



PURCHASING AUTHORITY
Town of New Milford, Connecticut
REQUEST FOR BIDS – Custodial Supplies

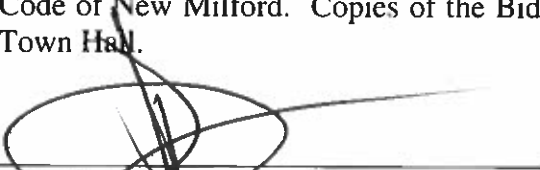
Sealed bids will be received at the Purchasing Office until 3 p.m., on Thursday, August 29, 2019. Bids must be in a sealed envelope, addressed to the Purchasing Authority, 10 Main Street, New Milford, CT 06776, and **clearly marked:** 19/20 Custodial Supplies. Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, August 29, 2019 at 3:30 p.m. Late bids will be considered informal and rejected.

INTENT: The Town is seeking competitive bids on the purchase of custodial supplies for the 2019-2020 fiscal year.

Specifications and bid forms must be obtained online at www.newmilford.org. When applicable, state bids will be considered for this product/service.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.



Pete Bass, Mayor
An Equal Opportunity/Affirmative Action Employer

**TOWN OF NEW MILFORD
Facilities Maintenance**

**CUSTODIAL SUPPLIES
2019/2020 Specifications**

INTENT:

It is the intent of the Town of New Milford to purchase custodial supplies for the 2019-2020 fiscal year as itemized on the attached bid form.

SUBMISSION, RECEIPT AND OPENING OF BIDS:

The Town of New Milford, CT (“Town” or “Municipality”) invites bids on the project described herein. All blanks must be appropriately filled in. Bids will be received by the Purchasing Authority until 3:00 PM on Thursday, August 29, 2019 and then publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed, and delivered to:

**Purchasing Authority - Town of New Milford, CT
Roger Sherman Town Hall – Lower Level
10 Main Street
New Milford, CT 06776**

Said submissions should be clearly designated as Bid for 2019/2020 Custodial Supplies. The Municipality reserves its right to consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or the authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 45 days after the actual date of the opening thereof. The Municipality may accept or reject any or all bids or any portions thereof and take any action deemed to be in the best interest of the Town.

PREPARATION OF BID:

Two (2) original copies of each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten. Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder and their address. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above.

Only complete bids will be accepted. In order for a bid to be complete, it must include the

following:

- A. Bid Forms
- B. Indemnification, Acknowledgement & Agreement
- C. Non-Collusion Affidavit
- D. Certificate(s) of Insurance

ADDENDA AND INTERPRETATIONS:

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally, **either in person or via phone.**

Every request for such interpretation must be in writing and addressed to:

Joe Bayne
jbayne@newmilford.org

and, to be given consideration, must be received at least seven (7) business days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted no later than seven (7) calendar days prior to the date fixed for the opening of the bids. Any addenda shall be posted on the State of Connecticut's DAS Website as well as the Town's website, www.newmilford.org. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

ADMINISTRATIVE REQUIREMENTS:

- 1) Prices to be in effect for one (1) year from date of bid award.
- 2) Prices to include all delivery costs.
- 3) Note that the quantities are only approximates. The Town will continue to purchase items on this bid up to the expiration date.
- 4) The Town of New Milford reserves the right to split delivery of items.
- 5) All products shall match description unless indicated by "any brand". Substitute products will not be acceptable.
- 6) All materials must come with MATERIAL SAFETY DATA SHEETS.
- 7) This bid will be awarded to the lowest qualified bidder per item.
- 8) The Town reserves the right to renew this contract for an additional year upon mutual written agreement between the Town of New Milford and successful bidder.
- 9) A sample of all trash bags is requested with each bid packet.

BASIS OF AWARD:

The following factors will be considered in selecting a contractor:

- Lowest cost responsible bidder
- The ability, capacity and skill of the bidder to supply the product required
- Whether the Bidder can provide the product within the specified time, without delay or interference and past quality of work, if relevant.

INSURANCE REQUIREMENTS:

A certificate of Insurance is required to be submitted upon execution of any agreement. The Contractor must carry the following minimum insurance coverages:

A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage:

General Liability per occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

The insurer shall waive all rights of subrogation on all applicable policies against the Town of New Milford, the New Milford BOE, its officers, employees and volunteers arising from all contracts, agreements and work performed by the Contractor for the Town of New Milford.

B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage:
\$1,000,000

Umbrella limits over Automotive Liability limits may be used to make up the required limits.

