



**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA**

**OFFICE OF PURCHASING**  
213 PALAFOX PLACE, 2<sup>nd</sup> Floor – Pensacola, FL 32502  
P.O. BOX 1591  
PENSACOLA, FL 32591-1591  
TELEPHONE (850) 595-4980  
(SUNCOM) 695-4980  
TELEFAX (850) 595-4805  
<http://www.myescambia.com/departments/purchasing>

CLAUDIA SIMMONS  
*Purchasing Manager*

**CERTIFICATION OF CONTRACT**

**TITLE: Laundry and Cleaning Supplies and Inmate Goods**

**CONTRACT NO.: PD 13-14.046**

**AWARD DATE: June 3, 2014**

**EFFECTIVE DATE: June 3, 2014**

**AWARD: A 3-year Contract, with 2 options for 12-month extension periods, for a term not to exceed 66 months, for an estimated annual amount of \$150,000**

**STATUS: (Chronological notations of the key events related to dates of effectiveness, renewals and extensions, etc.)**

**CONTRACTOR(S): Charles Neely Corp-PR Chemical & Paper Supply; Supreme Paper Supplies; Bobbie Graves Supply Co., Inc.; Bob Barker Co., Inc.**

**ANY QUESTIONS, SUGGESTIONS, OR CONTRACT SUPPLIER PROBLEMS WHICH MAY ARISE SHALL BE BROUGHT TO THE ATTENTION OF Lester L. Boyd, Purchasing Specialist, PHONE NUMBER: (850) 595-4944; Fax: (850) 595-4806; E-MAIL: [lester\\_boyd@myescambia.com](mailto:lester_boyd@myescambia.com)**

- A. **AUTHORITY** - Upon affirmative action taken by the Board of County Commissioners on **June 3, 2014**, a contract has been executed between the Board of County Commissioners, Escambia County Florida and the designated contractor(s).
- B. **EFFECT** - This contract was entered into to provide economies in the purchase of **Commodities** as described within the solicitation. Therefore, in compliance with **County Ordinance Chapter 46 Finance, Article II Division 3, Section 46-81**, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. **ORDERING INSTRUCTIONS** - All purchase orders shall be issued in accordance with **Codified County Ordinance, Chapter 46 Finance, Article II Purchases and Contracts; and, as supplemented by Ordinance 2001-9 and Ordinance 2001-60**. Purchases shall be at the prices indicated, exclusive of all Federal, State and local tax.  
All contract purchase orders shall show the contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)
- D. **CONTRACTOR PERFORMANCE** - Departments shall report any vendor failure to perform according to the requirements of this contract on Report of Unsatisfactory Materials And/Or Service, Form F0140 to this office.
- E. **VENDOR PERFORMANCE EVALUATION FORM** - Contract Appraisal, form F0190 should be used to provide your input and recommendations for improvements in the contract to the Office of Purchasing for receipt no later than 90 days prior to the expiration date of this contract.

## **ORDERING INSTRUCTIONS**

### **BOB BARKER CO., INC.**

ALL ORDERS SHOULD BE DIRECTED TO: BOB BARKER CO., INC.

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: 56-1558062

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 020807

VENDOR NAME: Bob Barker Co., Inc.

STREET ADDRESS OR P.O. BOX: 134 N Main St

CITY, STATE, ZIP CODE: Fuquay-Varina NC 27526

CONTACT PERSON: Tina Morgan

PHONE #: 916-346-2132      FAX#: 800-322-7537      TOLL FREE: 800-334-9880

E-MAIL: [tinamorgan@bobbarker.com](mailto:tinamorgan@bobbarker.com)

HOME PAGE ADDRESS: [www.bobbarker.com](http://www.bobbarker.com)

EMERGENCY CONTACT PERSON: Dale Griffith

PHONE: 888-708-5013      CELL#: 919-369-1947

DISASTER SERVICE CONTACT PERSON: Dale Griffith

CELL#: Same

TERMS OF PAYMENT:      NET 30 DAYS

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:      Yes

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:      Yes

## **ORDERING INSTRUCTIONS**

### **BOBBIE GRAVES SUPPLY CO., INC.**

ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: 59-2529684

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 072099

VENDOR NAME: Bobbie Graves Supply Co., Inc.

