

# LEGAL NOTICE

## INVITATION to BID

The **Town of Brookfield** invites all interested parties to submit sealed bids on the following :

**Bid Due Date:** June 8, 2017  
**Bid Due Time:** 11:00 AM  
**Bid Item:** Janitorial Supplies Brookfield School District  
**Bid Number:** 17 - 30

Terms and conditions as well as the description of items being bid are stated in the specifications.

Specifications may be downloaded from the Town Web page at [www.brookfieldct.gov](http://www.brookfieldct.gov) from the Legal Notices / RFP's tab or from the State of CT. Bid Portal at <http://das.ct.gov> or contact Jerry Gay at 203-775-7613 or e-mail at [gayj@brookfieldps.org](mailto:gayj@brookfieldps.org).

The return bid envelope must be marked and addressed to the following:

BROOKFIELD School District  
PURCHASING AGENT  
BID NUMBER: 17 - 30  
100 POCONO ROAD  
BROOKFIELD, CT. 06804

Proposals must be received no later than the date and time stated above at the Purchasing Agents office on the second floor.

# TOWN OF BROOKFIELD CONNECTICUT

## BOARD OF SELECTMAN

### INSTRUCTIONS TO BIDDERS

The terms of Bidders/Proposers, Bids/Proposals, Projects and Specifications shall all be used generically and equally between Invitation to Bid (ITB), Requests for Proposals, Qualifications or Information, (RFP, RFQ, RFI). The Town of Brookfield shall be used generically and equally to include the Brookfield School District.

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Brookfield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Brookfield, Connecticut.
4. Bids shall be opened in public at the stated closing date and time. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Brookfield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. Insurance requirements, if any, should be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified**.

**Please Note** : Certificates of Insurance, if required, **MUST** name the Town of Brookfield as "**Additional Insured**". Failure to do so may mean disqualification from the Bid or proposal.

## APPENDIX - INSURANCE REQUIREMENTS

Each bidder and/or Contractor shall comply with the following Insurance Obligations :  
Bidder / Contractor shall at all times carry and maintain at the bidder/contractors sole expense, on all operations hereunder, the following insurance **with the Town of Brookfield being expressly and explicitly named as an Additional Insured** :

The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid or proposal to the Purchasing Department (or receiving Dept) at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

- 1. A Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
  - Bodily Injury Liability and Property Damage Liability:  
**\$1,000,000 each occurrence.**
  - **The Town shall be named as an Additional Insured**  
This **MUST** be stated explicitly on the Certificate or you may be **Disqualified**
- 2. Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
  - Worker's Compensation and Employer Liability:  
Statutory Limits
- 3. Comprehensive Auto Liability Insurance:**
  - Bodily Injury Insurance and Property Damage Insurance covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

**All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10 ) days prior to the cancellation.** Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

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**APPENDIX - HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Contractor shall defend, indemnify and Hold Harmless the Town of Brookfield, it's affiliated entities, and their employees and agents (collectively "the indemnified parties") , with respect to all losses, damages, fines, penalties, costs and expenses and liabilities, including, but not limited to, costs and expenses of defending against any of the foregoing, arising from any claim, suit or action in which it is alleged or determined that any injury to or death of any person, or damage or destruction to the property of any person caused, in whole or part by : (i) the acts or omissions, whether negligent, willful or otherwise, of Contractor, it's employees or agents; (ii) the violation of any statute, rule, ordinance or regulation, by Contractor, it's employees or agents; or (iii) Contractors agents or employees performance of, non-performance of, or failure to properly perform, its obligations and duties under this contract.

