

TERREBONNE

Parish School District

**REQUEST FOR BIDS
for**

Custodial Cleaning Products/Program

BID #030818

Prepared by Purchasing and Maintenance Departments

Mr. Philip Martin, Superintendent

ADVERTISEMENT FOR BIDS

Notice is hereby given that the Terrebonne Parish School Board will receive sealed proposals at its Purchasing Department, 340 St. Charles Street, Building #3, Houma, Louisiana, until the hour of **two o'clock (2:00 PM), March 8, 2018 for Custodial Cleaning Products/Program (Bid #030818). Any bid received after the specified time and date will be returned unopened. Bids will be publicly opened and acknowledged at 2:30 PM in the Purchasing Office, 340 St. Charles Street, Building #3, Houma, LA 70360 and reviewed by an evaluation committee at a later date.**

Bids received prior to the time of the scheduled opening will be securely kept unopened. Bidders are cautioned to allow ample time for the transmittal of bids by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where the bids are opened. Failure of the U. S. Mail, of any express carrier, or delivery service to timely deliver the bid(s) shall not be considered due cause for the scheduled time of the bid opening to be extended.

Specifications and conditions for submitting a proposal may also be obtained from the Terrebonne Parish School Board Purchasing Department, 340 St. Charles Street, Building #3, Houma, LA 70360/P. O. Box 5097, Houma, LA 70361, or by calling Curtis Constrantiche, Purchasing Agent at (985) 876-7400, extension #243.

Pursuant to RS 38:2212 (E), the Terrebonne Parish School Board has partnered with BidSync, LLC and Vendor Registry to distribute bid solicitations, collect responses, and/or allow contractors and vendors the ability to respond through a uniform and secure electronic interactive bidding system. Terrebonne Parish School Board accepts no responsibility for any technical failures via BidSync or Vendor Registry for bid/quote/proposal(s) at any time during the bid process. Electronic responses placed on the www.bidsync.com will be accepted as specified in each bid/quote/proposal. Bidders participating in the Bidsync option need to register with BidSync to obtain a user name and password or call Vendor Support at (801) 765-9245. There is a \$100.00 fee to register and receive e-mail or fax notification of bids and includes the ability to respond electronically to Terrebonne Parish School Board bid solicitations through the BidSync website. In addition, an electronic signature must be provided to complete the electronic bid. Where applicable, and in all construction projects, an electronic bid bond is also required and must be furnished. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies. Bidders participating with the Vendor Registry option, through the TPSB website, may register, inquire, and/or submit only a quote or proposal, at no additional cost to the bidder. Bids may not be submitted through Vendor Registry.

Terrebonne Parish School Board encourages small business, minority owned business, and women owned businesses to participate in the bid process.

The Terrebonne Parish School Board accepts no responsibility for contacting any vendor, failure to contact a vendor or a vendor not receiving information regarding this bid. This bid has been properly advertised and it is the sole responsibility of any and all Vendors to request and submit proposals as advertised.

**Mr. Roger Dale Dehart, Board President
TERREBONNE PARISH SCHOOL BOARD**

Publication Dates: Wednesday January 31, 2018; Wednesday February 7, 2018; Thursday February 15, 2018

TERREBONNE

Parish School District

BIDS for **Custodial Cleaning Products/Program**

Custodial Cleaning Products/Program

PURPOSE

The Terrebonne Parish School Board (also referred to as the TPSD) is interested in receiving bids from qualified companies (hereinafter referred to as Contractor or qualified provider) for providing comprehensive cleaning program that incorporates approximately 50 school facilities and administrative buildings with environmentally safe chemicals, charts, chemical dispensers, training, training materials, support services, etc. as specified.

Terrebonne Parish School Board intends to enter into a three (3) year contract with two (2) options of renewal with the approval from the Terrebonne Parish School Board. The primary emphasis of this parish-wide contract is to:

- Secure a qualified single source provider to supply and deliver on an as-needed basis a full line of cleaning supplies that are required in the fulfillment of daily operations;
- Improve the overall effectiveness and efficiency of the cleaning supply procurement process particularly in ease of administering, ordering, receiving, and paying;
- Provide timely delivery of quality cleaning products at competitive, affordable prices to the Terrebonne Parish School Board Warehouse.

The potential value of this contract may be over \$150,000.00. This solicitation references these estimates as a general indication of the needs of the school district. No commitment of any kind is made concerning the estimated value or potential users of this contract.

CALENDAR OF EVENTS

(The School Board reserves the right to deviate from these dates)

Release of Invitation to Bid	- 01-31-18
Inquiry Deadline Date**	- 03-01-18
Bid Opening Date	- 03-08-18

INQUIRIES**

An initial inquiry period has been firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions SHALL be in writing and received by the close of business on the Inquiry Deadline Date set forth in the Calendar of Events. Further, we realize that additional questions or requests for clarification may generate from the School District's addendum responses to the inquiries received during the initial inquiry period. The Maintenance Department will make every attempt to clarify questions; however, all bid documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by an addendum issued as a result of the deadline to receive inquiries period.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any TPSD employee or consultant. TPSD shall only consider written and timely communications from bidders.

Inquiries shall be submitted in writing by an authorized representative of the bidder, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline (March 1, 2018 2pm) shall be considered by the School Board. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all perspective bidders. Inquiries concerning this solicitation may be mailed to Donald Chamberlain, Maintenance Department, Terrebonne Parish School Board, P. O. Box 5097(70361)/340 St. Charles Street, Houma, Louisiana 70360, faxed to (985) 868-2738, or emailed to [E-mail: dchamberlain@tpsd.org](mailto:dchamberlain@tpsd.org).

SCOPE

The custodial cleaning program shall consist of a dispensing system with matching chemicals, floor finish, floor finish stripper, disinfectant hand soap, and hand soap dispensers all of which meet the specifications as listed.

❖ **Chemical Dispensing Units must/must be . . .**

- Must be easy to operate
- Must be easily mounted on a wall
- Must connect to the water supply using standard hose connection fittings
- Must automatically dispense properly diluted solutions into spray bottles, buckets or auto scrubbers
- Must have water back-flow prevention using at least a one-inch air gap
- Must have a minimum 2.5 gallon per minute water flow control for bucket fill and 1 gallon per minute for quart fill

Note: Preference will be given to dispensers having minimal user exposure to chemicals and/or maximum tamper resistance to chemical mix ratio.

The distributor upon being awarded the bid contract shall be required to:

- **Install new and unused chemical dispenser units** at up to 50 TPSD schools and

administration sites in the place of the old chemical dispenser units and any additional locations deemed appropriate. The chemical dispenser units shall incorporate applicable mounting plates, which would allow for the changing of the chemical dispenser units in the event of a malfunction or damage. Approximately 150 dispensers will be needed for the initial setup.

- The distributor, while in the process of installing the new chemical dispenser units, shall be required to **remove the existing chemicals and chemical dispenser units** (regardless of manufacturer). The distributor shall be required to return the existing chemicals and chemical dispenser units to the TPSD Warehouse for proper disposal.
- Any additional costs associated with providing additional dispensers shall be disclosed as part of bid package. TPSD shall be responsible for changing out dispensers as needed due to malfunction or damage.
- Terrebonne Parish School District reserves the right to continue use of all chemicals and chemical dispensers purchased using the prior contract (TPSD Bid #031413) until such time the chemicals have been exhausted. Chemicals include, but not limited to: hand soap, cleaning products, wax, stripper, etc.

