

# Solicitation 05263-12

## Supplies: Janitorial



Collin County

## Bid 05263-12 Supplies: Janitorial

Bid Number 05263-12  
 Bid Title Supplies: Janitorial  
 Bid Start Date In Held  
 Bid End Date Aug 30, 2012 2:00:00 PM CDT  
 Question & Answer End Date Aug 24, 2012 5:00:00 PM CDT

Bid Contact Judy Davis  
 Contract Administrator  
 Purchasing  
 972-548-4122  
 judydavis@co.collin.tx.us

Contract Duration 1 year  
 Contract Renewal 2 annual renewals  
 Prices Good for 90 days

Standard Disclaimer \*\*\*Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).\*\*\*

Mailing Address:

Collin County Purchasing  
 2300 Bloomdale Rd., Ste 3160  
 McKinney, TX 75071

Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.

All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Bid Comments Purpose: The intended use/purpose for this Invitation For Bid is to describe the janitorial supplies to include chemicals, equipment, and paper products needed by Collin County.

### Item Response Form

Item 05263-12--01-01 - Catalog Pricelist/Price Schedule Discount  
 Quantity 1 each  
 Percentage   
 Delivery Location Collin County  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
 Qty 1

**Description**

Vendor shall supply a percentage discount off vendor list price for non-specified items.

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Item	<b>05263-12--01-02 - Section 1 - Janitorial Chemicals-Bleach Liquid</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Liquid Bleach

Approximate annual usage is 350 cases of 4 gallons per case.

Vendor shall state package size as required in Section 4.0, item 4.12.5.

Bleach Beem, or Collin County approved equal.

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Item	<b>05263-12--01-03 - Section 1 - Janitorial Chemicals-Neutral Cleaner, .5 ounce packets</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Concentrated neutral powdered cleaner, packaged in single use packets.

Approximate annual usage is 350 cases of 2 containers of 90 .5 oz packets.

Vendor shall state package size as required in Section 4.0, item 4.12.5.

Drackett 90653, or Collin County approved equal.

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Item	<b>05263-12--01-04 - Section 1 - Janitorial Chemicals-Bowl Cleaner, Liquid</b>
Quantity	<b>1 case</b>

Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Liquid Bowl Cleaner.  
 Approximate annual usage is 165 cases of 12 qts per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 AffLab Qona 1221, or Collin County approved equal.

Item **05263-12--01-05 - Section 1 - Janitorial Chemicals-Tub/Tile Foam Cleaner**

Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Tub/Tile Foam Cleaner; Shall be able to remove mold & mildew.  
 Approximate annual usage is 100 cases of 12/20 oz cans per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Aero Foam Disclean R559, or Collin County approved equal.

Item **05263-12--01-06 - Section 1 - Janitorial Chemicals-Drain Cleaner with Odor Control**

Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>

Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Drain cleaner with odor control.  
 Approximate annual usage is 115 cases of 12/qts per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Bacteria Drainzym, or Collin County approved equal.

Item **05263-12--01-07 - Section 1 - Janitorial Chemicals-Disinfectant Cleaner, Pine**

Quantity **1 case**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Concentrated liquid disinfectant cleaner, pine-scented.  
 Approximate annual usage is 50 cases of 6/1 gallons per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Pine Sol, or Collin County approved equal.

Item **05263-12--01-08 - Section 1 - Janitorial Chemicals-Cleaner & Polish (Metal)**

Quantity **1 case**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location

2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Cleaner & Polish (Metal), Metal polish wipes.  
 Approximate annual usage is 90 cases, 6 per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Dymon DM091930, or Collin County approved equal.

Item **05263-12--01-09 - Section 1 - Janitorial Chemicals-Solid Cleaning Block**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per  
 Unit Count

Units per Case

Size of Units by  
 Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Soft, mild abrasive cleaning pad, removes tough grime and everyday stains from walls and floors.  
 Approximate annual usage is 75 cases.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Magic Eraser, or Collin County approved equal.

Item **05263-12--01-10 - Section 1 - Janitorial Chemicals-Dishwashing Liquid**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per  
 Unit Count

Units per Case

Size of Units by  
 Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Dishwashing Liquid, ready to use, non-concentrated for hand dishwashing.  
 Approximate annual usage, 160 cases,

20/14 oz bottles per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Ultra Sunlight CB435143 or Collin County approved equal.

