



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701
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REQUEST FOR QUOTES FOR JANITORIAL SUPPLY PRODUCTS

ISSUE DATE: FEBRUARY 12, 2021
DUE DATE: MARCH 19, 2021

Bidders may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. 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, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County's best interest.

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 quote by giving a Bidder an advantage of benefits not enjoyed by other Bidders.

- 1.2 Deadline and Submission of Quotations.** Quotes shall be due to the attention of Mya Toon, Chief Procurement Officer, no later than Friday, March 12, 2021, 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.

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 quote 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:	February 12, 2021
Final Date for Written Questions:	March 16, 2021
Deadline for Submitting Quote:	March 19, 2021

- 1.4 Communications.** All questions regarding this RFQ shall be submitted in writing to Mya Toon, Chief Procurement Officer, at 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 March 16, 2021, 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 Acceptance/Rejection/Modification to Quotations.** The County reserves the right to negotiate modifications to quotations that it deems acceptable, reject any and all quotations, and to waive minor irregularities.

- 1.7 Award of Quote.** 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, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County’s best interest.
- 1.8 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) within 48 hours of the quote opening.
- 1.9 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.
- 1.10 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 Submission of Samples.** The County reserves the right to: (a) request 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. When samples are required to be supplied, the Bidder shall bear the costs of providing the required samples. The County also has the right not to return any samples required by the quote.
- 1.12 Ordering.** All items will be ordered on an as needed basis, as precise quantities cannot be determined. This fact shall not constitute the basis for any equitable price adjustment. Bidders must note in his/her quote if there is a minimum order requirement.
- The County will order items on a per item basis to the lowest and best responsive, responsible Bidder(s) meeting all terms, conditions, and specifications of the RFQ.
- 1.13 Time of Performance and Delivery.** The time of performance shall be April 1, 2021 – June 30, 2021. Delivery or performance shall be made only as authorized by orders issued in accordance with specifications. The County may issue orders requiring delivery to multiple destinations.
- 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. 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.** Deliveries shall arrive within one (1) week of ordering.

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

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

Lycoming County Prison
Attn: Susan Satteson
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: Tammy Stidfole
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
Lycoming County Third Street Plaza
Lycoming County Warehouse Supplies

Maintenance Office, 5th floor
33 West Third Street
Williamsport, PA 17701

Lycoming County Lysock View Complex

542 County Farm Rd., Maintenance Dept.
Montoursville, PA 17754

Lycoming County Pre-Release Center

546 County Farm Rd
Montoursville, PA 17754

Lycoming County Resource Management Services 477 Alexander Drive
Montgomery, PA 17752

Lycoming County Prison 277 West Third Street
Williamsport, PA 17701

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 Facility Security. The County has established criteria for authorized entry into the County's Prison and Pre-Release facilities by Contractors who are conducting business with the County. All security regulations shall be observed by all Contractors and Subcontractors (if any) and any applicable employee providing services in relation to the contract. It must be clearly understood that security requirements will at all times take precedence over service. The Contractor shall comply with all such regulations and consider the regulations when preparing their response.

1. Screening Form: The County **may** request the Contractor and its Subcontractors (if any) to complete an Outside Agency Screening Form (attached).
2. Search: Contractor may be subject to search and must have valid photo identification upon entrance to the facilities.
3. Prohibited Items: The following items are prohibited from being brought onto the facilities grounds and site:
 - Cellphones
 - Purses/Backpacks
 - Bags
 - Food/Drink
 - Cameras
 - Tobacco Products
 - Weapons
4. Entrance: Contractors must enter the Prison via the West Third Street entrance. Contractors must enter the Pre-Release Center via the front door.

QUOTE SPECIFICATIONS FOR PRISON

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		7-7/8" X 800 FT. HARD WOUND WHITE ROLL PAPER TOWELS	6/CASE	
2		CAN LINER (24 X 33 X 8 MICRON HDPE)	50 BAGS/ROLL 20 ROLLS/CASE	
3		CAN LINER (40 X 48 X 16 MICRON HDPE)	25 BAGS/ROLL 10 ROLLS/CASE	
4		TOILET TISSUE 2 PLY 3.5" X4.5" 500 SHEET/ROLL >34LB./CASE > 54 SQ FT/ROLL	96/CASE	

QUOTE SPECIFICATIONS FOR RESOURCE MANAGEMENT SERVICES

ITEM	ITEM #	ITEM 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	

**QUOTE SPECIFICATIONS FOR COURTHOUSE, EXECUTIVE PLAZA, THIRD STREET
PLAZA, LYSOCK VIEW COMPLEX & PRE-RELEASE CENTER**

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		BROWN MULTIFOLD TOWELS MIN CASE WEIGHT 18.54 LBS	4000/CASE	
2		BROWN ROLL TOWELS 7 7/8"X600'-2"CORE MIN CASE WEIGHT 33.0LBS NET WT	12 ROLLS/CASE	
3		CAN LINER BAGS (24"X33") 8 MICRONS CASE WEIGHT- MIN 16.8 LBS NET WT.	20 ROLLS/50 BAGS/CASE	
4		CAN LINER BAGS (30"X37") 13MICRONS CASE WEIGHT -MIN 19.4 LBS NET WT.	20 ROLLS/25 BAGS/CASE	
5		CAN LINER BAGS (38"X60") 17 MICRONS CASE WEIGHT -MIN 20.9 LBS NET WT.	8 ROLLS/25 BAGS/CASE	
6		CAN LINER BAGS (40"X48") 16 MICRONS CASE WEIGHT -MIN 20.7 LBS NET WT.	10 ROLLS/25 BAGS/CASE	
7		GLOVES-NITRILE- EMERALD EXAM P-FREE min 4mil-X LARGE	100BX/10BX/CASE	
8		GLOVES-NITRILE- EMERALD EXAM P-FREE min 4mil- LARGE	100BX/10BX/CASE	
9		GLOVES VINYL/POWDER FREE-EXAM QUALITY -5 MIL- XLARGE	100 BX/10 BX/CASE	
10		GLOVES VINYL/POWDER FREE-EXAM QUALITY-5MIL-LARGE	100 BX/10 BX/CASE	
11		GOJO FOAM SOAP- LUXURY FOAM HANDWASH	2-1500ML/CASE	
12		NEUTRAL FLOOR CLEANER CONCENTRATE- LEMON OR NEUTRAL SCENT	4 GALLONS/CASE	
13		TOILET TISSUE (2-PLY 500 SHEETS-MIN 4.0"X3.5") -34.0 LBS MIN CASE WT.	96 ROLL/CASE	
14		TOILET TISSUE (2-PLY JUMBO JUNIOR ROLL-9" -1000FT/ROLL) 22.0 LBS MIN CASE WT	12 ROLLS/CASE	
15		WHITE ROLL TOWELS 7 7/8" X800'-2"DIA CORE-MIN CASE WT 26.88 LBS	6 ROLLS/CASE	

The undersigned further understands and agrees that quote prices shall be firm and fixed for the entire quote period.

Company Name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Name of person submitting proposal: _____

Signature: _____ Date: _____