in writing of contract termination. Rebidding will then be necessary.
- Vendor must notify Elizabeth Hope, 912-287-4300, of any changes that occur during the contract period.

ATTACHMENT A-PRICING

Manufacturer	Item Number	Description	UOM	Bid Price
		Bleach – Gallon	Pack of 6	
		Comet or Ajax Cleanser (21 oz)	Pack of 24	
		Toilet Bowl Blocks (Cherry-4oz)	12 Boxes/ 12 per box	
		Air Freshener (Lemon-10 oz)	Pack of 12	
		Lemon Oil Furniture Polish (20 oz)	Pack of 12	
		Water Cups (Cones-4.5 oz)	Pack of 5000	
		Black Trash Can Liners-1 mil-17x18	Pack of 1000	
		Black Trash Can Liners-I mil-23x33	Pack of 500	
		White, Heavy Duty Trash Can Liners (38x58)	Pack of 100	
		RubberMaid Waste Basket 13 5/8 Qt Gray	Each	
		RubberMaid Waste Basket 28 1/8 Qt Gray	Each	
		RubberMaid Waste Basket 41 1/4 Qt Gray	Each	
		Wypall Disposable Wipers – Kimberly Clark (12.5x13)	Pack of 18 56 per Pack	
		En Motion Touchless Roll Towels (10x800)	Pack of 6	
		2-ply Toilet Tissue (500 Sheets-4.5x4.0 In)	96 Rolls per Case	
		Kitchen Towel Rolls-2 ply	Pack of 30	

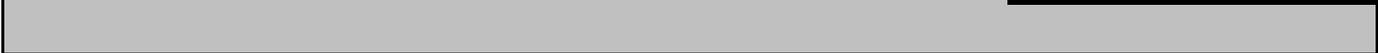
Manufacturer	Item Number	Description	UOM	Bid Price
		Natural Roll Brown Towels (8x800)	Pack of 6	
		24 Inch Dust Mop Head	Each	
		Powder-Free Latex Gloves (Medium) Examination Grade Only	100 per Box 10 Boxes per Case	
		Powder-Free Latex Gloves (Large) Examination Grade Only	100 per Box/ 10 Boxes per Case	
TOTAL				



Fixed Discount Rate for Non-Contract Items: _____ %



Estimated Delivery Time: _____



EXCEPTIONS

Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.

1. _____

2. _____

3. _____

4. _____

5. _____

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

_____ Specifications too "tight", i.e., geared toward one brand or manufacturer only

_____ Insufficient time to respond to the Invitation to Bid.

_____ We do not offer this product or services

_____ Unable to meet specifications

_____ Unable to meet Bond requirements

_____ Specifications unclear (explain how)

_____ Unable to meet Insurance requirements

_____ Remove us from your Vendor's List altogether

_____ Other (specify below)

Remarks:

Company Name: _____
Signature: _____
Telephone: _____
Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered