



BID NO. 485-0818-20A

JANITORIAL SUPPLIES AND ACCESSORIES

BID DUE DATE: 2 PM, AUGUST 18, 2020

I. GENERAL CONDITIONS

- 1. General Information** - The Public Works Department of the City of Antioch, California, will receive bid responses at its office located at [1201 W. 4th Street, Antioch, CA 94509](https://www.ci.antioch.ca.us/1201-W-4th-Street-Antioch-CA-94509) on AUGUST 18, 2020 at 2 PM, Bid No. 485-0818-20A.

Questions relating to specifications or technical questions must be submitted via email to publicworks@ci.antioch.ca.us. Bidders are **NOT** to pursue City staff by telephone or in person.

- 2. Form of Bid** - The bid shall be made on the attached bidder's proposal form. If the form is deemed inadequate, additional information may be submitted with the proposal, via an attachment of catalogs, drawings, photographs, or a letter. Letters repeating prices and details from the City's specifications must be omitted.

Bids shall be made only on the designated bid form, properly executed, and enclosed in a sealed envelope bearing the name of the bidder, the bid number, bid due date, and bid title. Forms are available and may be secured by prospective bidders at the Department of Public Works at **1201 W 4th Street, Antioch, CA 94531**. Bids shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after bids are opened.

- 3. Interpretation of Bids** - Should a bidder find discrepancies in, or omissions from the specifications, or should bidder be in doubt as to their true meaning, bidder shall submit a formal request to the Public Works Department for an interpretation thereof **prior** to the bid opening to the attention of Shaun Connelly at publicworks@ci.antioch.ca.us. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum published on the City's website, and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.
- 4. Addenda** - Any addenda issued by the City during the time of bidding shall be covered in the bid and shall be made a part of the contract. It is the bidder responsibility to check the City of Antioch website, for any addenda that may have been issued prior to the bid/proposal due date.
www.ci.antioch.ca.us/CityGov/Finance/Purchasing/RFPs.htm,
- 5. Bid Opening** - Bids shall be delivered to the Public Works Department of the City of Antioch located at [1201 W. 4th St. Antioch, 94509](https://www.ci.antioch.ca.us/1201-W-4th-St-Antioch-94509) on or before the day and hour set for the opening of bids. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening of bids.
- 6. Late Bids** - Any bids received after the scheduled time of opening will be clocked in, but will not be opened or considered.
- 7. No Bid** - If a bid is not made, the bid form must be returned and the reason for not bidding stated; otherwise the vendor's name will be removed from the bidders list. If a bid is submitted without an amount, it will not be considered.
- 8. Award or Rejection** - The bid will be awarded to the lowest responsive and responsible bidder offering the best value to the City and will be announced by way of publishing to the City's website ([Bid Documents](#)). Best value is based on all factors, including: cost (unit prices and total prices); contractor's ability, capacity and skill; ability to perform within the time required; character, integrity, reputation, judgment, experience and

efficiency of contractor; quality of contractor's performance on previous purchases or contracts, if applicable; and the ability of the contractor to provide future maintenance, repair, parts and services, if applicable. If within the past two years, a contractor has had a contract terminated early by the City of Antioch then contractor is disqualified from bidding on any future projects for a two-year period from the date of termination.

The City reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, or to waive any minor irregularities or informalities in the bid. It is anticipated that all items will be purchased, however the City reserves the right to change quantities prior to the award. Estimated quantities are no guarantee of a certain quantity to be ordered by City. The City reserves the right to make the award to the overall low bidder or split the award amongst the bidders. If the bid is on an "all or nothing" basis, this must be stated on the bid form.

For the purpose of evaluating bids for multiple awards, the sum of \$175.00 is considered to be the administrative cost to the City for issuing and administering each contract awarded. Individual awards will be made for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative cost.

- 9. Terms and Conditions** - The bidder shall not change the wording on the specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Any explanation or alternative offered shall be set forth in a letter attached to the front cover of the specifications. Alternatives which do not substantially comply with the City's specifications cannot be considered. Conditional bids cannot be accepted.
- 10. Brand Names**- The make or brand and grade of the article on which the bid is submitted should be stated on the bid form.
- 11. Payment Terms** - Must be indicated by filling in the proper blanks on the bid form. Cash discounts of less than 20 days will be considered net. The standard terms at the City of Antioch are Net 30 days.
- 12. FOB Point** - It is understood that the bidder agrees to deliver FOB Destination, with no freight charges to the City. All costs for packing, delivery, drayage, postage, freight, express, or for any other purpose are to be borne by the bidder.
- 13. Tax** - No bid shall include federal excise tax, inasmuch as the City is exempt per published IRS regulations concerning state/local governments. The City is obligated to pay applicable state sales or use taxes.
- 14. Samples** - When requested, bidders shall submit properly marked samples of the article(s) on which bid is made to the City. Any sample submitted must be clearly marked in such a manner that the marking is fixed, so that the identification of the sample is assured. Such marking shall state (1) name of bidder, (2) number of bid, and (3) item number. Samples, when required, must be furnished free of expense to the City, and if not destroyed by tests, will upon request be returned at bidder's expense unless retained by City for future comparison.
- 15. Inspection** - All items furnished shall be subject to the inspection of the City, and unsuitable items may be rejected. Defective items shall be made good by the vendor in a manner satisfactory to the City.
- 16. Assignment** - No assignment by the contractor or any contract to be entered hereunder or of any part thereof, except of funds to be received thereunder by the contractor, will be recognized by the City unless such assignment has had the prior written approval of the City.

