

**REQUEST FOR PROPOSALS
FOR
PROVIDING JANITORIAL SUPPLIES
AND
SUPPORT SERVICES
TO
THE CITY OF SIOUX FALLS**

GUIDELINES AND REQUIREMENTS FOR SUBMITTAL

Request No. 15-0180

Prepared by:
City of Sioux Falls
Purchasing Division
October 9, 2015

TABLE OF CONTENTS

SECTION ONE

Introduction and Instructions

- 1.01 Purpose of the RFP
- 1.02 Contact Person, Telephone and Email
- 1.03 RFP Schedule of Events
- 1.04 Return Mailing Address and Deadline for Receipt of Proposals
- 1.05 Amendments to the RFP
- 1.06 Notice Provided
- 1.07 Letter of Interest
- 1.08 Pre-Proposal Conference

SECTION TWO

Background Information

- 2.01 Background Information
- 2.02 Current Expenditures

SECTION THREE

Scope of Work

- 3.01 Introduction
- 3.02 General Billing Requirements
- 3.03 Product Support, Customer Service Requirements, and Products
- 3.04 Federal Requirements

SECTION FOUR

General Contract Information

- 4.01 Contract Term, Extension, and Renewal Options
- 4.02 Contract Type
- 4.03 Proposal as Part of the Contract
- 4.04 Additional Terms and Conditions
- 4.05 Supplemental Terms and Conditions
- 4.06 Contract Approval
- 4.07 Taxes and Taxpayer Tax Identification

SECTION FIVE

Evaluation Criteria and Contractor Selection

- 5.01 Demonstrated Ability to Provide Acceptable Materials, Equipment, and Services
- 5.02 Product Support and Customer Service
- 5.03 Experience, Qualifications, Plan and Past Performance
- 5.04 Contract Cost
- 5.05 Oral Presentations

TABLE OF CONTENTS (*CONT'D*)

5.06 Samples/Testing

SECTION SIX

Proposal Format and Content

- 6.01 Proposal Format and Content
- 6.02 Introduction
- 6.03 Demonstrated Ability to Provide Acceptable Materials, Equipment, and Service
- 6.04 Product Support and Customer Service
- 6.05 Experience and Qualifications
- 6.06 Cost Proposal
- 6.07 Required Enclosures

SECTION SEVEN

Standard Proposal Information

- 7.01 Authorized Signature
- 7.02 City Not Responsible for Preparation Costs
- 7.03 Conflict of Interest
- 7.04 Offeror's Certification
- 7.05 Offer Held Firm
- 7.06 Amendments to Proposals and Withdrawals of Proposals
- 7.07 Alternate Proposals
- 7.08 Evaluation of Proposals
- 7.09 Right of Rejection
- 7.10 Clarification of Offers
- 7.11 Contract Negotiation
- 7.12 Failure to Negotiate
- 7.13 Notice of Intend to Award—Offeror Notification of Selection

SECTION EIGHT

Attachments

- 8.01 Attachments

SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01

Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Sioux Falls acting through its Facilities Management Division and Purchasing Office (hereinafter referred to as the "City"). The Purpose of this RFP is to establish a contract with a qualified vendor for sales and support in the area of janitorial supplies and support services. The resulting contract from this RFP will provide janitorial products and support to the City.

1.02

Contact Person, Telephone, and Email

The Purchasing Specialist is the point of contact for this RFP. All vendor communications regarding this RFP must be directed to the Purchasing Specialist. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified.

Purchasing Specialist: David Dekker
Phone: 605-367-8833
Email: ddekker@siouxfalls.org

1.03

RFP Schedule of Events

This schedule of events represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule, such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- A. RFP Issued: October 16, 2015.
- B. Letters of Interest are due: October 30, 2015.
- C. Pre-proposal Conference: October 30, 2015, 10 a.m., City Hall Conference Room, 1st Floor.
- D. Proposals due: November 12, 2015.
- E. City issues Notice of Intent to Award a Contract approximately: December 4, 2015.
- F. City issues contract approximately: December 11, 2015.
- G. Contract start date: January 1, 2016.

1.04

Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit one (1) original (marked "Original") and four (4) copies of the proposal in a sealed envelope or package.

Cost proposals should be submitted in a separate sealed envelope or package, clearly labeled "cost proposal."

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages are to be addressed as follows:

City of Sioux Falls Purchasing Office
Attention: David Dekker
Request for Proposal (RFP): Janitorial Supplies and Support Services
RFP No. 15-0180
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Proposals must be received by the purchasing agency at the location specified no later than 2 p.m., Central Standard Time, on November 12, 2015. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Offerors assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. An Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

1.05 Amendments to the RFP

If an amendment to this RFP is issued, it will be provided to all Offerors that submitted a Letter of Interest (see Section 1.07). Amendments will also be posted on the website under Requests for Proposal: www.siouxfalls.org.

1.06 Notice Provided

The Request for Proposal and any amendments to the RFP will be posted on the following website: www.siouxfalls.org.

1.07 Letter of Interest

Vendors interested in receiving any notices related to this RFP are required to contact the Purchasing Specialist with the name of their firm, contact person, mailing address, telephone number, and email address. The sole purpose of the Letter of Interest is to provide the purchasing agency with a contact person to receive any notices related to the RFP.

Submission of a Letter of Interest is not a requirement for submitting a proposal to this RFP. The City must receive the Letters of Interest from the vendor by October 30, 2015.

1.08

Pre-Proposal Conference

A Pre-Proposal Conference will be held at 10 a.m., October 30, 2015, at City Hall, 224 West Ninth Street, First Floor Meeting Room. Representatives of the City will be present to discuss the Request for Proposal. Vendors interested in submitting a proposal are encouraged to attend and participate in the conference. The City will issue such addenda as the City considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be legally binding or legally effective.

SECTION TWO BACKGROUND INFORMATION

2.01 Background Information

The City is requesting proposals from firms interested in providing janitorial supplies and related support services described herein. The City anticipates that, based on its review and evaluation of the proposals received pursuant to this RFP, it will select a firm and execute a contract whereby the proposing firm renders services to the City, in accordance with the terms and conditions set forth.

2.02 Current Expenditures

The City has budgeted approximately \$220,000.00 for janitorial supplies in 2016.

