

LEGAL NOTICE

R33

Notice is hereby given that the City of Gulfport will receive sealed bids until Ten O'clock a.m., Local Time, July 29, 2016 at the Office of Procurement, 1410 24th Avenue, 2nd Floor Hardy Bldg., Gulfport, MS 39501 for generic office supplies to be utilized city-wide.

Specifications may be obtained from the Office of Procurement, located on the 2nd Floor of the William Hardy Bldg., 1410 24th Avenue, Gulfport MS 39501 between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday.

The City of Gulfport reserves the right to accept or reject any or all proposals and to waive technicalities if deemed to be in the best interest of the City of Gulfport. Bid award will be determined on the lowest and best pricing submitted.

The owner is NOT responsible for bids which are mailed to the wrong address or which arrive in the mail after the designated bid opening time. Bids may be delivered in person to the Owner's office prior to the bid opening at the time, date and location listed above.

Proposals may be held by the City of Gulfport, Mississippi, for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids.

Inquiries - All inquiries shall be in writing and directed to the following office. No questions or requests for clarifications will be addressed within seven (7) business days of the due date of the proposal.

Connie Debenport, CPPB
1410 24th Avenue
Hardy Bldg., 2nd Floor
Gulfport, MS 39501
cdebenport@gulfport-ms.gov

The successful firm must adhere to the City of Gulfport's policy concerning non-discrimination without regard to race, color, religious creed, handicap, ancestry, age, sex, sexual orientation or national origin.

Direct contact with any City employee, including the Mayor, Administration and City Council on the subject of this bid is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

Publish in the Legal Section on: 06-24-16 and 07-01-16

Send Invoice & Proof of publication to: Connie Debenport, CPPB
P. O. Box 1780
Gulfport, MS 39502-1780.

COUNCIL
JUN 21 2016
APPROVED

CITY OF GULFPORT
INVITATION TO BID

Generic Office Supplies

I. General

The City of Gulfport is soliciting bids from qualified firm(s) to furnish general office supplies. The City spends has an approximate amount of expenditures between \$86,000 and \$100,000 annually on office supplies. The annual bid may be awarded to more than one supplier.

1. Product Selection – Bidders are expected to provide GENERIC Office Supplies unless a specific part number has been provided. Bidder will NOT provide a substitute without prior written approval from the Office of Procurement. Bidder must have a wide range of products available for immediate shipment or delivery.
2. Green Products – Bidders should outline options the City has in purchasing “green” products.
3. Pricing – Bidders should complete the attached pricing sheet, and also include information on how prices will be calculated for items not on the sheet. The items selected for the pricing sheet generally reflect the items that City spends the most dollars on.
4. Service – The awarded supplier(s) will be expected to provide quality customer service.
5. Ordering – Bidders should provide information on the ordering process that will be used by the City of Gulfport. Bidder must have an on-line ordering system that reflects “current” pricing/discounts offered to the City of Gulfport. Bidders should provide ample details on how their company’s on-line ordering system works.
6. Returns – Proposer should outline process for return, giving details of how credits are made and what restrictions are placed on returns.
7. Catalogs & Product Information – Proposer should indicate how information is conveyed to purchasers about product types, availability, and prices.
8. Delivery – Proposer should outline delivery information, including any associated charges or restrictions. The City requires deliveries to individual offices or locations within 24 hours of placing the order if the order is placed before 2:00 pm.

9. Rebates – If the proposer’s company offers any type of rebates based on volume of purchases, that information should be included in the proposal.
10. Complaints or Issues - Proposer should outline how complaints are resolved, and how the resolution of complaints or similar issues is communicated.
11. Legal Compliance – Contracted vendor must comply with all local ordinances, and all state, and federal laws & regulations, including--but not limited to—permits, licenses, health/sanitary and tax issues.
12. Term of Contract – Term of contract will be for one (1) year with two (3) one-year renewal options. The City may elect to award to more than one office supply company.

Minimum Qualifications

Been in the office supply business at least five years
Licensed by the State of MS
Have an on-line ordering system
Ability to accept credit cards for on-line purchases (within 6 months of award)
Provide four (4) references which can attest to the type and quality of the company’s service.

Questions from potential bidders may be submitted in writing to:

Connie Debenport, CPPB - Purchasing Manager
City of Gulfport
1410 24th Avenue
Gulfport, MS 39501
cdebenport@gulfport-ms.gov

Questions will be accepted through 10:00 a.m., local time, July 20, 2016. After that date, any addendum to this RFP containing all relevant questions and answers will be posted.

Submission Requirements

Each vendor’s bid must be submitted on the attached bid sheet. The submission shall include a cover letter signed by the submitting firm’s authorized representative;

The submission shall address items in Section I. General–Items 1-12.

Proposals are to be submitted in a sealed envelope or package, no later than 10:00 a.m. local time on July 29, 2016, to the Office of Procurement, 1410 24th Avenue, Gulfport, MS 39501. Any bid submitted after the date and time specified will be returned unopened.

Failure to submit your bid prices on the attached form will be cause for disqualification

Direct Contact

Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.

