



Floyd County Board of Commissioners
Invitation to Bid
(Bid No. 20-1105)

JANITORIAL PRODUCTS
AND
PAPER PRODUCTS

Issue Date: October 13, 2020

**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
12 EAST 4th AVE., SUITE 106
ROME, GA 30161**

OFFICE (706) 291-5109

FAX (706) 290-6099

INVITATION TO BID

Date Issued: October 13, 2020

Sealed bids from suppliers will be received by the **Purchasing Department of FLOYD COUNTY GEORGIA, at #12 East Fourth Avenue, Suite 106, Rome, Ga. 30161** until **2:00 P.M.** legally prevailing time on **Thursday, November 5, 2020**, for the annual purchase of:

**JANITORIAL PRODUCTS AND PAPER PRODUCTS
Bid # 20-1105**

After the time and in the Floyd County Purchasing Office, 12 East Fourth Avenue, Suite 106, Rome, Ga. 30161 the bids will be publicly opened and read. No extension of the bidding period will be made.

Additional copies of bidding documents may be obtained from the Floyd County Purchasing Office, 12 East Fourth Avenue, Suite 106, Rome, Ga. 30161. Requests for documents should be filed promptly with the Purchasing Department. Phone (706) 291-5118

Pricing agreement, if awarded, will be on a lump sum basis **or** individual item basis, whichever is in the best interest of the County. No bid may be withdrawn for a period of 60 days after time has been called on the date of opening. **Pricing agreement will be for one year with options for two (2) one year automatic annual renewals.**

The County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests.

**FULL BID PACKAGE MUST BE RETURNED IN SEALED ENVELOPE
CLEARLY MARKED SEALED BID
JANITORIAL PRODUCTS AND PAPER PRODUCTS
NOVEMBER 5, 2020**

**BILL GILLILAND, CPPB
PURCHASING DIRECTOR**

TERMS AND CONDITIONS - INVITATION TO BID

1. CHANGES: No change will be made to this invitation except by written modification by the County Purchasing Office. Requests for interpretation or changes must be in writing and received at least (5) five calendar days prior to the time set for opening of the bids.

2. FOB POINT: Bid Price to include shipping, packing, crating, and unloading at address in BID SCHEDULE. Title to remain with vendor until fully accepted by the County. Goods damaged or not meeting specifications will be rejected and removed at vendor's expense. Concealed damaged goods to remain the property of vendor until replaced or removed at County's direction.

3. RISK OF LOSS: Vendor agrees to bear all risk of loss, injury, and destruction of goods and materials ordered herein which occur prior to delivery to include concealed damage; and such loss, injury, or destruction shall not release vendor from any obligation.

4. BID ACCEPTANCE TIME: Bids requiring acceptance by the County in less than Sixty (60) calendar days could be rejected, unless so stated on **BIDDER'S RESPONSE PAGE** and accepted by the County.

5. BID IDENTIFICATION: All bids submitted as a result of this invitation must be returned in a sealed envelope with the following information in the lower left-hand corner of the envelope: **BID NAME AND OPENING DATE.**

6. WITHDRAWAL OF BIDS: Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened. No bid may be withdrawn for a period of Sixty (60) days after time has been called on the date of opening.

7. BONDS: None required

8. SITE INSPECTIONS: (If Applicable) Bidders should inspect the sites to ascertain the nature and location of work and the general conditions which could affect the work of the cost thereof. The County will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Invitation for Bid. While site inspections are not a mandatory requirement to submit a proposal, vendors are urged to schedule inspections to ascertain all the requirements of this invitation.

9. AWARD OF CONTRACT: Award will be made to that responsible bidder whose bid, conforming to the Invitation for Bid, will be most advantageous to the County; Price and other factors considered. The County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests. Floyd County is an Equal Opportunity Employer M/F/H. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party. Contract (s), if awarded, will be on a lump sum basis **or** individual item basis, whichever is found to be in the best interest of FLOYD COUNTY.

9.1: The vendor, in accepting this contract, attests that he is in compliance with the Nondiscrimination Clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.

10. EXCEPTIONS TO SPECIFICATIONS: Any award resulting from this invitation shall bind the bidder to all Terms, Conditions, and Specifications set forth in this invitation. Bidders whose bids do not conform should so note on separate page if necessary and/or on the **BID SCHEDULE**. While the County reserves the right to make an award to a nonconforming bidder, when in the best interest of the County, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by bidder unless it is properly set out as provided above. No exception will be deemed to have been taken by the County unless incorporated in an award resulting from this invitation and so stated.

BID RESULTS: Interested parties may review and/or print BID TABULATION @ www.romefloyd.com 24 hours after bid opening or by contacting Randy E. Self at selfr@floydcountyga.org .

