



**TOWN OF MANSFIELD  
Facilities Management Department  
Request For Proposal (RFP)**

**Custodial Supplies for the Town and BOE**

**Submission Deadline:**

Thursday, July 7, 2016 – 3:00 PM

**Submission Contact and Address:**

Allen N. Corson, Director  
Facilities Management Department  
4 South Eagleville Road  
Mansfield, Connecticut 06268  
860-429-3326

[Corsonan@mansfieldct.org](mailto:Corsonan@mansfieldct.org)  
[www.mansfieldct.org](http://www.mansfieldct.org)

## **Background:**

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The town takes care of four school buildings, grades pre-Kindergarten to eighth, plus the following additional facilities: Mansfield Discovery Depot Daycare, Mansfield Community Center, Senior/Wellness Center, Buchanan Library, Maintenance Shop, Audrey P. Beck Municipal Building (Town Hall), Public Works Complex, three small Parks and Recreation buildings, Historical Society, Old Eagleville School House, and three Fire Stations.

The Facilities Management Department has been maintaining these buildings, drawing funds from the operating budget and also making Capital Improvements as needed.

## **Overview:**

The Facilities Management Department is requesting a proposal from Custodial Supply Vendors or professionals experienced in the supply business. The work will include the delivery of supplies to multiple locations on a monthly basis. See Attachment A, Materials Listing for the supplies currently used. If there are any charges associated with delivery, this information will need to be spelled out in the proposal. Pricing shall be a quoted cost per item for the entire Fiscal Year. The selected vendor will work with the Facilities Management Department assigned staff, school principals, the Superintendent of Schools, and building directors. We are looking for a five-year term guarantee with any price escalators spelled out in the proposal, including documentation for cause of escalation.. This contract will start on July 15, 2016 of Fiscal year 2016/17.

## **Scope of Work:**

1. Some items are proprietary items if you can provide a price please do, if not and you can provide us information on a similar quality product that will be a good replacement please present an alternative item. We would also need to see any cost spelled out in switching to the new product, and any associated maintenance costs (replacement of applicable dispensers, including removal/installation – ie: paper towel dispenser replacements for new towel product).
2. The selected company must have the means to provide us with online ordering, that is able to track costs per location.
3. The online system will need to provide oversight from management on quantity and selection of product. The potential to set ordering limits.
4. The system would need to allow us to set up our associated stock numbers with the products.
5. When proposing an alternative product, we would request Green labeled products.
6. All paper goods should be of the highest level of recyclable goods permissible and still be a product that is of good-to-best quality. We need to see in writing what the proposed recycled content is on any goods that can include recycled materials.
7. No cheater bags for plastic bags or high density bags unless it is spelled out that is what your proposal is including.
8. We will sample any proposed goods before a decision is made with any vendor.
9. Our list is an estimate of quantity based on our prior years of purchase, the quantity is not guaranteed.
10. Have the ability to sell replacement parts for custodial equipment. Publish our discounted price for parts with the bid.

## **SUBMISSION REQUIREMENTS**

### ***Submission Due Date:***

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Thursday, July 7, 2016, at 3:00 p.m. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

### ***Pre-bid Walk-Through:***

No pre-bid walk through will be scheduled.

### ***Directions for Submissions:***

Interested companies are required to submit one (1) hard copy via postal mail, or hand delivered to the Finance Office, Attention: Alicia Ducharme, 4 South Eagleville Road, Mansfield, Connecticut 06268.

Those companies applying must be licensed, certified or have a proven record to perform the work, and provide evidence of experience in this area. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees
- Potential References

### ***Proposal:***

The proposal shall be for a five (5) year term guarantee with any price escalators clearly spelled out in the proposal, including documentation for escalation.

### ***Evaluation Criteria & Right to Reject:***

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deems to be in the best interest of the town at the time of selection. The Facilities Management Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the product and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all products and/or services will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of products and/or services by location.

Responses will be reviewed and evaluated by the Facilities Management Department and the candidates may be invited to participate in oral interviews.

