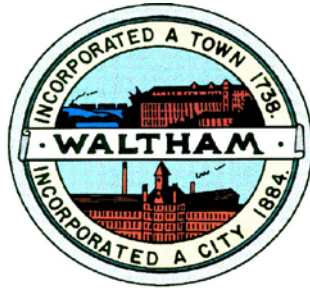


The City of Waltham



**Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:**

**Janitorial Supplies for
all Schools and Municipal Buildings**

The bid opening will be held: Tuesday May 15, 2018 at 10:00 AM

Phone: 781-314-3244, Fax: 781-314-3245

Table of Contents:

- **Invitation to Bid**
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Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR BID (RFB)

Under the rules of M.G.L. Chapter 30B, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

Janitorial Supplies for all Schools and Municipal Buildings

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until,

Tuesday May 15, 2018 at 10:00 AM

At which time and place the bids will be publicly opened and read.

Specifications and information available on line by visiting the Waltham Purchasing Department web site at www.city.waltham.ma.us/open-bids

BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:

BID FOR: Janitorial Supplies

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.

Intent of Project

The Purchasing Department of the City of Waltham wishes to purchase Janitorial Supplies for a three (3) year period effective July 1, 2018

AGREEMENT

AGREEMENT made between the **CITY OF WALTHAM**, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts, through its Mayor thereunto duly authorized, hereinafter called the OWNER, and _____ (*Company's Name*) a Massachusetts corporation, and having a usual place of business in _____ (Address) hereinafter called the CONTRACTOR.

The OWNER, having accepted the proposal of the CONTRACTOR per the attached documents for the "**JANITORIAL SUPPLIES**", all of which are hereto attached and made a part hereof, hereinafter called the DOCUMENTS, and the CONTRACTOR hereby agrees to provide the labor, materials, services and work in accordance with the quotation, bid, proposal and said DOCUMENTS

If applicable, all contractors must comply with the prevailing wage rate law as required under the provisions of Massachusetts General Laws

A Certificates of Insurance will be submitted before Contract is signed. This Contract shall not be in effect nor any work commenced until the Mayor signs the Contract.

IN WITNESS WHEREOF, the OWNER sets its hand and corporate seal through its Mayor thereunto duly authorized, and the CONTRACTOR hereunto sets its hand and seal on the day and year first above written.

APPROVED AS TO FORM ONLY

CITY OF WALTHAM

John Cervone,
City Solicitor
Date _____

Joseph P. Pedulla,
Chief Procurement Officer
Date _____

APPROVED, MAYOR

COMPANY

Jeannette A. McCarthy,
Mayor
Date _____

NAME
Title: President
Date _____

SCHOOL DEPARTMENT

CITY AUDITOR

Drew Echelson,
Superintendent of Schools
Date _____

Paul Centofanti
City Auditor
Date _____

BUILDING DEPARTMENT, CITY

William Forte
Building Commissioner
Date: _____

Instructions

INSTRUCTIONS FOR BIDDERS

1. **READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

2. **FORMS AND ATTACHMENTS.**

Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. **PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. **CORRECTIONS.**

Bids that are submitted containing cross outs, white outs or erasures, will be rejected.

All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.

5. **PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. **PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

7. EXPLANATIONS, EXCEPTIONS

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

8. BID DEPOSITS.

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

9. WITHDRAW.

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

10. AWARD.

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

11. AWARD CRITERIA.

Qualified and responsive proposals will be evaluated based on Price, Technical, and Compliance requirements.

12. DISCOUNTS.

Discounts for prompt payments will be considered when making awards.

13. TAX EXEMPT.

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

14. SAMPLES.

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be

called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. **ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

16. **FUNDS APPROPRIATION.**

THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.

17. **THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

18. **THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION,** are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

19. **STANDARD OF QUALITY.**

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

20. MODIFICATION.

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

21. ASSIGNMENT.

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

22. DELIVERIES:

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

23. LABELING.

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

24. GUARANTEES.

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

25. SINGLE VENDOR.

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

26. CHANGE ORDERS.

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

28. BID OPENING INCLEMENT WEATHER

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

29. ENVIRONMENTALLY FRIENDLY PRODUCTS

The City of Waltham is undertaking the initiative to purchase environmentally preferable products as well as recycled products. The contractor shall provide MSDS for every chemical supplied and the Product Label for every gallon of chemical product provided.

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words "or equal as approved" are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City's property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. CONTRACT DURATION.

This contract is for the period of July 1, 2015 renewable at the discretion of the City of Waltham for an additional two (2) one-year periods ending June 30, 2018.

7. INSURANCE

A. WORKMAN'S COMPENSATION: The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. COMPREHENSIVE GENERAL LIABILITY

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. AUTOMOBILE (VEHICLE) LIABILITY

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. UMBRELLA POLICY

General liability	\$1,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: **"The City of Waltham is a named Additional Insured for all Insurance"**. The Certificate of Insurance must be mailed directly to:

**Office of the Purchasing Agent
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452**

8. PERSONNEL:

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by

the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **MATERIALS**

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

10. **TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

11. **CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

12. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. **NOT-TO-EXCEED AMOUNT**

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided.

16. **FINANCIAL STATEMENTS.**

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 BREACH OF CONTRACT/ NON PERFORMANCE

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 RIGHT TO AUDIT

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

Specifications

(SEE PRICE SHEET)

Compliance

(Required Documents.)

Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package.**

Purchasing Department

City of Waltham
610 Main Street
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

Section Index

Check when Complete

- Non-collusion form and Tax Compliance form..... _____
- Corporation Identification Form..... _____
- Certificate of Vote Authorization..... _____
- Certificate of Insurance (showing all limits of WC &GL)..... _____
- Three (3) References..... _____
- Debarment Certificate _____
- Right-to-know Law..... _____

Your Company’s Name: _____

Service or Product Bid _____

NOTE: Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

"Wet" Signature required

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

“Wet” Signature required

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm’s name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature _____

Title _____

Business Address _____ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City _____ State _____ Telephone Number _____ Today’s Date _____

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

“Wet” Signature required

RIGHT TO KNOW LAW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

Authorized Signature Indicating Compliance with the Right-to-know laws:

Signature

Date

Print Name

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. “Principals” means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.



Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____,

Date _____

BID PRICE FORM

(Follows)

CUSTODIAL SUPPLIES						
Bid Specifications						
titles - Orders will be Per Year as Needed						
ITEM #	ESTIMATED QUANTITY	SPECIFICATION		BRAND NAME & MODEL NO. OF THE EQUAL OR BETTER PRODUCT	UNIT PRICE	TOTAL PRICE
1	30	gal. pails	OIL BASE GYM FLOOR FINISH ABCO SPORTS FLOOR FINISH # AC 89405 5 GAL. PAILS NO SUBSTITUTES			
2	50	cases	HEAVY DUTY CLEANER/DEGREASER CS/4 - 2 LITER BOTTLES, CLOSED LOOPED MUST FIT EXTREME DIAL MIX DISPENSER GEN 147 MUST BE GREEN SEAL CERTIFIED / SAMPLE REQUIRED			
3	30	cases	MULTI SURFACE GLASS CLEANER CS/4 - 2 LITER BOTTLES, CLOSED LOOPED MUST FIT EXTREME DIAL MIX DISPENSER GEN 147 SAMPLE IS REQUIRED			
4	225	cases	RESTROOM CLEANER / ENZYME BASE CS/4 - 2 LITER BOTTLES, CLOSED LOOPED MUST FIT EXTREME DIAL MIX DISPENSER GEN 147 MUST BE GREEN SEAL CERTIFIED / SAMPLE REQUIRED			
5	225	cases	NEUTRAL FLOOR CLEANER BIO BASED CS/4 - 2 LITER BOTTLES, CLOSED LOOPED MUST FIT EXTREME DIAL MIX DISPENSER GEN 147 MUST BE GREEN SEAL CERTIFIED / SAMPLE REQUIRED			
6	40	cases	DISINFECTANT CLEANER CS/4 - 2 LITER BOTTLES, CLOSED LOOPED MUST FIT EXTREME DIAL MIX DISPENSER GEN 147 SAMPLE IS REQUIRED			
7	360	5 gallon pails	BAY CLASS FLOOR FINISH 5 GAL/CASE NO SUBSTITUTES			
8	150	5 gallon pails	BAY CLASS FLOOR STRIPPER 5 GAL/PAIL NO SUBSTITUTES			
9	25	cases	FLOOR MAINTENANCE SOLUTION 4 GAL/CASE NO SUBSTITUTES			
10	36	pails	WATER-BASE FLOOR FINISH AS SYN-COTE SPORTING (for Field House floor) NO SUBSTITUTES			
11	8	pkgs	GRAND FINALE 36" FINISH MOP VELCRO WHITE LOOPED END 5/PACKAGE / SAMPLE IS REQUIRED			
12	15	pails	WATER-BASE FLOOR STRIPPER - ELIMINATOR SYN-COTE SPORTING (for Field House floor) 5 GALLON PAILS / NO SUBSTITUTES / SAMPLE REQUIRED			
13	50	cases	CHLORINATED DEGREASER GALLON CONTAINER 4/CASE SAMPLE IS REQUIRED			
14	50	cases	WAVELENGTH DEFOAMER GALLON CONTAINER 4/CASE SAMPLE IS REQUIRED			
15	20	cases	STRATEGIC CLEANER WAVELENGTH WOOD FLOOR CLEANER 4/CASE - GALLONS			
16	60	cases	STRIPPER FLOOR PADS 13" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
17	20	cases	STRIPPER FLOOR PADS 12" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
18	20	cases	STRIPPER FLOOR PADS 14" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
19	20	cases	STRIPPER FLOOR PADS 12" BLUE 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
20	20	cases	STRIPPER FLOOR PADS 14" BLUE 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
21	20	cases	STRIPPER FLOOR PADS 12" RED 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
22	20	cases	STRIPPER FLOOR PADS 14" RED 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
23	20	cases	STRIPPER FLOOR PADS, 15" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
24	20	cases	STRIPPER FLOOR PADS, 16" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
25	120	cases	STRIPPER FLOOR PADS, 19" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			

