

**INVITATION FOR BIDS
ROANOKE REGIONAL AIRPORT COMMISSION**

BID NUMBER:	19-006
BID FOR:	PURCHASE OF CUSTODIAL PRODUCTS AND SUPPLIES
BID DUE DATE:	May 31, 2019
TIME BID DUE:	2:00 P.M. NO PUBLIC OPENING OF THE BIDS
QUESTIONS DUE:	May 22, 2019

PART I. INSTRUCTIONS TO BIDDERS

A. General

1. The Roanoke Regional Airport Commission is seeking bids for the purchase and delivery on an "as requested" basis of various custodial products and supplies for use by the Roanoke Regional Airport Commission for the time frame July 1, 2019 through June 30, 2020.
2. Submit bid quotations on the blank bid form included herein (see Part II-Bid Form 1), filling in all spaces and information. **Only one (1) quote per line item; multiple quotes for a single item will deem that bid item non-responsive.** Failure to answer all questions, provide all information and return all pages of this Request for Bid may be cause for disqualification of the bidder.
3. All bids must be signed by an authorized representative of the responding firm.
4. The bid must be presented in an opaque envelope and must be sealed, marked and must be received by 2:00 p.m. on May 22, 2019 at the following address:

Roanoke Regional Airport Commission
Administrative Offices
5202 Aviation Drive
Roanoke, Virginia 24012

Attention: Erin Henderson, Contracts Administrator

Place in lower left hand corner:

Purchase of Custodial Products and Supplies
Bid Number: 19-006

5. Only those bids received in the Commission's Administrative offices, second floor, Terminal Building prior to the bid opening date and time specified above shall be considered. Bids received after the bid opening time and date will be returned unopened.
6. **Evaluation of Bids**
Bids will be evaluated on the basis of the lowest price for each particular line item as requested by the Commission on the bid form.
7. Any questions concerning this Request for Bid shall be provided in writing to: Erin Henderson, Contracts Administrator on or before 2:00 p.m. local time prevailing on May 22, 2019 by email at: erinh@flyroa.com otherwise, **Bidders shall not contact any Commission employee concerning the bids until the bids have been opened and reviewed.**
8. There will be no public opening of bids.

B. Additional Bid Requirements:

1. Bid quotes, are on a per item basis, and shall include the cost of the item and delivery to the airport. **NOTE: Price QUOTED TO INCLUDE ALL SHIPPING AND FREIGHT CHARGES.**

Bids that contain shipping and freight charges will be deemed NON-RESPONSIVE.
2. Bidders may bid on any or all of the items on the bid form. If they choose not to bid on any item, they may state NO BID submitted next to that particular line item.
3. **Each bidder must include with its bid a Safety Data Sheet (SDS) for each chemical product being bid as applicable.**
4. Each bidder shall specifically state the nature of any proposed deviation from the detailed specification on the bid form or on a separate sheet which shall be attached to its bid if the deviation relates to something other than the number of items in a case or the quantity of a product in a container, bottle, pack, etc. **Any such deviation may be cause for rejection of the bid.**
5. Any changes, including corrections of omissions and discrepancies that may be made to the Invitation to Bid will be in the form of an Addendum which will be provided to all Bidders. Receipt by the Bidder of such addendum shall be acknowledged on the bid form.

6. Every bidder organized or authorized to transact business in the Commonwealth Pursuant to Title 13.1 or Title 50 shall include in its bid the identification number issued to it by the State Corporation Commission. If the bidder is not required to be describing why the bidder is not required to be so authorized. Any bidder that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Commission's Executive Director. Complete Bid Form 2 in Part II of the Request for Bids.

C. Additional Information to Assist Bidders:

1. The Commission **may** order a year's supply of any particular product or supply at one time, or it **may order various quantities of the product at multiple times during the Contract year; or, it may not order at all.**
2. **Tax Exempt:** Attention of all prospective bidders is directed to the fact that the Airport Commission is a governmental body, and in accordance with Virginia law is not subject to state sales tax; however, such exclusion may not extend to Vendor in its purchase of goods and services for the Commission.
3. **If you are awarded bid items DO NOT SHIP ANY ITEMS until you a requested to do so. We will notify you when we want to procure an item. PLEASE NOTE: If you ship without an order notification from us, you will be responsible for the return shipping of all items.**

D. Bid Award

1. The Commission reserves the right to award the Contract/Purchase Order to a Bidder other than the apparent low Bidder. Should a Contract/Purchase Order be awarded to a Bidder other than the apparent low Bidder, it will be awarded to the lowest responsive and responsible Bidder meeting all specifications, and who is not in default on any other Commission contract.
2. The Commission reserves the right to waive any informality in any bid and to reject any or all bids should said action be deemed to be in the best interest of the Commission.
3. Bids shall be valid for 60 days. Within sixty (60) consecutive calendar days after the Bid Opening date, the Roanoke Regional Airport Commission may give written "Notice of Bid Acceptance".
4. The bid award shall not be final and effective, nor the Commission legally bound, until a Purchase Order or a fully executed contract is returned to the successful bidder.

