



Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

POST DATE: **7/27/2017**

Expendable Supplies for Robertson County Schools

Sealed bids must be received by: **8/9/2017 at 11:00 AM**

Robertson County Finance Office
523 South Brown Street
Springfield, TN 37172

THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1365 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for in the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Jimmy Finch, Supervisor, Schools - Building & Grounds at (615)384-5588. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: cmoon@robcofn.org.

Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.



ROBERTSON COUNTY SCHOOLS
SPECIFICATIONS

For

EXPENDABLE SUPPLIES

For

HOUSEKEEPING

July 2017

If you have questions regarding information included herein, please contact:

Jimmy Finch, Supervisor

Robertson County Schools Department of Buildings & Grounds

3470 Hwy 41 South, Springfield TN 37172

615-384-0213

Email: jimmy.finch@rcstn.net

Invitation for Bid #1365 Expendable Supplies

Purpose of Bid

The purpose of this Invitation for Bid is to solicit bids from qualified Vendors to supply expendable goods to the facilities of Robertson County Schools Board of Education (hereinafter called "the Schools"), located in Robertson County, TN. See Exhibit 'A'

Term of Award

The Schools intend to award this bid, assuming satisfactory bid prices are received. Any award made shall be for twelve (12) months, with the first award beginning on the date of award and ending on June 30, 2018, and the option for up to four (4) one year extensions, not to exceed a total of five (5) consecutive years. Each award extension period shall coincide with the Schools fiscal year of July 1st through the following June 30th subject to the availability and appropriation of funds. Under no circumstances shall any extension period be awarded or continue beyond five (5) consecutive years.

The Schools shall make the final approval for extensions based upon recommendations of the Schools Representative and the Schools Housekeeping Services Contractor. The pricing approved in the original award shall remain the same for each extension. Product substitutions may be allowed with the Schools Representative's express written approval provided the replacement product meets or exceeds the specifications in this bid.

Termination/Cancellation

The Schools reserve the right to cancel the contract upon sixty (60) days written notice for reasons of nonperformance within the terms and conditions of this invitation for bid or conditions beyond the Schools control such as inadequate funding. Either Party may cancel the contract with a 90 day written notice.

Schools Representative

After bid award, the Schools will name a Representative. This representative shall be available during regular school hours or within reason, for consultation. All communications between the Schools Housekeeping Contractor and the Vendor shall be handled through this person.

Deliveries

All deliveries must be coordinated/ scheduled with the receiving location or Schools Representative prior to and in advance of projected delivery time. All deliveries must be signed for by a representative of the Schools. Under no circumstances shall deliveries be dropped off unattended or without the Schools knowledge.

Purchases and Payments

All orders must be accompanied by an authorized Purchase Order. Invoice terms are net 30 and invoices must include the Purchase Order number. A copy of the Delivery Receipt or Packing List shall be left with the Schools at the time of delivery or provided on request.

Invitation for Bid #1365 Expendable Supplies

General Terms and Conditions

Compliance with Law

Vendor shall comply with all applicable laws, ordinances, rules, regulations, licensure and permit requirements relating to the supply and delivery of goods to the Schools.

Comprehensive and Commercial Insurance

Vendor shall maintain during the award term, for protection of the Schools and the Vendor, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than One Million Dollars (\$1,000,000) for each occurrence, including, but not limited to, Personal Injury Liability, Blanket Contractual Liability and Products Liability, covering the operations and activities of Vendor under this Agreement and shall provide the Schools with a current Certificate of Insurance evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without thirty (30) days' prior written notice of cancellation.

Indemnification and Hold Harmless

Vendor shall indemnify and save harmless the Schools, individual board members, officers, and employees against any and all claims, actions, demands, costs, damages, losses or expenses of any kind whatsoever, in whole or part, resulting from or connected with any acts under this Agreement or from the omission or commission of any act, lawful or unlawful, by Vendor, its agents and/or employees, including, but not limited to, court costs and attorney's fees incurred by the Schools in connection with the defense of said matters. The Schools shall not in any event be liable in damages for business loss or other incidental or consequential damages of whatever kind or nature, regardless of the cause of such damage, and Vendor, and anyone claiming by or through it, expressly waives all claims to such damages.

Invitation for Bid #1365 Expendable Supplies

Invitation for Bid #1364 Expendable Supplies

Bidder Response Form

Brand names stated herein are for reference to quality only. Quantities stated in Exhibit 'B' represent the number of items purchased during the Schools fiscal year 2016-2017 and are for bidding reference only. The Schools do not guarantee any purchase of any item in any quantity.

All items bid must meet or exceed the specifications of products listed. All exceptions must be noted. F.O.B. Delivered = All prices bid must include any applicable delivery, freight & handling charges.

