



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

BID NOTICE

To: Prospective Bidder

From: Grant Roberts
DeSoto County Schools
5 E. South Street
Hernando, MS 38632
662-449-7291

Issue Date: September 14, 2023

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: October 5, 2023
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: October 12, 2023
Time: 8:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #208-CPS-DCS24
Description: Janitorial Cleaning and Paper Supplies

Procurement Schedule:

Public Notice to Newspaper	September 11, 2023
Advertisement Publication Dates	September 14 and September 21, 2023
Release of Bid	September 14, 2023
Deadline for Questions/Clarifications	September 28, 2023, 12:00 pm, CST
Unpriced Bid Proposals	October 5, 2023, 9:00 am, CST
Reverse Auction for Approved Bidders	October 12, 2023, 8:00 am, CST
Anticipated Board Approval	October 19, 2023



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Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the unpriced proposal form, nor placing it in the mail by this date will meet legal requirements. All unpriced proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all unpriced proposals received and to waive any and all informalities.

1. If submitting a paper unpriced proposal, it shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the unpriced proposals are opened. The DeSoto County School District shall not be responsible for any errors or omissions. Unpriced proposals may be hand delivered, mailed, or submitted electronically. Paper unpriced proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:

Attn: Grant Roberts

Janitorial Cleaning & Paper Supplies Unpriced Proposals

#208-CPS-DCS24

October 5, 2023 @ 9:00 a.m. CST

Name of company or person submitting bid

2. Any unpriced proposals received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the unpriced proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.
3. Unpriced proposals may be modified or withdrawn by written notice from the Bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of District.
4. All items contained in this unpriced proposal are to be per specifications unless otherwise specified.
5. The District shall issue a written addendum/clarification if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda/clarification will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda/clarification, the addenda/clarification shall govern all other contract documents to the extent specified. Subsequent addenda/clarification shall govern over prior addenda/clarification only to the extent specified.
6. All bids shall be submitted exclusive of taxes. Documentation of tax exemption will be furnished when necessary.
7. Both paper unpriced proposals and electronic unpriced proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic unpriced proposals shall be submitted online at www.centralbidding.com. Should

the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

8. All items will be awarded by line item.
9. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
10. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to dcspurchasing@dcsms.org. The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal. Questions received after the mentioned deadline for Written Questions/Clarifications shall not be considered.

Qualification of Bidders:

Unpriced proposals will be evaluated by staff of the District. All bidders submitting acceptable specifications will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

Method of Bidding:

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of **October 12, 2023, at 8:00 am, CST**. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the Bidder must complete the free registration at: <https://www.centralauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

1. All items shall be invoiced and delivered to individual locations within the DeSoto County School District as noted on each purchase order. Some locations do not have loading docks; please take that into consideration when submitting bids. A list of schools with and without loading docks and a list of schools with their address are included in the bid packet for review.
2. It is understood that the successful bidder agrees to deliver all items FOB destination to this point. ALL RELATED COST FOR DELIVERY IS TO BE PAID BY THE BIDDER AND SHOULD BE INCLUDED IN THEIR BID. NO ADDITIONAL DELIVERY CHARGES SHALL BE PAID BY THE DESOTO COUNTY SCHOOL DISTRICT. Any items requiring unpacking or assembly shall be unpacked, assembled, and set in place by the successful bidder, at their expense, as directed by the designated representative of the DeSoto County School District.
3. One (1) week delivery time on all supplies.
4. Each purchase order will be divided into four (4) sections by location and includes approximately ten (10) different school sites. Delivery of supplies will be made to each individual location as specified on the purchase order. The District will place up to nine (9) sets of these orders per school year during the term of the bid, October 20, 2023 – September 30, 2024.
5. Vendor will be responsible for any delivery issues such as double shipments even if packaging has been opened to verify order.

6. Deliveries must be made to each individual location between the hours of 9am and 2pm, CST. If any problems with delivery, please contact David Ross at 901-598-4417.
7. Vendors will have 10 minutes to bid on each line item. See attached schedule.

Terms of Agreement:

The term of bid shall be October 20, 2023 – September 30, 2024. If the DeSoto County School District, in whole or in part, is not satisfied with the performance of services or product supplied and agreed to with this bid, the District may terminate the agreement after giving specific reason(s) by written notice to vendor(s) and offering opportunity for vendor(s) to correct specific reason(s) for dissatisfaction within a thirty (30) day period, date to be specified by the District. If vendor does not respond to notice within the thirty (30) day period, the District has the option to terminate the agreement. If vendor wishes to terminate the agreement prior to the thirty (30) day wait period, they may do so with written notification.

