



March 25, 2016

**STATE OF ALABAMA  
COUNTY OF SHELBY**

**Sealed Bids for Restroom Supply Products  
For Use in Various County Buildings**

Sealed bids for restroom supply products will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until 2:00 p.m. **April 14, 2016**, at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Michele Glenn at 205/670-6461.

**GENERAL INFORMATION**

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – Restroom Supply Products**" with opening date and time. Late bids will not be opened. Submit all bids in triplicate.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

**Prices must be valid for a period of 180 days.**

- Bids shall be submitted on a per case unit price for all products listed.
- Products shall be compatible with dispensers currently in use.
- Products must be delivered within 48 hours of order date.
- Any variance in products being delivered from what is quoted must be approved by the department prior to shipment.
- All pricing shall **include** delivery to Columbiana, Alabama.

**Shelby County requires a purchase order for all purchases. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.**

### **TOILET PAPER**

Toilet paper for dispensers shall be 2-ply, 12x 1,000, 12 rolls per case. Toilet paper rolls shall be compatible with dispensers currently in use by County. Toilet paper dispensers are identified as Model No. Kimberly Clark 09551-00

Tork bath tissue/product shall be 2 ply, 500 sheets per roll, 96 rolls per case. Toilet paper roll shall be compatible with dispensers currently in use by the County.

### **HAND TOWELS**

Hand towels for dispensers shall be white roll towel, 8" x 800' per roll, 12 rolls per case, 9600 ft per case, 1.5" core. Hand towel rolls shall be compatible with dispensers currently in use by County. Hand towel dispensers are identified as Model No. Kimberly Clark 09706 -30

Scott Multi-fold towels. 16 bundles of 250 towels per case. 9.4 x 9.2"

Hand towels for automatic dispensers shall be white roll towel 8" x 800' per roll, 6 rolls per case, 4800 ft per case, 2" core. Hand towel rolls shall be compatible with dispensers currently in use in select locations by County. Hand towel dispensers are identified as Cintas Signature Series Automatic Towel Dispenser.

### **HAND SOAP**

**Antibacterial** hand soap for dispensers shall be 500 ml liquid cartridges hand soap, 18 per case. Soap containers shall be compatible with dispensers currently in use by County. Hand soap dispensers are identified as Model No. Kimberly Clark 92194 -00

Foaming Antibacterial Skin cleanser shall be 1000 ml bags, 6 per case. Soap containers shall be compatible with Clario Manual Dispenser.

Any entity of Shelby County Commission may purchase from this bid.

### **DISQUALIFICATION OF BIDS**

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information or other details of the bid, or

## **METHOD OF AWARD**

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

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Alex Dudchock  
County Manager

## **BID FORM**

SHELBY COUNTY COMMISSION  
Restroom Supply Products  
March 2016

**Bid Date:**        **April 14, 2016**

**Bid Time:**        **2:00 p.m. Local Time**

Bids shall be submitted on a per case unit price for all products listed. Products shall be compatible with dispensers currently in use. All pricing shall include delivery to Columbiana, Alabama.

	<b># per Case</b>	<b>Price per Case/Unit</b>	<b>Specifications</b>
Toilet Paper / case			
Tork Bath Tissue/case			
Paper Towels / case			
Scott Multi-fold Towels / case			
Automatic Towels/case			
Antibacterial Hand Soap / case			
Foaming Antibacterial Skin Cleanser			

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Phone: (Include area code) \_\_\_\_\_ Bid Bond: \_\_\_\_\_

Sworn to and subscribed before me this

The \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_.