SECTION THREE SCOPE OF WORK

3.01

Introduction

The City intends to contract with the qualified offeror whose proposal is deemed to be the most advantageous to the City. No contract will be awarded solely on the basis of price. Only those proposals determined to meet all of the requirements of this RFP will be given consideration. Any proposals that are deemed to be nonconforming to the stated requirements will be rejected. Therefore, proposing forms shall use particular care in reviewing the RFP requirements as set forth in this RFP.

3.02

General Billing Requirements

The City seeks an efficient billing process. The City requires invoicing to each account, as requested, at no additional charge to the City. The billing format will be reviewed and approved by the contract administrator previous to the final contract agreement. Offeror must thoroughly describe their ability to accept and process orders using purchase orders or purchasing cards. Offerors must also discuss their ability to receive online payment via purchase card, receive an electronic funds transfer from the City, and/or a seamless electronic interface to City accounting systems.

The City **will not** accept fuel surcharges, delivery charges, or any other miscellaneous fees and/or surcharges.

Offerors are invited to provide any other information that they feel is relevant to this RFP process. For example, would the Offeror provide any additional services at no cost to the City or assist the City in evaluating its existing needs and future needs.

3.03

Product Support, Customer Service Requirements, and Products

Product Support

The City expects a high level of product support. Customer service representatives and sales representatives must be able to provide detailed product information and training as requested by the City. Information sheets and Safety Data Sheets (SDS) must be available upon request by any City employee.

In addition to support on existing products and supplies, the Offeror must be able to provide continued education on new product opportunities, new cleaning methods, new equipment opportunities, and new environmentally friendly opportunities.

Customer Service

The City seeks a high level of customer service. Customer service representatives will be assigned to each account by area and shall be familiar with all aspects of the City's requirements and conditions of the contract. The Offeror must promptly notify the City's contract administrator of any changes to the list of customer service representatives.

Customer service should be available through a variety of means including but not limited to the following methods: online, email, phone, and in person. A customer service representative should meet with the Custodial Supervisor in person on a quarterly basis to ensure the program is running smoothly. Orders, whether by purchase order or by procurement card, will be placed by various City employees, departments, and locations.

Products

Janitorial and sanitary (Jan/San) supplies to be included but not be limited to chemicals, hand soap, sanitizer, gloves, restroom supplies, and floor care supplies. The attached Exhibit A shows specific Jan/San items in which the City had a high usage during the current year. The City requests that a full line of Jan/San items to be quoted including all items in this list, as well as a quote of the Offeror's cost plus a standard mark up on all Jan/San products.

3.04

Federal Requirements

The Offeror must identify and comply with all known federal requirements that apply to the proposal, the evaluation, or the contract.

SECTION FOUR GENERAL CONTRACT INFORMATION

4.01

Contract Term, Extension, and Renewal Options

The City intends to enter into contract with an initial term of three (3) years, with options for up to two (2), one-year contract renewals, or extensions.

4.02

Contract Type

This contract is a fixed price with adjustment contract. The initial contract price will be based upon prices submitted by the Offeror, subject to contract negotiations with the City and shall be firm for the first year of the contract. Price adjustments will be negotiated at the request of either party in the extension periods or through an adjustment clause.

The City must be notified in a timely manner of all price changes.

The Contractor shall meet with the Custodial Supervisor not less than once per quarter to conduct a contract and performance review of the Contractor. These meetings will be either in person in Sioux Falls or via phone call with not less than two in-person meetings per year. This review will include a review of the pricing, delivery performance, customer service, and improving operational efficiencies. If necessary, appropriate adjustments to the pricing may be negotiated for the new quarter if agreed upon by both parties.

Written requests for price changes in term contracts after the firm price period must be submitted in writing to the City. Any price change will be based on the Offeror/Contractor's actual cost change only, as shown in written documentation. All requests for price changes must be in writing, must not constitute increases in profit and must contain data establishing or supporting the change in cost. At the option of the City: (1) the request may be granted; (2) the contract may be cancelled and solicitation may be re-advertised; or (3) continue the contract without change.

The City will accept or reject all such written requests within thirty (30) days of the date of receipt of Offeror's request for price increase and receipt of proper written documentation, whichever is later.

If a price change is approved, the City will issue an amendment to the contract specifying the date the change will be effective. Contractor will be required to send notice to all users of the contract. All services and related accessories are to be billed at prices in effect at the time the service was rendered or order was placed.

When the City rejects a request for a price change, the Contractor will be notified and the contract will continue without change.

4.03

Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

4.04

Additional Terms and Conditions

The City reserves the right to add, delete, or modify terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposed evaluations.

4.05

Supplemental Terms and Conditions

Proposals, including supplemental terms and conditions, will be accepted, but supplemental conditions that conflict with those contained in this RFP, or that diminish the City's rights under any contract resulting from the RFP, will be considered null and void. The City is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

- A. If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- B. If the City's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

4.06

Contract Approval

This RFP does not, by itself, obligate the City. The City's obligation will commence when the Mayor signs the contract. Upon written notice to the Contractor, the City may set a different starting date for the contract. The City will not be responsible for any work done by the Contractor, even work done in good faith, if it occurs prior to the contract start date set by the City.

4.07

Taxes and Taxpayer Tax Identification

The Contractor must provide a valid Vendor Tax Identification Number as a provision of the contract.

The City is not responsible for and will not pay local, state, or federal taxes. The City sales tax exemption number is 1018-1374-ST, and certificates will be furnished upon request by the purchasing agency.

**SECTION FIVE
EVALUATION CRITERIA AND CONTRACTOR SELECTION**

**THE TOTAL NUMBER OF POINTS USED
TO SCORE THIS CONTRACT IS 100**

5.01

Demonstrated Ability to Provide Acceptable Materials, Equipment, and Services.

Thirty percent (30%) of the total possible evaluation points will be assigned to this criterion.

Proposals will be evaluated against the questions set out below:

A. Does the Offeror provide a Vendor-Managed Computerized Cleaning Cost Analysis Program with the following features?

1. Ability to provide estimated total square feet for the facility(s) as a whole, by floor, and by specific area.
2. Ability to provide estimated total labor hours and labor costs as a whole, by floor, by specific area and per full-time employee (FTE).
3. Ability to provide estimated supply quantities and associated costs.
4. Ability to provide estimated cleaning cost totals, with the ability to break down into units such as square foot cleaning costs or per user cleaning costs.
5. Ability to provide estimated number of cleaning hours per full-time employee (FTE), number of square feet per FTE, and number of FTEs.
6. Ability to create a routine task list by building(s), by floor, or by area and a special project task list by building, by floor, or by area for special projects.
7. Ability to create customer-focused reporting.
8. Customer-focused task manager program.
9. Training programs that include training job cards and flow charts able to be incorporated into a training manual or handbook.

