REQUEST FOR PROPOSALS
JANITORIAL SUPPLIES & PAPER PRODUCTS
FOR EMMET COUNTY FACILITIES

RFP# EC-09-2019-09

Emmet County
Suite G92
200 Division Street
Petoskey, Michigan 49770

PROPOSAL DETAILS:

A. ISSUING ENTITY

County of Emmet entity issuing the RFP

B. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is Wednesday, October 18, 2019 3:00 PM EST.

C. SUBMISSION AND RECEIPT OF PROPOSALS

Response to this RFP MUST be clearly marked **RFP# EC-09-2019-09 EMMET COUNTY FACILITIES JANITORIAL SUPPLIES.**

Submit three (3) hard copies and one PDF electronic copy of the entire response on a flash drive in your **SEALED BID** and send to:

EMMET COUNTY PURCHASING DEPARTMENT
ATTN: ANGELA CARNEY
200 DIVISION STREET, SUITE G92
PETOSKEY, MI 49770
Phone: 231-348-0627
Email: acarney@emmetcounty.org

- Late submittals WILL NOT BE ACCEPTED – **NO EXCEPTION**
- Fax submittals WILL NOT BE ACCEPTED – **NO EXCEPTION**
- Email submittals WILL NOT BE ACCEPTED **– NO EXCEPTION**

D. TIMELINE

Calendar of Events

RFP Release Date	September 9, 2019
Optional Site Visit	September 16, 2019 @ 9:00 AM EST Meet at the BOC Conference Room
Deadline to submit written questions	September 26, 2019 @ 3:00 PM EST
Deadline to answer written questions	October 3, 2019 @ 3:00 PM EST
Proposal Due Date	October 18, @ 3:00 PM EST BOC Conference Room
Review Responses	Week of October 21, 2019
Award	November 2019 Pending BOC Approval

E. AWARD

Proposals will be reviewed by an internal committee where proposers will be evaluated and ranked. Proposing bidders may be asked to participate in an interview to further discuss and answer questions from the committee. The bid will be awarded to the responsible, responsive vendor whose proposal, conforming to this solicitation, will be most advantageous to Emmet County, price and other factors considered.

The County of Emmet reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.

Overview

The County of Emmet seeks proposals from suppliers of paper products, chemical cleaning supplies, vacuum items and other items associated with janitorial maintenance to various County owned facilities. The Vendor will be required to deliver its products to each locations minimally twice per month and/or on an as-needed basis. The awarded vendor shall provide the paper products, chemical cleaning supplies, vacuum parts, and other items associated with janitorial maintenance for a period of two (2) years; the County reserves the right to exercise an option to renew for an additional two (2) year period. The purpose of this document is to ultimately enter into a contract with one or more qualified firms in order to provide the necessary goods to meet departmental demands.

It is the intent of these specifications to cover the delivery of janitorial maintenance supplies to the County of Emmet. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interest of the County.

This document is a Request for Proposals. It differs from a Request for Bid/Quotation in that the County is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the equipment/service, of which qualifications, experience, capacity and methodology may be overriding factors, and price may not be the determinative factor in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. The criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will utilize its best judgment when determining whether to schedule meetings with shortlisted proposers, after receipt of all proposals. A purchase order/contract will be awarded to a qualified vendor submitting the best proposal.

The County of Emmet reserves the right to select, and subsequently recommend for award, the proposed products/services which best meets its required needs, quality levels and budget constraints.

Proposers should note that a RFP is considered to be under evaluation from the Opening Date until contract award. The purchasing director is restricted from giving any information relative to the "progress" of the evaluation during this time, except as described in other areas of this RFP and as required to administer the evaluation process.

Definitions

1. Owner shall refer to the County of Emmet.
2. Service Company, Vendor, Proposer, Contractor or Bidder shall refer to the company providing a bid, proposal or quote for the work outlined in the specifications.

Scope of Work

The County of Emmet is requesting proposals from suppliers of paper products, chemical cleaning supplies, vacuum items and other items associated with janitorial maintenance to County owned facilities on an as needed basis. The core list of items are listed (highlighted in yellow) in the Cost Proposal Form. Proposers are to provide a percentage discount for non-core items. The Vendor will be required to deliver its products to each locations minimally twice per month and/or on an as-needed basis for a two (2) year period. The County reserves the right to exercise an option to renew for an additional two (2) year period.

All information requested herein must be submitted with the proposal prior to the due date and time; failure to do so may result in rejection of the proposal as non-responsive and/or incomplete. The County reserves the right to postpone the due date for its own convenience. Proposals are considered received when in the possession of the Purchasing Department at the due date and time. The County assumes no responsibility for errant delivery of proposals, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.

Locations

County Building - 200 Division St, Petoskey, MI 49770
Jail - 450 Bay St, Petoskey, MI 49770
Fairgrounds - 1129 Charlevoix Ave, Petoskey, MI 49770
EMS - 1201 Eppler Road, Petoskey, MI 49770
EMS - 8269 M-119, Harbor Springs, MI 49740
EMS – 201 W. Central Ave, Mackinaw City, MI 49701
Transfer Station - 7363 Pleasantview Rd, Harbor Springs, MI 49740
Road Patrol - 3460 M-119, Harbor Springs, MI 49740
Planning, Zoning & Construction Resources – 3434 M-119, Harbor Springs, MI 49740
Camp Petosega - 11000 Camp Petosega Rd, Alanson, MI 49706
Headlands - 15675 Headlands Rd, Mackinaw City, MI 49701

Estimated Annual Usage

Quantity estimates, when given, are provided as an estimate of annual purchase volume based upon previous history. This information is to be used only as a guide in the proposal process and should not be considered a guarantee to purchase minimum quantities.

- The County spends approximately $50,000 for janitorial maintenance products per year.

