



Montgomery County Government
Purchasing

Elizabeth L. Black
Purchasing Agent

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REQUEST FOR QUOTE

Date: 5/1/2024

Last Date for Question Submissions: 5/13/2024

Last Date for Response to Questions: 05/16/2024

RFQ Opening Date: 05/22/2024

Montgomery County is requesting your quote for, **Janitorial Supplies for Emergency Medical Services**. Carefully review the attached specifications and requests regarding our request for quote. Instructions for all submissions are within the following pages.

Final quotes must be submitted by Wednesday, May 22, 2024, at 2 p.m. Quotes must be mailed to or hand delivered to Elizabeth Black- Purchasing Agent, at 350 Pageant Lane Suite 101 E, Clarksville, TN 37040. Electronic Submission is acceptable via mocobids@mcgtn.net. Please specify in the subject, if emailed, or on the outside of the envelope if mailed, QUOTE-EMS JANITORIAL SUPPLIES.

Final quote must be notated on this document in the space provided below. Qualified vendor representative must approve quote with signature below.

FINAL PRICE QUOTE FOR PROPOSAL: \$ _____

Signature of Vendor Representative

Kindest Regards,

Elizabeth Black
Purchasing Agent

**INVITATION TO QUOTE INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or quoting schedule, are at the risk of the vendor and may result in the rejection of the quote, unless the approver authorizes such changes.

(2) QUOTES- All quotes must be typed or written legibly in ink. **Vendors, verify quotes before submission. No quote may be withdrawn or changed after official quote opening.**

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

(5) USE OF TRADE NAME- The use of a manufacturer name, any special brand, model, or make, in describing an item, or the use of detailed descriptive specifications pertinent thereto, does not restrict vendors to that manufacturer of specific article or such detailed descriptive specifications. This means or method, used simply to indicate the character, or quality of the article desired. Articles which quotes are submitted on must be such character, quality and design as will serve the purpose for which it is to be used equally as well as that specified; must be the equal of the article described and equally suitable to the needs of the Government of Montgomery County. If quoting on other than the make, model, or brand specified or such detailed descriptive specifications, the manufacturer's name and catalogue reference, together with specifications therefore must be given or other information given and **clearly stated on the quote sheet in every instance.** This enables the Purchasing Director to determine the suitability, or otherwise. The government of Montgomery County reserves the right, through the Purchasing Director to be the sole judge in such determinations. **References not listed or submitted by the vendor, the understanding between vendor and Montgomery County Government stands that the specific article named in the quote specifications sheet be furnished.**

(6) QUOTES FIRM- The agent of the quoting firm hereby certifies to the best of his knowledge and belief that this quote submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said quotes have not been communicated by the undersigned nor by any employee or agent of the quoting firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said quote. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this quote.

(7) IMPORTANT- To be acceptable, all quotes must be on the correct form, and each such quote must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, **350 Pageant Lane, Suite101-E, Clarksville, TN 37040**, prior to the Quote opening. Quote envelopes must be **sealed** and **clearly** indicate the words, "QUOTE – (name of item or service)". Such quotes delivered to other persons, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via mocobids@mcgtn.net***

All vendors, awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all quotes.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
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SPECIFICATIONS FOR JANITORIAL SUPPLIES:

- Bid requested for a one-year contract, with two additional one-year options to extend.
- Prices submitted in the bid shall remain locked for the period of award, unless agreed upon prior to contract extension.
- Termination of the contract will require a 30-day notice for just cause, i.e. timely service etc., without cancellation or other fees. Within 30-days of the termination, the vendor will provide a final invoice.
- All materials specified are to be new.
- Vendor shall be responsible with their carrier for any concealed damages. At no cost to Montgomery County EMS, the vendor will replace or repair to new condition any damaged items.
- Any item specified by name or manufacture's reference are descriptive. Any substitutions require prior approval.
- Vendor will assign at least one customer representative for the account, listing name, phone number and email address. Additionally, a customer representative must be available 7:30 a.m. – 4:00 p.m., Monday – Friday.
- Vendor must accept orders by email or company portal if available.

DELIVERY REQUIREMENTS:

- Delivery of supplies shall occur within 14 business days after receipt of the order. Successful vendor will coordinate schedule of deliveries with designated EMS official.
- Vendor shall provide paid call-tags for pick up or items for return if defective/incorrect size/style or order error on either parties part.