***Additional Information:***

Additional information may be obtained by contacting:

Allen N. Corson, Director  
Facilities Management Department  
Phone: 860-429-3326  
Email: [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org)

**ATTACHMENT A**  
**Current Product Materials Listing**

Our stk #	Material Needed	Size	Quantity	Price
<b>Carpet Care</b>				
201	Clean Action 2 Ext	Cs	1	
202	Carpet prespray/ traffic	Cs	1	
203	Defoamer 2 Hillyard Gal 4/cs	Cs	4	
209	Carpet Protector	Cs	1	
211	Debrowner 2	Cs	1	
212	Carpet spotter gel #909 qt	Cs	2	
	Carpet ph rinse			
	Rinsoft Carpet Wool and Synthetic			
	Carpet enzyme cleaner	Qt or Gal		
	Take Down fresh and clean			
	Carpet stain paint oil grease			
	Carpet gum			
	Carpet sanitizer			
<b>Paper Goods</b>				
302	Toilet seat Covers 250/pkg 20pkg/cs	Cs	10	
	Toilet seat cover dispenser	ea	5	
303	Toilet Tissue 1 ply	Cs	275	
304	Toilet Tissue 2 ply	Cs	150	
	Toilet tissue dispenser 1,2,3,4 roll options	ea		
305	Natural Rolls Towels Brown	Cs	350	
312	Natural Rolls Towels White	Cs	250	
	Natural roll dispenser (pull)	ea		
	Natural roll dispenser (wave)	ea		
306	Facial Tissues 100Bx 30/cs VPG	Cs	125	
<b>Sponge / Scrub Pad</b>				
408	Sponge Scrub green #74	Cs	10	200ea
409	Sponge Scrub white #63	Cs	5	100ea
411	3m Green scrub pads #96	Cs	10	300ea
<b>Other Cleaners Disinfectant</b>				
412	BH-38 Industrial Cleaner	Cs	2	
415	Bleach Household 5.25%	Cs	8	48gals
<b>Chemical Dispenser Goods</b>				
420	Arsenal Suprox-D Hydrogen peroxide disinfectant	Cs/ 1/2 gal	50	400ea
	Arsenal Suprox Hydrogen peroxide sanitizer	Cs/ 1/2 gal	50	400ea
421	Top Clean Arsenal Hillyard Neutral floor Cleaner	Cs/ 1/2 gal	50	200ea
424	Spray Clean HD	Cs/ 1/2 gal	6	24
	Carpet Pre Spray Arsenal	Cs/ 1/2 gal	10	48
	Fast Pak 365 Floor Cleaning Concentrate Tennant	Pkg	5	
	Arsenal Typhoon	Cs/ 1/2 gal		
	Arsenal Glass Cleaner Grn Select	Cs/ 1/2 gal		
	Dispenser system for chemicals			
423	Crème Clean Hillyard Soft Scrub Toilet Qt	Cs	4	48ea

	Stainless steel wipes non aerosal			
<b>Hand Soap Dispensers</b>				
425	Hand lotion foam Affinity Green Prem 1250MI 4/cs	Cs	100	
426	Hand & Body Lotion Foam 1250MI 4/cs Affinity	Cs	150	
	Sanitizer Affinity TF HIS Foam 1L 3/cs	Cs	10	
	Sanitizer Affinity Foaming 1000ml/4 cs	Cs	2	
	Sanitizer Purell HIS 8oz Pump Btl 12/cs	Cs	4	48ea
406	Hand Sanitizer purell 1000ml	Cs	5	
	Dispensers for soap			
	Suprox Green Cleaner	Cs/ 1/2 gal	20	
	Suprox Green Cleaner Concentrate	Cs gal	4	
	#110 Suprox Cleaner Concentrate	Qt		
	#33 Suprox Cleaner Concentrate	Qt		
<b>Machine Pads</b>				
	<b>Need to be 3M quality or better</b>			
	Red pad 13"	Cs	4	20ea
516	White pad 13"	Cs	4	20ea
501	Natural Pad Buff 20" <b>3m</b>	Cs	25	50ea
503	Blue Pad Scrubbing 20"	Cs	4	20ea
	White Polish 20"	Cs	8	35ea
	Red Pad 20"	Cs	4	20ea
509	White Pad 12"	CS	8	40ea
507	Red Pad buffing 12"	Cs	4	20ea
515	Blue Pad Cleaner 13"			
	Blue Pad Cleaner 12"	Cs	3	15ea
517	Black pad stripping 13"			
512	Black Pad Stripping 20"	Cs	5	25ea
513	Hi Pro Stripping Pad 20"	Cs	5	25ea
518	Water Strip pad Maroon/brown spp20 20"	CS	4	40ea
	Eraser Burnish Pad 20"	Cs	2	10ea
506	White polishing pad 20"	Cs	2	
<b>Mops</b>				
	Wet mop Blue looped end	Cs	5	60ea
601	Wet mop green	Cs	2	
602	Wet mop white	Cs	4	
604	Wet mop finish Blue and White stripped	Cs	1	
	Wet Mop Blue Looped micro fiber	Cs	2	24ea
	Wet Mop White looped micro fiber	Cs	2	24ea
	Wet Mop Green Looped micro fiber	Cs	2	24ea
	Hand held T bar 18" micro fiber desk cleaning			
	Green mop cover for T handle			
634-5	Micro fiber mop Green Rectangle Flat			
634-1	Micro fiber mop Red Rectangle Flat	ea	10	
	Micro fiber mop Blue White Rectangle Flat	ea	10	
634-2	Micro Fiber Mop Blue Rectangle Flat	ea	10	

