

INVITATION FOR BID

BID NUMBER: 6511-MT-A1
RTG DATE: Thursday, March 21, 2013
VARIOUS DEPARTMENTS

SEALED BIDS FOR:

ADDENDUM #1 – GREEN JANITORIAL SANITARY PAPER PRODUCTS AND EQUIPMENT FOR VARIOUS DEPARTMENTS

Sealed bids, for furnishing the supplies or services contained herein will be received by:

**CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
CITY HALL SOUTH, SUITE 1900
55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0307**

First floor, **no later than 1:59 P.M.**, (OUR BID CLOCK TIME IS VERIFIED AND CALIBRATED WITH THE BUREAU OF NATIONAL STANDARDS TIME PRIOR TO EACH BID OPENING) **Tuesday, April 02, 2013** and at that time will be publicly opened and read in Suite 1900.

A Pre-Bid Conference/Site Visit - N/A. The deadline for bidders to submit questions regarding the bid is **Wednesday, March 20, 2013.** Questions should be submitted via email to **Margie S. Telfair**, Buyer at **mstelfair@atlantaga.gov**.

For information, call (404) 330-6204.

This form **MUST** be returned with all bids. Bids must be typed or printed in **blue ink**. Refer to Bid Number, Date and Time on the **enclosed return label**. All bids must be hand delivered, delivered by courier service or mailed via United States Postal Service. No facsimile will be accepted. **If you quote, please sign each “Bid Sheet” in blue ink, DO NOT ‘white out’ entries or your bid may be deemed non-responsive and put the name of your company on each sheet and or the pricing sheet.** If you do not quote, return signed bid invitation sheet and state reason; otherwise, your name may be removed from our mailing list. **Failure to follow these instructions could result in your bid being rejected.**

ALL COMMUNICATION PERTAINING TO THIS BID MUST BE DIRECTED TO THE DEPARTMENT OF PROCUREMENT REFERENCING BID NUMBER. BIDDER MAY NOT CONTACT OTHER BUREAUS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN NON-ACCEPTANCE OF YOUR BID.

Legal Name of Firm

Authorized Representative/Please Type/Print

Address

Signature/Title

City State Zip Code

Area Code/Telephone Number/Email Address

Date Submitted

COA Supplier ID#

BIDS MAY BE SUBMITTED FOR EVALUATION, BUT NO AWARD WILL BE MADE UNLESS YOU POSSESS A CURRENT BUSINESS LICENSE THAT AUTHORIZES BIDDER TO TRANSACT BUSINESS AT A LOCATION IN THE STATE OF GEORGIA. IN THE CASE OF AN OUT OF STATE BUSINESS WITH NO LOCATION OR OFFICE IN GEORGIA, WHICH EXERTS SUBSTANTIAL EFFORTS WITHIN THE STATE AND CITY, SUCH BUSINESS MUST OBTAIN A CITY OF ATLANTA, BUSINESS LICENSE AS REQUIRED BY CITY CODE SECTION 30-52, ET SEQ. TO OBTAIN A BUSINESS LICENSE, CONTACT: CITY OF ATLANTA, BUSINESS LICENSE DIVISION, CITY HALL SOUTH, SUITE 1350, 55 TRINITY AVENUE, S.W., ATLANTA, GEORGIA 30303-0307, and (404) 330-6213.

In compliance with the aforementioned, the bidder agrees to furnish and deliver the goods and/or services at the prices indicated. It is agreed that this bid shall constitute an offer, and if accepted by the City, delivered to the designated point(s) within the time specified.

PRICES CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE STATED.

MERCHANDISE/SERVICE TO BE DELIVERED: AS DIRECTED

NOTE: Read all instruction, conditions, specifications, etc., in detail. Acceptance of your quotation guarantees your price and it cannot be withdrawn. Check all figures before submitting bid. UPON REQUEST, A COPY OF THE BID TABULATION WILL BE MADE AVAILABLE TO YOU AT A COST OF \$.25 PER PAGE.

