



Rockingham County
Engineering & Maintenance Services
116 North Road — Brentwood, NH 03833-6614
Telephone: 603 679-2256, ext. 9150
Fax: 603 679-9380
www.co.rockingham.nh.us

REQUEST FOR PROPOSAL
Janitorial Products
06 July 2018

You are hereby invited to submit a sealed proposal to enter into a contract for the purpose of supplying janitorial products for use by several departments at the Rockingham County complex in Brentwood, N.H., to include, but not limited to The Rehabilitation & Nursing Center, Engineering and Maintenance, and the Department of Corrections.

Rockingham would like awarded vendors to extend the contract pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham. Please specify if this is something you would be willing to do.

Please specify if you are interested in a one, or two year contract.

The technical specifications and the information necessary to complete the proposal(s) are listed in Attachment "A" of this Request for Proposal.

Questions on bidding procedures can be directed to the Commissioner's Office at (603) 679-9350. Questions on the specifications of the Request for Proposal may be addressed to Jude Gates, Director of Facilities, Planning & IT at 603-679-9375, jgates@co.rockingham.nh.us.

Proposal Instructions:

Two (2) copies of the proposal should be submitted in a **sealed envelope** marked "RFP-Janitorial Products" and addressed and delivered to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Monday, 30 July, 2018** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked "RFP-Janitorial Products". An electronic copy of the proposal via thumb drive submitted with your sealed proposal will be accepted. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings:

Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on Tuesday, 31 July, 2018 at 10:00am. Proposals will be taken under

advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://www.rockinghamcountynh.org>

RFP Prices:

RFP prices are to remain in effect for a period of forty five (45) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/ Rockingham County shall have the option of canceling the proposal.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents,

employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance:

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. The insurance certificate submitted **must** show the certificate holder as:

The Rockingham County
119 North Road
Brentwood, N.H. 03833

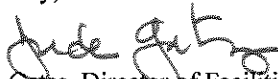
A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

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NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,

A handwritten signature in black ink, appearing to read "Jude Gates", written in a cursive style.

Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT

ATTACHMENT A

ROCKINGHAM COUNTY SPECIFIC REQUIREMENTS

I. General Requirement for Proposing and Instructions to Providers

A. INTRODUCTION AND BACKGROUND

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, long term care and a correctional facility.

Rockingham is seeking written proposals from qualified professionals to enter into a one or two year contract with the purpose of supplying such materials as noted in Section B.

Rockingham would like awarded vendors to extend the awarded pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham.

B. SPECIFICATIONS

You are hereby invited to submit a sealed proposal for the supply only of janitorial products as specified in Attachment "B" for each individual department involved.

Please specify if you are quoting for a one or two year contract

Pricing shall include delivery cost to Brentwood, NH.

Pricing will commence on 01 September, 2018, and remain firm until end of contract

Each Department shall be responsible for placing their own orders on an as needed basis throughout this period, delivery and invoicing shall be directed separately to each department as noted on Attachment "B".

Please specify if you would be willing to extend the awarded pricing to our local town offices, SAU school districts etc., located within the County of Rockingham.

General

Please provide as part of your proposal samples as requested and specifications for all products quoted.

C. NOTICE

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate, but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT
Rockingham County Complex
116 North Road
Brentwood, NH 03833
(603) 679-9375

D. PREPARATION OF PROPOSALS

Following the review and screening of all proposals, providers may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham.

E. DELIVERY OF PROPOSALS

Your written proposal must be received by Rockingham County no later than 3:00 p.m., Monday 30 July, 2018, addressed and delivered to the attention:

Board of Rockingham County Commissioners
119 North Road
Brentwood, NH 03833
"RFP –Janitorial Products"

F. ADDITIONAL TERMS AND CONDITIONS

1. Rockingham County may award the contract to multiple providers.
2. Any changes to the above Specifications shall meet the approval of the Board of Rockingham County Commissioners.
3. Should you have any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal. Upon satisfactory completion of the above noted work, payment is subject to the County's standard accounts payable process.

ATTACHMENT B

Any questions on specific products, please contact the person noted for each individual department.

*Bill and Ship to:

Rockingham County Department of Corrections
 99 North Road
 Brentwood, NH 03833

Contact: Jayne Jackson (603) 679-2256 ext. 9451
 E-mail: jjackson@co.rockingham.nh.us

The Department of Corrections currently utilizes three (3) types of chemicals for Janitorial purposes. One is a disinfecting all-purpose spray and glass cleaner, one is a disinfecting floor cleaner and the third is a general spray cleaner with bleach. The cleaning chemicals are diluted before use per specs provided by the supplier. If required you will be expected to provide dispensers for dilution, along with training on their use. We also order straight bleach. Product and or packaging must NOT contain metal parts.