B. Does the Offeror offer a Risk Management Program?

The proposing firm should propose a Risk Management Program to include product liability insurance, quality control, professional advice, safety, and environmental concerns. This program should be outlined in the vendor's proposal.

The firm awarded the contract must be able to provide all locations copies of all Safety Data Sheets (SDS) in compliance with OSHA's Hazard Communication Standard. All labels for secondary containers are to meet OSHA requirements.

C. Does the Offeror offer a Chemical Portioning System?

The proposing firm should propose a proportioning system to be utilized at City locations. This should be a push button dispensing system, or equivalent, which will

meter the selected product at the correct dilution rate without waste. The system should provide product security via locking cabinet. It should provide low flow dispensing for small containers such as quart bottles and high-flow dispensing for large containers such as mop buckets. The system should take up a minimum of space. Product usage wall charts will be provided as required. Quick reference materials in a laminated, color-coded bilingual format should be provided as requested. Proposing firms should include descriptive literature of the system proposed.

D. The ability of the Offeror to provide a complete Jan/San product line.

5.02

Product Support and Customer Service

Twenty-five percent (25%) of the total possible evaluation points will be assigned to this criterion.

Proposals will be evaluated against the questions set out below:

- A. Does the Offeror commit to assign account specific representative(s) to the City account?
- B. Does the Offeror offer a comprehensive training program that meets the following criteria?
 1. New Employee Orientation—To be offered as requested by the City. City may request on-site training or computer-based training depending upon department needs. Trainers shall have at least three (3) years of training experience.
 2. Product, Process, and Safety—To be offered in formats applicable to individuals or groups in seminar and/or hands-on format as requested by the City. Sessions to be available as requested by the City. City may request onsite training or computer-based training depending upon department needs. Trainers shall have at least three (3) years of training experience.
 3. Regulatory Compliance Updates—To be offered annually in compliance with OSHA requirements.
 4. Handouts/Printouts—Each training session should include employee handouts as necessary.
 5. Certifications of Completion—To be awarded to each employee upon the successful completion of each training program.
- C. Does the Offeror offer a variety of ordering options? Order options shall include, but not be limited to, telephone orders, email orders, and Internet orders.
- D. Does the Offeror offer delivery of products within 48 hours of order placement?
- E. Proposing firms shall provide data related to their distribution center(s) including location, availability of inventory, and method(s) of delivery; i.e., vendor delivery, common carrier, UPS, FedEx, etc. Proposing firms shall identify their intended form of

delivery to be utilized for standard City orders. The City **will not** accept delivery charges, fuel surcharges, or any other miscellaneous charges or fees. In cases of urgent orders, expedited delivery may be requested. In instances of expedited delivery, vendor must receive City approval prior to shipment for any charges; i.e., freight, handling, etc., to be incurred.

5.03

Experience, Qualifications, Plan, and Past Performance

Fifteen percent (15%) of the total possible points will be assigned to this criterion.

Proposals will be evaluated against the criteria set out below:

- A. Does the Offeror provide a minimum of three (3) references for “like-sized” facilities with which the firm has conducted business and performed similar services as outlined in this RFP?
- B. Experience of company representatives to be assigned to City accounts as well as backup personnel outlined in the submitted proposal?
- C. Does the Offeror provide an implementation plan in the submitted proposal?

Proposing firms shall provide a schedule of implementation in their submittals. Failure to meet this schedule without prior written authorization from the City may result in termination of this award at the discretion of the City. The proposing firm shall note any submitted dispensers other than those currently in use in City locations/buildings shall be replaced at no cost to the City. Any replacement dispensers must be equivalent or exceeding quality to existing dispensers. The City will determine equivalency of submitted replacement dispensers.

The successful firm will be responsible for removing the current dispenser and installing the new dispensers. Newly installed dispensers shall utilize existing hardware holes and mounts wherever possible. All newly installed dispensers must be installed according to current ADA guidelines.

- D. Past performance of the Offeror providing services to the City.

5.04

Contract Cost

Thirty percent (30%) of the total possible evaluation points will be assigned to cost.

Weight **30 percent**. Maximum Point Value for this Section

Proposing firms shall submit a comprehensive price list with the percent increase from their own acquisition price. Price is to be FOB destination. Proposal cost will be determined by a random sampling, to be determined by the City, of at least ten items with the increase from cost applied prior to converting the cost into cost per usable gallon. Proposing firms shall provide dilution ratios on all concentrate products.

Converting Cost to Points

After applying any reciprocal preference, the lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined as follows:

Price of Lowest Cost Proposal

Price of Proposal Being Rated x Total Points for Cost Available = Awarded Points.

Any prompt payment discount terms proposed by the Offeror will not be considered in evaluating cost. The lowest cost proposal will receive the maximum number of points allocated to cost.

5.05

Oral Presentations

Offerors determined to be reasonably acceptable for award **may** be required to provide an on-site presentation of the proposed solution for the evaluation committee.

If presentations are needed, the City will schedule a date, time, and location with each of the Offerors if necessary.

Offerors will be responsible for all costs associated with providing the demonstration.

5.06

Samples/Testing

Offerors will be required to provide any requested product samples for testing. The City will determine the products for testing. There will be no cost to the City for the testing of these products. Products selected for sample must be delivered in a timely manner.

The requesting department will conduct the testing to determine performance and acceptability and provide a written report which will be used in rating the RFP.

SECTION SIX PROPOSAL FORMAT AND CONTENT

6.01 Proposal Format and Content

The City discourages overly lengthy and costly proposals; however, in order for the City to evaluate proposals fairly and completely, Offerors must follow the format set out in this RFP and provide all information requested. The Offeror's proposal shall include a point-by-point response for each paragraph in this RFP.

6.02 Introduction

Proposals must include the complete name and address of the Offeror's firm and the name, mailing address, and telephone number of the person the City should contact regarding the proposal.

Proposals must confirm that the Offeror will comply with all provisions in this RFP. The proposal must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict.

Proposals must be signed by a company officer empowered to bind the company. The Offeror's failure to include these items in the proposals may cause the proposal to be determined to be nonresponsive and the proposal may be rejected.

