

TOWN OF GREENWICH  
PURCHASING DEPARTMENT

101 Field Point Road  
Greenwich, CT 06830  
203 622-7881

NO.: 6847

ISSUE DATE: 12/13/11

DEADLINE DATE: 12/30/11

DEADLINE TIME: 11:00 AM.

REQUEST FOR BID

REQUEST FOR PROPOSAL

PREBID CONFERENCE: \_\_\_\_\_

TIME AND DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ITEM/CATEGORY JANITORIAL SUPPLIES – Trash Liners

LOCATION TOWN OF GREENWICH

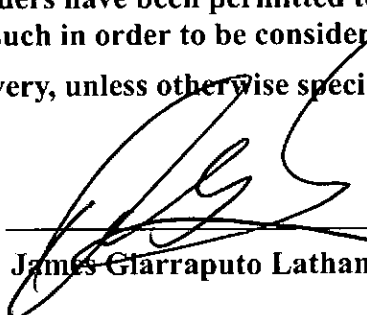
PREQUALIFICATION

STANDARDS/SPECIFICATIONS (ATTACHED)

INSURANCE REQUIRED (SEE ATTACHED)

PLEASE NOTE:

1. Sealed Bids/Proposals are due at the Town of Greenwich Purchasing Department on date noted. NO bids/proposals will be accepted after the date and time specified above. Whether the bid/ proposal is sent by mail or commercial express service, the bidder/proposer shall be responsible for actual delivery of the bid/proposal to the PURCHASING DEPARTMENT before the deadline time. Bids/proposals received after the deadline time will not be considered. PLEASE CLEARLY INDICATE BID/PROPOSAL NUMBER ON LOWER LEFT-HAND CORNER OF ENVELOPE.
2. BIDS/PROPOSALS ARE NOT ACCEPTED BY FAX OR E-MAIL.
3. COMPANY NAME AND ADDRESS MUST CONFORM ON ALL DOCUMENTS INCLUDING INSURANCE DOCUMENTS.
4. Bid/Proposal number must appear on all bids and related correspondence.
5. The Town of Greenwich is exempt from Federal and State Taxes.
6. The Town will consider an alternate bid only if bidders have been permitted to provide an alternate bid. An alternate bid must be clearly identified as such in order to be considered by the Town.
7. Stated prices are to be FOB destination inside delivery, unless otherwise specified herein.
8. Terms and Conditions indicated on reverse.

  
James Giarraputo Latham, CPPB, Senior Buyer

An Affirmative Action/Equal Opportunity Employer, M/F/H

## Terms and Conditions

Bidders shall familiarize themselves with all provisions of the specifications and shall not at any time after submitting bid, dispute any of the specifications or assert that there was any misunderstanding in regard to the furnishing and delivering of the items called for in the proposal.

The Town of Greenwich reserves the right to issue addenda as needed on bids/proposals.

The Town of Greenwich reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich, or to accept that bid which appears to be in the best interest of the Town of Greenwich. The Town of Greenwich reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.

References to a particular trade name or manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the Town of Greenwich. They should not be construed as, nor are they intended to exclude proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract will be required to furnish the particular item referred to in the specification or description unless a departure or substitution is clearly noted and described in the proposal.

Bidders shall provide one price for each specified required line item and no more than one total lump sum bid unless allowed to do otherwise by the Request For Bid document. Bidders shall not include in their prices any Federal or State taxes from which the Town of Greenwich is exempt.

The successful bidder/s shall indemnify the Town of Greenwich against all losses, claims, actions and judgments brought or recovered against the contractor or the Town of Greenwich.

No proposal shall be received from, or contract awarded to, any person, firm or corporation who is in default or in debt to the Town of Greenwich for non-performance of any contract, or who is a defaulter as surety or otherwise from any obligation to the Town of Greenwich.

Bids must be signed in ink by the vendor. No bids shall be made in pencil. Any bids showing any erasures or alterations must be initialed by the bidder in ink. Failure to sign and give all information requested in the proposal may result in the bid being rejected.

Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period. However, the Town of Greenwich reserves the right to increase or decrease the quantities by 10%.

Unit prices quoted shall be net exclusive of all taxes, and must include all transportation, delivery and unloading costs; fully prepaid F.O.B. destination in place inside delivery. Debris, if any, removed.

The Town of Greenwich reserves the right to make awards on an item by item, total or lump sum basis. Where an award is made on an item by item basis, the unit price prevails. The Town reserves the right to make award in best interest of its own operation. All awards are contingent upon certification by the Town Comptroller that funds are available in appropriate accounts.

It is understood that prices shall hold firm and prevail for the actual quantities required or ordered as needed during the life of the contract whether more or less than estimated quantities. Unit prices shall not be subject to any increase during the life of the contract.

All deliveries are to be made within the time period specified in the bid proposal upon receipt of written purchase order or authorized verbal requests except as may be otherwise arranged by Supplier and Purchaser. Receipt of contract is not authority to ship. Emergency deliveries are to be made within twenty-four (24) hours from receipt of a telephone request from the Director of Purchasing and Supply. All deliveries are to be made on business weekdays between the hours of 9:00 A.M. and 4:00 P.M. except as may be otherwise arranged by the Supplier and Purchaser.

In the event deliveries are not made as specified to a Town delivery point, the Director of Purchasing and Supply shall reserve the right to purchase any such bid item on the open market and to charge any increase in price paid over the current contract price to the account of the vendor.

All bids will be awarded or rejected within sixty (60) days of bid opening date or for the stated period of validity, if different. Therefore, bidder agrees that prices will remain firm for acceptance for that period.

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The contractor, however, will take affirmative action to insure that minority group members are employed and are not discriminated against during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, a notice advising the labor union or worker's representative of the contractors' commitments under this specification and under rules, regulations and orders promulgated by the State.

"Affirmative Action" means procedures which establish hiring and employment goals, timetables, and practices to be implemented, with good faith efforts, for minority group members.

"Minority Group Members" as identified in EEO-4 reports shall mean Black, Hispanic, Asian or Pacific Islanders, American Indian, and Alaskan Natives.

The contractor or subcontractor offers and agrees to assign to the public purchasing body all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

## TOWN OF GREENWICH

**REQUEST FOR BID #6847 DEADLINE: 12/30/11 AT 11:00 A.M.**

### JANITORIAL SUPPLIES – Trash Liners

#### **Background**

The Town of Greenwich Purchasing Department is seeking bids for the supply and delivery of trash liners on an as needed basis for various Town and Board of Education buildings throughout Greenwich, CT. The purpose of this solicitation is to establish fixed pricing for the specified trash liners with a reputable, reliable supplier who will honor bid pricing, delivery terms, product specifications, and all terms of the solicitation for the entire duration of the award. Bidders who have failed to honor the terms of past Town commodity award(s) and or contracts will not be considered for this award.

The awarded vendor shall deliver trash liners to approximately two (2) dozen separate locations throughout Greenwich, CT on an as needed basis within 3 business days of receiving a purchase order.

Each delivery site has different accommodations. The vendor must be able to handle all delivery scenarios. For example, Greenwich Town Hall has a pallet jack, but does not have a loading dock. The vendor's truck delivering to this location would need to have a lift gate or be unloaded by hand. Most delivery locations require a lift gate truck and bidders shall calculate this requirement into their bid prices. Shipping terms shall be FOB Destination, Freight Prepaid and Allowed.

The annual usage quantities listed on the Reply Sheets are approximate. The Town may purchase more or less than these estimated amounts. The Town makes no guarantee as to the actual amount that may be ordered. The Town will be placing numerous orders of various sizes (as small as one case per product) throughout the year for the annual supply of products, and bidders shall calculate this requirement into their bid prices. The Town shall place orders for products on an as needed basis as determined by the Town. There shall be no minimum order quantities. Bidders who impose minimum order quantities shall be disqualified.

#### **Specifications**

The dimensions; density; number of mils or microns; color; quantity per case; and approximate annual usage of each liner is listed on Reply Sheet page 1.