12. PAYMENT: Payments will be made upon all items completed each month or completion of all work and acceptance by county on invoices submitted and approved by the proper county representative within (30) thirty-days receipt of invoice unless paragraph 14 applies. Invoices are to be submitted to: Floyd County Purchasing, 12 E. 4th Ave. Suite 106, Rome, Ga. 30161

12.1 Itemize all invoices in full. Mail the original invoice to the address above. A shipping or receiving ticket will be signed and a copy left with each delivery. Each invoice including receiving/shipping ticket is to include the following minimum information:

- | | |
|-------------------------------|---|
| 1. Date invoice is submitted; | 5. County department; |
| 2. Purchase order number; | 6. Item(s) or service |
| 3. Payment terms; | 7. Quantity of each item or service |
| 4. Date of transaction; | 8. Bid price of each item or service with any discounts |

Invoices received with any of the required information listed above missing will not be considered as a "correct invoice". All invoices submitted will be closely monitored for accuracy. Any invoice found to be incorrect will be returned to vendor for correction.

12.2 Vendor must furnish delivery receipt with invoice identifying that this order has been delivered in accordance with Specifications, Quantities, and Price as set forth on the purchase order. A Floyd County employee's signature must appear on the delivery receipt or invoice.

12.3 Items on this order are exempt from Federal Excise Tax and Georgia Sales and Use Tax. A certificate will be furnished if requested. FLOYD COUNTY is exempt from taxes but the successful bidder shall pay all taxes required of him by law and FLOYD COUNTY can not exempt others from tax.

12.4 Payment terms and provisions herein or otherwise found within the contract documents supersede all provisions of the Georgia Prompt Pay Act (House Bill 837; 13 O.C.G.A. Chapter 11 **ET. SEQ.**).

13. INQUIRIES REGARDING PAYMENT: All inquiries regarding payment of invoices are to be directed to Accounts Payable (706) 291-5113 or Floyd County Commissioners, Attn: Accounts Payable, 12 E. 4th Ave, Suite 205 Rome, Georgia 30161

14. DISCOUNTS: Prompt payment discounts offered for a period of less than Fifteen (15) Days will not be considered in determining the low bidder on this invitation. However, such discounts, when offered, will be taken provided payment is made within the time specified. Time, in connection with discounts for prompt payments, will be computed from the date of acceptance of work for which payment is claimed, or the date the correct invoice is received by the County, whichever is later.

15. EXECUTION OF CONTRACT: Subsequent to the award, the successful bidder will be presented with a contract (purchase order). Contract is to be executed within Ten (10) calendar days of “NOTICE OF AWARD” together with the required payment and performance bonds prescribed in Paragraph 7B. If the contract document is mailed, the date of presentation shall be deemed to be the postmark date. The successful bidder’s proposal and this Invitation for Bid shall be incorporated into the contract, except to the extent that this invitation conflicts with the contract, in which case the provisions of the contract shall take precedent.

16. CERTIFICATE OF INSURANCE: If applicable, successful bidder will be required to furnish a Certificate of Liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence to protect the County throughout the life of the contract against “ALL RISKS”. Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker’s compensation and Employer’s Liability are to be statutory amounts. On all contracts for vehicle repair of any kind, the successful shall provide at least Five Hundred Thousand Dollars (\$500,000.00) of Garage Liability insurance in addition to the insurance stated above. The Certificate must be furnished within Ten (10) calendar days of a “NOTICE OF AWARD” being issued.

17. INCLUSION: All items and/or services standard, expected, necessary, and/or routine to such a project as this and not actually stated in this Invitation for Bid will be the responsibility of the successful bidder to provide at no other cost to the County unless so stated on the successful bidder’s proposal as additional cost items and accepted by the County at the time of the award and/or contract.

18. REGULATORY AGENCIES: Successful bidder will be responsible for all required permits or license required by regulatory agency of the City, County, State, or Federal Governments. Further, successful bidder will be responsible for meeting all requirements of any regulation (s) or guideline (s) of any of the said Governments or any independent agency recognized by said Governments as publisher of any such regulation (s) or guideline (s).

19. INDEPENDENT CONTRACTORS: The bidder represents to FLOYD COUNTY that he is fully experienced and properly qualified to perform the functions provided herein and that he is properly equipped, organized, and financed to perform such functions. The bidder shall finance his own operations hereunder, shall operate as an independent contractor and not as an agent of FLOYD COUNTY and nothing contained in this Invitation for Bid or a contract resulting from same shall be construed to constitute the bidder or any of his employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the County nor shall either party have any authority to bind the other in any respect; it being intended that each shall remain an independent contractor.

