

**Event No. 7344 – Personal Paper Products**

**Bidder’s Checklist – Envelope Requirements**

This checklist shall be attached to the outside of the envelope of a manual bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Nonresponsive bids will be returned to the vendor unopened.

Firm name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Envelope must contain the following documents:**

<b>Initials</b>	<b>Document</b>
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in the envelope.

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

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

**EVENT# 7344 - PERSONAL PAPER PRODUCTS**

- 4.0 The purpose of these specifications is to describe requirements for personal paper products and janitorial products to be delivered to the City of Savannah.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. Bids may be submitted manually to the address listed in the bid documents in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event.

A pre-bid conference has **not** been scheduled for this event, however a question and answer period has been established to allow contractors the opportunity to ask questions about the event. See the bid for the specific date and time for questions.

4.1 **Detailed Specifications:**

- 4.1.1 Document describes various paper/janitorial products as follows:

- |                      |                       |
|----------------------|-----------------------|
| A. Cone Paper Cups   | E. Degreaser/Cleanser |
| B. Roll Towels       | F. Mop-heads          |
| C. Multi-fold towels | G. Corn Brooms        |
| D. Bathroom Tissue   |                       |

4.1.2 **Paper Cups** (cone cups)

- |           |   |
|-----------|---|
| Size:     | 4 ounces  |
| Model No: | 4R-2050   |
| Shape:    | Cone, with rolled rim                           |
| Usage:    | Drinking  |
| Quantity: | 20 cases (estimated). Minimum of 5,000 per case |

4.1.3 **Paper Roll Towels** (Recycled)

- |                      |   |
|----------------------|---|
| Brand Name:          | SCA or equal                                    |
| Model No:            | SC RK-800 E                                     |
| Case Weight:         | 25 pounds minimum                               |
| Width:               | 7 ½ inches minimum                              |
| Length:              | 800 feet per roll minimum or 4800 feet per case |
| Color:               | Unbleached                                      |
| Core:                | 1 ¾ inches minimum                              |
| Quantity:            | 400 cases (estimated)                           |
| Post-Consumer Waste: | Minimum 40%                                     |

4.1.4 **White multi-fold recycled paper towels**

Brand Name: SCA or equal  
Model No: MB540A  
Case Weight: 19 pounds minimum  
Case Count: 16 per case, minimum 250 towels per package,  
4000 sheets approximately per case  
Dimensions: 9.5 inches x 9 1.25 inches  
Color: White Bleached  
Post- Consumer Waste: Minimum 40%

4.1.5 **Bathroom Tissue Regular:** Minimum 2-ply facial quality bathroom tissue.

Brand Name: Atlas  
Model No: Atlas 280  
Case Weight: 35 pounds minimum  
Case Count: 80 rolls  
Dimensions: 4.5 inches x 4.5 inches, 500 2-ply sheets per roll  
Color: White  
Post-Consumer Waste: Minimum 40%

4.1.6 **Bathroom Tissue Jumbo:** Minimum 2-ply recycled facial quality bathroom tissue.

Brand Name: Cascade Décor or equal  
Model No: 4097  
Case Weight: 26 pounds minimum  
Case Count: 12 rolls  
Dimensions: 3 3/8 inches x 1000 feet  
Color: White  
Post-Consumer Waste: Minimum 40%

4.1.7 Paper qualities must be consistent with the above mentioned brand. Texture and softness shall be a consideration in the award on towels and tissue. These qualities must be consistent with the above mentioned brand. The City will be the sole judge in the matter.

4.1.8 **Heavy Duty Cleaner and Degreaser:** For use in cleaning and degreasing kitchen floors and equipment, removing grease and residue from concrete, ceramic tile, wood, glass and plastic. Also for use on aluminum, tin, zinc (galvanized) and other ferrous metals. Product should contain **no solvents**. Non-flammable and bio-degradable. Product supplied in 5-gallon pails. National Chem Lab or equal.

Technical specifications being not less than:

Ph (1.16) dilution	- 12.2 ∇ /02%
Abrasives	- None
Phosphates, NTA, enzymes	- None
Biodegradable	- Yes
Flash Point (ASTMD92)	- None
Specific Gravity @ 60°F	- 1.045

4.1.9 **Cotton Mop Heads:** Heavy Duty, stirrup type-Greenwood or equal.

- Sizes:
- a. True 16 ounces
  - b. True 24 ounces
  - c. True 32 ounces

4.1.10 **Corn Brooms:** Heavy duty, warehouse-type, wire-bound at handle, with four (4) sews 32 pounds, all corn.

## 4.2 **Special Conditions:**

4.2.1 Successful bidder shall be required to maintain in stock, at all times, a minimum of:

- Paper Cups-3 cases
- Paper Roll Towels-50 cases
- Multi-Fold Towels-100 cases
- Bathroom Tissue-50 cases
- Bathroom Tissue Jumbo-50 cases
- Heavy Duty Degreaser/Cleaner-50 gallons
- Corn Brooms-96 ea.
- Cotton Mop Heads -16 ounces - 48 ea.  
24 ounces - 48 ea.  
32 ounces - 48 ea.

