

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

For

DISTRICT-WIDE CUSTODIAL SUPPLIES

RFP #775

**NEW HAVEN UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS #775
DISTRICT-WIDE CUSTODIAL SUPPLIES**

NOTICE TO BIDDERS

1. NOTICE IS HEREBY GIVEN that the New Haven Unified School District is seeking to purchase **District-wide Custodial Supplies**.
2. Proposals should be submitted in the manner prescribed herein and for the services requested herein. All required forms and submissions requirements are provided herein or attached hereto. Each person or entity that submits a Proposal to the District in response to this RFP shall be designated as a "Vendor".
3. Please contact Jason Rodgers, Director of Maintenance & Operations, at New Haven Unified (510) 471-5559, for information about the RFP.
4. Sealed proposals should be delivered to New Haven Unified School District. Proposals must be received by New Haven Unified no later than **2:00 p.m. on Friday, April 28, 2017**.

**New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, CA
Phone: (510) 471-1100
Attention: Akur Varadarajan
Co-Superintendent**

5. New Haven Unified reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the New Haven Unified School District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

Equal Opportunity Employer

**NEW HAVEN UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS #775**

**PURCHASE OF DISTRICT-WIDE
CUSTODIAL SUPPLIES**

REQUEST FOR PROPOSAL

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS #775:

**PURCHASE OF DISTRICT-WIDE
CUSTODIAL SUPPLIES**

REQUEST FOR PROPOSAL

I. INTENT OF THE BID

The intent of this bid is to solicit competitive bid prices for **District-wide Custodial Supplies** as listed in **Attachment 'A'**.

II. SCHEDULE OF EVENTS

The following are key dates for this RFP. The District is committed to adhering to this schedule, but reserves the right to make modifications.

- A. Vendor Questions Due: **April 17, 2017**.
- B. Proposals Due Date: **April 28, 2017**.

III. SPECIAL CONDITIONS

A. Brand Name or Equivalent

Whenever the Board of Education requests a brand name for a particular item, it will consider a "brand name or equivalent".

1. Product must be new in unused factory packaging.
2. Bid price must include shipping exclusive of sales tax.
3. Estimated quantities are listed, however, the School District reserves the right to order more or less quantities as needed. Price bid shall apply to regardless of the quantity ordered.

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IV. GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION FOR VENDORS/BIDDERS

A. DEFINITIONS

"District" means New Haven Unified School District; "Contractor" means Vendor to whom the Purchase Order is made, "Purchase Orders" are generated by the Business Office.

B. CONTRACT INTERPRETATION

1. Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.
2. A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party. If the price, taxes, surcharge, shipping etc. indicated in the purchase order is different or higher the vendor must notify the Business Services department prior to delivery of goods and services.
3. Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Chief Business Officer, New Haven Unified School District, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

C. INFRINGEMENTS – INDEMNIFICATION

1. The Vendor/Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation, and the Contractor shall indemnify and hold harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

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2. The Vendor/Contractor agrees to hold the New Haven Unified School district harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

D. CONDITION OF ARTICLES

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

E. INSPECTION

All articles supplied shall be subject to inspection and rejection by the Business Department or at the delivery location.

F. FAILURE TO DELIVER

When Vendor/Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Business Department and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to and collected from the contractor or sureties on his bond if bond has been required.

G. FIRM PRICE

Prices/quotations must be firm and shall be in effect for a period of not less than twelve (12) months.

H. CAL-OSHA

CAL-OSHA required if applicable.

I. DELIVERIES

F.O.B. destination in Union City otherwise specified.

J. CONTRACT TERMS & CONDITIONS

- i. **Services Contractor Agrees To Perform**

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The Contractor shall provide the District with Purchase of District-wide Custodial Supplies as per RFP #775 (Bid/RFP#), received and opened on April 28, 2017. All Other Terms & Conditions of the RFP become part of this Contract.

ii. **Term Of Agreement**

The term of the contract shall be from the July 1, 2017 to June 30, 2018. This contract may be extended for a period or periods or up to four additional years by mutual agreement.

K. AWARD OF CONTRACT

- i. The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. Further, the District reserves the right to be the sole judge of the merit and qualifications of products and/or services offered. The District may award the bid in the most beneficial manner to the District: either in aggregate of all items or individual line items.
- ii. After the proposals have been opened, and the lowest responsible bidder determined, they will be submitted to the Governing Board of the District for approval. Should an award be made, the successful contractor will be notified in writing and a purchase order will be issued for the procurement of items.

V. QUESTIONS.

All questions regarding this RFP shall be submitted by email no later than **April 17, 2017** to the District employee designated below. No telephone questions shall be entertained.

Jason Rodgers
Director, Maintenance & Operations
New Haven Unified School District
jrogers@nhusd.k12.ca.us

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VI. AMENDMENTS.