❖ Storage Units

The distributor upon being awarded the bid contract shall be required to:

- **Install new and unused manufacturer approved racks and/or storage units** to safely contain all chemicals being used in chemical dispenser units. Racks and/or storage units shall be installed by the distributor next to each chemical dispenser unit as to allow proper operation with the highest level of safety possible.
- The distributor, while in the process of installing the new chemical dispenser units, shall be required at the discretion of TPSD to **remove existing racks and/or storage units** (regardless of manufacturer) and return the existing racks and/or storage units, if removed, to the TPSD Warehouse for proper disposal.

❖ Hand Soap Dispensers

- Must be easily mounted on a wall
- Must be easy to operate
- Must be bag-in-a-box type dispensing system
- Must be easy to replace refills

The distributor upon being awarded the bid contract shall be required to:

- **Install new and unused hand soap dispensers** at up to 50 TPSD schools and administration sites in the place of the existing hand soap dispensers and any additional locations deemed appropriate.
- **Remove all existing hand soap dispensers** during the installation process.

❖ Chemicals

The distributor upon being awarded the bid contract shall be required to:

- Provide and install **color-coded and numbered charts** with directions for use and application of products next to each dispenser, which are specific to the chemicals being used by TPSD. Charts shall be laminated and shall be installed next to each dispenser by the distributor at the time of initial installation.
- Provide new and unused **one quart sized silk-screened bottles** color-coded and numbered to match chemicals with all required safety information included on labels. The silk-screened bottles shall incorporate a trigger spray nozzle or a flip cap which ever would facilitate the safest handling and application of each chemical in accordance with manufacturer recommendations. An estimated 180 bottles of each type corresponding with chemicals using spray nozzle or flip cap type application shall be provided by the distributor for the initial setup and as needed thereafter for the duration of the contract.
- Provide **Material Safety Data Sheets (MSDS)** for up to 50 sites. The MSDS Sheets shall contain information on both the concentrate and ready to use forms of each chemical as applicable. The distributor shall provide a binder for the MSDS Sheets at up to 50 schools and administration sites. The binder and all appropriate MSDS Sheets shall be placed at the sites at the time of initial installation. The MSDS Sheets shall be checked at up to 50 sites annually by the distributor to ensure that they are current and complete.
- Ensure that only the **original manufacturer's labeling** and MSDS sheets on all chemicals are available. No private label products shall be supplied including chemicals, floor finish and floor finish stripper.
- Ensure that all chemicals are approved for the use in a PreK-12 school system.
- Perform routine **stock level checks** at the TPSD Warehouse to aid in maintaining adequate stock levels. Stock levels and delivery dates shall be established and agreed upon by all parties to ensure efficient handling and delivery of chemicals, dispensers, floor finish, and floor finish stripper.
- Provide 150 hours of **in-service training** using multi-media training materials (DVDs, workbooks, etc.) at up to 50 TPSD sites during initial setup phase and up to 60 hours annually thereafter as needed to support the use of chemicals, chemical dispensing system, floor finish and floor finish stripper.
- Provide problem-solving assistance to 50 TPSD sites as needed up to a combined total of 60 hours annually. Response time shall be within 72 hours of notification of problem.

❖ **Deodorizer**

- Must be compatible with the chemical dispenser units listed in (1) above
- Must display concentrate label that is numbered and color coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must contain concentrated container size no larger than 4 liters
- Must withstand a minimum storage stability of concentrate of at least 24 months

❖ **Heavy Duty Multi-Surface Cleaner (Degreaser), For Tough Stains**

- Must be compatible with the chemical dispenser units listed in (1) above
- Must display concentrate label that is numbered and color coded

- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must not require rinsing
- Must be used on washable surfaces (glass, tile, stainless steel, plastic, etc.)
- Must be able to remove ink, dry erase markers, grease, etc.
- Must have a PH ready to use solution of 10 or higher
- Must contain concentrated container size no larger than 4 liters
- Must withstand a minimum storage stability of concentrate of at least 24 months

❖ **Glass Cleaner, For Class And Daily Use Multi-Surface Cleaning**

- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be ammonia free
- Must be biodegradable
- Must not require rinsing
- Must be compatible with various application methods
- Must eliminate glass streaks and be smudge free
- Must be effective as a multi-surface cleaner
- Must have a PH ready to use solution of 10 or higher
- Must contain concentrate container size no larger than 4 liter
- Must withstand a minimum storage stability of concentrate is at least 24 months

❖ **Disinfectant Cleaner**

- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must not require rinsing
- Must be broad-spectrum hospital grade disinfectant
- Must have a PH ready to use solution of 9 or higher
- Must be able to use with mop and bucket, automatic scrubber or trigger sprayer
- Must be EPA Registered
- Must contain concentrate container size no larger than 4 liter
- Must withstand a minimum storage and bactericidal stability of concentrate is 24 months
Note: Preference will be given for product with HBV, HIV, MRSA & VRE claims

❖ **Non-Acid Disinfectant Bathroom Cleaner**

- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded

- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must not require rinsing
- Must be an EPA Registered disinfectant
- Must be safe to use on most restroom surfaces
- Must have a PH ready to use solution of 9 or higher
- Must be able to use as a daily product
- Must contain concentrate container size no larger than 4 liter
- Must withstand minimum storage and bactericidal stability of concentrate is 24 months

❖ **Mild Acid Bathroom Cleaner**

- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must be safe to use on most restroom surfaces including plastics and fiberglass
- Must have a PH ready to use solution of 2 or higher
- Must contain concentrate container size no larger than 4 liter
- Must withstand minimum storage stability of concentrate is at least 24 months

❖ **Neutral PH Floor Cleaner**

- Must be a neutral PH cleaning solution
- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must be able to use as a daily product
- Must not require rinsing
- Must be able to use for auto scrubber machine cleaning or mop & bucket cleaning
- Must be a low foaming solution
- Must be compatible with floor finish specified
- Must contain concentrate container size no larger than 4 liter
- Must withstand minimum storage stability of concentrate is at least 24 months

❖ **Floor Cleaner/Restorer**

- Must be compatible with the chemical dispenser units
- Must display concentrate label is numbered and color-coded
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must not require rinsing

- Must be able to be applied with auto scrubber machine or mop & bucket
- Must be able to repair scuffs, scratches and restore gloss
- Must be able to eliminate powdering of floor finish
- Must be compatible with both high speed burnishing and low speed buffing
- Must be a low foaming solution
- Must be compatible with floor finish specified
- Must contain concentrate container size no larger than 4 liter
- Must withstand minimum storage stability of concentrate is at least 24 months

❖ **Floor Finish Stripper**

- Must be no larger than 5 gallon container
- Must effectively remove highly burnished and spray-buffed floor finish
- Must be compatible with floor finish specified
- Must be compatible with floor finish in current use
- Must be compatible with all types of resilient surfaces
- Must be a self-neutralizing no rinse formula
- Must eliminate alkaline residue on the floor
- Must withstand a minimum storage stability is at least 12 months
- **Note: Floor Wax and Floor Stripper must be from same manufacturer.**

❖ **Floor Finish**

- Must be no larger than 5 gallon container
- Must be self-sealing
- Must be dirt and black heel mark resistant
- Must be of non-volatile solids content (See note below)
- Must be a medium maintenance formulation
- Must require minimal cure time
- Must work effectively in a wide variety of conditions including humid, dry, cold and hot environments
- Must be compatible with all types of resilient surface
- Must be able to be spray buffed or high speed burnished
- Must be compatible with specified neutral cleaner and restorers
- Must be compatible with specified stripper
- Must withstand minimum storage stability is at least 12 months

Note: We would like bids on floor finishes meeting two sets of specifications on non-volatile solids content: 20% or more & 25% or more.

