COVER PAGE

Bid Proposal # 2319

Janitorial Supplies – Twelve (12) Month Period

Sealed bids and electronic submitted bids for the above will be received until **10:00 AM CST or CDT, Tuesday, March 23, 2021** and publicly opened in the City of Alexandria Council Chambers or Council Committee Room.

Please file bid by one of the following means:

Hand-Delivered or Express Delivery:

Attention: Donna Jones, City Clerk
City of Alexandria - City Hall
915 Third Street, First Floor
Alexandria, LA 71301
Phone: 318-449-5090

Mailed via USPS:

Attention: Donna Jones, City Clerk
City of Alexandria - City Hall
PO Box 71
Alexandria, LA 71309-0071

Electronic Bid Submission: Central Bidding

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors/contractors have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with **Central Bidding** at www.centralauctionhouse.com (phone 1-225-810-4814). Registration will need to be completed prior to posting of bid.

Complete bid specifications are available for viewing and downloading at the City of Alexandria's website **www.cityofalexandriala.com** ; on the left hand side of the opening page, go to the heading *"Business"* then drop down to *"RFP/RFQ/Bids"*; the current bids will be listed for your convenience.

City of Alexandria Buyer Name:	Joann Swain
Phone Number:	(318) 441-6182
Fax Number:	(318) 619-3412
E-Mail Address:	**joann.swain@cityofalex.com**

Wilma Kelly
Acting Purchasing Manager

City of Alexandria

Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071

Office: (318) 441-6180
Fax: (318) 441-6185

Sealed bids will be received until **10:00 AM, Tuesday, March 23, 2021** and publicly opened the Council Chambers or Council Committee Room.	City of Alexandria Bid Proposal **#2319** Page: 1 of 17 Date Specifications Prepared: January 22, 2021
Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid. Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.	**Please file bid with the following:** **Donna Jones, City Clerk** **City of Alexandria** **915 Third Street** **P.O. Box 71** **Alexandria, LA 71309-0071** **Phone: 318-449-5047**

INTRODUCTION

JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

It is the intent of the City of Alexandria to secure pricing on **JANITORIAL SUPPPLIES – TWELVE (12) MONTH PERIOD.** Said material to be inventoried by the Central Warehouse Department and issued on an "as needed" basis. Quantities given are estimated and not guaranteed. Bids are to remain in effect for a period of twelve months from bid award date.

All bid prices shall include any and all freight charges. All products are to be shipped F.O.B., freight pre-paid, the City of Alexandria Central Warehouse Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303.

Completed bid should be returned as issued by the City of Alexandria with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, may result in the bidder's (or proposer's) entire bid being rejected.

Questions and/or clarifications of bid specifications are to be in written form, either mailed, faxed, or e-mailed to the attention of Joann Swain, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3412; e-mail joann.swain@cityofalex.com ; and must be received by close of business on Thursday, March 11, 2021.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.

2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.

3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.

4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.

5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.

6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.

7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.

8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statures of 1950, R.S. 39:1701 et seq.

9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)

10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.

11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

General Conditions for Bidders - Please Read Carefully (Continued)

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.

13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.

14. Cash discounts may be accepted, but SHALL NOT be considered in making award.

15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.

16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.

17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.

18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.

20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:

(a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;

(b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or

(c) By satisfactory completion of all services and obligations described in the contract.

General Conditions for Bidders - Please Read Carefully (Continued)

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of $1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.

24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandriala.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.

25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the *Master Agreement*, to include all applicable federal clauses.

a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.

26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

BID SPECIFICATIONS

SCOPE: The following bid specifications are to be used as minimum and maximum standards for JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD. All quoted products shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive. If you intend to bid a product as an or equal you shall submit a sample and literature of this product **two (2) weeks prior** to bid opening date.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under *"Bidder's Response:"*, the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each *"Bidder's Response"* section is not filled in or completed, your bid may be rejected.

THE CITY OF ALEXANDRIA WILL CONSIDER REQUEST FOR ESCALATION OR DE-ESCALATION UNIT PRICE CHANGE.
As part of the vendor's bid, the vendor shall be required to submit a letter in writing from the manufacturer stating the cost and or percentage of the escalation/de-escalation. This shall be the sole source for escalating or de-escalating the unit price at the time an order is shipped during the term of the contract.

