



City of Meriden, Connecticut

Purchasing Department

Invitation to Bid

For

Janitorial & Paper Products for Meriden Public Schools

Meriden, CT

B024-34

Proposals Due: December 20, 2023 @ 11:30 AM

Purchasing Department

142 East Main Street, Room 210

Meriden, CT 06450

(203) 630-4115

LEGAL NOTICE

INVITATION TO BID

The City of Meriden is accepting sealed bids for:

B024-34 Janitorial & Paper Products for Meriden Public Schools

The City of Meriden, Board of Education seeks the services of a contractor to furnish janitorial and paper products for the Meriden Public Schools.

Bids shall be submitted on forms and in the manner specified. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). Bids will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:30 A.M. local, Eastern Standard Time on December 20, 2023** at which time they will be publicly opened and read. Any bid received after the time and date specified shall not be considered.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No bidder may withdraw its bid within sixty (60) days of the date of the bid opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Rawle Dummett
Purchasing Officer
City of Meriden, CT 06450-8022
Dated: November 29, 2023

CITY OF MERIDEN, CONNECTICUT

B024-34 Janitorial & Paper Products for Meriden Public Schools

INFORMATION TO BIDDERS

1. BIDDING PROCEDURES

Sealed Bids shall be submitted on the forms designated by the attached proposal bid forms. Bids will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 11:30 a.m. on December 20, 2023 and thereafter immediately read in public (the "bid opening").

2. BIDS

Bids are to be submitted on the attached proposal forms. Please submit two copies of the proposal forms and Bidder's Qualification Statement. One shall be an original and one can be a copy. Please submit one copy of your bid on a flash drive.

- a. Bids must be made out and signed in the corporate, or other, name of Bidder, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Bidder's name and address in the upper left hand corner and the words "BID DOCUMENT – B024-34 – Janitorial & Paper Products for Meriden Public Schools to be opened at 11:30 a.m." in the lower left hand corner.
- c. Bids received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of bids received later than the date and time set forth in the bid opening will not be considered.
- e. All prices must be in ink or typewritten. In the event of a bidder's mathematical error in tabulating any bid prices, *the written unit prices shall govern*.

3. BIDDER QUALIFICATIONS

Bidders will be required to fill out, and include as part of its bid, any attached Bidder's Qualification Statement.

In determining the qualifications of a bidder, the City of Meriden will consider the bidder's record of performance in any prior contracts for construction work. The City of Meriden expressly reserves the right to reject a bid if the bidder's historical performance, in the sole opinion of the City of Meriden, has been unsatisfactory in any manner or if the bidder has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors, suppliers, or employees.

4. EXAMINATION OF BIDDING DOCUMENTS

Bidders are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the bidder may familiarize itself with all of the existing

requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on the drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any bid document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of bids. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website (www.meridenct.gov) unless it is to change the date fixed for the opening of bids, not later than three (3) days prior to the date fixed for the opening of bids. Bidders are encouraged to check the website regularly for addenda. Failure of any bidder to receive any such addenda shall not relieve any bidder from any obligations under its bid as submitted.

Any questions about the bid document must be submitted in writing via email to meridenpurchasing@meridenct.gov. Any other format of question will not be answered.

5. BIDS TO REMAIN OPEN

No bidder may withdraw its bid within sixty (60) days of the date of the bid opening. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful bidder.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the bid which, by the Purchasing Officer's judgment and recommendation from the Board of Education following bid evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will not be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. BID PROTEST PROCEDURE

In the event that any bidder wishes to protest the potential award of a bid, or any procedure of act in the advertising or soliciting of the bids, said bidder must make said protest in writing, which shall state the reason therefore and request a conference with respect thereto. Said protest must be received in the City Purchasing Office within **FIVE (5)** business days after the delivery of bid results or decisions. A conference with respect to said protest shall be scheduled by the Purchasing Officer forthwith and shall be attended by him or his designee and such other persons as the Purchasing Officer and the City Manager shall require to attend. The subject matter of said conference shall be limited to the reasons for the protest specified in the written request for said conference. Said conference shall also include a discussion of all possibilities for a resolution of dispute. The City shall make a decision in writing within three (3) business days after said conference and forward the same to the protesting bidder forthwith. In the event that any protesting bidder wishes to take legal action against the City, they must fully comply with all of these instructions to bidders.