❖ **Antibacterial Hand Soap**

- Must be bag-in-a-box type packaging
- Must be 100% solubility in water
- Must be phosphate free
- Must be biodegradable
- Must be an antibacterial formula with lotion to condition hands

❖ **Enzyme Digestant / Odor Eliminator**

- Must be phosphate free
- Must be biodegradable
- Must not require rinsing
- Must be non-corrosive, nonflammable, nonacid and non-caustic
- Must be nonpathogenic, enzyme producing bacteria
- Must be compatible with waste water treatment systems
- Must be able to eliminate restroom malodors from urine, etc.
- Must be no larger than 1 quart container

The TPSD shall reserve the right to ask for samples of materials and/or demonstrations of products and dispensers before the awarding of any contract.

STANDARD TERMS AND CONDITIONS

SCOPE

These Standard Terms and Conditions are part of each Bid, Quote, or Request for Proposal (RFP), and each contract, and apply in like force to contracts for the purchase of personal property and contractual services.

All Bids, Quotes, or Requests for Proposals issued by the Terrebonne Parish School Board will bind the bidder to the terms and conditions set forth herein, except as specifically qualified in a special Bid, Quote, or Request for Proposal and contract terms and conditions issued in connection with an individual Bid, Quote, or Proposal.

DEFINITIONS

As used herein, as well as in all specifications, Bids, Quotes, or Request for Proposals, awards or contracts issued by the Terrebonne Parish School Board, the following definitions shall apply, unless otherwise indicated:

Agent - Purchasing Agent of the Terrebonne Parish School Board

Bid - The document comprised of an invitation, instructions, and specifications to submit a Bid, Quote, or Request for Proposal for commodities or services.

Bidder - Any individual, firm, or corporation submitting a Bid, Quote, or Proposal

Contract - The acceptance by the Terrebonne Parish School Board of an offer by a bidder to furnish commodities or services

Contractor - Any individual, firm, or corporation to whom a contract is awarded as the result of a Bid, Quote, or Proposal submitted and accepted

Electronic Bid - A Bid, Quote, or Proposal submitted through a uniform and secure electronic interactive bidding system

Bid or Proposal - The offer of a bidder to furnish commodities or services in response to a Bid, Quote, or Request for Proposal (RFP)

School Board - The Terrebonne Parish School Board/Public School System and Sub-Agency of the State Government of Louisiana

Any alleged oral agreement or arrangement made by a bidder or contractor with any employee of the Terrebonne Parish School Board prior to the official award of this Bid, Quote, or Proposal will be disregarded.

SUBMISSION OF BID/PROPOSAL

1. Bids, Quotes, or Proposals must be submitted on, and in accordance with, all specifications and form(s) supplied in the Bid, Quote, or Request for Proposal package.

Pursuant to House Bill No. 610 (Act No. 590) passed in Louisiana's Legislative Regular Session in 2008, the Terrebonne Parish School Board has partnered with BidSync, LLC and Vendor Registry to distribute bid solicitations and/or collect responses. BidSync.com allows contractors and vendors the ability to respond with an electronic signature through a uniform and secure electronic interactive bidding system. Electronic responses placed on www.bidsync.com will be accepted as specified in each bid/quote/proposal. Terrebonne Parish School Board accepts no responsibility for any technical failures via BidSync for bid/quote/proposal(s) at any time during the bid process. Electronic responses placed on www.bidsync.com or the www.vendorregistry.com will be accepted as specified in each bid/quote/proposal. Bidders participating with the BidSync option need to register with BidSync to obtain a user name and password or call Vendor Support at (801) 765-9245. There is a \$100.00 fee to register and receive e-mail or fax notifications of bids and includes the ability to respond electronically, using the required electronic signature, to Terrebonne Parish School Board bid solicitations through the BidSync website. Where applicable, and in all construction projects, an electronic bid bond is also required and must be furnished. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies. Vendors participating with the [vendorregistry.com](http://www.vendorregistry.com) option through the TPSB website may register, inquire, and/or submit only a quote or proposal that does not require an electronic signature

2. Telegraphic or facsimile Bids, Quotes, or Request for Proposals will not be accepted unless specifically stated in the instructions to bidders. When acceptance is so stated in the instructions, the Bid, Quote, or Proposal is to be completed on the form(s) supplied or a copy thereof, completely executed and returned, and received by the Purchasing Agent, no later than the time and date specified for receipt of the Bid, Quote, or Request for Proposal. Forms must have original signatures except when telegraphic, facsimile, or electronic digital signatures are specifically stated as acceptable. Bids must be completed on the original bid form(s) or a copy thereof, signed in ink, and/or where applicable, have a digital signature. Do not send a fax copy of the bid form(s) as the original. The form(s) submitted must have the original signature(s) or an electronic digital signature.

3. The time and date the Bids, Quotes, or Proposals are to be opened is given in each Bid, Quote, or Proposal issued. All of the Bids, Quotes, or Proposals shall be submitted electronically, or in a sealed envelope, addressed to the **Purchasing Department, Terrebonne Parish School Board, P. O. Box 5097, Houma, Louisiana 70361, with the envelope plainly marked, "Custodial Cleaning Products/Program Bid". Failure to properly mark Bid, Quote, or Proposal properly may subject submittal to rejection and returned unopened.** The name and complete address, including street, city, and state, of the bidder **shall appear** in the upper left hand corner of the envelope. If the Bid, Quote, or Proposal requires a licensed contractor, the Louisiana Contractor's License number shall

appear on the front of the envelope. A copy of same may be included with the Bid, Quote, or Proposal. The referenced information should also be included on any outer envelope used for mailing.

4. Bidders are cautioned to verify their Bid, Quote, or Proposal before submission. Amendments to a received Bid, Quote, or Proposal submitted prior to the specified time for opening by the Purchasing Agent will not be considered. This applies to all Bids, Quotes, or Proposals sent by mail, delivered in person, submitted electronically, as well as telegraphic, and facsimile Bids, Quotes, or Proposals. Bids, Quotes, or Proposals received prior to the time and date of the scheduled bid opening will be securely kept unopened. No Bid, Quote, or Proposal received after the scheduled time for opening will be considered. Bidders are cautioned to allow ample time for transmittal of Bids, Quotes, or Proposals by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or any carrier of delivery service to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.
5. All information requested in the Bid, Quote, or Proposal form with regard to each item against which a Bid, Quote, or Proposal is submitted shall be given to constitute a regular Bid, Quote, or Proposal.
6. The Terrebonne Parish School Board reserves the right to select any part of the Bid, Quote, or Proposal or the whole Bid, Quote, or Proposal as well as reject any and all Bids, Quotes, or Proposals in whole or part and to award Bids, Quotes, or Proposals in whole or part as indicated in the Bid, Quote, or Proposal document. Further, the Terrebonne Parish School Board reserves the right to use State or Government contract pricing when it is lower than Bid, Quote, or Proposal prices received.
7. Bids, Quotes, or Proposals may be submitted for all or part of total quantities or for any or all agency requirements listed in the Bid, Quote, or Proposal, **unless otherwise specified** in the Bid, Quote, or Proposal.
8. Alternate Bids, Quotes, or Proposals may be considered, unless specifically indicated otherwise in the Bid, Quote, or Proposal document (See paragraph 62 of this document).
9. Unless qualified by the provision "No Substitute," the use of a specification, manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidder to that manufacturer, brand, make, or catalog designation identification. This is used simply to indicate the character, quality, and/or performance equivalence for the commodity desired, but the commodity on which Bid, Quote, or Proposal is submitted

must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally well as that specified. In submitting a Bid, Quote, or Proposal on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternative commodity proposed. Consideration will be given to Bids, Quotes, or Proposals submitted on alternative commodities to the extent that such action is deemed to serve best the interest of the Terrebonne Parish School Board. If the bidder does not indicate that the commodity proposed is an alternative commodity, it will be construed to mean that the bidder proposed to furnish the exact commodity described.

