



## ***Request for Proposal***

### **Janitorial Supplies 2016**

**RFP No. 16-23**

**Issue Date: Friday, August 5, 2016**

The Philadelphia Parking Authority is seeking proposals from qualified vendors to provide assorted janitorial supplies under a three year contract per the requirements contained within this solicitation.

**The Philadelphia Parking Authority requests that responses be submitted by:**

**2:00 PM EST on Monday, August 15, 2016**

#### **Delivery Instructions:**

**Proposals will be received by Mail, Hand Delivery or Courier Delivery**

All copies of the RFP must be submitted to:

Mary Wheeler

Manager of Contract Administration

701 Market Street, Suite 5400

Philadelphia, PA 19106

Email: [Mwheeler@philapark.org](mailto:Mwheeler@philapark.org)

**Fax or email responses will NOT be accepted**

**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSALS FOR  
JANITORIAL SUPPLIES 2016  
PROPOSAL NO. 16-23**

**INSTRUCTIONS TO PROPOSERS**

**SUMMARY**

<b>When:</b>	Proposals must be submitted by 2:00 PM, Monday, August 15, 2016.
<b>Where:</b>	Philadelphia Parking Authority Attention: Mary Wheeler, Manager Contract Administration 701 Market Street, Suite 5400, Philadelphia, Pa 19106
<b>How:</b>	Proposals must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the vendor name and must be boldly and clearly marked ( <i>not</i> typewritten) "Janitorial Supplies 2016 - RFP No. 16-23". All proposals must be presented with one (1) original and four (4) copies, individually numbered, and an electronic version consisting of one PDF file.
<b>Vendor Registration:</b>	A pre-proposal conference will not be held for this solicitation. Vendors must register with Mary Wheeler, Manager of Contract Administration, at <a href="mailto:mwheeler@philapark.org">mwheeler@philapark.org</a> to be eligible to participate in this solicitation. Please provide company name, contact name and phone number in the body of the email as registration. Only those vendors who register are insured to receive addenda issued.
<b>Question Deadline:</b>	The deadline for all questions and clarifications is 2:00 PM, Wednesday, August 10, 2016.

**1. Introduction:**

This Request for Proposals (RFP) is being issued by the Philadelphia Parking Authority (the "Authority"). The Authority is soliciting written proposals from qualified vendors in order to procure janitorial supplies under a Contract with the Philadelphia Parking Authority. During this procurement process the sole contact at the Authority shall be Mary Wheeler, Manager of Contract Administration, at 701 Market Street, Philadelphia, PA 19106, [mwheeler@philapark.org](mailto:mwheeler@philapark.org). As a Request for Proposals (RFP), this is not an invitation to bid and although price is important, other pertinent factors will be taken into consideration.

**2. Procurement Questions:**

Prospective Proposers are encouraged to submit questions concerning the RFP in writing no later than 2:00 PM, Wednesday, August 10, 2016. Questions concerning this RFP are to be submitted via email to Mary Wheeler at

**JANITORIAL SUPPLIES 2016**

**PROPOSAL NO. 16-23**

**INSTRUCTIONS TO PROPOSERS**

**PAGE 1**



[mwheeler@philapark.org](mailto:mwheeler@philapark.org) with "RFP No. 16-23 Janitorial Supplies 2016" listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified proposers via addenda. All addenda will be emailed to registered proposers and will also be available on the Authority's website, [www.philapark.org](http://www.philapark.org). Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the specifications or of the solicitation.

**3. Proposal Conditions:**

Sealed proposals must be received in the office of the Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by 2:00 PM on Monday, August 15, 2016. Each proposer shall submit to the Authority the information and forms required, which forms and information shall become the property of the Authority and will not be returned to proposers, unless a written request to withdraw is received prior to the opening of proposals.

**4. Signatures Required:**

The proposals *must* be signed in ink in all spaces where signatures are required. In cases of corporation, the signature must be that of a duly authorized officer of the corporation and officer's title must be stated. In cases of partnerships, the signature of a general partner must follow the firm name, using the term "A Member of Firm." In cases of an individual use the term "dba" (Company Name) or as sole owner.