8. CITY OF MERIDEN, LOCAL PREFERENCE

In determining the lowest responsible bidder, the Purchasing Department shall also consider Local Preference.

This section shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

Bidders are specifically advised that the City of Meriden has adopted Section 3-14 of the Code of the City of Meriden which requires, but is not limited to, a local preference requiring, in part, that a "City-based business" shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a "City-based business" unless evidence has been submitted, satisfactory to the Purchasing Department, with each bid (forms included in bidding documents) to establish that the bidder has a bona fide principal place of business, operates out of, or pays property taxes on personal property in the City of Meriden.

Any City-based business bidder which has submitted a bid not more than ten (10) percent higher than the low bid provided such City-based business bidder agrees to accept the award of the bid at the amount of the low bid. The acceptance shall be submitted in writing to the Purchasing Department no later than next business day following the opening of the bid. For example, a bid opened at 11:00 a.m. on a Monday must be accepted by the City-based bidder no later than 11:00 a.m. on Tuesday. If more than one City-based business bidder has submitted bids not more than ten (10) percent higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be one of the City-based business bidders which has submitted the lowest bid.

Bidders claiming status under the local preference are hereby required to submit with its bid an additional form, titled "Request for Status as a Meriden Based Business."

9. EXTENSION OF AGREEMENT

Thirty (30) days prior to the expiration of the resulting contract, the parties may, by mutual agreement, extend the contract for up to three (3) years. Any extension must be in writing, executed by both parties.

10. TIME – N/A

11. SCHEDULE OF WORK

The Contractor shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the Contractor shall work full-time until completion of the Contract.

12. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the bid price. Upon request, exemption certificates will be furnished to the successful bidder.

13. FAIR EMPLOYMENT PRACTICES

The Contractor shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled “Discriminatory employment practices prohibited,” as amended.

14. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND CONTRACTOR

The Agreement for the work will be written on the Agreement between City of Meriden and Contractor, wherein the basis of payment is a stipulated sum.

15. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

16. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Bidders are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Bidders are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

BIDDERS SHOULD NOTE THAT BIDS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

17. NON-COLLUSION BID STATEMENT

Each bidder submitting a bid to the City of Meriden for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto the sworn Non-Collusive Bid Statement, to the effect that the bidder has not colluded with any other person, firm, or corporation in the submission of the bid.

18. SOIL CONDITIONS

The City of Meriden does not guarantee the accuracy of any information which it may have obtained as to the kind or condition of the soil that may be encountered in the performance of the proposed work; neither does the City of Meriden represent that the plans and specifications drawn are based upon any soil data so obtained. The City of Meriden does not make any representations as to the soil data so obtained. The City of Meriden does not make any representations as to the soil conditions to be encountered or as to foundation materials.

19. AWARD IN CASE OF A TIE

In the event there are two or more responsive bidders, the decision to award will be based by the following criteria and in the following order:

- a. The incumbent will be awarded the bid over that of another bidder.

- b. In the case of a multi-item bid, if one bidder has been awarded other items from the same bid and the other bidder has not, the bidder with the multiple awards will be awarded the bid over that of another bidder.
- c. The bidder located in the State of Connecticut will be awarded the bid over that of another bidder.
- d. The winner of a coin toss will be awarded the bid over that of another bidder.

The above-referenced provisions do not apply to those situations in which more than one City-based business responsible bidder has submitted bids not more than ten (10) percent higher than the lowest bid and has agreed to accept the award of the bid at the amount of the lowest bid. Under such circumstances, the provisions of the Code of the City of Meriden, section 13-4, are controlling, as set forth under Section 8 of this 'Information to Bidders.'

20. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

21. PERMITS

The Contractor shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The Contractor may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

22. BID PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the bid price.

The City of Meriden, unless stated otherwise in the bidding documents or Contract, will make payment to the Contractor not less than thirty (30) days following completion of services.

23. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the Contractor shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the Contractor or release Contractor from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or

allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

24. INSURANCE

The successful bidder shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

25. CITY HALL CLOSING

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, bids will be due at the same time on the next business day that City Hall is open.



**FINANCE DEPARTMENT
PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

**RAWLE DUMMETT
PURCHASING OFFICER**

**PHONE 203-630-4115
FAX: 203-630-3852**

B024-34 – Janitorial & Paper Products for Meriden Public Schools

Special Instructions

Prices bid shall be valid from date of Award until **December 20, 2023**. Prices bid shall include INSIDE DELIVERY OF ALL ITEMS.

Bidders are requested **NOT** to make price extensions.

Bidders shall state the quantities per case, etc. where requested to do so on the proposal pages. There are two sections to this bid: paper products & dispensers and facial tissues and garbage liners. Bidders may bid on any item in any section.

APPROVED EQUAL:

A. It is the intent of these specifications to remain nonproprietary, except where specifically called for to have certain specially manufactured items fulfill the unique design and/or technical requirements. The naming of a manufacturer or model number is intended to indicate sources and design conformance requirements and not to be construed as limiting competition.

B. The naming of manufacturer or model number in various Sections is to establish an approved criterion and a design standard whereby all other equal products may be judged. It shall remain the bidder's responsibility to prove that his/her proposed products are indeed "approved equal" products.

1. The Bidder shall submit for review complete manufacturer's data and pertinent comparisons with that specified.

2. If testing is required, the Bidder may select a testing laboratory as approved by the Owner. Testing shall be performed in the presence of the Owner and/or the User Department. The Bidder shall pay for all costs of testing and expenses incurred, including travel, food and lodging expenses by the Owner and/or User Department in connection with said testing.

C. Where more than one manufacturer or model number are specified, it is intended that generally they would meet the design approval, providing that they fully satisfy the performance and fabrication requirements specified.

NOTE: Any proposed approved equal paper product must fit our existing dispensers; a retro-fit will NOT be acceptable.

DELIVERY INSTRUCTIONS:

Delivery for items #1 through item #5 for the Meriden Public Schools and the Administrative Offices shall be on an as-needed basis. No bids submitted with minimum orders will be considered. No Fuel Surcharges or any other transportation charges or minimum order charges will be paid.

The Meriden Public Schools reserve the right to immediately obtain from a different Contractor, any items you have failed to maintain in stock, items not delivered on scheduled date, and/or including items not meeting our specifications. Once orders are placed, it shall be delivered **no later than 10 business days after order**. The Meriden Public Schools reserves the right to immediately obtain any product the awarded Contractor fails to deliver in the specified 10 business day time frame.

Should a delivery late in the day require the Meriden Public Schools incur overtime costs, these costs will be deducted from the invoice unless permission is granted by the schools for the late delivery. The Meriden Public Schools will not accept any deliveries on snow days or observed holidays.

All bid prices shall be the delivered price. Inside deliveries shall be made to the receiving area of individual schools during the regular school day/work day.