Quantities are estimated and are the county's best estimate and do not obligate the county to order or accept more than the county's actual requirements during the period of this contract, as determined by actual needs and availability of appropriated funds.

Contracted Items

The contract is broken up into two (2) segments:

1) **Core Items**- The items specifically listed in the Proposal Form below will be referred to as "Core Items". These items are ones utilized daily by the participating entities and their total purchased volume will make up approximately 75% of the total estimated purchases under this contract. The vendor will provide specific pricing for each item listed. The prices listed will remain firm for the entire length of the contract unless otherwise renegotiated. **Items listed as core items must be kept at a minimum of 95% in stock at all times. Continual Back orders of Contract items will be deemed "in breach of contract" and may be grounds for termination of the contract.**

2) **Non-Core MLP discount** – The vendor will provide a set percentage discount/s off manufacturer's list price for non-core items represented by the vendor. The percentage discount/s will remain firm for the entire length of the contract, however as the list prices change so will the discounted price. Please note-it is required to complete the Category Discount list in the Pricing Form.

Delivery

Core items will be delivered no more than 48 hours from the time the order is placed with the awarded vendor.

All other items will be delivered no more than five (5) business days from the item the order is placed with the vendor, unless otherwise approved by the County.

ALL SHIPPING COSTS (INCLUDING THOSE TO MEET THE 48-HOUR TURN AROUND TIME REQUIREMENT) SHALL BE INCLUDED IN THE CONTRACTED PRICE

Sales and Customer Service

The awarded vendor must provide a dedicated sales and customer service team to service this agreement.

The awarded vendor must provide printed or electronic catalogs / price lists showing list prices.

The awarded vendor must accept telephone orders and on-line orders. Pre-printed order forms listing contact items must be provided as requested by each entity.

Billing

The awarded vendor will invoice each entity & department separately.

The awarded vendor must be able to customize invoices to meet the following criteria: Invoice by Date, Invoice by purchase order # or Invoice by Shipper # or by Job #

Customized Usage Reports

Vendors must be able to supply each entity with customized usage reports on request.

Brand Name

Due to an existing level of quality standards, some products are labeled as Brand Name Only. Other items may list brand names for reference and description only and do not mean to exclude other manufactures of equal compatibility. Alternative "or equal" product must be equal in quality, design and performance.

The County may request samples of products to compare for quality, design and performance to make the determination of equal. The County's decision to the acceptance of the product as equal will be final.

Samples
The County may request a sample of any core item to evaluate more accurately for award.

The requested samples are to be submitted at no cost to the County within five (5) days of the request. The sample products will be evaluated for quality, design and performance to make the determination if an approved equal. The County's decision to the acceptance of the product as equal will be final.

Samples not removed within fifteen (15) days after written notice to the proposer will be regarded as abandonment and the County shall have the right to dispose of the product as its own property.

Safety Data Sheets
Proposers must submit Safety Data Sheets with proposal on all applicable products.

Personnel Identification
All personnel must carry on their person photo identification (i.e.: an employee identification badge, valid driver's license, etc.) while on County property and promptly show such identification when requested by a County employee. The County reserves the right to reject and bar from County property, for good and sufficient reason at the sole direction of the County, any employee hired by the awarded contractor.

Silence of Specifications
The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of the highest quality and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

Invoicing and Payment
All orders are to be submitted on itemized invoices with quantity, unit costs, and extended costs. Additional costs for varying fuel charges will not be allowed for the term of this contract.

Invoices shall be submitted to the County of Emmet, Accounting Department, 200 Division Street, Petoskey, Michigan 49770 or emailed to: APinvoices@emmetcounty.org.
Itemized invoices are to include

1. Purchase Order Number or Job Order Number
2. Ship to address of Department
3. Description of items purchased
4. Prices as stipulated by contract

Advanced payments will not be authorized. The vendor invoice shall identify each line item number and the associated cost for pricing. The County of Emmet shall conduct random audits of invoices to ensure billing consistency with contract pricing. The vendor will accept responsibility for invoicing at the contract prices and in the units of measure identified in the contract. Failure by the vendor to provide correct invoices can delay payment and be reason for termination of the contract. An invoicing sample shall be included this request for proposal document. Payment will be made after the merchandise and/or services have been:

- Received or completed in full
- Inspected and found to comply with all specifications and be free of damage or defect
- Properly invoiced.
- Checks will only be made payable to the company name as shown on the purchase order or job

number; the invoice must reflect this same company name as the "pay to."

Correction of Work

The successful proposer will promptly correct all work rejected by the County as faulty, defective or failing to conform to this specification whether observed before or after substantial completion of the work, and whether or not fabricated or completed. The successful proposer will bear all costs of correcting such rejected work and perform such work within the timeline as agreed between the County and the selected proposer.

Option to Renew

The successful proposer will be awarded a two (2) year contract. This contract may be extended at the County's option for an additional two (2) year period, providing the terms and conditions remain in full force and effect. Requests for changes shall be received in writing at least thirty (90) days prior to their effective date in the option year of the agreement, and are subject to written acceptance before coming effective. In the event new rates are not acceptable, the contract may be cancelled.

No contract shall be automatically renewed at the end of any contract term.

Assignment of Agreement and Other Contractors

The Vendor shall not assign the Agreement or any part thereof without the written consent of the County. The County reserves the right to let other agreements in connection with this work, even if of like character, for Work under an agreement.

No Exclusive Contract/Additional Services

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

Data Rights and Ownership

Ownership of all data, materials and documentation originated and prepared for the County of Emmet pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the County of Emmet.