The forgoing obligations to defend and indemnify shall apply regardless of any allegation or determination that an Indemnified Party caused or contributed to, or was liable for, in whole or in part, the death, injuries or damages alleged. Contractor hereby acknowledges its assumption of full and complete responsibility and liability for losses, claims, suits, actions, damages, fines, penalties, costs, expenses and liabilities arising from any of the causes listed herein above, even in cases where the contractors assumption of such responsibility and liability involves the defense and indemnification of an Indemnified Party from the consequences of it's own alleged negligence. Contractor hereby agrees that no condition precedent to it's obligations to defend and indemnify stated herein, whether by way of notice or otherwise, exists or shall constitute a defense to such obligations.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Brookfield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their

hand and seal this the \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Company Business Name

Signed, Sealed and Delivered in the  
Presence of:

Signed:

\_\_\_\_\_

\_\_\_\_\_

Signed, Authorized Company Representative

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name, Authorized Representative

## **Supplemental Information for Bidders and General Contract Provisions**

The terms of Bidders/Proposers, Bids/Proposals, Projects and Specifications shall all be used generically and equally between Invitation to Bid (ITB), Requests for Proposals, Qualifications or Information, (RFP, RFQ, RFI). The Town of Brookfield shall be used generically and equally to include the Brookfield School District.

### **1. PREPARATION OF PROPOSALS**

Proposals must be made upon forms contained herein or as directed elsewhere, unless no forms are provided or it is stated otherwise. The blank spaces in the Proposal (if a blank proposal sheet is included) must be filled in correctly where indicated. The Bidder must state the prices for which he proposes to do each item of the work contemplated. In case of discrepancy where both words and the numerals are requested, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If the Proposal is made by an individual, his name, post office addresses and telephone number must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address and telephone number of the firm, partnership, or corporation. Failure to do so may disqualify the bid.

Each bid or proposal must be submitted in a sealed envelope bearing on the outside the name of the Bidder, post office address, bid number, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: The Purchasing Agent, Brookfield Town Hall, 100 Pocono Road, Brookfield, CT. 06804.

All information shall be entered in ink or by typewriter. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Corrections and/or modifications received after the closing time specified will not be accepted.

### **2. SUBMISSION OF PROPOSALS**

Descriptive literature containing complete specifications must accompany each bid. If a bidder wishes to furnish additional information, more sheets may be added.

Bids shall be submitted in sealed envelopes to the Purchasing Director at 100 Pocono Road, Brookfield CT 06804 no later than the date and time specified for the closing. Late bids and proposals will not be accepted or opened. Faxed or emailed bids will not be considered. Bids will be publicly opened at the closing date and time with the bidders name and price(s) read aloud.

### **3. INCURRING COSTS**

The Town of Brookfield is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

### **4. FAMILIARITY WITH THE WORK**

Each bidder is considered to have examined the work, project or specifications to fully acquaint him with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. The submission

of a bid will be considered as conclusive evidence that the bidder has made such examination.

## **5. CONSIDERATION OF PRIOR SERVICE**

Previous performance, quality of service and merchandise will be considered.

## **6. ADDENDA AND INTERPRETATIONS & ALTERNATE PROPOSALS**

At the time of the opening of bids each bidder will be presumed to have inspected the work and to have read and to be thoroughly familiar with all of the Contract Documents (including all addenda) as issued, if sample Contract Documents have been included. The failure or omission of any bidder to receive or examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to his bid.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit a written request for an interpretation to the Purchasing Agent. No interpretations as to the meaning of the plans, specifications or other Contract Documents will be made to any bidder orally. Every request for such interpretation should be in writing addressed to the Town of Brookfield, Purchasing Agent, 100 Pocono Road, Brookfield, CT. 06804. and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of Bids/Proposals. Any and all such interpretations and any supplementary instructions will be in the form of written Addenda to the Specifications which, if issued, shall be posted on the Town and State purchasing sites with the Bid Documents. Failure of any bidder to receive any such Addendum or interpretations shall not relieve any bidder from any obligations under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

The specifications listed are to be interpreted as meaning the minimum acceptable by the Town of Brookfield. Bidders are requested to submit quotations on the basis of these specifications. Alternative bids providing a broader scope and/or services than requested in these specifications may receive consideration providing such equipment and/or service is clearly explained and will be at the sole discretion of the Town of Brookfield as to what is in its best interest. Any exceptions to the specifications requested herein must be clearly noted in writing and are to be included as a part of your bid proposal. If none are included it will be assumed that there are none.

