

INVITATION TO BID



PURCHASING DEPARTMENT

P. O. BOX 1125

216 E. CENTRAL AVENUE

SECOND FLOOR

VALDOSTA, GEORGIA 31601

BID # 32-26

FOR: **City of Valdosta Janitorial Supplies Contract**

BID OPENING DATE: 05/06/2026

TIME: 10:30A.M. EST

PURCHASING DEPARTMENT
Teresa Davis GCPM, GCPCA
(229) 259-3521

NOTICE TO DEALERS/VENDORS

1. Any prices bid by dealer/vendor on any items offered to the City of Valdosta shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Valdosta reserves the right to accept alternate bids on any or all items where maximum delivery date, as listed in the specifications, is not met by dealer/vendor.
4. Signature below of authorized agent for dealer/vendor shall constitute recognition and acceptance of all conditions of the sale as listed above.
5. All shipping is to be FOB Valdosta, GA 31601 and included in total price unless otherwise stated in the bid document.
6. Please be aware that private and public mail carriers are not always reliable on next-day delivery in our area. Please assure your response is sent in plenty of time to reach us. As you know, late responses are not acceptable. If you utilize the US Postal Service and mail your response to the physical address, the chances are high it will be diverted to our post office box so allow extra time for delivery. Private carries will deliver to the physical address but include "Purchasing, 2nd Floor" in your delivery address and be aware that although you pay overnight fees, overnight delivery is not always successful although you are told the delivery time will be met.

Dealer/Vendor

Authorized Agent

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the City of Valdosta with the following requisitioned equipment, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact quality through specifications of the equipment proposed.

The City of Valdosta reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

The final decision of purchase will be made upon the award of the City of Valdosta Mayor and Council if the item or items total are greater than \$25,000.

Cooperative Procurement

By signing this bid package, Vendor agrees it will permit piggyback purchases to this bid/contract for other government entities where governmental discounts apply such as city, county, local authorities, agencies, non-profits, boards of education, or other governmental agencies not listed offering the same prices, terms, and conditions offered to the City of Valdosta. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following award date, or during renewals or extension periods of the contract. Also, the piggybacking will only be for the item(s) in the original bid/quote as they are specified with the exception of very minor changes. Changes such as engine size, pump size, different body style, etc. will not be allowed. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

Be sure to put the Bid Number on the outside of your return envelope.

INSTRUCTIONS TO BIDDERS

1. Proposals must be made upon the form of the proposal attached hereto. They must be enclosed in a sealed plain envelope, **with the bid number written on the outside of envelope or sealed box** and endorsed with the title of the proposal including bid number and must be filed with the Purchasing Agent of the City of Valdosta, located at 216 E. Central Ave 2nd floor. In the event you choose to mail your proposal, it should be mailed to Teresa Davis, P.A., P.O. Box 1125, Valdosta, Ga. 31603. Failure to follow these instructions will result in an automatic disqualification.
2. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.
3. The specifications represent the minimum general size, weight, capacity, and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to ensure, if possible, that all bids submitted shall not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The City of Valdosta reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. It is expressly understood by the bidder that written notice of the award or purchase order by the City of Valdosta will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties.
6. The bidder agrees that the City of Valdosta reserves the right to reject any or all proposals, or to accept the part of the bid considered to be in the best interest of the City.
7. Specifications referred to minimum, therefore unless otherwise indicated by the bidder, the city will assume proposals meet or exceed all specifications.
8. The names of a certain brand, make or definite specifications are to demote quality standard of the article desired, but do not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
9. The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The City of Valdosta reserves the right to reject all bids as appears in its own best interest and to waive technicalities. In case of a tie, the bid in the best interest of the city will be awarded.

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Valdosta or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Valdosta or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contract No. and Name: _____
Contractor's Name: _____

**City of Valdosta Georgia
Contractor Affidavit**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Valdosta, Georgia has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Valdosta, Georgia, the Contractor will secure from subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Valdosta Georgia at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2025

[NOTARY SEAL]

Notary Public
My Commission Expires: _____

* of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Contract Act of 1986 (IRCA), P. L. 99-603

AGREEMENT FOR JANITORIAL SUPPLIES

1. GENERAL

- A. The intention of this bid is to secure the services of one vendor to supply all janitorial supplies to the City of Valdosta. The City generates approximately \$20,000 in sales for a 12 month period. This bid in no way guarantees no other outside purchases will be made. In addition to the list of high-use items, we request to purchase other janitorial supplies from your company website through a secure process to supplement the needs of all using Departments at a discount from the actual retail price. Please include a mark-up percentage above your actual cost for "off-list purchases". We reserve the right to audit your records at any time to assure that we are in fact paying that exact markup. Bidder must have outside salesperson to call on City staff and assist when needed.
- B. This contract will take begin on July 1, 2026 and expire June 30, 2027. Additionally, the City reserves the right to renew the contract for (4) one-year additional period if prices have not increased and in the City's best interest. This decision will be made annually close to the renewal date.