ITEM #	ESTIMATED QUANTITY		SPECIFICATION	BRAND NAME & MODEL NO. OF THE EQUAL OR BETTER PRODUCT	UNIT PRICE	TOTAL PRICE
26	20	cases	STRIPPER FLOOR PADS, 20" BLACK 3M HIGH PRODUCTIVITY (5/CS) - NO SUBSTITUTES			
27	50	cases	BUFFER FLOOR PADS, 13" BLUE 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
28	20	cases	BUFFER FLOOR PADS, 15" BLUE 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
29	20	cases	BUFFER FLOOR PADS, 16" BLUE 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
30	10	cases	BUFFER FLOOR PADS, 19" BLUE 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
31	40	cases	BUFFER FLOOR PADS, 13" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
32	50	cases	BUFFER FLOOR PADS, 20" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
33	20	cases	BUFFER FLOOR PADS, 15" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
34	20	cases	BUFFER FLOOR PADS, 16" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
35	10	cases	BUFFER FLOOR PADS, 17" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
36	20	cases	BUFFER FLOOR PADS, 19" RED 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
37	20	cases	SCRUBBING FLOOR PADS, 20" BLUE 3M SCOTCH BRITE (5/CS) - NO SUBSTITUTES			
38	50	cases	HIGH SPEED PADS, 20" 3M # 18210, NATURAL BLEND WHITE (5/CS) - NO SUBSTITUTES			
39	20	cases	14 X 20 BUFFING & CLEANING PADS, RED SAMPLE IS REQUIRED (5/CS)			
40	10	cases	14 X 20 PREP PADS, MAROON SAMPLE IS REQUIRED (10/CS)			
41	20	cases	14 X 20 STRIPPING PADS, BLACK SAMPLE IS REQUIRED (5/CS)			
42	10	cases	100 GRIT SCREENS, 14 x 20			
43	10	cases	60 GRIT SCREENS, 14 x 20 (10/CS)			
44	15	cases	14 X 28 BUFFING / CLEANING PADS, RED (5/CS)			
45	12	cases	14 X 28 PREP PADS, MAROON (10/CS) SAMPLE IS REQUIRED			
46	10	cases	14 X 28 STRIPPING PADS, BLACK (5/CS) SAMPLE IS REQUIRED			
47	10	cases	100 GRIT SCREENS, 14 X 28 (10/CS)			
48	10	cases	60 GRIT SCREENS, 14 X 28 (10/CS)			
49	40	pallets	ICE MELTER - 50 LB. BAGS POTASSIUM ACETATE, PURIFIED BRAZILIAN SEA SALT 49 BAGS PER PALLET / SAMPLE IS REQUIRED			
50	10	bags	SPEEDI-DRI (35 LBS./BG)			
51	12	case	ABSORB COMPOUND, SCENTED, (24 1 LB. BAGS / CASE)			
52	15	cases	BLEACH, 1 GAL. PLASTIC BOTTLES (4/CS)			
53	10	ea.	YARN HAND DUSTERS WITH 18" HANDLE 12/CASE / SAMPLE REQUIRED			
54	24	ea.	INSTA-LOCK DOODLEBUG			
55	20	cases	INSTA-LOCK DOODLEBUG BLACK REPLACEMENT PADS - 3M BOX OF 5 / CASE/20			
56	100	pkgs	NYLON SCOURING PADS, GREEN 3M SCOTCH BRITE (10/ PKG)			
57	24	ea.	WINDOW SQUEEGEES, 6" WITH HANDLES			
58	24	ea.	WINDOW SQUEEGEES, 8" WITH HANDLES			
59	24	ea.	WINDOW SQUEEGEES, 12" WITH HANDLES			
60	24	ea.	WINDOW SQUEEGEES, 18" WITH HANDLES			
61	24	ea.	WINDOW SQUEEGEES, 22" WITH HANDLES			
62	10	ea.	CURVED FLOOR SQUEEGEES, 24" SIZE			
63	10	ea.	FLOOR SQUEEGEES, STRAIGHT, 24" SIZE			
64	10	ea.	FLOOR SQUEEGEES, STRAIGHT, 36" SIZE			
65	20	ea.	MOP BUCKETS, W/WRINGER, WAVEBRAKE DOWNPRESS COMBO YELLOW 35 QT, RUBBERMAID BRUTE #7577-88 / NO SUBSTITUTES			
66	24	ea.	WATER PAILS, 10 QT, BUCKETS GRAY, PLASTIC (RUBBERMAID) NO SUBSTITUTES			
67	200	ea.	SPRAY BOTTLES, W/PLASTIC TRIGGER, 32 OZ. CANYON			
68	10	cases	GUM REMOVER			
69	20	ea.	TRASH CONTAINERS WITH DOLLIES ATTACHED HEAVY DUTY, 32 GAL RUBBERMAID, NO LIDS NO SUBSTITUTE			