20. ASSIGNMENT OF CONTRACTUAL RIGHTS: It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent of the County.

21. STARTING TIME: Work will commence within Ten (10) calendar days after being issued a “NOTICE TO PROCEED” on the project and commence in a routine, orderly manner until completion and acceptance by the County.

22. INDEMNITY: Successful bidder agrees, if entering into a contract as a result of this invitation, to defend, indemnify, and hold harmless FLOYD COUNTY from any and all courses of action or claims of damages arising out of or related to bidder’s performance or actions or those of his employees or agents, under said contract.

23. TERMINATION: Pursuant to O.C.G.A. 36-60-13, if applicable, any contract resulting from this Invitation for Bid, if not sooner terminated pursuant to the provisions of termination contained herein, is terminable by the Board of Commissioners of FLOYD COUNTY, Georgia on December 31 of each calendar year during the term of said contract, except that said contract shall be renewed automatically on such date, and without any lapse, unless positive action is taken to terminate said contract by the Board in a public meeting and such action entered in the Official Minutes of the FLOYD COUNTY Commission.

24. APPROPRIATION OF FUNDS: Initial contract and any continuation contract (s) will terminate immediately and absolutely at any such time as there are no appropriated and otherwise unobligated funds available to satisfy the County's obligations under said contract (s).

25. CANCELLATION FOR CAUSE: Should either party fail to comply with the Terms and Conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non compliance to the Terms and Conditions of this contract. The other party shall have Fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the Fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of Thirty (30) calendar days following the date of the initial letter of complaint.

26. LIQUIDATED DAMAGES: N/A

27. ANTI-DISCRIMINATION CLAUSE: "FLOYD COUNTY does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided."

28. COMMODITY STATUS: It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition, that all bags, containers, etc., shall be new and suitable for storage; unless otherwise stated by FLOYD COUNTY.

29: CONTRACT ITEMS: Items or services not listed in this contract are to be purchased according to purchasing rules and regulations of the county.

- County departments are not authorized to order any item or service not listed without satisfying said rules and regulations and having a separate purchase order issued to cover such a purchase.
- Vendors receiving contracts as a result of this invitation will be expected to consider this when accepting orders.
- Payment will not be made for any item not covered by this contract unless stated Purchasing Rules and Regulations have been met.

30: CHANGES TO CONTRACT: No change will be made to this contract except by written modification by the Contracts Administrator whose name appears on the cover page. Additional items of same brand and similar product required during the course of the contract, will be provided at like discounts to similar items on contract.

SPECIAL TERMS AND CONDITIONS

31. SCOPE: To provide for the basic purchase of JANITORIAL AND PAPER PRODUCTS with a guarantee bid price for a twelve (12) month period. This initial agreement will begin on the first of the month following notice of award.

32. QUANTITIES: FLOYD COUNTY shall not be required to purchase any minimum amount during the contract period. Quantities ordered will be based on the needs of the County and will be priced per the contracted price. Quantities listed in the annual usage are estimates only.

33. RENEWAL: The awarded supplier will be allowed two (2) Automatic one year renewals under the same Terms and Conditions. Floyd County retains the option to rebid this contract and reject any and all renewals. If the supplier chooses not to renew the agreement, then a 30-day notice in writing is required.

34. PRICE ADJUSTMENTS: Price adjustments may be granted at the renewal date. The awarded supplier may submit a letter requesting price adjustments 30-days in advance of the renewal date. Floyd County may or may not accept the price adjustment and may opt to award individual items to the next low bidder or remove the item from the contract.

35. DELIVERY LOCATIONS: Orders and deliveries will be placed by individual departments and/or purchasing.

COMPANIES SHOULD SUBMIT 1 ORIGINAL AND 1 COPY OF THE BID SHEETS



CHECK LIST

- ___ **Bidders Declaration Page**
- ___ **Bidders Information Page**
- ___ **Certificate of Non-Discrimination**
- ___ **Certificate of Non-Collusion**
- ___ **Drug Free Workplace Certificate**
- ___ **W-9**
- ___ **Specification List(s) for Compliance and Exceptions and option pricing**
- ___ **Bid Page(s)**
- ___ **Addendums (If any)**

The documents above are included within this Invitation to bid. Addendums will be available when issued.



BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **November 5, 2020, 2:00 PM** but may not be withdrawn after such date and time.
- That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests
- That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: _____

Phone: _____

Name Print: _____

Signature: _____

Email: _____

Date: _____

**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
P. O. BOX 946
ROME, GA 30162**

Office (706) 291-5118

FAX (706) 290-6099

BIDDERS INFORMATION

Date of Bid: November 5, 2020 .