The District may, at its sole discretion, issue amendments to this RFP at any time prior to the deadline stated below. The District shall attempt to issue all amendments, if any, prior to **April 28, 2017**, but may issue amendments after that date if necessary. In order to receive such amendments, each Vendor intending to make an offer in response to this RFP is requested to designate to the person named in Section VI, above, an email address to which such amendments should be sent.

The District is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP by completing Exhibit B and attaching it to the Vendor's Proposal.

VII. SUBMISSION OF PROPOSAL.

Sealed Proposals shall be submitted to:

Akur Varadarajan
Co-Superintendent
New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, California 94587

Proposals must be received at or before **2:00 p.m. on Friday, April 28, 2017** ("Deadline"). Proposals must be received in sealed envelopes or containers clearly showing the Vendor's company name, address and must also include the label **"Response to Purchase of District-wide Custodial Supplies RFP."** Faxed Proposals will not be accepted. Only Proposals received by the Deadline will be considered. Each submission shall consist of one signed original Proposal and three copies of the Proposal. Each Proposal received in response to this RFP shall remain the property of the District. Any Vendor may modify or withdraw a Proposal in writing at any time prior to the Deadline.

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VIII. WITHDRAWAL OF PROPOSAL

Any Bidder may withdraw his or her proposal, either personally or by written request, at any time prior to the scheduled time for receipt of proposals. A successful Bidder shall not be relieved of the proposal submitted without New Haven Unified consent or Bidder's recourse pursuant to Public Contract Code Section 5100 et seq.

IX. BID PROTESTS

Any Vendor protesting the award of a contract to another Vendor must do so, in writing to the District, within five (5) days after it receives a Notice of Award from the District. The District shall provide a timely response to the Vendor's Protest. The Vendor may appeal the District's decision to the Board of Education for the District. If the Protest to the Award shall result in another Vendor not receiving a contract with the District, that other Vendor may participate in the RFP Process. Protests involving non-material irregularities in the processing or evaluation of RFPs shall be rejected.

X. BIDDER'S SIGNATURE AND AUTHORITY

Each Proposal must provide the full business address of the Bidder and be signed by Bidder with Bidder's usual signature. All required signatures must be in longhand. The name of the person signing shall also be typed or printed below the signature.

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VENDOR REPRESENTATION AND CERTIFICATION

The undersigned hereby affirms that:

1. He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. He/she has read the complete RFP and all amendments issued pursuant thereto.
3. The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
4. If the Vendor's Proposal is accepted by the District on or before **April 28, 2017**, the Vendor will enter into a contract with the District to provide the System described by the Proposal on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached Proposal on behalf of _____
_____ [Specify Entity Submitting Proposal]. I understand that by virtue of
executing and returning with the Proposal this required response form, I further certify that the
Vendor understands and does not dispute any of the contents of this Request for Proposals
(except as may be noted in the Proposal).

Submitted: _____
Date

Company Name: _____

Address: _____

Telephone: FAX: E-Mail: _____

By: _____ Date: _____
Manual Signature of Agent(s)

Name and Title of Authorized Agent: _____

NOTE: If joint venture, each separate party must provide a completed certification form.