5. Failure to perform the Contract/Purchase Order in a reliable manner shall constitute a basis to determine for future contracts, that the Contractor is not a responsible bidder and the Commission may refuse to award such future contracts to Contractor.
6. All proposals or bids and any accompanying or related information submitted to the Commission will become the property of the Commission and will not be returned. Trade secrets or proprietary information submitted by a proposer or bidder may not be subject to the Virginia Freedom of Information Act (Section 2.2-3700 et seq.), provided that the proposer or bidder: (i) properly invokes the protections of the applicable sections of the Virginia Code, as amended, including without limitation, Virginia Public Procurement Code Section 2.2-4342 for trade secrets or proprietary information prior to or upon submission of the data or other materials to be protected; (ii) clearly identifies the data or other materials in the proposal to be protected; and, (iii) states in writing the reasons why protection is necessary.

By submitting a proposal or bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents and materials submitted to the Commission shall be the exclusive property of the Commission and are not subject to copyright and, as such, may be copies; however, the release of such documents shall be governed by applicable law, including, without limitation, the Virginia Freedom of Information Act.

7. This procurement is subject to and governed by the Virginia Procurement Act, as amended, as modified by the Roanoke Regional Airport Commission Procurement regulations, as amended, which are incorporated by reference herein.

SECTION II - BID FORM 1
Roanoke Regional Airport Commission

Bid forms are attached.

The undersigned hereby proposes and agrees, if part or all of this Bid is accepted, to contract with the Roanoke Regional Airport Commission, to furnish all of the Commission's requirements on any of the items listed and bid below for a period of approximately one year, in accordance with this Bid Form, the Instructions to Bidders, and any Addenda to the Request for Bid, as prepared by the Roanoke Regional Airport Commission, Roanoke, Virginia.

Each Bidder shall specifically state, on a separate sheet attached to this Bid, the nature of any proposed deviation to the Detailed Specifications other than those deviations already specified below; however, any such deviation may be grounds for rejection of the Bid.

Each item must be delivered within SEVEN (7) days; after an order is placed with Vendor

All bid quotes shall remain valid for 60 days.

All prices quoted by the successful bidder shall remain in effect for the one year term of the Contract, and shall include all storage, delivery, shipping and freight costs.

PRICE QUOTE for items purchased outside Contract during Contract Term:

Price less _____% discount

SECTION II-BID FORM 2

The undersigned hereby acknowledges the receipt of the following Addenda to the Contract Documents:

Addendum Number _____
Addendum Number _____
Addendum Number _____

Dated _____
Dated _____
Dated _____

EACH BIDDER MUST COMPLETE AND SIGN THE INFORMATION BLOCKS BELOW OR ITS BID SHALL BE DETERMINED NON-RESPONSIVE:

State the complete legal firm: _____

Delivery address: _____

Mailing address: _____

Telephone: _____

Email: _____

Cell: _____

Name of Authorized Representative _____

Title of Authorized Representative _____

Signature of Authorized Representative _____

Date

BID FORM

ITEM	NUMBER OF ITEMS PER CASE-AS APPLICABLE	INDICATE INDIVIDUAL ITEM SIZE OUNCES/MILILITERS/LITERS	PRICE PER CASE/CARTON/BOX
1. SOFTEN SURE FOAM SOAP-BEST SANITIZERS, INC. 6/1250 ml bottles per case MFG # S010041			
2. ROLL HAND TOWEL <u>MUST fit ENMOTION towel dispenser 89420</u> 8 INCH WIDE TOWELS			
3. HANDS FREE ENMOTION TOWEL DISPENSER MFG# 59466 STAINLESS FINISH			
4. HANDS FREE ENMOTION TOWEL DISPENSER MFG #59466 SMOKE FINISH			
5. LAUNDRY DETERGENT POWDER ONLY			
6. BOWL MOPS			
7. CAN LINER BLACK 52x75 <u>MUST BE AS STATED</u> <u>NO EXCEPTIONS</u> 2 MILS			
8. CAN LINER 33X40 CLEAR HAS TO BE 40" LONG-no exceptions 16 MICRON			

BID FORM

ITEM	NUMBER OF ITEMS PER CASE- AS APPLICABLE	INDICATE INDIVIDUAL ITEM SIZE- OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
9. CAN LINER BLACK MUST BE 33x44 AccuFit NO EXCEPTIONS EXTRA HEAVY 1.3 MIL 33 MICRON			
10. CAN LINER 43x47 COEx 3 ply bags 55 GALLON 17 MICRON			
11. DUST RAGS- COTTON ONLY			
12. MAXI-PADS #4			
13. TAMPONS for vending 500 per case			
14. NAPKIN DISPOSAL BAGS- 10 ½ X 7 ½ NO SUBSTITUTION ON SIZE			
15. SANITARY BED LINERS Quilted and waxed 15x30			
16. TOILET SEAT COVERS MUST BE 13X17- NO exceptions			
17. NITRILE GLOVES ASSORTED SIZES LATEX FREE AND POWDER FREE			
18. PURELL ADVANCE HAND SANITIZER ITEM #1905-02 2/1.2 LITER BOTTLES (40.5 OUNCES) NO SUBSTITUTION			