STREET ADDRESS OR P.O. BOX: 6254 North "W" Street

CITY, STATE, ZIP CODE: Pensacola, FL 32505

CONTACT PERSON: Bobbie Shealy

PHONE #: 850-474-3694      FAX#: 850-474-0399      E-MAIL: bgravessupply@bellsouth.net

HOME PAGE ADDRESS: [bobbiegravesupplycompany.com](http://bobbiegravesupplycompany.com)

EMERGENCY CONTACT PERSON: Bobbie Shealy

PHONE: 850-455-6064      CELL#: 850-291-4311

DISASTER SERVICE CONTACT PERSON: Jesse Shealy

CELL#: 850-291-4311

TERMS OF PAYMENT:      NET 30 DAYS

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:      Yes

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:      Yes

## **ORDERING INSTRUCTIONS**

### **PR CHEMICAL & PAPER**

ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: 59-3374698

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 150540

VENDOR NAME: PR Chemical & Paper

STREET ADDRESS OR P.O. BOX: 3435 N. Dr. MLK Jr Drive

CITY, STATE, ZIP CODE: Pensacola, FL 32503

CONTACT PERSON: Shawn Snyder

PHONE #: 850-432-0432      FAX#: 850-434-1931      E-MAIL: president@pr-supply.com

HOME PAGE ADDRESS: bobbiegravesupplycompany.com

EMERGENCY CONTACT PERSON: Shawn Snyder

PHONE: 850-432-0432      CELL#: 850-572-6311

DISASTER SERVICE CONTACT PERSON: Shawn Snyder

CELL#: Same

TERMS OF PAYMENT:      NET 30 DAYS

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:      Yes

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:      Yes

## **ORDERING INSTRUCTIONS**

### **SUPREME PAPER SUPPLIES**

ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: 59-2758083

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 150540

VENDOR NAME: Supreme Paper Supplies

STREET ADDRESS: 8965 Pensacola Blvd

CITY, STATE, ZIP CODE: Pensacola, FL 32534

CONTACT PERSON: Charles Kelly

PHONE #: 850-478-9207      FAX#: 850-484-8704      E-MAIL: [charles@supremepaper.com](mailto:charles@supremepaper.com)