END OF DOCUMENT

**NEW HAVEN UNIFIED SCHOOL DISTRICT
2017-18 CUSTODIAL SUPPLY
RESPONSE TO RFP #775
ATTACHMENT 'A'**

VENDOR ITEM #	DESCRIPTION	UOM	TOTAL QTY	UNIT PRICE	COST
CUSTODIAL SUPPLIES					
	Supplies for refinishing three hard wood floors, approx. 30,200 sq.ft.,at Logan High School				
	GYM FLOORING (PACKAGE 1A-1D) Must be compatible				
	1A. Basecoat, 5 gal/boxes	BX	15		
	1B. Finish, 5 gal/boxes	BX	15		
	1C. Cleaning Solution, 1 gal jugs	Gallons	14		
	1D. Tacking Solution, 1 gal jugs	Gallons	8		
	2. Pad Floor Coater Refill 18 in. T-Bar, for lightweight T-bar	Each	12		
	3. Pad 20 in. Surface Prep. SPP, for abrading water-based finish	Each	64		
	4. Pad 13 in. Surface Prep. SPP, for use w/ride-on scrubber	Each	30		
	5. 24 in. X 72 in. Tacking Towels	Each	2		
	6. Towel Turkish 1 lbs. 25 lbs. box Size 22" X 36"	BX	5		
	7. 13 in. Screen Disc 120 Grit, for use w/ride-on scrubber	Each	50		
	8. 20 in. Screen Disc 120 Grit, for repairing peeling spots	Each	120		
	9. 20 in. Screen Disc 80 Grit, for repairing peeling spots	Each	50		
	Chemicals for Carpet Cleaning				
	1. Carpet Extractor Cleaning Solution, 1 gal jugs, 4 per case	Case	25		
	2. Traffic Pre-Spray, 1 gal jugs, 4 per case	Case	10		
	3. Carpet Spotter, 1 gal jugs, 4 per case	Case	10		
	4. Gum Remover (Freeze Spray) 12 cans per case	Case	15		
	5. Carpet Deodorizer, 1 gal jugs, 4 per case	Case	20		
	6. Defoamer, 1 gal jugs, 4 per case	Case	20		
	General Chemicals				
	1. Floor Finish for VCT Flooring, 2X2, 5 gal/ per case	Case	100		
	2. Floor Stripper for VCT Flooring, 5 gal pail	Pail	50		
	3. Disinfectant, Peroxide Based, 2X, 1.3L jugs /per ca	Case	100		
	4. All Purpose Floor Cleaner, 1 gal jugs, 4 per case	Case	110		
	5. Degreaser, 1 gal jugs, 4 per case	Case	65		
	6. Multi-Purpose Cleaner, 1 gal jugs, 4 per case	Case	30		
	7. Micro Enzyme Floor Drain Deodorizer, 1 gal jugs, 4 per case	Case	65		
	8. Aerosol Graffiti Remover, 12 cans per case	Case	10		
	9. Aerosol Furniture Polish, 12 cans per case	Case	10		
	10. Aerosol Stainless Steel Cleaner, 12 cans per case	Case	10		
	Custodial Supplies and Equipment				
	1. Wave 2.0 Spice Apple Fragrance, Urinal Screens	BX	36		
	2. Bowl Brush	Each	25		
	3. Bowl Mop	Each	100		
	4. Lobby Corn Broom, 30 in.	Each	30		

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ATTACHMENT 'A'**

VENDOR ITEM #	DESCRIPTION	UOM	TOTAL QTY	UNIT PRICE	COST
	5. Boot Stripping XL yellow	pr.	10		
	6. Replacement Stripping Boot Soles XL, 3 pair per box	BX	10		
	7. Janitor Corn Broom	Each	10		
	8. 2Ply Facial Tissue, 30 box/case, 100/box	Case	10		
	9. Sanitary Napkins, 250/case	Case	10		
	10. Waxed Kraft Liners for wall unit, 7.5 in. x 3 in. x 10 in. - 500/case	Case	25		
	11. Premium Toilet Tissue, 2PLY 500/Sheets per roll, 80/case	Case	60		
	12. Jumbo Lobby Pan	Each	20		
	13. Handle 60 in. Stirrup Quick Change, Wood	Each	12		
	14. Rubbermaid cut to length Dust Mops, 40 ft./ per box	BX	30		
	15. Frame, Dust Mop Quick Change, 5X24	Each	20		
	16. Frame, Dust Mop Quick Change, 5X60	Each	10		
	17. Mop, Wet Blend Looped End, Narrow Band, LG, Blue	Case	15		
	18. Handle, Wet Mop, Easy Change, 1x60, Wood	Each	35		
	19. Easy Reacher, Ergo Handle	Each	20		
	20. Bucket Combo Wavebrake 35 qt./with side press, 12-32	Each	10		
	21. Squeegee, Soft Foam Rubber, 24 in.	Each	15		
	22. Falcon waterless urinal cartridge, 20 per case	Case	5		
	23. Light duty scouring pad, 20 per box -3 box/case	Case	10		
	24. Medium duty scouring pad, 20 pads per case	Case	15		
	25. Heavy duty scouring pad, 15 pads per case	Case	30		
	26. Round wall duster brush head, (Webster)	Each	15		
	27. Waxing Applicator Heads, 18 in.	Each	15		
	28. Waxing Extension Poles	Each	15		
	29. 18 in. Blue Microfiber Looped finish mop pad	Each	10		
	30. 20 in. Red cleaning pad, 5 per case	Case	10		
	31. 20 in. Blue cleaning pad, 5 per case	Case	5		
	32. 20 in. Black Stripping pad, 5/case	Case	25		
	33. 13 in. Red Buffing pad, 5 per case	Case	15		
	34. Heavy duty 4 in. Scraper w/ 48 in. handle	Each	10		
	35. 4 in. Replacement blades for long scraper	Each	100		
	36. Vomit clean sweep, 6 per case	Case	10		
	37. 32 oz. plastic spray bottle w/ 28mm neck, 100 per case	Case	1		
	38. Trigger sprayer w/ 10 in. tube-28 mm neck	Each	100		
	39. 1 gal pump-white 1 oz., 12 per case	Case	10		
	40. Medium nitrile P/F Glove, 100 gloves per box, 10 boxes per case	Case	5		
	41. Large nitrile P/F Glove, 100 gloves per box, 10 boxes per case	Case	25		
	42. X-Large nitrile P/F Glove, 100 gloves per box, 10 boxes per case	Case	20		