Trade Secrets/Proprietary Information

Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not "proprietary" or "confidential".* They are considered public information.

The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

~~The City reserves the right to reject any and all proposals or to waive any informality.~~
The City of Gulfport is an equal opportunity employer.

VENDOR INFORMATION

Company/Firm Name	
Authorized Representative - Print	
Authorized Representative - Sign	
Phone Number	
Facsimile Number	
Email	
Website	

DESCRIPTION	UOM	Unit Price	Comments
Air, Canned 10 Oz.	CN		
Ballpoint Stick Pen - Medium, Blue Ink	DZ		
Battery , 9 Volt, Energize, 12/BX	BX		
Battery, AA Energizer 24/BX	BX		
Battery, AAA Energizer 24/BX	BX		
Battery, C Energizer 12/BX	BX		
Battery, D Energizer 12/BX	BX		
Binder Clip - Large	DZ		
Binder Clip - Medium	DZ		
Binder Clip - Small	DZ		
Bleach, 6 Gallons/Case	CS		
Bowl Brush Mop 160	EA		
Bowl Clip-Spiced Apple, Eco Fresh EBC 72	EA		
Bowl, Deodorant, Urinal Block, 3 oz.	DZ		
Box, storage, legal/letter box top	CT		
Box, storage, legal/string/button box	CT		
Box, storage, ltr/string/button, box	CT		
Broom, Parlor, 920Y	EA		
Broom, Warehouse, 932Y	EA		
Brush, Bowl, round plastic (6310)	EA		
Bucket, Mop, w/ringer, 26Quart	EA		

DESCRIPTION	UOM	Unit Price	Comments
Cleaner Windex, 1 Gallon	EA		
Cleaner, Disinfectant, Foaming, 13oz..	CN		
Cleaner, Fabulosa, 1.64 Gallon Bottle	EA		
Cleaner, Floor, Neutral	EA		
Cleaner, Glass, Aero	CN		
Cleaner, Windex, 32 Oz.	EA		
Correction Tape - 1 Each - Smoke Dispenser	EA		
Deodorant Block Hanging Cherry	DZ		
Disinfectant, Aerosol, 13 Oz.	CN		
Disinfectant, Aerosol, Lysol or Linen	EA		
Disinfectant, Lysol, Water fresh scent, 19oz..	EA		
Envelope, #10, regular, White	BX		
Envelope, 10 x 13 clasp, #28 lb.	BX		
Envelope, 10 x 15, clasp, #28 lb.	BX		
Envelope, 12 x 15.5, clasp, #28lb.	BX		
Envelope, 9 x 12 - clasp, #28lb.	BX		
File Folder - Letter - 8 1/2 x 11 Sheet Size - 3/4 Expansion - 1/3 Tab Cut	BX		
Freshener, Febreze, Crisp Clean	EA		
Glove, Nitrile, Powder Free - Large	BX		
Glove, Nitrile, Powder Free - XL	BX		
Glove, Vinyl, Powder Free, Large (100)	BX		

DESCRIPTION	UOM	Unit Price	Comments
Glove, Vinyl, Powder Free, Medium (100)	BX		
Glove, Vinyl, Powder Free, XL(100)	BX		
Hand, Mope, Saddle	EA		
Handle, Mop, 60 Plastic Jaws, TM4912	EA		
Hanging File Folder - Letter - 8 1/2 x 11 Sheet Size - 1/5 Tab Cut - 11 pt. Green 25/Box	BX		
Highlighter - 5 Color Set	ST		
Highlighter, Chisel Marker Point Style - Fluorescent Blue Ink	DZ		
Highlighter, Chisel Marker Point Style - Fluorescent Pink Ink	DZ		
Highlighter, Chisel Marker Point Style - Green Ink	DZ		
Highlighter, Yellow	DZ		
Kitchen Dclens, 24/21 OZ /CS (Comet)	CS		
Liner, 13 Gallon, Drawstrings, 180/CS (.9MIL)	CS		
Liner, 24 x 33, Hi-D, Clear, 1000/Case- (.8 MIL)	CS		
Liner, 30X37, Low-D, White, 200/Case, (.7 MIL)	CS		
Liner, 33 X 39, 13 Mic Hi-D, Clear 500/Case	CS		
Liner, 38 X 58 Low-D, Black, 100/Case (1.5MIL)	CS		
Liner, 43 X 47 Low-D, Black, 100/case (1.5 MIL)	CS		
Liquid Ink Rollerball Pen - Extra Fine Pen Point Type - Black Ink - Black Barrel	DZ		
Liquid Ink Rollerball Pen - Fine Pen Point Type Black Ink - Black Barrel	DZ		
Marker, Dry Erase - Chisel Marker Point Assorted Ink - 4 / Set	ST		
Marker, Dry Erase - Chisel Marker Point Style - Black Ink	DZ		