- 17. Warranty** - Terms of any warranty offered by the manufacturer or the bidder shall be included with the bid.
- 18. Timely Delivery** – If indicated in the bid form, bidder shall indicate time of delivery as the number of calendar days following receipt of the order by the contractor to receipt of the goods or services by the City. Time of delivery may be a consideration in the award.
- Time is of the essence, and the purchase order is subject to termination for failure to deliver on time. The acceptance by buyer of later performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor.
- 19. Liquidated Damages** - If delivery does not occur on schedule it is understood that the City will suffer damage. It being impractical and infeasible to determine the amount of actual damage, it is agreed that the contractor shall pay to the City the sum of one hundred (\$100.00) dollars per day for each and every calendar days delay in finishing the contract.
- 20. Termination for Default** - The City may, by written notice of default to the vendor/contractor, terminate the contract in whole or in part should the vendor/contractor fail to make satisfactory progress, fail to deliver within time specified therein or fail to deliver in strict conformance to specifications and requirements set forth therein. In the event of such termination, the City reserves the right to purchase or obtain the supplies or services elsewhere, and the defaulting vendor/contractor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the City. The prevailing market price shall be considered the fair repurchase price. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Convenience clause. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.
- 21. Termination for Convenience** - The City may, by written notice stating the extent and effective date, terminate any resulting order for convenience in whole or in part, at any time. The City shall pay the vendor as full compensation for performance until such termination the unit or pro rate price for the delivered and accepted portion, and a reasonable amount, as costs of termination, not otherwise recoverable from other sources by the contractor as approved by the City, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price. In no event shall the City be liable for any loss of profits on the resulting order or portion thereof so terminated. The rights and remedies of City provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under resulting order.
- 22. Fiscal Year** - Obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.
- 23. Equal Opportunity** - Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation or any other prohibited basis under federal or state law, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in

employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

Contractor shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

- 24. Business License** – The City of Antioch requires that any contractor doing business within the city limits must hold a valid City of Antioch Business License prior to merchandise delivery (by vendor) or services provided.
- 25. Right to Audit** – The City of Antioch reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.
- 26. Assignment** – In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of part 2 of Division 7 of the Business and Professions Code), arising from the purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
- 27. Appeals** – Any actual or prospective bidder, or contractor that has a grievance in connection with any City solicitation or award of contract may protest in writing pursuant to the provisions in Antioch Municipal Code section 3-4.03. Protestors are urged to seek resolution of their complaints initially with the using department.

II. SPECIFICATIONS

The City of Antioch is soliciting request for quote for annual purchases of Janitorial Supplies, and accessories as described herein. In order to be considered, each bidder submitting a proposal must meet or exceed all specifications stated herein.

1. **Pricing** – Pricing shall be provided for all supplies listed in these specifications. Please note all substitutions or deviations of specifications. Otherwise, all will be considered as meeting stated specifications. Prices shall be firm for the period of three (3) years, July 1, 2020, to June 30, 2023, with the option of a two (1) year extensions. Awards will be made based on total dollars for each section. Separate awards can be made. All prices subject to escalation shall be firm for a period of not less than 90 days from date of award. **Prices subject to change thereafter must have a minimum thirty (30) day written notice.**
2. All material furnished shall be fully guaranteed against any defective material and workmanship.
3. All supplies will be ordered verbally or on a City requisition form. Request may be sent by email, telephone or fax.
4. All deliveries shall be made between the hours of 7:00 a.m. and 3:00 p.m., Monday thru Friday. No deliveries before or after those hours specified. Whenever possible, material will be ordered in standard packaging. All pipe will be ordered in standard lengths. Deliveries are to be made 24 to 48 hours after supplier has received the order. All deliveries will be made to the Central Stores Warehouse, 1307 West Fourth Street, Antioch, CA 94509.
5. The City of Antioch may have occasion for emergency request. Please specify your requirement and procedures for ordering emergency supplies, charges for opening after hours, weekends and holidays. Please list these requirements on a separate sheet. Upon award the successful bidder will be asked to furnish after hours phone numbers and contact people.
6. Packing list(s) with pricing must accompany the delivery; invoices must be mailed in duplicate to Central Stores Warehouse, 1307 West Fourth Street, Antioch, CA 94509.
7. All quantities listed are estimates only based on prior usage. There shall be no guarantee as to actual quantities purchased during the contract period stated.

III. BID SUBMITTAL WORK SHEET

Your Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

PLEASE PROVIDE A QUOTE FOR THE ITEMS LISTED BELOW. PLEASE ASSUME THE QUANTITY OF EACH IS ONE.