Regulations and Safety Guidelines

All contractors and subcontractors performing services for the County are required and will comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

All Contractors and subcontractors shall perform all work in accordance with applicable local, State, and Federal laws, rules, regulations, zoning and building codes, as well as M.I.O.S.H.A. guidelines in effect at the time of the project. The Contractor shall provide for the protection of the public, County employees, and the Contractor's own workers from work related hazards. Contractor shall also provide notification to the County Representative and personnel directly affected by the work of any potentially dangerous situations. In the event of an emergency affecting the safety of persons or property, the Contractor shall act immediately to prevent threatened loss or damage. The Contractor shall immediately stop any activity or operation affecting safety until the situation(s) is corrected.

Contracts for work under this proposal will obligate the firm or firms to not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion,

national origin, age, sex, height, weight or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The contractor and the County shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93 112, 87 Stat. 394, which require that no employee or client or otherwise qualified firm participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap or marital status be excluded from participation in, be denied the proceeds of or be subject to discrimination in the performance of this contract. The contractor shall comply with all applicable regulations promulgated pursuant to the Civil Rights Act of 1964, as amended.

Termination of Contract

The County of Emmet reserves the right to terminate the contract without penalty upon thirty (30) days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the County of Emmet will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the County of Emmet best interest and will be final. The County of Emmet reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract or do whatever is deemed to be in its best interest. No service charge, handling fees or other penalties for cancellation will be assessed.

Fiscal Non-Appropriation Clause

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the County.

Bankruptcy or Insolvency

In the event bankruptcy proceedings are commenced by or against the awarded Vendor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, the County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

Subcontractors

The contractor shall not subcontract any or all portions of the work unless the County grants prior written approval. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the County of Emmet for such acts or omissions. The awarded vendor will remain responsible for all work performed by subcontractor, including quality of work, scheduling and final billing.

Withdrawal of Proposals

No proposal will be allowed to be withdrawn after it has been deposited with the County of Emmet, except as provided by law. All proposers are held to prices proposed for 90 days or award, whichever comes first, except the successful proposer whose prices shall remain firm through contract expiration.

Michigan Freedom of Information Act (FOIA)

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the County of Emmet unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentially of information submitted in response to this Request for

Proposals is not assured after the bid opening date.

Taxes

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The County will furnish the successful vendor with tax exemption certificates when requested.

Exceptions to the RFP

Each vendor must provide a list of exceptions taken to this RFP. Any exceptions taken must be identified and explained in writing. Any exceptions taken must be identified and explained in writing. An exception is defined as the vendor's inability to meet a mandatory requirement or exceed a requirement in the manner specified in the RFP. If the vendor provides an alternative solution when taking an exception to a requirement, the benefits of this alternative solution must be explained. The County reserves the right to accept or reject any exception; whichever is in the best interest of the County.

Selection Process

This document is a Request for Proposals (RFP); it differs from a Request for Bid/Quotation in that the County is seeking a solution as described herein, not a bid meeting firm specifications for the lowest price. As such, with an RFP, the lowest price proposed will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the services and price may not be the determinative factor in the issuance of a contract or award. The County will review all proposals received and will utilize its best judgment in awarding a contract/purchase order to a qualified proposer. The County of Emmet reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The County is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, service, quality of product and capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County.

The County of Emmet reserves the right to interview any number of qualifying firms as part of the evaluation process. The decision of which firm(s) to contact, if any, will be based on the evaluation criteria set forth herein, as determined in the evaluation process. Meetings with shortlisted proposers will provide additional information and criteria upon which the County will base its selection decision.

Selection Criteria

It is the intention of the County of Emmet to award a contract only to a vendor who furnishes satisfactory evidence of requisite experience and ability to complete the work successfully and promptly within the timeline established between the parties.

Proposals will be evaluated and ranked. The County of Emmet reserves the right to reject any and all proposals, to make an award based directly on the proposals or to negotiate further with one or more firms. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County of Emmet, including but not limit.

1. **Qualifications and Experience (Max 10 points)**
   Proposers shall demonstrate competence and experience to carry out the terms of this contract. Company shall have personnel who have experience with similar projects as described herein. Proposer

shall provide information to the County demonstrating the Proposer's ability to satisfy the requirements set forth in the specifications. The Proposer shall include any and all information pertinent to aiding the County in determining the abilities of the Proposer.

2. **Service (Max 25 points)**
   Proposers shall demonstrate their ability to service the County within the appropriate response time necessary to insure products are delivered timely. Company shall demonstrate their ability to address the needs of the County as specified in the scope of work section of this document, including delivery process of janitorial maintenance supplies.

3. **Cost Proposal (Max 35 points)**
   Cost proposal per Proposal Form.

4. **Quality of Product & Sustainability (Max 15 points)**
   Proposer shall demonstrate the quality of proposed products. County may request samples if needed.

5. **Capacity (Max 10 points)**
   The Service Company should clearly identify its capacity to perform the work as outlined in the specifications. Proposers should clearly identify all available resources within the company and equipment available to deliver orders to the various locations. Proposer should clearly identify their stock inventory of core items and ability to meet the needs of the County. Provide the number of full-time/part-time employees, number of trucks and drivers.

6. **References (Max 5 Points)**
   Provide a list of references including the company name, contact name, and phone number of current contracts providing similar goods to various locations.

General Conditions

All proposals will be evaluated and ranked. The County of Emmet reserves the right to reject any and all proposals or to make an award based directly on the proposals. The County of Emmet reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the County. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County of Emmet.

The County of Emmet reserves the right to interview any number of qualifying providers as part of the evaluation process. The decision of which provider to contact (if any) will be based on the selection criteria outlined in this document and as determined in the evaluation process. Meetings with short listed proposers will provide additional information and criteria upon which the County will base its selection decision. The County of Emmet reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constrain.

All proposals shall be opened publicly at the date and time specified, and shall be recorded with the name of the proposer. All proposals shall be in accordance with the requirements of this notice in order to be deemed "responsive."

