

# Purchasing Department

116 West Jefferson Street  
Thomasville, Georgia 31799  
229-225-4100



November 6, 2024  
INVITATION TO BID  
**Janitorial Supplies**

You are invited to submit a sealed bid for providing the following **Janitorial Supplies** for the Thomas County Board of Commissioners. Attached are the general conditions, standard instructions, bid specification, and bid form. Variation from the given specifications should be noted on the bid form with an explanation of said variation(s) attached. Bids are to be marked with bidder's name and address and labeled: "**Bid for Janitorial Supplies**" and mailed or delivered to the following address no later than 1:00 p.m.; local time, Friday, November 29, 2024.

Deadline for receiving bids:	<u>11/29/2024</u> (date)	<u>1:00 p.m.</u> (time)
Tentative Award Date:	<u>12/10/2024</u> (date)	<u>4:00 p.m.</u> (time)

Address all bids to:

THOMAS COUNTY BOARD OF COMMISSIONERS  
**SEALED - Bid for "Janitorial Supplies"**  
ATTN: PURCHASING DEPARTMENT  
P.O. Box 920 (zip: 31799)  
116 West Jefferson Street, Room 220  
Thomasville, Georgia 31792

Any inquiries concerning this bid should be made to Nisha Thurman, Purchasing Agent, at the above location or at (229) 225-4100. [Nisha.Thurman@thomascountyga.gov](mailto:Nisha.Thurman@thomascountyga.gov).

**PLEASE CALL OR E-MAIL CONFIRMATION OF RECEIPT OF THIS INVITATION TO BID.**

## GENERAL CONDITIONS

No bids received after said time or at any place other than the time and place stated in the notice will be considered.

### WITHDRAWAL OF BID:

A bidder may withdraw his bid before the expiration of the time during which bids may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to the Thomas County Board of Commissioners, Purchasing Department.

### REJECTION OF BID:

Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.

### STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Thomas County that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected, the successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

### NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

### INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

### DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

### STANDARD INSTRUCTIONS TO BIDDERS

1. The written specifications contained in this bid will not be changed or superseded except by written addendum from Thomas County. Failure to comply with the written specifications for this bid may result in disqualification by Thomas County.
2. All goods and materials will be F.O.B. Thomas County Board of Commissioners-Varies Departments, Thomasville, Georgia, in Thomas County and no freight, delivery or postage charges will be paid by Thomas County unless such charges are included in the bid price.
3. All bids must be sealed, received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place without consideration, regardless of the postmark. Thomas County accepts no responsibility for mail delivery.
4. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid package to Thomas County, the first page of your bid package should be the Bid Form listing price, delivery, etc. unless the bid form is requested to be in a separate sealed envelope.
5. No bids received after said time or at any place other than the time and place stated in the notice will be considered.
6. Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.
7. Telephone bids will not be accepted unless stated in invitation.
8. No sales tax will be charged on any orders. Thomas County is exempt as outlined by Georgia State Law. 58-6000893
9. Bidders will state delivery time after receiving purchase order.
10. Unless otherwise stated, all bids submitted will be valid and may not be withdrawn for a period of 90 days from the due date of the bid.
11. Results of the bid will be e-mailed to the bidders after the award. Results of the bids are not available orally.
12. All responses must be submitted on the provided bid format. Exception from this format will not be accepted. Any offeror who believes that the bid format is unclear shall submit all questions upon receipt in writing.