ITEM #	ESTIMATED QUANTITY		SPECIFICATION	BRAND NAME & MODEL NO. OF THE EQUAL OR BETTER PRODUCT	UNIT PRICE	TOTAL PRICE
70	20	ea.	TRASH CONTAINERS WITH DOLLIES ATTACHED HEAVY DUTY, 48 GAL RUBBERMAID, NO LIDS NO SUBSTITUTE			
71	20	ea.	TRASH CONTAINERS, RUBBERMAID #RCP 2620GRA, 20 GAL NO SUBSTITUTE			
72	100	cases	LINER BAGS, 20-30 GAL 9MIC Natural (200/CS) SAMPLE IS REQUIRED			
73	160	cases	LINER BAGS, UP TO 16 GAL 15x9x33 BLACK 1.0 MIL, (500/CS) SAMPLE IS REQUIRED			
74	200	cases	LINER BAGS, 48 GAL 20x13x40 BLACK, 2 MIL, (100/CS) SAMPLE IS REQUIRED			
75	600	cases	LINER BAGS, 55 GAL. 22x16x60 BLACK 2 MIL, (100/CS) SAMPLE IS REQUIRED			
76	1000	cases	PAPER TOWELS, HAND TOWELS NATURAL ROLL, 7 1/2 X 800' PER ROLL MUST BE GREEN SEAL CERTIFIED, MUST FIT OPTICORE # 76790 DISPENSER			
77	250	cases	ROLLED TOILET TISSUE, OPTICORE, 2 PLY #61999 36/CASE - 865 SHEETS MUST BE GREEN SEAL CERTIFIED MUST FIT OPTICORE #80390 DISPENSER			
78	100	cases	HAND SOAP, LOTION SKIN CLEANSER 2000 ML 4/CASE MUST FIT GOJO DISPENSER #317 SAMPLE IS REQUIRED			
79	10	cases	HAND SANITIZER / PURELL 4 - 2 LTR BOTTLES / CASE, GOJ9625-04 NO SUBSTITUTES			
80	50	cases	OMNI POD GREEN FOAMING HAND SOAP 2/CASE - 1150 ML MUST BE GREEN SEAL CERTIFIED			
81	10	boxes	WAXED PAPER LINERS FOR SANITARY NAPKIN DISPENSERS 500/box			
82	10	cases	GLOVES, NITRILE, LATEX FREE, LARGE, BLUE, POWDER FREE 4 MIL 100/BOX 10 BOXES/CASE, SAMPLE IS REQUIRED			
83	20	cases	GLOVES, NITRILE, LATEX FREE, X-LARGE, BLUE, POWDER FREE 4 MIL 100/BOX 10 BOXES/CASE, SAMPLE IS REQUIRED			
84	24	ea.	FLAGGED FLOOR BRUSHES, 16" SIZE, EXTRA FINE BRUSH			
85	24	ea.	FLAGGED FLOOR BRUSHES, 18" SIZE, EXTRA FINE BRUSH			
86	24	ea.	FLAGGED FLOOR BRUSHES, 24" SIZE, EXTRA FINE BRUSH			