		Bidder's Response:
1.0	**General:**	
1.1	No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for the receipt of bids. Quoted prices shall remain firm for a period of twelve (12) months from bid award date.	OK ✓
1.2	Products shall be new and of current manufacture.	OK ✓
1.3	All brands and/or items being submitted as **"OR APPROVED EQUAL" must be approved by the Purchasing Department personnel two (2) weeks PRIOR to bid opening**. Brands and/or items not pre-approved will not be Accepted as "or equal" for this bid. They may, however, be accepted for future bids. Ship brands and/or items to; City of Alexandria, 2021 Industrial Park Road, Building WH, Alexandria, LA 71303	OK ✓
1.4	Each respective bidder shall be responsible for insuring that his/her product meets or exceeds specifications as described herein.	OK

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

Bid Specifications

Bidder's Response:

1.5 Applicable literature for all items quoted must be attached to the bid prior to submission to the City Clerk's Office. All literature should be identified by the bidder's company name and the City's ten digit commodity code number. Failure to do so could constitute grounds for immediate bid rejection.

ok

1.6 Upon request, the low bidder may be required to furnish a sample of the product being quoted for inspection purposes prior to bid award.

ok

1.7 Pursuant to R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria for items awarded by public bid.

ok

1.8 Only items quoted on bid will be accepted for delivery. **Any items substituted** at time of delivery will be refused and returned to the vendor at no cost to the City of Alexandria.

ok

2.0 Packaging:

2.1 **Palletized material height may not exceed 47 inches including pallet. Dimensions must be complied with or shipment will be returned. Palletized material must be strapped or plastic wrapped for stability and cartons must not overhang the pallet sides.**

Ok

3.0 Delivery:

3.1 **All products shall be delivered F.O.B., freight pre-paid**, City of Alexandria Central Warehouse, 2021 Industrial Park Road, Building WH, Alexandria, LA 71303.

Ok

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD**

Bid Specifications

				UNIT COST
312	6652404312	8 cs	CAN LINER, PLASTIC 23 X 10 X 39 INCH, LOW DENSITY, MFGD. FROM 100% VIRGIN LLDPE, NO REPROCESSED THICKNESS MATERIALS, .725 MIL THICK, MIN. HEAVY WEIGHT ONLY 250/CASE TYCO LSF3340XW OR EQUAL BRAND:_____ STOCK#:_____ THICKNESS:_____MIL BAG SIZE:_____ BAGS/CASE:_____	$_____
313	6652404313	100 cs	CAN LINER, PLASTIC 22 X 16 X 58 INCH, LOW DENSITY, MFGD. FROM 100% VIRGIN LLDPE, NO REPROCESSED MATERIALS, .80 MIL THICK, MIN. EXTRA HEAVY WEIGHT ONLY 100/CASE TYCO LSF3858XW OR EQUAL BRAND: VPC STOCK#: 3858-8 THICKNESS: .80 MIL MIL BAG SIZE: 22-16-58 BAGS/CASE: 100	$ 13,95
320	6652404320	10 cs	CAN LINER, PLASTIC 51" X 56", LOW DENSITY, MFGD. FROM 100% VIRGIN LLDPE, NO REPROCESSED MATERIALS, 2.000 MIL THICK, MIN., EXTRA HEAVY WEIGHT ONLY, 50/CASE PELICAN 675156K OR EQUAL BRAND:_____ STOCK#:_____ THICKNESS:_____MIL BAG SIZE:_____ BAGS/CASE:_____	$_____

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
JANITORIAL SUPPLIES – TWELVE (12) MONTH PERIOD

Bidder Information:

Company Name: Unipak Corp.

Address: PO Box 300027

City/State/Zip: Brooklyn, NY 11230

Telephone #: (888) 808-5120 **Fax #:** (718) 677-9371

Email customercare@unipakcorp.net

Authorized Printed Name and Title: Brian Marcus - President

Authorized Signature:

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 4 of these bid specifications.)