



INVITATION TO BID:

BID NUMBER: 25-26-19

**PRICE AGREEMENT FOR THE
PURCHASE OF WAREHOUSE SUPPLIES**

SJC Central Purchasing

Vanessa Tanner
Buyer
Phone: 505-334-4556
E-mail: Vanessa.Tanner@sjcounty.net

**Bid Opening Date: April 30, 2026
Time: 2:00 PM (Local Time)**

NIGP Code: 485 Janitorial Supplies, General
Line

PAYMENT TERMS:
Discounts will not be considered in computing
lowest/best bid.

REQUIRED DELIVERY: As Specified

FOB POINT: As Specified

RETURNED SEALED BIDS TO:

SAN JUAN COUNTY
Purchasing Department
213 S. Oliver Drive
Aztec, NM 87410

-
- **Only Bidders that complete and return the enclosed Acknowledgement of Receipt Form will receive addendums, if issued.**
 - This bid is subject to the Terms and Conditions shown on the following pages and any/all additional instructions.
 - Do not return Invitation to Bid Form in case of "No Bid".
 - Bid must be received in the County Purchasing Department Office by the Bid Opening Date and Local Time as indicated above. **Bids that are received after that date and time will not be accepted, and will be returned to the sender unopened.**
 - Bid Offers shall be made on unaltered Bid Offer Forms furnished by San Juan County. **Faxed Bids are not acceptable.** Bids shall be submitted sealed. The outside package should clearly identify the project name and bid number, bid opening date, and name of bidder. Submit Bid Offer in accordance with the Invitation to Bid. Bidders may submit a Primary Bid and Alternate Bid(s). Each Bid must be sealed separately and the outside package should be clearly marked indicating if the Bid is Primary or Alternate.

Failure of bidders to complete bidding documents in accordance with all instructions provided is cause for this office to reject bids.

Brand names and numbers are for reference only, equivalents will be considered. If bidding equivalent, bidders must be prepared to furnish complete data to prove product meets or exceeds specifications of the bid item.

THE PROCUREMENT CODE SECTIONS 13-1-28 THROUGH 13-1-99 NMSA 1978, IMPOSES CIVIL AND CRIMINAL PENALTIES FOR ITS VIOLATION. IN ADDITION, THE NEW MEXICO CRIMINAL STATUTES IMPOSE FELONY PENALTIES FOR BRIBES, GRATUITIES AND KICKBACKS.

ACKNOWLEDGEMENT OF RECEIPT FORM

BID NO.: 25-26-19

TITLE: PRICE AGREEMENT FOR THE PURCHASE OF WAREHOUSE
SUPPLIES

30 PAGES (INCLUDING ACKNOWLEDGEMENT FORM AND WAREHOUSE
SUPPLY BID FORMS (PAGES 11-16))

***NOTE: ONLY POTENTIAL BIDDERS WHO COMPLETE AND RETURN
THIS FORM WILL RECEIVE COPIES OF ADDENDUMS, IF ISSUED.***

BIDDER INFORMATION:

In acknowledgement of receipt of the above referenced Bid Packet, the undersigned agrees
that he/she has received a complete copy.

BIDDER NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: _____

E-MAIL: _____

RETURN TO:

Vanessa Tanner

Buyer

SAN JUAN COUNTY

(505) 334-4556

Vanessa.Tanner@sjcounty.net

Emailed copies of the Acknowledgement of Receipt form will be accepted.

Emailed Bid responses will not be accepted.