10. If the bidder proposes to furnish any item of a foreign make or product, the word "foreign", together with the name of the originating country must be written opposite of such item on the Bid, Quote, or Proposal. All items not so designated will be considered to be of domestic origin.
11. Prices must be extended in decimals, not fractions; to be net, and shall have transportation and delivery charges fully prepaid by the contractor to the destination specified in the Bid, Quote, or Proposal, and subject to only cash discounts.
12. Terrebonne Parish School Board is not subject to State or Terrebonne Parish Sales Tax. All applicable taxes including ad valorem taxes shall be the responsibility of the bidder and are to be added in to the offer. This responsibility shall be inclusive of, but not limited to, all levies, impost, duties, charges or withholding whatsoever, all applicable sales, use, personal property, franchise (howsoever calculated), and other tax whatsoever (together with any penalties and fines thereon) whether assessed, levied, or imposed by any governmental or taxing authority (whether foreign, federal, state, or local) against or upon the bidder or otherwise, with respect to any item(s) or the purchase, acquisition, ownership, delivery, leasing, possession, use, operation, control, or other disposition thereof, of the rents, receipts, or earnings arising therefrom, with respect to any resultant lease or purchase of this Bid, Quote, or Proposal.
13. If there is a discrepancy between the unit price and extension, the unit price shall prevail.
14. All bidders declare that the Bid, Quote, or Proposal is not made in connection with any other bidder submitting a Bid, Quote, or Proposal for the same commodity or commodities, and is in all respects fair, and without collusion or fraud.
15. All Bids, Quotes, or Proposals will be opened, publicly acknowledged, read aloud, and are subject to public inspection. Bidders may be present or represented at all openings.

Abstracts of Bids, Quotes, or Proposals received are not prepared for distribution by the Purchasing Department.

SAMPLES

16. All specifications are minimum standards and the acceptable Bid, Quote, or Proposal samples do not supersede specifications for the quality unless the Bid, Quote, or Proposal sample is judged superior, in which case deliveries must have the same identity and quality as the accepted Bids, Quotes, or Proposal sample. Unless specifically requested in the Bid, Quote, or Proposal, samples are not required. These items are preapproved; however, **all bid specifications / requirements must be met** such as – packaging, cutouts, literature, composite analysis, forms, etc.
17. Samples, when required, must be submitted strictly in accordance with instructions included within each Bid/Quote/Proposal. If samples are not required, but determined to be needed, they shall be delivered within seven (7) days following the written request. Samples must be furnished free of charge and may be accompanied by a descriptive memorandum indicating if the bidder desires a return, provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. Samples may be returned upon request at the bidder’s risk subject to their expense.
18. When the Bid, Quote, or Proposal indicates that an item to be purchased is to be equivalent to a specified brand, make or model, the alternate item offered must be truly equal in quality, character, and performance to that specified. The Terrebonne Parish School Board’s agent shall be the sole judge as to whether an alternate offered item is equal to the item(s) specified.

EXCLUSION/REJECTION OF BIDS

19. The Terrebonne Parish School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (not contest) to any of the crimes or equivalent federal crimes listed in LA R. S. Ann. 38:2227.
20. In awarding bids or contracts, the Terrebonne Parish School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal,

consulting, and social services procurement; or the Louisiana Procurement Code.

21. Any contract between the Terrebonne Parish School Board and a person or entity entered into as a result, of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

22. Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

AWARD

23. Bid, Quote, or Proposal Awards will be to the lowest responsible and responsive qualified bidder, with consideration given to the quality of the articles to be supplied, conformity with specifications, suitability to the requirement of the Terrebonne Parish School Board, and the delivery terms.

24. The Terrebonne Parish School Board reserves the right to award by item, part thereof, groups of items, or parts thereof, or all items of the Bid, Quote, or Proposal, and to award contracts to one or more bidders submitting identical Bids, Quotes, or Proposals as to price; to reject any and all Bids, Quotes, or Proposals in whole or in part for just cause; to waive technical defects, irregularities and omissions, such reservations shall comply with governing laws and shall be in the best interest of the Terrebonne Parish School Board.

25. The Terrebonne Parish School Board reserves the right to make awards within forty-five (45) calendar days from the date Bids, Quote, or Proposals are opened, unless otherwise specified in the Bids, Quotes, or Proposals. During this period, Bids, Quotes, or Proposals shall be withdrawn unless the bidder distinctly states in his/her Bid, Quote, or Proposal that acceptance thereof must be made within a shorter specified time. Should an award, in whole or in part, be delayed beyond the period of forty-five (45) calendar days or an earlier date specified by the bidder in the bid/quote/proposal, such award shall be conditioned on an agreement by the successful bidder to extend the Bid, Quote, or Proposal award for one or more thirty (30) calendar day periods.

26. The bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet satisfactorily the requirements set forth or implied in the Bid, Quote, or Proposal.

27. The quantities listed in the Bid, Quote, or Proposal schedule may be increased or decreased by the Purchasing Agent to meet new or amended requirements of the Terrebonne Parish School Board between the time the Bid, Quote, or Proposal is issued and the time the award is made, subject to the bidder's acceptance.

28. Preference will be given to commodities produced, assembled, or manufactured in the State of Louisiana in accordance with state statutes. It shall be the responsibility of the bidder to declare any preference eligibility for any item(s) submitted with a Bid, Quote, or Proposal. Bids, Quotes, or Proposals being equal, preference will be given to resident bidders of Terrebonne Parish.
29. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low bidder except in the case of tie Bids, Quotes, or Proposals and then, only provided such discount is based on payment of invoice not less than thirty (30) days after satisfactory delivery and/or receipt of invoice, whichever is later.
30. The Terrebonne Parish School Board reserves the right to reject the Bid, Quote, or Proposal of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation.
31. **The apparent low bidder shall furnish the certificate of insurance and any other information or documentation no later than ten (10) days after notification by Terrebonne Parish School Board of such. If the apparent low bidder does not submit the proper information or documentation as required within the ten-day period, such bidder shall be declared non-responsive, and Terrebonne Parish School Board may award the bid to the next lowest bidder, and afford the next lowest bidder ten (10) days from the date the apparent low bidder is declared non-responsive to submit the proper information and documentation as required by the bidding documents, and may continue such process until Terrebonne Parish School Board either determines the low bidder or rejects all bids.**

CONTRACT

32. Each Bid, Quote, or Proposal will be received with the understanding that the **ACCEPTANCE** in writing by the school board agent of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the Terrebonne Parish School Board, which shall bind the bidder to furnish and deliver the commodities or services at the prices given and in accordance with conditions of said accepted bid/proposal, specifications, standard bid/proposal contract terms and conditions, and the Terrebonne Parish School Board, on its part to order from such contractors, except for causes beyond reasonable control, subject to the availability of appropriate funds, and to pay for at the contract prices, all commodities or services ordered and delivered. The school board reserves the right to order up to ten (10) percent more or less, than the quantity listed in the bid/proposal or as amended in the award. The right of order percentage may exceed the reserved right of the ten percent upon agreement

by the bidder.