Bid Name: Janitorial Products and Paper Products.

The undersigned agrees, if this bid is accepted within Sixty (60) calendar days after date of opening, to furnish all supplies and/or services in strict accordance with provisions of this Invitation for Bid at the price in the **BID SCHEDULE**.

Time Discounts: Discounts allowed for prompt payment as follows: Discounts of less than Fifteen (15) days will not be used in determining the award of a bid but may be used when paying invoices.

_____ % Discount _____ Calendar Days net _____ (discounts will apply if Procurement Card is accepted).

Procurement Card: Will you accept the VISA Procurement Card for this order? _____

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and Civil Damage Awards. I agree to abide by all Conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This _____ Day of _____, 202__

Prices to remain firm for Sixty (60) calendar days or _____ calendar days after date of opening. Vendor MUST initial here: _____.

BIDDER INFORMATION (PLEASE TYPE OR PRINT):

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

MAILING ADDRESS OF WHERE TO SEND PAYMENTS (IF DIFFERENT FROM ABOVE):

ADDRESS: _____

FEDERAL ID # _____

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN:

NAME

TITLE

SIGNATURE: _____



CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting, or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Floyd County Board of Commissioners. The bidder may be declared, by Floyd County, ineligible for further contracts with Floyd County until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER _____

SIGNATURE _____

TITLE _____



CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd county; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response, and
5. That the response submitted by the supplier shall be valid and held open for a period of one hundred and twenty (120) days (or such other time period as identified in the solicitation) from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name (**PLEASE PRINT OR TYPE**):

Date: _____

Authorized Signature: _____

Name and Title of Person Signing: _____

Company Address: _____

Phone: _____ FAX: _____ E-MAIL: _____



ATTACHMENT

FLOYD COUNTY BOARD OF COMMISSIONERS DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor's employees during the performance of the contract; and
2. Each Vendor who hires a sub-Vendor to work in a drug-free workplace shall secure from that sub-vendor the following written certification: "As part of the subcontracting agreement with (Vendor's name), (sub-Vendor's name) certifies to the Vendor that a drug-free workplace will be provided for the sub-Vendor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
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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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

SPECIFICATIONS

The following information will be used to state the specifications of the products that are desired. The use of a brand name is for purposes only. Brand names or equal should be submitted for bid. If using a different brand, please specify what brand is being bid.

The following information will also be used as the pricing sheet for the bidder to submit. Please note that it is Floyd County's desire to award as one bid, but we do not discourage you from bidding only the products your company offers. Floyd County reserves the right to award on a lump sum basis **or** individual item basis, whichever is found to be in the best interest of FLOYD COUNTY.

PAPER PRODUCTS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
27	TOILET TISSUE – ECOSOFT GSC OPTI-CORE 36/865/2 Ply	BW 61990	Case	\$
38	ROLL TOWEL, WHITE, ECOSOFT, 7 1/2"x630', 6CS	BW 71600	Case	\$
1100	TOILET TISSUE – Two-ply, white, 500 sheets per roll, 96 rolls per case. comparable to Empress 29654	Cascade 29654	Case	\$
355	HAND TOWELS –White Multi-Fold, 4000/CS comparable to WISC 1820	Cascade 101759	Case	\$
16	HAND TOWELS – White C-Fold, 2400/CS, comparable to WISC 1814	Cascade 101764	Case	\$
6	ROLL TOWELS ULTIMA – GP2530 Due to dispensers no substitution is allowed on this item.	GP2530	Case	\$
3	ROLL TOWELS – Kraft Towel 8"x350' 12/CS comparable to WISC 1910	Cascade 101757	Case	\$
245	ROLL TOWELS – 2 ply, 30/CS, White comparable to WISC 1990	Cascade 2385	Case	\$
10	Reinforced General Purpose Wipe 9.75 x 16.75 126 per box 10/Case	Kimberly Clark 34790	Case	\$

474	HAND TOWELS - Center pull 2 ply 9" Roll, 500 sheets to a roll. 8x15 sheet	Cascade G 2650 product code 4748455	Case	\$
15	HAND TOWEL DISPENSER - Center pull for hand towels quoted for item 9	Cascade G-20009	Each	\$
100	TOILET TISSUE / 2 PLY Jr. Roll 8roll/cs	JRT9P2	Case	\$
20	Poly banquet roll white	165-502	RL	\$
5	Kleenex Facial Tissue	225-21400	Case	\$
7	Liner Bags for Sanitary Napkin disposable	252-K260	Case	\$
1	36" 40# Kraft paper (Paving Asphalt Seams)	620-3640	RI	\$
66	Waterless Wipes Bucket 100 or more per	423	Bucket	\$
120	Scott Rags (350 Rags/Box) 10"x12"	Kimberly Clark	Box	\$
	SECTION TOTAL			\$