Item **05263-12--01-11 - Section 1 - Janitorial Chemicals-Automatic Gel Dishwashing Detergent**  
 Quantity **1 case**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**  
 Gel detergent for use in automatic dishwashers.  
 Approximate annual usage, 80 cases,  
 4 1-gallon/case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Palmolive Gel Automatic Dishwash or Collin County approved equal.

Item **05263-12--01-12 - Section 1 - Janitorial Chemicals-Soap, 500 ml Refills Twin Pak**  
 Quantity **1 case**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**  
 500 ml Twin Pak refills to fit Twin Pak Dispensers.  
 Annual Approximate usage is 95 cases of 18/500 ml.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Gojo 9538-18 or Collin County approved equal.

Item **05263-12--01-13 - Section 1 - Janitorial Chemicals-Germicidal Spray/Disinfectant**  
 Quantity **1 case**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Germicidal spray/disinfectant: Effective in killing strep, staph, T.B., HIV-I hepatitis, pseudomonas, fungicidal, herpes simplex, influenza A2 and vaccinia. Prevents growth of mold and mildew on hard surfaces for up to 14 days. Shall have light or neutral odor. Shall be an aerosol spray, no spray foam or pump spray is acceptable.  
 Approximate annual usage, 75 cases of 12/19 oz cans.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Discide Aerosol Disinfecting Spray or Collin County approved equal.

Item **05263-12--01-14 - Section 1 - Janitorial Chemicals-Floor Stripper and Cleaner**  
 Quantity **1 each**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

All-Purpose Floor Stripper and Cleaner.  
 Approximate annual usage, 50 gallons.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Johnson Prostrip, or Collin County approved equal.

Item **05263-12--01-15 - Section 1 - Janitorial Chemicals-Floor Finish**  
 Quantity **1 case**  
 Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Low-maintenance floor finish for non-porous surfaces. Withstands high-volume traffic and maintains shine. Approximate annual usage, 50, 2.5 gallon containers. Vendor shall state package size as required in Section 4.0, item 4.12.5. Johnson Vectra, or Collin County approved equal.

Item **05263-12--01-16 - Section 1 - Janitorial Chemicals-Powdered Cleanser**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Powdered Cleanser, Calcite Based, Non-Scratch. Approximate annual usage, 50 cases, 48/14 oz containers per case. Vendor shall state package size as required in Section 4.0, item 4.12.5. Ajax 04275, or Collin County approved equal.

Item **05263-12--01-17 - Section 2 - Janitorial Equipment-Vinyl Exam Glove**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Vinyl exam glove, 6.5 ml, S, M, L, XL.  
Approximate annual usage, 2000 cases.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
High Five V60 Series, or Collin County approved equal.

Item **05263-12--01-18 - Section 2 - Janitorial Equipment-Vinyl Gloves**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per  
Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Vinyl gloves, 6.1 ml thickness, S, M, L, XL.  
Approximate annual usage, 30 cases.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
High Five V24 Series, or Collin County approved equal.

Item **05263-12--01-19 - Section 2 - Janitorial Equipment-Trigger Sprayer to fit Quart Bottle**

Quantity **1 each**

Unit Price

Brand Name

Weight of Product

Number of Product per  
Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160

McKinney TX 75071

Qty 1

**Description**

Trigger Sprayer to fit Quart Bottle.

Approximate annual usage is 5000 each.

Vendor shall state package size as required in Section 4.0, item 4.12.5.

TOLCO 110221, or Collin County approved equal.

Item **05263-12--01-20 - Section 2 - Janitorial Equipment-Plastic Bottle, Quart Size, Clear**Quantity **1 each**Unit Price Brand Name Weight of Product Number of Product per  
Unit Count Units per Case Size of Units by  
Ounces or Gallons 

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Plastic Bottle, Quart Size, Clear.

Approximate annual usage is 2100 each.

Vendor shall state package size as required in Section 4.0, item 4.12.5.

Continental 932B, or Collin County approved equal.

Item **05263-12--01-21 - Section 2 - Janitorial Equipment-Sani Screen with Cleaner Block**Quantity **1 case**Unit Price Brand Name Weight of Product Number of Product per  
Unit Count Units per Case Size of Units by  
Ounces or Gallons 

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Sani Screen with Cleaner Block.

Approximate annual usage 80 cases of 12 per case.

Vendor shall state package size as required in Section 4.0, item 4.12.5.

HOSPECO 1905, or Collin County approved equal.