TERMS AND CONDITIONS

(Unless otherwise specified)

1. **GENERAL.** When the County Chief Procurement Officer issues a purchase document in response to the Vendors bid, a binding contract is created.
2. **FORM OF SUBMISSION.** Bid Offers shall be made on unaltered Bid Offer Forms furnished by San Juan County. **Bidders are requested to provide one (1) original Bid. The outside package should identify the project name, bid number, bid opening date and name of bidder. Bidders may submit a Primary Bid and Alternate Bid(s). Each bid must be sealed separately and the outside package should be clearly marked indicating if the Bid is Primary or Alternate.**
3. **DEBARRED OR SUSPENDED CONTRACTORS.** A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 NMSA 1978 as amended, shall not be permitted to do business with San Juan County and shall not be considered for award of the contract during the period for which it is debarred or suspended.
4. **VARIATION IN QUANTITY.** No variation in quantity of any item called for in this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process, and then only to the extent, if any, specified elsewhere in this order.
5. **ASSIGNMENT.**
 - A. Neither the order, nor any interest therein, nor claim thereunder, shall be assigned or transferred by the Vendor, except as expressly authorized in writing by the County Chief Procurement Officer. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
 - B. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the County as to goods, services, and materials purchased in connection with this bid are hereby assigned to the County.
6. **DISCOUNTS.** Prompt payment discounts will not be considered in computing the low bid. Discounts for payment will be considered after the award of the contract. Discounted time will be computed from the date of receipt of the merchandise or invoice, whichever is later.
7. **INSPECTION.** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed, at the Vendor's risk and expense, promptly after notice of rejection.
8. **INSPECTION OF PLANT.** The County Chief Procurement Officer may inspect, at any reasonable time, the part of the contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.
9. **LIABILITY.** The Vendor agrees that San Juan County shall not be held liable for any costs incurred in preparation of this bid.
10. **COMMERCIAL WARRANTY.** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives to any customer for such supplies or services, and that the rights and remedies provided herein shall extend to the County and are in addition to, and do not limit any rights afforded to the County by any other clause of this order. Vendor agrees not to disclaim warranties fitness for a particular purpose of merchantability.
11. **TAXES.** The unit price shall exclude all County/State taxes. Wherever requested in bid response, Vendor shall submit taxes on total bid as a separate unit. Bids shall be awarded on unit price without regard of tax.
12. **PACKING, SHIPPING and INVOICING.**
 - A. The County's purchase document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipment. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
 - B. Upon delivery, the Vendor's invoice shall be submitted to Accounts Payable, 100 S. Oliver Drive, Aztec, NM 87410, duly certified and shall contain the following information: Purchase order number, description of supplies or services, quantities, unit prices and extended totals. Separate invoices shall be rendered for each and every complete shipment.
 - C. In accordance with NMSA 1978, Section 13-1-158 (1997) of the New Mexico Procurement Code, the Vendor may assess late payment charges on past due accounts (thirty days past receipt and acceptance of the complete order of goods or services by the County) at the rate of one and one-half percent (1½ %) per month of the unpaid balance. Paragraph C of this section also states that if payment is made by mail, the payment shall be deemed tendered on the

date it is postmarked.

13. **DEFAULT.** The County reserves the right to cancel all or any part of this order without cost to the County, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to acts of God or the public enemy, acts of the State or Federal government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and defaults of subcontractors due to any of the above, unless the County shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery schedule. The rights and remedies of the County provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.
14. **NON-COLLUSION.** In, signing this bid, the Vendor certifies that he/she has not, either directly or indirectly, entered into any action in constraint of free competitive bidding in connection with this proposal submitted to the County Chief Procurement Officer.
15. **NON-DISCRIMINATION.** Vendors doing business with San Juan County must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act, (Rev., 1979), and the Americans Disabilities Act of 1990. (Public Law 101-336).
16. **IN-STATE RESIDENT OR NATIVE AMERICAN RESIDENT BUSINESS PREFERENCE.** To be eligible for the 8% resident business or Native American resident business preference, the bidder shall include a valid copy of their certificate with their bid and in-state resident preference number on the Bid Offer Page, pursuant to Section 13-1-21 NMSA 1978. Each Bidder may obtain a New Mexico In-State Resident Preference Certificate Number through the State of New Mexico, Department of Taxation and Revenue, 505-827-0951.
17. **RESIDENT VETERAN OR NATIVE AMERICAN VETERAN BUSINESS PREFERENCE.** To be considered for the 10% Resident Veteran or Native American Veteran business preference, the bidder shall include a valid copy of their certificate with their bid and resident veteran preference number on the Bid Offer Page, pursuant to Section 13-1-21 NMSA 1978. Each Bidder may obtain a Resident Veterans Preference Certificate Number through the State of New Mexico, Department of Taxation and Revenue, 505-827-0951. This preference is separate from the in-state preference and is not cumulative with that preference.
18. **ITEM/EQUIPMENT CONDITION.** All bid items are to be new and of most current production, unless otherwise specified.
19. **BEST PRICING CONDITION.** The bid award does