EMERGENCY CONTACT PERSON: Charles Kelly

PHONE: 850-478-9207      CELL#: 850-572-2923

DISASTER SERVICE CONTACT PERSON: Shawn Snyder

CELL#: Same

TERMS OF PAYMENT:      NET 30 DAYS

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:      Yes

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:      Yes

| Item Description   | Unit | Hobby Graves Co Inc |                                    | Bob Barker Co Inc |                              | Roberson Textiles |          | PR Chemical & Paper Supply |          | Supreme Paper Supplies |                   |
|--|------|---------------------|------------------------------------|-------------------|------------------------------|-------------------|----------|----------------------------|----------|------------------------|-------------------|
|  |      | Price               | Comments                           | Price             | Comments                     | Price             | Comments | Price                      | Comments | Price                  | Comments          |
| Baby Shampoo (4ga/Case)  | Case |                     |                                    | \$19.17           |                              |                   |          |                            |          |                        |                   |
| Small-X-Large Mens Orange Boxers with fly fronts and elastic waistbands poly/cotton blend  | DZ   |                     |                                    | \$17.00           |                              | \$21.90           |          |                            |          |                        |                   |
| Small-X-Large Mens Orange T-Shirt Crew Neck 4 oz 100% cotton (6dz/case)  | Case |                     |                                    | \$162.00          |                              |                   |          |                            |          |                        |                   |
| 2XL Mens Orange Boxers with fly fronts and elastic waistbands poly/cotton blend  | DZ   |                     |                                    | \$19.50           |                              | \$22.90           |          |                            |          |                        |                   |
| 2XL Mens Orange T-shirt Crew Neck 4 oz 100% Cotton(6dz/Case)   | Case |                     |                                    | \$186.00          |                              |                   |          |                            |          |                        |                   |
| Orange Tube Socks One Size Fits All  | DZ   |                     |                                    | \$6.30            |                              | \$9.50            |          |                            |          |                        |                   |
| White Sheets poly/cotton blend 60"X104"  | DZ   |                     |                                    | \$35.70           |                              | \$30.00           |          |                            |          |                        |                   |
| EVA Khaki Clogs (12 pair/Case)   | Case |                     |                                    | \$40.00           |                              |                   |          |                            |          |                        |                   |
| Thumb Toothbrush w. white Nylon-bristle brushes individually sealed in clear bags (72 pieces/Case)   | Case |                     |                                    | \$7.20            |                              |                   |          |                            |          |                        |                   |
| Ziploc Baggie 6X9 (1,000 pieces/Case)  | Case |                     |                                    | \$35.00           |                              |                   | \$28.30  |                            |          | \$22.29                |                   |
| Toothpaste .05 oz Nautramint (144 pieces/Case)   | Case |                     |                                    | \$17.28           |                              |                   |          |                            |          |                        |                   |
| All Purpose Tan PVC Sandal non-clavable, non-skid and non-marking  | Pair |                     |                                    | \$1.59            |                              | \$2.00            |          |                            |          |                        |                   |
| Pillowcase, cotton white 42X34   | DZ   |                     |                                    | \$8.64            |                              | \$13.00           |          |                            |          |                        |                   |
| Orange Thumb Razor all one-piece construction strengthens the bond between the handle and razor head while offering no seams or hidden cavities. The razor cannot be removed without destroying it. (500 pieces/case)  | Case |                     |                                    | \$102.00          |                              |                   |          |                            |          |                        |                   |
| Towel, White Bath 100% cotton terry towel 24"X40"  | DZ   |                     |                                    | \$18.24           |                              |                   |          |                            |          |                        |                   |
| Boot, Black Plain Toe with 6" genuine leather upper, with a double-stitched loop backstay, and metal rivets at main stress points, moisture-wicking lining and 27mm triple-cushioned insole with arch support, boots do not include a shank. Should be slip-resistant gum rubber outsole is non-marking, features Goodyear Welt construction, and oil-resistant. Outsole is stitched and cemented to upper for double-reinforcement. Seven pair of rust-resistant eyelets insure secure closure. | Pair |                     |                                    | \$19.01           |                              |                   |          |                            |          |                        |                   |
| Mattress, Polyester 29X75X4 bagged   | Each |                     |                                    | \$28.35           |                              | \$32.00           |          |                            |          |                        |                   |
| Boardwalk Brand toilet paper 2ply (1000/Case)  | Case | \$26.85             | 1 ply/1000<br>\$30.70 2<br>ply/500 |                   |                              |                   | \$27.95  |                            |          | \$27.65                | SA-422109         |
| Towels, Brown Multifield (4000/Case)   | Case | \$13.50             |                                    |                   |                              |                   | \$13.09  |                            |          | \$13.29                |                   |
| Dimension Fast Drying Floor Finish (5 Gal/Unit)  | Unit | \$86.00             |                                    |                   |                              |                   | \$85.21  |                            |          | \$48.25                | Betco Glare 60605 |
| Formula 900 Soap Scum remover  | Gal  | \$9.90              |                                    |                   |                              |                   | \$10.90  |                            |          | \$28.98                | NCL Free & Clean  |
| Q128 Neutral Disinfectant  | Gal  | \$12.20             |                                    |                   |                              |                   | \$15.50  |                            |          | \$52.72                | Vra Quat          |
| Bucket Mp. Downpress w. wriinger   | Each | \$97.00             |                                    | \$51.95           |                              |                   | \$108.00 |                            |          | \$73.40                | CN-33537 YW       |
| Lemon Pledge (6- 17.7oz cans/Case)   | Case | \$28.00             |                                    |                   |                              |                   | \$35.50  |                            |          | \$32.76                |                   |
| 16 oz Bottle w. trigger spray  | Each | \$1.25              |                                    |                   |                              |                   | \$0.95   |                            |          | \$0.76                 |                   |
| 32 oz bottle w. trigger spray  | Each | \$1.28              |                                    | \$1.82            | Sold 3 bottles per case only |                   | \$0.98   |                            |          | \$0.76                 |                   |
| Mp head, wriinger loop, x-large  | Each | \$9.40              | Tuway WZ-32w                       |                   |                              |                   | \$9.88   |                            |          | \$6.61                 |                   |
| Angle broom w. aluminum handle   | Each | \$16.50             | RCP 6385                           |                   |                              |                   | \$7.56   |                            |          | \$5.90                 |                   |
| Wall and ceiling brush   | Each | \$9.50              | 580108                             |                   |                              |                   | \$15.50  |                            |          |                        |                   |
| Handles for ceiling brush  | Each | \$2.00              | 330259                             |                   |                              |                   | \$3.50   |                            |          |                        |                   |

Specification # PD 13-14 046  
 Laundry and Cleaning Supplies and Innate Goods Contract