**5. Proposal Format:**

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage your company in a contract must be included in your proposal. Proposals must be submitted on letter size (8½ x 11) paper. The point size font for text must be 10 to 12, and 6 to 8 for exhibits. All documents must contain a one-inch margin. For exhibits, 11x17 paper is acceptable. An electronic version of the Price Form will be provided to all prospective Proposers. Forms that are altered by the Proposer may be grounds for rejection of the Proposers offer. Failure to meet this requirement may result in the rejection of the Proposal. The tab requirements are as follows:

- Tab A Letter of Transmittal
- Tab B Executive Summary
- Tab C Proposal Security
- Tab D Financial Statement
- Tab E Additional Attachements
- Tab F Proposal Form
- Tab G General Warranty
- Tab H Additional Attachments
- Tab I Unacceptable Contract Terms

**6. Proposal Qualifications:**

Proposals must present evidence satisfactory to the Authority that they are fully competent to perform the conditions of the Contract. Proposers must have the necessary facilities, equipment, experience, and financial capacity to fulfill the conditions of the Contract and all the terms and specifications included herein.

To provide the Authority with information as to their ability to perform, proposers must submit, as part of this proposal, information stipulated in the Proposal Qualification Form attached hereto and proof of ability to furnish the item as outlined in the specifications.

All prices set forth in proposals received by the Authority shall remain firm and proposers shall not be allowed to change or alter the prices set forth in their proposals for 60 days. If the Authority selects the proposer's proposal, the

non-conflicting contents of the selected proposal will become contractual obligations upon execution of the contract.

The Authority has identified the basic approach to meeting its requirements, allowing proposers to be creative and propose their best solution to meeting these requirements.

**7. Submitting Samples:**

No samples are required for this solicitation. Items proposed under this solicitation should comply with the "Made In USA Standard" to the best of the vendor's ability.

**8. Executed Contract Required:**

Notwithstanding completed review and submission of all Request for Proposal and Response documents, and regardless of any formal or informal public or private statements emanating from any official of the Authority or the Proposer, including any notice of "contract award" from the Authority, the Authority will not be legally bound to any contract for the provision of providing janitorial supplies or be subject to any other liability whatsoever on any legal theory concerning the provision of providing janitorial supplies until a final document evidencing the complete and exclusive contract of the parties is signed by the Authority's Executive Director and the duly authorized representative of the Proposer.

**9. Rejection or Acceptance of Proposals:**

An Evaluation Committee comprised of Authority personnel will review all proposals and select the most responsible proposer(s). Upon the conclusion of their review, the most responsible proposer(s) will be selected to execute the contract. The Authority may, at its sole discretion, select more than one proposer to execute a contract. After execution of the contract by the proposer(s), the Committee will make a recommendation to the Authority's Board of the most responsible proposer(s) with the highest quality and best terms. In qualifying a proposer as responsible, the Authority will consider the proposer's ability to meet the requirements, terms and conditions of the RFP. Proposers will be evaluated on factors including, but not limited to, the proposer's work experience, staffing level and experience, responsiveness, quality and timeliness of past performance with the Authority as well as others, financial capability, reliability, responsibility, compliance with equal employment requirements and anti-discrimination provisions, compliance with wage, hour and other fair labor standards, and integrity of the firm and its key people.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept the proposal which, in the judgment of the Authority, will be in the Authority's best interest. The Authority reserves the right to reject any or all alternates if desired, and to accept the combination of base proposals and alternates, which in the sole judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the proposal. In the event of default by a successful proposer, or the refusal of the proposer to enter into the Contract with the Authority, the Authority hereby reserves the right to re-advertise for the Contract or to accept the proposal of the next most responsible proposer at the Authority's sole option.

At any time up to the hour and date set for opening of proposals, a proposer may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by certified mail, return receipt requested, or delivered in person. Such withdrawal shall be effective only upon receipt by the Authority and will not preclude the submission of another proposal by such proposer prior to the hour and date set for the opening of proposals. After scheduled time for opening of proposals, no proposer will be permitted to withdraw their proposal, and each proposer hereby agrees that their proposal shall remain firm for sixty (60) days. A proposal made and opened may be withdrawn with the written permission of the Authority, if in the Authority's opinion, the proposal is inconsistent with the best interest of the Authority.



**10. Unacceptable Proposals:**

No proposal will be accepted from or selection made of any person, firm or corporation that is in arrears or in default to the Authority upon any debt or contract, or whose insurer or banking institution is in default as surety or otherwise upon any obligation to the Authority, or has failed in the sole opinion of the Authority to faithfully perform any previous contract with the Authority.

