

# **Bedford County Department of Finance**

**200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029**

## **Request for Proposal**

### **Custodial and Paper Products Bid No. 22-20**

The Bedford County Department of Finance is requesting proposals on Custodial and Paper Products. **Sealed bids will be received until 2:00 p.m., Tuesday, September 14, 2021**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## **GENERAL BID TERMS AND CONDITIONS**

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### **Award**

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Daniel Kleindienst or Aaron Frost at the Maintenance Department at 931-684-6961, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Prices shall include all freight and delivery costs.

Deliveries must be made countywide to various locations.

Bid for fiscal year ending June 30, 2022, with option to renew for two additional one year periods.

### **Other Considerations**

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

## INSTRUCTIONS TO BIDDERS

**All Proposals are to be made on the Proposal Form provided.** Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 22-20 Custodial and Paper Products.** Bids will be received and opened at **2:00 p.m., Tuesday, September 14, 2021.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 22-20**

Gentlemen,

Having examined the specifications for **Custodial and Paper Products**, we (I) submit the attached proposal.

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

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and Title of bidder:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

	Product	Est. Quantity	Size we use	Bid Size	Bid Price
	<b>Custodial and Paper Products</b>				
	80-90 CT TOILET PAPER	208	96 CT/500		
	10000 CT TALL FOLD NAPKINS	80	616/625		
	30 CT PAPER TOWELS	104	30 CT		
	16oz STYRO CUP/1000 CT	60	1000 CT		
	8oz STYRO CUP/1000 CT	50	1000 CT		
	12oz STYRO CUP/1000 CT	12	1000 CT		
	3 COMPARTMENT STYRO 9" PLATE	28	500 CT		
	12oz STYRO BOWL	8	1000 CT		
	PLASTIC SPOONS	14	1000 CT		
	PLASTIC FORKS	12	1000 CT		
	18" PLASTIC WRAP	2	2000 CT		
	18X500 FOIL WRAP	8	500 CT		
	PLASTIC SANDWHICH BAGS	5	500 CT		
**	60 GAL TRASH LINERS 38X60	1000	200 CT		
**	12X16 GAL TRASH LINER 24X33	400	1000 CT		
	LG FOOD HANDLING GLOVE	74	10/500 CT		
	LARGE LATEX GLOVE	30	10/100 CT		
	EXTRA LARGE LATEX GLOVE	30	4/100 CT		
	PAPER HAIR BOUFFANT CAPS	6	100CT-10/100		
	20oz SOUFFLE CUPS	2	12/200 CT		
**	JUMBO 2 PLY TOILET TISSUE 9 INCH	1400	12-6		
**	HAND TOWEL WHITE 9" CENTER PULL	2400	6/610 CT		
**	ANTIBACTERIAL HAND SOAP MUST FIT EXISTING DISPENSERS	800	3/1250 ML 42oz		
	BLEACH	75	5 GAL		
	GLASS CLEANER	6	4 GAL		
	DEGREASER	8	4 GAL		
	STAINLESS STEEL POLISH	8	4/32oz		
	LIQUID DISH DETERGEANT 5 GAL	4	5 GAL		
	FRYER CLEANER	5	24/8oz		
	FLOOR CLEANER	2	4/1 GAL		
	FLOOR STRIPPER	6			
	FLOOR FINISH	6			
	FLOOR SEALER	6			
	TERRA COTTA GLAZE SEAL	2			
	20" BLACK STRIP PADS	2			
	20" BLUE STRIP PADS	2			
	20" PINK ERASER PADS	2			
	24" SQUEEGEE BLADES	2			
	BREAK AWAY MOP HANDLES	6			
	24oz LOOPED DAMP MOP HEADS	16	12/24oz		
	FUNNEL STYLE MOP BUCKET W/ RINGER	4			
	BROOMS/CORN STYLE FOR KITCHEN	6	12/30*		
	24" PUSH BROOM W/ HANDLE	4			
	TOILET BRUSH	6			
	5 GAL INSULATED WATER COOLER	4			
	HEAVY CONCENTRATED ALL PURPOSE CLEANER	12	4/1 GAL		
	GRILL BRICKS	2	12 CT		
	OVEN CLEANER AREOSOL CANS	24	12CT		
	TOTAL				
	**SAMPLES MUST BE PROVIDED				
	DELIVERIES COUNTY WIDE TO VARIOUS LOCATIONS				