Product Description	Price
White C-Fold Paper Towels, 12 pkg/per case, 200 per/pkg, 2400 towels per case. Eco Soft #49300, 100% recycled or equal	
Toilet Paper 2ply 80 rolls per case. 4.5"x4.5" sheet size. #59890 100% recycled or equal. Minimum weight 52lbs per case	
Toilet Seat Covers ½ fold 200/pk, 20 pks/case. Health Guard or equal	
Bleach. Household in 1-gallon plastic jugs. 6 per case	
Germicidal cleaner and deodorant concentrate. E-San 64 or equal. 1-gallon plastic jugs. 4 per case	
Malodor counteractant, Chex odor kill or equal. 1-gallon plastic jugs. 4 per case	
Ultasorb super fine premium oil absorbent. 33 ½ lb sack	
Black plastic trash bags. 36"x58" 1.5 mil. 100 per case Minimum weight 22lb per case	
Orange plastic trash bags. 36"x58" 1.5 mil. 100 per case (no substitution)	
Antibacterial liquid hand soap. 1-gallon plastic jug. 4 per case	
Light duty wipers. Kimberly Clark WypAll #05812 12 pk/case, 76/pkg, 912 per case	
Bee, Wasp, Hornet killer. 12-oz aerosol can. Long range, jet scream insecticide. Claire Golden Jet or equal	
Insect killer. 13-oz aerosol can. Claire Bug Buster or equal	
Vandalism remover. Gel formula. 16-oz aerosol can. 12 cans per case	
Low V.O.C. glass cleaner. 19-oz aerosol can. 12 per case. Claire C-050 or equal	
Toilet tissue. 9" Jumbo 1000 bleached. 12 per case	
GOJO 772555 Natural Orange hand cleaner with pumice for dispenser 4/CS	
Seat Cover ¼ fold	

Premium Peach foaming hand soap 4 1-gallons	
Black/Blue Powder Free Nitrile glove 100 per box (small)	
Black/Blue Powder Free Nitrile glove 100 per box (medium)	
Black/Blue Powder Free Nitrile glove 100 per box (large)	
Black/Blue Powder Free Nitrile glove 100 per box (extra-large)	
Degreaser cleaner 1-gallon. 4 per case	
Odor control 1-gallon. 4 per case	
NABC Fresh scent urinal screen	

CITY OF ANTIOCH
JANITORIAL SUPPLIES AND ACCESSORIES
Bid No. 485-0818-20A

The undersigned bidder declares that it has carefully examined the locations of the proposed work, plans and specifications, special provisions and read the accompanying instructions to bidders. The undersigned submitter certifies that he/she is, at the time of presenting this Proposal, and shall be, throughout the length of the contract, licensed by the state of California to do the type of work required under the terms of the contract documents. Submitter further certifies that he/she is skilled and regularly engaged in the general class of work called for in the contract documents.

In accordance with the requirements, the submitter represents that he/she is competent, knowledgeable and has special skills on the nature, extent and inherent conditions of the work to be performed. Submitter further acknowledges that there are certain peculiar and inherent conditions which may create, during maintenance operations, unusual or peculiar unsafe conditions hazardous to persons and property. Submitter acknowledges that he/she is aware of such risks and that he/she has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the maintenance services with respect to such hazards.

Does proposed bid conform to all requirements listed in this document and drawings? _____
If NO, explain non-conforming specifications in detail on separate sheet.

Terms or Cash Discount (if other than net 30 days)_____

Company Name_____

Contact Name_____

Title_____

Address_____

City/State/Zip_____

Telephone_____ FAX_____

Email Address_____

Contractor's License No._____ Exp. Date_____

City of Antioch Business License No._____ Exp. Date_____

Signature_____ Date_____

Bid must be in a sealed envelope with the bid number, closing date, and time on the outside envelope.

DELIVER BID SUBMITTAL TO:

CITY OF ANTIOCH
PUBLIC WORKS
BID NO. 485-0818-20A
1201 W 4TH STREET
ANTIOCH, CA 94509

NON-COLLUSION AFFIDAVIT

THIS PAGE MUST BE NOTARIZED

**CITY OF ANTIOCH
JANITORIAL SUPPLIES AND ACCESSORIES
Bid No. 485-0818-20A**

The Bidder, by its officers and agents or representatives present at the time of filing this bid, being duly sworn on their oaths say, that neither they nor any of them have in any way directly or indirectly entered into any arrangement or agreement with any other bidder, or with any public officer of the CITY OF ANTIOCH whereby such affiant or affiants or either of them has paid or is to pay to such bidder or public officer any sum of money, or has given or is to give to such other bidder or public officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for on the attached bids; that no bid has been accepted from any subcontractor or supplier through any bid depository, the By-Laws, Rules or Regulations of which prohibit or prevent the Contractor from considering any bid from any subcontractor or supplier which is not processed through said bid depository, or which prevent any subcontractor or supplier from bidding to any Contractor who does not use the facilities or accept bids from or through such bid depository; that no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contracts sought by this bid.

NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me by:

This _____ day of _____, 20_____

Notary Public