The County is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of which qualifications, experience, service, quality or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a consultant's approach meets the desired requirements and needs of the County. No proposal will be accepted from or contract awarded to any person, firm or corporation who is in arrears upon any obligation to the County or who

otherwise may be deemed irresponsible or unreliable by the County or failed to perform faithfully any previous contract with the County of Emmet.

The Request for Proposal document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance, as being in conformance with the specifications will not be considered for award.

The County reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the County of Emmet.

It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all contractors shall be bound by such changes or addenda.

The County of Emmet reserves the right to waive any informalities, or immaterial omissions or defects not involving price, time or changes in the work and to reject any or all proposals, if to do so is deemed in the best interest of the County. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the Consultant to whom it is proposed to make such award. Any contract awarded to a person or company who is discovered to have been in default or disqualified at the time of the awarding of the contract shall be voidable at the discretion of the Emmet County Board of Commissioners.

The County reserves the right to split or abstract any or all proposals and award multiple contracts for the same proposal, based on price, availability and service when, in its judgment, best serves the County of Emmet.

The county reserves the right to change or amend the Request for Proposals document prior to the due date by the issuance of Addendum posted on the MITN website and the county website. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all contractors shall be bound by such changes or addenda.

Additional items may be added to the core list during the contract term at the discretion of the County. If the County requires additions, the County will negotiate the cost of such changes with the Contractor and a contract addendum issued to add item(s) to the core list.

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the County and shall not submit a bid.

The County's acceptance of a proposal and approval of the award of a contract shall not constitute a formed contract, and the acceptance of a proposal and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the County.

Insurance Requirements

The vendor shall not commence work until he has obtained and delivered to the County of Emmet the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the County and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to the County of Emmet to the attention of the accounting

department at the following email address: APinvoices@emmetcounty.org.

A new certificate of insurance shall be provided to the County each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

3. **Umbrella Liability Insurance:** The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than $1,000,000 per occurrence.

4. **Workers Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.

5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: "It is understood and agreed that the following shall be Additional Insureds: The County, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."

6. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left."

7. **Proof of Insurance Coverage**: The Contractor shall provide the County of Emmet, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the County of Emmet at least ten (10) days prior to the expiration date.

Hold Harmless

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the County of Emmet, its elected and appointed officials, employees and volunteers and others working in behalf of the County of Emmet against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the County if Emmet, its elected and appointed officials, employees, volunteers or others working in behalf of the County of Emmet by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.

INSTRUCTIONS TO PROPOSERS

The following pages include a vendor questionnaire to be completed and submitted with your proposal. Each item must be completed with a response. Proposers not responding to any of the specifications or questions may be classified as unresponsive. The response must follow the format outlined in this proposal. Supplemental information may be attached.

VENDOR QUESTIONNAIRE

Firm Name: _____

Address: _____

City:_____State:_____Zip:_____

Telephone Number_____Fax Number _____

Email Address _____

Firm Established: _____ Years in Business:_____

Provide a response for each question. Note: "on file with the County" is not an acceptable response and may result in rejection of your proposal. Initial _____

Type of Organization: (Circle One)

a. Individual

b. Partnership

c. Corporation

d. Joint Venture

e. Other

How many employees does your company employ?

Full-time employees:_____ Part-time employees:_____

How many years has your company been providing janitorial products & supplies? _____

List the name of the customer service representative that will be dedicated to the County of Emmet; include phone number and email:

_____

_____

_____

How many clients does your company currently serve with the type of services described? _____

Please provide a list of three (3) client references. Include name, address, phone number and contact person (include governmental clients).

_____

_____

_____

_____

_____

Describe in detail the process with which orders can be placed with your company. Please note any benefits including internet ordering.

_____

_____

_____

_____

_____

Describe in detail the breadth of inventory items on hand & availability of products. Please include a description of how backorders are handled as well as how notification is distributed when items are discontinued.

_____

_____

_____

_____

_____

Describe in detail the billing/invoicing process for your company. A sample invoice shall be included in proposal.

_____

_____

_____

_____

_____

_____

Are you an "Iran Linked Business" as defined in 2012PA517?	Yes _____	No _____
Have you provided a sample invoice as required?	Yes _____	No _____
Acknowledgement that core items must be delivered within 48 hours from time order is placed	Yes _____	No _____
Acknowledgement that non-core items must be delivered in five business days	Yes _____	No _____
Acknowledge that all freight claims will be the responsibility of the vendor.	Yes _____	No _____
Can you meet the County's insurance requirements?	Yes _____	No _____
Have you provided a completed W-9?	Yes _____	No _____

Cost Proposal Form

Vendors are to complete the Cost Proposal Form in its entirety and return all pages with their submittal.

Pricing shall be quoted per unit specified on pricing sheets and shall be submitted in a three (3) decimal format.

Proposer shall state individual unit and case prices for all items proposed.

Unit of packaging (i.e.: gal., oz., lb., each, etc.) and the number of units per packaging must be clearly stated.

When stating packaging (i.e.: gal., oz., lb., each, etc.) the unit of measure of the package shall be the same as unit of packaging shown in the PRICE PER UNIT column of the pricing sheet.

Items specify the unit pack to be proposed. When a different (substituted) pack size is being quoted, it must be clearly indicated as a variation from the specified unit size by being listed in the column title VENDOR UNIT PACK. The unit price shall then be correctly figured and entered in the column title PRICE PER UNIT in the corresponding unit amount in three decimal places.

Prices are to include inside delivery and shall be net FOB Destination to any County owned facility.

The successful vendor shall agree to hold pricing from date of award through completion of the contract. All

core items are to be billed at the price in effect as the date of the contract, even if items are not delivered until after the end of the contract period.

It is the responsibility of the vendor to properly complete the return pricing pages as specified in the document.