All Bids are subject to the following:

1. Compliance with City of Atlanta Code, Section 2-1413, Requirements for execution of City contracts and Section 2-1414, Equal Employment Opportunity clause. In conjunction with these Code sections, a completed Contract Employment Report or a current letter of certification from the City of Atlanta Office of Contract Compliance must accompany each bid.
2. Compliance with bidding instructions, terms, and conditions (pages 3 and 4).
3. Other provisions, certifications, Insurance, Payment and/or Performance Bonds, if incorporated by reference in this schedule.
4. Additional instructions, special conditions applicable to indefinite quantity invitations on Annual Contracts.
5. A completed W-9 Request for taxpayer identification number and Certification Form.
6. Two (2) completed and **NOTARIZED** Affidavits for Receipt of Public Benefit, Contractor Affidavit and/or Subcontractor Affidavit, even if not applicable.
7. Enter your City of Atlanta Supplier ID number on page one (1) of the ITB. A Supplier number can be obtained by registering at www.atlantaga.gov.

FIRM NAME _____ SIGNATURE _____

******* ADDENDUM # 1 *******

**BID NUMBER- 6511-MT-A1,
GREEN JANITORIAL SANITARY PAPER PRODUCTS
AND EQUIPMENT FOR VARIOUS DEPARTMENTS**

PLEASE NOTE CHANGES TO PRICING SHEET:

THIS ADDENDUM PRICING SHEET REPLACES THE ORIGINAL PRICING SHEET IN IT ENTIRETY.

THIS ADDENDUM PRICING SHEET MUST BE RETURN WITH YOUR ORIGINAL BID.

FAILURE TO RETURN ALL PAGES OF THIS ADDENDUM WITH YOUR ORIGINAL BID WILL DEEM BID TO BE INCOMPLETE AND MAYBE CAUSE FOR REJECTION OF BID.

**THE BID OPENING DATE IS SCHEDULED FOR
TUESDAY, APRIL 2, 2013.**

We apologize for any inconvenience this may have caused.

ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M. OF THE BID OPENING DATE.

Bids will be publicly opened and read at 2:00 P.M. in Suite 1900, 1st Floor, 55 Trinity Avenue, SW, City Hall South, Atlanta, Georgia.

ALL PAGES OF THIS ADDENDUM MUST BE SIGNED AND SUBMITTED WITH YOUR BID.

FIRM NAME _____ SIGNATURE _____



	QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
<p>IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR <u>YOUR BID MAY NOT BE CONSIDERED.</u></p> <p>Bids shall be held firm for 120 days after bid opening date and time.</p> <p>Further, prices shall be held firm for one year from date of award.</p>			

GROUP I - DISPENSERS			
1. Tissue dispenser smoke gray Coreless 2 roll Georgia Pacific Model 56784	400 Dispensers	\$ _____ cs. \$ _____	
		_____	Brand Name & Number

2. Toilet seat Cover dispenser Smoke Gray 500 Sheet capacity Georgia Pacific Model 57748	400 Dispensers	\$ _____ cs. \$ _____	
		_____	Brand Name & Number

3. Foaming Soap Dispenser Gray 1200 ml. Gojo 2740	400 Dispensers	\$ _____ cs. \$ _____	
		_____	Brand Name & Number

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



CITY OF ATLANTA
 DEPARTMENT OF PROCUREMENT
 55 TRINITY AVENUE, SW, SUITE 1790
 ATLANTA, GEORGIA 30303-0307
 (404) 330-6204

PRICING SHEET
BID NUMBER
6511-MT-A1
 Page 2 of 14

	QUAN.	UNIT PRICE	TOTAL
4. FOAMING Sanitizer dispenser Sanitizer dispenser Liquid or Foam PURELL 2720	400 dispensers	\$ _____ ea. \$ _____	
		Brand Names & Number	

5. Roll Towel dispenser Automatic Hands Free 800 ft Roll and Stub Roll Capacity Georgia Pacific Model 59462.	400 dispensers	\$ _____ ea. \$ _____	
		Brand Name & Number	

