

**PRICING AGREEMENT RELATING TO  
INMATE GOODS AND CLEANING SUPPLIES PD 18-19.041**

This Agreement is made and entered into by and between Escambia County, a political subdivision of the State of Florida (hereinafter referred to as "County"), with administrative offices located at 221 South Palafox Street, Pensacola, Florida 32502, and Supreme Paper Supplies, LLC, a for-profit limited liability company, authorized to conduct business in the State of Florida (hereinafter referred to as "Contractor"), FEI/EIN 82-4967184, whose principal address is 8965 Pensacola Blvd Pensacola, FL 32534.

**WITNESSETH:**

**WHEREAS**, on May 6, 2019, the County issued an Invitation to Bid to establish pricing agreements for the purchase of inmate goods and cleaning supplies for Escambia County Department of Corrections (PD 18-19.041); and

**WHEREAS**, the County desires to enter into an agreement with Contractor for the provision of purchasing such goods and supplies on an "item-by-item" basis as specified herein.

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the County and the Contractor agree as follows:

1. **Recitals.** The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.
2. **Term.** This Agreement shall commence as of the effective date and continue for a term of twelve (12) months with the option to renew for two (2) additional twelve (12) month terms. In no event will the term of this Agreement exceed the duration of thirty-six (36) months from the date of commencement.
3. **Scope.** Contractor shall perform in accordance with the terms and conditions as outlined in Escambia County's *Invitation to Bid for Inmate Goods and Cleaning Supplies, Specification No. PD 18-19.041*, attached hereto as **Exhibit A**. In the event of a conflict between the terms of the Exhibit referenced above and this Agreement, the terms of this Agreement will prevail.
4. **Pricing.** County shall pay Contractor in accordance with the Contractor's Bid Form, attached hereto as **Exhibit B**. The prices shall include all costs of packaging, transporting, delivery and unloading to designated point within Escambia County. All items purchased by the County pursuant to this agreement are subject to post sale audit adjustment. In the event an audit indicates Contractor has not honored quoted price lists and discounts, Contractor will be liable for any and all overage charges.
5. **Price Adjustments.** Written requests for price adjustment may be made by Contractor every twelve (12) months, no less than 60 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bona fide cost increase to the vendor. Price adjustments will be accomplished by written amendment to this contract approved by the Board of County Commissioners.
6. **Purchase Orders.** The County shall issue written purchase orders to the Contractor on an as-needed basis. The items shall be described in detail and the time frame in which delivery needs to be accomplished will be stated in the purchase order. No minimum quantity is

guaranteed during the term of this Agreement, and only items ordered pursuant to a purchase order will be compensated.

7. Ordering of the Work. Contractor is one of several firms selected as a vendor for the provision of the same or similar terms pursuant to this Agreement. The County expressly reserves the exclusive right to assign specific purchase orders to the Contractor it deems the most responsive and responsible bidder on an “item-by-item” basis. This Agreement does not guarantee any amount will be ordered from the Contractor.

8. Method of Payment/Billing. Contractor may request payment from County by the submission of a properly executed original invoice. Invoices shall reflect the amount due and owing for the value of items received and accepted with appropriate supporting documentation. Invoices shall be submitted in duplicate to:

Escambia County Clerk of the Circuit Court  
Attention: Accounts Payable  
221 Palafox Place  
Pensacola, FL 32502

Payments under this agreement and interest on any late payments shall be governed by and construed in accordance with the Local Government Prompt Payment Act, §§218.70, et seq., Florida Statutes, as amended.

9. Termination. The County retains the right to terminate this Agreement immediately for cause at any time during the term of the Agreement. This Agreement may be terminated for convenience by the County upon providing thirty (30) days written notice to Contractor. This Agreement may be terminated for cause by the Contractor upon providing ninety (90) days written notice to the County. In the event of termination by either party as provided herein, the County shall be paid for materials purchased through the date of termination.

10. Indemnification. The Contractor agrees to save harmless, indemnify, and defend County and its agents, officers and employees from any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind, losses, penalties, interest, demands, judgments, and cost of suit, including attorneys’ fees and paralegals’ fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly, on account of or in connection with the Contractor’s negligent, reckless, or intentional wrongful misconduct in the performance of this Agreement or by any person, firm, or corporation to whom any portion of the performance of this Agreement is subcontracted to or used by the Contractor or by anyone for whom the Contractor is legally liable. The parties understand and agree that such indemnification by the Contractor relating to any matter, which is the subject of this Agreement, shall extend throughout the term of this Agreement and any statutes of limitation thereafter. The Contractor’s obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims relating to this Agreement. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County’s exclusive remedy.

9. Insurance. The Contractor is required to carry the following insurance:

(a) Commercial General Liability, Form CG1, with \$1,000,000 per occurrence. Excess or umbrella insurance may be purchased to make up the difference, if any, between the policy limits of the underlying policies;

(b) Business Automobile Liability with \$1,000,000 per occurrence minimum combined single limits for all hired, owned, and non-owned vehicles;

(c) Florida statutory workers' compensation and employers' liability with employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

It is understood and agreed by the parties that in the event that the Contractor consists of a joint venture, partnership, or other association of professional or business firms, each such firm shall be required to individually carry the above cited coverages.

Contractor agrees all liability coverage shall be through carriers admitted to do business in the State of Florida. Carriers shall be "A" or other Secure Best Rating with a minimum financial size of "VII", according to the A.M. Best Key Rating Guide Latest Edition. The insurance policies shall be endorsed to provide at least 30 days advance notice of cancellation, nonrenewal or adverse change. Such notices shall be mailed to Escambia County, Office of Purchasing, Post Office Box 1591, Pensacola, Florida 32597.

The Board of County Commissioners and Escambia County shall be endorsed as "additional insureds" on all liability policies (except Workers' Compensation and professional liability). Certificates of Insurance shall be provided to Office of Purchasing, Post Office Box 1591, Pensacola, Florida 32597 prior to commencement of work hereunder. Certificates shall reflect the additional insured status of Escambia County. The Board of County Commissioners and Escambia County shall also be the certificate holders.