6.03 Demonstrated Ability to Provide Acceptable Materials, Equipment, and Services.

Offerors must provide a comprehensive response to Section 5.01. Responses must be in the same sequence as they appear in Section 5.01. If necessary, an Offeror must provide supporting narrative and documentation when required in response to the requirements of this section.

6.04 Product Support and Customer Service

Offerors must provide a comprehensive response to the product support and customer service requirements specified in Section 5.02. Responses must be in the same sequence as they appear in Section 5.02. Offerors must provide supporting narrative and documentation when required in response to the product support requirements.

6.05 Experience and Qualifications

Offerors must describe the experience of their firm in delivery of janitorial supplies, consultation, and related support services. Additionally, Offerors must provide information specific to the personnel assigned to accomplish the work called for in this RFP. Offerors must provide a narrative description of the organization of the project team and personnel. Provide the following information about each person listed

- A. Title.
- B. Resume.
- C. Description of the type of work the individual will perform.
- D. The number of estimated hours for each individual named above.

If an Offeror intends to use subcontractors, the Offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. Offerors are responsible for all work performed by their subcontractors.

Offerors must provide three reference names and phone numbers for similar projects the Offeror's firm has completed. The City reserves the right to contact any references provided by the Offeror. Offerors are invited to provide letters of reference from previous clients.

Offerors shall provide an implementation plan per Section 5.03.

6.06 Cost Proposal

The Offerors should list all products, services, and discounts available to the City. All costs associated with the contract must be stated in U.S. currency and represent the monthly reoccurring rates. Any commodities being imported must be identified, and the price must include any applicable customs, brokerage agency fees, and duties.

The Offerors must list any additional service charges not identified, such as long-distance charges for international calls.

6.07 Required Enclosures

The Offerors shall include all-inclusive price lists, along with a markup percentage from their acquisition cost, for all products available. The Offeror shall also include dilution rates for all concentrate products submitted.

The Offerors shall also take care to include requested submittal information detailed through the request for proposal documents.

SECTION SEVEN STANDARD PROPOSAL INFORMATION

7.01

Authorized Signature

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

7.02

City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

7.03

Conflict of Interest

Offerors must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Offeror's proposal. The City's determination regarding any questions of conflict of interest is final.

7.04

Offeror's Certification

By signature on the proposal, the Offeror certifies that it complies with:

- A. The laws of the state of South Dakota.
- B. All applicable local, state, and federal laws, codes, and regulations.
- C. All terms, conditions, and requirements set forth in this RFP.
- D. A condition that the proposal submitted was independently arrived at, without collusion.
- E. A condition that the offer will remain open and valid for the period indicated in this solicitation, and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City).

If any Offeror fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the Contractor in default.

7.05

Offer Held Firm

Proposals must remain open and valid for at least **sixty (60) days** from the deadline specified for submission of proposals. In the event award is not made within **sixty (60) days**, the City will send a written request to all Offerors deemed susceptible for award asking Offerors to hold their price firm for a longer specified period of time.

7.06

Amendments to Proposals and Withdrawals of Proposals

Offerors may amend or withdraw proposals prior to the deadline set for receipt of proposals. No amendments will be accepted after the deadline unless they are in response to the City's request. After the deadline, Offerors may make a written request to withdraw proposals and provide evidence that a substantial mistake has been made. The procurement officer may permit withdrawal of the proposal upon verifying that a substantial mistake has been made, and the City may retain the Offeror's bid bond or other bid type of bid security, if one was required.

7.07

Alternate Proposals

Offerors may not submit alternate proposals for evaluation.

7.08

Evaluation of Proposals

All proposals will be reviewed to determine if they are responsive to the requirements of this solicitation. An evaluation committee will evaluate responsive proposals. The evaluation will be based solely on the evaluation factors set forth in this RFP. The evaluation will consider information obtained subsequent to any discussions with Offerors determined to be reasonable for award and any demonstrations, oral presentations, or site inspections, if required in this RFP.

7.09

Right of Rejection

The City reserves the right to reject any proposals, in whole or in part. Proposals received from debarred or suspended vendors will be rejected. The Purchasing Division may reject any proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of the RFP.

The Purchasing Division may waive minor informalities that:

- A. Do not affect responsiveness.
- B. Are merely a matter of form or format.
- C. Do not change the relative standing or otherwise prejudice other offers.

- D. Do not change the meaning or scope of the RFP.
- E. Are insignificant, negligible, or immaterial in nature.
- F. Do not reflect a material change in the work.
- G. Do not constitute a substantial reservation against a requirement or provision.

The City reserves the right to reject any proposal determined to be nonresponsive and to reject the proposal of any Offeror determined to be nonresponsive. The City also reserves the right to refrain from making an award if it determines it to be in its best interest.

7.10 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the Purchasing Division or the proposal evaluation committee are permitted with any Offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal and determine responsiveness to the RFP requirements. Clarifications may not result in a material or substantive change to the proposal. The initial evaluation may be adjusted because of a clarification under this section.

7.11 Contract Negotiation

After final evaluation, the Purchasing Division may negotiate with the Offerors of the highest ranked proposals. Negotiations, if held, will be within the scope of the request for proposals and limited to those items that would not have an effect on the ranking of proposals. If any Offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and negotiate with the Offeror of the next highest ranked proposal.

If contract negotiations are commenced, they will be held at City Hall, 224 West Ninth Street, Sioux Falls, SD—a date and time to be determined.

If contract negotiations are held, the Offeror will be responsible for all costs including its travel and per diem expenses.

7.12 Failure to Negotiate

If the selected Offeror:

- A. Fails to provide the information required to begin negotiations in a timely manner.
- B. Fails to negotiate in good faith.
- C. Indicates it cannot perform the contract within the budgeted funds available for the project.
- D. If the Offeror and the City, after a good-faith effort, cannot come to terms.

The City may terminate negotiations with the Offeror initially selected and commence negotiations with the next highest ranked Offeror.

7.13

Notice of Intent to Award—Offeror Notification of Selection

After the completion of contract negotiations, the Purchasing Division will issue a written Notice of Intent to Award and send copies to all Offerors. The Notice of Intent to Award will set out the names and addresses of all Offerors and identify the proposal(s) selected for award. The scores and placement of other Offerors will not be part of the Notice of Intent to Award.

Successful Offerors named in the Notice of Intent to Award are advised not to begin work, purchase materials, or enter into subcontracts relating to the project until both the successful Offeror and the City sign the contract.