The above referenced *ACCEPTANCE* is not an order to shop. By acceptance of a purchase order, the awarded vendor agrees to defend and hold harmless the Terrebonne Parish School Board from any or all claims made in connection with the completion of the goods and/or services listed on the purchase order. The vendor further agrees to waive any right of recovery for expenses incurred in defending and/or payment of any judgment imposed on the vendor.

33. Quantities are subject to order against contractors by school agencies not specifically mentioned, or to transfer between agencies subject to adjustment in the transportation cost, providing such transportation cost is based on separately determined delivery cost to individual agencies or as defined by law.
34. No alterations or variations of the terms of contract shall be valid or binding upon the Terrebonne Parish School Board unless made in writing and signed by their agent.
35. Contracts will remain in force for the full period specified and until all articles ordered before date of termination shall have been satisfactorily delivered and/or accepted (and thereafter until all terms and conditions have been met), unless:
 - A. Terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for.
 - B. Extended from written authorization of the agent and accepted by contractor to permit ordering of unordered balances or additional quantities at contracted price and in accordance with contract terms.
36. Contract quantities will be determined to have been ordered at expiration period according to contract terms. Contractor shall furnish the agent with a statement of all unordered balances at least ten (10) days prior to termination of contract.
37. It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his/her contract or his/her right, title, or interest therein, or his/her power to execute such contract to any other person, firm or corporation, without the prior written consent of the agent.
38. The placing in the mail to the address given in the Bid, Quote, or Proposal or delivery of a notice of award to a bidder will constitute notice of acceptance of contract; **validity**

shall be contingent upon insurance compliance, as per bid specifications. (Reference 44. H.) When so requested, by the Agent, the contractor shall execute a formal contract with the Terrebonne Parish School Board for the complete performance specified therein.

39. **The contract may be canceled or annulled by the Agent** if the Terrebonne Parish School Board, due to budget constraints, does not appropriate funding for the contract or upon nonperformance of contract terms. Any unfulfilled deliveries against such contract may be purchased from other sources at the contractor's expense.
40. Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the agent, or failure to make replacement of rejected commodities when so requested (immediately or as directed by the Agent) will constitute authority for the Agent to purchase rejected on undelivered commodities in the open market. The Agent reserves the right to authorize immediate purchase in the open market against rejections or excess overdue deliveries on any contract when necessary. On all such purchases, the contractor agrees promptly to reimburse the Terrebonne Parish School Board for excess costs associated by such purchases. However, should public necessity demand it, the Terrebonne Parish School Board reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
41. When commodities are rejected, they must be removed by the contractor from the premises of the school board within forty-eight (48) hours after notification, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours will be considered abandoned, and the Terrebonne Parish School Board shall have the right to dispose of them as its own property.
42. Orders with contractors will be placed by agencies directly with the contractor. All orders shall be in writing and shall bear the contract number and/or purchase order number, and approval of the Terrebonne Parish School Board's Agent. Contractors making a delivery without a formal written order does so at his/her own risk.
43. The Agent reserves the right to remove from the mailing list for an intermediate period for future Bids, Quote, or Proposals the name of any bidder/contractor for failure to accept the contract and/or for unsatisfactory performance of the contract.
44. Contractor/Bidder hereby guarantees to:

- A. Perform the contract in accordance with the Bid, Quote, or Proposal specifications and vendor's Bid, Quote, or Proposal under which the contract was awarded.
- B. Save the Terrebonne Parish School Board, its agent, or employees harmless from liability of any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature, including costs and expenses for the use of any copyrighted or not copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee, or licensee, but not by way of limitation, attorney's fees, and court costs arising out of bodily injury to persons, including death or damage to tangible property, arising out of or incidental to the performance of this Bid, Quote, or Proposal (including goods and services provided thereto) by or on behalf of the successful bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnitee excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed the indemnitee: The Terrebonne Parish School Board, its board members, agents, and employees.
- C. Guarantee his/her products against defective material or workmanship, and to repair, or replace any damage or marring occasioned in transit.
- D. Guarantee that the items offered are the manufacturer's standard design in construction, and that no changes or substitutions have been made in the items listed in this contract.
- E. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he/she or his/her employees are responsible, to the premises or equipment, to his/her own work or to the work of other contractors.
- F. Pay for all permits, licenses, and fees, and to give all notices and comply with all laws, ordinances, rules, and regulations of the city, town, and parish in which the installation is to be made, and of the State of Louisiana.
- G. At bidder's own expense, carry proper insurance to protect the Terrebonne Parish School Board from loss. All insurance policies shall be issued by companies that have insurance licenses and authority to do business in the State of Louisiana and held in good standing by the latest information available to Louisiana Insurance Regulators or other Louisiana agencies, if any, performing such services.
- H. Upon request, provide Terrebonne Parish School Board's insurance agent with a certificate(s) to verify insurance coverage as required (See Attached Insurance Requirements). **Such certificate must be presented before any contract acceptance by the Terrebonne Parish School Board shall be valid.** Neither approval nor failure to disapprove the insurance furnished by the successful bidder to the Terrebonne Parish

School Board shall relieve the successful bidder of the responsibility to provide insurance as required in this Bid, Quote, or Proposal.

- I. The General Contractor shall be responsible, daily, for assuring that all of the Contractors' staff and employees, and any subcontractors' staff and employees, are legally documented to work in the United States of America and the State of Louisiana while working on Terrebonne Parish School Board projects and/or properties. The General Contractor shall be responsible for assuring that there is an English speaking Supervisor on site while working on Terrebonne Parish School Board projects and/or properties.

DELIVERY

45. It shall be understood and agreed that any or all commodities or services furnished comply fully with all applicable federal and state laws and regulations.
46. Any equipment delivered must be standard new equipment and latest model, except as otherwise stated in the specifications. Where any, part, or normal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
47. Equipment, materials, and supplies delivered must be new and unused items, except as otherwise specifically state in Bid, Quote, or Proposal.
48. Delivery must be made as ordered and in accordance with Bid, Quote, or Proposal. If no delivery instructions appear on the order, it will be interpreted to mean prompt delivery and **if shipped by freight shall be FOB tailgate delivery, unless otherwise specified.** The decision of the Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the contractor.
49. Any request for extension of time of delivery from that specified must be approved by the Agent, such extension applying only to the particular item or shipment.
50. Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing, sacks, or pallets. Shipping containers are to remain the property of the school board unless otherwise stated in the Bid, Quote, or Proposal.
51. Contractor should maintain an adequate supply of items in order to meet specified delivery.

INSPECTION AND TESTING

52. The inspection of all commodities and the making of chemical and physical tests of samples submitted with Bids, Quotes, or Proposals, and samples of deliveries to determine, whether or not the specifications are being complied with shall be made in the manner prescribed by the Agent.
53. Any item which fails, in any way, to meet the terms of the contract is subject to rejection or to be paid for at an adjusted price basis. The decision of the Agent shall be final.

INVOICES

54. Invoices will be submitted by the contractor to the Terrebonne Parish School Board and the invoice shall refer to the delivery ticket number, delivery date, purchase order, and/or release number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor **in triplicate** directly to the accounting department of the using agency. If applicable, invoices shall show the amount of state tax, parish tax, the cash discount; and shall be submitted on the contractor's own invoice.