Definition of the word "complete" means that each unit of the equipment proposed shall include all appurtenances, fasteners, parts, accessories, and services ordinarily catalogued.

An item equal to (or better than) that named or described in the specifications may be furnished by the Bidder, except where expressly noted as "no substitutions." The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item of any manufacturer not mentioned by name, nor limit competition, but shall establish a standard of equality only. An item shall be considered Or Equal to the item so named or described if:

- a. It is at least equal in quality, durability, appearance, strength and design.
- b. It will perform at least equally the function imposed by the design for the work being contracted for or the material being purchased.
- c. It conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.

The Bidder shall hold the Town of Brookfield, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or

uncopyrighted compositions, secret process, patented or unpatented inventions, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the Town of Brookfield or himself because of the unauthorized use of such articles.

**7. QUOTATION LIMITATION**

Bidders shall offer only **ONE ITEM AND PRICE** for each line item bid. If an or-equal item is to be bid, the bidder is to select the brand and model that meets or exceeds the specified item, and submit his bid for that item.

**8. ESTIMATE OF WORK**

For bidding purposes, the work may have been subdivided into unit price items. The quantities shown are to be considered as approximate only. The Purchasing Agent does not expressly or by implication agree that the actual quantity will correspond therewith, but reserves the right to increase or decrease the amount of any item or portion of the work as deemed necessary.

**9. SAMPLES**

Samples of articles, when required, shall be furnished free of cost of any sort to the Town of Brookfield. Samples received may be retained by the Town for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the bidder's expense.

**10. WITHDRAWAL OF BID**

Bidders may withdraw their proposals at any time prior to the bid closing date and time. No agent/broker shall withdraw or cancel their proposal for a period of sixty (60) days after the bid closing date and time. The successful agent/broker shall not withdraw, cancel or modify their proposal.

**11. POWER OF ATTORNEY**

Attorneys-in-fact who sign contract bonds must file, with each bond, a certified and effectively dated copy of their power of attorney.

## **12     SUBCONTRACTORS**

Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors as listed on the Bid Form or attach as necessary. The apparent low bidder shall file with the Town of Brookfield, within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by the Town. Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of the Town of Brookfield. Local subcontractors, material suppliers, and labor in the Town of Brookfield should be considered and sought insofar, as is practical in the performance of this project.

## **13     QUALIFICATION OF BIDDER**

In determining the qualifications of a bidder, the Town may consider his record in the performance of any contracts for similar work into which he may have previously entered; and the Town expressly reserves the right to reject the bid of such bidder if such record discloses that such bidder, in the opinion of the Town, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has otherwise disregarded his obligations to subcontractors, suppliers, state or local codes, men or employees of subcontractors. The Town may make such investigation as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents. Qualified Bidders shall be current with any and all taxes, fees along with any and all other payments owed to the Town of Brookfield or its related entities.

## **14     DISQUALIFICATION OF BIDDERS**

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

## **15     DELIVERY**

Inasmuch as this work concerns a needed public improvement or goods or service, the provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work upon receipt of the signed Purchase Order unless the Town shall authorize or direct a further

SUPPLEMENTAL INFORMATION FOR BIDDERS SIB-4

delay. Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by the Town of Brookfield. Prices quoted must include delivery to the Town of Brookfield as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Time of delivery may be considered in the award.

## **16. PAYMENT**

The Town, after inspection and acceptance of the goods and/or workmanship, and in consideration of the faithful performance by the Bidder of all and singular his covenants, promises, and agreements contained herein, agrees to pay the Bidder for the full completion by him of the work embraced in this Contract, within (30) Thirty Days of the receipt of the final invoice. When subcontractors or suppliers are utilized, the successful Bidder for this project shall be required to submit a Mechanics Lien Waiver, acceptable to the Town, with each progress payment and/or at time of final payment prior to any payment being made.