Any bidder who is aggrieved in connection with the award of a contract may protest. The protesting bidder shall file a written statement with the Purchasing Division during normal business hours within seven calendar days of the date the Mayor signed the bid award document.

SECTION EIGHT ATTACHMENTS

8.01 Attachments

1. Evaluation Summary.
2. General Terms and Conditions.
3. Exhibit A—Jan/San supplies are to include but not be limited to chemical, hand soap, sanitizer, gloves, restroom supplies, floor care supplies, and miscellaneous items.

Special Note—The 2015 usage information provided in Exhibit A, is for informational purposes only and does not guarantee future purchase volumes.

RFP 15-0180 Providing Janitorial Supplies and Support Services

Evaluator's Name _____ Vendor Being Evaluated _____

| | Weight | | Outstanding (10 pts.) | Good to Excellent (6 -8) | Marginal (3 or 4 pts) | Unacceptable (0 pts) | Subtotal |
|---|------------|--|------------------------|--------------------------|-----------------------|----------------------|----------|
| Evaluation Criteria for Firm Selection | | | | | | | |
| Demonstrated ability to provide acceptable products, equipment and services. | 30 | | | | | | |
| Product Support and Customer Service | 25 | | | | | | |
| Experience, Qualifications, Plan and Past Performance. | 15 | | | | | | |
| Contract Cost | 30 | | | | | | |
| Grand Total | 100 | | | | | | |
| Grading: Outstanding = 10 There is no 9 as a score, Adequate to Excellent = 6,7,8 There is no 5 as a score. Marginal = 3 or 4. There is no 1 or 2 as a score 0 = Unacceptable | | | | | | | |

Note: There can only be one Firm scored as outstanding per category.

Notes

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**General Terms and Conditions
for Solicitations for the Invitation for RFP**

Supplies, Equipment, Materials, or Services

1. **Purpose:** The purpose of this request is to provide the City of Sioux Falls with a contract for the purchase of supplies, equipment, materials, or services as specified herein.

2. **Instructions to Bidders:**

Thoroughly examine the drawings, specifications, schedule, instructions, and all other solicitation documents.

 - a. Make all investigations necessary to be familiar with conditions that affect the bid, such as, but not limited to, plant and facilities for delivery of material and equipment. No plea of ignorance by the bidder as a result of failure to investigate or examine conditions or failure to fulfill details of the contractual documents will be accepted as basis for varying the requirements of the **City** or changing the compensations due.
 - b. Provide all required information on the forms furnished. Print or type name on bid and manually sign all copies in the space and on the forms provided. Telegraphic, fax, email, and online responses **will not be accepted** unless specifically authorized in the terms and conditions of the solicitation. If you obtained this solicitation by Internet posting, your response shall not contain any alteration to the document posted other than entering data in the spaces provided or including attachments as necessary. By submission of a response, Offeror affirms that no alteration of any kind has been made to this solicitation.
 - c. Provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.
 - d. Show your proposed delivery time (ARO days). Include weekends and holidays in counting days or months.
 - e. Do not include sales taxes as the **City** is exempt from payment of these taxes.
 - f. All prices quoted are to be FOB destination, City of Sioux Falls, Sioux Falls, South Dakota. Only FOB destination bids will be considered.
 - g. All bids must be current and final at the time of opening in order to be considered responsive.

3. **Bidder's Certifications/Agreements:**
 - a. You certify that you are duly qualified, capable, and otherwise bondable business entity.
 - b. You warrant that all applicable patents and copyrights which exist on items bid have been adhered to and further, you warrant the **City** shall not be liable for any infringement of those rights. Such rights granted the **City** shall apply for the duration of the contract or for the life of the equipment or supplies purchased. **City** agrees not to sell, convey, barter, or otherwise extend the use or exclusive right granted herein to anyone other than **City** employees for official use as described in this contract. **City** will not knowingly or intentionally violate any patent, license, or copyrights applicable to items sold hereunder.

- c. You certify that any substitute brand or item bid upon matches the performance and essential characteristics of the item in the specifications and agree to replace it in the event it does not conform. All information, brochures, specifications, etc., necessary to determine the alternate item conforms to that stated in the specifications, must be submitted with each offer.
 - d. You warrant the offered price will be held firm and subject to acceptance by the **City** for a period of sixty (60) calendar days from the opening date.
 - e. You affirm that any response has not included any preparation in collusion with any other bidder, and that the contents of any response as to prices, terms, or conditions of said response have not been communicated in any manner to any other person engaged in this type of business prior to the official opening of this solicitation.
4. **Completing the Bid Form:** All bids must be made on the bid forms provided by the City. Information shall be typed or printed in ink. Erasures and/or corrections must be initialed by the preparer. Each bid must be signed in ink by the bidder or authorized officer.
 5. **Quality and Brand:** The specifications included herein are the minimum specifications for each product. Bidder shall indicate brand names of products to be supplied. Any material delivered that does not meet or exceed the specifications as awarded will be rejected.
 6. **Price Discrepancies:** Any discrepancies between the bid unit price and extension shall be resolved in favor of the unit price.
 7. **Local Preference:** By virtue of statutory authority, preference will be given to materials, products, and supplies found or produced within the state of South Dakota. Bidders residing in South Dakota shall be allowed a preference over the bid of any bidder from any other state enforcing or having a preference for resident bidders, equal to such preference.
 8. **Conflicting Federal Rules Govern on Subsidized Projects:** The letting of any public contract in connection with funds that are granted or advanced by the United States of America shall be subject to the effect, if any, of related laws of said United States and valid rules and regulations of federal agencies in charge or governing use and payment of such federal funds. Bid awards, when federal funds are involved, must be made to the lowest responsive and responsible bidder without regard to state preferential bid provisions.
 9. **Envelope:** Each bid must be sealed and submitted in or under cover of an envelope. All bids must be identified with the bid number and date of opening to be considered as a valid bid. Any bid submitted in other than the provided envelope may be subject to being opened prior to or after the public bid opening. Any bid so opened may be rejected and returned to the bidder without further consideration for award. Descriptive literature, if required, may be submitted in the provided envelope or a separate envelope. If in a separate envelope, the lower left corner of that envelope shall be identified as "Literature for Bid Request" and the Bid Request number. No prices shall be quoted on the literature.
 10. **Bid Guaranty:** Each bid of \$25,000 or greater must be accompanied by a bid bond, certified check, cashier's check, or bank draft in the amount that equals 10% of the total amount bid. All bid guaranties shall be made payable to the City of Sioux Falls. Bonds shall be issued by a surety authorized to do business in this state. Checks shall be certified or issued by a state or national bank. Bid guaranties of unsuccessful bidders shall be returned within 30 calendar days of the bid opening. **Bid guaranties other than those mentioned will not be accepted by the City of Sioux Falls.** Bid guaranty of the successful bidder shall be retained until the contract is executed and a performance guaranty (if applicable)

has been submitted. Should a successful bidder fail to enter into contract, the bid guaranty shall be forfeited to the City to compensate the administrative expenses of making a re-award or issuing a new request.

