

**TOWN OF VICTOR – REQUEST FOR QUOTES – CENTRALIZED PURCHASING OF BULK
JANITORIAL SUPPLIES FOR THE TOWN OF VICTOR**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Section 103 of the General Municipal Law of the State of New York that quotes will be received at the Town Clerk's Office in person or by mail addressed to the **Victor Town Hall, 85 East Main Street, Victor, New York, 14564** for CENTRALIZED PURCHASING OF BULK JANITORIAL SUPPLIES FOR THE TOWN OF VICTOR.

Submission Date and Time: Friday, October 2, 2020 @ 4:00 PM

Submit to:

Tina Kolaczyk, Director of Human Resources
Town of Victor
Victor Town Hall
85 East Main St.
Victor, NY 14564

Or electronically to **tmkolaczyk@town-victor-ny.us**

Copies of the Request for Quotes setting forth the detailed specifications may be obtained from the Town of Victor website at **www.victorny.org** or at the Town Clerk's Office, 85 East Main Street, Victor, NY 14564, location Monday – Friday, 8:30 am – 4:00 pm.

Please take notice:

- Any quotes received after 4:00 PM on the due date will not be considered.
- The Town of Victor reserves the right to reject any and all Quotes submitted and to waive any informality.

The Town of Victor has been and will continue to be an equal employment organization. All qualified Minority and Women-Owned Business Enterprises (MWBE) suppliers, contractors and / or vendors will be afforded equal opportunity without discrimination because of race, color, religion, national origin, gender, age, disability, sexual preference or Vietnam Era Veterans status.

Questions pertaining to the Request for Quotes shall be directed to Tina Kolaczyk at (585)742-5028 / tmkolaczyk@town-victor-ny.us

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK
REQUEST FOR QUOTES
CENTRALIZED PURCHASING OF BULK JANITORIAL SUPPLIES FOR THE TOWN OF
VICTOR**

INSTRUCTIONS TO VENDORS:

1. General

It is the intent of these specifications to describe the centralized purchasing of bulk janitorial supplies required for the Town of Victor buildings and facilities.

2. Qualification of Vendor

No quotes will be considered unless the vendor submitting the quotes can meet the following condition:

That the vendor can supply ALL of the material types listed, as well as any chemical Safety Data Sheets (SDS) with every shipment of the materials. Although brand names are listed, it is not necessary to quote the exact brand name, but it must be the same general product.

3. Permit Fees and Taxes

- a. The Town of Victor is a Municipality and therefore exempt from State, County, and Local taxes.
- b. The amount quoted for services shall be the total price for which the vendor shall sell and the Town shall purchase for services listed in the specifications.

4. Scope

The following is list of the cleaning supplies needed by the Town. The quote should be given in unit costs, and must include any delivery charges to the Victor Town Hall:

<u>Unit</u>	<u>Item</u>	<u>Per Unit Cost</u>
	Description	
box	urinal pads - 10/box	
case	Zenex Zenatize Disinfectant Spray - 12 cans/case	
case	ZENEX ZENATIZE FOAMING DISINFECTANT AEROSOL CLEANER 12-18.25OZ CANS/CASE	

