



**HARRIS COUNTY**  
**APPRAISAL DISTRICT**  
**Houston, Texas**

**BID NUMBER 2016-08**

**JANITORIAL SUPPLIES FOR THE**  
**HARRIS COUNTY APPRAISAL DISTRICT**  
**13013 NORTHWEST FREEWAY**  
**HOUSTON, TEXAS 77040**

**Issued: October 19, 2016**

The Harris County Appraisal District (hereinafter referred to as District) is accepting sealed bids on a contract for the purchase of janitorial products as specified in this document. Bid documents must be physically received no later than **2:00 p.m. on Wednesday, November 16, 2016**, in the Purchasing Office of the District. Bid documents may be mailed, but must be physically received in the Purchasing Office by the required date and time.

**PHYSICAL ADDRESS:**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
13013 Northwest Freeway  
Houston, TX 77040

**MAILING ADDRESS:**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975

The statement **"*BID #2016-08 ENCLOSED*"** must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid. However, this results in an unsealed bid and violates the integrity of purpose for the sealed bid procedure. Consequently, bidders are urged to make certain the envelope is adequately identified.

Bids not physically received in the Purchasing Office by the required date and time, as evidenced by the Purchasing Office date and time stamp, will be returned unopened provided the bidder's envelope is properly identified with the return address. If the bidder's envelope is not properly identified it will be opened to identify the bidder and/or obtain the address before it is returned.

All bid documents timely received will be taken to the 7th floor Board Room for a public opening and reading at **2:30 p.m. on Wednesday, November 16, 2016**. Any questions pertaining to this bid should be directed to Tammy Argento, Purchasing Manager, at (713) 957-7401.

All bids are subject to the General Conditions, Special Terms & Conditions, and Specifications as stated in this document. The Harris County Appraisal District reserves the right to reject any or all bids or accept the bid(s) deemed most advantageous to the District.

**FAILURE TO COMPLY WITH THE  
GENERAL CONDITIONS,  
SPECIAL TERMS & CONDITIONS,  
AND SPECIFICATIONS  
CONTAINED HEREIN  
MAY RESULT IN BID BEING DISQUALIFIED**

# GENERAL CONDITIONS OF BIDDING

## 1. BIDDING

- a. All bids must be on blank forms furnished by the Purchasing Office. The use of vendor bid forms containing terms and conditions which are in conflict with those of the District constitute a counteroffer and are not acceptable as a bid.
- b. All bids must be written in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered.
- c. Bids should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- d. All bids are to be based on an as-delivered basis and must include all costs that will be billed (i.e. freight, handling, inside delivery, set up, trip charges, etc.).
- e. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. Proof that the item offered is "equal to or exceeds specifications" is the responsibility of the bidder. In the absence of these qualifications, he will be expected to furnish the article called for.
- f. All items must be bid. Bids which show any omission, irregularity, alteration or forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- g. Vendor shall furnish all data pertinent to MSDS, warranties or guarantees, which apply to items in the bid.
- h. This proposal must not be altered. Any erasure or alteration of inquiries may invalidate the bid on the item on which the erasure or alteration is made.
- i. Quotations will not be considered in cases where bidder quotes more than one price on an item, except where alternate bids are expressly called for.
- j. All bids must show the full name of firm bidding, with the name typewritten or in ink.
- k. All bids must be signed, in ink, by a responsible officer or employee of the firm and title of the officer or employee must be shown. Obligations assumed by the signature must be fulfilled.
- l. All bids must be notarized by a bonded notary public.
- n. Bidders are invited to be present at the opening of bids.

- o. Any deviation from these conditions and specifications must be approved in writing by the District.
- p. Bids transmitted by facsimile are not acceptable.
- q. All costs for preparation and submission of bids are the responsibility of the bidder.
- r. Amending and/or withdrawing a bid is permissible if such request is received, from the bidder, by the Purchasing Office prior to the bid opening date and time. All such requests must be typewritten or in ink, manually signed in ink by a responsible officer or employee of the firm, and title of the officer or employee must be shown.

