



# **COUNTY OF LYCOMING**

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## **PURCHASING DEPARTMENT**

Mya Toon, Lycoming County Chief Procurement Officer, CPPB  
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701  
Tel: (570) 327-6746 ♦ Fax: (570) 320-2111 ♦ Email: [mtoon@lyco.org](mailto:mtoon@lyco.org)

# **REQUEST FOR QUOTES FOR JANITORIAL SUPPLY PRODUCTS**

**ISSUE DATE: NOVEMBER 17, 2016**

**DUE DATE: DECEMBER 9, 2016**

**Vendors may download proposals by going to [www.lyco.org](http://www.lyco.org) and clicking on Top 10 Links, Request for Bids/Proposals. All Vendors are required to contact the Lycoming County Chief Procurement Officer and place their company name on the Vendors' list. This will ensure that each Vendor receives any and all addenda that may apply to the current quotation package. Failure to receive all current information could result in your company submitting an inaccurate quotation, which may be disqualified by the County.**

## QUOTATION INFORMATION AND INSTRUCTIONS

- 1.1 Purpose and Intent of Quotation.** This Request for Quotation (RFQ) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this RFQ to cover the terms and conditions under which successful Bidder's shall be responsible for providing a written price quotation for janitorial supply products to the County of Lycoming (hereinafter "County") through price quotations.

It is the County's intention to select MULTIPLE BIDDERS to supply all products. Supplies will be purchased by each County Department from the lowest responsible Bidder(s), including full consideration of any alternates which may appear on the bid form, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County's best interest.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all quotes, or to accept any part of a quote without accepting the whole thereof, or to accept such quote as they deem to be in the best interest of the County.

- 1.2 Deadline and Submission of Quotations.** Quotes shall be due to the attention of Mya Toon, Chief Procurement Officer, no later than Friday, December 9, 2016, 5:00 P.M. EST. Late quotes may not be accepted. Quotes can be mailed, faxed, emailed, or hand-delivered and must be clearly marked RFQ for Janitorial Supply Products.

All Quotes must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFQ package.

A summary of quotations received, including company name and quotation amount will be posted on the Purchasing Department's page on the County's website ([www.lyco.org](http://www.lyco.org)) within 48 hours of the quotation opening.

The County may waive minor informalities or irregularities in the quotes received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Bidders. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the bid by giving a Bidder an advantage of benefits not enjoyed by other Bidders.

- 1.3 Important Dates.** The following lists important events and deadlines regarding the RFQ.

Issue Date:	November 17, 2016
Final Date for Written Questions:	November 28, 2016
Deadline for Submitting Quote:	December 9, 2016
Opening of Quote:	December 12, 2016

- 1.4 Communications.** All questions regarding this RFQ shall be submitted in writing to Mya Toon, Chief Procurement Officer, at [mtoon@lyco.org](mailto:mtoon@lyco.org). Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFQ or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than November 28, 2016, 5:00 P.M. EST.

- 1.5 Preparation of Quote.** The County shall not be responsible for any costs associated with the preparation or submittal of any quote. All costs are entirely the responsibility of the Bidder.
- 1.6 Award of Quote.** The County will award items on a per item basis to the lowest and best responsive, responsible Bidder(s) meeting all terms, conditions, and specifications of the RFQ. The County reserves the right, in its sole and absolute discretion, to accept or reject any and all quotes or parts thereof, or to accept such quote as they deem to be in the best interest of the County.
- 1.7 Public Disclosure.** All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure. A summary of quotes received, including company name and bid amount will be posted on the Purchasing Department's page of the County's website ([www.lyco.org](http://www.lyco.org)) within 48 hours of the quote opening.
- 1.8 Bidder's Certification.** By submitting a proposal, the Bidder is certifying that it and its Principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.
- 1.9 Submission of Samples.** When samples are required to be supplied, they must be supplied within seven (7) days of quote opening, unless otherwise requested by the County or otherwise required by the quote documents. The County also has the right not to return any samples required by the quote. Bidder shall bear the costs of providing the required samples.

The County reserves the right to: (a) request additional samples of the product; (b) conduct in-house testing of the product; or (c) perform tests of the product, including destructive tests that would indicate the product's performance under actual County usage conditions, in order to completely evaluate the product and make a determination as to its compliance with the specifications.