each	PLASTIC BOTTLE 32OZ EACH (USE W/TRIGGER)	
case	LYSOL FOAMING AEROSOL DISINFECTANT CLEANER 12-24OZ/CASE	
case	Ice Melt/Salt Residue Remover (36 pouches/case)	
case	STEARNS WATERFLAKES BOWL CLEANER 2-90/.5 OZ TUBS	
case	STEARNS WATER FLAKES NEUTRAL CLEANER 2-90/.5 OZ TUBS/CASE	
gallon	RDI RINSE FREE NEUTRAL CLEANER GALLON	
each	ZENEX ZENASHEEN H2O GOLD STANDARD SLEEK STAINLESS STEEL WATER BASED CLEANER AND POLISH 18OZ CAN	
each	OCEDAR 60" SNAP-ON CLAMP DUST MOP WOODEN HANDLE	
each	5"X60" COTTON DUST MOP HEAD EACH	
each	BLA RUBBERMAID BRUTE DOLLY, FITS 2620, 2632, 2643, 2655 FITS CONTINENTAL SUPER CAN EACH	
each	RUBBERMAID TOILET BOWL BRUSH W/PLASTIC HANDLE EACH	
each	OCEDAR 12/13" BOWL SWAB WHITE ACRYLIC EACH	
each	Ocedar 5"x24" maxi Dust Cotton Dust Mop Head	
case	KC KLEENEX 2 PLY FACIAL TISSUE 36-100S/CASE	
each	5"X24" DUST MOP FRAME SNAP-ON EACH	
each	5"X60" DUST MOP FRAME, SNAP-ON EACH	
case	ZENEX NEUTRAZEN FRESH LINEN METERED ODOR NEUTRALIZER 12-100Z CANS/CASE	
case	GP ANGEL SOFT 2-PLY TOILET TISSUE 450 SHEETS 80 ROLLS/CASE	
each	RUBBERMAID 28 QUART WASTEBASKET BLUE WITH "WE RECYCLE" IMPRINT EACH	
case	Zanex Country Farm Air Freshener	
case	ZENEX ZENACRYSTAL NO STREAK PREMIUM GLASS & SURFACE CLEANER NON-AMMONIATED 12-200Z CANS/CASE	
case	MR. CLEAN MAGIC ERASER EXTRA POWER 30/CASE	

each	RUBBERMAID ROUND GRAY 44 GALLON BRUTE CONTAINER WITH VENT CHANNELS EACH	
each	O-CEDAR MAXIPLUS LOBBY DUST PAN WITH HANDLE AND RED FRAME	
each	O-CEDAR BILINGUAL WET FLOOR SIGN	
each	O-CEDAR BLUE DENIM LARGE MAXICLEAN WIDE BAND LOOPEND MOP WITH TAILBAND	
case	TORK ADVANCED WHITE 1-PLY 8x700' HAND ROLL TOWEL FOR H1 SYSTEM 6/CASE	
case	METRO CHALET 2 PLY PAPER TOWEL 210 SHEETS/ROLL 12 ROLLS/CASE	
case	WHITE C-FOLD TOWELS 10"X13" ECOLOGO 12/200S 2400/CASE	
case	MISCO FRESH BREEZE TB RTU DISINFECTANT SPRAY W/1 SPRAY HEAD VIRUCIDAL TUBERCULACIDAL CANINE PARVO VIRUS EFFECTIVE 12-32OZ/CASE	
case	SELLARS Z-CEL GENERAL PURPOSE HEAVY DUTY TOWELS 8.5X16.5 8-126 COUNT BOXES/CASE	
each	O CEDAR BLUE 16X16 MICROFIBER TOWELS 300G/M2 12/PACK	
each	ZENEX NEUTRAZEN MULTI- FUNCTION METERED AEROSOL DISPENSER (INCLUDES LOCK & KEY) EACH	
case	KLEENEX 8X600' WHITE 1-PLY HARD WOUND ROLL TOWEL 6/CASE	
each	RUBBERMAID 26" YELLOW FLOOR SIGN W/"CLOSED" IMPRINT EACH	
case	SOLARIS LIVI VPG FULLY EMBOSSED PREMIUM QUALITY 500 SHEET 2 PLY TOILET TISSUE 4.0X3.75 80/CASE	
case	SWIFFER 360 HAND DUSTER WITH EXTENDABLE HANDLE - 1 HANDLE 3 YELLOW/WHITE DUSTERS PER KIT 6 KITS/CASE	
each	POWR-FLITE 5GAL POLYETHYLENE WET/DRY VACUUM CLEANER W/7' HOSE AND TOOL KIT EACH	
case	SUPERTUFF MICROBAN BLACK EXTRA HEAVY LINER CORELESS ROLLS 100/CASE	
each	Fragrance Dispenser	
case	Activeaire Passive Room freshener Refill - 12/case	
case	Activeaire Deoderizer Urinal Screen - 12/case	
case	SILKY SOFT FACIAL TISSUE 2-PLY FLAT BOX 30-100S/CASE	