**11. Clarification of Instructions:**

Should the prospective proposer find a discrepancy in or an omission from the Requirements or Instructions to Proposers, or should she or he be in doubt as to the meaning of any term contained therein, the proposer shall notify Mary Wheeler, Manager of Contract Administration via email at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). All clarification requests must be submitted by the Question Deadline and will be responded to via addendum to all proposers.

**12. Restriction of Contact:**

From the issue date of this RFP until the Authority's Board approves the awarding of the contract, Mary Wheeler is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Authority to reject the offending proposer's proposal. If the Authority later discovers that the proposer has engaged in any violations of this condition, the Authority may reject the offending proposer's proposal or rescind its award. Proposers must agree not to distribute any part of their proposals beyond the Authority. A proposer who shares information contained in its proposal with other Authority personnel and/or competing proposer personnel may be disqualified.

**13. Notification of Proposer Selection:**

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select a proposer or multiple proposers and notify all other proposers of the selection within sixty (60) days of the date set forth for the opening of the proposals. Such notice shall be in writing and mailed to the address furnished by each respective proposer via certified mail. The selected proposer(s) shall not start the performance of any work prior to the Effective Date of the contract and the Authority shall not be liable to pay the selected proposer for any service or work performed or expenses incurred before the Effective Date of the contract.

**14. MBE/WBE/DBE/DSE Participation:**

The Philadelphia Parking Authority strongly encourages the meaningful and substantial participation of Disadvantaged Minority Business Enterprises ("M-DBE"), Disadvantaged Women Business Enterprises ("W-DBE") and Disadvantaged Disabled Business Enterprises ("DS-DBE") but not limited to; Design, Construction, Operations Management, etc.

While there are no Participation Ranges projected for this Proposal, proposers are prohibited from discriminating in their selection of subcontractors and are encouraged to solicit quotes from businesses on an equitable basis with other firms.

**15. General Warranty (TAB G):**

Neither the final Certificate of Payment nor any provision in the contract included within the scope of the contract shall constitute an acceptance of work not done in accordance with the contract or relieve the proposer of liability in respect to any expressed warranties or responsibility for faulty materials or workmanship.

The vendor must include in its Proposal, a description of all warranty provisions and preventive maintenance operations proposed for this Request for Proposal, if applicable.

**16. Contract Period:**

Commencing with the Effective Date of the Contract the term of this Agreement shall terminate automatically and without notice after three (3) years, unless terminated earlier by the Authority. The pricing may be adjusted after one

year from the date of the agreement and again after two years from the date of the agreement, based on the annual adjustment of the United States Department of Labor's producer price index for the net output of selected industries and their products, not seasonally adjusted, for non food and energy commodities issued not less than sixty (60) days nor more than ninety (90) days before the anniversary date of the agreement. The Authority at its sole discretion, shall have the right to terminate the contract upon thirty (30) days written notice. A sample contract will be released with Addendum #1 and emailed to all proposers.

**17. Executive Summary (TAB B):**

The vendor will include in their proposal, a brief summation of the highlights of the proposal and the overall benefits to the Authority. This summary will also include any alternatives proposed by the vendor.

**18. Document Disclosure:**

Documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws. All proposers involved with this solicitation are advised to review such disclosure issues.

**19. Business Licenses:**

The selected proposer must apply for and obtain, prior to execution of the Final Contract document and at the Proposer's sole expense, any business license required to comply with the applicable law as related to the scope of work detailed in this RFP.

**20. Evaluation of the Proposal:**

A selection panel consisting of Authority staff and legal counsel to the Authority will have sole responsibility for reviewing and evaluating all proposals submitted in response to the RFP. The Evaluation Committee will assess the qualifications of the vendor, the vendor's ability fulfill the terms of the contract within the specified time line, the vendor's ability to meet the specifications, and the price proposed by the vendor.

**21. Standard Practices:**

All work performed under the contract shall be subject to inspection and final approval by the Authority.

**22. Invoicing:**

All invoices must be accompanied by a purchase order number, signed proof of receipt, quantities and description of goods. The Authority will not be responsible for any invoices not delivered or mailed to:

Accounts Payable  
THE PHILADELPHIA PARKING AUTHORITY  
3101 Market Street  
Philadelphia, PA 19104-2895

**23. Shipping and Delivery:**

The vendor will be responsible for all shipping and delivery cost of the specified items required to support the proposal.