DCS will not accept any price increase that has not been previously agreed upon by both involved parties for the term of the bid. If vendor increases pricing for any item, for any reason, that has not been agreed upon by DCS, DCS may withdraw from purchasing item with vendor and purchase from the next lowest vendor to be determined during scheduled reverse auction. The next lowest vendor must adhere to their lowest bid amount submitted during the reverse auction.

If winning vendor cannot meet request for item specified in bid documentation within 30 days of DCS submitting the purchase order for the items, DCS reserves the right to purchase said item(s) from the next lowest vendor that bid during the reverse auction.

Accounting Practices:

The DeSoto County School District requires that purchase orders be issued before any items are ordered or delivered. The District shall not be responsible for any products delivered without an approved purchase order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery. Separate packing slips must be issued for each shipment at each individual school location.

The awarded bidder shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

Signed delivery tickets shall be turned in with invoices. All invoices shall include the purchase order number. Separate invoices shall be issued for each purchase order. Any corrections to invoices must be completed within 30 days of notification of error.

The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

Budgetary Constraints:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be DeSoto County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 Form:

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

Insurance Requirements:

The awarded bidder will be required to present the District with a certificate of coverage documenting general liability insurance coverage of \$1,000,000 listing the District as additional insured and worker's compensation insurance coverage of \$500,000 per occurrence. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



DeSoto County Schools

Cory Uselton,
Superintendent of Education

Five East South Street
Hernando, MS 38632

662-449-7291
FAX-662-449-7242

Janitorial Cleaning and Paper Supplies

Bid #208-CPS-DCS24

ALL TIMES CENTRAL

Reverse Auction Timeline

Start Time	End Time	Description
8:00 am	8:10 am	Jumbo Roll Bath Tissue, VonDrehle, JRT002, 12 rolls per case – or approved equivalent
8:10 am	8:20 am	Brown Hardwound Roll Towels, VonDrehle, B80N, 6 rolls per case – or approved equivalent
8:20 am	8:30 am	Toilet Tissue Dispenser, Von Drehle, #AE42V – or equivalent
8:30 am	8:40 am	24" x 33" Clear 8 Micron Trash Can Liners (1000/Case)
8:40 am	8:50 am	40" x 48" Clear 12 Micron Trash Can Liners (250/Case)
8:50 am	9:00 am	43" x 47" 1.5 Mil Trash Can Liner, Black (100/Case)
9:00 am	9:10 am	Industrial Pathmaker, Spartan, #008705, 5 Gallon Pail – or approved equivalent
9:10 am	9:20 am	On an' On Floor Finish, Spartan, #407305, 5 Gallon Pail – or approved equivalent
9:20 am	9:30 am	Green Solutions Floor Seal & Finish, Spartan, #350405, 5 Gallon Pail – or approved equivalent
9:30 am	9:40 am	Wave 3D, Fresh Products, 10 Per Case – or approved equivalent
9:40 am	9:50 am	Dust Mop/Dust Cloth Treatment, Spartan, #309900, (12) 20 oz. Cans/Case – or approved equivalent
9:50 am	10:00 am	Graffiti Remover SAC, Spartan #317103 – or equivalent
10:00 am	10:10 am	Defoamer, Spartan #302403 – or equivalent

10:10 am	10:20 am	SD-20, Spartan #652000 – or equivalent
10:20 am	10:30 am	Profect HP, Spartan #100803 – or equivalent
10:30 am	10:40 am	Shineline Floor Prep, Spartan #302904 – or equivalent
10:40 am	10:50 am	Lite’N Foamy Cranberry Ice Hand Soap, Spartan #315204 - no substitutes
10:50 am	11:00 am	IQ Cranberry Ice Hand Soap, Spartan #460200 - no substitutes
11:00 am	11:10 am	NABC, Spartan – no substitutes
11:10 am	11:20 am	Vomitux Absorbent, VoBan Aromatic Absorbent MFG #241 – no substitutes
11:20 am	11:30 am	BioRenewables Glass Cleaner, Spartan – no substitutes
11:30 am	11:40 am	Clean By 4D, Spartan #101102 – no substitutes
11:40 am	11:50 am	Xcelente Clean on the Go, Spartan – no substitutes
11:50 am	12:00 pm	Feminine hygiene products waste receptacle, Hospeco MFG #HOSND1W – no substitutes
12:00 pm	12:10 pm	Paper Towel Dispenser, Georgia Pacific, #GPC54338A – no substitutes
12:10 pm	12:20 pm	Diversey Pro Strip ULTRA Heavy-Duty Floor Stripper – no substitutes