| Item Description   | Unit | Bobby Graves Co Inc |                      | Bob Barker Co Inc |                    | Robinson Textiles |          | PR Chemical & Paper Supply |                         | Supreme Paper Supplies |               |
|--|------|---------------------|----------------------|-------------------|--------------------|-------------------|----------|----------------------------|-------------------------|------------------------|---------------|
|  |      | Price               | Comments             | Price             | Comments           | Price             | Comments | Price                      | Comments                | Price                  | Comments      |
| Boost Pad-20" Maroon Prep (10/Case)  | Case | \$125.00            | Clarke 997024        |                   |                    |                   |          | \$37.64                    | SSS Creamy Lemon Polish | \$58.66                |               |
| First Class Furniture Polish 16oz Can  | Each | \$2.60              |                      |                   |                    |                   |          | \$38.50                    |                         | \$2.91                 | Belco 09023   |
| Gop Dermo Pro Lotion Soap (12-800ML/Case)  | Case | \$35.40             |                      |                   |                    |                   |          | \$38.50                    |                         | \$37.80                |               |
| Heavy Duty Paper Bags (200 bags/Case)  | Case |                     |                      |                   |                    |                   |          | \$17.73                    |                         | \$19.88                |               |
| Chlorine Trade Bleach, 10-12% Heavy Duty (15 Gal/Case)   | Case |                     |                      |                   |                    |                   |          | \$80.94                    |                         | \$67.50                |               |
| Glove, Nitro PF Blue 8 MIL sizes small-2XL (10 boxes/case)   | Case | \$72.00             |                      | \$100.45          |                    |                   |          | \$66.60                    |                         | \$65.34                |               |
| Spartan Clothesline Fresh Laundry Detergent #3 (15 Gal/Case)   | Case |                     |                      |                   |                    |                   |          | \$225.00                   |                         | \$221.01               | Swisher       |
| Spartan Clothesline Fresh 16 Liquid Aftah (15 Gal/Case)  | Case |                     |                      |                   |                    |                   |          | \$155.00                   |                         | \$210.08               | Swisher       |
| Spartan Clothesline Fresh Xtreme Laundry Sour (15 Gal/Case)  | Case |                     |                      |                   |                    |                   |          | \$189.00                   |                         | \$159.76               | Swisher       |
| 24" Dust Mop Head  | Each | \$6.00              | Landerable #SS24-5BL | \$9.30            | Sold by dozen only |                   |          | \$7.32                     | Washable                | \$7.47                 |               |
| 100% Cotton Terry Washcloths 12X12   | Doz  |                     |                      | \$1.00            |                    |                   |          |                            |                         |                        |               |
| 12" Servus Kitchen Boots, 100% waterproof seamless molded construction. Beige Anti-Skid™ outsole and heel with reinforced construction at critical stress points and foot form contour insole. | Pair |                     |                      | \$18.50           |                    |                   |          |                            |                         |                        |               |
| Centerput Paper Towels 8" x 13", 400' per roll, 369 sheet per roll (6rolls/Case)   | Case | \$18.00             |                      |                   |                    |                   |          | \$19.88                    | 600' per roll           | \$15.95                | Roses 52308-2 |
| <b>Total</b>   |      | <b>\$547.28</b>     |                      | <b>\$908.08</b>   |                    | <b>\$140.90</b>   |          | <b>\$1,199.81</b>          |                         | <b>\$1,181.71</b>      |               |

**ESCAMBIA COUNTY FLORIDA**

**INVITATION TO BID**

**LAUNDRY AND CLEANING SUPPLIES AND INMATE GOODS CONTRACT**

**SPECIFICATION PD 13-14.046**

• **HOW TO SUBMIT YOUR BID**

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

*\* Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

**THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:**

- SOLICITATION, OFFER AND AWARD FORM (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID FORMS (IN DUPLICATE WITH ORIGINAL SIGNATURE)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID**

- LETTER FROM INSURANCE CARRIER AS SPECIFIED IN THE "INSURANCE REQUIREMENTS"
- SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES
- DRUG-FREE WORKPLACE FORM
- INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
- CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA  
OCCUPATIONAL LICENSE

**BEFORE YOU SUBMIT YOUR BID, HAVE YOU:**

- PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?

**THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

- CERTIFICATE OF INSURANCE

**HOW TO SUBMIT A NO BID**

- IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "**REASON FOR NO BID**" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR BIDDER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR BID ONLY. DO NOT RETURN WITH YOUR BID**

**ESCAMBIA COUNTY  
FLORIDA**

**INVITATION TO BIDDERS**

**LAUNDRY AND CLEANING SUPPLIES AND INMATE GOODS CONTRACT**

**SPECIFICATION NUMBER PD 13-14.046**

**BIDS WILL BE RECEIVED UNTIL: 10:30 a.m., CDT, Monday, April 21, 2014**

**Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32591-1591**

**Board of County Commissioners**

**Lumon May, Chairman  
Steven L. Barry, Vice Chairman  
Wilson B. Robertson  
Grover Robinson, IV  
Gene M. Valentino**

**From:**

**Claudia Simmons, CPPO  
Purchasing Manager**

**Procurement Assistance**

**Lester L. Boyd  
Purchasing Specialist  
Office of Purchasing  
Matt Langley Bell, III Building  
213 Palafox Place, 2<sup>nd</sup> Floor,  
Pensacola, FL 32502  
Tel: (850) 595-4944  
Fax: (850) 595-4805**