not preclude price changes if deemed beneficial to the County. In recognition of market price fluctuation, Vendor agrees to provide bid items at best possible price to SJG including any available discounts or special pricing that applies. Bid prices reflect the upper limit that applies. Bid prices reflect the upper limit that may be charged for any particular item.

20. **SAMPLES.** Unless otherwise indicated in the bid specifications, samples of the items-when required-shall be furnished free of expense to the County prior to the time set for the opening of bids. Samples not destroyed or mutilated in testing will be returned upon request by mail-express or freight-COLLECT. Each sample must be labeled to clearly show the bid number, item number and bidders name-regardless of any attempt by bidder to condition the bid. Unsolicited bid samples or descriptive literature which are submitted at the bidder's risk, will not be examined or tested, and will not vary from any of the provisions of the Invitation to Bid.
21. **BID AWARD.** San Juan County is not obligated to award to lowest bidder, but reserves the right to accept and/or reject any and all bids, in whole or in part, to waive technical irregularities, and to award to the bidder whose bid is deemed to be in the best interest of the County. The County reserves the right to waive minor irregularities and also reserves the right to waive mandatory requirement(s) so long as all responding vendors fail to meet the mandatory requirement(s) and the failure to do so does not otherwise materially effect the procurement.

Determination of lowest bidder:

Following determination of product acceptability, if any is required, bids will be evaluated to determine which bidder offers the lowest cost to the County in accordance with specifications, terms, & conditions set forth. The County reserves the right to award this Invitation to Bid in total; by groups of items; on the basis of individual items; or any combination of these; or as otherwise specified in bid terms. Alternate Bids may be considered so long as the Primary Bid submitted is the lowest bid meeting the specifications and requirements. Bidders may submit a Primary Bid and Alternate Bid(s). Each bid must be sealed separately and the outside package should be clearly marked indicating if the Bid is Primary or Alternate.

22. **RIGHT TO DISCONTINUE PROCUREMENT.** The County reserves the right to cancel this INVITATION TO BID at any time, and to reject any or all bids, or otherwise to proceed in the best interests of the County. This in no manner obligates the County or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written contract and/or Purchase Order.
23. **FOB DESTINATION.** Destination: Means goods are to be delivered to the destination identified in the Purchase Order by the user, which is the point at which the user accepts ownership or title to goods. Laws of New Mexico specifically prohibit acceptance

of ownership of goods in transit. ANY exception to FOB Destination may cause a bid to be declared non-responsive.

- 24. INSURANCE REQUIREMENTS.** Contractor shall carry and maintain insurance from an insurance company or companies with a Best Rating of A, or better, authorized to do business in the State of New Mexico in the following amounts:

***(Construction, Services, or Installation Only)**

General Liability - \$1,000,000 CSL

(Combined Single Limits)

Auto Liability - \$1,000,000 CSL

(Combined Single Limits)

Workers Compensation – Statutory limits pursuant to the New Mexico Workers Compensation Act.

The certificate shall specifically provide that the coverage afforded under the policy or policies will not be cancelled or be materially changed until prior written notice has been given to the County. The County shall be named as additional insured on the General Liability Insurance policy. **The Contractor shall supply a copy of the appropriate certificates of insurance to the County for each year in which the contract is in effect.**

- 25. LATE BIDS.** Any bid received after the specified time and date will be declared a "Late Bid" and will NOT be considered.