11. **Quantities:** The quantity indicated for each item in the specifications is estimated only, and the City reserves the right to order less or more as dictated by actual needs.
12. **Orders, Invoices, and Payments:** Purchase orders or government procurement cards will be issued/used at time of award and/or throughout the contract period for actual quantities ordered. Invoices or packing slips shall be submitted with the bill to the address indicated on each order. Payments shall be processed upon receipt of correct invoice (or normal procurement card process) after receipt and acceptance of each delivery.
13. **Questions:** All questions shall be directed to Purchasing, Third Floor, City Hall, 224 West Ninth Street, P.O. Box 7402, Sioux Falls, South Dakota 57117-7402; telephone (605)-367-8013. If the Purchasing Manager deems it of general interest, the answer shall be issued in written addendum to each vendor that has been sent a bid request.
14. **Withdrawal of Bids:** A bid may be withdrawn by the bidder by letter, telegram, or in person before the time set for the opening of bids. No bid shall be withdrawn for a period of 30 (thirty) days after the bid opening.
15. **Contract:** The successful bidder(s) will be required to enter into contract by signature on separate contract documents which will be prepared by the City from information in this bid request and the successful bidder's response thereto.
16. **Nonappropriation of Funds:** In the event funds are not budgeted or appropriated for any fiscal year, purchase under this contract shall impose no obligation on the City of Sioux Falls and shall become null and void except as to the purchases agreed upon for which funds have been appropriated or budgeted, and no right of action or damage shall accrue to the benefit of the bidder/Contractor, its successors, or assignees, for any further payments.
17. **Entering into Contract:** After receiving notice of a contract award, the successful bidder shall enter into a contract with the City within the time specified in the invitation for bids or request for proposals. If any bidder fails to timely enter into the contract, the contract may be awarded to the next lowest bidder unless all bids or proposals are rejected. The defaulting bidder may be responsible for the difference in price.
18. **Recovery from Defaulting Bidder:** If any successful bidder fails to fulfill the conditions of an awarded contract, the City may proceed to recover from the defaulting party whatever damages may have been sustained as a result of the default. The City shall have all remedies provided in the contract and provided by law.
19. **Disallowance of Noncomplying Bid or Offer, Contracts in Violation Void:** Any bidder or Offeror who fails to comply with the provisions of SDCL 5-18A, 5-18B, 5-18C, and 5-18D, or who provides any false information in the submission of any bid or offer is subject to having their bid or offer disallowed by the City. Any contract entered into in violation of SDCL 5-18A, 5-18B, 5-18C, and 5-18D is null and void.

20. **Supplies Manufactured from Recycled or Bio-based Materials:** The City will give up to a 5 percent preference to the purchase of supplies manufactured from recycled or bio-based materials. Bidder must supply the City with written proof from the manufacturer that the supplies were produced with 100 percent recycled or bio-based materials.

Civil Rights Requirements

- (a) With respect to any and all business conducted or acts performed pursuant to this contract, Contractor shall be deemed an employer within the meaning of Chapter 98 of the Code of Ordinances of Sioux Falls, SD, entitled "Human Relations" and shall be subject to the provisions of such chapter.
- (b) In the event Contractor fails to perform the aforesaid contractual provisions, this contract may forthwith be terminated and canceled in whole or in part by the City; and said Contractor shall be liable for any costs or expense incurred by City in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract if terminated or canceled.
- (c) Should the Human Relations Commission, in a proceeding brought forth as provided in Chapter 98 of the Code of Ordinances of Sioux Falls, SD, find that the said Contractor has engaged in discrimination in connection with this contract and issue a cease and desist order with respect thereto, the City shall withhold up to 15% (fifteen percent) of the contract price until such time as the Commission's order has been complied with or the Contractor has been adjudicated not guilty of such discrimination.
- (d) Contractor will permit access to any and all records pertaining to hiring and employment and to other pertinent data and records for the purpose of enabling the Human Relations Commission, its agencies or representatives, to ascertain compliance with the provisions of Chapter 98 of the Code of Ordinances of Sioux Falls, SD, applicable to said Contractor.
- (e) This section shall be binding on all of the subcontractors and/or suppliers of Contractor.