6. Mounting Adapter Bracket Retrofit recessed Stainless Steel Towel dispenser Georgia Pacific Model 50522.	400 Brackets	\$ _____ ea. \$ _____	
		Brand Name & Number	

7. Roll Towel dispenser Mechanical Hands Free Hardwound Roll towel Dispenser Georgia Pacific Model HV200K.	400 Dispensers	\$ _____ ea. \$ _____	
		Brand Name & Number	

8. Roll Towel dispenser Stainless Steel Hands Free Recessed Mount Georgia Pacific Model 59466.	400 Dispensers	\$ _____ ea. \$ _____	
		Brand Name & Number	

FIRM NAME

SIGNATURE

TITLE

_____/_____/_____
DATE



	QUAN.	UNIT PRICE	TOTAL
9. Portion Control Dispenser 4 Soution Dispenser Ramsey Practical Solutions	100 Dispensers	\$ _____ ea. \$ _____	
		Brand Name & Number	
TOTAL GROUP I		\$ _____	
GROUP II – GREEN PAPER PRODUCTS			
1. #7046 Georgia pacific. Toilet seat covers. 5,000 per case	50 cases	\$ _____ cs. \$ _____	
		Brand Name and Number	
		Number per case	
2. Tissue Bath Coreless 1500 Sheets 2 ply #19738 Georgia Pacific	200 cases	\$ _____ cs. \$ _____	
		Brand Name and Number	
		Number per case	
3. Roll Towels 10 in wide 800 ft long #89490 Georgia Pacific	200 cases	\$ _____ ea. \$ _____	
		Brand Name and Number	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



CITY OF ATLANTA
 DEPARTMENT OF PROCUREMENT
 55 TRINITY AVENUE, SW, SUITE 1790
 ATLANTA, GEORGIA 30303-0307
 (404) 330-6204

PRICING SHEET
 BID NUMBER
 6511-MT-A1
 Page 4 of 14

QUAN.	UNIT PRICE	TOTAL
	Number Per Case	
4. Roll Towel 425 feet long #89410 Georgia Pacific	200 cases	\$ _____ cs. \$ _____
	Brand Name and Number	
	Number per case	
5. Roll Towel 7 00 ft long 900 Sheets per roll #2910P Georgia Pacific	400 cases	\$ _____ cs. \$ _____
	Brand Name and Number	
	Number per case	
TOTAL GROUP II		\$ _____
GROUP III – HAND SANITIZER AND SOAP		
1. Instant hand sanitizer 1200 ml Green Certified Gel Formula #5491-04 Purell	180 cases	\$ _____ ea. \$ _____
	Brand Name and Number	
	Number per case	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



	QUAN.	UNIT PRICE	TOTAL
2. Foaming Hand Soap 1200 ml with Skin Conditioner Cranberry Fragrance #5361 - GOJO	180 cases	\$ _____ ea. \$ _____	
		Brand Name and Number	
		Number per case	
TOTAL GROUP III		\$ _____	
GROUP IV – MICROFIBER CLEANING PRODUCTS			
1. Mop Bucket 35 Quart Mop Bucket Non Marking casters with side pressure wringer #7588-88 Rubbermaid	25 Buckets	\$ _____ ea. \$ _____	
		Brand Name and Number	
2. Janitor Cart 8 inch wheels with 4 inch casters that swivel High capacity #9T73-00 Rubbermaid	20 Carts	\$ _____ ea. \$ _____	
		Brand Name and Number	
3 Microfiber Mop Bucket Carrying handle with 3 inch casters 7 gallon capacity #Q900-88 Rubbermaid	20 Buckets	\$ _____ ea. \$ _____	