MERIDEN PUBLIC SCHOOL SYSTEM DELIVERY SITES FOR ITEM #1 through ITEM #5:

John Barry Elementary School	124 Columbia St
Ben Franklin Elementary School	426 West Main St
Nathan Hale Elementary School	277 Atkins St Ext
Hanover Elementary School	208 Main St
Thomas Hooker Elementary School	70 Overlook Rd
Casimir Pulaski Elementary School	100 Clearview Ave
Israel Putnam Elementary School	133 Parker Ave
Roger Sherman Elementary School	64 N Pearl St
Washington Middle Elementary School	1225 North Broad St
Lincoln Middle School	162 Centennial Ave
Thomas Edison Middle School	1355 North Broad St
Maloney High School	121 Gravel St
Platt High School	220 Coe Ave

**MERIDEN PUBLIC SCHOOL SYSTEM DELIVERY SITES FOR ITEM #1 through ITEM #5:
Continued:**

Administration/Central Office	22 Liberty St
Maintenance Facility	998 North Colony Rd
Success Academy	14-16 West Main St
CCRC	191 Pratt St

DELIVERY FOR ITEMS #6 and #7 - GARBAGE LINERS:

DELIVERIES for these items will be to the Meriden Public Schools Maintenance Facility located at 998 North Colony Road. Delivery of garbage liners will be ordered on an as needed basis with a minimum order of approximately 500 cases per delivery. Orders will be placed by the Superintendent of Buildings & Grounds or his designated representative. Once orders are placed, it shall be delivered **no later than 10 business days after order.** The Meriden Public Schools reserves the right to immediately obtain any product the awarded Contractor fails to deliver in the specified 10 business day time frame.

ESTIMATED QUANTITIES:

The quantities listed are estimated only, and it is understood and agreed upon that the contract shall cover only the actual quantity ordered for delivery during the terms of the contract, whether more or less than the estimated quantities indicated.

CITY OF MERIDEN, CONNECTICUT

B024-34 – Janitorial & Paper Products for Meriden Public Schools

REQUEST FOR STATUS AS A MERIDEN-BASED BUSINESS

Bidders are specifically advised that the City of Meriden has adopted Section 3-14 of the Code of the City of Meriden which requires, but is not limited to, a local preference requiring, in part, that a “City-based business” shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a “City-based business” unless evidence satisfactory to the Purchasing Department has been submitted with each bid by said business to establish that it has a bona fide principal place of business in the City of Meriden. Such evidence may include evidence of ownership or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

In determining the lowest responsible bidder, the Purchasing Department shall also consider the following:

Any City-based business bidder which has submitted a bid not more than ten (10%) percent higher than the low bid. Such City-based business shall agree to accept the award of the bid at the amount of the low bid. The acceptance shall be submitted in writing to the Purchasing Department no later than the same time of the bid opening on the next business day following the opening of the bid.

If more than one City based business bidder have submitted bids not more than ten (10%) percent higher than the low bid and have agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one which has submitted the lowest bid.

This section shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

The bidder may submit any additional information he/she desires that he/she feels establishes the company as a city based business, including but not limited to; evidence of ownership, a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

1) Name of Bidder: _____

2) Meriden Office Address: _____

3) Minority owned: Yes _____ No _____

4) The undersigned hereby authorizes and requests any persons, firms, or corporations to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Request for Status as a City Based Business.

Dated at: _____ this: _____ day of _____, 20____

Name of Bidder: _____

By: _____
Title: _____

IF REQUESTING STATUS AS A MERIDEN-BASED BUSINESS, SUBMIT THIS FORM WITH YOUR PROPOSAL.

1. Minority owned business? _____ yes _____ no
2. Years organized. _____
3. Is your company a corporation _____ yes _____ no
If yes where incorporated? _____
4. How many years have you been engaged in business under your present firm name? _____
5. Former Firm Name (if any) _____
6. List total number of Personnel _____
7. Is any principal of your firm an employee or public official of the City of Meriden, or an immediate family member of an employee or public official of the City of Meriden? (Definition of immediate family includes: an individual's spouse, fiancé or fiancée; the parent, brother or sister of such individual or spouse; and the child of such individual or the spouse of such child.)
_____ yes _____ no
8. List Vehicles and Equipment that you will use to perform this work: (show age of vehicles and equipment, sizes, capacities, etc.)