10. Independent Contractor Status. In the performance of this Agreement hereunder, Contractor is an independent contractor. Contractor shall not hold itself out as an employee, agent or servant of the County; and Contractor shall not have the power or authority to bind the County in any promise, agreement or representation, other than as specifically provided in this Agreement or as may be expressly provided hereafter in writing by an authorized official of the County.

11. Notice. Any notice, payment or other communication under this Agreement required hereunder or desired by the party giving such notice shall be given in writing and delivered by hand or through the instrumentality of certified mail of the United States Postal Service or private courier service, such as Federal Express. Unless otherwise notified in writing of a new address, notice shall be made to each party as follows:

To: Supreme Paper Supplies, LLC  
8965 Pensacola Blvd  
Pensacola, Florida 32534

To: Escambia County  
Attention: County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502

Rejection, or other refusal by the addressee to accept, or the inability of the courier service or the United States Postal Service to deliver because of a changed address of which no notice was given, shall be deemed to be receipt of the notice sent. Any party shall have the right, from time to time, to change the address to which notices shall be sent by giving the other party at least ten (10) days prior notice of the address change.

12 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in the County of Escambia.

13. Public Records. The Contractor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. Contractor shall maintain all such public records and, upon request, provide a copy of the requested records or allow the records to be inspected within a reasonable time. Contractor shall also ensure that any public records that are exempt or exempt and confidential from disclosure are not disclosed except as authorized by law. Upon the expiration or termination of the Agreement, Contractor agrees to maintain all public records for a minimum period of five (5) fiscal years in accordance with the applicable records retention schedules established by the Florida Department of State. In the event the Contractor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving the Contractor and surety, if any, seven days written notice, during which period the Contractor still fails to allow access to such documents, terminate the contract.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Escambia County  
Office of the County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502  
(850) 595-4947**

14. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. Contractor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties.

15. Compliance with Laws. Contractor agrees to comply with all federal, state and local laws, rules, policies, or guidelines related to the performance of this Agreement, including but not limited to properly registering as a lobbyist for representation of the County with the appropriate governmental entities as well as making all necessary lobbying reports in a timely manner to the proper authorities.

16. Assignment of Agreement. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by Contractor without the prior written consent of the County. However, the Agreement shall run with the Escambia County Board of County Commissioners and its successors.

17. Miscellaneous. If any term or condition of this Agreement shall be invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all of the terms and provisions hereof.

18. Annual Appropriation. Pursuant to the requirements of Florida law and Article II of Chapter 46, Escambia County Code of Ordinances, the County's performance and obligation to fund this Agreement shall be contingent upon an annual appropriation by the Escambia County Board of County Commissioners.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature:

COUNTY:  
BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

Witness: Aubrey Washington Janice P. Gilley  
Janice P. Gilley, County Administrator

Witness: Sharon R. Potts BCC Approved: 7/18/2019

Approved as to form and legal sufficiency.  
By: Kristin D. Hual, SACA  
Date: 07-05-2019

**CONTRACTOR: Supreme Paper Supplies, LLC**

ATTEST:

By: Ray Millet  
Ray Millet, President

Witness: August Wining

Date: 7/12/19

Witness: Lynn Wise

EXHIBIT "A"

**ESCAMBIA COUNTY  
FLORIDA**

**Invitation to Bid**

**INMATE GOODS AND CLEANING SUPPLIES  
SPECIFICATION NUMBER PD 18-19.041**

**BIDS WILL BE RECEIVED UNTIL 2:00 PM CDT, June 05, 2019**

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

A non-mandatory Pre-Solicitation Conference will be held in the Office of Purchasing  
Conference Room, 11.407, at 10:00 AM CDT, May 21, 2019

**Board of County Commissioners**

Lumon J. May, Chairman  
Steven Barry, Vice Chairman  
Jeff Bergosh  
Robert R. Bender  
Douglas B. Underhill

**From:  
Paul R. Nobles  
Purchasing Manager**

**Assistance:**

Jeffrey Lovingood  
Purchasing Coordinator  
Office of Purchasing  
2<sup>nd</sup> Floor, Matt Langley Bell, III Building  
213 Palafox Place  
Pensacola, FL 32502  
Telephone: 850-595-4953  
E-Mail: JDLovingood@myescambia.com

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850-595-4980) at least five (5) working days prior to the solicitation opening.**

**Notice**

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

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

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

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing web site (see Bid Information below), by telephoning the Office of Purchasing at 850-595-4980, or by fax at 850-595-4806.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which varies from these General Terms and Conditions shall have precedence. Submission of the Bidder's Solicitation, Offer, and Bid Form(s) in accordance with these General Terms and Special Terms and Conditions constitutes an offer from the Offeror. The conditions incorporated herein become a part of the written Agreement between the parties.

**BID INFORMATION:** See Escambia County Office of Purchasing web site at <https://myescambia.com/our-services/purchasing> then click "Solicitations".

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

EXHIBIT "A"

**The following General Terms and Conditions are incorporated by reference  
(Continued)**

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



**SPECIAL TERMS AND CONDITIONS**

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

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

**Instructions to Offerors**

**1. General Information**

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

**Specification Number PD 18-19.041, "Inmate Goods and Cleaning Supplies", Name of Submitting Firm, Time and Date due.**  
**Note: If you are using a courier service (FedEx, Airborne, UPS, etc.) you must mark the air-bill and envelope or box with the Specification number and project name.**

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

The Following Policy will apply to all methods of source selection:

**A. Conduct of Participants**

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

**B. Definitions**

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

EXHIBIT "A"

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

**C. Sanctions**

The Board may impose any one or more of the following sanctions on a non-employee for violations of the policy set forth herein:

- 1) Rejection/Disqualification of Submittal,
- 2) Termination of Contract; or
- 3) Suspension or Debarment as Provided in Sec. 46-102 of the Escambia County Code of Ordinances.

