

***Bid Package  
For  
Janitorial Supplies***

***City of Pigeon Forge***



***Bid Opening: Wednesday, November 9, 2022  
2:00 PM***

***City of Pigeon Forge  
Department of Parks & Recreation  
170 Community Center Drive  
Pigeon Forge, Tennessee 37863  
(865) 429-7373***



## **NOTICE OF BID**

The City of Pigeon Forge is accepting sealed bids on janitorial supplies. All prices stated in the bid must be effective for a period of twelve (12) months beginning November 1, 2022, and extending through October 31, 2023.

Listings and specifications may be obtained at [www.cityofpigeonforge.com](http://www.cityofpigeonforge.com) or you may pick up a packet from the Pigeon Forge Community Center at 170 Community Center Drive, Pigeon Forge, TN 37863. If you need directions, call 865-429-7373. All questions should be referred to Alan Loy, at 865-850-4728 or by email at [aloy@cityofpigeonforgetn.gov](mailto:aloy@cityofpigeonforgetn.gov).

Bids will be received until 2:00 PM on Wednesday, November 9, 2022, at which time they will be publicly opened in the conference room of the Pigeon Forge Community Center. Bids must be submitted in a sealed envelope with bidder's name and address, bid opening time and date, and the quotation "**Bid on Janitorial Supplies**" stated plainly on the outside of the envelope.

Bids should be mailed to:

Department of Parks and Recreation  
Attn: Alan Loy  
170 Community Center Drive  
Pigeon Forge TN 37863

The City of Pigeon Forge reserves the right to waive informalities, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge.

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By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106

**CITY OF PIGEON FORGE**  
**JANITORIAL SUPPLIES BID**

**GENERAL PROVISIONS**

1. Your bid must be received at the Pigeon Forge Community Center, Department of Parks and Recreation no later than **2:00 PM** on **Wednesday, November 9, 2022**. The bid must be submitted in a sealed envelope marked with bidder's name and address, bid opening time and date, and the quotation "**Bid on Janitorial Supplies**". Only one bid per vendor will be accepted.
2. Please note all exceptions or alternates on the Exceptions to Bid Specifications form.
3. **The Bidder's Certification Sheet must be completed, signed, and dated.**
4. Bids are to be submitted on the enclosed form. Please make sure you have completed all information requested on the form as this data is used to evaluate the bids. Prices should be calculated using the **unit description** indicated on the bid form. The following is an example:

**EXAMPLE**

<b>ITEM DESC.</b>	<b>UNIT DESC.</b>	<b>UNITS PER CASE</b>	<b>BID PRICE PER CASE</b>	<b>BID PRICE PER UNIT</b>
Can Liners- 200/box	Box of 200	2	\$200.00	\$100.00
<b><i>EXPLANATION:</i></b>		<b><i># of boxes in the case</i></b>	<b><i>Price for the whole case</i></b>	<b><i>Price for 1 box</i></b>

5. After the bid opening, raw bid information may be reviewed. However, calculations will be performed on each bid by City of Pigeon Forge employees to determine the successful bidder. When this is complete, a recommendation will be made to the City Council.
6. *There are three categories in this bid. Bids will be awarded by category. You may bid on one, two, or three categories. You must bid all items in a particular category for your bid to be considered for that category. Exceptions will be accepted for comparable products which must be tested to determine the equivalency of the product. Any mixing devices/dispensers must be provided and installed free of charge.*
7. Please include sample products with your bid as indicated on the bid sheets, and be prepared to furnish samples of other products if requested by City of Pigeon Forge personnel.
8. Weekly orders will be placed on Tuesdays for delivery on Fridays to the Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge, TN. Deliveries will be accepted between 8:00 a.m. and 11:00 a.m. each Friday. Occasional short notice special deliveries may be needed in an emergency situation.

9. All prices must be effective for a period of twelve months beginning November 1, 2022 and extending through October 31, 2023. This pricing must include delivery to the Pigeon Forge Community Center.

Your bid will be considered fixed for a twelve (12) month period, commencing on November 1, 2022 and extending through October 31, 2023.

10. No bid may be withdrawn for thirty (30) days.

11. Estimated usage quantities shown on the bid sheets are based on past usage and **do not represent any commitment** from the City of Pigeon Forge to purchase these quantities.

12. City of Pigeon Forge reserves the right to discontinue purchase of any product which fails to meet our specific needs, does not perform as specified, and/or exceeds the bid pricing.

**BIDDER'S CERTIFICATION SHEET**  
**JANITORIAL SUPPLIES BID**

We fully understand that the City of Pigeon Forge will not accept or recognize general or industry price increases. Our bid prices on all products are firm for a period of twelve (12) months commencing on November 1, 2022 extending through October 31, 2023. Pricing includes delivery to the Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge, TN 37863.