- 1.10 Evidence of Product Equivalency.** When brand or trade names are used in the quote invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Quotes on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent quotes must be accompanied by descriptive literature and/ or samples and shall be supplied at no charge to the County.
- 1.11 Quantities.** When the quantity is identified as "estimated", it shall be understood and agreed that quantities listed are estimates only and the precise quantities of goods and/or services cannot be determined during the term and such goods and/or services shall ordered on an as needed basis. That fact shall not constitute the basis for any equitable price adjustment.

When the quantity is identified as "definite", it shall be understood and agreed that quantities listed are definite and such goods and/or services shall be delivered of a definite quantity during the term. Except for any limitations on quantities, there is no limit on the number of orders that may be issued. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the County urgently requires delivery of goods and/or services before the earliest date that delivery may be specified under this quote, and if the Bidder will not accept an order providing for the accelerated delivery, the County may acquire the urgent required goods and/or services from another source or vendor.

**1.12 Ordering.** All Items will be ordered on an as needed basis. Bidders must note in his/her quote if there is a minimum order requirement.

The County reserves the right, in its sole and absolute discretion, to accept or reject any and all quotes or parts thereof, or to accept such quote as they deem to be in the best interest of the County.

**1.13 Time of Performance and Delivery.** The time of performance shall be January 1, 2017 - March 31, 2017. Delivery or performance shall be made only as authorized by orders issued in accordance with the ordering specifications. Subject to any limitations in the delivery or ordering specifications or elsewhere in the quote, the Bidder shall furnish to the County all goods and/or services specified and called for by orders issued in accordance with the ordering specifications. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations.

**1.14 Rejection of Work.** Services and/or goods received by the County shall not be deemed accepted until the County has had a reasonable opportunity to inspect. Services and/or goods that are discovered to be non-conforming to the agreed upon specifications may be rejected upon initial inspection or at any later time if non-conformity were not reasonably discoverable at the time of initial inspection. Within fifteen (15) days of receipt of notification of rejection, Bidder shall remedy services and/or goods without expense to the County.

If the Bidder fails, neglects or refuses to do so, the County shall then have the right to obtain such services and/or goods from another source and deduct from any monies due or that may thereafter become due to the Bidder, the difference between the price stated and the actual cost thereof to the County. If the amount due to the Bidder is insufficient to meet such expenses, the Bidder shall be liable for the excess and the County may proceed against the Bidder through appropriate legal action.

**1.15 Pricing.** Bidders warrant the quote price(s), terms and conditions stated in his/her quote shall be firm and fixed for the entire quote period. If your quote includes price increases over the term of the quote, such increases must be clearly indicated in the Quote Price Schedule. All quotes prices must include charges for packing, delivery, fuel, etc.

**1.16 Delivery.** All quotes must include delivery to multiple locations within Lycoming County, FOB Destination, and INSIDE DELIVERY BY YOUR CARRIER IN VARIOUS QUANTITIES.

**1.17 Billing/Shipping.** Each monthly invoice shall be broken down by invoice and mailed to each County facility. The successful Vendor is required to "Bill as Shipped" to:

Lycoming County Courthouse / Executive Plaza / Third Street Plaza & Warehouse Supplies  
Attn: Ruth Schmouder  
33 West Third Street, 5<sup>th</sup> floor  
Williamsport, PA 17701

Lycoming County Prison  
Attn: Robert Pulizzi  
277 West Third Street  
Williamsport, PA 17701

Lycoming County Resource Management Services  
Attn: Accounts Payable  
P.O. Box 187  
Montgomery, PA 17752

Lycoming County Pre-Release Center  
Attn: Patricia Shaffer  
546 County Farm Road  
Montoursville, PA 17754

Lycoming County Courts  
Attn: Keely Hitchens  
48 West Third Street  
Williamsport, PA 17701

**1.18 County Department Delivery Locations.**

Lycoming County Courthouse	
Lycoming County Executive Plaza	Maintenance Office, 5 <sup>th</sup> floor
Lycoming County Third Street Plaza	33 West Third Street
Lycoming County Warehouse Supplies	Williamsport, PA 17701

**\*\*DELIVERIES FOR THE LOCATIONS LISTED ABOVE ARE TO ARRIVE WITHIN ONE WEEK FROM THE DATE OF THE ORDER.**

Lycoming County Lysock View Complex	542 County Farm Rd., Maintenance Dept. Montoursville, PA 17754
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**\*\*DELIVERIES FOR THE LOCATIONS LISTED ABOVE ARE TO ARRIVE WITHIN ONE WEEK FROM THE DATE OF THE ORDER.**

Lycoming County Pre-Release Center	546 County Farm Rd Montoursville, PA 17754
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Lycoming County Resource Management Services	477 Alexander Drive Montgomery, PA 17752
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Lycoming County Prison	277 West Third Street Williamsport, PA 17701
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**1.19 Payment.** The County will make payment within thirty (30) days of receipt invoice for properly received goods and/or services after inspection and acceptance of the goods and services by the County. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment shall be made within thirty (30) days under conditions as stated above.

