



**Petersburg City Public Schools
Invitation for Bids: Janitorial/Cleaning Supplies**

Issue Date: January 16, 2019

Title: Janitorial/Cleaning Supplies
RFP 19-003

Issuing Agency: Petersburg City Public Schools
255 E. South Boulevard
Petersburg, VA 23805

Using Entity and Location: Petersburg City School Division

Sealed proposals/bids will be received in the Procurement Office until 3:00 P.M. January 30, 2019 furnishing the services/goods as described herein. No proposal/bid shall be accepted after this deadline unless the due date was changed by an Addendum.

All inquiries, questions, and requests for information should be directed via e-mail to chburnette@petersburg.k12.va.us or by phone at 804-862-7057.

PROPOSAL/BIDS MUST BE DELIVERED OR MAILED TO THE PETERSBURG CITY SCHOOLS OFFICE, 255 E. SOUTH BLVD., PETERSBURG, VA 23805, PURCHASING DEPARTMENT, TO THE ATTENTION OF CHRISTOPHER BURNETTE (See Appendix F. Identification of Proposal/Bid Envelope.). It is recommended that proposals/bids are hand delivered.

In compliance with this Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB at the prices indicated in the pricing schedule, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Virginia Contractor License No. _____ DSBSD-certified Small Business No. _____
Class: _____ Specialty Codes: _____

Name and Address of Firm:

Zip Code: _____
eVA Vendor ID or DUNS #: _____
Fax Number: (____) _____

Date: _____
By: _____
(Signature in Ink)
Name: _____
(Please Print)
Title: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



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II. DESCRIPTION OF ITEMS/FORMAT OF SUBMISSION

The contractor shall furnish and deliver each of the following described items as described in Attachment E – IFB 19-003 Petersburg Public Schools Bid/Proposal Form Custodial/Cleaning Supplies. This attachment along with sample requirements must be completed and submitted.

III. AWARD OF CONTRACT

Petersburg City Public Schools (PCPS) will make the award(s) on a **line item** basis to the lowest responsive and responsible bidder and PCPS in its sole discretion determines that the bid price is fair and reasonable. If applicable, unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for early prompt payment will not be considered in making awards. PCPS reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation, and the offeror's proposal as negotiated. Similarly, any materials provided by the offeror for the purpose of PCPS to evaluate the proposal might be referenced to become part of the purchase agreement between PCPS and the offeror.

If a sample is required with the item, then the sample will be considered along with the price.

IV. GENERAL TERMS AND CONDITIONS

The general conditions set forth herein apply for contractual services rendered to PCPS. All offerors are bound by these conditions. Further, these conditions and requirements become part of any contract awarded between PCPS and the successful offeror.

Any changes in the general conditions after the proposal is advertised will be official only when submitted in writing and signed by the Purchasing department. Any and all changes will be made by addendum and all offerors notified. All addenda issued will become a part of the proposal.

Should an offeror find discrepancies, ambiguities, and require clarification, he/she should notify the Purchasing Department at least five (5) days prior to the date set for opening of proposals. Such notifications should be directed as follows:

Christopher Burnette, Buyer
Petersburg Public Schools
Phone: (804) 862-7057

Service provider is responsible for following all state and local codes related to business licenses including paying for and securing all required business licenses.

Every bidder (or offeror) shall include in its bid (or proposal) the identification number issued to it by the State Corporation Commission confirming that it is organized or authorized to transact



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business in the Commonwealth pursuant to Title 13.1 or Title 50. If the bidder (or offeror) is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law, the bidder (or offeror) shall include in its bid (or proposal) a statement describing why the bidder (or offeror) is not required to be so authorized. Any bidder (or offeror) that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the City Administrator.

A. Bid/Proposal Procedures

1. The required number of copies of the proposal must be signed and received at the School Board Office, prior to the closing hour, with the proposal/bid name and RFP#/IFB# shown clearly on the face of the envelope. Proposals offered by telephone, facsimile or electronically will not be accepted. Proposals/Bids delivered in person must be delivered to the School Board Office, 255 South Blvd East, Petersburg VA 23805
2. In submitting a proposal/bid, the offeror signifies that he/she is fully informed as to the extent and character of the supplies, materials, equipment, and services necessary to perform this proposal /bid in accordance with all documents constituting the proposal and will comply satisfactorily with the proposal documents.
3. All information required by the solicitation must be supplied to constitute a responsive proposal/bid. All information submitted including prices must be typed so as to ensure legibility. However, the offeror's signature shall be handwritten in ink in order for the proposal/bid to be considered.
4. The offeror expressly warrants that the services proposed herein are not the result of an agreement or understanding expressed or implied with any other offeror or offerors.
5. In the case of a tie, preference shall be given to goods, services, and construction products in Virginia or provided by Virginia persons, firms or corporations, if such a choice is available. Otherwise, the tie shall be decided by lot.
6. Any proposal/bid submitted with corrections must have the corrections initialed by the person who signed the original proposal. No proposal/bid changes will be permitted at the opening. The unit price will prevail in the event an error is made in computing totals.
7. PCPS requires that the proposal remain firm 90 days after the date of the closing. At the end of the 90 days, the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.



