



REQUEST FOR PROPOSAL

**ANNUAL CONTRACT FOR
JANITORIAL SUPPLIES**

BID NO. 485-0511-12F

BID DUE DATE: MONDAY, JUNE 27, 2011, 2:00 P.M.

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, at **2:00 pm on June 27, 2011, Bid No. 485-0511-12F.**

Bids shall be made only on this 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. Proposals shall be written in ink, computer generated, or typewritten. 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, altered, or signed after bids are opened.

It is the vendor's/contractor's responsibility to check the City's website for any addenda that may have been issued prior to the bid/proposal due date. <http://www.ci.antioch.ca.us/CityGov/Finance/Purchasing/RFPs.asp>

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.

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 written request to the Public Works Department for an interpretation thereof prior to the bid opening. 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 issued to each person to whom specifications have been issued, 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.

5. Bid Openings - Bids shall be delivered to the Public Works Department of the City of Antioch on or before the day and hour set for the opening of bids in the published Notice to Bidders. Each bid shall be enclosed in a separate sealed envelope bearing the description of the bid, the bid number, the name of the bidder, and the date and hour of the bid opening. 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 submitted without an amount, it will not be considered.

8. Award or Rejection - The bid will be awarded to the lowest responsible bidder. However, the City reserves the right to reject any or all bids, or to waive any minor irregularities or informalities in the bid. The City reserves the right to change quantities prior to the award. The City reserves the right to make the award to the overall lowest responsible bidder.

9. Terms and Conditions - The successful bidder must comply with the City's insurance requirements as set forth in this document and the attached Maintenance and Trade Services Agreement. The bidder shall not change the wording in the attached specifications or conditions. No words or comments shall be added to the general conditions or detailed specifications. Conditional bids cannot be accepted.

10. Alternatives - The make or brand and grade of the article on which the bid is submitted should be stated on the bid form. If alternates are bid, literature must be submitted with bid in order for the alternate to be considered. All items on which bids are submitted must in all cases be equal or better in quality and

utility to those specified by the City. Determination of the acceptability of any product offered shall be solely at the discretion of the City of Antioch.

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 of the City of Antioch are Net 30 days. All invoices must include the Purchase Order number, job code and explanation of Services/Goods. The City shall make no payment until work has been inspected and approved by the City. The payment is contingent upon receiving proper invoice and delivery of the goods and/or services. Invoices must be mailed to City of Antioch, PO Box 5007, Attention Public Works, Antioch, CA 94531-5007.

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. Brand Names – The use of the name of a manufacturer, or any special brand or make, in describing any item in the bid documents does not restrict bidders to that manufacturer or specific article. An equal of the named product will be given due consideration. Notwithstanding the foregoing, the City may impose additional restrictions in the Specification section of the documents.

14. 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 (9.25%).

15. 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.

16. Inspection - All work performed shall be subject to the inspection of the City, and unsuitable work may be rejected. Defective work shall be made good by the vendor/contractor in a manner satisfactory to the City. The City shall make no payment until work has been inspected and approved by the City.

17. Assignment - No assignment by the contractor or any contract to be entered into 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.

18. Warranty - Terms of any warranty offered by the manufacturer or the bidder shall be included with the bid.

19. Timely Delivery - 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/contractor.

20. Liquidated Damages - If delivery does not occur on schedule it is understood that the City will suffer damage. It is agreed that the contractor shall pay the City any sum imposed by a breach of regulations. These costs and any additional City overhead shall be subtracted from payment owed the vendor/contractor.

21. 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.

22. Termination for Convenience - The City may, by written notice stating the extent and effective date, terminate the contract for convenience in whole or in part, at any time. The City shall pay the vendor/contractor 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 vendor/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.

23. 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.

24. Business License –The City of Antioch requires any vendor/contractor doing business within the City limits hold a valid [City of Antioch Business License](#) prior to merchandise delivery or services provided (by vendor/contractor). Download the [Business License Application](#) at this site: <http://www.ci.antioch.ca.us/CityGov/Finance/BusLicApp703.pdf>

25. Nondiscrimination and 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, 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 for this Agreement.

26. Governing Law - This contract shall be construed and interpreted according to the laws of the State of California.

27. Questions relating to this bid should be directed to Jeff Glover, City of Antioch, P.O. Box 5007, Antioch, CA 94531-5007, (925) 779-6951, or email jglover@ci.antioch.ca.us

28. Successful bidder shall be expected to agree to and comply with all terms addressed in the attached Maintenance and Trade Services Agreement.