The County offers Bidders the option to enroll in electronic payment via automated clearing house (ACH) to the Bidder's provided bank account of record.

**1.20 Security and Safety at the Prison and Pre-Release Center.**

- The following items are prohibited from being brought onto the facilities grounds and site:
  - Alcoholic beverages and drugs;
  - Tobacco Products
  - Explosive and firearms

- It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
- It is likewise strictly forbidden to bring into or take out of the facilities, either for pay or for favor, for any inmate, any article, without the proper authorization from the Maintenance Supervisor.
- It is forbidden to roam at will throughout the facilities. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
- It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc.). Also no affectionate or inmate behavior between official visitors and inmates is permitted.
- All vehicles are to be parked in a location designated by designee. Parked vehicles must always be locked and ignition off.
- Escorting of any person, not previously approved, onto the facilities grounds or into the facilities is prohibited.
- The offering and/or giving of any tips, gratuities, fees, etc. to any inmate and/or personnel is strictly prohibited.
- Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
- In the event an acquaintance, friend, or relative of Bidder's employee should be an inmate of the institutions at which work is being conducted, it is advisable that you communicate this confidentially to the designee.

**Courthouse, Executive Plaza, Third Street Plaza, Lysock View Complex & Pre-Release Center**  
**Janitorial Supply Products Specifications**

Item #	Product #	PRODUCT DESCRIPTION	Unit	Unit Price
1		32 OZ. SPRAY TRIGGERS/32 OZ BOTTLE-UNIT	EA	
2		BATHROOM PLUS DISINFECTANT BOWL CLEANER (1720-45)	12 QTS/CASE	
3		BROWN MULTIFOLD TOWELS min case weight 18.54 lbs	4000/CASE	
4		BROWN ROLL TOWELS 7 7/8"X600'-2"CORE min case weight 33.0lbs net wt	12 ROLLS/CASE	
5		CAN LINER BAGS (24"X33") 8 MICRONS case weight- min 16.8 lbs net wt.	20 ROLLS/50 BAGS/CASE	
6		CAN LINER BAGS (30"X37") 13MICRONS case weight -min 19.4 lbs net wt.	20 ROLLS/25 BAGS/CASE	
7		CAN LINER BAGS (38"X60") 17 MICRONS case weight -min 20.9 lbs net wt.	8 ROLLS/25 BAGS/CASE	
8		CAN LINER BAGS (40"X48") 16 MICRONS case weight -min 20.7 lbs net wt.	10 ROLLS/25 BAGS/CASE	
9		COMET CLEANER-LIQUID SPRAY W/BLEACH	8-32 OZ BOTTLES/CASE	
10		DISINFECTANT SPRAY- BACTERICIDAL/TUBERCULOCIDAL/FUNGICIDAL/VIRUCIDAL- SPRAY CAN	12CANS /CASE	
11		GLOVES VINYL/POWDER FREE-EXAM QUALITY -5 MIL-xlarge	100 BX/10 BX/CASE	
12		GLOVES VINYL/POWDER FREE-EXAM QUALITY-5MIL-large	100 BX/10 BX/CASE	
13		GOJO FOAM SOAP- LUXURY FOAM HANDWASH	2-1500ml/CASE	
14		KUTOL FOAMING LUXURY HAND SOAP-1000 ML BAG (69041)	6/CASE	
15		KUTOL GREY 1000ML DISPENSER (SS001GR32)	EA	
16		NEUTRAL FLOOR CLEANER CONCENTRATE- lemon or neutral scent	4 GALLONS/CASE	
17		NEUTRAL FLOOR DISINFECTANT CLEANER CONCENTRATE- lemon or neutral scent	4 GALLONS/CASE	
18		PUMP DISPENSER-1 OZ	EACH	
19		SPRAY BOTTLE TOP- TRIGGER SPRAY TOP	EACH	
20		TALL FOLD NAPKINS-WHITE MIN CASE WT 22.66 LBS	10000/CASE	
21		TOILET BOWL MOP	EA	
22		TOILET TISSUE (2-PLY 500 SHEETS-MIN 4.0"X3.5") -34.0 lbs min case wt.	96 ROLL/CASE	
23		TOILET TISSUE (2-PLY JUMBO JUNIOR ROLL-9" -1000FT/ROLL ) 22.0 lbs min case wt	12 ROLLS/CASE	
24		WHITE MULTI-FOLD TOWELS 9.5"X 9.125" MIN CASE WT 15.2 LBS	250/PK 12PK/CS 3000/CASE	
25		WHITE ROLL TOWELS 7 7/8" x800'-2"dia core-MIN CASE WT 26.88 LBS	6 ROLLS/CASE	