## **Greenwich Going Green**

The Town of Greenwich is seriously exploring the possibility of moving both Town Government and the Board of Education toward an environmentally friendly and safer Greenwich for all students, employees, and residents.

Therefore, where available, bidders shall provide pricing for green products; i.e. products that are Green Seal or EcoLogo certified or provide demonstrable proof of meeting the Green Seal or EcoLogo standard and certification requirements. The Green Seal and EcoLogo standard and requirements are available at [www.greenseal.org](http://www.greenseal.org) and [www.ecologo.org](http://www.ecologo.org). In addition, bidders shall also provide pricing for non-green products; i.e. products that do NOT meet the Green Seal or EcoLogo requirements.

The Town reserves the right to award the bidder(s) presenting the lowest priced green and/or lowest priced non-green product(s). The Town award(s) may be comprised of a combination of green and non-green products.

The Town reserves the right to award in the best interest of the Town such as on a line-by-line product by product basis, or as a lump sum of all products, or as a lump sum of certain products selected by the Town with high anticipated quantities, or as a lump sum, etc.

## **Firm Fixed Pricing**

All pricing shall be complete and include all costs including inside delivery to Greenwich, CT. No fuel surcharge shall be added to any pricing at any time during the award period. All pricing shall remain fixed for the entire duration of each annual award term. If a vendor fails to honor bid prices during any term of the award, or delivers a product that is inferior to the specifications and/or the approved sample, the award will be cancelled and the vendor will be barred from doing business with the Town in the future.

Bid prices shall remain valid for a minimum of 90 days after the bid deadline in order to provide the Town ample time to analyze bids and possibly test some proposed products prior to award(s). After the award is issued, bid prices shall remain fixed for the duration of each annual term.

## **Bidder's Response**

Bidders shall respond to this RFB by completing the Reply Sheets and delivering them to the Purchasing Department before the deadline. Bidders must write the price for each item being bid on the price lines. Bidders are not permitted to alter the Reply Sheets, and are not permitted to change the size, color, etc. that is specified. Bidders are not permitted to delete information from the Reply Sheets. Bidders are not permitted to add any information to the Reply Sheets that is not requested.

On the Reply Sheets, the unit price shall be multiplied by the approximate annual quantity to determine the total extended bid price.

Bidders shall submit bids for products that meet the specifications. Bidders are not permitted to bid or propose products that do not meet the specifications. It is not the responsibility of the Town to determine if the bidder's products comply with the specifications.

Bidders shall submit no more than one (1) green price for each product, and no more than one (1) non-green price for each product.

The Town is seeking fixed unit pricing for 17 different types of liners. Bidders must present fixed pricing and a precise corresponding product sample for at least 14 out of the 17 specified liners to be considered for this award. The Town reserves the right to increase or decrease the types of liners throughout the term of the award.

### **Required Product Samples**

Bidders are required to submit one (1) individual sample of each liner being bid with their bids. The product samples must be of the exact liner specified including size, color, mil/micron size, etc. Bidders who fail to submit all of the required samples with their bids will be disqualified.

The hired vendor(s) must always deliver products equal in quality to their approved samples. Awarded vendors who fail to deliver products equal in quality to the specification and/or approved samples will be debarred from doing business with the Town in the future.

### **Trial Run**

The Town reserves the right to verify that products (green and non-green) perform as anticipated.

Therefore, prior to award, bidders shall permit the Town to conduct an initial trial run lasting approximately one (1) week, at one (1) or two (2) Town locations to test the basic performance of some products, at no cost to the Town.

If a product fails to satisfy the Town during a trial run, (as determined by the Town), the Town reserves the right to select an alternate product from the awarded vendor or select an alternate product from any other vendor if necessary.

### **Term of Award**

The initial term of the award shall be one (1) year. Prices shall be held fixed for the entire initial one (1) year term. In addition, there are four (4) option years that may be engaged on an annual basis based on the mutual consent of the Town and the vendor. Pricing for the option years will be based on the Calculation of Pricing for Option Years section on the Reply Sheets. Bidders are not required, but are encouraged to complete the Calculation of Pricing for Option Years.