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

**2. Scope of Work Summary**

The purpose of this Invitation to Bid is to establish a Multiple Price Agreement to provide Escambia County Corrections Department with quality supplies and prompt reliable service from multiple responsive and responsible vendors at fair and reasonable prices. Bidders shall also list on the Bid Form a percentage discount off catalog retail prices for any catalog items not shown on the Unit Price List.

The Escambia County Corrections Department does not operate, nor are there plans to establish, and type of central store or stockroom for products contained in this solicitation. The Department maintains an inventory of only those supplies necessary to meet its immediate needs and any awarded Vendor(s) shall allow the Department to operate a stock-less warehouse methodology.

The estimated department-wide expenditure for this solicitation is \$219,700. Purchase Orders will be issued to the Vendor(s) with the lowest price per catalog item.

Some items called for have been identified by a brand name or equal description shown on the Unit Price List. Such identification is intended to be descriptive, not restrictive, and is intended to indicate the quality, characteristic, and performance expectation of the product that will be satisfactory.

**3. Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of 5% of the total offer.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the Offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful Offeror(s) will be returned immediately after the Offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the Offeror and

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the County, and/or the Offeror accepts the purchase order by signing the Solicitation, Offer and Bid Form, and returning to the County Purchasing department. Any unsuccessful Offeror(s) will have the amounts of his cashier's or certified check returned via County warrant promptly after award.

All Offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

4. **Procurement Questions**

Questions shall be directed to Jeffrey Lovingood, Purchasing Coordinator, at JD Lovingood@myescambia.com. Last day for questions will be May 28, 2019 at 5:00 p.m. CDT.

5. **Bid Forms**

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

The Offeror's Checklist included in this Solicitation provides instructions to the Offeror on the documentation to be submitted during the procurement process.

6. **Pre-Solicitation Conference**

A non-mandatory Pre-Solicitation Conference will be held at the Escambia County Office of Purchasing, 213 Palafox Place, Pensacola, FL 32502 in Conference Room #11.407 on May 21, 2019 at 10:00 AM CDT.

It is strongly encouraged that all potential bidders attend this non-mandatory conference so they can ask questions and be automatically notified of any updates prior to the Bid Opening.

7. **F.O.B. Point**

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

8. **Delivery**

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

9. **Compliance with Occupational Safety and Health**

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

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

Any item delivered under a contract resulting from this solicitation shall be accompanied by a Material Safety Data Sheet (MSDS) The MSDS shall include the following information.

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

**10. Payment**

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

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

**11. Brand/Manufacturer Referenced**

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

**12. Equivalents/Samples**

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

**13. Samples/Demonstrations**

Samples of any product or demonstrations shall be furnished upon request for a quality

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test or comparison without cost to the County. **All samples shall be identified by Vendor name and solicitation number.**

**14. Catalogs**

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

**15. Packaging/Shipping Labels**

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

**16. Emergency Services**

The awarded Vendor(s) resulting from this solicitation is for services that may be required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the Vendor(s) awarded this contract should be able to be contacted at any time, day or night.

The Bid Form provides for the emergency information to be supplied. Please be sure to include all this information when returning your bid.

**17. Contract Term/Renewal/Termination**

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

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

B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.

C. The contract may be canceled by the awarded Vendor(s), for good cause, upon ninety (90) days prior written notice.

D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

E. In the event of termination by either party as provided herein, the awarded Vendor shall be paid for services performed through the date of termination.

**18. Pricing**

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

**19. Price Adjustment**

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The contract resulting from this Solicitation may include provisions for Twelve (12) month, price adjustments. Written request for price adjustment may be made every Twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the Vendor. All price adjustments shall be reviewed by the County's designated representative. If an adjustment in price is approved, it shall be accomplished by written amendment to this contract and approved by the Board of County Commissioners.

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

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

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

**21. Changes – Additional Items**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional catalog items are required from the awarded Vendor(s) that are not listed in the attached Unit Price List, the County shall apply the discount percentage noted on the Unit Price List to the retail price for all unlisted items. The County reserves the right to add any Vendor(s) catalog items not contained in the Unit Price List to the contract for the remaining term of the agreement and any subsequent term extensions of the agreement.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Office of Purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

**22. Ordering**

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

**23. Licenses, Certifications, Registrations**

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

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

**24. Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the County within ninety (90) days from the solicitation opening date, the Offeror may withdraw his offer or provide a written extension of his offer.

**25. Award**

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

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

**26. Termination**

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

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

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the County may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice,

during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the County may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

**28. Quantity**

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

**Non-Contract Insurance Requirements**

**29. Standard Insurance Requirements and Certificates**

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

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

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

**A. County Insurance Required**

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

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

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

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

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

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

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

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

Insurance required of the contractor or any other insurance of the contractor shall



EXHIBIT "A"

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

**B. Workers Compensation Coverage**

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

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

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

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

Minimum limits of \$1,000,000.00 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the total amount of coverage required.

**D. General Liability Coverage - Occurrence Form Required**

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

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

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

**E. Business Auto Liability Coverage**

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

**The General Liability and Business Auto Liability policies shall be endorsed to include Escambia County as an additional insured and provide for 30-day notification of cancellation.**

**F. Excess or Umbrella Liability Coverage (If utilized to achieve required policy limits)**

EXHIBIT "A"

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

**G. Evidence/Certificates of Insurance**

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

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability and business auto liability policies.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:

Escambia County  
Attention: Jeffrey Lovingood, Purchasing Coordinator  
Office of Purchasing, Room 11.101  
P.O. Box 1591  
Pensacola, FL 32591-1591  
Fax (850) 595-4806

5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

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

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

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

**H. Endorsements/Additional Insurance**

The County may require the following endorsements or additional types of insurance.

EXHIBIT "A"

**Termination/Adverse Change Endorsement**

All of contractor's policies, except for professional liability and worker's compensation insurance, are to be endorsed, and the contractor's certificate(s) of insurance shall state, that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

**Motor Truck Cargo Coverage**

If the installation floater insurance does not provide transportation coverage, separate motor truck cargo or transportation insurance is to be provided for materials or equipment transported in the contractor's or other vehicles from place of receipt to building sites or other storage sites. All risks coverage is preferred.