Pricing Table Sample:

Item #	Manufacturer	Current Par	Description	Est. Annual Usag	Packaging	Quoting Manufact	Quoting Manufacturer Part Number	Quoting Vendor Stock	Vendor Case Price	Vendor Unit	Vendor Price Per
1	Chase	438-5178	Champion Sprayon Ocean Mist	120	12/case	CHASE	438-5178	1234	$6.00	12/CS	$0.50
2	Cyclo Industries	5471	Tanner's Preserve Leather	12	8 oz 12/cs	ZEP	BZ7928	ZP7928	$107.01	24oz / 12cs	$0.372
3	Sanitor	3350	Neat Seat Covers NO SUBSTITUTE	15	125 cover/pad 40 pads /	SANITOR	3350	SNS-1	$21.00	125 cvr/pad 40 pads/bx	$0.004

Key: Item 1: Proposed as specified and extended to unit (ea) price
Item 2: Proposed as an equal in different size and extended to unit (oz) price
Item 3: Proposed as Brand only as specified and extended.

County of Emmet
Request for Proposals
Janitorial Products &
Supplies

PROPOSAL PRICING FORM

Non-Core Items & Manufacturer Price Discounts

Complete and provide Manufacturer Price Discounts as a percentage (%) discount from Manufacturer's List Price (MLP) in the table below. For evaluation purposes, this section will be based on the discounts submitted by vendor.

Proposes must submit the following with their proposal:

- Catalogs & Manufacturer's Current Price Lists
  (Vendor Catalog will be acceptable where list prices are shown
- Percent of Discount per MLP

Category	Names of Manufacturer	%off Manufactur
Cleaning Equipment		
Cleaning Chemicals		
Paper Products		

Category	Names of Manufacturer	%off Manufacturer's List Price
Personal Hygiene		
Misc. Supplies		

Renewal – Percentage Discount Increases

If, after the base two year contract, the County and awarded vendor both exercise the two (2) year renewal period, Proposers shall provide the percentage increases *per year* over the prices listed in the Proposal Form.

Price Increases for **Renewal Year 1:**_____**(%)** and **Renewal Year 2:**_____**(%)**

County of Emmet
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The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide **janitorial products and supplies** for various County departments as described herein for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all proposal prices shall remain in effect for at least ninety (90) days from the date of the proposal opening to allow for the award of the proposal and that, if chosen the successful vendor; the prices will remain firm through invoice.

This proposal is genuine and not collusive or sham and that the proposer has not in any manner, directly or indirectly, agreed or colluded with any other firm or association to submit a sham proposal or to refrain from proposing or in any way fix this proposal or that of any other proposer or to secure any advantage against the County of Emmet.