Time, in connection with any discount offered, will be computed from the date of delivery to the Town or from the date a correct invoice is received by the Town's Finance Department, if the latter date is later than the date of delivery. Prices will be considered as **NET**, if no cash or payment discount is shown.

The successful bidder shall submit invoices, to the following address:

Town of Brookfield  
Office of the Purchasing Agent  
100 Pocono Road  
Brookfield, CT 06804

## **IT IS UNDERSTOOD AND AGREED THAT SHOULD A BID BE ACCEPTED, IT WILL AUTOMATICALLY BECOME THE CONTRACT OR AN ADDENDUM TO ANY CONTRACT AGREED UPON.**

Notification of the bid award will be made by issuance of a purchase order which will be evidence of a formal contract of award. Bidders are to list their bids on the appropriate attached sheets, if included. Bidders may attach a letter of explanation. A dear notification should be made on the standard bid sheets at the appropriate point of explanation that there is a letter of explanation attached. All bids must be NET prices.

The successful bidder shall submit an itemized invoice to the Town of Brookfield for the work as described herein.

The bidder may be required to submit a Mechanics Lien Waiver, acceptable to the Town of Brookfield, with each progress payment and at time of final payment prior to any

payment being made, unless waived.

At the time of award the successful bidder shall be required to supply the Town of Brookfield a Certificate of Good Standing, certifying that the corporation is in fact a valid corporation and presently licensed to conduct business in the State of Connecticut.

**17. SALES TAX**

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. The Town will furnish the successful Bidder with a valid Certificate 134 sales tax exemption for Municipal Government.

**18. CARE AND PROTECTION OF PROPERTY**

The Bidder shall take particular care to avoid damages to all private and public property and to private or public improvements within the Town's right of way. He shall make good any damages to the satisfaction of the Town. There shall be no additional compensation for the repair or restoration of private or public property improvements.

**19. COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES**

The Bidder shall be responsible for full compliance with any Federal, State and/or Local codes, laws, regulations and standards, as applicable, including all OSHA regulations as applicable.

**20. AWARD**

The Town of Brookfield reserves the right to accept or reject any bid to best serve in its interests, or to hold the bids for sixty (60) days before decision. .

The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

The Town will make its award to either the Lowest Responsive, Responsible bidder or to what it considers to be the Best Value for serving in the Town's best interest.

**Exceptions may be considered to the specification provided, providing they are listed and fully explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS"**

Each exception will be considered as to its degree of impact and total effect on the bid. The purchaser shall determine which (if any taken) exceptions are acceptable, and this determination shall be final.

The Town of Brookfield and BoS reserves the right:

- a. To award bids received on the basis of individual items, or groups of items, or on the entire list of items.
- b. To reject any or all bids, or any part thereof.
- c. To waive any informality in the bids.
- d. To accept the bid that is in the best interest of the Town of Brookfield. The Purchasing Agent's decision shall be final.

**21. INSURANCE**

Insurance requirements are detailed under the attached "Insurance Requirements." Certificates of Insurance must be provided prior to work commencing or deliveries made. Continuance Certificates must be submitted for work that continues past the current policy periods

**22. GUARANTEE**

The bidder shall unconditionally guarantee for a period of one (1) year, except as specifically noted within these documents, from the date of acceptance, all materials, supplies, equipment, and services; including but not limited to its workmanship, delivery and installation. If within the guarantee period there are any defects or signs of deterioration the bidder shall repair, adjust or replace the item(s) to the complete satisfaction of the Town. These repairs, adjustments, or replacements are at the sole expense of the bidder and shall be made at such times that are agreeable to the Purchasing Agent so that it is least detrimental to instructional programs.

**23. PERMITS**

When required all licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes, regulations in connection with the prosecution of the work shall be obtained by the Bidder, at no additional cost to the Town.