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Item **05263-12--01-22 - Section 2 - Janitorial Equipment-Urinal Screens**  
Quantity **1 each**  
Unit Price   
Brand Name   
Weight of Product   
Number of Product per Unit Count   
Units per Case   
Size of Units by Ounces or Gallons   
Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Urinal Screens  
Approximate annual usage is 30 cases of 12 per case.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Krystal KRY 1001, or Collin County approved equal.

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Item **05263-12--01-23 - Section 2 - Janitorial Equipment-Brush, Scrub Brush, All Purpose, NO METAL**  
Quantity **1 each**  
Unit Price   
Brand Name   
Weight of Product   
Number of Product per Unit Count   
Units per Case   
Size of Units by Ounces or Gallons   
Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Scrub Brush, all purpose, all plastic, NO METAL, handle on back, poly propylene filament, approx. 2.75 inches by 8 inches.  
Approximate annual usage is 250 each.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Rubbermaid, RCP 6482 white, or Collin County approved equal.

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Item **05263-12--01-24 - Section 2 - Janitorial Equipment-Buffer Pads, Floor, 19 Inch White**  
Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Floor Buffer Pads, 19 Inch White.  
 Approximate Annual Usage is 60 cases of 5 per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 3M Natural blend Tan pad 3500 natural hair and synthetic fiber pad, or Collin County approved equal.

Item **05263-12--01-25 - Section 2 - Janitorial Equipment-Buffer Pads, Floor, 19 Inch Black**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Floor Buffer Pads, 19 Inch Black.  
 Approximate annual usage is 50 cases of 5 per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Norton 3838679, or Collin County approved equal.

Item **05263-12--01-26 - Section 2 - Janitorial Equipment-Buffer Pads, Floor, 20 Inch White**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per

Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Floor Buffer Pads, 20 Inch White.  
 Approximate annual usage is 50 cases of 5 per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 3M Natural blend white pad 3300 natural hair synthetic fiber pad, or Collin County approved equal.

Item **05263-12--01-27 - Section 2 - Janitorial Equipment-Mop Handle Screw In, 60 Inches**  
 Quantity **1 each**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Mop Handle, Screw In, 60 Inches.  
 Approximate annual usage, 72 each.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 O'Dell C-11, or Collin County approved equal.

Item **05263-12--01-28 - Section 2 - Janitorial Equipment-Brush, Bowl Brush, NO METAL**  
 Quantity **1 each**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**

Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Bowl Brush, all purpose, all plastic, NO METAL, handle on back, poly propylene filament, approx. 2.75 inches by 8 inches.  
 Approximate annual usage, 100 each.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Rubbermaid, RCP 6482 white, or Collin County approved equal.

Item **05263-12--01-29 - Section 2 - Janitorial Equipment-Dust Mop Head 5 X 24**  
 Quantity **1 each**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Dust Mop Heads, 5 X 24.  
 Approximate annual usage is 60 mop heads.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 O'Dell E2455, or Collin County approved equal.

Item **05263-12--01-30 - Section 2 - Janitorial Equipment-Broom, NO WIRE, no straw.**  
 Quantity **1 each**  
 Unit Price   
 Brand Name   
 Weight of Product   
 Number of Product per Unit Count   
 Units per Case   
 Size of Units by Ounces or Gallons   
 Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Broom, NO WIRE, no straw for use in Jail.  
 Approximate annual usage, 100 each.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 UNS932A, or Collin County approved equal.

Item	<b>05263-12--01-31 - Section 2 - Janitorial Equipment-Dust Pan, Rubber Only, NO PLASTIC or METAL.</b>
Quantity	<b>1 each</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Dust Pan, Rubber Only, NO METAL OR PLASTIC.  
 Approximate annual usage, 60 per year.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Rubbermaid, RCP 2005 CHA, or Collin County approved equal.

Item	<b>05263-12--01-32 - Section 3 - Janitorial Paper Products-Toilet Tissue, 2-ply, White</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Toilet Tissue, 2-ply, white, roll size approx. 3.8" X 4.5" wide, should dissolve quickly and easily; for use in jail environment.  
 Approximate annual quantity is 2300 cases of 96 rolls per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Bay West #54900, or Collin County approved equal.

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Item	<b>05263-12--01-33 - Section 3 - Janitorial Paper Products-Toilet Tissue, 2-ply, White Jumbo Roll</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Toilet Tissue, 2-ply, white, Jumbo roll, facial quality softness, to fit Scott JRT Escort #09551 dispenser. Approximate annual quantity is 600 cases of 6 rolls per case. Vendor shall state package size as required in Section 4.0, item 4.12.5. SCA TJ1222, or Collin County approved equal.