**Fidelity/Dishonesty/Liability Coverage - for County**

Fidelity/dishonesty/liability insurance is to be purchased or extended to cover dishonest acts of the contractor's employees resulting in loss to the County.

**30. Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.



Board of County Commissioners • Escambia County, Florida

Paul R. Nobles/Purchasing Manager  
Office of Purchasing

May 22, 2019

To: All Known Prospective Bidders

**ADDENDUM NUMBER 1:**

Re: PD 18-19.041 Inmate Goods and Cleaning Supplies

All:

Your firm recently received an Invitation to Bid for the above-mentioned specification. This Addendum Number 1 provides for the items on the pages that follow.

This Addendum Number 1 is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of your having received same. You may photo copy this form for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Lovingood".

Jeffrey Lovingood  
Purchasing Coordinator

Acknowledgement of Receipt of Addendum:

SIGNED: kg Millit

COMPANY: SUPREME PAPER

JDL



Board of County Commissioners • Escambia County, Florida

Paul R. Nobles/Purchasing Manager  
Office of Purchasing

June 3, 2019

To: All Known Prospective Bidders

ADDENDUM NUMBER 2:

Re: PD 18-19.041 Inmate Goods and Cleaning Supplies

All:

Your firm recently received an Invitation to Bid for the above-mentioned specification. This Addendum Number 2 provides for the items on the page that follow.

This Addendum Number 2 is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of your having received same. You may photo copy this form for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Lovingood".

Jeffrey Lovingood  
Purchasing Coordinator

Acknowledgement of Receipt of Addendum:

SIGNED: Ray Millet

COMPANY: SUPREME PAPER

JDL



Board of County Commissioners • Escambia County, Florida

Paul R. Nobles/Purchasing Manager  
Office of Purchasing

June 3, 2019

To: All Known Prospective Bidders

ADDENDUM NUMBER 3:

Re: PD 18-19.041 Inmate Goods and Cleaning Supplies

All:

Your firm recently received an Invitation to Bid for the above-mentioned specification. This Addendum Number 3 provides for the following update to the Bid Opening Date:

Bid Opening scheduled for ~~June 5, 2019 at 2:00 PM~~ is now scheduled for  
**June 6, 2019 at 2:00 PM**

Another addendum will be issued to further clarify the screen-printing requirements so pricing can be accurately provided by all bidders.

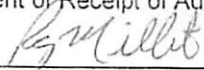
This Addendum Number 3 is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of your having received same. You may photo copy this form for your records.

Sincerely,

A handwritten signature in black ink, appearing to be "Jeffrey Lovingood", written over a horizontal line.

Jeffrey Lovingood  
Purchasing Coordinator

Acknowledgement of Receipt of Addendum:

SIGNED: 

COMPANY: SUPRONE PAPER

JDL



Board of County Commissioners • Escambia County, Florida

Paul R. Nobles/Purchasing Manager  
Office of Purchasing

June 4, 2019

To: All Known Prospective Bidders

ADDENDUM NUMBER 4:

Re: PD 18-19.041 Inmate Goods and Cleaning Supplies

All:

Your firm recently received an Invitation to Bid for the above-mentioned specification. This Addendum Number 4 provides for the following update to the screen-printing requirements:

All screen-print items are as needed. Clothing should be priced without screen-printing.

Escambia County Road Prison (ECRP):	Price per Screen Print
Shirt: 2" Screen Print that reads ECRP	<u>N/A</u>
Pants: 1.5" Screen Print that reads ECRP	<u>N/A</u>
Jumpsuits: Front, Left Leg (1.5") & Top Back (2") that reads ECRP	<u>N/A</u>
Escambia County Jail:	
Jumpsuits: Front, Left Leg (4") & Top Back (4") that reads Esc. Co. JAIL	<u>N/A</u>

Please include the pricing on this addendum with your bid response if your firm will be bidding on the screen-printing services. If your firm has already submitted their bid and there will be no changes to the pricing for screen-printing, Escambia County will utilize the screen-printing pricing listed on the Bid Form.

This Addendum Number 4 is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of your having received same. You may photo copy this form for your records.

Sincerely,

Jeffrey Lovingood  
Purchasing Coordinator

Acknowledgement of Receipt of Addendum:

SIGNED: Kyrtell

COMPANY: SUPRONS PAPER

JDL

# SIGN AND RETURN THIS FORM WITH YOUR BID\*

## SOLICITATION, OFFER AND BID FORM

ESCAMBIA COUNTY, FLORIDA

Submit Offers to:

Invitation to Bid

Jeffrey Lovinggood

Purchasing Coordinator

Inmate Goods and Cleaning Supplies

Office of Purchasing, 2<sup>nd</sup> Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Solicitation Number PD 18-19.041

Phone: 850-595-4953

### Solicitation

MAILING DATE: 05/06/2019

PRE-SOLICITATION CONFERENCE: A Non-Mandatory Pre-Solicitation Conference will be held in the Office of Purchasing Conference Room, 11.407, at 213 Palafox Pl. Pensacola, FL 32502, at 10:00 AM CDT, May 21, 2019.

OFFERS WILL BE RECEIVED UNTIL: 2:00 PM CDT, June 05, 2019, and may not be withdrawn within 90 days after such date and time.

#### POSTING OF SOLICITATION TABULATIONS

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

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

Federal Employer Identification Number or S.S. Number:

82-4967184

Terms of Payment

CHECK

Delivery Date will be 3 days after receipt of purchase order

Bid Bond Attached:

Vendor Name: SUPREME PAPER SUPPLIES LLC

Address: 8965 PENSACOLA BLVD.

City, ST. & Zip: PENSACOLA, FL 32534

Phone: (850) 478-9207

Toll Free: ( ) \_\_\_\_\_

Fax: (850) 484-8704

\$ 1299.27

RAY MILLET PRESIDENT

(Name and Title of Person Authorized to Sign Offer)

*Ray Millet*

Signature of Person Authorized to Sign Offer  
(Original Signature Required)

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

\* Failure to execute this Form binding the Bidder's offer shall result in the Bid being rejected as non-responsive.