87	24	ea.	FLAGGED FLOOR BRUSHES, 36" SIZE, EXTRA FINE BRUSH			
88	24	ea.	COUNTER BRUSHES, 8" BLOCK OVERALL LENGTH 13" AS STETSON SCOUTMASTER			
89	20	ea.	WINDOW BRUSH AS UNGER STRIP PAC (CLOTH SPONGE) 12" SIZE			
90	20	ea.	WINDOW BRUSH AS UNGER STRIP PAC (CLOTH SPONGE) 18" SIZE			
91	200	ea.	YARN TOILET BOWL SWABS AS EMPIRE #8540			
92	60	ea.	BROOM HANDLES, 5' WITH STEEL TIP THREAD			
93	12	ea.	BROOM HANDLES 5' TAPERED END			
94	20	ea.	CORN BROOM, WAREHOUSE LARGE, SAMPLE IS REQUIRED			
95	10	ea.	DUST PANS, STEEL			
96	36	ea.	PLUMBERS HELPERS, 6" SUCTION CUP			
97	60	ea.	DUST MOPS, LOOPED END, LAUNDERABLE 18" X 5", SAMPLE IS REQUIRED			
98	12	ea.	FRAME FOR ABOVE MOPS			
99	60	ea.	DUST MOPS, LOOPED END, LAUNDERABLE, 24" X 5" SAMPLE IS REQUIRED			
100	12	ea.	FRAME FOR ABOVE MOPS			
101	60	ea.	DUST MOPS, LOOPED END, LAUNDERABLE, 36" X 5" SAMPLE IS REQUIRED			
102	12	ea.	FRAME FOR ABOVE MOPS			
103	60	ea.	DUST MOPS, LOOPED END, LAUNDERABLE, 48" X 5", SAMPLE IS REQUIRED			
104	12	ea.	FRAME FOR ABOVE MOPS			
105	24	ea.	DUST MOPS, LOOPED END, LAUNDERABLE, 60" X 5", SAMPLE IS REQUIRED			
106	12	ea.	FRAME FOR ABOVE MOPS			
107	12	ea.	CLIP ON DUST MOP HANDLES FOR ABOVE MOP FRAMES			
108	12	ea.	DUST MOP TREATMENT WATER BASE			
109	60	ea.	WET MOP HANDLE WITH 5" PLASTIC JAWS, 60" VINYL COVERED ALUMINUM RUBBERMAID # RCP H236			
110	240	ea.	LARGE LOOPED BLUE MOP HEAD 5" HEAD BAND, 4 PLY COTTON / SYNTHETIC SAMPLE IS REQUIRED			
111	120	ea.	LARGE LOOPED FINISH MOP 5" HEAD BAND, 4 PLY COTTON / SYNTHETIC SAMPLE IS REQUIRED			
112	24	ea.	LOBBY DUST PAN, BROOM, RUBBERMAID # RCP 2536			
113	24	ea.	LOBBY PRO UPRIGHT DUST PAN, RUBBERMAID # RCP 2531			
114	10	cases	DISTILLED WATER, 6 GALLONS / CASE			
115	3	ea.	WAXOMATIC MACHINE			
116	24	ea.	WAXOMATIC REFILLS, SET OF 2			

