

COMPETITIVE SEALED BIDS
Janitorial Supplies & Equipment

Scope of Work

Provide Luna Community College with janitorial supplies & equipment under a multi-year contract. This contract will include a 30 day supply inventory.

Responses to Request for Competitive Sealed Bids

Responses to this Request for Competitive Sealed Bids will consist of at least:

- A. A brief overview of the company
- B. The names and contact information for at least three (3) references
- C. Acknowledgement of vendor's ability to provide all products on the product list (below).
- D. The estimate of monthly and annual quantities needed by product
- E. A cost breakdown that includes unit cost, monthly cost and annual cost per item and a grand total per year with a four (4) year projection
- F. Description of vendor's product inventory and delivery systems to assure LCC consistently has the supplies needed
- G. Procedure for obtaining MSDS information
- H. Describe your agency's notification and installation procedures related to dispenser changes that might occur during the course of the 4-year contract. This description must include the cost of such installations.
- I. A list of quarterly training topics provided by the vendor as part of the overall package
- J. A list of additional training topics available from the vendor and associated costs
- K. A description of customer service and problem resolution procedures

Dispensers

Dispensers for toilet paper, hand towels and liquid soap must be provided by awarded vendor to accommodate the product being offered.

Site Visit

Site visits are available and will be accommodated on an as requested basis. Scheduling of a site visit does not authorize an extension of the deadline to submit the sealed bid.

Evaluation of Competitive Sealed Bids

COST IS A FACTOR, BUT THE INCLUSION OF COST AS A FACTOR DOES NOT REQUIRE THE COLLEGE TO SELECT THE LOWEST BID. The following criteria will be used to evaluate each bid submitted. Total possible points are 100.

Cost – 60 points

Reference Evaluation – 30 points (product availability = 20, responsiveness to calls = 10)
Training – 10 points

Product List

Toilet bowl cleaner	36” cut end dust mop
Bleach	60” mop handle
Glass cleaner	60” dust mop handle
Furniture polish	18” dust mop frame
Disinfectant	24” dust mop frame
Carpet shampoo	24 oz. mop heads
Toilet bowl deodorant blocks	16 oz. mop heads
Urinal blocks	mop handles with frame
Stainless steel cleaner	dust mop treatment
Floor finisher	wet floor signs
Floor stripper	bowl brush
Spray buff	24” garage brush
Mop bucket & wringer	60” threaded handle
Small looped end mop	bench/counter duster
Large looped end mop	12” metal dust pan
Finish mop	latex gloves (medium and large)
20” black strip pad	55 gallon trash liner
20” blue scrubbing pad	33 gallon trash liner
20” white buffing & cleaning pad	8-10 gallon trash liner
Paper towels – dispenser type	hand soap – antibacterial
Tissue paper – coreless	hand soap – heavy duty
Toilet seat covers	brass & chrome cleaner
Treated saw dust	neutral floor cleaner
Deodorant metered spray	

Terms/Conditions

The effective date of the contract shall commence on the date of the final signature and shall be for one year renewable annually not to exceed four total years. State Agencies and/or Political Subdivisions of the State of New Mexico may use the contents of this Sealed Bid offered to Luna Community College after an award has been made.

Compensation

After receipt of goods, payment will be made within 30 days of receipt of invoice. Annual and replacement purchases will be paid within 30 days of receipt of invoice.

Termination

The contract may be terminated by either of the parties thereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. By such termination, neither party

may nullify obligations or liabilities already incurred for performance of for failure to perform prior to the date of termination. Early termination of the contract by the vendor must allow for a prorated refund of payment based on the remainder of the contract term, if applicable.

Status of Contractor

The contractor and his agents and employees are independent contractors performing professional services for Luna Community College and are not employees of the College. The Contractor and his agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of Luna Community College (if any) by virtue of the contract.

Assignment

The Contractor shall not assign or transfer any interest in the contract or assign any claims for money due or to become due under the contract without the prior written approval of Luna Community College.

Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under the contract without the prior written approval of Luna Community College.

Conflict of Interest

The Contractor shall warrant that he has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract. The Contractor shall comply with the provisions of Section 10-16-12, NMSA 1978, which require disclosure of the Office of Secretary of State of amounts received under state contracts when and if such provisions become applicable.

Amendment

The contract shall not be altered or amended except by an instrument in writing executed by the parties.

Merger

The contract shall incorporate all of the agreements, covenants and understandings between the parties thereto concerning the subject matter thereof. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in the contract.

Applicable Law

The contract shall be governed by the laws of the State of New Mexico.

Submission of Sealed Bids

Reponses must be received by 2:00 pm (mst), Friday, August 31, 2012, via mail or hand delivery to the following address:

Luna Community College
Miguel Martinez, Purchasing Director
366 Luna Drive
Las Vegas, NM 87701

Contact Miguel Martinez at 505-454-5393 or mmartinez@luna.edu with questions regarding this request.