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VENDOR ITEM #	DESCRIPTION	UOM	TOTAL QTY	UNIT PRICE	COST
	43. Receptacle, Round, 32 gal/ Grey	Each	10		
	44. Hand scrub pad, (Mr. Clean Sponge), 24 per case	Case	10		
	45. Putty Knife, 1.5 in.	Each	20		
	46. Intercept Micro Filter Bag, 10 qt. Super Coach, 10 per pkg	pkg	80		
	47. Pro Super Coach Pro, 10 qt. Intercept Micro Filter Bag, 10 per pkg	pkg	65		
	48. Pro Super Coach Pro, 6 qt. Intercept Micro Filter Bag, 10 perpkg	pkg	35		
	49. 6 ft. Extension pole	Each	12		
	50. 5-wheeled dolly for 32 gal grey garbage can, 2 per box	BX	10		
	51. Paper towel dispenser, must work with existing roll towels 8" WIDTH 1.75" TO 2.0" CORE	Each	50		
	52. Finish Bucket, for waxing VCT.	Each	5		
	53. Towel Ribbed, 17 in. x 20 in., 12 per pkg	pkg	400		

BULK CUSTODIAL SUPPLIES					
	UNIVERSAL INDUSTRIAL ROLL TOWEL BROWN 800' ROLLS 6 PER CASE 8" WIDTH 1.75" TO 2.0" CORE. **MUST MEET GS-9 ENVIRONMENTAL STANDARD FOR PAPER TOWELS AND PAPER NAPKINS GREEN SEAL OR EPA CERT. (ROLL SAMPLE NEEDED)	CASE	1000		
	TOILET SEAT COVERS 5000/CASE HALF FOLD (OR EQUAL)	CASE	100		
	UNIVERSAL 2 PLY 9" WHITE JUMBO TOILET PAPER 12 ROLLS PER CASE 3.0"-3.75" CORE (MUST FIT EXISTING JRT SCOTT DISPENSERS) (OR EQUAL) 1000 FT. ROLL 12000 LFT. **MUST MEET GS-1 TISSUE PAPER STANDARD, GREEN SEAL OR EPA CERT. (ROLL SAMPLE NEEDED)	CASE	1200		
	GARBAGE CAN LINERS 33X39 1.0 MIL CLEAR ONLY, 250 CS 21.1 Net Weight ** MUST MEET 220 GRAMS MINIMUM ON THE ASTM D-1709 DART IMPACT TEST. MUST MEET A MINIMUM OF 220 MD AND 500 GRAMS TD ON THE ELMENDORF TEST. (SAMPLE NEEDED)	CASE	1000		
	WASTE BASKET LINERS 24x33, 0.47 MIL CLEAR STAR SEAL BOTTOM, 8-12 Gal 1000/CS 16.8 Net Weight (SAMPLE NEEDED)	CASE	100		

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VENDOR ITEM #	DESCRIPTION	UOM	TOTAL QTY	UNIT PRICE	COST
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SAMPLES FOR BULK CUSTODIAL SUPPLIES
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	UNIVERSAL INDUSTRIAL ROLL TOWEL BROWN 800' ROLLS 6 PER CASE 8" WIDTH 1.75" TO 2.0" CORE. **MUST MEET GS-9 ENVIRONMENTAL STANDARD FOR PAPER TOWELS AND PAPER NAPKINS GREEN SEAL OR EPA CERT. (ROLL SAMPLE NEEDED)	CASE			
	TOILET SEAT COVERS 5000/CASE HALF FOLD (OR EQUAL)	CASE			
	UNIVERSAL 2 PLY 9" WHITE JUMBO TOILET PAPER 12 ROLLS PER CASE 3.0"-3.75" CORE (MUST FIT EXISTING JRT SCOTT DISPENSERS) (OR EQUAL) 1000 FT. ROLL 12000 LFT. **MUST MEET GS-1 TISSUE PAPER STANDARD, GREEN SEAL OR EPA CERT. (ROLL SAMPLE NEEDED)	CASE			
	GARBAGE CAN LINERS 33X39 1.0 MIL CLEAR ONLY, 250 CS 21.1 Net Weight ** MUST MEET 220 GRAMS MINIMUM ON THE ASTM D-1709 DART IMPACT TEST. MUST MEET A MINIMUM OF 220 MD AND 500 GRAMS TD ON THE ELMENDORF TEST. (SAMPLE NEEDED)	CASE			
	WASTE BASKET LINERS 24x33, 0.47 MIL CLEAR STAR SEAL BOTTOM, 8- 12 Gal 1000/CS 16.8 Net Weight (SAMPLE NEEDED)	CASE			