**24. Statement of No Proposal:**

All Prospective Proposers that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents. This document must be emailed to the attention of Mary Wheeler, Manager of Contract Administration at [mwheeler@philapark.org](mailto:mwheeler@philapark.org).

**25. Proposal Security (Tab C):**

Each proposal shall be accompanied by a bid bond, certified check or cashier's check acceptable to the Philadelphia Parking Authority, in an amount equal to at least ten percent (10%) of the amount of the respective proposal, payable without condition to the Philadelphia Parking Authority as a guaranty that the Proposer, if awarded the Contract, will promptly execute the Agreement in accordance with the Proposal and the other Contract Documents.

**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET – SUITE 5400  
PHILADELPHIA, PA 19106**

**JANITORIAL SUPPLIES 2016  
PROPOSAL No. 16-23**

## **REQUIREMENTS**

### **OVERVIEW:**

The Philadelphia Parking Authority is seeking proposals from qualified vendors to provide janitorial supplies under a three (3) year contract. It is estimated that yearly there will be four deliveries required. All shipping costs should be included in the unit price of the product.

### **SPECIFICATIONS:**

- All items proposed under this solicitation shall comply with the "Made In USA" Standard to the best of the vendor's ability.
- All shipping and delivery cost will be included in the unit cost.
- Product shall be delivered within two (2) weeks of order placement.
- Product will be delivered to a designated Authority facility located within the City of Philadelphia.
- Items listed are actual amounts used by the Authority in one year. Quantities ordered may vary from year to year.
- The pricing may be adjusted after one year from the date of the agreement and again after two years from the date of the agreement, based on the annual adjustment of the United States Department of Labor's producer price index for the net output of selected industries and their products, not seasonally adjusted, for non-food or energy commodities issued not less than sixty (60) days nor more than ninety (90) days before the anniversary date of the agreement. The Authority at its sole discretion, shall have the right to terminate the contract upon thirty (30) days written notice.



## Product List

	ITEM	YEARLY QUANTITY
1	Ajax Dish Detergent 28 oz bottle	96 Bottles
2	Gold Antibacterial Hand Soft Soap, 1 gallon bottle	492 Gallons
3	Bucket/sideward Pressure Wringer 16-30oz mop head	23 Units
4	Clorox Bleach Lemon Scent, 1 gallon bottle	1,113 Gallons
5	Clorox Toilet Bowl Cleaner 24 oz	820 Bottles
6	Corn Fiber Lobby/Toy Brooms 39"L	151 Units
7	Dust Mop 24 x 5	110 Units
8	Dust Pans Lobby Pro Upright	124 Units
9	Floor Maintenance Pad 20" black	30 Units
10	Floor Maintenance Pad 20" red	15 Units
11	Floor Maintenance Pad Xheavy Duty Strip 20" purple	40 Units
12	Floor Science Finish, 5 gallon bucket	16 Gallons
13	Floor Science Stripper, 5 gallon bucket	84 Gallons
14	Floor Wax - one coat 25 Super Hi Gloss	72 Gallons
15	Folding Floor Signs - caution when wet Yellow 25"h	22 Units
16	GAT Graffiti & Spray Paint Remover 20 oz	108 Units
17	Lysol Disinfectant Wipes 125 each container	380 Containers
18	Lysol Disinfectant Spray Lysol Brand Professional 19 oz	1,312 Units
19	Magic Erasers	200 Units
20	Microfiber Wet Mop Pad Velcro backing 18"	60 Units
21	Mop Handles	71 Units
22	Mop Heads #32	864 Units
23	Mop Heads 24" oz	1,352 Units