FIRM NAME _____

SIGNATURE _____

TITLE _____

DATE ____/____/____



	QUAN.	UNIT PRICE	TOTAL
		_____ Brand Name and Number _____	
4. Green Microfiber Cloth Size 16 X 161 Pack 12 #Q62022 GRN Rubbermaid	50 cases	\$ _____ ea.	\$ _____
		_____ Brand Name and Number _____	
5. Yellow Microfiber cloth 16 X 16 Pack 12 #Q61022 YL Rubbermaid	50 cases	\$ _____ ea.	\$ _____
		_____ Brand Name and Number _____	
6. Blue Microfiber Cloth Size 16 X 16 Pack 12 #Q63022 blue Rubbermaid	50 cases	\$ _____ ea.	\$ _____
		_____ Brand Name and Number _____	
7. Red Microfiber Cloth Size 16 X 16 Pack 12 #Q62002 red	50 cases	\$ _____ ea.	\$ _____
		_____ Brand Name and Number _____	
8. Microfiber String mop 5 inch Headband 22 – 28 oz	50 mops	\$ _____ ea.	\$ _____

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



	QUAN.	UNIT PRICE	TOTAL
#A85206 green Rubbermaid			
		Brand Name and Number	

9. Onboard Cleaning System For use with Microfiber mop pads 21 oz 58 inch Handle #Q969-00 Rubbermaid	20 mop handles	\$ _____ ea.	\$ _____
		Brand Name and Number	

10. Refill Canister 2 Gallons Cart Mountable #Q63022 blue Rubbermaid	20 cases	\$ _____ ea.	\$ _____
		Brand Name and Number	

11. Microfiber Mop / Duster Handle 58 Inches Qucik Connect #Q750 Rubbermaid	20 cases	\$ _____ ea.	\$ _____
		Brand Name and Number	

12. Microfiber Duster For use with Flexible Frame White #Q86100 white Rubbermaid	25 cases	\$ _____ ea.	\$ _____
		Brand Name and Number	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



	QUAN.	UNIT PRICE	TOTAL
13. Flexible Frame for Duster For use with Microfiber duster pad Rubber #Q85500 Rubbermaid	20 frames	\$ _____ ea. \$ _____	

		Brand Name and Number	

14. Microfiber Duster Wand Flexible overhead duster wand Includes duster #Q850 Rubbermaid	20 wands	\$ _____ ea. \$ _____	

		Brand Name and Number	

15. Duster Sleeve Microfiber Green #Q851 Rubbermaid	10 sleeves	\$ _____ ea. \$ _____	

		Brand Name and Number	

16. Microfiber String Mop 16 – 22 oz Green #A81206 Rubbermaid	50 mops	\$ _____ ea. \$ _____	

		Brand Name and Number	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



	QUAN.	UNIT PRICE	TOTAL
17. Floor Scrubber Pad Size 18 X 5 Floor Pad #Q81000 YL00 Rubbermaid	30 Pads	\$ _____ ea. \$ _____	

		Brand Name and Number	

18. 60 inch Dry Pad w/ Fringe Size 60 X 5 Floor Pad #Q46000 GR00 Rubbermaid	30 Pads	\$ _____ ea. \$ _____	

		Brand Name and Number	

19. 48 inch Dry Pad Size 48 x 5 #Q44800 GR00 Rubbermaid	30 Pads	\$ _____ ea. \$ _____	

		Brand Name and Number	

20. 36 inch Dry Pad Size 36 x 5 Green #Q43600 GR00 Rubbermaid	30 Pads	\$ _____ ea. \$ _____	

		Brand Name and Number	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



		QUAN.	UNIT PRICE	TOTAL
21.	Damp Pad w/ Scrubber pad Size 24 x 5 Blue #Q42500 BL00 Rubbermaid	30 Pads	\$ _____ ea. \$ _____	

			Brand Name and Number	

22.	Damp Pad Size 11 x 5 Blue #Q2000 BL00 Rubbermaid	10 Pads	\$ _____ ea. \$ _____	

			Brand Name and Number	

23.	Extension Handle Mop / Duster 42 – 72 inch #Q760 Rubbermaid	10 handles	\$ _____ ea. \$ _____	

			Brand Name and Number	

24.	Microfiber String Mop 16 – 22 oz Green #A81206 Rubbermaid	50 mops	\$ _____ ea. \$ _____	

			Brand Name and Number	

FIRM NAME

SIGNATURE

TITLE

_____/_____/_____
DATE



CITY OF ATLANTA
 DEPARTMENT OF PROCUREMENT
 55 TRINITY AVENUE, SW, SUITE 1790
 ATLANTA, GEORGIA 30303-0307
 (404) 330-6204