### Bid Form

Base Bid Amount TOTAL \$ 25,985.32

Will this firm offer a discount rate on all other catalog items not listed on the Unit Price List?

Yes  No

If yes, what is the offered discount? 30 %



Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Bed sheets White 130 thread count, dozen		33	NO		
Bed Sheets Brown 180 thread count sheets dozen		1			
Bath Towels White 8lb, dozen		17			
Washclothes White 12x12, dozen		100			
Jumpsuits Triple Stitch/Dark Green/ Medium		12			
Jumpsuits Triple Stitch/Dark Green/ Large		30			
Jumpsuits Triple Stitch/Dark Green/XL		30			
Jumpsuits Triple Stitch/Dark Green/2XL		30			
Jumpsuits Triple Stitch/Dark Green/3XL		30			
Jumpsuits Triple Stitch/Dark Green/4XL		24			
Jumpsuits Triple Stitch/Dark Green/6XL		12			
Jumpsuits Triple Stitch/Dark Green/8XL		4			
Jumpsuits Triple Stitch/Dark Green/10XL		2			
Screen Printing for jumpsuits, solid color (Black or White), 6 in Letters		1			
Jumpsuits Triple Stitch/Orange/Medium		2		BID	
Jumpsuits Triple Stitch/Orange/Large		5			
Jumpsuits Triple Stitch/Orange/XL		5			
Jumpsuits Triple Stitch/Orange/2XL		5			
Jumpsuits Triple Stitch/Orange/3XL		6			
Jumpsuits Triple Stitch/Orange/4XL		6			
Jumpsuits Triple Stitch/Orange/6XL		4			
Jumpsuits Triple Stitch/Orange/8XL		2			
Jumpsuits Triple Stitch/Orange/10XL		1			
Jumpsuits Triple Stitch/Red/ Medium		1			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Jumpsuits Triple Stitch/Red/Large		2		
Jumpsuits Triple Stitch/Red/XL		4		
Jumpsuits Triple Stitch/Red/2XL		6		
Jumpsuits Triple Stitch/Red/3XL		6		
Jumpsuits Triple Stitch/Red/4XL		4		
Jumpsuits Triple Stitch/Red/5XL		2		
Jumpsuits Triple Stitch/Red/6XL		2		
Jumpsuits Triple Stitch/Red/8XL		1		
Jumpsuits Triple Stitch/Red/10XL		1		
Jumpsuits Triple Stitch Green/White Stripe Medium		1		
Jumpsuits Triple Stitch Green/White Stripe Large		2		
Jumpsuits Triple Stitch Green/White Stripe XL		2		
Jumpsuits Triple Stitch Green/White Stripe 2XL		3		
Jumpsuits Triple Stitch Green/White Stripe 3XL		3		
Jumpsuits Triple Stitch Green/White Stripe 4XL		3		
Jumpsuits Triple Stitch Green/White Stripe 5XL		2		
Jumpsuits Triple Stitch Green/White Stripe 6XL		2		
Jumpsuits Triple Stitch Green/White Stripe 8XL		1		
Jumpsuits Triple Stitch Green/White Stripe 10XL		1		
Shirt Triple Stitch Black/White Stripe/Small		1		
Shirt Triple Stitch Black/White Stripe/Medium		2		
Shirt Triple Stitch Black/White Stripe/Large		4		
Shirt Triple Stitch Black/White Stripe/XL		8		
Shirt Triple Stitch Black/White Stripe/2XL		8		