each	Kruger White Swan 2 Ply paper Towels - 30 rolls/case	
case	HOSPECO ALL WHITE FOODSERVICE TOWEL 13X21 150/CASE	
box	ELARA NATRUFIT LATEX LARGE LIGHTLY POWDERED GLOVES 100/BOX	
each	TORK MATIC BLACK HAND ROLL TOWEL DISPENSER FOR H1 SYSTEM	
case	Elora Black Nitrile Gloves	
case	Hospesco Airworks Clean Check urinal Screens Mango Scent	
case	ALLIGATOR NON ACID DISINFECTING TOILET BOWL CLEANER 12 QUARTS/CASE	
case	P&G SWIFFER 360 DUSTER YELLOW/WHITE REFILLS UNSCENTED 4-6 COUNT/CASE	
case	GERM-X FRESH GREEN FOAMING HAND WASH OMNIPOD REFILLS 1150ML 2/CASE	
each	OMNIPOD AUTOMATIC 1150ML HAND HYGIENE DISPENSER BLACK EACH	
each	OMNIPOD MANUAL 1150ML HAND HYGIENE DISPENSER BLACK EACH	
each	Unger Stainless Steel Window Squeegee 12"	
each	OMNIPOD BLACK AUTOMATIC 1150ML HAND HYGIENE DISPENSER EACH	
each	ARCHER WINDSOR S2 12" SENSOR WINDSOR UPRIGHT 2.0 HEPA COMMERCIAL VACUUM CLEANER EACH	
each	MICROTECH #10 NON-ACID RESTROOM CLEANER DISINFECTANT SUPER CONCENTRATE 1.5 GALLON EACH	
case	24X24 NATURAL CLEAR HI-D 8MIC CAN LINERS 1000/CASE	
each	24"x33" natural clear Hi-D 8 mic can liners 1000/case	
case	30X37 NATURAL CLEAR HI-D 10MIC CAN LINERS 500/CASE	
case	40X48 NATURAL CLEAR HI-D 22MIC CAN LINERS 150/CASE	
each	MICROTECH #1 ALL PURPOSE CLEANER DEGREASER SUPER CONCENTRATE 1.5 GALLON EACH	
each	MICROTECH #5 CITRUS NEUTRAL CLEANER SUPER CONCENTRATE 1.5 GALLON EACH	

each	MICROTECH SURETY GLASS & SURFACE CLEANER SUPER CONCENTRATE NON-AMMONIATED 1.5 GALLON EACH	
case	40"x47" black garbage can liners	
each	Germ-X Fresh Green Foaming Hand Soap Refills 2/case	
case	Magic Erasers - 6 per case	
each	Germ-X Fresh Green Foaming Hand Soap Refills 2/case	
case	Salt Neutralizer packets	
each	Upright vacuum cleaner bags	
each	Re-usable disposable disinfectant wipe buckets	
each	Disposable wipes for disinfectant buckets (90 sheets/roll)	
each	Microtech mixmate concentrate disinfectant	
case	Tork Toilet Tissue (96/case)	
case	Activeaire Passive Room freshener refill - 12/case	
case	Germ-X 12 oz Hand Sanitizers	
case	Germ-X 56 oz. Hand Sanitizer Refills (2 per case)	
case	Betco Hand Sanitizer bags for disinfection stations (6/case)	
case	Disposable Face Masks	

5. Equipment Deviations

- a. The specifications indicate the name or type of equipment or materials to be used as a standard for the vendor’s quotes. All quotes shall be based on the equipment and materials specified. Should the vendor desire to use equipment or materials of a make other than those specified, or shown, they shall note the manufacturer’s name and model numbers of equipment and materials which are being proposed as substitutes.

The Town must approve these substitutes. If no substitute information is furnished, it will be expressly understood that all equipment and material named will be furnished in full accordance with the plans and / or specifications.

- b. If requested, the vendor shall submit for inspection samples of both the specified and the proposed substitute items.

- c. The Town will be the sole judge of the equivalencies. The right is reserved to reject any and all quotes or to waive informalities.