PAYMENT

55. Payment is normally made 15-30 days from receipt of an approved and correct invoice.
56. Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustment required will be withheld. In the event a cash discount is involved, the withholding of payment as provided herein shall not deprive the Terrebonne Parish School Board from taking such discount.
57. Payment will be made only after presentation of an approved invoice to the finance department. All invoices shall be sent directly to the Terrebonne Parish School Board and inquiries regarding the status of unpaid invoices shall be likewise directed to the finance department.
58. All charges against a contractor shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the contractors shall pay the Terrebonne Parish School Board, on demand, the amount of such charges. All remittances shall be made payable to the Terrebonne Parish School Board.
59. Payment for the unused portion of an inferior delivery will be made by the Terrebonne Parish School Board on an adjusted price basis determined by the agent.

SAVING CLAUSE

60. It is understood and agreed that the contractor shall not be held liable for any loss resulting if the fulfillment of the terms of the contract, shall be delayed or prevented by wars, acts of public enemies, strikes, fire, floods, acts of God, or any other acts not within the control of the contractor and which by exercise or reasonable diligence.
61. Should the performance of any contract be delayed or prevented as set forth in the previous paragraph, the contractor agrees to give immediate written notice and explanations of the cause and probable duration of any such delay.
62. It shall be a requirement of the Terrebonne Parish School Board that any contracted vendor currently employing a person convicted of a sex offense as defined in Louisiana R.S. 15:541 when the victim is under the age of thirteen years shall not permit same employee to enter any Terrebonne Parish School Board property for the purpose of fulfilling work order or delivery of active contract. Violation of this provision shall be cause for immediate termination and/or cancelation of any contract or agreement with contracted vendor.

DEVIATION/ALTERNATIVE BID/PROPOSAL CLAUSE

63. Any deviation from the specifications listed in the Bid, Quote, or Proposal must be noted in detail and submitted in writing as specified or on a separate document with the Bid, Quote, or Proposal. It must include specific reasons as to why the deviation(s) will render equivalent or better performance and reliability. The deviation(s) must meet or exceed the details of the respective specifications(s). The absence of this specification deviation information will hold the bidder strictly accountable to the specifications as written. Failure to submit documentation of specification deviation shall be grounds for rejection of the item(s) when offered for delivery. A Terrebonne Parish School Board evaluation committee will review all deviations or alternates and reserves the right to be the sole authority for acceptance or rejection of deviations and/or alternate Bid, Quote, or Proposal.

BID/PROPOSAL FORM COMPLETION

64. Only paper Bids, Quotes, or Proposals written in ink or typed, and properly signed by a member of the firm or duly authorized representative will be accepted. Pencil figures, signatures, or photo copies of signatures on the Bid, Quote, or Proposal form submitted will disqualify the bidder. Do not submit a photo copy as an original Bid, Quote, or Proposal unless otherwise specified. Electronic digital signatures will be accepted only if specified.

ERASURES

65. The Bid, Quote, or Proposal submitted must not contain any erasures or corrections unless each correction is initialed by the person or persons signing the Bid, Quote, or Proposal in the margin immediately opposite the correction.

WARRANTIES

66. If specific warranties on equipment, vehicles, supplies, and materials specified are not required, they are to be standard manufactures and/or dealer's warranties. If full warranty is specified, it shall include parts, labor, and all other associated cost. Warranty shall be for all components of the related item, i.e. warranty on computer system shall include all components including, but not limited to, base processing unit, keyboard, mouse, monitor, speakers, drives, etc. With regard to a lease, to the extent permitted by law and contract, the successful bidder will assign and pass through without representation to Terrebonne Parish School Board the benefits of warranties, if any, of the supplier of the items for the duration of any lease in effect and there exist with no event of default thereof.

BID/QUOTE/PROPOSAL RESPONSE

67. In the event you cannot submit a response on the requirements, please return the request for Bid, Quote, or Proposal form with an explanation as to why you are unable to submit an offer. Also, please state whether you would like to receive future Bid, Quote, or Proposal bid packets, and include the correct address that will receive the Bid, Quote, or Proposal bid packet.

VENUE AND JURISDICTION FOR LITIGATION

68. Bidders and the Terrebonne Parish School Board do consent to and accept the venue and jurisdiction of the 32nd Judicial District, Parish of Terrebonne, State of Louisiana in the event of any dispute or lawsuit arising as a result of this request for bids or proposals and any contract entered into or between bidder and Terrebonne Parish School Board as a result thereof.

INELIGIBILITY NOTIFICATION

69. Bidders must advise the agent if he/she or his/her principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transactions resulting from the award of this Bid, Quote, or Proposal by any federal department or agency.

INQUIRIES

70. Questions regarding these standard terms and conditions should be addressed to the Terrebonne Parish School Board's Purchasing Agent at P.O. Box 5097, Houma, LA, 70361.

SOLICITATIONS FROM SMALL, MINORITY OR WOMEN'S BUSINESSES

71. Terrebonne Parish School Board encourages small business, minority owned business, and women owned businesses to participate in the bid process.

BID FORMAT AND CONTENTS

The Terrebonne Parish School District (TPSD) is a subdivision of the State of Louisiana and is subject to state statutes regarding purchases of materials and supplies. All bids must be submitted on the bid forms provided or a copy thereof. Only bids written in ink or typed and properly signed by an authorized member of the firm or authorized representative will be accepted. Pencil figures, pencil signature or photo static copy of signature(s) on the bid forms submitted will disqualify the bid.

All bids must be submitted in a sealed envelope plainly marked "**Bid for Custodial Cleaning Products/Program, Bid #030818.**" Bids can be hand delivered or mailed to the Purchasing Department, Terrebonne Parish School Board, 340 St. Charles Street, Building #3, Houma, LA 70360.

All bid submissions whether delivered in person, or delivered by US Mail, FedEx, UPS, or other carrier, must be properly labeled.

All bids must be in a sealed envelope and must be labeled as follows:

Your Return Address

**Purchasing Department
Terrebonne Parish School District
P. O. Box 5097
Houma, LA 70361**

ATTENTION: CUSTODIAL CLEANING PRODUCTS BID 030818 ENCLOSED

Bid Form #1

Indicate on Bid Form #1 the brand quoted, item number, the size of the concentrate, the cost per unit, the ready to use yield per gallon and the cost of ready to use chemical per gallon. In addition, please complete the blanks indicating the net price. Bidders are encouraged to bid on all items listed (or an equal substitute) and complete all of the blanks provided on the bid form. All items contained in Bid Form #1 are to be quoted net price FOB. **Cells/Blanks left unmarked for any item will be declared an irregular/non-responsive bid and will not be considered for that item(s).**

The specified brands and item numbers listed on the bid form are indicative of the items that the school district may purchase. These specific products listed are not inclusive and are used to provide the standard of the product desired. Other products brands may be bid provided they are of equal performance and are approved as an equal substitute.

When bidding a different brand and/or item number than the one specified, bidders must submit or have the manufacturer submit samples and documentation on all items. Samples and documentation of the alternate item(s) are required to constitute a valid bid. Samples must be submitted and received prior to the opening of the bid. **No bidder shall be awarded an alternate item unless a sample is available to compare the quality of the item with the specified brand.** It is the sole responsibility of the bidder to assure that samples are submitted in a timely manner. **Samples must be submitted under separate cover and clearly marked as “Samples for Custodial Cleaning Products/Program.” Do not submit samples in the same package as the bid forms.** The Terrebonne Parish School Board Purchasing Department will not be responsible for the untimely receipt of any bid submitted which may be mixed in with samples.

Samples must be submitted prior to bid deadline of 2 P.M., March 8, 2018. If samples and/or documentation of unspecified brands are not received prior to the bid opening, the bid for these items will be declared irregular/non responsive and will not be considered. Samples of awarded bid items will be retained for comparison at our Warehouse facility. Any item(s) received that is not of the same quality or specification of the item bid shall be rejected. It will be the responsibility of the vendor at their expense to remove the samples/item(s) within 30 days after the bid award.