II INSTRUCTIONS AND CONDITIONS

1. PREPARATION/SUBMISSION OF BIDS:

- Each bid must be submitted on this form in a sealed envelope with the bid number, closing date, and time on outside.
- All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission. Corrections shall be initialed in ink by the person signing the bid.
- Corrections and/or modifications received after the closing time specified will not be accepted.
- Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor/contractor to receipt of the goods or services by the City.
- Time of delivery may be a consideration in the award.
- Prices will be considered as net if no cash discount is shown.
- All bids shall be signed by an authorized officer or employee of the bidder.
- Bids must be submitted by the date and at, or prior to, the time specified to be considered. No late bids will be accepted in any format.
- If your quotation is on an "all or nothing" basis, please state on quotation form.

2. RIGHT TO AUDIT:

The City of Antioch reserves the right to verify, by examination of vendor's/contractor's records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

3. 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.

III CONTRACTOR'S INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees, or subcontractors.

Minimum Scope of Insurance-

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | | |
|---|-------------|---|
| 1. General Liability
(including operations,
products, and
completed operations | \$1,000,000 | Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability | \$1,000,000 | Per accident for bodily injury and property damage. |
| 3. Workers' Compensation | | As required by the State of California. |
| 4. Employer's Liability | \$1,000,000 | Per accident for bodily injury or disease |

If the contractor maintains higher limits than the minimums shown above, their entity shall be entitled to coverage for the higher limits maintained by the contractors.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to the Contractor's insurance policy, or as a separate owner's policy.

2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, and volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) day's prior written notice has been provided to the City.

Waiver of Subrogation

Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the contractor, its employees, agents, and subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable by entity.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory **endorsements** affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

IV PREVAILING WAGES

Where labor is required for public work as part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractors shall pay no less than the minimum wages established by the Director of the Department of Industrial Relations of the State of California. Copy of wage schedules are obtainable from the City's Engineering Department.

It shall be mandatory upon the contractor to whom the contract is awarded, and his subcontractors to pay not less than the established prevailing rate of wages to all workers employed by the contractor or said subcontractors in the execution of the contract.

The Contractor shall post a copy of the general prevailing rate of per diem wages at the job site pursuant to Section 1773.2 of the Labor Code of the State of California.

Pursuant to the provisions of Division 2, Part 7, Chapter 1, Article 2, and any amendments thereof of the Labor Code of the State of California, the Contractor and any subcontractor under him shall pay not less than the specified prevailing rate of wages to all workers employed in the execution of the contract.

The Contractor shall, as a penalty to the State or the City forfeit Fifty Dollars for each calendar day, or portion thereof, for each workman paid less than the stipulated prevailing rates for any work or craft in which such workman is employed under the contract by the Contractor or by any subcontractor under him. The difference between such stipulated prevailing wage rates and the amount paid to such worker for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor. The provisions of Section 1776 of the Labor Code of the State of California shall be complied with by the Contractor. For all classes of work not specified herein, the minimum wage shall be that specified for general laborer.

The specified wage rates are minimum rates only and the City will not consider and shall not be liable for any claims for additional compensation made by the Contractor because of payment by him of any wage rate in excess of the general prevailing rates. All disputes in regard to the payment of wages in excess of those specified herein shall be adjusted by the Contractor at its own expense.

The holidays upon which such rates shall be paid shall be all holidays recognized in the collective bargaining agreement applicable to the particular craft, classification, or type of workman employed on the project.

V APPEALS AND REMEDIES

Any actual or prospective bidder, service provider, or contractor that has a grievance in connection with any City solicitation or award of contract shall proceed pursuant to Chapter 4 of Title 3 of the Antioch Municipal Code.

VI SPECIFICATIONS:

The City of Antioch invites your firm to submit a proposal to furnish janitorial supplies as required for the period July 1, 2011, thru June 30, 2014. All supplies will be ordered on an as needed basis. All pricing is to be firm for the period of the contract. The quantities requested are estimates only, and the City cannot guarantee these amounts will be purchased. The City of Antioch reserves the option to have two (2) one year extensions to this contract.

The successful vendor(s) must provide Material Safety Data Sheets (M.S.D.S.) for all shipments of chemicals, cleaners or any substance that has been identified by O.S.H.A. as a potential hazard.

All material to be delivered within five (5) days from time of order. All material will be shipped prepaid to the City of Antioch, Central Stores, located at 1307 West Fourth Street. Deliveries to be made between the hours of 7:30 a.m. and 3:00 p.m., Monday thru Friday.

RETURN THIS PAGE WITH YOUR PRICING SCHEDULE

III. Bid Work Sheet - Bid No. 485-0511-12F - Due 6/27/11, 2:00 p.m.

To The City of Antioch:

In compliance with the annexed notice inviting sealed proposals, the undersigned hereby proposes to furnish all necessary tools and equipment, materials, labor, and supervision (including cost of Worker's Compensation Insurance and all payroll taxes on such labor) to complete the janitorial supplies quotation herein described in accordance with the special provision therefore, and agrees to enter into a contract therefore, at the listed prices.