Representative's Full Name: _____

Signature: _____

Title: _____

Email Address: _____

Telephone Number: _____

Date: _____

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
1	183317_EA	Air Fresh	Fresh	EFA1B-P-012I072M-04	Easy Fresh Mango Refill Each	14	EA						
2	184547_EA	Air Fresh	Vectair	MA01-30R	MiniAire Citrus Sparkle Each	4	EA						
3	184548_EA	Air Fresh	Vectair	MICRO-LINEN	MiniAire Summer Day Each	26	EA						
4	184552_EA	Air Fresh	Vectair	MA07-30R	MiniAire Tropical Fruit Each	31	EA						
5	184560_EA	Air Fresh	Vectair	SA001-DW	StndAire Dispenser White EACH	2	EA						
6	184564_EA	Air Fresh	Vectair	SA03-30R	StndAire Summer Day Each	16	EA						
7	184569_EA	Air Fresh	Vectair	AIROMA-CINNAMON	StndAire Cinnamon Each	6	EA						
8	224900_CS	Can Liner	Pitt	MR-38604-MK (99)	Liner MR38604-MK HD 22M 38x60	1	10/15/CS						
9	225101_CS	Can Liner	Pitt	MR-40484-MC	Liner MR40484-MClear 22M 40x48	15	10/15/CS						
10	225525_CS	Can Liner	Pitt	MR-30373-MC (126)	Liner MR30373MC HD-16M 30x37	14	10/25/CS						
11	226000_CS	Can Liner	Pitt	MR-38603-MC	Liner MR38603 HD-16M 38x60	1	8/25/CS						
12	226100_CS	Can Liner	Pitt	MR-24330-MC (72)	Liner MR24330-MC HD-8M 24x33	2	20/50/CS						
13	226248_CS	Can Liner	Pitt	EC385815K (5/LR,80P)	Liner EC385815K 38x58 LD Case	2	10/10/CS						
14	227850_CS	Can Liner	Pitt	TM33XK	Liner TM33XK LD-1Mil 24X32	2	250/CS						
15	227999_CS	Can Liner	Petoskey Plastics	FG-GCPCR-91A	Liner GC 23.5x31 HD Nat 1M/CS	15	1000/CS						
16	228004_CS	Can Liner	Petoskey Plastics	GCPCR-63A BLACK	Liner GC 33x44 XH. Duty 150/CS	18	150/CS						
17	228008_CS	Can Liner	Petoskey Plastics	FG-GCPCR-66A BLACK	Liner GC 40x46 Xtra H. Duty CS	56	100/CS						
18	228013_CS	Can Liner	Petoskey Plastics	FG-GCPCR-75A BLACK	Liner GC 38x58 Xtra H.Strgh LD	18	100/CS						
19	229790_CS	Can Liner	Pitt	MR-S3335-MC	Liner, Generic 24X33, 16 Mic	2	500/CS						
20	SB50K_CS	Can Liner		SB50XK	Liner 45x47 Blk X-Heavy 100/cs	19	100/CS						
21	^SPECIAL	Carpet Care			902070 Carpet/ Floor Tool Comb	1	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
22	^SPECIAL	Carpet Care	Nace Care		602137 floor tool 1 1/2 Henry	1	EA						
23	^SPECIAL	Carpet Care			902070 Carpet/ Floor Tool Comb	1	EA						
24	174290_GL	Carpet Care	Buckeye	5370-1000	Pathfinder Traff Lane Clnr GAL	2	4/CS						
25	^PGC91165CT	Dish Wash	Proctor & Gamble	PGC91165CT	DETERGENT,CASCADEPACS6/46	1	4-46OZ/CS						
26	HSK440QT	Dish Wash	Canberra	HSK-440-01	Dishwashing Soap Liquid Quart	42	EA						
27	^CLO01593CT	Disinfectant/Sanitizer	Clorox	CLO01593CT	Disinfecting Wipes, 7 X 8, Fre	17	12/CS						
28	107205_EA	Disinfectant/Sanitizer	Claire	KSS-1230-53	Aero KSS Disinfectant Deod EA	52	1/EA OR 12/CS						
29	120306_EA	Disinfectant/Sanitizer	Hillyard	HIL0070322	C2/C3 703-22 Non-Acid Disf/Cln	3	EA						
30	133400_GL	Disinfectant/Sanitizer	Hillyard	HIL0016606	Disinf H166 ReJuvNal GALLON	73	EA						
31	BUCTBX_5G	Disinfectant/Sanitizer	Buckeye	5095-5000	Disinfectant Sanicare TBX 5Gal	1	EA						
32	CLO15949_CS	Disinfectant/Sanitizer	Clorox	CLO15949CT	DISINFECT WIPE,6/CT FRESH CASE	8	6/CS						
33	CLO41773_EA	Disinfectant/Sanitizer	Clorox	CLO41773CT	PINE-SOL Clean/Disnf 60oz EACH	66	EA						
34	KSSDLC5G	Disinfectant/Sanitizer	Canberra	HSK-802#02-10	HSK 802 DLC Disinf Lemon Clnr	4	EA						
35	KSSDLCGL	Disinfectant/Sanitizer	Canberra	KSS-802#02-05	KSS Northern DLC Dis Lem Cl GL	12	EA						
36	REC00294_GL	Disinfectant/Sanitizer		RAC00294	VANI-SOL BULK DISINFECT GALLON	12	EA						
37	334580	Equipment	ProTeam	107252	ProTeam ProForce 1500XP Vac	3	EA						
38	604015_PK	Equipment		604015	Filter NVM1C-2 NUMATIC 604015	2	10/PK						
39	NO612058_PK	Equipment		1067457	Filter Viper/HDU-14 -1067457	1	10/PK						
40	PT103483_PK	Equipment		103483	Filter 103483 1500XP/TYPE "U"	14	10/PK						
41	PT104284	Equipment	ProTeam	104284	POWR CORD, 50' YELLOW 1500XP	1	EA						
42	100490_EA	General Purpose Liquid	Nilium	15 AET	Aero Red Clover Tea EACH	8	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
43	117470_BX	General Purpose Liquid	Buckeye	5007-5000	Degr Workout RTU 5 Gal Box	1	EA						
44	117492_BX	General Purpose Liquid	Buckeye	5001-5000	Clnr Blue All Purpose 5 Gl Box	2	EA						
45	117496_BX	General Purpose Liquid	Buckeye	5004-5000	Clnr Crossbow 5 Gal Box	1	EA						
46	117509_GL	General Purpose Liquid	Buckeye	5406-1000	Star Spray Conc GALLON	2	EA						
47	117510_BX	General Purpose Liquid	Buckeye	5406-5000	Star Spray Conc 5 Gal Box	7	EA						
48	142227_QT	General Purpose Liquid	Enzymatic Cleaner/Digester	32-ZSM	Bio-Enzymatic Digester Mint QT	120	EA						