	ITEM	YEARLY QUANTITY
24	Hand Soap for Zep Plus Dispenser Cherry Bomb, 1 gallon bottle	5 Gallons
25	Hardwood Mop Handles 60"	5 Units
26	Husky Cleaner (Plexiglas) 1 QT	70 Units
27	Spray Bottles clear 32 oz	200 Units
28	Spray Bottles Trigger Sprayers Standard 9-1/2"	200 Units
29	Pledge Furniture Polish Spray 9 oz cans	64 Units
30	Presta Sudz Economy Car Wash, 1 gallon bottle	10 Gallons
31	Purell Hand Sanitizer 16 oz bottles	480 Units
32	Resolve Carpet Cleaner 18 oz bottles	270 Units
33	Sanitary napkin disposal wax paper liner brown	12,500 Units
34	Scotch Brite-medium duty scrub sponge green/yellow	320 Units
35	Simple Green, 1 gallon bottle	515 Gallons
36	Simple Green, 5 gallon bottle	103 Gallons
37	Spray Nine, 1 gallon bottle	1,890 Gallons
38	Spray Nine, 5 gallon bottle	378 Gallons
39	Squeeges Bucket 20"	9 Units
40	Squeeges Pro Stainless Steel Unger 18"	27 Units
41	Tech all in 1 (stainless cleaner), 1 gallon bottle	441 Gallons
42	Tech all in 1 (stainless cleaner) spray bottles 32 oz	120 Bottles
43	Toilet Bowl Brush	178 Units
44	Toilet Bowl Brush Holder	178 Units
45	Toilet Seat Covers 5000/case	37 Cases
46	Urinal Mats	98 Units
47	Warehouse Brooms 42"L	151 Units
48	Windex 1 gallon bottle	668 Gallons
49	Krystal Deodorizing Klean Screen Urinal Screens	876 Units

	ITEM	YEARLY QUANTITY
50	Rubber Gloves - powder/latex free S	11,000 Gloves
51	Rubber Gloves - powder/latex free MED	16,100 Gloves
52	Rubber Gloves - powder/latex free L	20,650 Gloves
53	Rubber Gloves - powder/latex free XL	70,550 Gloves
54	Swiffer Sticks	60 Units
55	Swiffer Sweeper Dry Cloth Refills 24 /box	600 Cloths
56	Swifter Duster Handles	60 Units
57	Trash Bags Black 1 Mil 33 x 40	11,000 Bags
58	Trash Bags Black 1 Mil 40 x 48	15,000 Bags
59	Trash Bags Black Large 43" x 47" x 2 Mil	55,500 Bags
60	Trash Bags Black Small 24" x 33"	55,000 Bags
61	Trash Bags X-Heavy Black 95 gallon 32x29x68	1,750 Bags
62	Unger Trash Pickers 42"	10 Units
63	Hex 45 gallon trash cans	20 Units
64	Claire Metered Air Freshener Dispensers 8.5" Tall	122 Units
65	C-Fold Towels white <sup>1</sup>	115,200 Towels
66	C-Fold Towels brown <sup>1</sup>	115,200 Towels
67	Diaper Rags White 25lb box	45 Boxes
68	Spray Air Freshener Metered 6 oz cans refills (Claire)	1,570 Units
69	Toilet Paper 2 ply 4.1"x 3.1" quote for both toilet papers <sup>2</sup>	10,536 Rolls
70	Toilet Paper Affex 902 JRT Toilet Tissue <sup>2</sup>	10,536 Rolls
71	Paper Towel Dispensers Vist Hygienic Push Paddle Roll	2 Units
72	Paper Towels Brown Hand Wound 7.9" x 800"	1,100 Rolls
73	Paper Towels White 85 sheets	360 Rolls
74	Rubbermaid Glutton Containers (56 gal trash cans)	11 Units
75	Hooded Tops for Rubbermaid Glutton Containers	11 Units



	ITEM	YEARLY QUANTITY
76	Rubbermaid Cigarette Receptacle (item #FGR93400BK)	14 Units
77	Commercial Bagless Vacuum	19 Units

<sup>1</sup> Either white or brown towels will be selected

<sup>2</sup> Only one type of toilet tissue may be selected or a combination of both.

# **INSERT SAMPLE CONTRACT**

NAME OF VENDOR .....

**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET – SUITE 5400  
PHILADELPHIA, PA 19106**

**JANITORIAL SUPPLIES 2016  
PROPOSAL No. 16-23**

**PROPOSAL FORM**

1. The undersigned, having familiarized \_\_\_\_\_self/selves with the proposal documents to furnish janitorial supplies, including the Notice to Proposers, Instructions to Proposers, Proposal Form, Affidavit of Non-Collusion, Specifications, and Addenda if any (hereinafter collectively referred to as the (Proposal Documents), as prepared by the Philadelphia Parking Authority and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, Pa 19106, hereby proposes to furnish janitorial supplies as requested in this solicitation.
2. In submitting this Proposal, it is understood that the Authority reserves the right to withdraw and cancel this invitation to bid prior to opening of proposals or to reject any and all offers after proposals are opened if this is in the best interest of the Authority in the Authority's sole judgment. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form.
3. Attached hereto is an affidavit of proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.
4. Proposer acknowledges receipt of the following addenda:

**Addendum**

**Date**

---



---



---



---



---



---



NAME OF VENDOR .....