## **2. PRICING**

- a. No change in price will be considered in the award of bids, and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of bids, and all quotations must be on a net basis.
- c. All prices quoted must be firm for the term of agreement.
- d. In the event of a cost change related to raw materials or labor, the successful bidder(s) may submit a 30 day written notice of the increase to the Purchasing Office for consideration.
- e. There is a limit of one (1) increase notice per contract.
- f. In no case will an increase be allowed before July 1, 2017.
- g. The total sum of all increases cannot exceed two percent (2%) of the original contractual rates.
- h. The successful bidder(s) must provide price decreases whenever they occur.

## **3. TAXES**

- a. The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the bid form or specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes, and will be so construed.
- c. A vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the Harris County Appraisal District, must submit the proper forms, and the purchasing agent, if satisfied as to the facts, will approve or issue the necessary certificates.

#### **4. AWARD**

- a. The District will evaluate and make award of bids on the basis of the lowest and best bid, which meets or exceeds the specifications.
- b. The District reserves the right to consider and make award of bids on articles of similar nature that will in all respects serve the purpose for which the purchase is being made. The District reserves the right to be the sole judge as to whether such articles will serve the purpose.
- c. Unless otherwise specified, the District reserves the right to accept or reject in whole or in part any bid submitted or to waive any informality for the best interests of the District.
- d. The District reserves the right to consider and make awards for the best interests of the District.
- e. Contents of the selected bid and all conditions, special terms & conditions, and specifications of the bid are contractual obligations.
- f. Bids are customarily referred to the purchasing agent for recommendations. Wherever possible, such recommendation will be made in time to permit the District Board of Directors to award the bid at its next scheduled meeting on Wednesday, December 21, 2016, at 9:30 a.m.
- g. A blanket purchase order will be issued to the successful bidder upon award of the bid during the first week of January 2017.
- h. Upon awarding the bid, a tabulation of bids will be available for public inspection in the Purchasing Office. To schedule a time to view such record(s) call (713) 957-7401.
- i. Bidders having delinquent property taxes will not be considered for award.

#### **5. BID DEPOSIT**

No bid deposit or bond is required.

#### **6. DELIVERIES**

- a. All bids are for delivery not later than the time stated in the specifications; F. O. B. the point of delivery stated in the specifications and/or bid form.
- b. Unless otherwise stated in the specifications, deliveries must consist only of new and unused merchandise.
- c. Full tare must be allowed and no charges made for packages.
- d. In the event that the deliveries of the supplies covered in the proposal are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection, the

District reserves the right to purchase said supplies in the open market and charge the difference, if any, to the account of the contractor.

- f. The bidder must provide for inside delivery and setup. A loading dock is available. It is the responsibility of all vendors to keep the District's Purchasing Office notified of any unexpected problems which would prevent the vendor from meeting delivery deadlines as they become aware of them.
- g. The District reserves the right to reject, without prior authorization, any deliveries not meeting these specifications and delivery orders.

## **7. REJECTIONS**

- a. Articles not in accordance with samples and specifications must be removed by the bidder and at his expense. All disputes concerning quality of supplies delivered under this proposal will be determined by the purchasing agent or his designated representative.
- b. All articles enumerated in the proposal shall be subject to inspection on delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the department's samples, or deficient in weight, measurements, workmanship, or otherwise, this fact shall be certified to the purchasing agent, who shall have the right to reject the whole or any part of the same.

## **8. PAYMENT**

- a. Payment will be made on completed purchases, which are cleared by the last working day of the month.
- b. Partial payments will be made on purchase orders. However, contact must be made with the chief financial officer before the end of the month that the vendor wishes to receive payment on items delivered. Otherwise, payment will be made on completion of the purchase order.
- c. Payments (complete or partial) will be mailed no later than the fourth Friday of the following month.
- d. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.
- e. All packing lists, invoices, etc. must reference ***BID #2016-08***, and the applicable purchase order number.
- f. All invoices should be submitted to the following address:  
Attn: Accounts Payable

Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975

Or email address: AccountsPayable@HCAD.org

**9. PATENTS**

- a. The contractor agrees to indemnify and save harmless the District, the purchasing agent, and her assistants from all suits and actions of every nature and description brought against them of any of them, for or on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.
- b. Evidence of such payment or satisfaction shall be submitted, upon request of the purchasing agent, as necessary requirement in connection with the final estimate for payment in which such patented appliances, products or processes are used.