**24. OSHA**

Bidders shall perform all work according to applicable OSHA Standards and regulations, as may apply

**25. NONDISCRIMINATION IN EMPLOYMENT**

The successful bidder shall agree and warrant that, in the performance of this contract, he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, or national origin in any manner prohibited by State, Federal, County, or Municipal law. A certification of Non-segregated Facilities and a Certification Regarding Equal Employment Opportunity shall be considered a part of this contract.

**26. MECHANICS LIEN WAIVERS**

The successful Bidder may be required to submit a Mechanics Lien Waiver, acceptable to the Town of Brookfield, with each progress payment, and/or at time of final payment, prior to any payment made.

**Town of Brookfield School District**  
**REQUEST FOR Prices**  
For  
**Custodial Supplies, Chemicals, Paper Products, Trash Can Liners.**  
**Additional Services of Training, Quality Assurance and Related Support Services**

**Bid 17- 30**

**Due: June 08, 2017 at 11am at the Office of the Purchasing Director, 2<sup>nd</sup> floor**

**Brookfield School District** hereinafter referred to as the “District” requests bids from qualified firms interested in providing custodial cleaning chemicals, chemical dispensing/proportioning equipment, paper products and related dispensers, trash can liners and custodial supplies as listed. Firms are also requested to provide programs on staff training, OSHA compliance and related consultation/support services as further described herein and state what equipment and equipment servicing they can provide. As part of the evaluation process, the District reserves the right to take whatever action is necessary in the best interest of the District.

**Goal**

The goal of the District is the continued development of a complete standards-based cleaning maintenance program to promote the health and well being of the school community. The District intends to achieve this goal through the use of high quality, safe, effective, **environmentally preferable products**. Products shall be Green Seal or EcoLogo labeled and meet all State of Connecticut requirements for schools. The District would like to implement standard procedures for the use of all products and related cleaning equipment along with training and quality assurance programming and planning. Firms should show how they are able to provide expertise in how to use their products, training in standard procedures along with consultation and improved management of custodial chemicals/equipment/supply inventory and logistics.

**Term of Contract**

Contract shall be for three years (36 months) from July 1, 2017 to the following June 30, 2021 with two additional one (1) year options upon the mutual agreement of both parties. The contract shall incorporate by reference all the elements listed in this Invitation to Bid along with the awarded proposal as agreed upon at award. Prices set on the original contract execution date shall remain effective according to the schedule listed below:

**Chemicals:** Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to that increase on a percentage basis. Manufacturer letters will verify increases.

**Supplies:** Prices to be held for one-year firm, any increase for succeeding periods will be based on manufacturer increases and will be limited to that increase on a percentage basis. Manufacturer letters will verify increases.

**Equipment:** Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to that increase on a percentage basis. Manufacturer letters will verify increases.

**Paper Products:** Prices to be held for six months firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to that increase on a percentage basis. Manufacturer letters will verify increases.

**Trash Can Liners:** Prices will be held firm for 90 days from the date of the RFP proposal submission, unless the manufacturer has guaranteed a longer price guarantee period. The price will be tied to manufacturer increases on a percentage basis as they are announced and will not exceed the resin index price for the preceding quarter. Manufacturer letters will verify increases.

Firms may offer longer price guarantees as part of their proposal which may be an additional factor taken into consideration for an award.

## **II. PROPOSAL EVALUATION AND AWARD**

The Brookfield School District intends to contract with a single qualified firm whose overall bid proposal is deemed to be most advantageous to the The Brookfield School District. Price shall be one of the primary factors in the award, although additional value added services, training and programs along with the ability to handle and service the overall account will be additional factors. A committee may make evaluation of proposals.