9. List the work to be performed by Subcontractors and summarize the dollar value of each subcontract.

10. List the name and address of the more important contracts recently completed by you, starting the approximate gross cost for each, and the month and year completed:

11. General character of work performed by you _____

12. Have you ever failed to complete any contract awarded to you? If so, where and why?

13. Have you ever defaulted on a contract? If so where and why?

14. Have you ever filed bankruptcy: _____ Please explain: _____

15. Will you, upon request, furnish any information that may be required by the City of Meriden? _____
16. The undersigned hereby authorizes and request any person, firm or cooperation to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated this _____ day of _____, 20____ year

 Name of Bidder

 Title

State of _____
 County of _____

_____ being duly sworn deposes and says that they are
 Name _____ of _____
 title _____ name of organization
 and that the answers to the forgoing question and all statement therein contained are true and correct

Subscribed and sworn to before me
 this _____ day of _____, 20____ year

 Notary Public signature

My commission expires _____

**ITEM 3) VON DREHLE #3275 TOILET PAPER MINI-TWIN DISPENSER (OR APPROVED EQUAL)
FOR THE MERIDEN PUBLIC SCHOOLS:**

Estimated Quantity: 950 CASES AT 12 ROLLS PER CASE:

PRICE PER CASE:

_____ \$ _____
Written Figures Dollars & Cents

Manufacturer: _____ Style# _____

Dimensions of sheet: _____ Rolls per Box: _____ Boxes per Case: _____

Ordered quantities shall be delivered with _____ calendar days.

**ITEM 4) VON DREHLE MODEL #8838 MECHANICAL COMPACT DISPENSERS (OR APPROVED
EQUAL) FOR THE MERIDEN PUBLIC SCHOOLS:**

Estimated Quantity: 950 CASES AT 12 ROLLS PER CASE:

PRICE PER EACH DISPENSER:

_____ \$ _____
Written Figures Dollars & Cents

Manufacturer: _____ Style# _____

Dimensions of sheet: _____ Rolls per Box: _____ Boxes per Case: _____

Ordered quantities shall be delivered with _____ calendar days.

Item 5) FACIAL TISSUE, Marcal Pro 2930 (or approved equal), White, Two Ply Sheets per Specifications,

Estimated Quantity: 500 cases per year, ordered on an as needed basis and delivered to various sites.

PRICE PER CASE:

_____ \$ _____
Written Figures Dollars & Cents

Manufacturer: _____ Style# _____ Sheet Dimensions: _____

Sheets per Box: _____ Boxes per Case: _____

SECTION TWO:

ITEM 6) GARBAGE LINERS, Black Low Density Can Liners - 60 gallon size, **39" x 59"**, 100/ per case, 60 Gallon 1.5 Hexene Blend, Star Bottom Seal, Estimated Quantity – 2,000 Cases per Year, Delivered in a minimum order of approximately 500 cases per delivery. (**Note- Sample is required before bid opening date and time)
PRICE PER CASE:

_____ \$ _____
Written Figures Dollars & Cents

Manufacturer: _____ Style# _____ MIC/MIL: _____

Bag Dimensions: _____ Bags per Case: _____ Color: _____

Confirm orders will be delivered within 10 business days after order is placed: Yes _____

ITEM 7) GARBAGE LINERS, Natural/Clear High Density Can Liners – 15 gallon size, **24" x 33"**, 15 Gallon, 1,000/per case, 12.1 pounds minimum, Estimated Quantity – 1,500 Cases per Year, Delivered in a minimum order of approximately 500 cases per delivery. (**Note- Sample is required before bid opening date and time)
PRICE PER CASE:

_____ \$ _____
Written Figures Dollars & Cents

Manufacturer: _____ Style# _____ MIC/MIL: _____

Bag Dimensions: _____ Bags per Case: _____ Color: _____

WILL YOUR COMPANY ACCEPT A P-CARD AS PAYMENT? Yes _____ No _____

PAYMENT TERM DISCOUNT: _____ % net _____

DOES THIS DISCOUNT APPLY WHEN PAYING WITH A P-CARD? Yes _____ No _____

Receipt of Addenda is acknowledged:

No: _____ Dated: _____

No: _____ Dated: _____

NAME OF BIDDER _____

ADDRESS _____

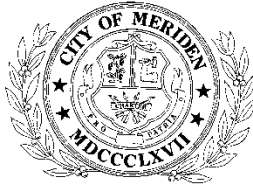
BY: _____
Print or type name Title

SIGNATURE _____ DATE _____

TELEPHONE _____ E-Mail _____

PLEASE NOTE: All spaces must be filled in with figures or words or your bid may be automatically rejected.