**2025 Janitorial Supplies**  
**January 1, 2024 – June 30, 2024**

CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
TRASH BAGS/CAN LINERS	24X32 BLACK .5 MIL	500/box				56 boxes
	24X33 BLACK 1 MIL	500/box				40 boxes
	33X39 BLACK 2 MIL	100/box				40 boxes
	38X58 BLACK 2 MIL	100/box				40 boxes
	30X36 WHITE XHEAVY	200/box				40 cases
	38X58 WHITE XHEAVY	100/box				26 cases
	30 GALLON, MEDIUM DUTY, 30X36, .50 MIL	250/case				
	60 GALLON, XHEAVY DUTY, GUSSETTED, 38X60, 0.8 MIL	100/case				40 cases
	60 GALLON, HEAVY DUTY, GUSSETTED, 38X60, 1.5 MIL	100/case				40 cases
	SANITARY NAPKIN CAN LINER	250/box				10 boxes
8 QT BEIGE MEDIUM WASTEBASKET	each					
PAPER PRODUCTS	MULTI-FOLD PAPER TOWELS, BROWN, 9.5" X 9.25 *	4000/case				45 cases
	HOUSE HOLD PAPER TOWELS 2-PLY	30 packs of 85 per case				25 cases
	TOILET TISSUE 2-PLY, 500 SHEETS/ROLL, MIN. 4" x 4"	96 rolls/case				30 cases
	WYPALL X60 TERI WIPER POP UP, 9.1X16.8	10 box of 126 per case				30 cases
	WYPALL X80 TOWELS	200/box				15 cases

CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
	PAPER TOWEL, ROLL TYPE, BLEACHED, 8" X 350'	12/case				26 cases
	PAPER TOWEL, ROLL TYPE, UNBLEACHED, 8" X 350"	12/case				6 cases
<b>MOPS/BROOMS /BRUSHES</b>						
	60" TAPERED WOOD HANDLE	each				10 each
	60" METAL TIP WOOD HANDLE	each				10 each
	60" MOP HANDLE, METAL TIP, FEMALE	each				
	60" MOP HANDLE, CLIP-ON	each				
	10" TRUCK WASH BRUSH	each				6 each
	WAREHOUSE CORN BROOM	each				6 each
	LARGE ANGLE BROOM, PLASTIC	each				2 each
	RAYON WEBFOOT MOPHEAD, 16oz	each				10 each
	LAYFLAT MOPHEAD, SCREW- IN, 16oz	each				20 each
	20" WHITE POLISHING PAD	5/pack				8 packs
	20" BLACK HIGH					
	PERFORMANCE STRIP PADS	5/pack				6 packs
	20" RED BUFFING PADS	5/pack				10 packs
	20" NATURAL TAN HOG'S HAIR BURNISHING PADS	5/PK				
	MOP HEAD, 16 OZ, RAYON LAYFLAT	each				
	5"X24" DUST MOP HEAD	each				10 each
	5"X24" DUST MOP FRAME	each				3 each
	30" FLOOR SQUEEGIE	each				6 packs
	WIRE TOILET BOWL BRUSH, WOOD HANDLE	each				6 packs



CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
	WINDOW SQUEEGIE	each				8 each
	MOP BUCKET SET	each				5 each
	DIRTY WATER BUCKET, 18 QT NO WRINGER	each				5 each
	ROUND DUSTER	each				
	HEAVY DUTY DUST PAN	each				3 each
	20" PLUNGER, WOOD HANDLE, BLACK	each				
	19" CARPET BONNET	each				3 each
<b>CHEMICALS</b>						
	DIAL PUMP GOLD ANTI- BACTERIAL, REFILL	4 gal./case				14 cases
	DIAL ANTIBACTERIAL LIQUID HAND SOAP 7.5 OZ BOTTLES	12 -7.5 oz btls/case				
	SOFTSOAP SOOTHING ALOE VERA HAND SOAP REFILL	4-1 gal/case				
	HAND SANITIZER, ECONOMY SZ	4-2 liter btls/case				
	HAND SANITIZER, 8 OZ.	12-8 oz/case				
	DISINFECTANT BOWL CLEANER	12 qts/ per case				16 cases
	THICKENED BOWL/TILE CLEANER	12 quarts per case				16 cases
	TIDE 36# CLEANER	each				7 each
	DAWN DISH DETERGENT	8-38 oz/case				21 cases
	CASCADE DISHWASHER DETERGENT, POWDER	7-75 oz/case				
	TILEX SOAP SCUM REMOVER	12-16 oz. btls/cs				4 cases
	MOLD & MILDEW STAIN REMOVER					

CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
		12-32 oz/case				
	LEMON DETERGENT DISINFECTANT	4-1 gal/case				
	BIO-ENZYMATIC DIGESTANT, CLEANER & DEODORIZER	12 qt/case				
	GOLD & KLEEN ANTI- MICROBIAL REFILLS	12 800 ml. btl/case				6 cases
	NON-AMMONIA FLOOR STRIPPER	5 gal. pail				4 each
	FLOOR SEALANT #117	5 gal. pail				4 each
	MIRROR FINISH FLOOR WAX	5 gal. pail				4 each
	PINE CLEANER, CONCENTRATED	4 gal/case				
	BLEACH, CHLORINE TYPE, LIQUID, CLO WHITE OR EQUAL	6/gallons				18 cases
	GLASS CLEANER	12-19 oz. btl/c				20 each
	FOAMING AEROSOL GLASS CLEANER	12-20 oz cans/cs				12 cases
	FOAMING GERMICIDAL CLEANER	12-20 oz cans/cs				
	AJAX BLEACH CLEANER	24/bx				2 cases
	LAVA PUMICE BAR	48/bx				6 cases
	STAINLESS STEEL POLISH OIL	12-20 oz. btl/c				5 cases
	AEROSOL AIR FRESHENER DISPENSER REFILLS 7 OZ.	12-7 oz. cans/cs				5 cases
	DISINFECTANT SPRAY	12-15 oz. cans/cs				15 cases
	ODOR NEUTRALIZER SPRAY	12 qts./cs				5 cases
	HEAVY DUTY DEGREASER	2-1 gal. bottles/cs				5 cases

CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
	BULLDOZER A/P CLEANER	12-32 oz. bottles/case				3 cases
	CLEANSER, AJAX OR EQUAL	30/case				8 cases
	PINK BOWL BLOCKS	12/case				
	SPRING LINEN AIR FRESHENER <i>10 oz or greater only*</i>	12-10 oz cans/cs	No Refill cans			
	LEMON FURNITURE POLISH	12-20 oz cans/cs				
	SHEILA SHINE STAINLESS STEEL POLISH	12-10 oz cans/cs				
<b>MISC.</b>	AEROSOL AIR FRESHENER DISPENSERS (FOR 7 OZ. REFILLS)	each				
	CAR WASH (AMBULANCE/FIRE TRUCK WASH)	55 gal. drum				
	PREMIUM SCRUBBING SPONGE	20/pk				5 packs
	COTTON CLEANING RAGS	25#				
	3" CASTOR DOLLY	each				1 each
	VINYL TIRE DRESSING	4 gal/cs				5 each
	POLY. GLOVES, MED	1000/cs				9 cases
	POLY. GLOVES, LRG	1000/cs				3 cases
	POLY. GLOVES, X-LRG	1000/cs				
	PWDR FREE VINYL GLOVES, LRG	1000/cs				
	PWDR FREE VINYL GLOVES, X-LRG	1000/cs				4 cases
	GLOVES, FLOCK LINED X-LRG	12 pair/pk				
	NITRILE GLOVES, 5 MIL, LRG	1000/cs				5 cases
	NITRILE GLOVES, 5 MIL, X-LRG	1000/cs				5 cases
	STYROFOAM CUPS, 8 OZ	1000/cs				6 cases



CATEGORY	ITEM DESCRIPTION	QUANTITY/ UNIT	EXCEPTION	ITEM #	UNIT PRICE	ESTIMATED USAGE (6 MO)
	STYROFOAM CUPS, 12 OZ	1000/cs				36 cases
	STYROFOAM CUPS, 16 OZ	500/cs				3 cases
	PAPER CUPS, CONE, 4 OZ	5000/CS				
	SPRAY BOTTLES	each				50 each
	SPRAY BOTTLE TRIGGERS	each				50 each
	URINAL SCREENS	12/cs				4 cases

It is agreed by the undersigned bidder that the signature and submission of this bid represent the bidder's acceptance of all terms, conditions and requirements of bid specifications and, if awarded, the bid will represent the agreement between the parties.

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_  
\_\_\_\_\_

(sign manually, in ink)

Name Printed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
<input type="checkbox"/> Exempt payee	
<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>											
<b>Employer identification number</b>											

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.