

Invitation to Bid  
CUSTODIAL SUPPLIES

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for CUSTODIAL SUPPLIES until 9:00 a.m. CDT Tuesday, April 15, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Tim Williams, Operations Department at (615) 451-5243. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

**CUSTODIAL SUPPLY  
BIDDING GUIDELINES  
School Year 2014-2015**

The Sumner County Board of Education, SCBOE, is soliciting bids for Custodial Supplies. Failure to meet any of the outlined specifications or requirements at anytime will result in default of said bid/award, cause for termination of agreement and return of unused product. Manufacturer will be responsible for freight plus any fees incurred by the school system in sourcing another supplier.

- x Bid prices are to be good from July 1, 2014 until June 30, 2015.
- x Bid prices are to include all delivery charges.
- x Any exceptions should be listed in the NOTES area of the bid sheet.
- x If not bidding exactly to specs give details in the NOTES area of bid sheet.
- x Each item will be awarded individually.
- x More or Less of any item may be purchased at the bid price.
- x All items must be palletized, wrapped and tailgated - there is no loading dock at warehouse.
- x Deliveries must be scheduled at least 24 hours in advance.
- x Material Safety Data Sheets for all chemicals must be listed at MSDSsearch.com.
- x If required samples are not included, the bid for that item will not be considered.
- x Bids must be submitted on the included Bid Sheet.

**CUSTODIAL SUPPLIES  
SPECIFICATIONS  
School Year 2014-2015**

The following items are to be as specified:

1. FLOOR FINISH – Johnson’s Vectra or Buckeye Clarion. Packaged in five gallon bag-in-a-box. ***Product literature must be attached to bid.*** Product may be drop-shipped from manufacturer.
2. STRIPPER –Johnson’s Bravo or Buckeye Ripsaw. Packaged in five-gallon bag-in-a-box. ***Product literature must be attached to bid.*** Product may be drop-shipped from manufacturer.
3. PUSH BROOM WITH HANDLE - Packaged each. Head should be 24" with medium sweep, black plastic hair, and handle to be 5' with metal screw in end.
4. BROOMS - Each. Corn blend broom - Minimum 4 stitches with metal band. Commercial

15. SANITARY NAPKIN BAGS – Wax paper liners. Size 11 1/2 x 9 3/8 x 4 7/8. Equal to Hospital Specialty # HS-6141. Packaged 250/bx.

16. SUPER DUTY CLEANSER WITH GRIT - Hand cleanser with grit designed to remove tough industrial grease and soils. Contains natural d-Limonene solvent, Aloe, Vera Gel and Lanolin. (2) 3.5 liters/case. Brand must be Kimberly-Clark. Color to be green.

17. WET F1d(W)-2(E)-4-4(d)6( mu)-4(s)12(t)--2(E)-3(1d)6(10( C-3(1d)6(1( C-3 /PN)2(.1( Cc 0.143 Tw 0.37 0 Td(W

**BID SHEET  
CUSTODIAL SUPPLIES  
School Year 2014-2015**

ITEM

QUANTITY

BID PRICE

PACKAGED

(Ex: 4 boxes

15. SANITARY NAPKIN BAG	100	ea	_____ea	_____
16. SUPER DUTY CLEANSER W/GRIT	50	cs	_____cs	_____
17. WET FLOOR SIGN	50	ea	_____ea	_____
18. VINYL GLOVES	400	cs	_____cs	_____
19. CAN LINER 44 GALLON	700	cs	_____cs	_____
20. CAN LINER 12-16 GALLON	500	cs	_____cs	_____
21. COMPACTOR LINER	300	cs	_____cs	_____

NOTES:

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, APRIL 15, 2014** for **CUSTODIAL SUPPLIES**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **CUSTODIAL SUPPLIES** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: CUSTODIAL SUPPLIES**  
**DEADLINE: 9:00 A.M., TUESDAY, APRIL 15, 2014**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **CUSTODIAL SUPPLIES** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.