49	165300_QT	General Purpose Liquid	Canberra	KSS-403-03	KSS Drain Solve Quart Each	59	EA						
50	167500_PL	General Purpose Liquid	Warsaw	79990	KSS Vehicle Wash & Wax, Pail 5GAL	2	EA						
51	196296_EA	Hand Sanitizer	Buckeye	9015-0050	SYM Non-Alcoh Sanitiz 550ml EA	1	EA						
52	196332_EA	Hand Sanitizer	Buckeye	9961-0001	SYM Alpine Disp White/Black EA	2	NO CHARGE/ EA						
53	^TEC4013111	Hand Soap	Rubbermaid	RCP4013111	ONESHOT LOTION HAND SOAP W/MOI	15	4/CS						
54	193280_CS	Hand Soap	Gojo	FH120	FH120 Luxury Foam Soap Case	23	2/CS						
55	196274_CS	Hand Soap	Buckeye	9009-1120	SYM Green Cert Foam Hand 1250m	4	6/CS						
56	196282_CS	Hand Soap	Buckeye	9003-1120	SYM Antimic Foam Hand 1250ml	1	6/CS						
57	196315_CS	Hand Soap	Buckeye	9018-1200	SYM Ind. Hand Cleaner 2000ml	1	4/CS						
58	196325_EA	Hand Soap	Buckeye	9901-0997	SYM Smoke 1250ml Dispenser EA	1	NO CHARGE/EA						
59	198655_CS	Hand Soap	Warsaw	63320	Cherry Xtreme Hand Clnr CASE	6	4/CS						
60	DIA88047_GL	Hand Soap	Dial	DIA88047CT	DIAL ANTIMICROB SOAP GALLON	23	EA						
61	141460_BX	Hard Floor Care	Buckeye	5025-5000	Stripper Ripsaw 5 Gal Box	5	EA						
62	154115_BX	Hard Floor Care	Buckeye	5131-5000	Finish Clarion 25, 5 Gal AP	6	EA						
63	154160_PL	Hard Floor Care	Canberra	HSK-1022-10	Finish Husky 1022 5 Gl Pail	1	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
64	204100_EA	Hard Floor Care	Carlisle	45280-00	Brace For Broom Head Large	2	EA						
65	205800_EA	Hard Floor Care	Carlisle	41354-67	Broom Corn H-Duty Warehouse	5	EA						
66	207800_EA	Hard Floor Care	Carlisle	36197-14	Brush Deck Hi-Lo Blue #36197	4	EA						
67	215010_EA	Hard Floor Care	Golden	D2124	D.Mop D2124 24" White Each	4	EA						
68	219310_EA	Hard Floor Care	Golden	DY160	D.Mop Handle DY160 60" Wood	1	EA						
69	243651_EA	Hard Floor Care	Americo	FS120-A	Floor Pad 20" Black PL Each	1	EA						
70	245800_CS	Hard Floor Care	MMM	8395	Floor Pad 20" Red 3M 5/1 Cs	1	5/CS						
71	245851_EA	Hard Floor Care	Americo	FB520-A	Floor Pad 20" Red PL Each	3	EA						
72	255400_EA	Hard Floor Care	Americo	FUP05-A	Utility Pad Black	2	EA						
73	261300_EA	Hard Floor Care	Golden	W6216	Mop 16oz Cotton Cutend W6216	2	EA						
74	267201_EA	Hard Floor Care	Golden	WAGB1M	Mop MED Blend WAGB1M EA	4	EA						
75	267202_EA	Hard Floor Care	Golden	WAGB1L	Mop LG Blend WAGB1L EA	32	EA						
76	267203_EA	Hard Floor Care	Golden	WAGB1XL	Mop XLG Blend Fantail WAGB1XL	6	EA						
77	267228_EA	Hard Floor Care	Golden	W80LG	Mop Large Reflections Finish	1	EA						
78	267529_EA	Hard Floor Care	Rubbermaid	FGQ760000000	Q760 Ergo Adjust Handle RMaid	4	EA						
79	267532_EA	Hard Floor Care	Rubbermaid	FGQ56000YL00	Q560 18" Quick Connect Frame	3	EA						
80	270760_EA	Hard Floor Care	M-Fiber	MFM18HDF	M.Fiber 18"x 5" Finish Pad Mop	12	EA						
81	410004_EA	Hard Floor Care	M-Fiber	BLULG	Mop Large Tube MF	8	EA						
82	GER4060EA	Hard Floor Care	Geerpress	4060	Mop Handle 60" Blue Vinyl	1	EA						
83	GER4211EA	Hard Floor Care	Geerpress	4211	Mop Handle 60" Blue Fiberglass	1	EA						
84	KSSFIL_GL	Hard Floor Care	Canberra	KSS-710-05	KSS Film Free Residue Remover Gal	13	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
85	KSSREF5G	Hard Floor Care	Canberra	HSK-1020-10	Finish Husky 1020 5 Gal Pail	2	EA						
86	211775_BG	Ice Melt		SNOW COMMANDER	Ice Melt SnowCmmndr Grn 50# Bg	53	EA						
87	P211752_BG	Ice Melt		100012605 DC HALITE	Ice Melt Rock Salt 50# Bags	1923	EA						
88	^PGC80168	Laundry	Proctor & Gamble	PGC80168CT	BOUNCE 6/160 CT(2209837270)SHT	2	6/CS						
89	130250_GL	Laundry		69396	KSS Laundry Detergent,Gallon	16	EA						
90	605086_CS	Packaging		HF2031800-00	18" x 1500' 80ga 20.3mic SHRINK WRAP	18	EA						
91	605086_CS	Packaging		HF2031800-00	STRETCH HAND 18"x1500 80GA	24	EA						
92	^KCC01772	Paper Products	Kimberly Clarke	KCC01772	WYPALL L10 DAIRY WPR 9X10.5 1P	9	18/CS						
93	^KCC05776	Paper Products	Kimberly Clarke	KCC05776	WYPALL L40 GEN PURP WPR 12.5X1	15	12/CS						
94	286401_CS	Paper Products	Essity	TM1601A	Toilet Paper 2-Ply TM1601A	38	48/CS						
95	286408_CS	Paper Products	Essity	TS1639S	Toilet Paper 1Ply W148/TS1639S	120	48/CS						
96	286408_CS	Paper Products	Essity	TS1639S	Toilet Paper 1Ply TS1639S	10	48 ROLLS/CN						
97	286420_CS	Paper Products	Essity	TM1616S	Toilet Paper 2 ply TM1616S CS	5	96/CS						
98	286430_CS	Paper Products	Essity	TJ0922A	Toilet Paper 2 ply TJ0922A CS	4	12/CS						
99	286600_EA	Paper Products	Essity	55TR	Dispenser T. Paper #55TR EA	3	EA						
100	288851_CS	Paper Products	Essity	246325	Toilet Paper 2 Ply 246325 Cs	4	48/CS						