NO

BID

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Shirt Triple Stitch Black/White Stripe/3XL		8	NO		
Shirt Triple Stitch Black/White Stripe/4XL		6			
Shirt Triple Stitch Black/White Stripe/6XL		1			
Shirt Triple Stitch Black/White Stripe/8XL		1			
Shirt Triple Stitch Black/White Stripe/10XL		1			
Shirt Triple Stitch Dark Green Small		2			
Shirt Triple Stitch Dark Green Medium		10			
Shirt Triple Stitch Dark Green Large		10			
Shirt Triple Stitch Dark Green XL		10			
Shirt Triple Stitch Dark Green 2XL		6			
Shirt Triple Stitch Dark Green 3XL		6			
Shirt Triple Stitch Dark Green 4XL		6			
Shirt Triple Stitch Dark Green 6XL		2			
Shirt Triple Stitch Dark Green 8XL		1			
Shirt Triple Stitch Dark Green 10XL		1			
Pants Triple Stitch Black White Stripe/Small		1		BID	
Pants Triple Stitch Black/White Stripe/Medium		2			
Pants Triple Stitch Black/White Stripe/Large		4			
Pants Triple Stitch Black/White Stripe/XL		8			
Pants Triple Stitch Black/White Stripe/2XL		8			
Pants Triple Stitch Black/White Stripe/3XL		8			
Pants Triple Stitch Black/White Stripe/4XL		6			
Pants Triple Stitch Black/White Stripe/6XL		1			
Pants Triple Stitch Black/White Stripe/8XL		1			
Pants Triple Stitch Black/White Stripe/10XL		1			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Pants Triple Stitch Dark Green Small		2	NO		
Pants Triple Stitch Dark Green Medium		10			
Pants Triple Stitch Dark Green Large		10			
Pants Triple Stitch Dark Green XL		10			
Pants Triple Stitch Dark Green 2XL		6			
Pants Triple Stitch Dark Green 3XL		6			
Pants Triple Stitch Dark Green 4XL		2			
Pants Triple Stitch Dark Green 6XL		2			
Pants Triple Stitch Dark Green 8XL		1			
Pants Triple Stitch Dark Green 10XL		1			
Pants Triple Stitch Orange Medium		1		BID	
Pants Triple Stitch Orange Large		2			
Pants Triple Stitch Orange XL		5			
Pants Triple Stitch Orange 2XL		5			
Pants Triple Stitch Orange 3XL		5			
Pants Triple Stitch Orange 4XL		5			
Pants Triple Stitch Orange 5XL		5			
Pants Triple Stitch Orange 6XL		4			
Pants Triple Stitch Orange 8XL		2			
Pants Triple Stitch Orange 10XL		1			
Shirt Triple Stitch Orange Medium		1			
Shirt Triple Stitches Orange Large		3			
Shirt Triple Stitches Orange XL		3			
Shirt Triple Stitches Orange 2XL		3			
Shirt Triple Stitches Orange 3XL		3			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Shirt Triple Stitches Orange 4XL		2	NO		
Shirt Triple Stitches Orange 6XL		1			
T Shirt Orange M Dozen		2			
T Shirt Orange L Dozen		3			
T Shirt Orange XL Dozen		3			
T Shirt Orange 2XL Dozen		3			
T Shirt Orange 3XL Dozen		3			
T Shirt Orange 4XL Dozen		2			
T Shirt Orange 6XL Dozen		1			
Boxers, Orange Size Small (Dozen)		1			
Boxers, Orange Size Medium (Dozen)		3			
Boxers, Orange Size Large (Dozen)		3			
Boxers, Orange Size XL (Dozen)		3			
Boxers, Orange Size 2XL (Dozen)		3			
Boxers, Orange Size 3XL (Dozen)		1			
Boxers, Orange Size 4XL (Dozen)		1			
Boxers, Orange Size 5XL (Dozen)		1			
Boxers, Orange Size 6XL (Dozen)		1		BID	
Mattresses 25x74x4		80			
Baby Shampoo/Gallon		4			
Thumb Tooth Brushes 72ea/case		24			
Toothpaste, Naturemint .085 oz 144ea/case		12			
Shampoo and BodyWash .34oz packets 1000ea/case		10			
Vinyl Roll 136 yards		1			
Blanket, Cozy, 66x90 15/cs		30			
Mattress Covers 25x75x4		20			
Shoe insoles 48/case		100			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Sandal, Tan PVC Slip-on size 7		100	/	No
Sandal, Tan PVC Slip-on size 9		200		
Sandal, Tan PVC Slip-on size 11		250		
Sandal, Tan PVC Slip-on size 13		200		
Sandal, Tan PVC Slip-on size 15/16		50		
Translucent unfoot pvc sandal size Small		100		
Translucent unfoot pvc sandal size Medium		200		
Translucent unfoot pvc sandal size Large		250		
Translucent unfoot pvc sandal size XL		250		
Translucent unfoot pvc sandal size 2XL		250		
Translucent unfoot pvc sandal size 3XL		150		
Panty, White Size 5 12ea		2		
Panty, White Size 6 12ea		2		
Panty, White Size 7 12ea		2		
Panty, White Size 8 12ea		2		
Panty, White Size 9 12ea		2		
Panty, White Size 10 12ea		2		
Panty, White Size 11 12ea		1		
Panty, White Size 12 12ea		1		
Bra, Sports, gray size 36 12ea		2		
Bra, Sports, gray size 38 12ea		2		
Bra, Sports, gray size 40 12ea		2		
Bra, Sports, gray size 42 12ea		2		
Bra, Sports, gray size 44 12ea		2		
Bra, Sports, gray size 46 12ea		2		
Bra, Sports, gray size 48 12ea		2		
Socks, Orange Tube 12ea 15/MC		10		

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
EVA Footwear, Orange size 5 12ea		1	NO		
EVA Footwear, Orange size 6 12ea		1			
EVA Footwear, Orange size 7 12ea		1			
EVA Footwear, Orange size 8 12ea		1			
EVA Footwear, Orange size 9 12ea		2			
EVA Footwear, Orange size 10 12ea		2			
EVA Footwear, Orange size 11 12ea		2			
EVA Footwear, Orange size 12 12ea		1			
EVA Footwear, Orange size 13 12ea		1			
EVA Footwear, Orange size 14 12ea		1			
EVA Footwear, Orange size 15 12ea		1			
EVA Footwear, Khaki Size 5 12ea		1		BID	
EVA Footwear, Khaki Size 6 12ea		1			
EVA Footwear, Khaki Size 7 12ea		1			
EVA Footwear, Khaki Size 8 12ea		1			
EVA Footwear, Khaki Size 9 12ea		1			
EVA Footwear, Khaki Size 10 12ea		1			
EVA Footwear, Khaki Size 11 12ea		1			
EVA Footwear, Khaki Size 12 12ea		1			
EVA Footwear, Khaki Size 13 12ea		1			
EVA Footwear, Khaki Size 14 12ea		1			
EVA Footwear, Khaki Size 15 12ea		1			
Isolation/Suicide smock		4			
Isolation/Suicide blanket		2			
Isolation Suicide all-in-one bed		2			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Boot twin gore, BLK 7		4		
Boot twin gore, BLK 8		4		
Boot twin gore, BLK 9		4		
Boot twin gore, BLK 10		6		
Boot twin gore, BLK 11		6		
Boot twin gore, BLK 12		4		
Boot twin gore, BLK 13		2		
Boot twin gore, BLK 14		1		
Boot twin gore, BLK 15		1		
Boot, Black, Plain toe size 5		2		
Boot, Black, Plain toe size 6		2		
Boot, Black, Plain toe size 7		2		
Boot, Black, Plain toe size 8		4		
Boot, Black, Plain toe size 9		4		
Boot, Black, Plain toe size 10		6		
Boot, Black, Plain toe size 11		6		
Boot, Black, Plain toe size 12		6		
Boot, Black, Plain toe size 13		4		
Boot, Black, Plain toe size 14		1		
Boot, Black, Plain toe size 15		1		
Boot, Black, Plain toe size 16		1		
Shoe, Orange lowtop canvas size 5		5		
Shoe, Orange lowtop canvas size 6		5		
Shoe, Orange lowtop canvas size 7		7		
Shoe, Orange lowtop canvas size 8		7		
Shoe, Orange lowtop canvas size 9		4		
Shoe, Orange lowtop canvas size 10		3		