ITEM #	ESTIMATED QUANTITY		SPECIFICATION	BRAND NAME & MODEL NO. OF THE EQUAL OR BETTER PRODUCT	UNIT PRICE	TOTAL PRICE
117	24	ea.	PADCO 18" FLOOR COATER			
118	10	ea.	PADCO 18" FLOOR COATER REFILL, 6/CASE			
119	10	pkg	PRO TEAM SUPER COACH, BACK PAC VAC, MOD # 107109 - 10/PACKAGE			
120	30	packs	SUPER COACH VAC PAC VACUUM BAGS, MICRO LINED, 10 BAGS / PACK # 100331			
121	5	case	SUPER COACH PRO 10 FILTER, INTERCEPT MICRO - ITEM # 107313			
			200/CASE			
122	50	packs	PRO TEAM SUPER COACH PRO 10 HEPA MEDIA FILTER, TWIN PACK - # 107315			
123	10	ea.	SANITAIRE UPRIGHT VAC 12", WITH FRONT CARPET MAGNET, MOD # SC886			
124	10	ea.	SANITAIRE WIDETRACK 16" W/ FRONT CARPET MAGNET, MOD # SC899			
125	100	ea.	EUREKA VACUUM BELTS			
126	10	packs	EUREKA STYLE ST VACUUM BAGS PACKAGE/5			
					TOTAL	\$ -
Custodial Supplies						
Estimated Quantities - Orders will be per year as needed						
CITY OF WALTHAM						
ITEM #	ESTIMATED QUANTITY		SPECIFICATION	BRAND NAME & MODEL NO. OF THE EQUAL OR BETTER PRODUCT	UNIT PRICE	TOTAL PRICE
1	300	cases	Paper towels rolls bleached 8"x425' 12/cs		\$	-
2	12	ea.	Cabinets for above		\$	-
3	130	cases	Toilet Tissue, rolls, two ply 41/2x41/2		\$	-
4	80	gals	High gloss finish 5 gal pail Butchers Benchmark		\$	-
5	2	cases	Unwrapped Bar soap 3oz 200/cs		\$	-
7	100	cases	Liner Bags 22x16x58 2Mil 100 to a case, Black Only		\$	-
8	100	cases	Liner Bags 16x14x36 2Mil 250 to a case		\$	-
9	10	cases	20oz Mop heads Butchers high noon		\$	-
10	15	cases	Looped 20oz Med Mop heads		\$	-
11	36	ea.	Wet Mop Handle with S" plastic jaws 60" Vinyl cov'r'd Aluminum		\$	-
12	4	cases	Room Deodorizer 16oz aerosol can		\$	-
13	15	cases	Bowl Cleaner with acid 24oz bottles 12 to a case		\$	-
14	4	cases	Rug and room Deodorizer shake can, 12 to a case		\$	-
15	36	boxes	Disposable Latex exam gloves X-LG Non powered 100 to a box		\$	-
16	2	each	50 Lbs. Painters rags /white		\$	-
17	24	each	Wastebasket 40qt 1SLX11/4WX20H		\$	-
18	12	each	Plumbers helpers 6" Suction cup		\$	-
19	12	each	Dust-mop Kleen-kut 24" Rubbermaid model J 653		\$	-
20	24	each	Dust-mop Kleen-kut 36" Rubbermaid model J655		\$	-
21	24	each	Large scrub sponges 31/2"x5" 3m scotch brite		\$	-
22	15	cases	Multifold Towels White 12S/pkg 16 to a case		\$	-
23	5	each	35 Qtr. Rubbermaid mop bucket		\$	-
24	100	each	Pedadow calcium chloride pellets, 50 lbs. Pails		\$	-
25	10	cases	Genesan #11pol/bio ENZYSAN 2000 Restroom cleaner		\$	-
26	4	cases	Butchers Sundance Neutral Cleaner, 1Gal container		\$	-
27	10	cases	Genesan #4 Delta/Mild 2000 Neutral Floor cleaner 2 liter bottle		\$	-
28	15	cases	C-Fold Towels 10 1/4 x13 1/4, 200 per pkg 12 to a case		\$	-
29	50	Gals	Bay class Floor stripper 5 Gals Pails		\$	-
30	4	case	Ajax 21 oz. cans		\$	-
31	8	case	Genesan Polygreen Glass/surface cleaner 4.5 Liter Bottle		\$	-
32	30	cases	1000 ml foam hand soap w/dispensers supplied & Installed, 6/cs		\$	-
33	30	gal	Taski Wi Wax 1Gal containers		\$	-
34	30	gal	Taski Wi floor cleaner 1 Gal containers		\$	-
Equal or better substitutions will be accepted if determined by the city that the quality is superior to the one specified.					TOTAL	
						GRAND TOTAL (Schools + City)
Vendor is required to provide MSDS Sheets for every chemical and Product label for every gallon of chemical provided.						