All prices shall be F.O.B. Jobsite, Antioch, California. Sales tax should not be a part of the unit price. Should you show sales tax as a separate line item, the rate for the City of Antioch is 9.25%.

	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	400	CS	Towels, paper, white, C-fold, 16 pkg per case, 150 towels per/pkg, 2400 towels per case. Minimum weight 19 lbs. per case. EcoSoft #49300 100% recycled or equal.	_____	_____
2.	100	CS	Paper, toilet, 96 rls/cs, 500 2-ply shts/roll, 4.5" x 4.5", EcoSoft #549 100% recycled or equal, minimum weight 52 lbs per case.	_____	_____
3.	10	CS	Paper, toilet, interfolded, 2-ply, 400/pk 60 pks/case, Acclaim 10101 or sub.	_____	_____
4.	30	CS	Covers, toilet seat, ½ fold, 200/pk, 20 pks/case, Health Guard or equal.	_____	_____
5.	30	CS	Covers, toilet seat, ¼ fold, 200/pk 25 pks/case, Health Guard or equal.	_____	_____
6.	36	CS	Bleach, household in one gallon plastic jugs, 6 per case.	_____	_____
7.	40	CS	Germicidal cleaner and deodorant, concentrate, E-San 64 or equal, in one-gal. plastic jugs, 6 per case	_____	_____
8.	30	CS	Malodor counteractant, Chex odor kill, or equal, in one gal. plastic jugs, 4 per case.	_____	_____
9.	50	SK	Ultrasorb super fine, premium oil absorbent, 33-1/2 lb. sack.	_____	_____
10.	300	CS	Bags, trash, plastic, 36 x 60 in. 1.5 mil 100/case, Nelson HMT3858H or equal. Minimum weight 22 lb/case.	_____	_____

- 11. 80 CS Bags, trash, plastic, orange, 36" x 58", 1.5 mil, 100 per case. No sub _____
- 12. 40 CS Soap, hand, liquid type, Pink Frost, one gal. plastic jug, 4 per case. _____
- 13. 200 CS Towels, paper, white, multi-fold, 16 pk/cs, 250 pr/pk, 4,000/cs, EcoSoft #48500 100% recycled or equal. Minimum weight 22 lbs per case. _____
- 14. 200 CS Light duty wipers, Fort James Wipe Away #29215, 16 pk/case, 50/pkg, 800 per case. _____
- 15. 144 CN Bee, wasp, hornet killer, 12-oz. aerosol can, long range, jet stream insecticide, Claire Golden Jet or equal. _____
- 16. 144 CN Insect Killer, 13oz. Aerosol can, Claire Bug Buster or equal. _____
- 17. 10 CS Cleaner, glass, aerosol, 19 oz. can, 12/case, low v.o.c., United 114 or sub. _____
- 18. 30 CS Protectant, high gloss, aerosol, 14 oz. can, 12/case, Armor All or sub _____
- 19. 30 CS Remove, vandalism, gelled formula, 16 oz. aerosol can, 12 cans per case, Claire CL880 or sub. _____

All paper products must meet or exceed EPA guidelines and certify post consumer fiber content.

All materials to be ordered on an as needed basis. Please list complete descriptions for each alternate bid or substitute listed for consideration.

The above quantities are estimates only for the comparison of bids. The City of Antioch will pay only for actual acceptable material received at the unit prices submitted.

Will you accept a partial award of this contract? YES _____ NO _____

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

Company Name _____

Contact Name _____

Title _____

Address_____

City/State/Zip_____

Email Address_____

Telephone_____ FAX_____

Contractor's License No._____

Signature_____ Date_____

Send via mail (sealed) to:
City of Antioch/Public Works
P.O. Box 5007
Antioch, CA 94531-5007
Bid No. 485-0511-12F

or

Deliver via courier (sealed) to:
City of Antioch/ Central Stores
1201 W 4th Street
Antioch, CA 94509
Bid No. 485-0511-12F

Directions to Public Works: From Highway 4, take Auto Center Drive exit. Drive north approx. 1 mile; Auto Center Drive turns into West Fourth Street. 1201 W 4th Street (4th and "M" Streets). Enter from 'M' Street. The office is located in the brick building - hours are Monday through Thursday 7 am – 4 pm, except holidays. (Auto Center Drive was changed from Somersville Road.)

Bidder's Information
(Return this Page with Bid/Bid)

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.

Does proposed bid conform to all requirements listed in this document and drawings? YES ___ NO___

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._____

Signature_____ Date_____

THIS PAGE MUST BE RETURNED WITH BID.

NON COLLUSION AFFIDAVIT
(Return this page with Bid/Proposal)

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 _____, 2011

Notary Public

Bidder's Initials _____

THIS PAGE MUST BE RETURNED WITH BID.