CAN LINERS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
91	BLACK LIGHT- WEIGHT 24x33 1000/CS MIN. 6 MICRON	CNI 33B	cs	\$
18	WHITE X-HEAVY WEIGHT 33x39 150/CS	INTEPLAST SL3339XHW	cs	\$
441	BLACK X-HEAVY – WEIGHT 38X58 100/CS	INTEPLAST SL3858XHK	cs	\$
2	WHITE HEAVY– WEIGHT 38X58 100/CS	INTEPLAST SL3858	cs	\$

112	WHITE X-HEAVY- WEIGHT 38X58 100/CS	INTEPLAST SL3858XHW	cs	\$
6 cs	CLEAR MED WEIGHT 33x40 500/CS MIN 9 MIC.	INTEPLAST S334009N	cs	\$
4	CLEAR DRUM LINERS - MIN 4 MIL 38x65	Rome Paper # 21438644	cs	\$
6	24x24 6 mic liner black-1000	214-24HDB	cs	\$
128	30x36 x-hvy liner white 200	214-36XW	cs	\$
143	40X48 CLEAR RECYCLE BAG	BG MISC	cs	\$
	SECTION TOTAL			\$

FOOD SERVICE ITEMS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
12	CLEAR POLY BAG 4"X6" 3MIL 2000/CS	BG 812	Case	\$
5	CLEAR POLY BAG 8"X12" 3MIL 1000/CS	BG 1624	Case	\$
5	CLEAR POLY BAG 16"X24" 4MIL 250/CS	BG 46	Case	\$
15	STYROFOAM CUPS 12 OZ 1000/CS	DART 12J12	Case	\$
51	STYROFOAM CUPS 8OZ 1000/CS	DART 8J8	Case	\$
6 cs	PAPER CONE CUP 4 OZ ROLL RIM 1000/CS	KONIE 4.0	Case	\$
4	BROWN GROCERY BAG 12# BALES	DURO #12	BL	\$

2	FOAM 8 OZ EXTRA SQUAT CONTAINER	DART 08SJ3L	Case	\$
73	FOAM TRAY - 10 X 8 X 1 400/CS	GENPAK 10S	Case	\$
2	POLYCOATED 1 LB FOOD TRAY	Dopaco	Case	\$
NEW	Poly Banquet Roll White (40" x 300')		Roll	\$
NEW	Poly Banquet Roll Red (40" x 300')		Roll	\$
	SECTION TOTAL			\$

BROOMS, MOPS & MISC.

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
40	MOPHEAD COTTON 32 OZ 12/CS	Greenwood 3263	Dz	\$
10	MOPHEAD RAYON 32 OZ 12/CS	Greenwood 00333	Dz	\$
2	#16 Rayon Mop Head	248-32HR	Dz	\$
6	WET MOP HANDLE WOOD 54" EACH	Lafitte HA10039	Ea	\$
48	WET MOP HDL W/FIBERGLASS SHAFT EACH	Lafitte ha101210	Ea	\$
6 cs	H.D. 3" SNAP-ON DUST MOP REFILL/COVER 24" 12/CS	Lafitte DM10324	Case	\$
36	H.D. 3" SNAP-ON DUST MOP REFILL/COVER 36" 12/CS	Lafitte DM10336	Case	\$
1	H.D. 3" DUST MOP FRAME 24" EACH	Lafitte FR10324	Ea	\$

20	H.D. 3" DUST MOP FRAME 36" EACH	Lafitte FR 10336	Ea	\$
40	DUST MOP HANDLE SWIVEL LOCK EACH	Lafitte HA 10760	Ea	\$
10	HEAVY DUTYSTICK MOP 32 OZ DOZ	Greenwood 1132	Dz	\$
4	HEAVY DUTY BROOM 36# 4 STRING DOZ	Greenwood 5333	Dz	\$
6	MED DUTY FLOOR BRUSH 36" EACH	Greenwood 9173	Ea	\$
10	BROOM HANDLE THREADED END 60" EACH	Lafitte HA10560	Ea	\$
5	NYLON UTILITY BRUSH 20" EACH	Proline	Ea	\$
36	NYLON UTILITY BRUSH 9" EACH	Proline	Ea	\$
12	HEAVY DUTY DUST PAN 12" EACH	Greenwood 712	Ea	\$
10	HEAVY DUTY DUST PAN 16" EACH	Greenwood 716	Ea	\$
1	HEAVY DUTY PLASTIC MOP BUCKET WITH WRINGER 35Qt	Rubbermaid	Ea	\$
6	PRESSURE WRINGER FOR 32 OZ MOPHEAD EACH	Rubbermaid 6127	Ea	\$
0	STREET BROOM PLASTIC BRISTLES 24" EACH	Brp24 Lafitte	Ea	\$
34	16" Plastic Street Broom	211-1116	Ea	\$
36	WOOD STREET BROOM HANDLE TAPERED END EACH 60"	Lafitte HA 10660	Ea	\$
6	FLOOR SQUEEGEE – 18" MOSS RUBBER EACH	Greenwood #180	Ea	\$
2	FLOOR SQUEEGEE – 18" HEAVY DUTY EACH	Lafitte MS 14318	Ea	\$