**10. CONDITIONS PART OF BID**

The General Conditions of Bidding defined herein shall be a part of the attached bid.

**SPECIAL TERMS & CONDITIONS O F BID**

**1. SCOPE & INTENT**

It is the intent of this specification to secure a contract for providing a supply of janitorial products to the District at a fixed price for the term of contract. The specified products will be used by janitorial staff and employees in the work place as needed.

**TIME FRAME**

The term of agreement shall commence on January 1, 2017 and shall cease on December 31, 2017, with the option to renew for year 2018.

**BIDDER QUALIFICATIONS & EVALUATION**

- a. Bidders are required to submit a properly completed Bidder Application Form to the District's Purchasing Office. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to establish a bidders' database which is maintained for the purpose of a bid mailing list, and other references as required. Bidders are only required to submit this form one time. Please contact the District's Purchasing Office at (713) 957-7401 if you are unsure as to whether this form has been previously submitted.
- b. All bids will be evaluated using the same requirements and criteria.

- c. No vendor having or having had a janitorial supplies contract with the District will be given more consideration than any other bidder.
- d. During any part of the bid process, from preparation of specifications through the issuance of a purchase order, the District's Purchasing Office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the District's Board of Directors.
- e. Evaluation will determine the ability of the vendor to provide the most efficient service in the most economical method for the District.
- f. Other criteria will include pricing in all respects, quality of service, availability of service, past performance, references, and meeting of all requirements and specifications.
- g. Bidders having delinquent property taxes will not be considered for award.

#### **4. PACKAGING**

- a. Each line item is to be packaged and boxed individually. All cartons must be constructed in such a manner that the product retains its original shape.
- b. Products that are deliverable in pallet quantities are to be palletized on wooden pallets and securely shrink-wrapped. The weight capacity of each pallet cannot exceed 2,000lbs. nor be more than 42" wide x 42" long. The construction of the pallet must be compatible with the equipment at the district, without any additional cost. The District's equipment has a standard fork height (3-1/4" low to 7-3/4" high), standard fork width (6"), and the fork size is 21" wide x 36" long
- c. Packaging for shipment shall be in accordance with industry standard practice, and in a manner readily accepted by common carriers engaged in interstate commerce.
- d. All cartons must be labeled on the end with the product description, stock number and quantity.

#### **5. DELIVERIES**

- a. All products will be ordered on an as needed basis.
- b. All products must be delivered within five (5) working days of telephone or online order to destination and floor location specified at that time.
- c. All products will be ordered in full carton quantities.
- d. All deliveries will be made to the District's central office facility.  
Harris County Appraisal District  
13013 Northwest Freeway  
Houston, TX 77040
- e. All delivery personnel must sign in with the Purchasing Office, on the 2<sup>nd</sup> floor, prior to entering any other area. A badge will be issued for them to wear during the course of making the delivery.

Upon completing the delivery, they will need to return the badge to the Purchasing Office and sign out.

**6. SAMPLES**

- a. A minimum of two (2) samples of each of the products quoted must be included with the response if the quote is for an item other than those products referenced.
- b. Each sample submitted must be clearly identified with the Item # for which it is being submitted.
- c. Failure to submit the required samples may disqualify your bid.

**7. QUANTITIES**

- a. All quantities below are based on purchases made between the period of January 1, 2016 through September 30, 2016 and then annualized for projected use in 2017.
- b. The District makes no implied guarantees on the quantities to be delivered per order or on total quantities to be purchased.

**8. CANCELLATION**

- a. Cancellation of the contract by the vendor must be submitted in writing to the District's purchasing agent 120 calendar days prior to the effective date.
- b. Cancellation of the contract by the District must be submitted in writing to the vendor 90 calendar days prior to the effective date.

**9. SEVERABILITY**

If any section, subsection, paragraph, sentence, phrase, or work in these specifications shall be held invalid, such holding shall not affect the remaining portions of these specifications and it is hereby declared that such remaining portions would have been included in these specifications as though the invalid portion had been omitted.

## **Specifications of Bid**

1. All items are biodegradable or environmentally friendly
2. All items shall be of an established manufacturer.
3. Details not specified herein shall be in accordance with standard commercial practices for products of these types.