**Technical Assistance**

**Whitney C. Lucas  
Escambia County Corrections Accountant  
Community Corrections Bureau  
2251 N. Palafox St  
Pensacola, FL 32501  
Tel: (850) 595-3114  
Fax: (850) 595-3510**

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).**

**NOTICE**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.**

## NOTICE

In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:

(revised 10/31/2013)

### Preference in purchase of commodities and services by means of competitive bid.

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

Competitive bid (local price match option). Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000 and \$249,999, and the bid submitted by one or more qualified and responsive local businesses is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000 and \$999,999, and the bid submitted by one or more qualified and responsive local businesses is within **three percent (3%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000, and the bid submitted by one or more qualified and responsive local businesses is within **two percent (2%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the office of purchasing within five (5) business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the board of county commissioners.

**LAUNDRY AND CLEANING SUPPLIES AND INMATE GOODS CONTRACT  
PD 13-14.046**

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Forms marked with a (\*\* Double Asterisk) should be returned with Offer.**

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**SIGN AND RETURN THIS FORM WITH YOUR BIDS\*\***

**SOLICITATION, OFFER AND AWARD FORM**

**SUBMIT OFFERS TO:**

**Lester L. Boyd**  
**Purchasing Specialist**  
Office of Purchasing, 2nd Floor, Room 11.101  
213 Palafox Place, 2<sup>nd</sup> Floor, Pensacola, FL 32502  
Post Office Box 1591, Pensacola, FL. 32591-1591  
Phone No: (850) 595-4980 Fax No: (850) 595-4805

**ESCAMBIA COUNTY FLORIDA**  
**Invitation to Bid**

**Laundry and Cleaning Supplies**  
**and Inmate Goods Contract**

**SOLICITATION NUMBER:**  
**PD 13-14.046**

**SOLICITATION**

MAILING DATE: Monday, April 7, 2014

PRE-BID CONFERENCE: N/A

OFFERS WILL BE RECEIVED UNTIL: 10:30 a.m., CDT, Monday, April 21, 2014 and may not be withdrawn within 90 days after such date and time.

**POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

**OFFER (SHALL BE COMPLETED BY OFFEROR)**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

TOLL FREE NO.: (\_\_\_\_) \_\_\_\_\_

FAX NO.: (\_\_\_\_) \_\_\_\_\_

BID BOND ATTACHED \$ \_\_\_\_\_

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER  
(TYPED OR PRINTED)

\*\*  
SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\* Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

**AWARD**

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

**CONTRACTOR**

**ESCAMBIA COUNTY FLORIDA**

Name and Title of Signer (Type or Print)

Name and Title of Signer (Type or Print)

Name of Contractor

By \_\_\_\_\_  
County Administrator Date

By \_\_\_\_\_  
Signature of Person Authorized to Sign Date

WITNESS \_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Corporate Secretary Date  
[CORPORATE SEAL]

WITNESS \_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Witness Date

Awarded Date \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Witness Date

Effective Date \_\_\_\_\_

**BID FORM**  
**Specification Number PD 13-14.046**  
**LAUNDRY AND CLEANING SUPPLIES AND INMATE GOODS CONTRACT**

Board of County Commissioners  
Escambia County, Florida  
Pensacola, Florida 32502

Date: \_\_\_\_\_

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **Laundry and Cleaning Supplies, and Inmate Goods Contract** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

