

**Request for Bids  
Lincoln County Commission  
2023 Janitorial Supplies**

**Return bid no later than:** Tuesday, December 13, 2022, at 1:15 p.m. Central

**Product or Services Requested:** Janitorial supplies for the following locations:

1. Lincoln County Courthouse, 201 Main Street, Troy  
Office Complex #1, 250 College Street, Troy  
Office Complex #2, 240 Collier Street, Troy
2. Lincoln County Sheriff's Dept., 65 Business Park, Troy
3. Lincoln County Justice Center, 45 Business Park, Troy
4. Lincoln County Highway Department, 219 Highway H, Troy

**Bid Opening:** Tuesday, December 13, 2022, at 1:30 p.m. Central

**Contact:**

Lincoln County Clerk's Office  
201 Main St.  
Room 102  
Troy, MO 63379

Phone: 636-462-7887 Fax: 636-528-5528

Email: [rhenebry@lcmo.us](mailto:rhenebry@lcmo.us)

**Award Date:** No later than Tuesday, December 20, 2022

**Contract Period:** January 1, 2023, through December 31, 2023

**Vendor Understanding**

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid.

The vendor further agrees that upon receipt of an authorized purchase order from the Lincoln County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Lincoln County.

Doing Business as (DBA) Name	Legal Name of Entity/Individual Filed with IRS for this Tax ID No.
Mailing Address	IRS Form 1099 Mailing Address
City, State, Zip Code	City, State, Zip Code

Contact Person	Email Address
Phone number	Fax number
<b>Authorized Signature</b>	<b>Date</b>
Printed Name	Title

### **Billing and Payments:**

Invoices will be submitted to Accounts Payable, Lincoln County, 201 Main St., Troy, MO 63379.

Payment will be made within 30 days from receipt of accurate invoice.

### **Additional Information:**

Any additional information desired may be requested by mail to the address listed, or by telephone to 636-462-7887.

Information requests may also be e-mailed to [rhenebry@lcmo.us](mailto:rhenebry@lcmo.us). This e-mail address is for information requests only and shall not be used for submission of bids or modifications to bids. Such submissions will be rejected and deleted without notification to the sending party.

### **Response Clarification:**

We reserve the right to request additional written or oral information from vendors in order to obtain clarification of their responses.

### **Non-Exclusivity:**

This contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or agreements to acquire equal or like goods and/or services from other vendors, entities or sources which may be awarded a contract by the State of Missouri to provide services.

## Specifications

### **Bid Submissions**

All bids must be received on or before December 13, 2022, 1:15 p.m. Bids must be received in a sealed envelope to the Lincoln County Clerk's office 201 Main St., Troy, MO 63379. Clearly mark the envelope with your company name and address and the phrase **"2023 Janitorial Supplies – Do Not Open."** No faxed or emailed bids will be accepted.

All bids must be filled out on Lincoln County bid forms supplied in the attached specifications. All bids must be signed and have the company's information included. All bids must be in the format requested in the forms. Any variance from this can cause rejection of the bid.

The bid forms are the only part that must be returned in your envelope. The specification details may be kept by the vendor. Any bid that is submitted must be honored for the duration of the contract term. Failure to comply with the above listed requirements may result in the rejection of the bid.

### **Bid Withdrawal**

Any bid can be withdrawn up to 1:15 p.m. Central December 13, 2022, for any reason without penalties, but any bid not withdrawn by this time will be subject to honor the pricing and services stated within that bid.

### **Bid Opening**

All bids will be opened and read aloud on December 13, 2022, at 1:30 p.m. Central at the Lincoln County Commission Meeting. Vendors and the public are welcome to attend the formal opening. No decisions relating to the award of any contract or agreement will be made at the opening. Copies of all bids will be available to anyone.

### **Vendor Responsibility**

It is the responsibility of the vendor to have the bid submitted on or before the deadline stated in this packet on the proper forms. It is also the responsibility of the vendor to ensure that the prices submitted are firm and not subject to contingency or increases. Any increase or decrease in a price is subject to affect the awarding of a contract.

If a vendor fails to honor a stated price as submitted in the bid or contract, Lincoln County Commission reserves the right to obtain the same product or service from the next responsible vendor who submitted a bid for the same product or service. The original vendor shall then be responsible for the difference in price.

It is the responsibility of the vendor to examine and review projects and specifications. All vendors are responsible to verify the quality, availability, and schedule of any products needed for this bid.

## **Awarding Contract**

The Lincoln County Commission will award the contracts no later than December 20, 2022. The Commission will issue a Notice of Award via e-mail with an additional hard copy mailed via the United States Post Office. All other vendors will receive a letter via mail stating who was awarded the contract(s).

The Commission reserves the right to contact vendors if the Commission needs verification on anything stated in a bid.

Lincoln County reserves the right to reject any and all bids in whole or in part and to waive all technicalities as deemed appropriate.

The award will be made to the low, responsive, responsible vendor or to the offer/bid that is most advantageous to Lincoln County with price and other factors being considered.