SIGNATURE	DATE
PRINTED NAME	TITLE



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"EXCELLENCE IS A COMMITMENT"

Janitorial Cleaning & Paper Supplies

Bid #208-CPS-DCS24

Required Specifications

DeSoto County Schools is conducting a bid for Cleaning and Paper Supplies for the entire District. A quantity range for each product is indicated on the Unpriced Proposal Form that is enclosed.

- If bidding an alternate item for any brand specific product listed or if the bid item listed is not brand specific, with exception to trash can liners, please provide a full, unopened unit sample of proposed alternate product. Sample products must be identical to those that would be delivered if awarded bid. Samples must be labeled with vendor name. Providing these samples shall be entirely at bidder expense and none shall be returned. Safety Data Sheets (SDS) must accompany each sample for any alternate products proposed.
- If bidding on trash can liners, bidders must submit a sample of two (2) full, unopened, and unaltered cartons of each liner for each trash can liner bidding with Unpriced Proposal. Samples must be delivered no later than **9am, CST, October 5, 2023**, and must be labeled with vendor name. Samples, including cartons and all of their markings, must be identical to those that would be delivered if awarded the bid for trash can liners. Please see sample label attached for reference which shows necessary information that must be included on label. Providing these samples shall be entirely at vendor expense and will not be returned. If awarded bid, vendor shall not make any substitutions from the provided samples.
- There will be four (4) separate purchase orders with each order placed which will include approximately ten (10) locations each. Orders will be placed approximately nine (9) times from date of award of bid through September 30, 2024. A list of schools and their address and a list of schools with and without loading docks is included in bid packet. Delivery of supplies will be made to each individual location as specified on the purchase order. Deliveries must be made to each individual location between the hours of 9am and 2pm, CST. If any problems with a delivery, please call David Ross at 901-598-4417.

Products

Jumbo Roll Bath Tissue, Von Drehle, JRT002- or equivalent

- 3.4" wide x 650' long, 8.7" roll diameter
- 12 rolls/cs
- 2-ply
- 100% recycled
- Minimum 50% post-consumer
- Green-Seal Certified
- Must fit current dispenser – see attached for specifications

Brown Hardwound Roll Towels, Von Drehle, B80N – or equivalent

- 7.9" wide x 800' long, 2" roll diameter
- 6 rolls/cs
- 100% recycled
- Minimum 50% post-consumer
- Must fit current dispenser – see attached for specifications

Toilet Tissue Dispenser, Von Drehle, #AE42V – or equivalent

- Single, jumbo roll dispenser
- Fully enclosed
- Locking Feature
- Depth 4.75"
- Approx. 12"x10.5"x4.75"
- Price per one dispenser

24" x 33" Clear Trash Can Liner

- 8-micron natural density can liners
- 50/roll, 20 rolls/cs (Total of 1000/cs)
- Minimum 16.07lb net weight

40" x 48" Clear Trash Can Liner

- 12-micron natural high density can liners
- 25/roll, 10 rolls/cs (Total of 250/cs)
- minimum 15.10lb net weight

43" x 47" Black Trash Can Liner

- 1.5mil black low-density trash can liners
- 10/roll, 10rolls/cs (Total of 100/cs)
- Minimum 20.21lb net weight

Industrial Pathmaker, Spartan #008705 – or equivalent

- Low foam, industrial strength floor cleaner
- Requires one rinse only
- 5-gallon
- Fragrance Free

On An' On Floor Finish, Spartan #407305 – or equivalent

- Non-buff metal interlock floor finish
- 25% Nonvolatile Solids
- Requires fewer coats
- Easy application, levels smoothly
- 5-gallon

Green Solutions Floor Seal & Finish, Spartan #350405 – or equivalent

- Acrylic co-polymer based floor & seal finish
- Low zinc, no heavy metals, glycol, butyls, formaldehyde
- Total active ingredients 41.4%
- Low ammonia
- Green Seal Certified
- 5-gallon