BID FORM

ITEM	NUMBER OF ITEMS PER CASE/CARTON/BOX	INDICATE INDIVIDUAL ITEM SIZE OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
19. PURELL ELITE DISPENSER STAND (GOES WITH ITEM 18)			
20. PURELL HAND SANITIZER BOTTLES 12 FLUID OUNCE BOTTLES			
21. ONE SHOT ANTIBACTERIAL SOAP 1600ML NO SUBSTITUTION TECHNICAL CONCEPTS- RUBBERMAID			
22. BRULIN BRUTAB 6S 2X256 TABLET TUBS NO SUBSTITUTION			
23. BETCO EXTREME STRIPPER			
24. SURFACT 1281 CLEANER/DEGREASER KEM-TECH INDUSTRIES			
25. TOILET PAPER 2 PLY 9" WITH 3" CORE 12 ROLLS PER CASE			
26. 70% ISOPROPYL ALCOHOL 16-OUNCE BOTTLES			

BID FORM

ITEM	ITEMS PER CASE/CARTON	INDICATE INDIVIDUAL ITEM SIZE OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
27. "AA" ALKALINE BATTERIES			
28. "AAA" ALKALINE BATTERIES			
29. "C" ALKALINE BATTERIES			
30. "D" ALKALINE BATTERIES			
31. "9-VOLT" ALKALINE BATTERIES			
32. SHOE COVERS ONE SIZE FITS ALL SLIP RESISTANT, HEAVY DUTY, POLYETHYLENE AND DISPOSIBLE			
33. DISH WASHING SOAP- GENTLE			
34. GLASS CLEANER GLANCE DIVERSEY RTD			
35. CLOROX DISINFECTANT WIPES 75 COUNT/FRESH SCENT			
36. ENVIROX 12/32 OUNCE BOTTLES			

BID FORM

ITEM	ITEMS PER CASE/CARTON	INDICATE INDIVIDUAL ITEM SIZE OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
37. ENVIROX RTD QUICK SPOT 135-12 QUARTS			
38. PROFESSIONAL STAINLESS STEEL CLEANER RELIABLE or HILL Manufacturing LOOKIN' GOOD #5044			
39. AIR NEUTRALIZER CITRUS SCENT RELIABLE NO SUBSTITUTION			
40. STRIDE NEUTRAL CLEANER 4-1 GALLON CONTAINERS DIVERSEY NO SUBSTITUTION			
41. KAIBOSH DISINFECTANT CLEANER			
42 KAIBLOOEY KAIVAC, INC 128 FLUID OUNCES NO SUBSTITUTION			

BID FORM

ITEM	ITEMS PER CASE/CARTON	INDIVIDUAL ITEM SIZE OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
43. ODOR OUT CARPET AND ROOM DEODORIZER AND ABSORBENT 12-12 OUNCE CANS NO SUBSTITUTION			
44. HYSCENT SIGNATURE FRAGRANCE CARTRIDGES UNSCENTED 6/BOX			
45. NANO PADS GROUT FLOOR PAD ITEM 6379196 EDGE 7028			
46. HYSCENT AIR FRESHNER DISPENSER- DOUBLE			
47. IPC EAGLE REPLACEMENT RESIN BAGS			
48. IPC GLASS CLEANING PADS			
49. EMEREL CREAM CLEANER NO SUBSTITUTION DIVERSEY			
50. SPARTAN FLOOR SEALER SHINE LINE 1 GALLON BOTTLES			
51. KLEEN GUARD G-40 GLOVES			

BID FORM

ITEM	ITEMS PER CASE/CARTON	INDIVIDUAL ITEM SIZE OUNCES/MILLILITERS/LITERS	PRICE PER CASE/CARTON/BOX
52. SPRAY BOTTLES -- QUART SIZE			
53. TRIGGER SPRAYERS FOR QUART BOTTLES			
54. 1" BLACK STRIP FLOOR PAD-CARTON PRICE			
55. 1" HOG HAIR OR PORKO PLUS FLOOR PAD- CARTON			
56. 1" Pro-Link Beige Poly Thermal Pad FB-420 NO SUBSTITUTIONS			
57. 14x28 TURF FLOOR PAD Tile and Grout Pad			
58. 14X28 RED FLOOR PAD			
59. SPLIT RESTORATIVE CLEANER			
60. EXCELL FLOOR FINISH NO SUBSTITUTION			
61. MPC FLASHBACK SPRAY BUFFER NO SUBSTITUTION			
62. SPARCLEAN DE-LIMER			
63. NEW PIG GRIPPY URINAL MAT RUNNER			