PRICING SHEET
 BID NUMBER
 6511-MT-A1
 Page 11 of 14

	QUAN.	UNIT PRICE	TOTAL
25. Mesh Laundry bag Size 24 x 36 Mesh #U210 Rubbermaid	30 Bags	\$ _____ ea. \$ _____	
		Brand Name and Number	
26. Wet Floor Sign Multilingual Yellow #9S09 Rubbermaid	15 Signs	\$ _____ ea. \$ _____	
		Brand Name and Number	
TOTAL GROUP IV		\$ _____	
GROUP V GREEN CLEANING CHEMICALS			
1. Non Ammoniated Glass Cleaner 1 Gallon 1 :25 Dilution Green Seal Certified SKY LIGHT – Ramsey/Equal or Equivalent to.	80 Gallons	\$ _____ ea. \$ _____	
		Brand Name and Number	

FIRM NAME _____
 SIGNATURE _____
 TITLE _____

_____/_____/_____
 DATE



	QUAN.	UNIT PRICE	TOTAL
2. Disinfectant Cleaner 1 Gallon 1:256 Dilution Environmentally Preferred FREQUENCY 256 Ramsey/Equal or Equivalent to.	80 Gallons	\$ _____ ea. \$ _____	

		Brand Name and Number	

3. General Purpose Cleaner 1 Gallon 1:64 Dilution Green Seal Certified FREEFALL Ramsey/Equal or Equivalent to.	80 Gallons	\$ _____ ea. \$ _____	

		Brand Name and Number	

4. Floor Cleaner 1:256 Dilution Green Seal Certified REFLECTA Ramsey/Equal or Equivalent to.	80 Gallons	\$ _____ ea. \$ _____	

		Brand Name and Number	

5. Floor Striper 1:16 Dilution Green Seal Certified CLEAN BREAK GS Ramsey/Equal or Equivalent to.	80 Gallons	\$ _____ ea. \$ _____	

		Brand Name and Number	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



CITY OF ATLANTA
 DEPARTMENT OF PROCUREMENT
 55 TRINITY AVENUE, SW, SUITE 1790
 ATLANTA, GEORGIA 30303-0307
 (404) 330-6204

PRICING SHEET
 BID NUMBER
 6511-MT-A1
 Page 13 of 14

	QUAN.	UNIT PRICE	TOTAL
6. Floor Finish 5 Gallons RTU (Ready To Use) 30 Minute Dry Time 5 Gallon Container Green Seal Certified NIAGRA Ramsey/Equal or Equivalent to.	20 Containers	\$ _____ ea. \$ _____ _____ Brand Name and Number _____	
7. Carpet Extraction Cleaner 1:32 Dilution Green Seal Certified 1.5 Liters RTD Steamette Ramsey/Equal or Equivalent to.	20 - 1.5 Liters	\$ _____ ea. \$ _____ _____ Brand Name and Number _____	
TOTAL GROUP V		\$ _____	
TOTAL ALL GROUPS		\$ _____	
Prices will remain firm for 12 months.			
		<u>YOU MUST CHECK ONE</u>	
		<input type="checkbox"/> Comply <input type="checkbox"/> Non-Comply	

FIRM NAME _____

SIGNATURE _____

TITLE _____

_____/_____/_____
DATE



CITY OF ATLANTA
 DEPARTMENT OF PROCUREMENT
 55 TRINITY AVENUE, SW, SUITE 1790
 ATLANTA, GEORGIA 30303-0307
 (404) 330-6204

PRICING SHEET
 BID NUMBER
 6511-MT-A1
 Page 14 of 14

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A <u>MINIMUM</u> OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>***** Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page. *****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		
	<p>TERMS</p> <p>DELIVERY: Time Required for Delivery After Receipt Order</p>	

FIRM NAME _____

SIGNATURE _____ /_____/_____
DATE

TITLE _____