Wave 3D Urinal Screen, Fresh Products – or equivalent

- Works up to 30 days
- Long posts on both sides to eliminate splash
- Fragrances – cucumber melon, coastal, ocean mist, honeysuckle
- 10 count per case

Dust Mop/Dust Cloth Treatment, Spartan #309900 – or equivalent

- Water based
- Ready to use
- Low odor
- 20oz can, 12 per case
- Safe to use on air filters, mops, matting

Graffiti Remover SAC, Spartan #317103 – or equivalent

- Removes graffiti markings, paint, marker, ink, crayon, pencil
- Biobased solvent
- Soy based, No petroleum based solids
- Ready-to-use
- Unscented
- Quart, 12 per case

Defoamer, Spartan #302403 – or equivalent

- Stable emulsion foam eliminator used in floor scrubbers
- Phosphate free
- Ready to use
- Gallon, 4 per case

SD-20, Spartan #652000 – or equivalent

- All-purpose degreaser
- Synthetic
- Does not contain soap, free alkali, caustics, ammonia
- 20oz can, 12 per case

Profect HP, Spartan #100803 – or equivalent

- Cleaner, deodorizer, disinfectant for infection control
- Ready-to-use
- Kills bacteria and viruses in 60 seconds
- Quart, 12 per case

Shineline Floor Prep, Spartan #302904 – or equivalent

- Removes alkaline residue from floors
- Prepares floors for application of seal and finish
- PH<1, dilution 5oz/gallon
- Orange scent
- Gallon, 4 per case

****For the remaining items in the bid specifications, we will accept no substitutions to keep products uniform through the District****

Bids will still be placed on a line-item basis. Please refer to attached bid schedule for times.

Lite'N Foamy Cranberry Ice Hand Soap, Spartan #315204 - no substitutes

- Hand, hair, and body soap
- Low viscosity
- Bio-based
- Cranberry fragrance
- Ready to use
- 1200 handwashes per 1000ml
- Gallon, 4 per case
- Winning Vendor must provide dispenser at no additional cost

IQ Cranberry Ice Hand Soap, Spartan #460200 - **no substitutes**

- Hand, hair, and body soap
- Low viscosity
- Ready to use
- Bio-based
- 1900 handwashes per 1250ml
- 1250ml, 4 per case
- Winning Vendor must provide mounting brackets at no additional cost

NABC, Spartan – **no substitutes**

- Non-acid disinfectant bathroom cleaner
- Fresh Scent
- Bactericidal & virucidal
- 2-liter, 4 per case

Vomit Absorbent, VoBan Aromatic Absorbent MFG #241 – **no substitutes**

- 1 lb. Bag
- Medicinal Scent
- Brown Color
- Effective on vomit, pet accidents and other spillage
- Fortified with enzymes to help eliminate odor
- Pack: 24/case

BioRenewables Glass Cleaner, Spartan – **no substitutes**

- Cleaner for mirrors, glass, windows, etc.
- Non-ammoniated
- Phosphate free
- Biodegradable
- Green Seal Approved
- 2-liter, 4 per case

Clean By 4D, Spartan #101102 – **no substitutes**

- Multipurpose Healthcare Disinfectant
- Removes stains and odors
- Fresh fragrance
- Peroxide based 3-7%
- 2-liter, 4 per case

Xcelente Clean on the Go, Spartan – **no substitutes**

- Multi-purpose cleaner
- Phosphate free
- Green Seal Approved
- 2-liter, 4 per case
- 1 oz per gallon dilution
- Lavender Fragrance

Feminine hygiene products waste receptacle, Hospeco MFG #HOSND1W – **no substitutes**

- 8.25 x 4.5 x 11.6" – Metal White
- Convenient hinged lid
- Wall mounted (screws not included)
- Quantity = each

Paper Towel Dispenser, Georgia Pacific, #GPC54338A – no substitutes

- 13x10x14.4", Black
- Holds rolls up to 8"
- Mounts with screws (not included)
- Price per one dispenser

Diversey Pro Strip ULTRA Heavy Duty Floor Stripper – no substitutes

- 1 x 5 gallon/18.9 L Envirobox TM/MC
- Dilution ration: 1:4-1:10
- Cherry almond scent
- PH Concentrate 12.3
- Utilized cold water



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"EXCELLENCE IS A COMMITMENT "

Unpriced Bid Proposal Form **Janitorial Cleaning & Paper Supplies** Bid #208-CPS-DCS24

Vendor Name: _____

Please check each line that you will be bidding in the appropriate column indicating whether or not you will be bidding the specified product or an equivalent product that meets the specifications.