| Item Description   | Unit | Unit Cost Bid Amount |
|--|------|----------------------|
| Baby Shampoo (4 Gal/Case)  | Case | \$                   |
| small-xlarge Mens Orange Boxers Boxers come with fly fronts and elastic waistbands poly/cotton blend   | DZ   | \$                   |
| small-xlarge Mens Orange T-shirt Crew Neck 4 oz 100% Cotton (6dz/Case)   | Case | \$                   |
| 2XL Mens Orange Boxers come with fly fronts and elastic waistbands poly/cotton blend   | DZ   | \$                   |
| 2XL Mens Orange T-shirt Crew Neck 4 oz 100% Cotton(6dz/Case)   | Case | \$                   |
| Orange Tube Socks One Size Fits All  | DZ   | \$                   |
| White Sheets poly/cotton blend 66"X104"  | DZ   | \$                   |
| EVA Khaki Clogs (12 pair/Case)   | Case | \$                   |
| Thumb Toothbrush w. white Nylon-bristle brushes individually sealed in clear bags (72 pieces/Case)   | Case | \$                   |
| Ziploc Baggie 6X9 (1,000 pieces/Case)  | Case | \$                   |
| Toothpaste .85 oz Nautremint (144 pieces/Case)   | Case | \$                   |
| All Purpose Tan PVC Sandal autoclavable, non-skid and non-marking  | Pair | \$                   |
| Pillowcase, cotton white 42X34   | DZ   | \$                   |
| Orange Thumb Razor all one-piece construction strengthens the bond between the handle and razor head while offering no seams or hidden cavities. The razor cannot be removed without destroying it. (500 pieces/case)  | Case | \$                   |
| Towel, White Bath 100% cotton terry towel 24"X48"  | DZ   | \$                   |
| Boot, Black Plain Toe with 6" genuine leather upper, with a double-stitched loop backstay, and metal rivets at main stress points, moisture-wicking lining and 27mm triple-cushioned insole with arch support, boots do not include a shank. Should be slip-resistant gum rubber outsole is non-marking, features Goodyear Welt construction, and oil-resistant. Outsole is stitched and cemented to upper for double-reinforcement. Seven pair of rust-resistant eyelets insure secure closure. | Pair | \$                   |
| Mattress, Polyester 25X75X4 bagged   | Each | \$                   |
| Boardwalk Brand toilet paper 2ply (1000/Case)  | Case | \$                   |
| Towels, Brown Multifold (4008/Case)  | Case | \$                   |
| Dimension Fast Drying Floor Finish (5 Gal/Unit)  | Unit | \$                   |
| Formula 900 Soap Scum remover  | Gal  | \$                   |
| Q128 Neutral Disinfectant  | Gal  | \$                   |
| Bucket Mp, Downpress w. wringer  | Each | \$                   |

| Item Description   | Unit | Unit Cost Bid Amount |
|--|------|----------------------|
| Lemon Pledge (6- 17.7oz cans/Case)   | Case | \$                   |
| 16 oz Bottle w. trigger spray  | Each | \$                   |
| 32 oz bottle w. trigger spray  | Each | \$                   |
| Mp head, winger loop, x-large  | Each | \$                   |
| Angle broom w. aluminum handle   | Each | \$                   |
| Wall and ceiling brush   | Each | \$                   |
| Handles for ceiling brush  | Each | \$                   |
| Boost Pad-20" Maroon Prep (10/Case)  | Case | \$                   |
| First Class Furniture Polish 16oz Can  | Each | \$                   |
| Gojo Derma Pro Lotion Soap (12-800ML/Case)   | Case | \$                   |
| Heavy Duty Paper Bags (200 bags/Case)  | Case | \$                   |
| Chlorine Trade Bleach, 10-12% Heavy Duty (15 Gal/Case)   | Case | \$                   |
| Glove, Nitrile PF Blue 8 MIL sizes small-2XL (10 boxes/case)   | Case | \$                   |
| Spartan Clothesline Fresh Laundry Detergent #3 (15 Gal/Case)   | Case | \$                   |
| Spartan Clothesline Fresh 16 Liquid Alkali (15 Gal/Case)   | Case | \$                   |
| Spartan Clothesline Fresh Xtreme Laundry Sour (15 Gal/Case)  | Case | \$                   |
| 24" Dust Mop Head  | Each | \$                   |
| 100% Cotton Terry Washcloths 12X12   | DZ   | \$                   |
| 12 "Servus Kitchen Boots, 100% waterproof seamless molded construction. Beige Anti-Skid™ outsole and heel with reinforced construction at critical stress points and foot form contour insole. | Pair | \$                   |
| Centerpull Paper Towels 8" x 13", 400' per roll, 369 sheet per roll (6rolls/Case)  | Case | \$                   |
| <b>Total Cost</b>  |      | <b>\$</b>            |

**CONTRACTOR REQUIREMENTS**

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE TYPE INFORMATION BELOW)**  
**SEAL IF BID IS BY CORPORATION**

State of Florida Department of State Certificate of Authority Document Number \_\_\_\_\_

Occupational License No. \_\_\_\_\_

Terms of Payment (Check one)

- Net 30 Days \_\_\_\_\_  2% 10th Prox \_\_\_\_\_  
 Other \_\_\_\_\_

Will your company accept Escambia County Purchasing Cards?  
 Yes  No

Will your company accept Escambia County Direct Payment Vouchers?  
 Yes  No

County Permits/Fees required for this project:

| <u>Permit</u> | <u>Cost</u> |
|---------------|-------------|
| _____         | _____       |
| _____         | _____       |
| _____         | _____       |

Bidder: \_\_\_\_\_  
By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Person to contact for emergency service:  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Pager #: \_\_\_\_\_

Person to contact concerning this bid:

\_\_\_\_\_  
Phone # \_\_\_\_\_  
Toll Free # \_\_\_\_\_  
Fax # \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Home Page Address: \_\_\_\_\_

Person to contact for disaster service:  
\_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Pager #: \_\_\_\_\_

Names and addresses of proposed Subcontractors to be utilized for work on this project:

- 1.
- 2.
- 3.
- 4.