101	289905_CS	Paper Products	Essity	8031300	Roll Towel 8031300 Natural	19	12/CS						
102	292020_CS	Paper Products	Essity	SK1850A	Singlefold Towel SK1850A CS		4000/CS						
103	292100_CS	Paper Products	Essity	MK520A	Multifold Towel MK520A Natural	203	4000/CS						
104	292290_CS	Paper Products	Essity	420483	Multifold Towel Nat Wht 420483	21	4000/CS						
105	292335_CS	Paper Products	Essity	MB540A	Multifold Towel MB540A White	7	4000/CS						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
106	294310_CS	Paper Products	Essity	TF6920A	Facial Tissue W06100/ TF6920A	10	30/CS						
107	294310_CS	Paper Products	Essity	TF6920A	Facial Tissue 2 Ply TF6920A	9	30/CS						
108	294670_CS	Paper Products	Essity	HB1990A	Kitchen Roll Towel HB1990A	50	30/CS						
109	BRT702	Paper Products		BRT702	Toilet Paper BRT702 2 PLY	55	96/CS						
110	US100212CS	Paper Products		JRT100	Toilet Paper 9" 2ply 12/Case	4	12/CS						
111	122015_QT	Restroom Cleaner	Buckeye	5220-0600	Gel Scrub Tub & Tile Clnr QT	18	EA						
112	123400_QT	Restroom Cleaner	Canberra	KSS-302-03	KSS,Mild Bowl Cleaner,Qt	84	EA						
113	123599_QT	Restroom Cleaner	Canberra	KSS-325-03	KSS, NAB Bathroom Clnr, Qt	132	EA						
114	123900_CS	Restroom Cleaner	Canberra	KSS-303-03	KSS,Strong Bowl Cleaner 12X1QT	8	12/CS						
115	124600_QT	Restroom Cleaner	Canberra	KSS-305-03	KSS TPS Quart	24	EA						
116	124604_QT	Restroom Cleaner	Hillyard	5260-0600	Sparkle Bowl/Utility QUART	1	EA						
117	284101_EA	Window	Ettore	1636	Squeegee Floor 22" Wipe'n Dry	2	EA						
118	285125_EA	Window	Ettore	1628	Ettore, Wood Handle 54"	2	EA						
119	KSSGLASSCN	Window	Claire	KSS-1220-67	KSS Streak Free Aerosol Glass Cleaner	183	EA						
120	^BAL8574GM	Misc		BAL8574GM	Sight Savers Premoistened Lens	2	100/CS						
121	^BWK137	Misc	Boardwalk	BWK137	WOOD THREAD HNDL HD 1 1/8"X60"	13	EA						
122	^BWK20224	Misc	Boardwalk	BWK20224	TAMPICO PUSH BROOM 24IN BLA 12	2	EA						
123	^IBSGLLG2K	Misc		IBSGLLG2K	Embossed Polyethylene Disposab	2	2000/CS						
124	^PGC08443CT	Misc	Proctor & Gamble	PGC08443CT	Wetjet System Refill Cloths, 1	2	4/BX 24PER/BOX/CS						
125	^PGC23679CT	Misc	Proctor & Gamble	PGC23679CT	Wetjet System Cleaning-Solutio	2	6/CS						
126	^RCP7570-L2	Misc	Rubbermaid	RCP7570L2	PLASTIC CASTERS F/7570,7571,75	4	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
127	^RCPH126	Misc	Rubbermaid	RCPH126	INVADER 60" ALUMINUM HDLE	6	EA						
128	^SSI1_EA	Misc		SSI1CT	SHEILA SHINE AEROSOL EACH	1	EA						
129	102710_EA	Misc	Hillyard	HIL0103455	Aero H1034-55 Stainless Steel	1	EA						
130	102715_EA	Misc	Hillyard	HIL0113455	H1134-55- EP Stainless Steel	4	EA						
131	103705_EA	Misc	Hillyard	HIL0113555	Aero H1135-55 D.Mop Treatment	1	EA						
134	110200_EA	Misc		16902987	Clnr Comet Pwdr 21oz Can EACH	57	EA						
135	131390_GL	Misc		CH120 *ORDER 28*	Bleach Gallon	6	EA						
136	185706_PKG	Misc	Fresh	3WDS-P-010I060M-04	Urinal Screen Wave 3D MANGO 2/PK	11	2/PK						
137	209100_EA	Misc	Carlisle	36289-00	Brush Hand Scrub Iron Style EA	1	EA						
138	229999_CS	Misc		SD-6-400	Poopy Pouch Pet Waste Bags	4	2400/CS						
139	295200_CS	Misc	Hospeco	KL #260	Feminine Waxed Bag Kraft KL260	2	500/CS						
140	300105_PK	Misc		M-N6519H	Dust Cloth Yellow/Orange 50/PK	1	50/PK						
141	304900_EA	Misc	Impact	5032HG-951 (96/CS)	Bottle Quart W/Molded Scale EA	12	EA						
142	306500_EA	Misc	Impact	110807 **	Trigger Sprayer Qt Blue	1	EA						
143	306700_EA	Misc	Impact	110508 **	Trigger Sprayer Quart Red Each	13	EA						
144	314421_BX	Misc	Safety Zone	GREP-MD-1	Glove Pwdrless Latex GREP-M BX	15	100/BX						
145	314422_BX	Misc	Safety Zone	GREP-LG-1	Glove Pwdrless Latex GREP-L BX	26	100/BX						
146	314423_BX	Misc	Safety Zone	GREP-XL-1	Glove Pwdrless Latex GREP-XL	48	100/BX						
147	314500_BX	Misc	Safety Zone	GNPR-LG-1M	Glove Pwd.Free Nitrile LG BX	3	100/BX						
148	330750_SF	Misc		ASTORIA NOP	Mat Prime Nop Matting Charc Sq Foot	6	EA						
149	380110_EA	Misc	Impact	8YSYSTEM YELLOW	8Y Mop Combo System 35 Qt Yel	1	EA						

Item #	KSS Item Code	Classification	Manfacturer	Current Part Number	Description	Est. Annual Usage	Packaging	Quoting Manfacturer	Quoting Mfg Part Number	Quoting Vender Stock Number	Vendor Case Price	Vendor Unit Cost	Vendor Price Per Unit
150	382700_EA	Misc	Rubbermaid	700	Dust Pan #700 (2005) Charcoal	1	EA						
151	390400_EA	Misc	Impact	205 BLUE	Bowl Swab Acrylic Handle EA	2	EA						
152	395823_EA	Misc	Buckeye	4200-4990	Quick-Draw Spigot Each	1	EA						
153	QMURATICCS	Misc		MURIATICM	Muriatic Acid 4/Gallon/Case	8	4/CS						