PLEASE NOTE: All spaces must be filled in with figures or words or your bid may be automatically rejected. Attach your the Non-Collusive Bid Statement, Bidders Qualification Statement and if applicable, the Request for Status as a Meriden Based Business.



**FINANCE DEPARTMENT
PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

**RAWLE DUMMETT
PURCHASING OFFICER**

**PHONE 203-630-4115
FAX: 203-630-3852**

B024-34 – Janitorial & Paper Products for Meriden Public Schools

Minimum Specifications

This bid is for janitorial & paper products used by the Meriden Public Schools. Delivery is required to various locations throughout the City. Section one is also for the supply of specified dispensers for toilet paper & paper towels, and facial tissue, as needed. This is for the replacement of any damaged or non-functional units. There will be **NO installation** of any dispensers required. Section Two is for garbage liners and those will be ordered on an as needed basis, with a minimum order of 500 cases.

SECTION ONE: Paper Products & Dispensers, Facial Tissue

ITEM 1) Von Drehle #PR470 2-Ply Porta-Roll Toilet Tissue (or approved equal). Must be Green Seal Certified.

Toilet tissue must fit our current Von Drehle dispenser model #3275 Mini-Twin Dispenser without any modifications to said dispenser.

Dimensions: Roll Width: 3.875", Roll Diameter: 5.8", Sheet Length: 15.0", 470' per Roll

Estimated Yearly Quantity: 975 cases at 24 rolls per case

ITEM 2) Von Drehle #863B, White Hardwound Roll Towels (or approved equal). Must be Green Seal Certified.

Roll Towels must fit our current compact 8" Von Drehle mechanical dispenser model #8838

Dimensions: Roll Width: 7.9", Roll Diameter: 6.5", Feet per Roll: 600'

Estimated Yearly Quantity: 950 cases at 12 rolls per case

ITEM 3) Von Drehle model #3275 Toilet Paper Mini-Twin Dispenser (or approved equal).

Dimensions: Height: 9.0", Width: 15.5", Depth: 5.25", Cover: Smoke Polycarbonate,
Base: Black Polystyrene

ITEM 4) Von Drehle model #8838 Mechanical Compact Dispensers (or approved equal).

Dimensions: Height: 12.26", Width: 12.3", Depth: 7.63", Cover: Black Impact-Resistant
Plastic Base: Black Impact-Resistant

ITEM 5) FACIAL TISSUE, FULLY BLEACHED, WHITE, TWO-PLY

Estimated quantity: 500 Cases per Year

Shall be equal to Marcal Pro 2930. Facial tissue shall be figured at 30 boxes per case, 100 two-ply tissues per box = 7,500 boxes, 750,000 estimated total need. Tissue shall be unglazed, two-ply, white, manufactured from clean chemical-trace wood pulp without ground wood. 100% total recycled content. Pop-up Box. Cross fold. Sheet size: 8.5" x 7.5"

ADDITIONAL REQUIREMENTS: The tissues shall be:

1. Clean and free from foreign matter and defects.
2. Free of any objectionable odor and lint free.
3. Free of any injurious effect on the skin. Hypoallergenic.
4. Not deteriorate in normal storage for one year after delivery.
5. Packed in boxes, cross-folded and boxes shall bear labels indicating the nature and amount of contents, gross weight, and name of manufacturer, cartons shall withstand transport and storage.

NOTE: Sample is required for this item.