5. Proposer agrees to furnish janitorial supplies in accordance with the Requirements and for the prices stated below:

	ITEM	YEARLY AMOUNT	Unit Price	# of Units in a Case	Case Price	Made in USA Yes/No
1	Ajax Dish Detergent 28 oz bottle	96 Bottles				
2	Gold Antibacterial Hand Soft Soap, 1 gallon bottle	492 Gallons				
3	Bucket/sideward Pressure Wringer 16-30oz mop head	23 Units				
4	Clorex Bleach Lemon Scent, 1 gallon bottle	1,113 Gallons				
5	Clorox Toilet Bowl Cleaner 24 oz	820 Bottles				
6	Corn Fiber Lobby/Toy Brooms 39"L	151 Units				
7	Dust Mop 24 x 5	110 Units				
8	Dust Pans Lobby Pro Upright	124 Units				
9	Floor Maintenance Pad 20" black	30 Units				
10	Floor Maintenance Pad 20" red	15 Units				
11	Floor Maintenance Pad Xheavy Duty Strip 20" purple	40 Units				
12	Floor Science Finish, 5 gallon bucket	16 Gallons				
13	Floor Science Stripper, 5 gallon bucket	84 Gallons				
14	Floor Wax - one coat 25 Super Hi Gloss	72 Gallons				
15	Folding Floor Signs - caution when wet Yellow 25"h	22 Units				
16	GAT Graffiti & Spray Paint Remover 20 oz	108 Units				

JANITORIAL SUPPLIES 2016

PROPOSAL FORM  
PAGE 2

PROPOSAL NO. 16-23

NAME OF VENDOR .....

ITEM	YEARLY AMOUNT	Unit Price	# of Units in a Case	Case Price	Made in USA Yes/No
17	Lysol Disinfectant Wipes 125 each container	380 Containers			
18	Lysol Disinfectant Spray Lysol Brand Professional 19 oz	1,312 Units			
19	Magic Erasers	200 Units			
20	Microfiber Wet Mop Pad Velcro backing 18"	60 Units			
21	Mop Handles	71 Units			
22	Mop Heads #32	864 Units			
23	Mop Heads 24" oz	1,352 Units			
24	Hand Soap for Zep Plus Dispenser Cherry Bomb, 1 gallon bottle	5 Gallons			
25	Hardwood Mop Handles 60"	5 Units			
26	Husky Cleaner (plexiglass) 1 QT	70 Units			
27	Spray Bottles clear 32 oz	200 Units			
28	Spray Bottles Trigger Sprayers Standard 9-1/2"	200 Units			
29	Pledge Furniture Polish Spray 9 oz cans	64 Units			
30	Presta Sudz Economy Car Wash, 1 gallon bottle	10 Gallons			
31	Purell Hand Sanitizer 16 oz bottles	480 Units			
32	Resolve Carpet Cleaner 18 oz bottles	270 Units			

NAME OF VENDOR .....

ITEM	YEARLY AMOUNT	Unit Price	# of Units in a Case	Case Price	Made in USA Yes/No
33	Sanitary napkin disposal wax paper liner brown	12,500 Units			
34	Scotch Brite-medium duty scrub sponge green/yellow	320 Units			
35	Simple Green, 1 gallon bottle	515 Gallons			
36	Simple Green, 5 gallon bottle	103 Unit			
37	Spray Nine, 1 gallon bottle	1,890 Gallons			
38	Spray Nine, 5 gallon bottle	378 Units			
39	Squeeges Bucket 20"	9 Units			
40	Squeeges Pro Stainless Steel Unger 18"	27 Units			
41	Tech all in 1 (stainless cleaner), 1 gallon bottle	441 Gallons			
42	Tech all in 1 (stainless cleaner) spray bottles 32 oz	120 Bottles			
43	Toilet Bowl Brush	178 Units			
44	Toilet Bowl Brush Holder	178 Units			
45	Toilet Seat Covers 5000/case	37 Cases			
46	Urinal Mats	98 Units			
47	Warehouse Brooms 42"L	151 Units			
48	Windex 1 gallon bottle	668 Gallons			
49	Krystal Deodorizing Klean Screen Urinal Screens	876 Units			



NAME OF VENDOR .....