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8. PCPS is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by PCPS at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in §630-10-27J of the Virginia Retail Sales and Use Tax Regulations.
9. Right is reserved to waive any and all informalities and to cancel or reject any and all proposals/bids.
10. The successful offeror shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title, or interest therein, or the power to execute written consent of PCPS.
11. Proposals/Bids will be received up to the appointed hour. However, PCPS officials reserve the right to take sufficient time to study the various proposals and then make the award. The contract will be awarded as promptly as possible after the closing date.
12. If proposals/bids are submitted by Federal Express, UPS, or other commercial carrier, the following address must be used:

Petersburg Public Schools
ATTN: Christopher Burnette
RFP# 19-003 Janitorial
Supplies
255 South Blvd. East
Petersburg, Virginia 23805
13. Offerors may be required under Chapter 11, Title 54 of the Code of Virginia to show evidence of certificate of registration.
14. Failure to comply with conditions set forth herein may result in removal of an item(s) or total proposal from consideration.

B. Anti-Discrimination

By submitting their proposals, offerors certify to the PCPS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans with Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the



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contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided. However, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit (*Code of Virginia §2.2-4343.1*).

In every contract over \$10,000, the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, natural origin or disabilities, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

C. Payments

1. Billing will be directed to Petersburg Public Schools, 255 South Blvd East, Petersburg, VA 23805. Payment will be made after successful completion/installation and the receipt of a proper invoice.
2. Payment shall not preclude PCPS from making a claim for adjustments on any item later found not to have been in accordance with General Conditions and Specifications.

D. Disputes/ Protest of Award or Decision to Award

Any bidder or offeror who desires to protest the award or decision to award a contract shall submit such protest in writing to the Purchasing Office no later than ten (10) business days after the award or the announcement of the decision to award, whichever occurs first. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought.

F. Nondiscrimination of Contractors



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An offeror or contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, then PCPS shall offer the individual, within a reasonable period of time after the date of his/her objection, access to equivalent goods, services, or disbursements from an alternative provider.

G. Drug Free Workplace

In every contract over \$10,000 the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specified contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

H. Immigration Reform and Control Act of 1986

By submitting their proposal, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration and Reform and Control Act of 1986.

I. Authorized To Transact Business

Pursuant to §2.2-4311.2 to the *Code of Virginia* (effective July 1, 2010) each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, (1950), as amended, or as otherwise required by law, is required to include in its bid or proposal its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

J. Employee Certification

Bidders shall certify (Appendix B – Employee Certification) that any of the employees who will provide services under a resulting contract and will be in direct contact with Petersburg Public Schools' students, defined as in the presence of students during regular school hours or during



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school-sponsored activities, (i) has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) such person has not been convicted of a crime of moral turpitude. Bidders shall cause any of their subcontractors to provide the same certification described herein with regard to the subcontractors' employees.

K. Cooperative Procurement

The procurement of goods and/or services provided for in this solicitation is being conducted pursuant to §2.2-4304 of the *Code of Virginia*. Therefore, the offeror or bidder is advised, and by submitting a response to this procurement, such offeror or bidder agrees that any resulting contract from this procurement may, in addition to Petersburg City Public Schools, also be extended to other public agencies or bodies in the Commonwealth of Virginia to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful offeror or bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with §2.2-4304 of the *Code of Virginia*. Petersburg City Public Schools shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful offeror or bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

L. Availability of Funds

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

M. Subcontracts

No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

N. Announcement of Award

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

O. Ethics in Public Contracting

By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of



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more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

P. Debarment Status

By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

Q. Antitrust Law

By entering into a contract, the contractor conveys, sells, assigns, and transfers to PCPS all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by PCPS under said contract.

R. Qualifications of Offerors

PCPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to PCPS all such information and data for this purpose as may be requested. PCPS reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. PCPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy PCPS that such offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.

S. Testing/Inspection

PCPS reserves the right to conduct any test/inspection it may deem advisable to services conform to the specifications.

T. Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the written consent of the PCPS

U. Changes to the Contract

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.



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2. PCPS may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the PCPS's written decision affirming, modifying, or revoking the prior written notice. If PCPS decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the PCPS a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to PCPS's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present PCPS with all vouchers and records of expenses incurred and savings realized. PCPS shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to PCPS within thirty (30) days from the date of receipt of the written order from the PCPS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by PCPS or with the performance of the contract generally.

V. Default

In case of failure to deliver goods or services in accordance with the contract terms and conditions, PCPS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which PCPS may have.

W. eVA Business-to-Government Vendor Registration, Contracts, and Orders

The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All



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bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
- (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order. For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Y. Transportation and Packaging

By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

Z. Use of Brand Names

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact



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brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

V. SPECIAL TERMS AND CONDITIONS

A. Cancellation of Contracts

PCPS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

B. eVa Orders and Contracts

It is anticipated that the contract will result in multiple purchase orders with the eVA transaction fee specified below assessed for each order.

Vendors desiring to provide goods to (PCPS) shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for PCPS to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

C. Renewal of Contract

This contract may be renewed by PCPS upon written agreement of both parties for one year, under the terms of the current contract, and at a reasonable time (approximately 60 days) prior to the expiration.

D. Bid Prices

Bid shall be in the form of a firm unit price for each item during the contract period.

E. Quantities

Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.



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F. Audit

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. PCPS, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

VI. METHOD OF PAYMENT

1. Billing will be directed to Petersburg Public Schools, 255 South Blvd East, Petersburg, VA 23805. Payment will be made after successful completion/installation and the receipt of a proper invoice.
2. Payment shall not preclude PCPS from making a claim for adjustments on any item later found not to have been in accordance with General Conditions and Specifications.

VII. PRICING SCHEDULE

Contracts shall be awarded on a fixed price basis and the prices will be submitted based on unit as stated in Attachment E .



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VII. ATTACHMENTS

Appendix A

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

Terms and Conditions: **ALL** enclosed General and Special Terms and Conditions shall apply to this Request for Proposals. Offerors are reminded to read and comply with all requirements of this solicitation.

My signature certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaging in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the *Code of Virginia*, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Government Frauds Act, the Virginia Government Bid Rigging Act, Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign, personally or as a representative, for the offeror:

Name of Firm or Individual: _____

Address: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: _____ Fax: _____

E-mail Address of Signer: _____

FEI/FIN No. _____ Date: _____



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Appendix B

AUTHORIZED TO TRANSACT BUSINESS

Pursuant to §2.2-4311.2 to the *Code of Virginia* (effective July 1, 2010) each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, (1950), as amended, or as otherwise required by law, is required to include in its bid or proposal its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Please complete the following:

A. _____ Bidder/Offeror is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is _____.

B. _____ Bidder/Offeror is an out-of-state (foreign) business entity authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is _____.

C. _____ Bidder/Offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):



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Please use the following space to explain why such bidder/offeror is not required to be authorized to transact business in Virginia, if needed.

Appendix C

USE OF RECYCLED MATERIALS

Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein. Please provide the following information in this regard:

1. Do any of the goods offered contain recycled materials? ____Yes ____No.

2. If so, please qualify the recycled material content.



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Appendix D

Identification of Bid/Proposal Envelope

The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

FROM: _____
Name of Offeror *Date* *Time*

_____ *Street or Box Number* *RFP#*

_____ *City, State, ZIP Code* *RFP Title*

If mailed and not identified appropriately, the offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location. No other correspondence or other bids/proposals should be placed in the envelop



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Attachment E

**Petersburg City Public Schools
Bid Proposal Form - 2018-2019**

Category: **Custodial Supplies**

Vendor: _____

Bid Number: 19-003

Stock No.	Quant.	Unit	Full Description of Item	Item Code and Specifications (If other than listed)	Price Per Unit	Total Cost
5127	80	Can	Absorbent Aromatic – 12 oz for the sanitary disposal of vomit, blood and other liquids.	Sample must be submitted with bid		
5133	80	Can	Baby Powder Air Freshener, Aerosol Can, 16 oz.	Sample must be submitted with bid		
5139	50	Each	Reusable Plastic Bottles, w/Trigger Spray Head With graduated markings, 22 oz.			
5142	80	Bottle	All purpose, Non-abrasive Cleaner, 20 oz. recommended for plastic, metal, chrome and porcelain	Sample must be submitted with bid		
5149	60	Gallon	Cleaner, Glass Concentrate, 1 gal.			
5154	80	Bottle	Toilet Bowl Cleaner, removes stains and deodorizes as it cleans, Non-Acid, 32 oz.			