Description	Case Pack	Each Price
38 x 58 Black 2 mil Low Density Liner	100 EA/CT	
38 X 60 Natural 16 Mic High D Liner 60 Gal on Roll 8/25	200/cs	
9021 Jumbo Junior Roll Toilet Tissue 2 Ply 1000	12RL/CS 48CS/SK	
30 X 37 Natural 10 Mic High D Liner 20-30 Gal on Roll 20/25	500/cs	
1988001 Envision Embossed Toilet Tissue 2 Ply	80 RL/CT	
23304 Envision Natural 1 Ply Multifold Towel 250 Count	16 PK/CT	
20204 Acclaim White 1 Ply Multifold Towel 250 Count	16 PK/CT	
04142 Scott Hardwound Roll Towel Natural 1 Ply 800 1.5"	12 RL/CT	
6602T Preserve White 2 Ply Center Pull Towel	6RL/CS 50CS/SK	
DEB Antibacterial Foam Hand Soap w/ Triclosan 1 Liter or equivalent	6/cs	

Robertson County, Tennessee, NON-COLLUSION AFFIDAVIT

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

Authorized Signature, Title (Owner/ Corporate Officer) _____ **Date** _____

Printed Name: _____

Company Name _____

Mailing Address _____

Telephone No. _____ **Fax No.** _____

Contact Email _____

Invitation for Bid #1365 Expendable Supplies

Exhibit 'A'

Property	Address	Phone
Alternative School (Smith Center)	800 M.S. Coutts Blvd.	Springfield, TN 37172 (615)382-2328
Bransford Elementary School	700 Bransford Drive	Springfield, TN 37172 (615)384-4313
Building & Grounds	3470 Hwy 41 South	Springfield, TN 37172 (615)384-0213
Central Office	800 M.S. Coutts Blvd., Ste #4	Springfield, TN 37172 (615)384-5588
Cheatham Park Elem School	301 Locust Street	Springfield, TN 37172 (615)384-0232
Coopertown Elem School	3746 Highway 49 West	Springfield, TN 37172 (615)384-7642
Coopertown Middle School	3820 Highway 49 West	Springfield, TN 37172 (615)382-4166
Crestview Elementary School	1160 Jaden Gavin Drive	Springfield, TN 37172 (615)382-2222
East Robertson Elem School	5177 East Robertson Rd	Cross Plains, TN 37049 (615)654-3874
East Robertson High School	158 Kilgore Trace	Cross Plains, TN 37049 (615)654-2191
Greenbrier Elementary School	2658 Highway 41 South	Greenbrier, TN 37073 (615)643-4529
Greenbrier High School	126 Cuniff Drive	Greenbrier, TN 37073 (615)643-4526
Greenbrier Middle School	2450 Highway 41 South	Greenbrier, TN 37073 (615)643-7823
Jo Byrns Elementary	6399 Hwy 41 North	Cedar Hill, TN 37032 (615)696-0533
Jo Byrns High School	7025 Highway 41 North	Cedar Hill, TN 37032 (615)696-2251
Krisle Elementary School	6712 Highway 49 East	Springfield, TN 37172 (615)384-2596
Robert Woodall Elementary	300 Eden Way	White House, TN 37188 (615)672-7772
Robertson County Vocational School	5326 Highway 76 East	Springfield, TN 37172 (615)384-2491
Springfield High School	5240 Highway 76 East	Springfield, TN 37172 (615)384-3516
Springfield Middle School	715 5th Avenue West	Springfield, TN 37172 (615)384-4821
Teacher Center	3468 Hwy 41 South	Springfield, TN 37172 (615)384-0238
Transportation / Bus Garage	1015 Josephine St	Springfield, TN 37172 (615)384-4555
Watauga Elementary School	1755 Lake Road	Ridgetop, TN 37152 (615)859-5252
Westside Elementary School	309 Alsup Drive	Springfield, TN 37172 (615)384-8495
White House Heritage Elementary	220 West Drive	White House, TN 37188 (615)672-4595
White House Heritage High School	7744 Hwy 76 East	White House, TN 37188 (615)672-0311

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Exhibit 'B'

The quantities stated herein represent the number of items purchased during the Schools fiscal year 2016-2017 and are for bidding reference only. The Schools does not guarantee, nor does acceptance or award of this bid provide an obligation, to purchase any item in any quantity.

Description	Case Pack	U/M	Qty
38 x 58 Black 2 mil Low Density Liner	100 EA/CT	CS	43
38 X 60 Natural 16 Mic High D Liner 60 Gal on Roll 8/25	200/CS	CS	613
9021 Jumbo Junior Roll Toilet Tissue 2 Ply 1000'	12RL/CS 48CS/SK	CS	1,219
30 X 37 Natural 10 Mic High D Liner 20-30 Gal on Roll 20/25	500/CS	CS	572
1988001 Envision Embossed Toilet Tissue 2 Ply	80 RL/CT	CS	100
23304 Envision Natural 1 Ply Multifold Towel 250 Count	16 PK/CT	CS	247
20204 Acclaim White 1 Ply Multifold Towel 250 Count	16 PK/CT	CS	63
04142 Scott Hardwound Roll Towel Natural 1 Ply 800' 1.5"	12 RL/CT	CS	178
6602T Preserve White 2 Ply Center Pull Towel	6RL/CS 50CS/SK	CS	2,590
DEB Antibacterial Foam Hand Soap w/ Triclosan 1 Liter	6/CS	CS	673