We have submitted a bid for the following categories:

\_\_\_\_\_ CATEGORY I: Sanitary Supplies

\_\_\_\_\_ CATEGORY II: Break room Supplies and Can Liners

\_\_\_\_\_ CATEGORY III: Johnson Wax Professional/Comparable Cleaning Products

**NAME OF COMPANY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CITY OF PIGEON FORGE – FY2022/2023 JANITORIAL SUPPLIES  
 BID SHEET  
 CATEGORY I – SANITARY SUPPLIES**

ITEM DESCRIPTION	UNIT DESCRIPTION	UNITS PER CASE	BID PRICE PER CASE	BID PRICE PER UNIT	EST. 12 MONTH USE (UNITS)
Facial Tissue, 2 ply	Box of 100 Tissues				540 boxes
Go-Jo Orange w/Pumice	Gallon				16 gallons
Clorox Disinfectant Wipes	Case				810 cans
Hand Sanitizer, Purell - 8 oz pump-12 per case	Case				28 cases
Hand Sanitizer, Purell-4 oz bottle-24 per case	Case				4 cases
Kitchen Towels, white, min. 85 sheets/roll	Roll				4,120 rolls
Roll towels, natural 8" universal, 800'	Roll				1,464 rolls
Acceptable brands for the roll towels (please circle your product): Bay West ProLink Georgia-Pacific  <b>NOTE: Include 10' sample of this towel with bid package</b>					
Toilet tissue, 9" Roll, 2 ply, 1000'	Roll				8,160 rolls
Toilet tissue, 96 Roll-2 ply, 500 sheets/roll	Roll				1,440 rolls
Toilet tissue, Bay West Opticore Premium or equal - 880 sheets per roll - must fit Bay West Opticore Dispenser	Roll				2,988 rolls
Multifold towels	Cases				168,000 sheet

**CITY OF PIGEON FORGE – FY2022/2023 JANITORIAL SUPPLIES  
 BID SHEET  
 CATEGORY II – BREAKROOM SUPPLIES & CAN LINERS**

ITEM DESCRIPTION	UNIT DESCRIPTION	UNITS PER CASE	BID PRICE PER CASE	BID PRICE PER UNIT	EST. 12 MONTH USE (UNITS)
Bowls, foam 12 oz.	Box of 1000				12 boxes
Cups, foam 12 oz.	Box of 1000				55 boxes
Cups, foam 8 oz.	Box of 1000				20 boxes
Napkins, Dinner	Box of 4000				5 boxes
Plastic forks, heavy duty <i>NOTE: Include sample of the fork with bid package.</i>	Box of 1000				25 boxes
Plastic knives, heavy duty <i>NOTE: Include sample of the knife with bid package.</i>	Box of 1000				8 boxes
Plastic spoons, heavy duty <i>NOTE: Include sample of the spoon with bid package.</i>	Box of 1000				38 boxes
Plates, foam 6"	Box of 1000				8 boxes
Plates, foam 9"	Box of 500				24 boxes
Plates, foam-sectional 10-1/4"	Box of 500				10 boxes
Can liners, 20-30 gal, 30x36 1.2 ml - 250/box	Box				60 boxes
Can liners, 33 x 40 1.2 ml 100/box	Box				90 boxes
Can liners, heavy duty, 43x47 1.7 ml - 100/box <i>NOTE: The 43x47 can liners must be on rolls.</i>	Box				135 boxes
Can liners, XXHeavy, 38x58 2 ml - 100/box	Box				110 boxes

**CITY OF PIGEON FORGE – FY2022/2023 JANITORIAL SUPPLIES  
 BID SHEET  
 CATEGORY III - JOHNSON WAX PROFESSIONAL OR COMPARABLE  
 CLEANING PRODUCTS**

ITEM DESCRIPTION	UNIT DESCRIPTION	UNITS PER CASE	BID PRICE PER CASE	BID PRICE PER UNIT	EST. 12 MONTH USE (UNITS)
JWX04966 - J-FILL SPITFIRE	2/2.5 Liters				46 Cases
JWX3164406 - J-FILL TRIAD	2/2.5 Liters				40 Cases
JWX04717 - J-FILL STRIDE - FLORAL	2/2.5 Liters				20 Cases
JWX06779 - J-FILL GLANCE	2/2.5 Liters				20 Cases
JWX03730 - J-FILL EXTRACTION RINSE	2/2.5 Liters				85 Cases
JWX04379 - J-FILL DUO WALL-MOUNT DISPENSER	Each				5 Each
J-FILL SELECT DISPENSER QUAD WALL MOUNT	Each				6 Each

***\*\*Two (2) Cases of Spray Bottles for each product shall be included free of charge.***





**AUTOMATIC HAND TOWEL AND SOAP DISPENSERS**

The City of Pigeon Forge is considering replacing manual hand towel and soap dispensers in some or all of our city facilities. We would like a bid we could consider if we do decide to change. Prices we would consider would be for dispensers, installation labor, and product to determine if this would be a cost effective transition. To transition all of the facilities there will be approximately 100 hand towel dispensers and 200 soap dispensers needed. Without knowing an initial number, we are asking for an individual cost and a quantity cost on all required so we can consider updating our facilities. The City is making NO commitment to purchase any of this equipment or product, but will consider the prices shown when selecting a vendor. Please provide a price for the following:

**Automatic Hand Towel Dispenser:**

Brand: \_\_\_\_\_

Dispenser cost: \_\_\_\_\_

Quantity discount: \_\_\_\_\_

Product cost: \_\_\_\_\_

Quantity Discount: \_\_\_\_\_

Installation labor cost: \_\_\_\_\_

**Automatic Soap Dispenser:**

Brand: \_\_\_\_\_

Dispenser cost: \_\_\_\_\_

Quantity Discount: \_\_\_\_\_

Product cost: \_\_\_\_\_

Quantity Discount: \_\_\_\_\_

Installation labor cost: \_\_\_\_\_

**Automatic Hand Sanitizer Dispenser:**

Brand: \_\_\_\_\_

Dispenser cost: \_\_\_\_\_

Quantity Discount: \_\_\_\_\_

Product cost: \_\_\_\_\_

Quantity Discount: \_\_\_\_\_

Installation labor cost: \_\_\_\_\_