26. SPECIAL INSTRUCTIONS.

- A. To preclude possible errors and/or misinterpretations, bid prices must be affixed LEGIBLY in ink, or typewritten. Corrections or changes must be signed or initialed by bidder prior to scheduled bid opening. Failure to do so will be just cause for rejection of bid. The Bid shall be stated in both numerals and written words. In case of discrepancies, the amount in written words

shall govern.

- B. Clarifications and questions must be addressed to the County Chief Procurement Officer in sufficient time to provide a written response to all prospective bidders.
- C. Bids may be withdrawn upon receipt of written request, prior to scheduled bid opening for the purpose of making any corrections and or changes. Such corrections must be properly identified and signed or initialed by bidder. Resubmittal must also be prior to scheduled bid opening for consideration.
- D. After bid opening, no modifications on bid prices or other provisions shall be permitted. A low bidder alleging a material mistake of fact-after bids have been opened-may be permitted to withdraw the bid upon written request prior to award at the discretion of the County Chief Procurement Officer. Bidders shall hold their bid pricing for sixty (60) days after bid opening.
- E. Specifications on the bid are not meant to exclude any bidder or manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance, and characteristics desired and are NOT intended to restrict competition. "No Substitute" specifications may be authorized ONLY if required to match existing equipment.

SPECIFICATIONS AND REQUIREMENTS

SCOPE OF SERVICES.

The purpose of this solicitation is to establish a Price Agreement(s) with a Supplier(s) for the purchase of miscellaneous warehouse supplies stocked at San Juan County's Central Purchasing Warehouse, 213 South Oliver Drive, NM 87410.

All items supplied to the County under this solicitation shall meet and comply with all current applicable Federal, State and local laws, codes standards and regulations.

PRICING/DELIVERY.

Bid prices shall remain firm and fixed during the initial term of the agreement. *Discount percentages offered from the Manufacturer's List pricing or other documentation, however, shall remain firm and fixed during the subsequent renewal term of the agreement.* If bidding a recycled product, Bidder shall mark "Recycled" on Bid Offer Forms next to the appropriate item.

All bid prices shall be **FOB: Destination; San Juan County Central Purchasing Warehouse at 213 South Oliver, Aztec, NM 87410.** The County reserves the right to pick up bid items at the vendor's place of business, at the same bid prices, terms and conditions, as needed. Bid items are to be shipped and delivered within 7-10 days from receipt of an order. All bid prices shall include preparation and shipping costs.

The Bidder shall not deliver or provide any product or service prior to the issuance of a Purchase Order by the County. **The County reserves the right to cancel any order not delivered by the County's required delivery date.**

ADDITIONAL CATALOG PRODUCTS:

The County may require other *related* items not specifically listed on the Bid. Bidders are asked to provide a catalog and discount percentages off the Manufacturer's List Price or identify the source of pricing along with the discount(s) being offered that would be applied to purchases of these *related* items for each Category. **Bidders shall indicate the discount percentage offered in the spaces provided on the Bid Offer Pages, if additional space is needed, please attach list. Bidders shall also state the source if not based on manufacturer discount in the spaces provided on the Bid Offer Pages. *The discount from list shall be firm and fixed and shall not vary during the term of the agreement.*** Note: This discount percentage will not be considered in the award of bid; it will be used solely for purchases of these related products if requested by the County.

In addition, prior to issuance of a Purchase Order, the successful bidder shall be required to submit a copy of the most current price list or other form of documentation, as evidence to the County. A Purchase Order will not be issued until pricing has been verified by the using department and/or the Office of Central Purchasing for purchases of other related items.

Discounts greater than those offered above, shall be extended to the County based upon volume discounts or special pricing obtained by the Contractor as they become available from the manufacturer.

METHOD OF AWARD.

San Juan County desires to award all eleven (11) categories to the responsive bidder(s) with the lowest **complete** Category Bids (Category Awards) however, San Juan County reserves the right to award this bid on a per item basis, based on pricing and compliance with the specifications (Multiple Source Awards). San Juan County also reserves the right to waive irregularities, reject offers, in whole or in part, and award the bid in the best interest of the County.