16	WINDOW SQUEEGEE – 8” HEAVY DUTY EACH	Greenwood #008	Ea	\$
6	Bowl Mop-Cotton	A0200	Ea	\$
15	1 Gal sprayer standard grad	253-RFL1971	Ea	\$
31	3 Gal sprayer	253-RFL1973	Ea	\$
NEW	Gripper Mop Handle, fiber glass 60" Yellow with Orange head		Ea	\$
SECTION TOTAL				\$

HAND PRODUCTS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
10	Joy Dish Liquid in 1 gal container	GCI	Case	\$
87	BAR SOAP ANTIBACTERIAL 4.5 OZ IND WRAPPED	DIAL910	Case	\$
2	BAR SOAP HEAVY DUTY /PUMICE 4OZ BAR 48/CS	LAVA	Case	\$
1	LIQUID ANTIBACTERIAL SOAP 8OZ PUMP 12/CS	dial 84014	Case	\$
1	LIQUID HAND SOAP 30% GALLON 4/CS Similar to GCI # 07265	GCI # 07265	Case	\$
6	LOTION HAND SOAP (Comparable to GOJO or Clean Xpress) 12/800ML	Dial 99506	Case	\$
3	HAND CLEANER CREAM 18OZ 12/CS	GoJo 1109-12 Crème	Case	\$
1	HAND CLEANER CREAM 4.5LB (Comparable to GOJO Original Formula #1115)	GoJo 1115-06 Original	Case	\$

10	HAND CLEANING TOWELS – HEAVY DUTY NON-SCRATCHING ABRASIVE PRE MOISTENED W/PUMICE 72/BUCKET (Comparable to Dymon Rough Touch Scrubs) 6/CS	kc 91371	Case	\$
10	HAND CLEANING TEXTURED TOWEL 72 –10.5 x 12.25 TOWELS PER TUB (Comparable to Dymon Scrubs) 6 tubs per case	Dymon 42272	Case	\$
15	INSTANT HAND SANITIZER 4-5 OZ BOTTLE 24/CS	Lysol	Case	\$
13	FLOCK LINED LATEX GLOVES FOR GENERAL CLEANING (YELLOW) 18-20 MIL DOZ	GLYFL Westchester	DZ	\$
25	White cotton Knit Gloves	266-340-25	Case	\$
100	DISPOSABLE LATEX EXAM GLOVES MEDICAL GRADE 100/BOX LIGHTLY POWDERED THICK	Tradex	1Bx	\$
300	DISPOSABLE LATEX EXAM GLOVES MEDICAL GRADE 100/BOX POWDER-FREE 6 MIL THICK	Tradex	Case	\$
8	ANTIBACTERIAL FOAM SOAP	Aerogreen Foam Antibacterial	Case	\$
8	DISPENSER FOR SOAP	DEB SBS	Ea	\$
NEW	Nitrile Gloves Powder Free X Large 100 per box / 1000 Case	Tradex N5201	Bx/Case	\$
26	Hand Sanitizer gel 62% Ethyl Alcohol - 2 Liter Bottle- Similar to Members Mark 67.6 Oz Bottle	Members Mark	BTL	\$
12	Gojo 2156-04 Purell Hand Sanitizer refill bag 1000ML	Gojo / Purell	Bag	\$
New	2120-06 Dispenser for Gojo 2156-04 Purell Hand Sanitizer refill bag 1000ML	Gojo / Purell	Ea	\$
6	Hand Sanitizer Wipe 85/Container 6"x8" 6/CS	SSS (Triple S)	Case	\$
SECTION TOTAL				\$