### **Item #1: Coreless Toilet Tissue**

Example: Solaris Paper Inc., NVI LOCOR, #SAR26821, Coreless Standard Roll Bathroom Tissue.

- a. The approximate size of sheet shall be 3.85" x 4.5"
- b. The paper shall be 2-ply, rapid break-up, white
- c. Each case should contain approximately thirty-six (36) rolls of toilet tissue with each roll containing approximately 1,000 sheets
- d. The toilet tissue roll shall fit and dispense from standard single roll dispensers

### **Item #2: Roll Towel**

Example: Scott Kimberly Clark #25702 Hard Roll Towel

- a. Requires the MOD Dispenser for high capacity towels
- b. Each roll shall contain 1,150 linear feet
- c. Each roll shall be 7.25" wide by 1,150' long
- d. Roll color shall be white
- e. Each carton should contain 6 rolls

### **Item #3: Multifold Paper Towels**

Example: GEN MF4000W Multifold Paper Towels

- a. A private brand, more cost-effective towel would be acceptable
- b. The towel shall be multi-folded and either un-bleached or non-chlorine bleached
- c. The towel shall be absorbent and free from lint, either wet or dry
- d. The towel shall have no disagreeable odor, either wet or dry
- e. The towel shall have a finish such as produced by creeping or embossing
- f. Approximate overall size of towel shall be 9-1/4" x 9-1/2"
- g. Towel shall fit and dispense satisfactorily from standard multi-fold dispensing cabinet
- h. Folded towels shall be securely and evenly banded and shall not spill from package under normal handling conditions.
- i. Each carton should contain approximately 12 packages of 334 white towels each.

#### **Item #4: Small Can Liners**

Example: Republic #243308

- a. The bags shall be approximately 23" x 33" in size
- b. The bags shall be natural color
- c. The bags shall have a capacity of 12-16 gallons
- d. The bags shall be of hi-density, 8 micron
- e. The bags shall be in compact coreless interleaved rolls for effortless bag dispensing
- f. Each case should contain approximately 20 rolls with each roll consisting of 50 bags

#### **Item #5: Large Can Liners**

Example: Republic #404816

- a. The bags shall be approximately 40" x 48" in size
- b. The bags shall be natural color
- c. The bags shall have a capacity of 40 – 45 gallons
- d. The bags shall be of hi-density, 14-16 micron
- e. The bags shall be in compact coreless interleaved rolls for effortless bag dispensing
- f. Each carton should contain approximately 10 rolls with each roll consisting of 25 bags

#### **Item #6: Toilet Seat Covers**

Examples: Boardwalk #BWKK5000

- a. The seat cover shall be half-folded and either un-bleached or non-chlorine bleached
- b. The processed paper may contain recycled content (post-consumer)
- c. The seat cover shall be free from lint
- d. The seat cover shall be free from odor
- e. The seat cover shall fit and dispense one at a time from standard half-fold dispensing cabinets
- f. Seat cover should be packaged two hundred and fifty (250) each per package and twenty (20) packages per carton

#### **Item #7: Hand Soap**

Example: Chemical Universe Hand Soap, #CU-4040

- a. The soap should be of lotion solution
- b. The soap should be dermatologist tested
- c. The soap should be in a 1-gallon pourable container
- d. Each carton should contain 4/1-gallon containers

### **Item #8: Standard Toilet Tissue**

Example: Scott/KC

- a. The approximate size of sheet shall be 4" x 4 3/5"
- b. The paper shall be 2-ply standard roll bath tissue, embossed premium, white
- c. Each carton should contain approximately 80 rolls with each roll containing approximately 550 sheets
- d. The toilet tissue roll shall fit and dispense from standard single roll dispensers

### **Item #9: Hand Sanitizer Refill**

Example: Purell Advanced Instant Hand Sanitizer #5456-04

- a. Alcohol, Gel
- b. 1200ml per bottle, 4 per pack
- c. Fits the Purell TFX Touch Free Dispenser