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is:

\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
  - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with

the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

**Drug-Free Workplace Form**

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm does **not** comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

\_\_\_\_\_  
**Date**

**Information Sheet  
for Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

**Is this a Florida Corporation** (Please Circle One)  
Yes or No

**If not a Florida Corporation,**  
In what state was it created: \_\_\_\_\_  
Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:** "For Profit" or "Not for Profit"

**Is it in good standing:** Yes or No

**Authorized to transact business  
in Florida:** Yes or No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

**Does it use a registered fictitious name:** Yes or No

**Names of Officers:**

President: \_\_\_\_\_ Secretary: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
Director: \_\_\_\_\_ Director: \_\_\_\_\_  
Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation (As used in Florida):**

\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

**Federal Identification Number:** \_\_\_\_\_  
(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for company:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Facsimile Number:** \_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_  
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

**Title of the individual named above who will sign on behalf of the company:**

\_\_\_\_\_

END

---

(850) 488-9000      Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder/Proposal Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Bid Information** See Home Page URL: <http://www.myescambia.com>  
Click on ON-LINE SOLICITATIONS

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
  - 5.01 **Taxes**
  - 5.02 **Discounts**
  - 5.03 **Mistakes**
  - 5.04 **Condition and Packaging**
  - 5.05 **Safety Standards**
  - 5.06 **Invoicing and Payment**
  - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
  - 9.01 **County Procedure on Acceptance of Gifts**
  - 9.02 **Contractors Required to Disclose any Gift Giving**
  - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

24. **The Successful Bidder(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, URL:<http://cfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

## SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

### Instructions to Offerors

#### 1. General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD 13-14.046, "Laundry and Cleaning Supplies and Inmate Goods Contract", Name of Submitting Firm, Time and Date due.**  
**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

The following policy will apply to all methods of source selection:

#### Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

#### Definitions

**Blackout period** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

#### Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of

the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

### **SCOPE OF WORK SUMMARY**

The purpose of this Invitation for Bid (ITB) is to establish a Multiple Price Agreement to provide Escambia County Departments with quality Janitorial Supplies and prompt reliable service from multiple sources of supplies at fair and reasonable prices from responsive and responsible vendors.

#### **2. Procurement Questions**

Procurement questions may be directed to Lester L. Boyd, Purchasing Specialist, Ph: 850-595-4944, Fax: 850-595-4805. Technical questions may be directed to: Whitney C. Lucas, Escambia County Corrections Accountant, Ph: 850-595-3114, Fax: 850-595-3510;

#### **3. Bid Forms**

This Solicitation contains a Solicitation, Offer and Award Form and Bid Form which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

#### **4. F.O.B. Point**

The F.O.B. point shall be destination within Escambia County. The prices offered shall include all costs of packaging, transporting, delivery and unloading (**this includes inside delivery if requested**) to designated point within Escambia County.

#### **5. Delivery**

Delivery to be as notified by Escambia County. The quantity will depend upon the County's need at the time of request.

#### **6. Compliance with Occupational Safety and Health**

Offeror certifies that all material, equipment, etc., contained in his offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Offeror further certifies that, if he is the awarded vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the vendor.

In compliance with Chapter 442, Florida Statutes, any item delivered under a contract resulting from this solicitation shall be accompanied by a Material Safety Data Sheet (MSDS) The MSDS shall include the following information.

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
  - 1. The potential for fire, explosion, corrosiveness and reactivity;
  - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
  - 3. The primary route of entry and symptoms of over exposure.
- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

7. **Payment**

Partial billing will not be accepted. Escambia County will pay 100% of the contract price after all items have been delivered and accepted. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original invoice**, in duplicate, to:

**Clerk of the Circuit Court  
Attention: Accounts Payable  
221 South Palafox Place  
Pensacola, FL. 32502**

8. **Brand/Manufacturer Referenced**

Reference manufacturer indicated. Products similar in design and equal in function and performance may also be considered. Alternate offers shall include detailed specifications and/or descriptive literature. Failure to include such specifications or literature may be cause for disqualification of the offer.