EXHIBIT A—JAN/SAN SUPPLIES

| Part Number and Product Description | Application | Case | Pkg. Size | Brand/Manf. | 2015 Usage |
|---|--------------------|-------------|------------------|--------------------|-------------------|
| ANPYL3560—Top Loader, RTU | Laundry | 4 | 1 gal. | Anderson | 12 cases |
| CLO30966—Clorox Bleach, RTU | Multiple Use | 3 | 121 oz. | Clorox | 46 cases |
| CLR031—Aerosol Cleaner Mr. Jinx | All Purpose | 12 | 19 oz. | Claire | 12 cases |
| CLR873—Aerosol Germicidal Cleaner | Foaming Cleaner | 12 | 19 oz. | Claire | 24 cases |
| CLR876—Aerosol Germicidal Cleaner | Foaming Cleaner | 12 | 19 oz. | Claire | 60 cases |
| CLR880—Vandalism Mark and Stain Remover, RTU | Specialty | 12 | 15 oz. | Claire | 21 cases |
| CRPEWAVE18PB—Mop Pocket 6"X18" | Micro fiber Mop | | 1 each | Creative Products | 24 mops |
| CSM3686314—Broom, 48 in. Fine Filament, blue | Broom | | 1 each | Carlisle | 19 brooms |
| CSM4526700—Handle Wood Lumathread 5 ft. 15/16 in. | Handle | 12 | 1 each | Carlisle | 20 handles |
| DEBGPF3LNA—Solopol Gritty Foam | HD Hand soap | 2 | 3.25 ltr. | Deb | 20 cases |
| FRE2WDS60CMF—Urinal Screen Cucumber Melon | Restroom care | 10 | 1 each | Wave | 13 cases |
| FREEA36CT—Air Freshener Citrus | Air Freshener | 6 | 6 each | Eco Air | 79 cases |
| FREE ACAB—Air Freshener Cabinet | Air Freshener | 6 | 6 each | Eco Air | 15 cases |
| GOJ965124—Hand Sanitizer, Clear Gel | Hand Care | 24 | 4 oz. | Purell | 48 cases |
| HIL0010304—Light Acid Bowl Cleaner, 9%, RTU | Bowl Cleaner | 12 | 1 qt. | Hillyard | 48 cases |
| HIL0010404—Liquid Swabby II | Bowl Cleaner | 12 | 1 qt. | Hillyard | 66 cases |
| HIL0010604—Crème Clean, RTU | Disinfectant | 12 | 1 qt. | Hillyard | 18 cases |
| HIL0012504—Extra Strength CSP Cleaner | HD Cleaner | 12 | 1 qt. | Hillyard | 12 cases |
| HIL0014706—Devastator, Bulk Concentrate | Floor Stripper | 4 | 1 gal. | Hillyard | 40 cases |
| HIL0017906—Lemon Disinfectant | Disinfectant | 4 | 1 gal. | Hillyard | 14 cases |
| HIL0018204—Bodily Fluid Disposal Kit | Specialty | 1 | 1 each | Hillyard | 12 kits |
| HIL0018306—Defoamer | Carpet Care | 4 | 1 gal. | Hillyard | 12 cases |
| HIL0021906—Nutra-RinseÖ, Bulk Concentrate | Floor Neutralizer | 4 | 1 gal. | Hillyard | 16 cases |
| HIL0034106—Seal 341Ö, RTU | Floor Sealer | 4 | 1 gal. | Hillyard | 24 cases |
| HIL0036403—Affinity Hair and Body | Soap | 4 | 1250 ml | Hillyard | 12 cases |
| HIL0038806—Antibacterial Soap | Soap | 4 | 1 gal. | Hillyard | 16 cases |

| Part Number and Product Description | Application | Case | Pkg. Size | Brand/Manf. | 2015 Usage |
|---|--------------------|-------------|------------------|--------------------|-------------------|
| HIL0039103—Spa-Plus Body and Hair Foam Soap, Green, Cucumber Melon | Soap | 4 | 1250 ml | Hillyard | 91 cases |
| HIL0039482—Mandarin-Cranberry Prem. Foam Soap | Soap | 6 | 14 oz. | Hillyard | 24 cases |
| HIL0040403—Affinity Pink Lotion | Soap | 4 | 1250 ml | Hillyard | 40 cases |
| HIL0041003—Hand Sanitizer, Clear Foam | Hand Care | 4 | 1000 ml | Hillyard | 12 cases |
| HIL0041103—Affinity Prem. Green Select Foam Soap, Clear | Soap | 4 | 1250 ml | Hillyard | 188 cases |
| HIL0046604—Take Down Cherry | Enzyme Deodorizer | 12 | 1 qt. | Hillyard | 72 cases |
| HIL0047006—Liquid Enzyme II | Drain Maintainer | 4 | 1 gal. | Hillyard | 20 cases |
| HIL0047506—Tile and Grout Cleaner/Renovator | Floor Care | 4 | 1 gal. | Hillyard | 12 cases |
| HIL0052806—North Star, RTU | Floor Finish | 4 | 1 gal. | Hillyard | 20 cases |
| HIL0053406—Explorer Ò, RTU | Floor Finish | 4 | 1 gal. | Hillyard | 68 cases |
| HIL0070222—CC Mariner | Restroom/shower | 6 | 1/2 gal. | Hillyard | 18 cases |
| HIL0080225—Arsenal Windo-Clean+ | Window Cleaner | 4 | 2.5 ltr. | Hillyard | 22 cases |
| HIL0081025—Arsenal No. 10 Top Clean Ò *, Proportioning System product | Floor Cleaner | 4 | 2.5 ltr. | Hillyard | 29 cases |
| HIL0081625—Arsenal RE-JUV-NALÒ, Proportioning System product | Disinfectant | 4 | 2.5 ltr. | Hillyard | 57 cases |
| HIL0084125—Arsenal Degreaser | Degreaser | 4 | 2.5 ltr. | Hillyard | 12 cases |
| HIL0081825—Arsenal Neutralizer | General | 4 | 2.5 ltr. | Hillyard | 36 cases |
| HIL0082225—Arsenal No. 22 Citrus-Scrub, Proportioning System Product | Cleaner/Degreaser | 4 | 2.5 ltr. | Hillyard | 42 cases |
| HIL0082925—Arsenal Green Select Bathroom Cleaner | Cleaner | 4 | 2.5 ltr. | Hillyard | 12 cases |
| HIL0083225—Arsenal Suprox-D Proportioning System | Disinfectant | 4 | 2.5 ltr. | Hillyard | 12 cases |
| HIL0083825—Arsenal Suprox Proportioning System | Cleaner | 4 | 2.5 ltr. | Hillyard | 40 cases |
| HIL0090204—Liquid Gum-Go | Specialty | 4 | 1 gal. | Hillyard | 12 cases |
| HIL0101904—Germicidal Foaming Cleaner, RTU | Fungicide | 12 | 1 qt. | Hillyard | 12 cases |
| HIL0103055—Aerosol Gum Go | Specialty | 12 | 6.5 oz. | Hillyard | 12 cases |
| HIL0103455—Aerosol Oil Stainless Steel Cleaner | Specialty | 12 | 15 oz. | Hillyard | 12 cases |
| HIL0103954—Germicidal Foaming Cleaner, RTU | Cleaner | 12 | 20 oz. | Hillyard | 12 cases |
| HIL0103955—Aerosol Germicidal Foaming Cleaner, RTU | Cleaner | 12 | 19 oz. | Hillyard | 36 cases |