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Item	<b>05263-12--01-34 - Section 3 - Janitorial Paper Products-Multi Fold Paper Towels</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Absorbent multi-fold paper towels. Dispenses one towel per pull with or without a dispenser. Approximate annual usage is 1400 cases. Vendor shall state package size as required in Section 4.0, item 4.12.5. Kleenex part# 01890, or Collin County approved equal.

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Item	<b>05263-12--01-35 - Section 3 - Janitorial Paper - Roll Towels, Jumbo, bleached, 1-ply</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Jumbo Roll Towels; bleached; 1-ply, to fit Scott Convert-A-Matic #09715 and Lev-R-Matic #09706 Dispensers. Approximate annual usage is 600 cases of 6 rolls. Vendor shall state package size as required in Section 4.0, item 4.12.5. Stefc0 SBF 41237 or Collin County approved equal.

Item **05263-12--01-36 - Section 3 - Janitorial Paper Products - Paper Towels, 2-ply**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
 See P.O. for Delivery Location  
 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Paper Towels, 2-ply. Approximate annual usage is 3000 cases of 30 rolls per case. Vendor shall state package size as required in Section 4.0, item 4.12.5. Bay West #4100, or Collin County approved equal.

Item **05263-12--01-37 - Section 3 - Janitorial Paper Products - Facial Tissue, 2-ply, white**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Facial Tissue, 2-ply, white, soft texture.  
Approximate annual usage is 155 cases of 65 boxes of 150 tissues.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Bay West #13000, or Collin County approved equal.

Item **05263-12--01-38 - Section 3 - Janitorial Paper Products - Disposable Wipers**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per  
Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

Heavy-duty, white, cloth-like, disposable with box dispenser for routine cleaning and maintenance. Absorbs liquids, lubricants and oils.  
Approximate annual usage is 480 cases of 18 boxes per case.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Wypall Wipers or Collin County approved equal.

Item **05263-12--01-39 - Section 3 - Janitorial Paper Products - Center Pull Towels**

Quantity **1 case**

Unit Price

Brand Name

Weight of Product

Number of Product per  
Unit Count

Units per Case

Size of Units by  
Ounces or Gallons

Delivery Location **Collin County**  
Collin County- See P.O.  
See P.O. for Delivery Location

2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney TX 75071  
**Qty 1**

**Description**

Center Pull Towels; 7 3/4" X 12", 600 ft. per roll; to fit Master Guard Center Pull Dispenser.  
 Approximate annual usage is 10 cases, 6 rolls per case.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Bay West, or Collin County approved equal.

Item	<b>05263-12--01-40 - Section 3 - Janitorial Paper Products - Hand Sanitizer Wipes</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Hand Sanitizer Wipes, non-scratching towel.  
 Approximate annual usage is 9 cases.  
 Vendor shall state package size as required in Section 4.0, item 4.12.5.  
 Dymon Hand Sanitize Wipes, #90985, or Collin County approved equal.

Item	<b>05263-12--01-41 - Section 3 - Janitorial Paper Products-Trash Bags 24 X 33</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Trash Bags, Poly Liner, High Density, Clear, 24" X 33".  
 Approximate annual usage is 350 cases, 100/case.

Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Rollpak, or Collin County approved equal.

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Item	<b>05263-12--01-42 - Section 3 - Janitorial Paper Products-Trash Bags 40 X 48</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Trash Bags, Poly Liner, High Density, Clear, 40" X 48".  
Approximate annual usage is 245 cases, 250/case.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Rollpak, or Collin County approved equal.

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Item	<b>05263-12--01-43 - Section 3 - Janitorial Paper Products-Trash Bags 38 X 60</b>
Quantity	<b>1 case</b>
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Trash Bags, Poly Liner, High Density, Clear, 38" X 60".  
Approximate annual usage is 690 cases, 200/case.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Rollpak, or Collin County approved equal.

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Item	<b>05263-12--01-44 - Section 3 - Janitorial Paper Products-Waxed Bags for Sanitary Napkin Disposal</b>
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Quantity	1 case
Unit Price	<input type="text"/>
Brand Name	<input type="text"/>
Weight of Product	<input type="text"/>
Number of Product per Unit Count	<input type="text"/>
Units per Case	<input type="text"/>
Size of Units by Ounces or Gallons	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

Waxed Bags for Sanitary Napkin Disposal.  
Approximate annual usage is 30 cases, 500/case.  
Vendor shall state package size as required in Section 4.0, item 4.12.5.  
Health Gard 260KL, or Collin County approved equal.