### **Delivery Lead Time**

The awarded vendor(s) shall deliver all awarded products ordered within three (3) business days of receipt of purchase order. Failure to comply with this delivery lead time requirement may result in termination of the award.

### **Issuing Authority**

Mr. James Giarraputo Latham, CPPB, Senior Buyer has been designated to be responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement must be submitted in writing to Mr. Latham to the address below by **Thursday, December 22, 2011 at 11:00 a.m.**

Town of Greenwich  
Purchasing Department  
101 Field Point Road  
Greenwich, CT 06830

Fax: (203) 622-7776  
Email: [jlatham@greenwichct.org](mailto:jlatham@greenwichct.org)

### **Issuance of Addenda**

The Town of Greenwich reserves the right to amend this solicitation by addenda. Addenda will be posted to the Town's website ([www.greenwichct.org/bids](http://www.greenwichct.org/bids)) up to 48 hours in advance of the bid/proposal's due date and time. **It is the bidder's responsibility to check the Town's website for addenda.** If in the Town's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addenda can change specifications, reply sheets, and times and dates for prebid meetings as well as due dates/deadlines for questions and bids/proposals. **No notification of addenda issuance will be made other than on the Town's website.**

### **Taxes**

The Town of Greenwich is exempt from the payment of taxes imposed by the federal government and or state of Connecticut, and such taxes shall not be in the prices.

### **Cancellation of Order and/or Award**

If the vendor fails to perform or observe any term, condition, responsibility or specification of this solicitation and such failure continues for more than (14) fourteen days after the vendor's receipt of written notice, the Town may cancel the order and/or the entire award without liability for cancellation/termination charges. The Town may declare the vendor irresponsible and may prohibit the vendor from engaging in future business with the Town.

### **Withdrawal of Bids Prior To Deadline**

A bidder wishing to withdraw a bid/proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the reply sheets. The Town will verify that the signature on the letter matches the signature on the reply sheets.

The Town will also verify the request to withdraw the bid/proposal by calling the bidder at the telephone number supplied on the reply sheets.

After the Town is satisfied that a request to withdraw a bid/proposal before the established deadline is valid, the bid/proposal will be returned to the bidder. The bidder may then withdraw completely from the bidding process, or may modify the bid/proposal and resubmit before the deadline.

### **Withdrawal of Bids after the Deadline**

If bid security is required and a bidder does not honor his/her bid for the specified time, the bid check shall become the property of the Town; or, if a bid bond was furnished, the bid bond shall become payable to the Town.

After the bid/proposal deadline has passed, the submitted bids/proposals become the property of the Town and are valid offers to be honored by the bidder for sixty (60) days or longer, as specified in the Request for Bid/Proposal. Bidders who do not honor their bids/proposals for the sixty (60) day (or as specified) period, shall be declared irresponsible bidders.

Town of Greenwich  
 RFB 6847 Deadline: 12/30/11 at 11AM  
 Janitorial Supplies  
 TRASH LINERS

Reply Sheet Page 1 of 5

Liner #	Dimensions in Inches	# Mils or # Microns	Density	Color	# Per Case	Unit	Approx Annual Quantity	Non Green		Green	
								Fixed Unit Price	Total Extended Price	Fixed Unit Price	Total Extended Price
1	24x24	6 microns	high	clear	20 rolls	Case	100	\$	\$	\$	\$
2	24x24	8 microns	high	clear	20 rolls	Case	20	\$	\$	\$	\$
3	24x33	8 microns	high	clear	50 rolls	Case	10	\$	\$	\$	\$
4	24x33	8 microns	high	clear	1000	Case	620	\$	\$	\$	\$
5	24x27	6 microns	high	clear	1000	Case	10	\$	\$	\$	\$
6	20x22	6 microns	high	clear	2000	Case	100	\$	\$	\$	\$
7	23x10x39	2 mils	low	clear	100	Case	25	\$	\$	\$	\$
8	23x10x39	2 mils	low	black	100	Case	50	\$	\$	\$	\$
9	22x16x58	2 mils	low	black	100	Case	160	\$	\$	\$	\$
10	22x16x60	2 mils	low	black	100	Case	560	\$	\$	\$	\$
11	23x20x58	2 mils	low	black	100	Case	5	\$	\$	\$	\$
12	23x17x47	2 mils	high	black	100	Case	35	\$	\$	\$	\$
13	38x58	1 mil	high	black	100	Case	260	\$	\$	\$	\$
14	38x58	4 mils	low	black	100	Case	150	\$	\$	\$	\$
15	30x37	10 microns	high	clear	500	Case	80	\$	\$	\$	\$
16	30x37	6 microns	high	clear	500	Case	250	\$	\$	\$	\$
17	30x37	8 microns	high	clear	500	Case	30	\$	\$	\$	\$
<b>TOTAL EXTENDED BID PRICE FOR ALL 17 LINERS</b>									\$		\$
Bidder's Company Name:											
Authorized Signature:											