C. Statutory Workers Compensation and Employers Liability

Each Accident	\$ 100,000
Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the laws of the State, whichever is greater.

- D. Umbrella/Excess: \$2,000,000
- E. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.
- Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.
- F. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.
- G. The Town of New Milford, its officials, employees, and volunteers, MUST be named as additional insured on a primary and non-contributory basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.
- H. Note these limits are not all inclusive and are subject to change to reflect scope and cost of individual projects. These minimum required limits are not a limitation of contractor liability.
- I. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford.

PURCHASING AUTHORITY
Town of New Milford, Connecticut
INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT

BID: Custodial Supplies 2019-2020

BID OPENING: August 29, 2019

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

Signature

Title

Company

Date

An Equal Opportunity/Affirmative Action Employer

Town of New Milford, Connecticut

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut

County of _____

_____ being first duly sworn affirms that:

1. He is _____ of _____, the Bidder that has submitted the attached bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
3. Such Price is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and
5. The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

Signature: _____ Printed name: _____

Title: _____ Company: _____

Date: _____

CERTIFICATE OF ACKNOWLEDGMENT

On this the _____ day of _____, 2019, before me, _____ a Notary Public or Commissioner of the Superior Court or Justice of the Peace in and for said state, personally appeared _____, known to me (or satisfactorily proven) to be the person(s) whose name(s) (is/are) subscribed to the within instrument and acknowledged that (he/she/they) executed, in authorized capacity, the same for the purposes therein contained.

WITNESSS whereof I hereunto set my hand:

Notary Public/Commissioner of the Superior Court/Justice of the Peace (circle one)

My Commission Expires/Juris Number (circle one)

Town of New Milford Facilities Maintenance Custodial Bid Sheet 2019/2020

Manufacturers Name	Product Order ID	Product Description	Product Volume	Product Package Count	Product Color/ Fragrance	Bid Quantity	Price Per Prod Pkg Count
3M	5300	20" pad Scrubbing	case	5 to a case	Blue	4	
	7200	20" pad Stripping	case	5 to a case	Black	4	
	4100	20" Super Polish Pad	case	5 of a case	White	4	
	74C	Green back sponges	case	40 to a case		1	
	96	Scotch Brite pads	case	60 to a case	Green	4	
		Sponges	case	40 to a case	White	2	
Akers	V422	Powder-free disposable gloves Large			Clear	20	
	T903	Powder-free disposable gloves Large			Nitrile Blue	20	
		Powder-free disposable gloves X-Large Mechanics Style			Nitrile Black	20	
Any brand		#24, 5" headband mop head	each			4	
		Bleach	1 gallon			4	
		Flying insect killer	11 oz	12 to a case		3	
		Gauntlet Work Gloves	each		Large	12	
		Huck Cotton rags, wiping cloths	lbs	25lb to a box	Blue/Green	3	
		Spray bottle	32 oz	each		12	
		Trash Liner Bags	1 mil 15 x 9 x 28 flat bottom	500 to a case, weight 25.74 lbs	Black	100	
		Trash Liner Bags	2 mil 38" x 58"	100 to a case	Black	18	
		Trash Liner Bags	3 mil 20 x 13 x 39 L.L.D. flat bottom	100 to a case, weight 25.74 lbs	Black	150	
		Trash Liner Bags	3 mil 38" x 58"	100 bags per case	Black	18	
		Trash Liner Hwy Bags	3 mil plus 20 x 13 x 39 L.L.D. flat	75 to a case, weight 25.74 lbs		50	
		Wood handles with metal tip threaded	60" long			6	
		Toilet tissue 2 ply esc soft- *must meet current spec	each	48 to a case	White	80	
Bay West	Bay 314	Paper Towels	case	6 rolls per case		4	
	Bay 619	#2 Toilet Paper	case	36 rolls per case		4	

Company Name: _____
 Address: _____
 Signature: _____
 Date: _____
 Printed Name: _____