CHEMICALS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
285	LIQUID BLEACH GAL. 6/CS 6%	James Austin	Case	\$
10	CLEANER W/BLEACH EFFECTIVE AGAINST HIV-1 (Comparable to Clorox Clean-Up) 136 oz 4/CS	Clorox Cleanup 35416	Case	\$
5	CLEANER DEGREASER ALL PURPOSE IND 6/CS STRENGTH GAL (Comparable to Simple Green)	GCI # 07200	Ea	\$
10	DEODORIZING CLEANER GAL (Comparable to Lysol IC Quat Cleaner Disinfectant) 4/CS	Lysol 74983	Case	\$
25	PROFESSIONAL HOSPITAL DISINFECTANT-DEODORANT SPRAY 13-16 OZ CAN (LYSOL) 12/CS	A 2660	Case	\$
6 cs	GLASS CLEANER NON AMMONIATED 4/1 GAL CS	GCI # 07215	Ea	\$
4	GLASS CLEANER AMMONIATED 4/1GAL CS	GCI #07210	Ea	\$
8	FURNITURE POLISH LEMON SCENT CLEANS, POLISHES AND DUSTS WOOD 18-20 OZ CAN CS	A2090	Case	\$
2	POWERED CLEANSER W/BLEACH 21OZ 24/CS	Ajax	Case	\$
5	CLEANER DISINFECTANT (Comparable to Spartan Super HDQ Neutral) 1 GAL	JF 500 Neutral cleaner	Case	\$
7	SPRAY DISINFECTANT DEODORANT (Comparable to Spartan Steri-Phene Fresh) 20OZ 12/CS	Chase	Case	\$
2	DISHWASHING LIQUID 32 OZ (meet or exceed Spartan Golden Glo) CS	Dish Detergent	Case	\$
12	STAINLESS STEEL CLEANER 12/15	JF 366	Case	\$
60	WALL DEODORANT BLOCKS 24 OZ 6/BOX	Fresh 00426	Case	\$
5	WALL DEODORANT BLOCKS 16 OZ 6/BOX	Fresh	Bx	\$

1	DEODORANT BLOCK ROUND 40Z DOZ	Krystal	Dz	\$
2	Urinal screen w/Para Block	265-165	Case	\$
4	HEAVY DUTY EMULSION BOWL CLEANER /ACID (Comparable to midlab RB324) 4/1 GAL	GCI # 07220	Case	\$
5	NON-ACID BOWL CLEANER/DISINFECTANT 4/1	GCI 07236	Case	\$
4	INDUSTRIAL STRENGTH CLEANER & DEGREASER	MEAN GREEN	Ea	\$
480	INDUSTRIAL STRENGTH CLEANER & DEGREASER	MEAN GREEN	6/1 CS	\$
1	F425 QUATERNARY DETERGENT/DISINFECTANT (Comparable to Inchemco F425) 4/1 GAL	GCI # 07289	Each	\$
55	F355 QUARRY TILE CLEANER 4/1GAL(Comparable to Inchemco F355)	HD 949504 (LEMON SLAM)	Case	\$
5	ANT & ROACH SPRAY 12/CS	A3430	Case	\$
9	WASP & HORNET SPRAY 12/CS	A2160	Case	\$
40	Metered Spray for Bathrooms Metered dry Deodorizer/Baby Powder	211-12MS	Case	\$
5	Inner Beauty (Similar to ARMOR ALL)	HD 10904	Case	\$
8	Glade SuperFresh Air	20194782	Case	\$
20	Neutral Lemon Disinfectant (4 gal per case)	HD 62504	Case	\$
New	16oz Airlift Spray Cans by Spartan (12 per case)	6095	Case	\$
6	#704 Suprox Cleaner 1/2 Gal 6 / Case	Hillyard	Case	\$
4	Spartan Airlift 1 Ga / 4 Case	Spartan	Case	\$

New	Spartan DMQ disinfectant Neutral AP Cleaner 4/1 Gal per Case	Spartan	Case	\$
New	813 Stearns White Wings Laundry Detergent 50 pack		Pk	\$
	SECTION TOTAL			\$

CONCENTRATED CLEANING SYSTEMS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT PRICE DILUTED GALLON	UNIT PRICE CONCENTRATE PER UNIT
126	AIR DEODORIZER	R0481		\$
31	H. D. DEGREASER	90152		\$
7	NEUTRAL DISINFECTANT	88358		\$
53	GLASS CLEANER	79128		\$
34	DAMP MOP CLEANER	55727		\$
	SECTION TOTAL			\$

FLOOR PRODUCTS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE
12	FLOOR SEALER – A semi-permanent sealer for use on all types floors 4/1 GAL	GCI # 07833	Ea	\$
6	FLOOR SEALER – A semi-permanent sealer for use on all types floors 5 GAL	GCI # 07837	Ea	\$