	ITEM	YEARLY AMOUNT	Unit Price	# of Units in a Case	Case Price	Made in USA Yes/No
50	Rubber Gloves - powder/latex free S	11,000 Gloves				
51	Rubber Gloves - powder/latex free MED	16,100 Gloves				
52	Rubber Gloves - powder/latex free L	20,650 Gloves				
53	Rubber Gloves - powder/latex free XL	70,550 Gloves				
54	Swiffer Sticks	60 Units				
55	Swiffer Sweeper Dry Cloth Refills 24 /box	600 Cloths				
56	Swiffer Duster Handles	60 Units				
57	Trash Bags Black 1 Mil 33 x 40	11,000 Bags				
58	Trash Bags Black 1 Mil 40 x 48	15,000 Bags				
59	Trash Bags Black Large 43" x 47" x 2 Mil	55,500 Bags				
60	Trash Bags Black Small 24" x 33"	55,000 Bags				
61	Trash Bags X-Heavy Black 95 gallon 32x29x68	1,750 Bags				
62	Unger Trash Pickers 42"	10 Units				
63	Hex 45 gallon trash cans	20 Units				
64	Claire Metered Air Freshner Dispensers 8.5" Tall	122 Units				
65	C-Fold Towels white <sup>1</sup>	115,200 Towels				
66	C-Fold Towels brown <sup>1</sup>	115,200 Towels				

NAME OF VENDOR .....

67	Diaper Rags White 25lb box	45 Boxes	
68	Spray Air Freshener Metered 6 oz cans refills (Claire)	1,570 Units	
69	Toilet Paper 2 ply 4.1" x 3.1" quote for both toilet papers <sup>2</sup>	10,536 Rolls	
70	Toilet Paper Affex 902 JRT Toilet Tissue <sup>2</sup>	10,536 Rolls	
71	Paper Towel Dispensers Vist Hygienic Push Paddle Roll	2 Units	
72	Paper Towels Brown Hand Wound 7.9" x 800"	1,100 Rolls	
73	Paper Towels White 85 sheets	360 Rolls	
74	Rubbermaid Glutton Containers (56 gal trash cans)	11 Units	
75	Hooded Tops for Rubbermaid Glutton Containers	11 Units	
76	Rubbermaid Cigarette Receptable (item #FGR93400BK)	14 Units	
77	Commerical Bagless Vacuum	19 Units	

<sup>1</sup> Either white or brown towels will be selected

<sup>2</sup> Only one type of toilet tissue may be selected or a combination of both.

NAME OF VENDOR .....

**6. Contract Period:** Commencing with the Effective Date of the Contract the term of this Agreement shall terminate automatically and without notice after three (3) years, unless terminated earlier by the Authority. The pricing may be adjusted after one year from the date of the agreement and again after two years from the date of the agreement, based on the annual adjustment of the United States Department of Labor's producer price index for the net output of selected industries and their products, not seasonally adjusted, for non food and energy commodities issued not less than sixty (60) days nor more than ninety (90) days before the anniversary date of the agreement. The Authority at its sole discretion, shall have the right to terminate the contract upon thirty (30) days written notice. A sample contract will be released with Addendum #1 and emailed to all proposers.

**7. Delivery Schedule:** The undersigned vendor agrees to deliver janitorial supplies as identified in the Requirements within 14 days of receiving an order. It is anticipated that order will be placed quarterly throughout the year. The vendor will be notified of additional orders by the designated PPA Representative.

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

\_\_\_\_\_  
**Name  
(Please Print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

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

NAME OF VENDOR .....

**8. Proposer's Signatures:**

If offer is by an individual or partnership, form must be dated and signed here:

_____ Signature of Owner of Partner	_____ Business Name of Bidder
_____ Typed or Printed Name	_____ Street Address
_____ Title	_____ City/State/ ZIP Code
_____ Date	_____ Telephone Number

If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, and (c) a corporate seal must be affixed. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.