DESCRIPTION	UOM	Unit Price	Comments
Marker, Dry Erase - Chisel Marker Point Style - Red Ink	DZ		
Marker, Permanent, - Chisel Marker Black Ink - 1 Dozen	DZ		
Mop Head, Hospital Webb, Cotton, Large, 5" Band (29203)	EA		
Mop Head, Hospital Webb, Cotton, Medium Loop, 5" Band (29202)	EA		
Mophead, Saddle, 24#, Cotton, 58004	EA		
Mophead, Saddle, 32#, Cotton, 58005	EA		
NCL, Avistat-D Disinfectant Cleaner	EA		
NCL, Bacteriostatic Crème Cleanser, 12QT/CS	EA		
NCL, Bathroom Plus Disinfectant Cleaner	EA		
NCL, Citrus Kleen Non-Utility Cleaner/Degreaser	EA		
NCL, Deodorizer, Fabulosa Equal Lavendar	EA		
NCL, Extreme Carpet Spotter	EA		
NCL, Kleerbright Glass & Plastic Cleaner	EA		
NCL, Lemon Quat Conc. Disinfectant Cleaner	EA		
NCL, Neutral-Q Super Conc. Disinfectant Cleaner	EA		
NCL, Pine Odor Cleaner	EA		
NCL, Sun Spray, RTU Citrus Clean/Degreaser	EA		
NCL, Wrangler Clinging Disinfectant Bowl Cleaner	EA		
Pad Green Scrubbing, 6X9 5/PK	PK		
Pad, Jegal, 8.5 x 11 - Canary	DZ		
Pad, letter 8.5 x 11 - White	DZ		

DESCRIPTION	UOM	Unit Price	Comments
Paper Clip - Jumbo - 1000 / Pack	PK		
Paper Clip - No. 1 - 1000 / Pack	PK		
Paper, Adding Machine, 2.25 x 150 ft - 12rolls/pack - white	PK		
Paper, Copy - 11 x 17 White, 20lb., 500 sheets/ream	RM		
Paper, Copy - 8.5 x 11 White, 20lb. 10 reams/case	CS		
Paper, Copy - 8.5 x 14 White, 20 lb. 10 reams/case	CS		
Pen, Retractable Gel - Medium Pen Point - Black Gel	DZ		
Pencil, #2	DZ		
Polish, Furniture, Aero	CN		
Post It Notes, 1 x 2, Yellow - 12PK	PK		
Post It Notes, 3 x 3, Yellow - 12PK	PK		
Post It Notes, 3 x 5, Yellow - 12PK	PK		
Powder, C-Shakedown Powder for Rugs 12/CS	CA		
Retractable 0.5mm Gel Pen - Fine Pen Point Black Gel-based Ink - Black Barrel	DZ		
Rubber Band - Size: #117B 1lb	PK		
Rubber Band - Size: #19 - 1lb	PK		
Rubber Band - Size: #33 - 1lb	PK		
Sanitizer Pump 2 Liter, 67.7 oz.	EA		
Sanitizer, Hand 100Z Germx	EA		
Scissors, 8" - Straight - Stainless Steel, Rubber - Black, Gray	EA		
Screen Grill, 8/pak	PK		

DESCRIPTION	UOM	Unit Price	Comments
Screen, urinal, deodorant with enzymes, 2/pak	PK		
Sheet Protector, top loading - 11 Height x 9 Width - 2.4 mil Thickness	BX		
Soap, Dawn Liquid 38oz	EA		
Sponge, Yellow/Green Scrub Pad	EA		
Sprayer, 32oz Bottle, Measured Graduated	EA		
Sprayer, Trigger (5910-9)	EA		
Standard Staple - 210 Per Strip - 1/4 Leg Chisel Point - 5000 / Box	BX		
Staple Remover - Jaws Style - Plastic - Black	EA		
Stapler, desktop - 20 Sheets Capacity - 210 Staple Capacity - Full Strip Black	EA		
Tape Dispenser, Desktop - 1 Core - Non-skid Base - Plastic - Black	EA		
Tape, 2" x 164", clear packing, 3.5 mil hd	RL		
Tape, Invisible - 0.75 Width x 83.33 ft Length - 1 Core -12 / Pack	PK		
Telephone Message Book - 400 Sheet(s) - Spiral Bound - 2 Part - Carbonless Copy	EA		
Tissue, Facial, 30/CS 2Ply, 100SH/BX	CS		
Tissue, Jr. Jumbo, 2Ply, 1000'/RL 12/CS	CS		
Tissue, Scott, Standard Roll	CS		
Tissue, Toilet, 2 Ply, 500 Sheet	CS		
Tissue, Toilet, 2Ply, Med. 96/CS	CS		
Towel, Brown Hardwound, 8 X 350', 12/CS	CS		
Towel, Brown Multifold, 4M/CS	CS		
Towel, Centerpull, 2PLY 550' A1420 6/CS	CS		

DESCRIPTION	UOM	Unit Price	Comments
Towel, White Multifold, 4M/CS	CS		
Wipe, Disinfectant, ,78SH/CSTR ORANGE	EA		
Wipe, Disinfectant, ,78SH/CSTR,4PK (2 LEMON, 1 ORANGE, 1 FRESH)	PK		
ZMA, flash drive - 4GB	EA		
ZMA, flash drive 8GB	EA		