SECTION TWO: Garbage Liners

ITEM 6) Black Low Density Can Liners - Figured at 100 bags per case.

Estimated Quantity per Year: 2,000 cases

Physical Requirements: 1. **39" x 59"** - 100 pc. - 1.5 Hexene Blend

2. Dimensions - Star seal bottom, no more or less than 10" -

60 gallon

NOTE: Sample is required for this item.

ITEM 7) Natural/Clear High Density Can Liners - Figured at 1,000 bags per case.

Estimated Quantity per Year: 1,500 cases

Physical Requirements: 1. **24" x 33"** - 1,000 pc - 12.1 LBS minimum

2. Dimensions: 24" x 33" - **15 GALLON**

NOTE: Sample is required for this item.

REQUIRED SAMPLES FOR B024-34

Samples for all items are required to be submitted **before the bid opening date and time**, regardless if the item you are bidding meets or exceeds the specifications. For Section One - only 1 box of facial tissue and 1 roll, not a full case of each paper product is required. The Meriden Public Schools reserves the right to request a sample prior to award of each dispenser proposed to confirm they are indeed an approved equal.

For Section Two - only one of each proposed garbage liner, not a full case of garbage liners, is required.

NOTE: Any paper product you are proposing as an approved equal, must fit our existing dispensers; a retro-fit will NOT be acceptable.

The bidder shall furnish all samples free of any or all expense. The samples shall be properly marked for identification, which shall note the **Bidder's Name and Item Number** the sample is for, the manufacturer, complete manufacturer's descriptive literature and the appropriate style, mix or order number.

Note: It is the Bidder's responsibility to have all samples (including any alternate items bid, clearly marked). If the bidder's manufacturer submits the samples directly to the City of Meriden on the Bidder's behalf, they must be clearly marked with the Bidder's Company Name and Item Number.

FAILURE of bidders to present samples of the requested products before the bid opening may result in automatic rejection of your bid.

The City of Meriden further reserves the right to mutilate or destroy any samples submitted whenever it may be deemed in the best interest of the City to do so for the purpose of testing and comparison.

PLEASE NOTE: Samples will be accepted from 8:00 AM to 5:00 PM, Monday - Friday at the following address:

City of Meriden Purchasing Department
142 East Main Street, Room 210
Meriden, CT 06450

CITY OF MERIDEN, CONNECTICUT

B024-34 Janitorial & Paper Products for Meriden Public Schools

AGREEMENT

This AGREEMENT, made as of this _____, 2023 by and between the City of Meriden (hereinafter the “City”) and _____ (hereinafter the “Contractor”).

WHEREAS, the City has issued a certain Invitation to Bid for Sidewalk Repairs; and

WHEREAS, the Contractor is in the business of providing such services, is the successful bidder, and has been awarded this Agreement.

NOW THEREFORE, the parties mutually agree as follows:

1. **AGREEMENT OF THE PARTIES**: The City hereby contracts for and the Contractor hereby agrees to perform the work as stated in the minimum specifications as required by the City at the locations requested.
2. **SCOPE OF SERVICES**: As per the bid proposal documents, incorporated by reference herein.
3. **TERM**: This Agreement shall begin _____ and end _____, unless extended or terminated.
4. **PAYMENT**: The City shall pay the Contractor in accordance with the bid proposal documents, incorporated by reference herein. Work performed without authorization will not be paid for.
5. **AUDITS**: At any time during normal business hours, and as often as maybe deemed necessary, the Contractor shall make available for examination of all records with respect to all matters covered by this Agreement and will permit authorized City, State, and/or Federal Officials to audit, inspect, examine and make excerpts or transcripts, from such records and to make audits of all contracts, invoices, payrolls, and other data relating to all matters covered by this Agreement.
6. **INDEPENDENT CONTRACTOR**: It is understood that the services of the Contractor shall be as an independent contractor and not as an employee of the City, and that persons employed by said Contractor providing services under this Agreement shall be the employees of the Contractor and not of the City.