**TOWN OF GREENWICH**

**REQUEST FOR BID #6847 DEADLINE: 12/30/11 AT 11:00 A.M.**

**JANITORIAL SUPPLIES – Trash Liners**

**Reply Sheet (Page 2 of 5)**

**Product Samples**

The bidder shall confirm below that the necessary samples of each product being bid are included with the bid. Failure to submit individual product samples for a minimum of 14 of the 17 specified liners will result in disqualification.

\_\_\_\_\_ Yes, all necessary product samples are included with the bid.

**Calculation of Pricing for Option Years**

The pricing for the potential option years will be based on the following:

The bidder shall indicate below if pricing may either increase or decrease in the optional years of the award:

\_\_\_\_\_ Yes, pricing may increase or decrease in the option years.

\_\_\_\_\_ No, pricing will not increase or decrease in the option years.

If pricing may increase or decrease in the option years, bidder shall indicate below the maximum percentage of the potential increases or decreases for each optional year.

Option Year	Maximum Price Increase (if any)	Maximum Price Decrease (if any)
1	%	%
2	%	%
3	%	%
4	%	%

**Bidder's Company Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**TOWN OF GREENWICH**

**REQUEST FOR BID #6847 DEADLINE: 12/30/11 AT 11:00 A.M.**

**JANITORIAL SUPPLIES – Trash Liners**

**Reply Sheet (Page 3 of 5)**

**Bidders who do not sign and include this Reply Sheet with their bid will be disqualified.**

**Bidder's Acceptance of Terms**

*A bidder submitting a signed bid to the Town in response to this solicitation has read and shall accept all of the terms, conditions, requirements, responsibilities and specifications contained in this solicitation.*

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Taxpayer Identification # \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Incorporated in the State of \_\_\_\_\_

**TOWN OF GREENWICH**

**REQUEST FOR BID #6847 DEADLINE: 12/30/11 AT 11:00 A.M.**

**JANITORIAL SUPPLIES – Trash Liners**

**REPLY SHEET (Page 4 of 5)**

**Non-collusion Language**

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

**Compliance with Ethics Code**

In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

**BIDDERS INFORMATION:**

**BIDDER'S COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**WEB SITE** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**TAXPAYER IDENTIFICATION NO.** \_\_\_\_\_

**INCORPORATED IN THE STATE OF** \_\_\_\_\_

**TOWN OF GREENWICH**

**REQUEST FOR BID #6847 DEADLINE: 12/30/11 AT 11:00 A.M.**

**JANITORIAL SUPPLIES – Trash Liners**

**REPLY SHEET (Page 5 of 5)**

The Greenwich Code of Ethics can be found at [www.greenwichct.org](http://www.greenwichct.org). Relevant provisions of the Code of Ethics state as follows:

2. **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the town. (3) Town officer shall mean and include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the town for a valuable consideration, excepting the services of any person as a town officer.
3. **GIFTS AND FAVORS.** No town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
4. **IMPROPER INFLUENCE.** No town officer having a substantial financial interest in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or to vote on such transaction or action.

**By signing below, the undersigned declares that he/she has read the non-collusion language contained herein and agrees to abide by its contents:**

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_