NO

BID



Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Shoe, Orange lowtop canvas size 11		2	NO BID	—
Shoe, Orange lowtop canvas size 12		2	NO BID	—
Shoe, Orange lowtop canvas size 13		2	NO BID	—
Ultra Bath Tissue 2ply 96/case	BT-125	120	30.15	3618.00
Junior Jumbo TT Double layer Big Roll 12/1000'	JRT1000	78	20.16	1572.48
Tissue Junior Jumbo premium Big Roll 12/1000'	JRT1000	6	20.16	120.96
40x48 Trash Linens 22 micron	BK48	25	15.86	396.50
24x33 Trash liners 18 micron	BL33	8	25.88	207.04
Towel M/F Brown 4000/cs	H175	15	16.15	242.25
Spartan Xcelente cleaner 5 gal	100304	15	27.58	413.70
Spartan Halt Disinfectant 5 gal	34104	10	123.22	1232.20
Spartan Laundry detergent 15 gal	47177	6	145.38	872.28
Spartan Liquid Alkali 15 gal	47077	6	130.51	783.06
Spartan Sour/Softner 15 Gal	48377	4	145.47	581.88
Trade Bleach 15 gal	42132	6	74.37	446.22
Laundry Cart with shelves 4 swivel casters		4	NO BID	—
EZ Beeze dispenser	91753	6	16.25	97.50
EZ Beeze Refill lavender	02583	12	20.89	250.68
EZ Breeze Refill Apple	02583	12	20.89	250.68
Lift-Off Ink Pen Remover 6/case	40901	3	54.71	164.13
BullDozer reinforced squeegee 2/case	BHDES	3	19.94	59.82
Absorbent Socks 40/cs		3	88.25	264.75
HD Down-Press bucket 35 qt Combo	335374W	4	64.96	259.84
Wavebrake Downpress Mop bucket 35 qt	335374W	2	64.96	129.92
Micorfiber green Loop Mop Head	369448B	12	6.05	72.60
24" Dust Mop Head	057024	8	4.39	35.12
60" Dust mop Handle	01406	8	4.70	37.60

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Kutol Foaming Lotion liquid Soap 1000ml	7512900	10	38.40	384.
Kutol Sanitizer 1000ml	4777800	10	39.40	394.
Paper Towel Premium 8" 6006/case	8631060	8	26.18	209.44
Bleach EPA PureBright 6/case	BLCH	16	16.28	260.48
Fabuloso Cleaner Deodorizer 1 gal	35110	16	11.20	179.20
Spartan Consume Enzyme Cleaner	13312	2	5.54	11.08
SSS Looped Mop Head Blended XLG	369454	24	5.32	127.68
Spartan Sparclean SuperSuds QT 12/CS	21198900	1	27.72	27.72
Acid Resistant Pump Sprayer 2GL	7512	1	26.51	26.51
Green Scrub Pad 20/cs	08293	3	12.21	36.63
Cord Bound Broom	E502036	15	7.76	116.40
Brown Roll Towel 8"x800" Starcut	8031300	5	25.71	128.55
Bag, Zippit 6x8 1000/CS 2 mil	F20608	2	23.77	47.54
Wiper, White Cotton Rag	SN205CW	4	17.58	70.32
Spartan EnduraStrip Floor Stripper 5 gal	15405	1	42.37	42.37
Spartan Premium Wood Polish 12/CS	15512	12	39.44	
Lobby Dust Pan, Long Handle	DP-13C	2	13.24	26.48
Spartan Sparclean Supersuds 1/GL	21198900	12	27.72	332.64
Floor Pad 20" Black	80023	10	12.63	126.30
Floor Pad 20" Red	80053	10	12.63	126.30
Floor Pad 20" Natural Hair	80069	25	12.63	126.30
Gym Wipes Refill Bag 2/1000 per case	TXLL101	4	130.44	521.76
Spartan Chlorine Bleach 5/Gal	4777800	20	34.96	699.20
Vacuum Bag, Tomado 6 qt		5	1.85	9.25
Sprayer Trigger 10" Tube	902RW9	30	.44	13.20
Invader Fiberglass Mop Handle	369775	10	14.79	147.90
Bottle, QT newstyle	5032HG	15	.45	6.75

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Spartan Sparsan Q Aero disinfectant 12/CS	108623	12	34.95	419.40	
Glove nitrile 8mil 10 box per case 100 gloves per box sizes sm-2xl	HY-NIT	33	35.29	1,164.57	
C-paper bag 1/6 bbl 57 lbs 500 per bundle	KR-1659	8	48.98	391.84	
Grocery bag husky 20# 500 cs 2/250	HD-20LB	4	38.09	152.36	
8.5x11 white copy paper 5m/cs 10 reams per case	21200	40	39.94	1597.60	
Nabc wipes 6/cs 120/ea 7"x8" wipe size	IFW020	24	35.58	853.92	
Soft and Safe blaader control pads 73 per pack/4 packs per case		30			
Beanie, Navy, OSFA, 1 dozen		1			
Beanie, Orange, OSFA, 1 dozen		2			
Drawers, Unisex Thermal, Medium, 1 dozen		1			
Drawers, Unisex Thermal, Large, 1 dozen		1			
Drawers, Unisex Thermal, XL, 1 dozen		1			
Drawers, Unisex Thermal 2XL, 1 dozen		1			
Drawers, Unisex Thermal 3XL, 1 dozen		1			
Drawers, Unisex Thermal 4XL, 1 dozen		1			
Drawers, Unisex Thermal 5XL, 1 dozen		1			
Drawers, Unisex Thermal 6XL, 1 dozen		1			
Drawers, Unisex Thermal 8XL, 1 dozen		1			
Thong Shoe, V-Strap, Small, 1 dozen		1			
Thong Shoe, V-Strap, Medium, 1 dozen		1			
Thong Shoe, V-Strap, Large, 1 dozen		1			
Thong Shoe, V-Strap, XL, 1 dozen		1			
Thong Shoe, V-Strap, 2XL, 1 dozen		1			
Toilet Plunger		TP-300	1	5.89	5.89