1. Training – The District believes that a trained department is a successful and motivated department. Proper training creates a safe environment in properly using the chemicals and supplies. It creates both district and individual goals and responsibilities. Firms are requested to indicate which of the following training programs and materials that they may provide along with costs, if any, and if there are any additional training services that would be available that are not listed below :
  - Compliance Training (MSDS, Right to Know, Bloodborne Pathogen, other)
  - Train the trainers program
  - Classroom Cleaning
  - Restroom Cleaning
  - Carpet Care
  - Hard Floor Care
  - Wood Floor Care
  - Glass Cleaning
  - Shower room / Locker room cleaning
  - Job Cards
  - Wall Charts
  - Operating Manual
  - Video / DVD 's
2. Safety Data Sheets – Vendor awarded the contract must provide all locations and the District Facilities manager copies of all Safety Data Sheets in compliance with OSHA's Hazard Communication Standard. All labels for secondary containers are to meet OSHA's guidelines. As a service to the District to assist in our compliance with OSHA requirements, the vendor will provide SDS sheets and labeling in English and Spanish.
3. Risk Management Program – The vendor should propose a Risk Management Program to include product liability insurance, quality control, professional advice, safety, and environmental concerns. The program should be outlined in the vendor's proposal.
4. Technical Service Support – Vendor will provide ongoing technical service support regarding products, procedures, and equipment as requested by the District.
5. Prior Performance – Vendor will provide a minimum of three (3) references for like size facilities

with whom the vendor has conducted business and performed similar services as outlined in this RFP. Current providers are exempted from this requirement.

6. Firms shall provide a Chemical Proportioning and Dispensing System that is designed to minimize chemical waste and maximize proper chemical usage and safety. This dispensing system shall be provided at no charge to the District. Firms shall describe the system they propose to use. The District may request a sample demonstration.

7. While cost will be a materially significant factor in determining the award, it is not the sole factor. The District reserves the right to accept the proposal that is in its best overall interests.

8. Company Representatives – The qualifications of the representatives assigned to the District as well as back up personnel must be outlined in the proposal. The District is looking for qualified additional support beyond simply providing and delivering the requested supplies. Bid proposals should identify a brief history of how long their firm has been providing Janitorial Supplies and what support, training and value added qualifications their firm would bring beyond providing and delivering the requested supplies.

9. Secondary Labeling – The successful vendor shall be able to provide sufficient secondary product labels/bottles for each item sold. Labels must be resistant to deterioration from contact with chemicals and/or water. All secondary labels shall be bilingual and shall comply with requirements of the OSHA Hazard Communication Standard.

10. Brand Name – All products submitted must be a recognized national brand and conform to State of Connecticut requirements for schools. The brand name must appear on the proposal for each item. A space left blank will not be considered for the award.

11. Chemical Products – All products must be UL, EPA, and OSHA approved, and meet State of Connecticut requirements for schools where applicable. Products shall be Green Seal Certified or EcoLogo where appropriate or have independent lab tests that prove the chemicals meet Green Seal Standards. All testing and documentation will be at Vendors expense. Vendors shall furnish applicable test data and descriptive literature for all products as needed.

12. Regulatory Compliance – Assistance with regulatory compliance shall be given proactively. Expert Witness Consultation during litigation that has reasonable connectivity to floors or any cleaning processes or janitorial supplies shall be available at the request of the District. Vendors may state what services they may be able to provide in this area.

13. Supply Capabilities – Vendor will provide information related to average inventory dollars in stock, shipping locations, number and types of delivery vehicles, and standard means of delivery. Vendor will indicate what delivery methods their company is able to provide in addition to same or next day deliveries for special or emergency needs.

14. Chemical Manufacturer Access – Vendor shall insure access through the Internet to the school district's chosen manufacturer of maintenance supplies.

15. Ordering Options – Understanding that orders may need to be placed in a variety of manners, Vendors shall indicate which of the following ordering options are available through their company. The District would like to implement an electronic order system with workflow approvals through the District's Facility Director and firms shall describe the key elements of their electronic ordering system.

- a. Telephone orders
- b. fax order forms
- c. e-mail ordering
- d. Internet Ordering
- e. Other

16. The ongoing process of improving overall housekeeping operations, will include, but not be limited to evaluations, consultations, and recommendations regarding new equipment intended to optimize current labor force efforts.