1	FLOOR SEALER – A semi-permanent sealer for use on all types floors 55 GAL	GCI # 07835	Ea	\$
87	FLOOR FINISH - 18% NON VOLITALE SOLIDS 4/1 GAL	GCI # 07820	Ea	\$
2	FLOOR FINISH - 18% NON VOLITALE SOLIDS 5 GAL	GCI # 07824	Ea	\$
6 cs	FLOOR FINISH - 18% NON VOLITALE SOLIDS 55 GAL	GCI #07804	Ea	\$
2	FLOOR FINISH - 20% NON VOLITALE SOLIDS 4/1 GAL	GCI # 07800	Ea	\$
35	FLOOR FINISH - 20% NON VOLITALE SOLIDS 5 GAL	GCI # 07804	Ea	\$
1	FLOOR FINISH - 20% SOLIDS 55 GAL	GCI # 07802	Ea	\$
1	FLOOR FINISH - 24% NON VOLITALE SOLIDS 4/1 GAL	GCI # 07850	Ea	\$
1	FLOOR FINISH - 24% SOLIDS 5 GAL	GCI # 07851	Ea	\$
10	FLOOR FINISH - 24% SOLIDS 55 GAL	GCI # 07852	Ea	\$
1	FLOOR FINISH - 55 GAL	GCI # 07822	Ea	\$
5	NON-AMMONIATED FLOOR STRIPPER 4/1 GAL	GLH	Case	\$
10	NON-AMMONIATED FLOOR STRIPPER 5 GAL	GLH	Case	\$
1	NON-AMMONIATED FLOOR STRIPPER 55 GAL	GCI # 07338	each	\$
1	CARPET SHAMPOO – 5GAL PAIL	GLH	5-gl	\$
1	CARPET PRE-SPOT 5 GAL PAIL	GLH	5-gl	\$
1	NEUTRAL LIQUID FLOOR CLEANER-FOR ALL FLOORING SURFACES AND FLOOR FINISHES 4/1 GAL	GLH	Case	\$

1	NEUTRAL LIQUID FLOOR CLEANER- FOR ALL FLOORING SURFACES AND FLOOR FINISHES 5 GAL	GLH	5-gl	\$
30	RED BUFF FLOOR PAD 20" (3M 0839) 5/CS	FL20WH Proschoice	5/cs	\$
2	NAT BL. BURNISH PAD 20" (3M 18210) 5/CS	FL20 NAT Proschoice	5/cs	\$
21	WHITE POLISH PAD 20" (3M 08484) 5/CS	FL20WH Proschoice	5/cs	\$
50	SOAKIT VOMIT CONTROL 1lb bag	101	Bags	\$
1 Pallet	Oil Dry Absorbent 50# bags (40 PALLET)	OIL DRY	Pal	\$
NEW	Illusion Floor Finish 4/1 Gal per case	#230-162041	Case	\$
48	Spartan Damp Mop 4/1 Gal	Spartan	Case	\$
18	Top Clean Neutral Floor Cleaner 6 1/2 Gl per Case	Hillyard HIL0070622	Gl	\$
4	Floor Finish Restorer 1 Gal or 4GL/Case	Spartan 433065 or 433004	GL / CS	\$
40	20" Black Strip Pad 5/Case	SSS	CS	\$
10	20" Burnishing Pad Blue	SSS	EA	\$
	SECTION TOTAL			\$

ANALOG LAUNDRY PRODUCTS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE CONCENTRATE PER UNIT
51	LAUNDRY DETERGENT LIQUID 30 GAL	Harvard 406030		\$

1	LIQUID BLEACH 30GAL	Harvard 210030		\$
92	STAIN REMOVER 30GAL	Harvard 21030		\$
8	GENTLE (SOFTNER) 30 GAL	Harvard 280030		\$
6 cs	Low Sudsing Detergent 55 Gal	Harvard 24555		\$
	SECTION TOTAL			\$

DIGITAL LAUNDRY PRODUCTS

Annual Usage	PRODUCT DESCRIPTION	<u>CURRENT OR RECENT PRODUCT USED</u>	UNIT MEASURE	UNIT PRICE CONCENTRATE PER UNIT
51	LAUNDRY DETERGENT LIQUID 30 GAL	Harvard 406030		\$
1	LIQUID BLEACH 30GAL	Harvard 210030		\$
92	STAIN REMOVER 30GAL	Harvard 21030		\$
8	GENTLE (SOFTNER) 30 GAL	Harvard 280030		\$
6	Low Sudsing Detergent 55 Gal	Harvard 24555		\$
	SECTION TOTAL			\$

TOTAL PRICING ALL SECTIONS: \$ _____



BIDDERS ADDENDA ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following addenda:

<u>Addendum No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Signed this _____ day of _____ 202_____

Signature: _____

Title: _____

Company: _____