✓ MEETS	✓ ALTERNATE	Minimum/Maximum Quantity	SPECIFICATION
		3,000 – 10,000	Jumbo Roll Bath Tissue, VonDrehele, JRT002, 12 Rolls Per Case – or equivalent
		3,000 – 10,000	Brown Hardwound Roll Towels, VonDrehle, B80N, 6 Rolls Per Case – or equivalent
		50—250	Toilet Tissue Dispenser, Von Drehle, #AE42V – or equivalent
		200 – 1,200	24"x33" Clear 8 Micron Trash Can Liners (1000/Case)
		100 - 800	40"x48" Clear 12 Micron Trash Can Liners (250/Case)
		1,000 - 3,500	43"x47" 1.5 Mil Trash Can Liner, Black (100/Case)
		300 - 800	Industrial Pathmaker, Spartan, #008705, 5 Gallon Pail – or equivalent
		500 - 3,000	On an' On Floor Finish, Spartan, #407305, 5 Gallon Pail – or equivalent
		45—145	Green Solutions Floor Seal & Finish, Spartan, #350405, 5 Gallon Pail – or equivalent
		450—800	Wave 3D, Fresh Products, 10 Per Case – or equivalent
		20 - 40	Dust Mop/Dust Cloth Treatment, Spartan, #309900, (12) 20 oz. Cans/Case – or equivalent
		5—15	Graffiti Remover SAC, Spartan #317103 – or equivalent
		30—120	Defoamer, Spartan #302403 – or equivalent
		50—150	SD-20, Spartan #652000 – or equivalent
		40—200	Profect HP, Spartan #100803 – or equivalent

		50—300	Shineline Floor Prep, Spartan #302904 – or equivalent
	No Substitutes Allowed	300 – 1,200	Lite’N Foamy Cranberry Ice Hand Soap, Spartan #315204 - no substitutes
	No Substitutes Allowed	100 – 500	IQ Cranberry Ice Hand Soap, Spartan #460200 - no substitutes
	No Substitutes Allowed	50 - 200	NABC, Spartan – no substitutes
	No Substitutes Allowed	20—50	Vomitux Absorbent, VoBan Aromatic Absorbent MFG #241 – no substitutes
	No Substitutes Allowed	20—40	BioRenewables Glass Cleaner, Spartan – no substitutes
	No Substitutes Allowed	60—200	Clean By 4D, Spartan #101102 – no substitutes
	No Substitutes Allowed	150—350	Xcelente Clean on the Go, Spartan – no substitutes
	No Substitutes Allowed	10—25	Feminine hygiene products waste receptacle, Hospeco MFG #HOSND1W – no substitutes
	No Substitutes Allowed	100--500	Paper Towel Dispenser, Georgia Pacific, #GPC54338A – no substitutes
	No Substitutes Allowed	100—1500	Diversey Pro Strip ULTRA Heavy-Duty Floor Stripper – no substitutes

*****If bidding an equivalent item to what is specified, and for ALL trash can liners being bid, please remember to submit a sample per directions in the bid packet by the Unpriced Proposal due date and time of October 5, 2023, 9am, CST, and be certain to include Safety Data Sheets (SDS) for each. All samples must be labeled with vendor name and “Bid #208-CPS-DCS24”. If any of the required information is missing from the equivalent samples provided, the DeSoto County School District reserves the right to disqualify the vendor from participation in the reverse auction scheduled for 8am, CST, October 12, 2023.*****

SIGNATURE	DATE
PRINTED NAME	TITLE



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"EXCELLENCE IS A COMMITMENT"

Vendor Information & Agreement Form

Janitorial Cleaning and Paper Supplies

October 5, 2023, 9:00 am, CST

Bid #208-CPS-DCS24

I/We propose to furnish and deliver the items on the Unpriced Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Unpriced Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal was requested by the DeSoto County School District.

Company Name

Authorized Representative Name (Print)

Address

Signature

Federal Tax I.D. Number

Title

Telephone

Date

Fax

Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Return with your Unpriced Proposal paperwork due October 5, 2023, by 9am, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Proposal Form, Reverse Auction Timeline and Specification sheet with specifications of any alternates and applicable samples
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form), only if vendor has not previously conducted business with DeSoto County Schools