| Part Number and Product Description | Application | Case | Pkg. Size | Brand/Manf. | 2015 Usage |
|---|--------------------|-------------|------------------|--------------------|-------------------|
| HIL0105055—Aerosol Graffiti Remover | Specialty | 12 | 15 oz. | Hillyard | 51 cases |
| HIL0105654—Super Hil-Aire [®] Citrus, RTU | Disinfectant | 12 | 16 oz. Aerosol | Hillyard | 12 cases |
| HIL01063—Wipe Q&C Hard Surface Disinfectant | Disinfectant | 6 | 65 CT | Hillyard | 42 cases |
| HIL0107554—Quick and Clean, Metered Air Refill, Cinnamon | Air Freshener | 12 | 7 oz. | Hillyard | 36 cases |
| HIL0107555—Quick and Clean, Metered Air Refill, Cinnamon | Air Freshener | 12 | 7 oz. | Hillyard | 12 cases |
| HIL0108354—Quick and Clean, Metered Air Refill, Wild Berry | Air Freshener | 12 | 7 oz. | Hillyard | 12 cases |
| HIL0108355—Quick and Clean, Metered Air Refill, Wild Berry | Air Freshener | 12 | 7 oz. | Hillyard | 24 cases |
| HIL0113155—Aerosol Heavy Duty Multi-Purpose Cleaner | Cleaner | 12 | 20 oz. | Hillyard | 24 cases |
| HIL0113555—Aerosol Hil Treat Dust Mop Treatment | Dust Mop | 12 | 14 oz. | Hillyard | 51 cases |
| HIL0113654—Aerosol Extreme Odor Neutralizer | Air Freshener | 12 | 10 oz. | Hillyard | 12 cases |
| HIL0113754—Aerosol Extreme Odor Neutralizer Fogger | Air Freshener | 12 | 10 oz. | Hillyard | 24 cases |
| HIL0116354—Aerosol Island Flowers Metered | Air Freshener | 12 | 7 oz. | Hillyard | 12 cases |
| HIL24609—Mop Wet Relentless MF 5in LG Blue | Mop | 1 | 1 each | Hillyard | 12 mops |
| HIL24620—Cloth MF 16X16 Blue | Microfiber | 1 | 1 each | Hillyard | 25 cloths |
| HIL24621—Cloth MF 16X16 Green | Microfiber | 1 | 1 each | Hillyard | 156 cloths |
| HIL24622—Cloth MF 16X16 Red | Microfiber | 1 | 1 each | Hillyard | 168 cloths |
| HIL24623—Cloth MF 16X16 Yellow | Microfiber | 1 | 1 each | Hillyard | 72 cloths |
| HIL24626—Cloth MF Glass and Mirror 16X16 Blue | Microfiber | 1 | 1 each | Hillyard | 48 cloths |
| HIL24966—Mop Wet Blend Looped End NB Med White | Mop | 1 | 1 each | Hillyard | 53 mops |
| HIL30404—Multi-Purpose Glove, Flock Lined, Latex 18 mil, Yellow, XL | Glove | 1 | 1 pair | Hillyard | 12 gloves |
| HIL30411—Glove Nitrile Powder Free MED | Glove | 10 | 100/box | Hillyard | 78 cases |
| HIL30412—Glove Nitrile Powder Free LG | Glove | 10 | 100/box | Hillyard | 91 cases |
| HIL30413—Glove Nitrile Powder Free XL | Glove | 10 | 100/box | Hillyard | 114 cases |

| Part Number and Product Description | Application | Case | Pkg. Size | Brand/Manf. | 2015 Usage |
|--|----------------------|-------------|------------------|--------------------|-------------------|
| HIL30481—Multi-Purpose Synthetic, Powder-Free Gloves, MD | Glove | 10 | 10/box | Hillyard | 25 cases |
| HIL30482—Multi-Purpose Synthetic, Powder Free Gloves, LG | Glove | 10 | 100/box | Hillyard | 100 cases |
| HIL30503—Latex Powder Free Gloves, XL | Glove | 10 | 100/box | Hillyard | 40 cases |
| HIL30523—Medical Exam Synthetic, Powder Free Gloves, XL | Glove | 10 | 100/box | Hillyard | 320 cases |
| HIL31950—Bottle 32 oz. Natural Plain Plastic | Supplies | 1 | 1 each | Hillyard | 42 bottles |
| HIL31953—Bottle qt. Translucent Dilution | Supplies | 1 | 1 each | Hillyard | 41 bottles |
| HIL32720—Screen Disc 20 in. 150 Grit | Supplies | 1 | 10 box | Hillyard | 22 cases |
| HIL42220—Floor Pad, 20 in. Dia. Red | Scrubbing/Buffering | 5 | 5 box | Hillyard | 20 cases |
| HIL42720 - Floor Pad, 20 in. Dia. Black | Heavy Duty Stripping | 5 | 5 box | Hillyard | 20 cases |
| HOS52480—Aerosol Sanigaurd Dry Contact | | 12 | 10 oz. | Hospico | 12 cases |
| IMP5702—Trigger Sprayer 9 7/8 in. Tube | Supplies | 1 | 1 each | Impact | 96 tubes |
| IMP7321—Goggles Chemical Splash | Safety | 1 | 1 each | Impact | 12 goggles |
| IMP7334B—Glasses Safety Deluxe | Safety | 1 | 1 each | Impact | 12 glasses |
| MATMMC46—Mat 4X6 Gator Scraper Ultra Flex Edge BK | Rugs | 1 | 1 each | Hillyard | 12 rugs |
| MIN05606—Floor Pad, 20 in. Dia. Tan | Burnish | 5 | box | 3M | 25 boxes |
| MIN08484—Floor Pad, 20 in. Dia. White | Polishing | 5 | box | 3M | 35 boxes |
| PTM103483—Bag vac. 1400/1500XP | Parts | 1 | 10/pk. | Proteam | 24 cases |
| RUB295673BL—Receptacle Deskside 28 1/8 QT | Supplies | 1 | 12 box | Rubbermaid | 24 cases |
| RUB2956BK—Receptacle Deskside 28 1/8 qt. Black | Supplies | 1 | 12 box | Rubbermaid | 24 cases |
| RUBQ416BL—18 in. Microfiber Pad, Wet Blue | Microfiber Mops | 1 | 6 6 oz. | Rubbermaid | 14 mops |
| SQSP1420SQP—Pad 14X20 Square Prep | Floor Pads | 1 | 10 box | Square Scrub | 50 cases |
| STO87044—Kresto One Pump | Hand Soap | 6 | 2000 ml | Kresto | 32 cases |
| UNGSR500—Safety Scraper | Supplies | 1 | 50 box | Unger | 12 cases |
| WIN86000500—Sensor Filter Bag | Parts | 1 | 10/pack | Windsor | 13 cases |