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Coffee Maker, 36 cup		1	NO		
Cleaner, GlassGreen, 80 packets		1			
Soap, Unwrap #.5, 1000/case		2			
Boot, Black w/ Composite Toe, Size 7E		1			
Boot, Black w/ Composite Toe, Size 8E		1			
Boot, Black w/ Composite Toe, Size 9E		1			
Boot, Black w/ Composite Toe, Size 10E		3			
Boot, Black w/ Composite Toe, Size 11E		3			
Boot, Black w/ Composite Toe, Size 12E		4			
Boot, Black w/ Composite Toe, Size 13E		3			
Boot, Black w/ Composite Toe, Size 14D		1			
Boot, Black w/ Composite Toe, Size 15E		1			
Shoe, Black, Velcro with Clear Sole, Size 9D		3		BID	
Shoe, Black, Velcro with Clear Sole, Size 10D		4			
Shoe, Black, Velcro with Clear Sole, Size 11D		4			
Shoe, Black, Velcro with Clear Sole, Size 12D		4			
Shoe, Black, Velcro with Clear Sole, Size 13D		3			
Toothbrush, 30 Tuft Soft, 144 per case		3			
Boxers, White, Size Small (dozen)		1			
Boxers, White, Size Medium (dozen)		2			
Boxers, White, Size Large (dozen)		4			
Boxers, White, Size XL (dozen)		4			
Boxers, White, Size 2XL (dozen)		2			
Boxers, White, Size 3XL (dozen)		1			
Boxers, White, Size 4XL (dozen)		1			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Boxers, White, Size 5XL (dozen)		1	NO		
Boxers, White, Size 6XL (dozen)		1			
Deoderant Stick, .5oz, Alcohol Free, 144 per case		4			
Razor, Bic Twin Blade Sensitive Skin, 1,000 per case		3			
Jumpsuit, Orange, ValueLine, Size 3XL		1			
Jumpsuit, Orange, ValueLine, Size 4XL		1			
Jumpsuit, Orange, ValueLine, Size 6XL		1			
Mattress, Polyester w/ Pillow		3			
Clipper, Fingernail, 24/case		1			
Sandal, SEVA Black, Size Large		7			
Sandal, SEVA Black, Size XL		7			
Sandal, SEVA Black, Size 2XL		4			
Sandal, SEVA Black, Size 3XL		1			
Bed Sheets White 180 thread count, 58x90, (dozen)		2			
Toenail Clippers, Metal (dozen)		1			
Shirt, Navy, Tristitch, Size L		7		BID	
Shirt, Navy, Tristitch, Size XL		7			
Shirt, Navy, Tristitch, Size 2XL		7			
Shirt, Navy, Tristitch, Size 3XL		4			
Shirt, Navy, Tristitch, Size 4XL		4			
Shirt, Navy, Tristitch, Size 5XL		2			
Trousers, Navy TriStitch, Size Small		7			
Trousers, Navy TriStitch, Size Medium		4			
Trousers, Navy TriStitch, Size Large		7			

Exhibit B  
Exhibit Not ADA Compliant

Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price	
Trousers, Navy TriStitch, Size 2XL		7	NO		
Trousers, Navy TriStitch, Size 3XL		4			
Trousers, Navy TriStitch, Size 4XL		4			
Trousers, Navy TriStitch, Size 5XL		2			
Shirt, Orange, TriStitch, Size 10XL		10			
Shirt, Orange, TriStitch, Size 9XL		1			
Shirt, Orange, TriStitch, Size 8XL		1			
Shirt, Orange, TriStitch, Size 4XL		3			
Shirt, Orange, TriStitch, Size XL		10			
Trousers, Orange, TriStitch, Size 2XL		10		BID	
Trousers, Orange, TriStitch, Size 3XL		7			
Trousers, Orange, TriStitch, Size 4XL		4			
Trousers, Orange, TriStitch, Size Small		1			
Sock, Thermal, Navy, Dozen per package		7			
Liquid Laundry Compound 3, 20 gal drum size	47505	1	219.50		219.50
DE-Stain, 20 gal drum size	47778	1	131.10	131.10	
Fabric Softener, 20 gal drum size	48277	1	170.25	170.25	
SAN-O-15, 30 gal drum size	31655	1	339.59	339.59	
Cascades Pro Toilet Tissue (case)	B340	20	19.32	386.40	
Household paper towels (case)	K070	12	18.87	226.44	
Black Can Liners 40x46 (case of 100)	BCK48	8	26.51	212.08	
J-cups (case of 1000)	6J6	1	18.96	18.96	
Tork Hand towel Roll for Dispensers (case)	8031300	2	22.68	45.36	
32" Smart 720P LED Television		1	NO	BID	
Hilco Lube (case)		1	NO	BID	
Hilco Lube wipes (case)		1	NO	BID	

Exhibit B  
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Description	Catalog/Item Number	Estimated Monthly Quantity	Unit Price	Extended Price
Antibacterial Foaming Soap for Dispenser (case)	2512900	1	38.40	38.40
Laundry Bag 24x30 Sliplock, White (dozen)		1	/	
Shirt, White TriStitch, Size Small		2		
Shirt, White TriStitch, Size Medium		4		
Shirt, White TriStitch, Size Large		4		
Shirt, White TriStitch, Size XL		4		
Shirt, White TriStitch, Size 2XL		4		
Shirt, White TriStitch, Size 3XL		4		
Shirt, White TriStitch, Size 4XL		4		
Shirt, White TriStitch, Size 5XL		2		
Trousers, White TriStitch, Size XL		4		
Trousers, White TriStitch, Size 2XL		4		
Trousers, White TriStitch, Size 3XL		4		
Trousers, White TriStitch, Size 4XL		4		
Xcelente hard surface cleaner dilutes 2 oz per gallon of water -5 gallon pail, brand name Spartan	100304	20		27.58
Halt Hospital Grade Disinfect dilutes 2 oz per gallon of water - 5gallon pail, brand name Spartan	34104	3	123.22	369.66
Spartan chlorine laundry bleach 12% sodium hypochlorite sealed package from the factory #7004-5 5gl pail	42132	20	84.97	1699.40
Base Bid Amount TOTAL				25,985.32

Base Bid Amount TOTAL shall be written on the Bid Form signature page for the bid to be considered responsive.