Alternate Bids may be considered for award so long as the Primary Bid submitted is the lowest bid meeting the specifications and requirements.

PRICE AGREEMENT TERM.

The primary term of the agreement shall be one (1) year from July 1, 2026 through June 30, 2027. The agreement may upon mutual agreement of the parties, be renewed for up to three (3) additional one-year terms. The primary term and all one-year renewal options shall not exceed four years (Section 13-1-150 NMSA). The contract may also be renewed for a period less than one full year.

Any price agreement awarded as a result of this solicitation shall be nonexclusive. During the term of the agreement, the County reserves the right to solicit additional bids or quotations, and purchase supplies from other sources, when deemed in the best interest of the County.

PRICE ADJUSTMENTS FOR ADDITIONAL YEAR TERMS.

During the initial term, prices which are bid and accepted pursuant to this solicitation shall be firm and fixed. In the event of contract renewal for an additional one (1) year term, the contract unit price shall be firm for the duration of the contract, unless otherwise stipulated in the special provision(s) identified below.

The price redetermination documentation shall follow one of the six (6) price adjustment parameters the bidder has identified on the Bid Offer, page 14, and which has been mutually agreed upon by the County prior to bid award.

Renewal price adjustment shall be by the Manufacturer Discount Percentage listed on the Bid Forms (Pages 11-14) and the contract shall be modified accordingly.

1. Consumers Price Index (CPI): The price to be paid shall be increased or decreased by 100% of the change as reflected by the All Items Index of the Consumers Price Index published by the U.S. Department of Labor for the proceeding twelve (12) months; OR
2. Producer's Price Index (PPI): The price to be paid shall be increased or decreased by 100% of the change as reflected by a mutually agreed Industry Code of the Producers Price Index published by the U.S. Department of Labor; OR
3. Manufacturer's Catalogue Price List: Prices will be based on the current manufacturer list price less the applicable discounted listed. Current catalogs and price lists must be readily available to the County and provided before the revision goes into effect; OR
4. Established Catalogue Published Price List: Prices will be based on the current published list price less the applicable discount listed. Current catalogues and price lists must be readily available to the County and provided before the revision goes into effect; OR
5. Manufacturer's Documented Price Adjustment: The price to be paid shall be increased or decreased by 100% of the change as reflected in the price supporting documentation as supplied by the manufacturer; OR
6. Bidder's Suggested Alternate: If the Bidder is suggesting an alternate price redetermination method, the Bidder must submit in it's bid documents the suggested contract language along with any pricing documentation identified. This recommended contract language and pricing documentation must be mutually agreed upon by both parties prior to bid award.

Prior to acceptance of any price increase, the Contractor shall submit a written request identifying the reason for the price increase to Central Purchasing no less than sixty (60) days prior to the expiration of the current term of the contract. No retroactive price adjustment will be allowed.

The Office of Central Purchasing shall notify the Contractor in writing of its acceptance and/or rejection of the said price increase.

TERMINATION OF AGREEMENT.

In the event of a breach on any provision of the agreement, the County shall notify the vendor of the fault within a reasonable time. The Contractor(s) shall have ten (10) days to respond. If the Contractor(s) fails to respond within ten (10) days or make other arrangements satisfactory to the County, the County may immediately terminate the agreement or take other steps, as it deems necessary.

The County may terminate this Agreement at any time, without penalty of any kind, by giving at least thirty (30) day notice in writing to the Contractor. The Agreement is also subject to termination for non-funding pursuant to the Bateman Act, N.M.S.A. 1978, Section 6-6-11.

PRICE AGREEMENT QUANTITIES.

Quantities are based on a twelve (12) month period and are estimated only. San Juan County reserves the right to order more or less than the "Estimated" quantity at bid price. The County does not guarantee any minimum purchase. **All orders for items will be placed on an as needed, when needed basis, by authorized County personnel.**

PURCHASE/USE OF CONTRACT.

During the term of the agreement, other New Mexico Agencies, Commissions, Institutions, Public Sub-divisions and local bodies allowed by law, may order items and/or services described within this Bid under the same pricing terms and conditions, in accordance with Section 13-1-129, NMSA 1978.