9. **Equivalents/Samples**

Vendors offering equivalent to the "as specified" item(s) shall submit a sample and detailed specifications to the Office of Purchasing for evaluation purposes five (5) days prior to the solicitation opening. Each particular specification which the equivalent item does meet shall be listed along with detailed specification sheet. **All samples shall be identified by vendor name and solicitation number.** Non-consumable samples may be returned at vendor's expense upon request after award.

10. **Catalogs**

The vendor shall provide three (3) copies of their current catalogs and new editions of the catalogs when published. Current pricing information must be provided with catalogs.

11. **Packaging/Shipping Labels**

Shipping labels shall be attached to each carton and shall contain the following information: purchase order number, quantity contained in each package and total number of items being delivered.

THIS SECTION LEFT BLANK

## **Contract Information**

### **NOTICE**

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

12. **Contract Term/Renewal/Termination**

- A. The contract resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of thirty-six (36) months). The contract may be renewed for two (2) additional twelve (12) months periods, up to a maximum sixty (60) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

13. **Interim Extension of Performance**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

14. **Pricing**

All items sold to the county as a result of this award are subject to post sale audit adjustment. In the event an audit indicates offeror has not honored quoted price lists and discounts, offeror will be liable for any and all overage charges.

15. **Purchasing Agreements with other Government Agencies**

The submission of any offer in response to this Solicitation constitutes an offer made under the same terms and conditions, for the same contract price, to other governmental agencies within Escambia, Santa Rosa Counties, unless otherwise stipulated by the offeror on the bid form.

Each governmental agency desiring to accept these offers, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this offer.

16. **Changes/Additional Items**

If additional items are required from the awarded offeror that are not listed on the bid form in the contract: then the County reserve the right to negotiate pricing on each such items and add those negotiated items to the contract for the remaining term of the contract.

17. **Ordering**

The County will issue release (purchase) orders against the contract on an as needed basis for the supplies or services listed on the bid form.

18. **Licenses, Certifications, Registrations**

The offeror shall at any time of bid/proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

19. **Award**

Multiple awards will be made based upon responsibility and responsiveness to the needs of the County. It is the intent of the County to place **Purchase Orders** with the responsive and responsible bidders who can provide the services based upon the needs of the County at the time.

Escambia County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the bid form. It is understood by all bidders that these are only estimated quantities and the County is not obligated to purchase any minimum or maximum amount during the life of this contract.

20. **Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

21. **Termination (Public Records Request)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the county may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice, during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the county may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

22. **Quantity**

Escambia County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the bid/proposal form.

It is understood by all offeror's that these are only estimated quantities and the county is not obligated to purchase any minimum or maximum amount during the life of this contract.

**Insurance Requirements**

23. **Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

**County Insurance Required**

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The

contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

**Workers Compensation Coverage**

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee and \$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

**General, Automobile and Excess or Umbrella Liability Coverage**

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

**General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

**Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals.

Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:  
**Escambia County**  
**Attention: Lester L. Boyd, Purchasing Specialist**  
**Office of Purchasing, Room 11.101**  
**P.O. Box 1591**  
**Pensacola, FL. 32591-1591**  
**Fax (850) 595-4805**
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

## **SCOPE OF WORK SUMMARY**

The purpose of this Invitation for Bid (ITB) is to establish a Multiple Price Agreement to provide Escambia County Departments with quality Laundry and Cleaning Supplies and prompt reliable service from multiple sources of supplies at fair and reasonable prices from responsive and responsible vendors. Each vendor will also include a **percentage discount** in their bid submission on any item listed in their catalog but not shown in this solicitation. It is incumbent upon the vendor to provide updated catalogs and pricing information to the County as new ones are published. The successful vendors shall be reasonable to furnish Laundry and Cleaning Supplies within the time frame prescribed in this solicitation for use by Escambia County Departments, allowing for the capability of the County JAIL to utilize a stockless warehouse methodology.

**Central Stores/Stockroom:** The County does not now operate, nor do we anticipate establishing, any type of central stores or stockroom for Laundry and Cleaning Supplies. The Department maintains an inventory of only those supplies necessary to meet its immediate needs.

**Volume:** Estimated total dollar volume for this contract is \$100,000.00 per year. Quantities shown herein are estimated requirements for (1) one year period and are for the purpose of bid evaluation. The County reserves the right to order such quantities as may be required during said period but does not guarantee any minimum or maximum to be ordered during this period specified. All orders received by the contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein.

**Brand Name or Equal:** Some items called for have been identified by a brand name or equal description, shown on the bid solicitation form. Such identification is intended to be descriptive, but not restrictive, and is intended to indicate the quality, characteristic and performance of products that will be satisfactory.