2. INVENTORY

- A. Successful vendor agrees to stock an adequate supply of the high use items listed. Returns shall be allowed for unused/unopened products for full credit. The City will not be responsible for purchasing special ordered items at the end of the contract period to clear vendor inventory.
- B. The successful vendor shall notify the City of Valdosta when out of stock on any item due to circumstances beyond their control. The City reserves the right to purchase any items from other sources in these situations on any other when deemed necessary in the City's view.

3. ORDERING AND INVOICING

- A. The ordering process must be easy and convenient. Company shall have internet or phone ordering. There shall be no minimum order sizes required for delivery. All orders will be priced at contract bid price regardless of dollar amount unless the price decreases.
- B. All items, either individually or combined, shall require a City procurement (credit) card without any added service or fuel charges.
- C. Any item or items that cost over \$24,999.99 may be sent out for sealed bids and will awarded by the City of Valdosta Mayor and Council. The City of Valdosta reserves the right to request quotes from other vendors for item or items that deemed necessary or unreasonably priced by the Purchasing Division.

D. All billing will be made to City of Valdosta, Accounting Department, P.O. Box 1125, Valdosta, GA, 31603-1125 or email to cgallagher@valdostacity.com.

E. Must be able to place orders via telephone, fax, or email during the hours of 8:00 A.M. to 5:00 P.M., Monday thru Friday excluding holidays.

F. The City reserves the right to purchase on the open market in the event of emergency situations or any situation deemed necessary by the City. The City of Valdosta reserves the right to accept any or all bids or to choose the bid considered to be in their best interest and to waive any technicalities. The City reserves the right to purchase make purchase as it sees fit in the case of any backorders.

4. DELIVERY

A. Delivery of high use items ordered by 3:00 P.M. must be delivered within three days excluding weekends and holidays.

B. Delivery of all other items ordered from the catalog must be delivered within one week after receipt of order unless otherwise approved.

C. Deliveries must be made to the individual locations throughout the City. If no one is present to sign for the delivery, a notice of attempted delivery must be left at the location and the supplies be redelivered the following business day at no additional charge. The City will not pay any delivery charges unless prior approval is granted. All deliveries must have a City employee signature on the delivery ticket. A copy of the delivery ticket must be left at each delivery location. No fuel charges are allowed.

D. No substitutions will be permitted for any item to be delivered unless approved by City. Brand names for common products are mandatory (bleach, glass cleaner, hand towels, etc.). Some products in this bid have two names provided with either being acceptable for delivery. Each product listed has a quality level acceptable to the City.

5. PRICES

A. Prices quoted shall include inside delivery cost. Prices quoted shall be exclusive of all taxes. The same pricing and service shall be offered to all partially or entirely funded City organizations such as the Airport, Conventions and Tourism, Industrial Authority, Parks and Recreation, etc.

B. Items that have a particular manufacture and item name are the actual item desired and substitutions will only permitted with permission before bids are opened. The City has the authority to decide what is in their best interest. Otherwise, you will be required to find a source to purchase these items from so that you can supply them to the City. Failure to provide all items listed may be grounds for disqualification.

6. METHOD OF AWARD

- A. Award will be made adding the extended cost of each high-use item on the supplies list that follows. This pricing will not increase during the contract period. This contract will be awarded to a single or multiple vendors if in the City's best interest. The mark-up percentage not on the high-use list offered by each vendor will be factored in if two or more bids are close together if in the City's best interest. The City awards to the most responsive and responsible bidder.

7. TERMINATION and CANCELLATION

- A. **Termination for Convenience (Buyer's Right):**
The City of Valdosta reserves the right to terminate their contract, in whole or in part, at any time for its convenience by providing thirty (30) Days' written notice to the Contractor. Upon such termination, the Contractor shall immediately stop all work and cease placing orders. The Contractor shall be entitled to receive payment for all goods delivered or services satisfactorily performed up to the date of termination but shall not be entitled to loss of profits or consequential damages for the uncompleted portion of the contract

Non- Exclusivity Clause:

The City of Valdosta acknowledges that this contract is non-exclusive. The City reserves the right to engage other contractors to perform services similar to or the same as those described herein, or to perform such services with its own personal, at its sole discretion and at any time it deems such action to be for the benefit of the City. This Contract does not guarantee the assignment of any specific work or volume of services to the Contractor.

IN WITNESS WHERE OF, the parties have executed this Agreement as of the dates first written above.