Item Description	Product offered.	Vendor Item#	UOM (bx/cs/per)	#items per (bx/cs/per)	size per item (ounces/gal)	cost per UOM	End use cost per diluted gal/qrt.	Est annual usage
Bleach- gal containers								20 Cases
Disinfecting All-Purpose Spray & Glass Cleaner								35 Cases
Disinfecting Floor Cleaner								50 Cases
General Spray Cleaner/w Bleach								45 Cases
Floor Sealer (55gal drum)								1 Drum
Floor Stripper (no ammonia) (55 gal Drum)								1 Drum
Floor Wax (55gal drum)								1 Drum
Plastic 55gal Drum Pumps							n/a	24ea
Mop Handle 1x50 JAWS Wet Mop							n/a	12 Cases
Push Broom, 24"							n/a	48ea
Dry Mop Frames 5x36"							n/a	10ea
Dry Mop Heads 36" (for above)							n/a	40ea
Dust Mops w/30" handle							n/a	4ea
Dust pans, rubber							n/a	12ea

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Item Description	Product offered.	Vendor Item#	UOM (bx/cs/per)	#items per (bx/cs/per)	size per item (ounces/gal)	cost per UOM	End use cost per diluted gal/qrt.	Est annual usage
Mop Buckets w/ringer							n/a	6ea
Mop Handles (54" wood/plastic Gripper							n/a	36ea
Mop Heads (5" webfoot/white)							n/a	144ea
Floor Buffing Pad, red 20"							n/a	40pks
Polishing Floor pads, white 20"							n/a	40pks
Plastic Spray Bottles (24oz)							n/a	120ea
Plastic Spray Bottle Trigger (for above)							n/a	144ea
Scouring Pads, Ind. Quality							n/a	12ea
Shower/Floor Scrub Brush (2.5"x10")							n/a	36ea
Sponges, (yellow med. weight)							n/a	12cases
Sponges w/scrubber							n/a	288ea
Toilet Brushes							n/a	96ea

*Bill and Ship to:

Rockingham County Engineering & Maintenance
 116 North Road
 Brentwood, NH 03833

Contact: Diane Bitomske (603) 679-9348
 E-Mail; dbitomske@co.rockingham.nh.us

Item Description	Vendor Item#	Quoted Price	Approx. Annual Usage
Simple Green cleaner/degreaser/gals			24ea
Lysol disinfectant wipes/lemon-line/80cnt			24ea
Lysol disinfectant spray/fresh scent/19oz			24ea

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*Bill and Ship to:

Rockingham County Rehabilitation & Nursing Center
 117 North Road
 Brentwood, N.H. 03833

Environmental Services

Contact: William Connolly (603) 679-5335 ext. 9323
 E-mail; wconnolly@co.rockingham.nh.us

<u>Item Description</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>	<u>Approx. Annual Usage</u>
Wastebaskets, 14qt. Rubbermaid, fire resistant, Beige-FG259100 or equal			20ea
Wastebaskets, 28qt. Rubbermaid, fire resistant, Beige-FG254300 or equal			20ea
Plastic bottles, 1qt. w/spray triggers			60ea
6" x 9" green scouring pads, #96, 3M, 20/bx. NO SUBSTITUTES			5 boxes
Renown Bacterial Digestant, qt. bottles, 12/cs. or equal			17 cases
3M Window Cleaner, qt. bottles NO SUBSTITUTES			6 cases
Renown air neutralizers, 2oz cans, 12/cs. Sweet Orchard NO SUBSTITUTES			50 cases
19" 3M Aqua burnishing pads NO SUBSTITUTES			4 cases
19" 3M Natural Tan burnishing pads NO SUBSTITUTES			4 cases
27" 3M Aqua burnishing pads NO SUBSTITUTES			4 cases
27" 3M Natural Tan burnishing pads NO SUBSTITUTES			4 cases
Super-Stitch finish mops, size medium, 5" band 3M-FGD55206 NO SUBSTITUTES			12ea
Johnny mops with cones			60ea
Dustpans; heavy duty plastic pan			12ea

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Item Description	Vendor Item#	Quoted Price	Approx. Annual Usage
14" x 28" 3M SPP pads, purple, 10pk NO SUBSTITUTES			3 cases
Comet powder cleanser, 21oz cans			4 cases
18" x 5" Microfiber flat mop bulk pack, 10pk SEND SAMPLE			30 doz.
16" x 16" Microfiber light commercial cloths, blue SEND SAMPLE			30 doz.
16" x 16" Microfiber light commercial cloths, yellow			36 doz.
16"x 16" Microfiber cloths, antimicrobial, green			30 doz.
Polgreen DELTA MILD 2000, ½ gallon containers NO SUBSTITUTES			26 cases
Ecogent 7000, 6ea. 1/2gallon concentrate NO SUBSTITUTES			52 cases
17" 3M surface prep pads, stripping pads NO SUBSTITUTES			10 cases
Proclaim Buckeye floor finish NO SUBSTITUTES			8ea.
14", 3M Top line auto scrubber pad 5000			5 cases