

## **BID FOR JANITORIAL SUPPLIES AND OFFICE PAPER FOR WICHITA COUNTY**

The Wichita County Commissioners Court will accept sealed bids marked Janitor/Paper Bid until call for opening in the meeting of Commissioners Court scheduled for **Monday, December 3, 2018 at 10:00 a.m. in Room 270, Wichita County Courthouse, Wichita Falls, Texas**. Any questions regarding bid lists should be directed to the Office of County Judge, Attn: Nancy Gregory, telephone (940) 766-8299, or by email [nancy.gregory@co.wichita.tx.us](mailto:nancy.gregory@co.wichita.tx.us). Bids received late will be rejected. The Court reserves the right to reject any or all bids or parts thereof. Award of bid may be made on a total or item basis as determined in best interest of the County.

**Submit bids to:** Wichita County Judge  
Janitor/Paper Bid  
900 7<sup>th</sup> Street, Room 260  
Wichita Falls, Texas 76301

**Bid opening: Monday, December 3, 2018**

### **SCHEDULE JANITORIAL SUPPLIES**

#### **Period of Contract:**

Contract shall be for the period **January 1, 2019 through December 31, 2019**, and shall cover bid items ordered for Wichita County locations including but not limited to the Courthouse, Courthouse Jail, Sprague Jail Annex, Juvenile Detention Center, Juvenile Justice Alternative Education Program (JJAEP) and other agencies associated with Wichita County for financial management. Delivery locations are noted in attachment to this bid for your information.

#### **General Specifications:**

1. Quantities given are estimates only and may be increased or decreased as needs demand. Brand names when listed are items currently in use or which have been used. Generally items equivalent to those listed are acceptable unless the user justifies the need for a specific brand. In such cases samples may be requested to make a comparison. Mixing ratios for concentrated products should be provided so that the yield of product bid can be computed. Also, if a dispensing system is required for mixing concentrates, details on the system and its cost, including installation, should be provided.
2. Award may be made on total or item basis. Wichita County reserves the right to reject any or all bids or parts thereof.

2. Delivery of Items. Prior to this bid Wichita County has required “inside” delivery for all items. This bid will accept bid pricing for bulk deliveries of paper products via drop shipment or truckload delivery providing the bulk pricing is found to be cost effective. If pricing is based on other than inside delivery, please so note and specify the delivery conditions that the pricing is based on:
  - a. All deliveries are FOB.
  - b. Wichita County does not have a central dock for delivery or one location for delivery.
  - c. Please note delivery method if other than inside delivery.
4. Invoices showing the number of units, unit price and extensions shall be presented with each delivery. Invoices are to be checked and signed by maintenance staff, Sheriff Department or other authorized agency representative.
5. The County Auditor requires an original invoice for payment.
6. It is agreed that all prices quoted shall prevail for the contract period for orders placed by Wichita County unless conditioned by vendor because of rapid price fluctuation. Items so conditioned may vary up or down based on cost to vendor. Notice of such price changes will be provided in writing to the County Auditor’s Office, Attn: Margaret Sutton, 600 Scott St., Suite 301, Wichita Falls, Texas, 76301.
7. Please submit information to describe product such as brand name, packaging and quantity of product, chemical composition and other information as may be submitted separately or together with the sealed bid. When requested, a sample will be required on item submitted or bid will be rejected. Samples will be returned upon request.

WICHITA COUNTY  
JANITORIAL/PAPER SUPPLY BID LISTS

**General Information:**

Select the items you wish to bid on from the attached Bid Lists. Supply information on order number, brand/description, unit pack and bid price for items bid. Samples do not need to be provided unless requested after bids are opened and reviewed. **Submit your sealed bid marked, “Janitor/Paper Bid”, not later than call for opening in meeting of Commissioners Court on Monday, December 3, 2018 at 10:00 a.m. in Room 270, Wichita County Courthouse.**

**Bids should be addressed to:**      **Wichita County Commissioners Court  
Wichita County Courthouse  
900 7<sup>th</sup> Street, Room 260  
Wichita Falls, Texas 76301**

**YOUR BID**

To County Commissioners:

We bid the following items as noted on the bid lists. Conditions of our bid, if any, are attached.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No/Fax No.

**WICHITA COUNTY DELIVERY LOCATIONS LISTING**

Wichita County Maintenance Dept.  
900 7th Street, Boiler Room  
Wichita Falls, Texas 76301

Wichita County Jail  
900 7th Street, Back Door  
Wichita Falls, Texas 76301

Wichita County Jail Annex  
2815 E. Central Freeway  
Wichita Falls, Texas 76302

Wichita County Juvenile Probation  
Juvenile Justice Center  
510 Lamar  
Wichita Falls, Texas 76301

Wichita County Precinct 1  
1100 Webster  
Wichita Falls, Texas 76304

Wichita County Precinct 2  
102 W. College  
Burkburnett, Texas 76354

Wichita County Precinct 3  
610 E. Jefferson  
Iowa Park, Texas 76367

Wichita County Precinct 4  
2023 S.H. 25 North  
Electra, Texas 76360

JJAEP  
400 Wichita St.  
Wichita Falls, Texas 76304

Wichita County Courthouse Annex  
600 Scott Street  
Wichita Falls, TX 76301