## **COLLIN COUNTY, TEXAS TERMS AND CONDITIONS**

### **1.0 GENERAL INSTRUCTIONS**

#### **1.0.1 Definitions**

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at [www.bidsync.com](http://www.bidsync.com), telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

- 1.19.1 have adequate financial resources, or the ability to obtain such resources as required;
- 1.19.2 be able to comply with the required or proposed delivery/completion schedule;
- 1.19.3 have a satisfactory record of performance;
- 1.19.4 have a satisfactory record of integrity and ethics;
- 1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

- 2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- 2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- 2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
- 2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
- 2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- 2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- 2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
- 2.17.1 Collin County Purchase Order Number;
  - 2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
  - 2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- 2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.19 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

**3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$500,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$500,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Department of Insurance, Division of Workers Compensation; (Note: If you have questions concerning these requirements, you are instructed to contact the DWC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"); A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, OR DWC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

**4.0 SPECIAL CONDITIONS AND SPECIFICATIONS**

4.1 Purpose: It is the intent of the following specifications to describe Janitorial Supplies to include chemicals, equipment, and paper products needed by Collin County.

4.2 Term: Provide for a term contract commencing on October 1, 2012 and continuing through and including September 30, 2013, with the option to renew for two (2) additional one (1) year renewals.

4.3 Funding: Funds for payment for Collin County expenditures have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current fiscal year shall be subject to budget approval.

4.4 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that Collin County shall receive such price reduction.

4.5 Price Redetermination: A price redetermination may be considered by Collin County only at the twelve (12) month and twenty-four (24) month anniversary dates of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates; Federal/State minimum wage law; Federal/State unemployment taxes; F.I.C.A; Insurance Coverage Rates; etc. The request for price redetermination shall be submitted sixty (60) days prior to renewal date of the contract and may be considered by Collin County for the subsequent annual renewal option and shall be substantiated in writing by the Consumer Price Index (CPI). Baseline for CPI will be the index announced for February of each year. Any price change request will be evaluated against Consumer Price Index and/or market survey conducted by Collin County. Price increase of individual items will be held to no more than 3% per item above the previously established price. Price increases and decreases may be allowed on renewal terms, but shall remain firm for the entire redetermination period. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.6 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the ordering entity's designated location within ten (10) working days. Delivery will be FOB to Collin County offices as specified on each purchase order. All delivery charges (i.e., packing, inside delivery, complete installation), are to be included in the bid price. Collin County will not accept any fuel surcharges on invoices. Collin County will not accept minimum order requirement.

4.7 Delivery Location: Locations for delivery and installation will be stated on each purchase order. Delivery shall include assembly, set-up and installation, if applicable and shall be included in the bid price.

4.8 Product Requirements: All chemicals, ingredients, products or by-products used in the manufacturing of supplies in this IFB shall have EPA approval and the final product must have a "Product Registration Number" and a "Producer Establishment Number", as assigned by the EPA, where applicable. Successful bidder must comply with US Department of Labor Occupational Safety and Health Hazard

Communication 1910.1200 in using chemicals, provide necessary material data sheet(s) for chemicals(s) used, and meet all requirements of labor laws.

4.9 Material Safety Data Sheets: Bids shall include three copies (3) of Material Safety Data Sheets (MSDS) and descriptive literature sufficient in detail to enable an intelligent comparison of the specification of the product(s) bid. Failure to provide literature with this Invitation for Bid may result in rejection of the bid or that part of the bid. If there are any changes in OSHA, MSD or EFA requirements it is the responsibility of the successful bidder to notify Collin County of these changes immediately. In the event of such changes, successful bidder is required to provide Collin County with an acceptable EPA approved substitute at no additional charge.

4.10 Approximate Usage: Estimated annual quantities are given for each item. Approximate usage does not constitute an order, but only implies the probable quantity Collin County will use. Items will be ordered on an as-needed basis.

4.11 Evaluation and Award: Collin County is requesting the bidder to provide a percentage discount off items listed in bidder's published current catalog(s)/price list/pricing schedule of Janitorial Supplies items not included in the Janitorial Supplies List. The percentage discount will be evaluated based on an established listing. Janitorial Supplies List will constitute 60% of the bid evaluation and Percentage Discount will constitute 40%.

Bids will be evaluated and awarded based on the lowest and best bid meeting specifications. The name brand being bid shall appear on the bid. Bidder's failing to provide the information necessary for the evaluation of the bid may be considered non-responsive.