The County assumes no authority, liability or obligation on behalf of any other public entity that may use any contract resulting from this Bid. All purchases and payment transactions will be made directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the Bid response.

SAMPLES:

If bidding an "or equal" item, Bidders may be asked to provide a sample of each item for further evaluation purposes. Samples shall be provided at the bidder's expense. All samples may be picked up after award or rejection of the Bid.

QUALITY/BRAND NAMES:

All items furnished under this bid shall be high quality, heavy-duty products. In addition, they shall meet or exceed the specifications of each brand and model number listed. Brand names or manufacturers are provided only to assist the bidder and establish a particular quality, style, type, etc. required by San Juan County and are not meant to be restrictive. Bidders may bid brands of equal or greater quality.

OBSOLETE ITEMS:

The County shall be allowed to return items which become obsolete or are no longer needed, for full credit during the term of this agreement.

RECYCLED PRODUCTS:

San Juan County is actively pursuing the purchase of recycled products. Therefore, recycled paper products with a minimum of 25% post-consumer waste content are requested, if acceptable paper goods are available at competitive prices. Bidders with a New Mexico Preference Number at the time of bid submission, under the New Mexico Procurement Code, N.M.S.A. 1978, as amended, will receive an additional five (5%) percent preference discount when comparing prices of recycled products meeting minimum specifications and requirements. Bidder shall mark the "Recycled" check box on Bid Offer forms if bidding a recycled product.

Samples of recycled products may be requested for further evaluation.

USAGE REPORTS/INVOICING:

The awarded vendor(s) shall furnish monthly usage reports on items purchased as requested. The report shall show quantities purchased (per item) and total dollar value of all orders placed by the County. Invoices shall include the County's product inventory number. Vendor(s) shall provide confirmation or acknowledgement of purchase orders within twenty-four (24) hours after receipt of order.

MATERIAL AND SAFETY DATA SHEETS:

A Material Safety Data Sheet (M.S.D.S.) shall be provided with each delivery of any chemicals or hazardous materials. Also, at any time the content of a MSDS is revised, the vendor shall provide new information relevant to the specific material.

LITERATURE

If bidding an "or equal" item, Bidders shall provide detailed product specification literature (brochures) that meet or exceed specifications.

INDEMNITY.

The Contractor agrees, as material consideration for this Agreement, to defend, indemnify, and hold harmless the County, its Elected Officials, Agents, and employees from and against any and all claims arising out of any asserted negligent act, error or omission of the Contractor, its officers, directors, employees or agents or arising in any way from this agreement or the Contractor's activities hereunder. The indemnity agreed to in this paragraph shall not extend to liabilities, claims, damages, losses or expenses, including attorney fees arising out of: The

preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications by the County, or the agents or employees of the County, or the giving of or the failure to give directions or instructions by the County, or the agents or employees of the County, where such giving or failure to give directions or instructions is the primary cause of bodily injury to persons or damage to property.

GOVERNING LAW.

Any agreement awarded to a Contractor, as a result of this solicitation, shall be governed in accordance with the laws of the State of New Mexico.

QUESTIONS / SUGGESTIONS.

Questions and/or suggestions concerning this Invitation to Bid shall be submitted in writing no later than seven (7) days prior to the Bid Opening Date and shall be directed to:

Vanessa Tanner, Buyer
(505) 334-4556
E-Mail: Vanessa.Tanner@sjcounty.net

Bidders are specifically notified that any attempt to contact any person other than the party listed above concerning this procurement, may be cause to reject said respondent(s) from further consideration.

Note: Information provided in this Invitation to Bid shall only be used for the purpose of submitting a Bid Offer to the County and shall not be used, released, or disclosed for any other purpose or use.