CITY OF VALDOSTA

By: _____ (Authorized Signature)
Title: _____

CONTRACTOR

By: _____ (Authorized Signature)
Printed Name: _____ Title: _____

E-Verify Number: _____ (include a copy of your printed form with bid)

You must accept a City Credit Card for payment? Yes ___ No ___

Have you or are you currently debarred from performing any work for any governmental entity?

Yes ___ No ___

Include a current W-9 with your bid package along with a certificate of insurance

HIGH USE ITEM LIST

The numbers below are estimated quantities to be purchased over a 12 month period and are in no way guaranteed. Brand names provided are common to the industry and should be readily obtainable from qualified vendors. These are products that have been chosen because of past experiences and results obtained from utilizing that particular product. If a brand name is not specified, a description of the product is listed and the product quoted must meet that minimum standard. Failure to do so may result in your bid being ruled unresponsive resulting in disqualification. The pricing offered on high use items can only decrease during contract period.

<u>QTY</u>	<u>SIZE</u>	<u>ITEM</u>	<u>PRICE EA.</u>
5	cases	Ajax Dishwashing Liquid 28 oz. 9/case	_____
3	cases	Windex Glass Cleaner 4/1 gal	_____
6	cases	Bathroom Plus Now Acid Disinf. 12 qt/case	_____
75		24#Cotton Mop Head	_____
15	cases	Formula 409 12/320z.	_____
24	cases	13 Gallon Force Flex Tall Bags 100/case	_____
60	bxs	38 x 58 X-Hvy Black Liner 1.5M/100 case	_____
50	bxs	33 x 39 White Hvy Liner .75M 150 case	_____
11	bxs	40 x 48 White Coreless Liner .75M 100/cs	_____
76	cases	Clorox Liquid Bleach 3/121 oz.	_____
34	cases	Pine Quat Cleaner/Deodorizer 4/1 gal or ABC Terminator	_____
15	cases	Power Brite Deterengent w/ non chlorinated bleach 4/1 gal	_____
25	cases	Fabuloso All Purp. Cleaner Lavender 4/1 GL	_____
60	cases	Multifold Towel - White 9.25x9.5 16/250	_____

60	cases	Multifold Towel — Brown 9.25x9.5 16/250	_____
40	cases	8" x 350' Brown Roll Towel 12 to case	_____
22	cases	Kitchen Paper Towel 30 case 80 sheets roll	_____
55	cases	9" Jr. Jumbo 2 ply Bathroom Tissue 12 case	_____
50	cases	Soft Bathroom Tissue, 2 Ply, 96 rolls case, Comparable to Gen 700, 500 sheets to roll	_____
75	ea	Trigger Sprayer with 32 oz. Bottles	_____
30	case	Dawn Dish Detergent 38 oz/8 case	_____
14	cases	16 oz White Foam Cup 1m/cs	_____
15	cases	8 oz White Foam Cup 1m/cs	_____
26	cases	Single Fold Kraft towel 9x9.25 1 ply 12 pks/334	_____
4	cases	#4 Fastdraw Neutral Cleaner 4/2 L	_____
19	cases	Lysol Disinfectant Spray 12/19 oz	_____
100	cases	Kimberly Clark Wy-pall L40 Pop Up Towels #5790 9/100/case	_____
	Or	Sellars Tool Box Z6000 Interfolded Wiper 9.5" x 16.5" 1400 sheets case	_____
16	cases	Wausau Dubinature white 800' roll	_____
2	bundles	75# Kraft Grocery Bag	_____
5	pails	Bare Bones Floor Stripper 5 gal or BETCO Ax It	_____
5	pails	One Coat 25 Floor Finish 5 gal or BETCO Untouchable	_____

PROPOSAL

I have examined the specifications and agree to furnish the City of Valdosta with the equipment/services accordingly. Any deviations from the specifications will be marked exception on the bid sheet or company letterhead. I propose to furnish the City of Valdosta with said equipment/ service for the entire contract period without any price increases.

EXTENDED PRICE TOTAL W/O GLOVES: \$ _____

MARK UP PERCENTAGE FOR ITEMS NOT ON HIGH USAGE: _____%

Date: _____

Company Name.: _____

Address: _____

Phone Number: _____ Fax: _____

Emergency Phone Number (24 hours): _____

Signature: _____ Title: _____

Printed Name: _____ Cel: _____

Email: _____

E-Verify Number: _____ (include a copy of your printed form with bid)

You must accept a City Credit Card for payment? Yes _____ No _____

Have you or are you currently debarred from performing any work for any governmental entity?

Yes _____ No _____

Include a current W-9 with your bid package and a copy of your certificate of insurance.