The Evaluation Committee shall have the final authority for deeming brand equivalency. The School Board reserves the right to reject individual line items listed on Bid Form 1 in the event that the comparable quality and specifications of the substitute item or brand offered by the Bidder cannot be determined and/or are not available.

When **deviating from the quantity listed** (case/gallon), bidders must attach a separate page to Bid Form #1 to comment on deviations requested. Vendors who submit bids lacking the specified units of measure will be disqualified. Changes will not be considered after awards are made. Any deviation from the specifications listed in the bid must be noted in detail and submitted in writing as specified or on a separate document with the bid. It must include specific reasons as to why the deviation(s) will render equivalent or better performance and reliability. The deviation(s) must meet or exceed the details of the respective specification(s). Failure to submit documentation of specification deviation shall be grounds for rejection of the item(s) when offered for delivery. The evaluation committee will review all deviations and reserves the right to be the sole authority for acceptance or rejection of deviations in quantity.

Bid Form #2

Signature guarantees products to be supplied will be against defective material or workmanship and to repair or replace any damage or marring occasioned in transit. In addition, bidder guarantees that the items offered are the manufacturer's standard design in construction and that no changes or substitutions have been made in the items listed in the contract. Failure of the bidder to complete the bid form and signature page as directed will be just cause to reject the bid as "non-responsive" Bidder.

The signature page also indicates compliance with the bid specifications insurance. At the Contractor's own expense the Contractor shall carry proper insurance to protect the School Board from loss. All insurance policies shall be issued by companies that have insurance licenses and authority to do business in the State of Louisiana and are held in good standing by the latest information available to Louisiana Insurance regulators and other Louisiana agencies, if any, performing such services. Such certificates must be presented before contract acceptance by the School Board shall be valid. Neither approval nor failure to disapprove the insurance furnished by the successful bidder to the School Board shall relieve the bidder of the responsibility to provide insurance as required.

BID FORM #1- CUSTODIAL CLEANING PROGRAM BID FORM

Having carefully read this bid package and acknowledging full understanding of the contents, terms and conditions, the following firm prices are being offered to Terrebonne Parish School Board.

Fill in ALL cells/blanks of this form by typing or use an ink pen. Do not use a pencil.

1. CHEMICAL DISPENSING UNIT - Betco Fast Draw Deluxe Control Dispenser (91043-00)

Substitute Brand: (_____)

Substitute Item Number: (_____)

3-Year Initial Cost per item: \$ _____ 3-Year Replacement Cost per item: \$ _____

Check all that apply:

Easy to operate

Easily mounts to a wall

Connects to water supply using standard hose connection fittings

Automatically dispenses properly diluted solutions into spray bottles, buckets, and/or auto scrubbers

Has water back-flow prevention using at least a 1" air gap

Has a minimum of 2.5 gallons per minute water flow control for bucket fill and/or 1 gallon per minute water flow control for quart fill

Has minimal user exposure to chemicals and/or maximum tamper resistance to chemical mix ratio

2. CHEMICAL DISPENSING STORAGE RACK - Betco Rack (91044-00) or

Substitute Brand: (_____)

Substitute Item Number: (_____)

3-Year Initial Cost per item: \$ _____ 3-Year Replacement Cost per item: \$ _____

3. DEODORIZER CONCENTRATE - Betco Fast Draw FD23147 Best Scent Ocean Breeze (4 Liters)

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____

(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability of concentrate of at least 24 months

4. DEODORIZER SILK SCREENED SPRAY BOTTLE - 1 LITER

3-Year Cost per container: \$ _____ /each

**5. DETERGENT CONCENTRATE, HEAVY DUTY MULTI-SURFACE CLEANER/- Betco Fast Draw
FF15047 Top Flight Detergent**

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____

(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- No rinse formula
- Can be used on washable surfaces (glass, tile, stainless steel, plastic, etc.)
- Removes ink, grease, dry erase marks, etc.
- Has a PH ready to use solution of 10 or higher
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability of concentrate of at least 24 months

6. DETERGENT SILK SCREENED SPRAY BOTTLE - 1 Liter

3-Year Cost per container: \$ _____

7. DEGREASER , READY-TO-USE HEAVY DUTY MULTI-SURFACE CLEANER – Speedex BC-

17312 Heavy Duty Butyl Degreaser

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost of **Ready-to-Use** Chemical per **quart** \$ _____

3-Year Cost per case: \$ _____ (number of containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit*
- Displays a concentrate label that is numbered and color coded*
- 100% solubility in water*
- Phosphate free*
- Biodegradable*
- No rinse formula*
- Can be used on washable surfaces (glass, tile, stainless steel, plastic, etc.)*
- Removes ink, grease, dry erase marks, etc.*
- Has a PH ready to use solution of 10 or higher*
- Concentrate container size no larger than 1 quart*
- Withstands a minimum storage capability of concentrate of at least 24 months*

8. GLASS CLEANER CONCENTRATE - Betco Fast Draw FD19947 Clear Image Glass Cleaner

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____

(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- No rinse formula
- Ammonia free**
- Compatible with various application methods
- Eliminates glass streaks; Smudge free
- Effective as a multipurpose cleaner
- Removes ink, grease, dry erase marks, etc.
- Has a PH ready to use solution of 10 or higher
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability of concentrate of at least 24 months

9. GLASS CLEANER SILK SCREENED SPRAY BOTTLE- 1 Liter

3-Year Cost per container: \$ _____ /each

10. DISINFECTANT CLEANER CONCENTRATE - Betco Fast Draw FD34147 QuatStat 5 Disinfectant

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____

(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- No rinse formula
- Broad-spectrum hospital grade disinfectant
- Has a PH ready to use solution of 9 or higher
- Can be used with mop and bucket, automatic scrubber, and/or trigger sprayer
- EPA Registered

- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability an bactericidal stability of concentrate of at least 24 months
- Has HBV, HIV, MRSA & VRE claims

11. DISINFECTANT CLEANER SILK SCREENED SPRAY BOTTLE- 1 Liter

3-Year Cost per container: \$ _____ /each

12. BATHROOM CLEANER CONCENTRATE - Betco Fast Draw FD53747 PH7 Q Ultra Disinfectant

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____
 (e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- No rinse formula
- EPA Registered
- Safe to use on most restroom surfaces including plastics and fiberglass
- Has a PH ready to use solution of 2 or higher
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability an bactericidal stability of concentrate of at least 24 months

13. BATHROOM CLEANER SILK SCREENED SPRAY BOTTLE- 1 Liter

3-Year Cost per container: \$ _____ /each

14. ENZYME DIGESTANT/ODOR ELIMINATOR READY-TO-USE - Betco BC-133 Push Enzyme

Digestant/Odor Eliminator

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost of **Ready-to-use** Chemical per **quart** \$ _____

3-Year Cost per case: \$ _____ (number of containers per case _____)

Check all that apply:

- Phosphate free*
- Biodegradable*
- No rinse formula*
- Non-corrosive, nonflammable, nonacid and non-caustic*
- Nonpathogenic, enzyme producing bacteria*
- Compatible with waste water treatment systems*
- Eliminates restroom malodors from urine, etc.*
- Container size no larger than 1 quart*
- Withstands a minimum storage capability of at least 24 months*