6. Terms of Agreement

It is intended that this agreement will be for a duration of **three years**, with a starting date of October 13, 2020, with potentially up to three (3) one-year extensions. This agreement may be terminated by either party by thirty (30) days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain materials from other vendors if, for any given need, it determines such services to be necessary.

7. Insurance

- a. The vendor shall respectively provide insurance during the life of the Contract with the following specific requirements:
 - i. Underwriters: Underwriters upon any insurance or bond written in connection with this contract shall be companies, which are duly licensed to transact insurance business in the State of New York.
 - ii. Certificates on Accord Form 27: Prior to commencing the contract, the vendor shall provide policies of the required insurance, or copies thereof complete with certificates. The vendor shall provide certificates of Workman's Compensation Insurance and Proof of Disability Insurance in compliance with all provisions of the laws of the State of New York.
 - iii. Notice: All policies and certificates shall provide that thirty (30) days written notice will be given to the Town in the event of cancellation, amendment, or expiration of any specified policy.
 - iv. Insurance Limits:
 - 1. Liability Insurance: for the duration of this contract, the vendor shall secure and maintain such insurance policies as will protect himself, their employees and unless otherwise specified, the Town from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be made by themselves or by anyone employed by them. Liability Insurance in the amount of \$1,000,000 is required. The Town must be named as an additional insured "on a primary and non-contributory basis".
 - 2. Statutory Worker's Compensation and Disability Insurance.

3. Automobile Liability and Property Damage covering both owned and hired vehicles. Bodily Injury \$500,000 each person, \$1,000,000 each accident. Property Damage \$250,000 each accident; \$1,000,000 aggregate.

In addition, the vendor agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the vendor, its subcontractors, agents, or employees incurred in the performance of its services.

8. Payment

- a. The Town of Victor will process all requests for payment pursuant to the terms of an agreed upon service contract, and upon submission of a properly executed Town Claim Voucher. Pursuant to Town Law, payments may only be made upon authorization of the Town Board. Vendor claims submitted are presented at regularly scheduled meetings of the Town Board, and vendors can expect to receive payment of claims authorized by the Town Board three (3) to five (5) days after the date of the Town Board meeting. The Town Board presently generally meets on the 2nd and 4th Monday of each month.
- b. Any vendor required billing and payment terms, inclusive of any interest or penalty charges which may be incurred resulting from the Town's legally required payment process, must be clearly delineated in all service and pricing proposals submitted.

9. Cancellation and Non-Performance

Should the vendor fail to perform under this contract (including, but not limited to, the lapse of insurance, failure to comply with labor laws, unsatisfactory work, incomplete work, failure to retain or maintain equipment, or failure to meet the time limit for work), the Town reserves the right to cancel the Contract, terminating all rights and guarantees to the vendor under it.

8. Proposal Submission Information

Submission Date and Time: Friday, October 2, 2020 @ 4:00 PM

Submit to:

Tina Kolaczyk, Director of Human Resources
Town of Victor
Victor Town Hall
85 East Main St.
Victor, NY 14564

Or electronically to tmkolaczyk@town-victor-ny.us

Clearly mark the submittal with the title of this RFQ and the name of the responding vendor. Only those RFQ responses received prior to or on the submission date and time will be considered.

9. Selection Process

All submitted quotes will be reviewed by the Town Board, and will be evaluated with regards to qualifications, and pricing of services. The Town reserves the right to negotiate agreement terms with the selected vendor prior to entering into a formal agreement. All vendors who respond to the RFQ will be notified of the results.

Best value. A contract may be awarded on the basis of best value for purchase contracts as authorized in § 103 of the General Municipal Law and as defined in § 163 of the State Finance Law. Pursuant to the New York State Finance Law, "best value" shall be the contract which optimizes quality, cost and efficiency among responsive and responsible offerors.

10. Rejection of Quotes

The Town reserves the right to reject any or all quotes, or to reject any quote if the evidence submitted by, or investigation of such vendor fails to satisfy the Town that such vendor is properly qualified to carry out the obligations of the RFQ and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFQ.

11. Additional Information

Additional information may be obtained by contacting Tina Kolaczyk, Human Resources, at (585) 742-5028 or by email at tmkolaczyk@town-victor-ny.us