**Prison Janitorial Supply Products Specifications**

<b>Item #</b>	<b>Product #</b>	<b>Product Description</b>	<b>Unit</b>	<b>Unit Price</b>
1		16-24 oz. Twist On Mop Head	12/Case	
2		26 to 35 Quart Correctional Mop Bucket and Ringer	Each	
3		3M Perforated Roll Dust Mop Covers	3 Rolls/Case	
4		4' Wooden Handle for Perfex upright broom	Each	
5		5' Plastic Handle for Perfex Push Broom	Each	
6		5' Plastic twist on mop handle	Each	
7		5' Wooden Handle for Perfex Push Broom	Each	
8		7-7/8" x 1000 ft. Hard Wound Natural Roll Paper Towels	6/Case	
9		7-7/8" x 1000 ft. Hard Wound White Roll Paper Towels	6/Case	
10		Black Heavy Duty Floor Stripping Pads 7 3/4"	5 Pads/box	
11		Blue Floor Cleaning Pads 7 3/4"	5 Pads/box	
12		Bul-It Non-acid soap scum remover/Pail #bul-05mn	5 gallon bucket/each	
13		Can Liner (24 X 32 X 6 Micron HDPE)	50 Bags/Roll 20 Rolls/Case	
14		Can Liner (40 x 48 x 16 Micron HDPE)	25 Bags/Roll 10 Rolls/Case	
15		Counter Duster Brush	Each	
16		Hook and Loop Attached Micro Fiber Mop Head	Each	
17		Floor Cleaner No Rinse	2.5 gl	
18		Micro Fiber Cloths 16" x 16"	Each	
19		Micro Fiber Mop Handle	Each	
20		Nylon Mop Head for Applying Floor Finish	Each	
21		Oder free floor stripper	Gallon	
22		Perfex 10" Deck Scrub Brush #3010	Each	
23		Perfex 24" Push Broom #2524 for Rough Floors	Each	
24		Perfex Long & Narrow Brush #3055	Each	
25		Perfex Upright Broom #2200 5 1/4" to 7" Trim Flagged	Each	
26		Perfex Upright Broom #2300 5 1/4 to 7" Trim Unflagged	Each	
27		Plastic Dust Pan	Each	
28		Red Floor Buffing Pads 7 3/4"	5 Pads/box	
29		Rubber Maid 32 Gallon Trash Can #2632	Each	
30		Rubbermaid 44 Gallon Trash Can #2643	Each	
31		Rubbermaid Rectangular Trash Can #2957	Each	
32		Scotch Brite #63 Light Duty Scrubbing Sponge	20/Box	
33		Scotch Brite #96 Green Scouring Pads	20/Box	
34		Short Handle Scrub Brush	Each	
35		Toilet Tissue 2 Ply 3.5" x4.5" 500 sheet/roll >33lb./case > 54 sq ft/roll	96/case	
36		Urinal Screen With Deodorant Block (Pink Spice)	12/Case	
37		Vinyl Floor Finish and Sealer	5-Gallon	
38		White C-fold Towels	240 Towels/Pack 10 Packs/Case	
39		White Poly Toilet Swab	Each	