TECHNICAL SPECIFICATIONS

IF BIDDING "OR EQUAL" ITEMS, ALL BIDDERS MUST SUBMIT CURRENT PRODUCT SPECIFICATION SHEETS WITH THEIR BID OFFER. THE MANUFACTURER AND ITEM NUMBER MUST BE LISTED ON THE BID OFFER PAGES. FAILURE TO PROVIDE COMPLETE INFORMATION AS REQUESTED COULD RESULT IN BID DISQUALIFICATIONS.

CATEGORY DESCRIPTIONS:

CATEGORY "A" –	CLEANING SUPPLIES / HAND CLEANERS
CATEGORY "B" –	JANITORIAL / PAPER PRODUCTS
CATEGORY "C" –	JANITORIAL / CLEANING SUPPLIES
CATEGORY "D" –	JANITORIAL / OUTDOOR TOOLS
CATEGORY "E" –	TRASH CAN LINERS
CATEGORY "F" –	AUTOMOTIVE/MECHANICAL SUPPLIES
CATEGORY "G" –	PAINT
CATEGORY "H" –	SAFETY / PERSONAL PROTECTION
CATEGORY "I" –	FIRST AID KIT / EQUIPMENT
CATEGORY "J" –	SAFETY EXAM GLOVES – LATEX / NITRILE
CATEGORY "K" –	FOAMING HAND SOAP DISPENSERS/SOAP REFILL & CLEANER

BID OFFER PAGE (Page 11)

BID: 25-26-19

BID TITLE: PRICE AGREEMENT FOR THE PURCHASE OF WAREHOUSE SUPPLIES

NOTE: BIDDERS MUST RETURN WAREHOUSE SUPPLY BID FORMS (Pages 1-14) WITH BID.

**IF BIDDING "OR EQUAL" PRODUCT, PRODUCT SPECIFICATION
LITERATURE (BROCHURES) ENCLOSED**

YES ___ NO ___

**MANUFACTURER PRICE LIST / CATALOG OR OTHER
DOCUMENTATION ENCLOSED**

YES ___ NO ___

CATEGORY TOTAL

Category "A" Cleaning Supplies / Hand Cleaners per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "B" Janitorial / Paper Products per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "C" Janitorial / Cleaning Supplies per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

BID OFFER (Continued)
BID NO. 25-26-19

CATEGORY TOTAL

Category "D" Janitorial / Outdoor Tools per specifications

\$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "E" Trash Can Liners per specifications

\$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "F" Automotive/Mechanical Supplies per specifications

\$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "G" Paint per specifications

\$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

BID OFFER (Continued)
BID NO. 25-26-19

CATEGORY TOTAL

Category "H" Safety / Personal Protection per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "I" First Aid Kit / Equipment per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "J" Safety Exam Gloves – Latex / Nitrile per specifications \$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

Category "K" Foaming Hand Soap Dispensers/Soap Refill and Cleaner per specifications
\$ _____

BID AMOUNT (WRITTEN) _____

EXCEPTIONS _____

MFG. _____ Date of Price List _____ Discount _____

MFG. _____ Date of Price List _____ Discount _____

TOTAL BID AMOUNT \$ _____

TOTAL BID AMOUNT _____
(WRITTEN)

METHOD FOR PRICE REDETERMINATIONS

The Bidder shall submit with their bid the method for price redetermination at the expiration of the purchase order contract. **The Bidder shall submit copy of CPI or PPI Index selected.** Please reference page 7, Price Adjustments for Additional Year Terms.

___ CPI ___ PPI

___ Manufacturer Price List with Discount

___ Established Catalogue Price List with Discount

___ Manufacturer's Documented Price Adjustment

___ Bidder's Alternate – Describe: _____

BUSINESS _____

ADDRESS _____

DATE _____ PHONE # _____

EMAIL: _____

N.M. BIDDER RESIDENT BUSINESS/ VETERAN PREFERENCE NUMBER: _____

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDA (IF ANY), _____, _____, _____, _____

By signing, I affirm I am authorized to represent my firm and to provide the products and/or services required according to this bid response.

AUTHORIZED REPRESENTATIVE (PRINT) _____

AUTHORIZED REPRESENTATIVE (SIGNATURE) _____