## **Contract Quantities**

Lincoln County has done the best of its ability to supply accurate volumes, quantities, and any information the County can obtain to help in this process. All this information is a guideline and can change due to circumstances beyond the control of the Lincoln County Commission. **(See page 7 for list of supplies/quantities)**

Lincoln County Commission reserves the right to increase/decrease and/or add/remove any item or volume of any item without an increase in cost per item.

## **Contacts and Information**

For questions concerning the bid form, bid packet, or bid opening, please contact the Lincoln County Project Manager at 636-462-7887. Or [rhenebry@lcmo.us](mailto:rhenebry@lcmo.us).

## **E-Verify\* - to be included with bid packet**

Per Section 285.530.1, RsMo, vendor will provide proof of enrollment in the E-Verify federal work authorization program along with the attached affidavit affirming that the vendor does not knowingly employ any person who is an unauthorized alien.

Any company not meeting the definition of a “business entity” per Section 285.525.1 RsMo., will submit a notarized statement stating such. The attached affidavit may also be used for this purpose.

To enroll in the E-Verify program, go to <http://www.uscis.gov/e-verify/e-verify-enrollment-page>.

### **Awarded Company's Responsibility**

Once awarded a contract, it is the responsibility of that company to supply any necessary insurance papers, bonds, and other required documents to Lincoln County within two (2) weeks of the date on the Notice of Award. The primary Notice of Award will be e-mailed with an additional hard copy mailed via the United States Post Office. Paperwork must be in place prior to the commencement of work.

Failure to comply with this provision may result in the voiding of the contract.

# Specifications for Janitorial Supplies

## General Conditions

1. **Prices are to include delivery to 4 county addresses.**
  - a. Lincoln County Courthouse, 201 Main Street, Troy
  - b. Lincoln County Sheriff's Dept, 65 Business Park, Troy
  - c. Lincoln County Justice Center, 45 Business Park, Troy
  - d. Lincoln County Highway Department, 219 Highway H, Troy
2. Safety Data Sheets (SDS) are to be provided as necessary for chemicals.
3. Vendor is to provide dispensers for all housekeeping, laundry, and dish machine products requiring a dispenser.
4. Vendor is to provide service on all dispensers and must do so within 24 hours of receiving a service request.
5. Vendor must be able to service all floor maintenance equipment and must do so within 24 hours of receiving a service request.
6. Please identify any minimum order requirements.
7. Please fill out the attached spreadsheet with pricing information. The product description may be a name brand of our current janitorial supplies provider. In this instance, please make every effort to replace with a like item from your selection of products. The items included on this spreadsheet are the most frequently purchased items within the past calendar year. Since everyone sells products in different brands, quantities, and sizes, please indicate or change descriptions and sizes by crossing out and substituting your product. (See page 7 for spreadsheet)

Note: Any exception is to be identified by item number with the exception explained in full (add extra sheets as required). The item number affected by the exception will be annotated with the word, "Exception."

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Company Representative** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Lincoln County 2023 Janitorial Supplies Purchase List

Item	Description	Price
V AIR SOLID REFILL Scented	6 per case	
DOUBLE DUTY A/P CLEANER	4 gal. case/ 1 oz. dilution rate	
DOUBLE DUTY A/P CLEANER	5 gal	
ALL CLEAR WINDOW CLNR	6 qts/case	
ALL CLEAR AEROSOL	6/20 oz. cans per case	
CLEAN AND FRESH BOWL CLNR	9% acid; 6 qts/case	
DMQ NEUTRAL DISINFECTANT	1 oz. per gallon; 4 gal/case	
WHISKCARE 387 ANTBC FOAM SP	1000 ml per bag	
LNR 40X46 HI "D" 16MIC	25 per roll; 10 rolls per case	
LNR 24X32 MWT(.6ML)12/16G	25 per roll; 20 rolls per case	
LNR 38X58 XHYWT(1.2ML) 55/60G	10 per roll; 5 rolls per case	
TISSUE TOILET 2PL 500SH (6150)	96 rolls per case	
TISSUE TOILET JRT 9"(GEN)	2 ply 1000' per roll/ 12 case	
TOWEL MLTFLD WHITE 2 PLY	2000 per case	
TOWEL TURN 7-7/8" 800'NAT	6 rolls per case	

**\*Please provide pricing as close to the requested quantities as possible.**

**Please provide list of any other Janitorial supplies commonly used with your vendors and the pricing of each.**

**Comments:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## **AFFIDAVIT OF WORK AUTHORIZATION**

The proposer/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as  
\_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm  
\_\_\_\_\_ (Business Entity Name) is enrolled  
and will continue to participate in the E-Verify federal work authorization program with respect to  
employees hired after enrollment in the program who are proposed to work in connection with the  
services related to contract(s) with the County for the duration of the contract(s), if awarded in  
accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_  
\_\_\_\_\_ (Business Entity Name) does not and will not knowingly  
employ a person who is an unauthorized alien in connection with the contracted services provided to the  
contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that  
false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
**Signature of Notary**

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