**Resource Management Services Janitorial Supply Products Specifications**

Item #	Product #	Product Description	Unit	Unit Price
1		12 OZ WHITE FOAM CUP	1000/CASE	
2		9 OZ. COLD DRINK CUPS	2500/CASE	
3		ANGLE SWEEP BROOM	EACH	
4		BLEND BUDDY FOR H2ORANGE2	EACH	
5		CAN LINERS 33" X 40" 33 GAL HI-D 16 MICRONS	250/CASE	
6		CAN LINERS 33" X 40" HI-D 16 MICRONS	250/CASE	
7		CASCADE LIQUID DISHWASHER DETERGENT	20 OZ/EA	
8		CLEAR CAN LINERS 8-10 GALLON FOR #2956 CAN	250/CASE	
9		DUST PANS 12"	EACH	
10		DUST PANS 16"	EACH	
11		DUSTING BRUSHES 8" GRAY FIBER	EACH	
12		EN MOTION ROLL TOWELS	6 ROLLS/CASE	
13		EN MOTION TOWEL DISPENSER	EACH	
14		EXTEND TO REACH DUSTER	EACH	
15		FINISH MOP HEAD	EACH	
16		FURNITURE POLISH FOR WOOD/FORMICA/VINYL	12/CASE	
17		GARAGE PUSH BROOM WITH HANDLE (HEAVY DUTY)	EACH	
18		H2ORANGE2 CONCENTRATE CLEANER	4 GALLONS/CASE	
19		KIMBERLY CLARK KLEENEX C FOLD TOWEL WHITE	2400/CASE	
20		KLING CLINGING TOILET BOWEL CLEANER	12 QUARTS/CASE	
21		LAMBS WOOL DUSTER	EACH	
22		LIQUID DISHWASHING SOAP	50 OZ/6/CASE	
23		LIQUID LAUNDRY DETERGENT	GALLON/4/CASE	
24		MAJESTIC EXTRACTION CLEANER	GALLON/4/CASE	
25		MAJESTIC TRIPLE ACTION SPOTTER DEODORIZER	GALLON/4/CASE	
26		MULTIFOLD NATURAL PAPER TOWEL	4000/CASE	
27		PAIL PUMP	EACH	
28		SCENTED HAND SOAP WITH LOTION	4 GALLON	
29		SCOTT 10 WYPALL L40 WIPES	CASE	
30		SCRUB BRUSH	EACH	
31		SCRUBBING SPONGES 6.1" X 3.6"	20/CASE	
32		SPONGES 5 1/4 X 3 5/8 X 1 1/2	6/CASE	
33		SPONGES 5 1/4 X 3 5/8 X 2	6/CASE	
34		SPRAY NINE AEROSOL GLASS & STAINLESS CLEANER	EACH	
35		TOILET BOWL CLEANER/BRUSH CADDIE	EACH	
36		TOILET BRUSH ANGLE HEAD	EACH	
37		TOILET BRUSH STRAIGHT HEAD	EACH	
38		TOILET TISSUE (JUMBO 9" 2-PLY WITH 3.3" CORE)	12/CASE	
39		TOILET TISSUE 2-PLY SMALL	96/CASE	
40		URINAL BLOCK SCENTED WITH SCREEN	EACH 12/pk	

**Warehouse Janitorial Supply Products Specifications**

Item #	Product #	PRODUCT DESCRIPTION	Unit	Unit Price
1		DUSTING CLOTHS-DISPOSABLE TREATED DUST CLOTHS-2 PLY-MIN 12"X16"	13-16/500 PER CASE	
2		FACIAL TISSUE	30 BOXES-100CT	
3		HAND SOAP-LIQUID	4-1 GAL/CASE	
4		SHREDDING BAGS-CLEAR-LARGE (40"X48") 16 MICRONS -MIN 20.7 LBS POLY NET WT	10 ROLLS/25 BAGS/CASE	
5		SANITIZER SPRAY-CITRUS SCENT-DISINFECTANT SPRAY	12-15.5 oz. CANS/CASE	
6		SANITIZING WIPES-CLOROX CITRUS BLEND DISINFECTANT WIPES	12-35 COUNT CANS	
7		TOWELS (multi-fold) WHITE- 9 1/4" x 9 1/2" MIN 19.1 lbs. net wt	16 pks/250 pks/4000 CASE	
8		TOILET TISSUE (2-PLY 500 SHEETS-MIN 4.0"X3.5") -34.0 LBS MIN CASE WT	96 ROLL/CASE	
9		SWIFFER-REFILL- PGC-471767	10 BX/CASE	
10		SWIFFER HAND KIT-PGC-40509	9 KITS/CASE	
11		SHREDDING BAGS-CLEAR-small (24x33) 8 MICRON- MIN 16.8 NET POLY WT	10 ROLLS/25 BAGS/500 CASE	
12		SHREDDING BAGS-CLEAR-medium (30"X37") 13 MICRONS- MIN 19.4 NET POLY WT	20 ROLLS/50 BAGS/CASE	
13		BROWN ROLL TOWELS 7 7/8"X600'-2" CORE CASE WT 33.0 lbs	12 ROLLS/CASE	
14		DEB FOAM SOAP- 1L/33.8 FL.OZ.	6/CASE	

Submitted by \_\_\_\_\_

as authorized representative for \_\_\_\_\_ Dated \_\_\_\_\_  
 (Company Name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Thank you, for your interest in Lycoming County's quote process.

Mya D. Toon  
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