_____ Signature	_____ Signature
_____ Typed or Printed Name	_____ Typed or Printed Name
_____ Title	_____ Title
_____ Business Name of Bidder	
_____ Street Address	_____ SEAL:
_____ City/State/ZIP Code	
_____ Telephone Number	
_____ Date	

NAME OF VENDOR .....

**9. Affidavit of Non-Collusion:**

STATE OF .....

COUNTY OF .....

\_\_\_\_\_, being first duly sworn, deposes and says:

That the proposer is a .....  
(partner or officer of the firm of, etc.)

the party making this offer, that such proposal is genuine and not collusive or a sham; that such proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham offer or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant or of any other proposer, or to fix any overhead, profit or cost element of said proposal price, or of that of any other proposer, or to secure any advantage against the Philadelphia Parking Authority, or any person interested in the proposed contract; and that all statements in said proposal or bid are accurate, true and not misleading.

\_\_\_\_\_  
Signature of Proposer, if proposer is an individual

\_\_\_\_\_  
Signature of Officer, if proposer is a corporation

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_ 2016.  
My commission expires on  
\_\_\_\_\_, 20\_\_\_\_

NAME OF VENDOR .....

**10. Proposer Qualifications:**

- a. Type of business: Individually owned   
*Check one* Partnership   
Corporation   
Other

- b. Number of employees: Under 25   
*Check one* Under 50   
Under 100   
Over 100

c. If you have had previous contracts with the Philadelphia Parking Authority, list date and type of product or service provided:

- i. ....  
.....  
.....
- ii. ....  
.....  
.....

d. List three (3) recent contracts your firm has fulfilled involving the same type of product or service described in this proposal. Note the dollar amount of your firm's work under the contract. Identify references (contact person's name and telephone number) for all contracts listed.

- i. ....  
.....  
.....
- ii. ....  
.....  
.....
- iii. ....  
.....  
.....



DISADVANTAGED BLACK (B-DBE), DISABLED (DS-DBE), MINORITY (M-DBE), AND WOMEN (W-DBE) OWNED BUSINESSES		MINORITY AND DISADVANTAGED BUSINESS PARTICIPATION PROGRAM	
Proposal Number 16-23		No. of Copies Submitted Page ___ of ___	
See Instructions: Complete one or more forms for each type of disadvantaged business participation required: check one: <input type="checkbox"/> B-DBE <input type="checkbox"/> DS-DBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE For the type of disadvantaged business checked, list below all the certified firms that were solicited whether or not a commitment was made. <i>Photocopy this form as necessary.</i>			
Name of Proposer		Type of Work or Materials	
Disadvantaged Business Information		Date Solicited	
Company Name		Phone	Mail
Address		Commitment Made	
Contact Name		Yes (Date) No	
Telephone No.	Fax No.	Quote Received	
MBEC Certification No.		Yes No \$ % percentage of total	
Business Information		Date Solicited	
Company Name		Phone	Mail
Address		Commitment Made	
Contact Name		Yes (Date) No	
Telephone No.	Fax No.	Quote Received	
MBEC Certification No.		Yes No \$ % percentage of total	
Disadvantaged Business Information		Date Solicited	
Company Name		Phone	Mail
Address		Commitment Made	
Contact Name		Yes (Date) No	
Telephone No.	Fax No.	Quote Received	
MBEC Certification No.		Yes No \$ % percentage of total bid	
Give reason(s) if no commitment made or no quote received:		Give reason(s) if no commitment made or no quote received:	



Contract Administration Manager  
The Philadelphia Parking Authority  
Mellon Independence Center  
701 Market Street – Suite 5400  
Philadelphia, PA 19106

**Proposal Decline Form: Janitorial Supplies 2016**

RFP No. 16-23

Note: If you did not submit an offer to the Authority for this solicitation, please return this form immediately. **Thank you.**

The undersigned vendor declines to submit an offer for this project<sup>1</sup>.

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

- Specifications too "tight" (explain below)
- Unable to meet time period for responding to this RFP
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet Bond/Insurance Requirements
- Specifications unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:


1. Upon completion of this form, please email it to the attention of Mary Wheeler, Manager of Contract Administration at [mwheeler@philapark.org](mailto:mwheeler@philapark.org).

\_\_\_\_\_