7. **INDEMNIFICATION:** Contractor shall indemnify and save harmless City against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of City, and shall defend, indemnify and save harmless City from any and all claims, demands, suits, actions or proceedings of any kind or nature including workers' compensation claims, of or by anyone in any way resulting from or arising out of the operations in connection with this Agreement, including operations of subcontractors and acts or omissions of employees or agents of contractor or his or her subcontractors. Insurance coverage specified in this Agreement constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of Contractor under the terms of this Agreement. Contractor shall procure and maintain, at its own cost and expense, any additional kinds and amounts of insurance which, in its own judgment, may be necessary for his/her/its proper protection in the prosecution of the work. Contractor agrees that will well and truly save and indemnify and keep harmless the City against all liability, judgments, costs and expenses which may in any way come against owner, or which may in any way result from carelessness or neglect of contractor or its agents, employees or workmen in any respect whatever.

8. **INSURANCE:** The Contractor shall provide and maintain a Certificate of Insurance for the duration of this Agreement naming the City of Meriden as an ADDITIONAL INSURED and with the types and limits stated in the insurance requirements section. The Contractor agrees to provide Certificates of Insurance as requested by the City.

The contractor and its subcontractors shall comply with the Workers' Compensation Act of the State of Connecticut and shall provide compensation insurance to protect the Contractor, its subcontractors, and the City from and against any and all workers' compensation claims arising from performance of the Work under the Agreement. The City shall be furnished, prior to undertaking any work, copies of the certificate or certificates evidencing such insurance to be in effect.

9. **TERMINATION:** The City or the Contractor shall have the right, without cause, to terminate this Agreement within fifteen (15) days following the written notification to the other party to that effect by Certified Mail or personal delivery by agent, and upon the expiration of said fifteen (15) day period, this Agreement shall be null and void and all rights established herein shall end and terminate. It shall not be necessary for either party to state a reason for such termination.

10. **BID PROPOSAL DOCUMENTS:** The bid proposal documents are hereby incorporated by reference and made a part of this Agreement.

11. **CHARTERS, LAWS, AND ORDINANCES:** The Contractor shall at all times observe and comply with the provisions of the charter, ordinances and regulations of the City of Meriden and of state and federal laws, rules and regulations which in any manner limit, control, or apply to the actions or operations of the contractor, its subcontractors, or the subcontractors employees, agents or servants, engaged upon the work or affecting the materials supplied to or by them

12. CONTRACTOR’S DUTIES: The Contractor shall be responsible for the completion of the Work according to the bid proposal documents, and its responsibility shall not cease until the whole work contracted for is completed and accepted. The Contractor shall keep fully informed at all times regarding all details of the work. The Contractor shall be responsible for all delays that may result in failure to install the work in the proper manner and proper time. It shall carefully study and compare all drawings, specifications, and other instructions and shall immediately report to the City any error or omission which the Contractor may discover, and shall subsequently proceed with the work in accordance with the instructions from the City concerning the error or omission. The Contractor shall furnish a competent and adequate staff as necessary for the proper administration, coordination and supervision of the work, organize the procurement of all the materials and equipment so that it will be available at the time they are needed for the work. The Contractor shall keep an adequate force of skilled workers on the job to complete the work in accordance with all requirements of the contract documents. Any employee who is considered incompetent or careless in his or her work shall be removed on demand of the engineer and replaced by a competent person.
13. BLUE PENCIL PROVISION: In the event that any provision of this Agreement is unenforceable under applicable law, the validity or enforceability of the remaining provisions will not be affected. To the extent any provision of this Agreement is judicially determined to be unenforceable, a court of competent jurisdiction may reform any such provision to make it enforceable. The provisions of this Agreement will, where possible, be interpreted so as to sustain its legality and enforceability.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

CONTRACTOR:

_____ Date: _____

Duly Authorized

CITY OF MERIDEN:

_____ Date: _____

Emily E. Holland, Acting City Manager

Duly Authorized