Town of New Milford Facilities Maintenance Custodial Bid Sheet 2019/2020

Manufacturers Name	Product Order ID	Product Description	Product Volume	Product Package Count	Product Color/ Fragrance	Bid Quantity	Price Per Prod Pkg Count
BETCO	02423-00	Air Freshener	16 oz		Ocean breeze	20	
Buckeye	6013 - 1400	Eco E13 Multi-Purpose Glass Cleaner	1.25 L	4 to a case	Blue	4	
	6015 - 1400	Eco E15 Hydrogen Peroxide Cleaner	1.25 L	4 to a case	Clear	4	
	6032 - 1400	Eco E32 Floor Cleaner	1.25 L	4 to a case	Green	4	
	6023 - 1400	Eco E32 Neutral Disinfectant	1.25 L	4 to a case	Green	6	
Brawny Industrial	25070	Heavy duty wipes	each	500 to a case		4	
Cello	5220	Enviro-Sep	15 oz	12 to a case		7	
	5912	Lemon kist furniture polish	18 oz	12 to a case		5	
		Liminato / deoderant mal odor eliminator	1 gallon			10	
		Safe-T-Bowl cleaner	32oz	12 to a case		16	
	5215	S'Gone Deodorizing foaming cleaner	19 oz	12 to a case		7	
	5525	SteeK stainless steel cleaner	14 oz	12 to a case		6	
Clark	50721A	Vac bags	each	10 in a pack		10	
Core	Plus II	Bacteria enzyme oder - spot dissolver				5	
	Hydr-Oxi-Pro	Carpet cleaning polymer	1 gallon	4 to a case		5	
Eco Buckeye	Buckeye E23	Neutral Disinfectant Cleaner	case	4 to a case		2	
Fresh Products	3049	Deodorizing urinal screen with cherry block	4 oz	12 to a case	Cherry	10	
	5293	Super deodoant blocks cherry	4 oz	12 to a case	Cherry	10	
	402 06296	Urinal Screen with cherry block	4 oz	12 to a case	Cherry	10	
Glir/Microtron		20" hair pad	each	5 to a case		10	
Gojo	1955966	Orange Pumice Soap	67 fl oz	4 to a case	Orange	4	
Health Guard	HG-2500	Toilet seat covers 1/2 fold	pack	10 to a case	White	10	
Hep-Aid	HA-127	Disposable Vomitus Clean up Kit	each	12 to a case		6	
Husky	1202	Air Freshener	10 oz	12 to a case		3	
	1022	Floor finish	5 gallon			6	
	1041	Spray buff rejuvenator	32 oz	12 to a case		1	

Company Name: _____

Address: _____

Signature: _____

Date: _____

Printed Name: _____

Town of New Milford Facilities Maintenance Custodial Bid Sheet 2019/2020

Manufacturers Name	Product Order ID	Product Description	Product Volume	Product Package Count	Product Color/ Fragrance	Bid Quantity	Price Per Prod Pkg Count
Impact	100 Series	Super toilet bowl caddy		each		1	
	200 Series	Toilet bowl mops		each		1	
Kleen Fast Pads	Blue	Doddle bug pads	each	20 to a case	Blue	1	
	Brown	Doddle bug pads	each	20 to a case	Brown	1	
	Black	Doodle bug pads	20 each	case	Black	10	
NSS	9691911	Disposable Paper Vacuum Bag WAVE-LOK	-	10 pack	White	10	
Purell	GOJO9659	Pump bottles	12 oz	each		12	
Rubbermaid		Blue mop heads (All-Pro Blue Blend)	16 oz	each	White	20	
	2957	Soft waste paper basket		each	Black	15	
Simoniz	A00491000	Antibacterial foaming hand soap with dispensers	1000 ml	8 to a case	green	2	
Source Tech		Zorb-it all	16oz	6 to a case		2	
Super Coach	50721B	Back pack vacuum bags, 672 sq. inch Intercept micro-filter	each	10 a pack		50	
	100431	Proteam quiet vac & tail vac	496 sq.in	10 a pack		50	
Stoko Refresh	Sto29932	Moisturizing hand Soap	800 ml	6 per case		2	
Symmetry	9003 - 1120	Anti-microbial Foam Hand Wash	1250 ml	6 to a case	Yellow	6	
	9009 - 1120	Green Certified Foaming Hand Wash	1250 ml	6 to a case	Clear	10	
TC Technical Concepts	2142880	Aerosol refill	6 oz	12 to a case	Linen Fresh	20	
Texas Feathers Co.	TXF9442	Long handle duster poly wool with extension	each	each		6	
	TXF9441	Short handle duster poly wool	each	each		6	
Triple S (SSS)	74169	Command air odor counteractant	6 oz	each	Fresh scent	20	
	75088	SSS 20" UHS Natural Lite Burnish Floor Pad	each	5 to a case	Natural	5	
Vondrehle	Von-88115-B	Roll towels White preserve	7.9" x 800' 1.6 core	12 to a case	White	100	
Wilten - Flagged PolyPro	F003118	Double fill foam block (push broom)	18"	each		6	

Company Name: _____

Address: _____

Signature: _____

Telephone number: _____

Date: _____

Printed Name & Title: _____

Email: _____