**The bidder's past experience of honoring contracts at the bid price as well as their past delivery history with Collin County, will be an important consideration in the evaluation of the lowest and best bid.**

Due to the extensive amount of evaluation required and the high number of bids usually received for these items, it may take up to ninety (90) days before a contract is awarded. Bidders will need to take this into consideration when providing pricing. Bid prices will be firm for twelve (12) months from the date of award. Price redeterminations will only be considered as stated in item 4.5.

4.12 Specifications:

4.12.1 The bidder shall provide Collin County's price for all items. The County is also requesting the bidder to provide a percentage discount off the current published catalog price for items not listed in Janitorial Supplies List. Collin County will evaluate miscellaneous items not listed in Janitorial Supplies List using the bidder's current catalog and submitted percent discount off. Bidder shall attach to his bid, and it shall become a part of the bid and subsequent contract, a current catalog(s)/price list/pricing schedule of janitorial supply items available to Collin County, to which the percentage discount shall be applied. The net pricing to Collin County (catalog price less offered discount) shall be consistent throughout the contract period. Any catalog pricing change shall reflect increases/decreases as reflected in the current catalog(s) at time of the annual anniversary date and the percentage discount shall remain in effect.

4.12.2 The purpose of the discount is to allow Collin County to purchase any item in the manufacturer's catalog at the discounted price.

4.12.3 New catalogs/product schedule, if applicable, will be provided at the anniversary date. The successful vendor's proposed catalog must offer a full range of Janitorial Supplies including common brand name items. All items must include specification sheet from current catalog and be submitted with bid. Failure to submit a catalog with bid may be reason for rejection of bid. Any catalog items not included in the percentage discount must be stated on the exception area of the bid form and will be considered in the overall evaluation.

4.12.4 Substitutions for item(s) shall be of equal quality and pricing shall be at same price as catalog item(s). The County shall have final approval of any substituted items prior to substitutions being made.

4.12.5 Packaging Size: It is understood that standard packaging may vary by bidder and orders shall be placed by standard packaging unit quantities. Bidder shall indicate how each bid item is packaged including the number of units per case and the size of units by ounces or gallons or as applicable, and the number of products per unit count.

4.12.6 Samples: During the evaluation process, bidders may be requested to provide samples of items bid at no additional cost to the County. These samples will be used to determine that the product bid does meet the specifications as listed in this invitation for bid. Samples of items not meeting the specifications will not be considered for award.

4.12.7 Supplier Product Code Number: Bidder is requested to state in the spaces provided the supplier product code number assigned to each product by bidder's company for ordering purposes.

4.13 Cooperative Purchasing: Governmental entities utilizing governmental contracts with Collin County will be eligible, but not obligated, to purchase necessary materials and supplies under contract(s) awarded as a result of their solicitation. FOB Destination prices will apply only to delivery points specified in these documents. Delivery to other FOB points may include applicable freight charges. Any additional incremental costs for delivery must be clearly stated in quotes to participating entities before order is placed. All purchases by governmental entities other than Collin County will be billed directly to that governmental entity and paid by that governmental entity. Collin County will not be responsible for other governmental entity's debts. Each governmental entity will order their own material as needed. The quantities furnished in this bid document are for Collin County only. It does not include quantities for any other governmental jurisdiction.

### SIGNATURE FORM COLLIN COUNTY, TEXAS

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

#### COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas?       Yes       No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: jn Yes jn No

if "yes", what is that dollar increment or percentage?

**Company Profile: IS YOUR FIRM?**

- Sole Proprietorship jn Yes jn No
- General Partnership jn Yes jn No
- Limited Partnership jn Yes jn No
- Corporation jn Yes jn No
- Other  jn Yes jn No

List Legal Names in Company:

**List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.**

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? jn Yes jn No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

**AFFIDAVIT OF COMPLIANCE**

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>



**FORM CIQ**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**Page 2**

**For vendor or other person doing business with local governmental entity**

**5 Name of local government officer with whom filer has affiliation or business relationship.  
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?  Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?  Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?  Yes  No

D. Describe each affiliation or business relationship.

**6**

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR  
2300 Bloomdale Road • Suite 3100  
McKinney, Texas 75071  
(972) 548-4731 • Metro (972) 424-1460  
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May  
Collin County Auditor

JM/pac

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: : : :
or
Employer identification number
: :

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

## Question and Answers for Bid #05263-12 - Supplies: Janitorial

### OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.