4.2.2 If bidding on a brand other than what's specified, samples must be submitted, upon request. Requested samples must be received by the City no later than seven (7) days after the request is made. Sample of items requested will be required of vendor prior to award to ensure items meet bid specifications.

4.2.3 Orders shall be delivered within three (3) days of date ordered. If a partial shipment is made, the balance shall be delivered within five (5) days or a **10%** penalty fee will be deducted from invoice if product is not received after five (5) days of order.

4.2.4 Items must be delivered inside the building and not left outside on the dock.

4.2.5 Paper towels and toilet tissue must be palletized (delivered on pallets).

4.3 Prices quoted shall be F.O.B. Central Warehouse, 1100 W. Gwinnett Street Bldg. C, Savannah GA 31415. Quantities shown on bid proposal are estimates only and are based on previous years' usage. The City reserves the right to purchase more or less than the estimated quantities.

## 4.4 **Basis of Award**

This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City of Savannah reserves the right to split this award if deemed in the City's best interest. This may include appointing primary, secondary, and/or tertiary vendors if deemed advantageous.

4.5 This is an annual contract. Prices must remain firm for the duration of the contract. This agreement may be renewed for up to two (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2020. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

5.0 **General Specifications:**

5.1 The bid response shall include all documents required in the bidder's checklists

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 To be awarded a bid, bidders must be registered as a supplier on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.3 **Bidders must provide the manufacturer and part number of each item bid in the space provided on the bid form.**

5.4 **Original invoices shall be mailed to:**

City of Savannah  
Accounts Payable Dept.  
P.O.1027  
Savannah, GA 31402

5.5 The successful vendor must have the following items on every invoice to the City:

- A) The exact description of the purchased item as described in this contract,
- B) The unit price of the item, and
- C) The total of the invoice.

5.6 **Very Important: Vendor is responsible for acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.**

5.7 **Non-Communication Period:** Those intending to respond to this event, their employees, agents and attorneys, shall not make contact with City Council members or with City staff outside of the Purchasing Department during the bidding process and evaluation phase.

**EXCEPTION SHEET**

Event# 7344

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
305 Fahm Street  
Savannah, GA 31401

**EVENT NUMBER: 7344**

P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

**Business Location: (Check One)**  
 Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

Name of Bidder: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**FROM WHAT CITY/COUNTY \_\_\_\_\_**

**TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP**

**\_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER (SPECIFY: \_\_\_\_\_)**

**INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE):**

**\_\_\_\_\_ NON-MINORITY OWNED**

**\_\_\_\_\_ ASIAN AMERICAN**

**\_\_\_\_\_ AFRICAN AMERICAN**

**\_\_\_\_\_ AMERICAN INDIAN**

**\_\_\_\_\_ HISPANIC**

**\_\_\_\_\_ OTHER MINORITY (describe) \_\_\_\_\_**

**\_\_\_\_\_ WOMAN (non-minority)**

**Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.**

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
1	Cups Drinking Cone 4 1/2 oz.		10	Case		
2	Towels Roll		900	Case		
3	Towels Fold Multi		1000	Case		
4	Tissue Toilet		300	Case		
5	Tissue Toilet Jumbo		700	Case		
6	Degreaser/Cleaner (5-Gal/Pail)		65	Pail		
7	Mop Heads 16 oz. Cotton		144	Each		
8	Mop Heads 24 oz. Cotton		192	Each		
9	Mop Heads 32 oz. Cotton		120	Each		
10	Broom Warehouse Corn		192	Each		

Total Bid: \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**  
(Minimum of 10 working days must be allowed for discount to be considered in bid award)



\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered)

(\_\_\_\_\_)

\_\_\_ Net - 30 Days

(no discount offered)

- 0 -

TOTAL NET BID

\$ =====

**DELIVERY TIME WILL BE A FACTOR IN THE AWARD OF THIS CONTRACT. PLEASE STATE THE NUMBER OF BUSINESS DAYS REQUIRED FOR DELIVERY.**

# of Days \_\_\_\_\_

**IF YOU ARE SUBMITTING PRICING FOR THIS EVENT, HAVE YOU PROVIDED THE MANUFACTURERS' NAME AND PART NUMBER OF EACH ITEM? (THIS INFORMATION SHOULD APPEAR IN THE "VENDOR ITEM" FIELD IF SUBMITTING THE BID ELECTRONICALLY. IF SUBMITTING THE BID MANUALLY, THIS INFORMATION SHOULD BE INCLUDED IN THE "MANUFACTURER NAME AND MODEL NUMBER" COLUMN ON THE BID PRICE SHEET.)**

Yes \_\_\_\_\_ No \_\_\_\_\_

I certify this Bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

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

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

## NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

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 Savannah has registered with and is participating in a federal work authorization program\* [any 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 Control Act of 1986 (IRCA), P.L. 99-603], 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 Savannah, contractor will secure from such 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 Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the City are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.