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5157	100	Each	Cleanser, Powder, 14 oz., Non-abrasive, for removing spots, stains and discolorations from porcelain and enamel services.			
5160	100	Gallon	Fabuloso All Purpose Cleaner	Sample must be submitted with bid.		
5166	80	5 gal.	Disinfectant, Germicidal- 5 gal.	Sample must be submitted with bid.		
5172	30	5 gal	Oil, Dust Mop, 5 gal.			
5199	50	Can	Aerosol Stripper, Base Board Stripper for removing built up was, 20 oz.			
Stock No.	Quant.	Unit	Full Description of Item	Item Code and Specifications (If other than listed)	Price Per Unit	Total Cost
5208	10	Each	Mats, Door, 3 ' x 6' with vinyl back			
5307	20	Each	Synthetic Duster, Extendable Handle, Durable, Flexible Head and Washable			
5312	300	Box	Latex Non-Sterile Disposable Gloves, snug, secure fitting, 100/box, powder free, Size 100 medium, 200 large			
5328	100	Box	Rags, soft, absorbent sterilized, lint free, - 10 lb. boxes			
5340	30	Each	Lobby Broom, Corn Bristles, 2 row stitch			



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5358	50	Each	Brush, toilet bowl Soft Mop Style)			
5412	80	Each	Wet mop, Rayon, 16 oz., wide band, heavy duty, loose end			
5415	100	Each	Wet mop, Rayon, 20 oz., wide band, heavy duty, loose end			
5430	100	Case	Pad, stripper, 20", ½ inch pad for removing wax	Sample must be submitted with bid		
5432	200	Each	Disposable Eraser Pads	Sample must be submitted with bid.		
5437	500	Each	9" 1000 sheet, 2 ply, Jumbo Toilet Tissue, 12 rolls / case, 100% recycled fiber, must meet EPA guidelines for consumer waste, safe for use in all septic systems, Millennium "Mor Soft" Product not acceptable	Sample must be submitted with bid.		
5440	75	Each	Jumbo Toilet Tissue Dispenser to hold 9", 2 ply jumbo Toilet Tissue Roll – Vondrehic (Dsipenser)			
5442	400	Case	Hand roll towels, unbleached, 600 feet	Sample must be submitted with bid		
5454	75	Gallon	Neutral Cleaner Floor Soap, 5 gallon concentrated, non-butyl, no harsh chemicals or abrasives; safe for all types of floors			
Stock No.	Quant.	Unit	Full Description of Item	Item Code and Specifications (If other than listed)	Price Per Unit	Total Cost
5456	80	Each	Liquid Soap Dispenser, plastic, transparent w/push bar; minimum capacity - Encore Clear vu – 32 oz.			



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5458	100	Gallon	Antibacterial Hand Soap, 1 gallon safe for use in school, restrooms, and office buildings	Sample must be submitted with bid.		
5468	75	Case	Plastic Bag Liner, Small, 15 x 9 x 23, 1000/case	Sample must be submitted with bid		
5472	400	Case	Bag, Plastic Liner, Large, 23" x 10" x 40" only; buff, 1.3 mil. 250/cs Please do not bid on bags that are less than 40". They are not acceptable.	Sample must be submitted with bid		
5478	20	Each	Waste Receptacle, Plastic- 6 gal.			
5479	20	Each	Waste Receptacle, Plastic- 10 gal.			
5484	20	Each	Waste Receptacle, Plastic – 32 gal., Brute			
5203	100	Each	1 oz. Pump for 5 gal. Pail	Sample must be submitted with bid		
	10	Each	20" Carpet Bonnet/with Cleaning Strips			
	10	Each	20" Gorilla Pad – FB120, Natural Fiber			
5434	5	Case	Orbital Scrubber Pads, Maroon, 14"x 20"	Sample must be submitted with bid		
5434A	5	Case	Orbital Scrubber Pads, Maroon, 14"x 28"	Sample must be submitted with bid		



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5435	5	Case	Orbital Scrubber Pads, Red 14"x 20"	Sample must be submitted with bid		
5435A	5	Case	Orbital Scrubber Pads, Red 14"x 28"	Sample must be submitted with bid		
5175	50	Each	Polished, Furniture, Aerosol	Sample must be submitted with bid.		

FORMS AND SAMPLES MUST BE DELIVERED OR SENT TO PETERSBURG PUBLIC SCHOOLS, 255 E. SOUTH BLVD., PETERSBURG, VA, 23805 TO THE ATTN: OF CHRISTOPHER BURNETTE

Date: January 16, 2019