17. Firms shall describe what options they have for equipment servicing and repair, along with if there are any limitations on makes, brands or types of equipment that they could service and where those repair facilities are located.

18. Location Visits to the four schools will be arraigned on an as needed basis by calling Tom Tibolla, the Facilities Director, at 203-775-7709 or e-mailing to [tibollaT@brookfieldps.org](mailto:tibollaT@brookfieldps.org). Firms may be asked to group together for scheduled times.

19. The supplies will be ordered on an as needed basis and will be delivered by the vendor to any one of the following four locations :

Center Elementary School – 8 Obtuse Hill Road  
Huckleberry Elementary School – 100 Candlewood Road  
Whisconier Middle School – 17 W. Whisconier Road  
Brookfield High School – 45 Long Meadow Hill Road

19. Unit Pricing is requested for the items listed in Appendix A. The items listed represent over 85% of the annual purchases made for janitorial supplies. The remaining items purchased are a variety of non routine smaller cost items that are ordered on an as needed basis.

Brookfield Public Schools  
100 Poconno  
Road,  
Brookfield,CT  
06804

**PROPOSAL FORM**

Name of Company Submitting Proposal:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

Person Submitting Proposal:

\_\_\_\_\_

Title of Person Submitting Proposal:

\_\_\_\_\_

Signature of Person Submitting Proposal:

\_\_\_\_\_

Date Proposal Submitted: \_\_\_\_\_

**APPENDIX A - Brookfield Schools Janitorial Bid List – 2017**  
**Vendors may submit separate unit price lists if in the same order**

**Firm Name :**

<b>Item Description - CHANGES MUST BE Of EQUAL QUALITY</b>	<b>Pack</b>	<b>UM</b>	<b>Annual Usage</b>	<b>Per Unit Cost</b>
Towel Roll Kraft 8" 800 WP31300 SCA-WP Green Seal Certified	6	case	350	
Finish Floor Green 5 Gallon Certo Eco Logo Certified	1	pail	130	
Toilet Tissue 2Ply 865sh 161990 SCA-GP Green Seal Certified	36	case	131	
Foam Wash Azure 1L Blue AZU1L Deb Green Seal Certified	6	case	113	
Toilet Tissue 1Ply 1755 112990 SCA-GP Green Seal Certified	36	case	90	
Stripper Floor Green 5 Gallon Certo Eco Logo Certified	1	pail	60	
Facial Tissue 100ct FT100 Certo 30/100 100% Recycled	30	case	134	
Trash Liner 16 14 36 Extra Heavy LSR3036XB Berry Black	200	case	100	
Trash Liner 38 58 Heavy 385809C Certo Clear	100	case	55	
RTD Stride Neutral 93063390 Diversey Citrus SC 5L Green Seal Cert	1	case	22	
J-Fill Stride Citrus 904716 Diversey 2.5 Liter GP Green Seal Cert	2	case	6	
RTD Triad III Disinfct 3143429 Diversey Disinfectant Clnr 5L	1	case	23	
Power Cleaner 32 oz 95891164 Diversey Speedball 2000 NB	12	case	11	
J-Fill Triad III 4338 3164406 Diversey 2.5 Ltr Germicide	2	case	18	
Maintainer Snapback 904116 Diversey Spraybuff Gallon	4	case	5	
Pad Floor Stripping 20" Hi Pro 3M 7300	5	case	5	
Filter Micro ProClean 104544 ProTeam (Running Vac)	10	pack	15	
Mop Looped End Blue Lrg Certo General Use Wide Band	1	each	36	
Mop Looped End Green Lrg Certo General Use Wide Band	1	each	36	
Urinal Screen with Block 9400C Impact 3 oz Cherry	12	box	12	
Glove Vinyl GP Large PF PFVG-3 Certo Powder Free	1000	case	5	
Glove Vinyl GP X-Large PFVG-4 Certo Powder Free	1000	case	5	
Sponge Scrubbing 3.6 x 6.1 74N 3M Niagara Sponge w/ Grn 41569	20	box	7	