15. NEUTRAL PH FLOOR CLEANER CONCENTRATE - Betco Fast Draw FD17847 PH7 Ultra Cleaner

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____
(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$ _____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit*
- Displays a concentrate label that is numbered and color coded*
- 100% solubility in water*
- Phosphate free*
- Biodegradable*
- No rinse formula*
- EPA Registered*
- Safe to use as a daily product*
- Can be used with mop and bucket and/or automatic scrubber*

- Neutral PH cleaning solution
- Low foaming solution
- Compatible with floor finish specified (same manufacturer)
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability an bactericidal stability of concentrate of at least 24 months

16. FLOOR CLEANER SILK SCREENED SPRAY BOTTLE- 1 Liter

3-Year Cost per container: \$_____ /each

17. FLOOR CLEANER/RESTORER CONCENTRATE - Betco Fast Draw FD61847 Express One Step Cleaner

Substitute Brand: (_____)

Substitute Item Number: (_____)

Size of Chemical Concentrate Container: _____ Cost of Concentrate per unit: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____
 (e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per case: \$_____ (number of concentrate containers per case _____)

Check all that apply:

- Compatible with chemical dispenser unit
- Displays a concentrate label that is numbered and color coded
- 100% solubility in water
- Phosphate free
- Biodegradable
- No rinse formula
- Can be used with mop and bucket and/or automatic scrubber
- Can repair scuffs, scratches and/or restore gloss
- Eliminates powdering of floor finish
- Compatible with both high speed burnishing and low speed buffing
- Low foaming solution
- Compatible with floor finish specified (same manufacturer)
- Concentrate container size no larger than 4 liters or 1 gallon
- Withstands a minimum storage capability an bactericidal stability of concentrate of at least 24 months

18. FLOOR CLEANER/RESTORER SILK SCREENED SPRAY BOTTLE- 1 Liter

3-Year Cost per container: \$ _____ /each

19. FLOOR FINISH (20% OR MORE SOLIDS) – 5 GALLON PAIL - Betco HITECH BC-610-05

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost per item: \$ _____ Unit of Measure: _____

Manufacturer recommended number of coats: _____

Area of coverage by manufacturer specifications: \$ _____ sq.ft. per gallon

3-Year Cost per item: \$ _____ /each

Check all that apply:

- Self-sealing
- Dirt and black heal mark resistant
- Non-volatile solids content (20% or more)
- Medium maintenance formulation
- Requires minimum cure time
- Effective in a wide variety of conditions including humid, dry, cold, and hot environments
- Compatible with all types of resilient surfaces
- Can be spray buffed or high speed burnished
- Compatible with specified neutral cleaners and restorers
- Compatible with specified stripper (same manufacturer)
- Concentrate container size no larger than 5 gallons
- Withstands a minimum storage capability of at least 12 months

20. FLOOR FINISH (25% OR MORE SOLIDS) – 5 GALLON PAIL - Betco BC-606-05 Untouchable

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost per item: \$ _____ / Unit of Measure: _____

Manufacturer recommended number of coats: _____

Area of coverage by manufacturer specifications: \$ _____ sq.ft. per gallon

Check all that apply:

- Self-sealing
- Dirt and black heel mark resistant
- Non-volatile solids content (25% or more)
- Medium maintenance formulation
- Requires minimum cure time
- Effective in a wide variety of conditions including humid, dry, cold, and hot environments
- Compatible with all types of resilient surfaces
- Can be spray buffed or high speed burnished
- Compatible with specified neutral cleaners and restorers
- Compatible with specified stripper (same manufacturer)
- Concentrate container size no larger than 5 gallons
- Withstands a minimum storage capability of at least 12 months

21. FLOOR FINISH STRIPPER – 5 GALLON PAIL - Betco BC-15405 AC IT

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost per item: \$ _____ / Unit of Measure: _____

Manufacturer recommended mixing ratio: _____

Ready to use Yield per gallon: _____ Cost of Ready to use Chemical per gallon \$ _____

(e.g.: 4 liters of concentrate @ \$77.38 = 69 ready to use gallons @ \$1.12 per gallon)

3-Year Cost per item: \$ _____ /each

Check all that apply:

- Effectively removes highly burnishing and spray-buffed floor finish
- Compatible with floor finish specified (same manufacturer)
- Compatible with floor finish currently in use (same manufacturer)
- Compatible with all types of resilient surfaces
- Self-Neutralizing
- No rinse formula
- Eliminates alkaline residue on floors
- Concentrate container size no larger than 5 gallons
- Withstands a minimum storage capability of at least 12 months

22. HAND SOAP, ANTIBACTERIAL - Betco Winning Hands Anti-Bacterial Hand Soap BC-14119

Substitute Brand: (_____)

Substitute Item Number: (_____)

Cost per item: \$ _____ / Unit of Measure: _____

Ready to use Chemical Yield: _____ Unit of Measure: _____

3-Year Cost per case: \$ _____ (number of containers per case _____)

Check all that apply:

- Bag-in-a-box type packaging*
- 100% solubility in water*
- Phosphate free*
- Biodegradable*
- Antibacterial formula with lotion to condition hands*

23. HAND SOAP DISPENSING UNIT - Betco Fast Draw Dispenser (90453)

Substitute Brand: (_____)

Substitute Item Number: (_____)

3-Year Initial Cost per item: \$ _____ /each 3-Year Replacement Cost per item: \$ _____ /each

Check all that apply:

- Easy to operate*
- Easily mounts to a wall*
- Easy to replace refills*
- Must be a bag-in-a-box type system*

ON SITE MULTI-MEDIA TRAINING

INITIAL SETUP FEE: \$ _____ 150 HOUR ANNUAL TRAINING FEE: \$ _____

MULTI-MEDIA TRAINING MATERIALS

INITIAL SETUP FEE: \$ _____

ADDITIONAL TRAINING MATERIALS:

_____ \$ _____ EACH

_____ \$ _____ EACH

_____ \$ _____ EACH

COLOR CODED, LAMINATED CHARTS

INITIAL SETUP: \$ _____ ADDITIONAL CHARTS: \$ _____ EACH

SILK SCREENED BOTTLES

INITIAL SETUP: \$ _____ ADDITIONAL BOTTLES: \$ _____ EACH

ADDITIONAL SPRAY BOTTLE TRIGGERS: \$ _____ EACH

MATERIALS SAFETY DATA SHEETS AND BINDERS

INITIAL SETUP: \$ _____ ADDITIONAL MSDS SHEETS: \$ _____ EACH

ADDITIONAL BINDERS: \$ _____ EACH

Note: A completed signature page must be attached to each bid packet.

DATE: _____ COMPANY NAME: _____

PHONE NO: _____ ADDRESS: _____

FAX NO: _____

LIAISON/CONTACT PERSON: _____

EMAIL ADDRESS: _____

SIGNATURE BELOW INDICATES THAT IF AWARDED THIS BID, WE . . .

- Guarantee products to be supplied will be against defective materials or workmanship and to replace any damaged materials.
- Agree to offer the items awarded at the manufacturer’s specifications and that no changes or substitutions will be made to the items listed on the bid form.
- Assure that items offered are approved for use in school environments grades PK-12 and if awarded will provide documentation to support that these items are approved for use in facilities with water waste treatment systems.
- Agree to ship quantities specified (unless noted otherwise as an attachment to Bid Form #1).
- Agree to provide training, materials, and problem-solving assistance to up to 50 facilities on the use of the items awarded.
- Agree to provide current Materials Safety Data Sheets on all products awarded for up to 50 sites.
- Agree to provide and install color-coded and numbered charts next to dispensers at the time of initial installation.
- Agree to perform routine stock level checks and maintain adequate stock levels.

BY: _____

*Authorized Representative/Title

Type or Print Signature Name/Title