### **Item #10: Hand Sanitizer Refill**

Example: Purell Advanced Instant Hand Sanitizer NXT GOJ2156-04

- a. Alcohol, Gel
- b. 1000ml per bottle, 4 per pack

### **Item #11: Air Freshener Refill**

Example: TimeMist, Mfr. Model# 33-2502TMCACT

- a. Metered Air Freshener Refill
- b. 6.6 oz. can
- c. 12 per pack

## BID RESPONSE SHEET 1 OF 5

**Item #1: Coreless Toilet Tissue**

**Bid per Carton**

**Extended**

Estimated Annual usage      370 Cartons

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Rolls per Carton

Sheets per Roll

**Item #2: Roll Towels**

**Bid per Carton**

**Extended**

Estimated Annual Usage      380 Cartons

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Rolls per Carton

Sheets per Roll

**Item #3 Multifold Paper Towels**

**Bid per Carton**

**Extended**

Estimated Annual Usage      160 Cartons

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Packs per Carton

Sheets per Pack

## BID RESPONSE SHEET 2 OF 5

<b>Item #4 Small Can Liners</b>		<b>Bid per Carton</b>	<b>Extended</b>
Estimated Annual Usage	80 Cartons	\$_____	\$_____
Manufacturer's Name			
Product Name			
Product Number			
Rolls per Carton			
Liners per Roll			

<b>Item #5 Large Can Liners</b>		<b>Bid per Carton</b>	<b>Extended</b>
Estimated Annual Usage	80 Cartons	\$_____	\$_____
Manufacturer's Name			
Product Name			
Product Number			
Rolls per Carton			
Liners per Roll			

<b>Item #6 Toilet Seat Covers</b>		<b>Bid per Carton</b>	<b>Extended</b>
Estimated Annual Usage	32 Cartons	\$_____	\$_____
Manufacturer's Name			
Product Name			
Product Number			
Packs per Carton			
Covers per Pack			

**BID RESPONSE SHEET 3 OF 5**

**Item #7 Hand Soap**

**Bid per Carton**

**Extended**

Estimated Annual Usage      64 Cartons

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Gallons per Carton

**Item #8 Standard Toilet Tissue**

**Bid per Carton**

**Extended**

Estimated Annual Usage      3 Cartons

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Rolls per Carton

Sheets per Roll

**Item #9 Hand Sanitizer Refill**

**Bid per Carton**

**Extended**

Estimated Annual Usage      50 Cases

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Product per Case

**BID RESPONSE SHEET 4 OF 5**

**Item #10 Hand Sanitizer Refill**

**Bid per Carton**

**Extended**

Estimated Annual Usage     32 Cases

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Number per Case

**Item #11 Air Freshener Refill**

**Bid per Carton**

**Extended**

Estimated Annual Usage     32 Cases

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer's Name

Product Name

Product Number

Number per Case

**BID TOTAL**

\$ \_\_\_\_\_

**BID RESPONSE SHEET 5 OF 5**

I/WE HEREBY PROPOSE to provide the janitorial supplies bid within this document and if awarded this bid, do agree to abide by the conditions and specifications herein, except as noted below under *EXCEPTIONS AND CONDITIONS OF THE BIDDER*. Any deviation from the item specifications must be noted on the bid sheet for that item referenced below.

**EXCEPTIONS AND CONDITIONS OF THE BIDDER**

Item specification deviation notations appear on bid item numbers:  
If none, so state.

\_\_\_\_\_

\_\_\_\_\_  
**NAME OF FIRM SUBMITTING BID** (*Print or Type*)

\_\_\_\_\_  
**STREET ADDRESS** (*Print or Type*)

\_\_\_\_\_  
**TELEPHONE NO.**

\_\_\_\_\_  
**CITY, STATE & ZIP CODE** (*Print or Type*)

\_\_\_\_\_  
**FAX NO.**

\_\_\_\_\_  
**NAME & TITLE OF PERSON SUBMITTING BID** (*Type*) *Print or Type Officer of the Company or Authorized Sales representative*

\_\_\_\_\_  
**SIGNATURE OF PERSON SUBMITTING BID**

\_\_\_\_\_  
**EMAIL ADDRESS**

\_\_\_\_\_  
**SUBSCRIBED AND SWORN** to before me this the \_\_\_ day of \_\_\_\_\_, 20\_\_

**Notary Public, State of** \_\_\_\_\_.