MONTGOMERY COUNTY EMS - JANITORIAL SUPPLY LIST

Part Description	Unit of Measure	Part Number	Quoted Unit of Measure	Quoted Price
40 Watt light bulbs-HM	EA	584504		
60 Watt Light Bulbs-HM	EA	516975EA		
AIR FRESHENER DISPENSER ELECTRIC	EA	570297EA		
AIR FRESHENER-CITRUS SORBET	EA	570331EA		
AIR FRESHENER-HONEYSUCKLE	EA	570290EA		
AIR FRESHENER-PINA COLADA	EA	570502EA		
AIR FRESHENER-SPRING LINEN	EA	570518EA		
AIR FRESHENER-STRAWBERRY/PEAR	EA	570327EA		
BATHROOM CLEANER , FOAMING	EA	565712QT		
BED PROTECTOR, BOX SPRING 9-11 inch pockets	EA	BOX SPRING PROTECTOR		
BED PROTECTOR, MATTRESS, 12 inch pockets	EA	MATTRESS PROTECTOR		
BLEACH	GAL	578760GL		
BROOM REGULAR	EA	590700EA		
BROOM-TOY	EA	591200EA		
BUG OFF	EA	BUG OFF		
CLEANING SUPPLY CADDY	EA	596798EA		
CUPS	SLEEVE	581800CS		
DEGREASER	EA	569720GL		
DISH SOAP, DAWN	EA	567535BT		
DUST MOP FRAME	EA	593905EA		
DUST MOP HANDLE	EA	594500EA		
DUST MOP HEAD	EA	593862EA		
DUST PAN	EA	596800EA		
DUST PAN, LOBBY	EA	596900EA		
FLOOR CLEANER	EA	567699GL		
FLOOR SQUEEGIE	EA	591405EA		
FLOOR SQUEEGIE HANDLE	EA	594604EA		
FOAMING HANDSOAP REFILL	EA	69009GL		
GLASS CLEANER	EA	568205EA		
HAND SANITIZING STATION REFILL	EA	580661CS		
HAND SOAP	BTL	580623EA		
HAND SOAP	EA	J96187		
HOSE NOZZEL	EA	NOZZEL		
KITCHEN FORKS	EA	0011-11		
KITCHEN KNIVES	EA	0014-08		
KITCHEN SPOONS	EA	0001-01		
LAUNDRY DETERGENT	EA	578910EA		
LYSOL SPRAY	EA	571816EA		
MAT-3x10	EA	210002EA		
MAT-3x5	EA	210001EA		
MOP BUCKET	EA	601985EA		

MONTGOMERY COUNTY EMS - JANITORIAL SUPPLY LIST

Part Description	Unit of Measure	Part Number	Quoted Unit of Measure	Quoted Price
MOP HANDLE	EA	594585EA		
MOP HEAD	EA	595603EA		
OIL DRI ABSORBENT 40#	EA	577549BG		
PAPER TOWEL DISPENSER ELECTRIC	EA	771828EA		
PAPER TOWEL DISPENSER MANUAL	EA	585205EA		
PAPER TOWEL, KITCHEN	EA	KT230851/CS		
PAPER TOWELS, DISPENSER ROLL	EA	584501CS		
PUSH BROOM 24"	EA	591000EA		
PUSH BROOM HANDEL	EA	CB5417		
SPONGES, GREEN	EA	597595EA		
SPRAY BOTTLE W/TRIGGER	EA	QUART BOTTTL E W/SPRAYER		
SPRAY TRIGGER 9" RED	EA	634109EA		
Tissue Box	EA	NOVA/CS		
TOILET BOWL CLEANER, NABC	EA	565113QT		
TOILET BRUSH	EA	591630EA/ 591645EA		
TOILET BRUSH	EA	CB8661		
TOILET PAPER DISPENSER	EA	585170EA		
TOILET PAPER ROLL	EA	582707CS		
TOILET PLUNGER	EA	Plunger, Toilet		
TRASH BAGS LARGE	CS	587097CS		
TRASH BAGS SMALL	RL	586152CS		
TRASH CAN	EA	2818BK		
TRASH CAN, 23 GAL	EA	601969EA		
TRUCK BRUSH	EA	BRUSH TR3033		
TRUCK BRUSH HANDLE	EA	BRUSH TRUCK H		
TRUCK SOAP DISPENSER	EA	CARBOY		
TRUCK SOAP W/WAX	5 Gallon Cube	PS Wash 5		
TRUCK WASH, 55 GALLON W/WAX	DRUM	PRIZM SOAP 55		
URINAL SCREEN	EA	573700BX		
VACUUM, FLOOR	EA	NEU10AE5		
VACUUM, SHOP	EA	PCX18301-4B		
WATER COOLER	EA	101755200EA		
WATER HOSE INDUSTRIAL, 50 foot	EA	632000EA		
WHISK BROOM	EA	591400EA		

- * Please specify if sold by the each or case
- * Please include any shipping/handling costs
- * Minimum order sizes
- * Delivery fees
- * Any fees not mentioned.