<b>Floor/Window</b>				
608	Fox Tail broom	ea	12	
609	12" plastic dustpan 6/cs	ea	12	
610	Dust Pan 16" metal	ea	12	
619	Squeegee window 12"	ea	10	
620	Handle Street broom 60"	ea	10	
621	Squeegee Floor 22"	ea	10	
1611-1	Hand broom Corn Broom	ea		
	Street broom 18"			
	Super Hil Tone dry mop treatment			
	Dry mop heads micro fiber 24"			
	Dry mop heads micro fiber 48"			
	Handle dry mop			
	frame dry mop 24"			
	frame dry mop 48"			
	Push broom 18"			
	Push broom 24"			
<b>Toilet</b>				
623	Unger bbrhr brush head 2 pak	ea	30	
623-2	Unger Johnny Mop Handles	ea	10	
623-3	Unger Johnny Mop Holders	ea	10	
623-4	Johnny mop head red bristle			
623-1	Johnny mop head soft white			
660	Urinal Screen w/ deodorant block			
629	Urinal Screen blue/bubblegum			
	Toilet plunger cannonball			
	Toilet brush			
627	Wand Duster telescoping handle Lambswool	ea	24	
628	Super Hill Tone treatment dry mop	cs	1	
<b>Gloves</b>				
702	Large Vinyl Gloves powder free	Cs	4	40bx
703	Med Vinyl Gloves	Cs	4	40bx
	Med Vinyl Gloves lightly powered			
	XL Vinyl Gloves Powder free			
	Med Nitrile Gloves	Cs	6	40bx
707	Large Nitrile Gloves	Cs	9	90bx
	X Large Nitrile Gloves	Cs	4	40bx
<b>Spray Cans</b>				
801	Stainless Steel Clean oil base prolink	Cs	8	
803	Citrus Cleaner & Deodorizer Citrus Scrub Hillyard	Cs	4	48ea
804	Furniture polish/cleaner	Cs	2	
812	Hornet Spray	Cs	1	
813	Spray Bottle 24oz w/trigger	ea	48	
814	Spray Bottle 36oz w/trigger	ea	48	

815	Seashore odor aerosol compact air care	Cs	8	
	Dispenser aerosol microburst 3000 lcd wh	ea	10	
	Ocean Breeze refill MB3000 12/cs	Cs	6	
907	Shineline Base Strip spray cans Aerosol 19oz	Cs	6	72ea
	Aerosol Jet Force Wasp N Hornet Kill 14oz	Cs	2	24ea
	Graffiti Remover	ea		
<b>Floor Strip/Wax</b>				
901	Stripper Green Select Hillyard	5 gal pail	80	
905	Wax EP22 Hillyard	5 gal pail	80	
908	Floor Conditioner neutralizer	Cs	6	
909	Super shine all arsenal	cs	3	
	350 Gym Finish	5 gal pail	13	
608-1	24" dry mop frame			
608-2	48" dry mop frame			
	Tack It for gym floors			
	Screen Disc 20" 120 grit	10/cs		
	Squeegee Floor Blade 22"			
	Squeegee handle and holder clamp			
	Floor Scraper			
<b>Vacuum</b>				
	Supercoach bags	pkg	15	
	Tennant Tank 3400	pkg	15	
	Tennant Upright	pkg	7	
	Bag for Henry canister pkg 10	pkg	8	
	Intercept Micro Filtr Pro 6 pkg 10	pkg	6	
	Vacuum bag tennant floor burnisher			
1107	Waste Med 28qt	ea	15	
	Unger restroom red mop pail & Ringer	ea	0	
	Unger general mop pail & Ringer	ea	0	
	Unger Mop Handle setup	ea	0	
<b>Micro fiber cloths</b>				
	Micro fiber Cloths Red Med Restrm	pkg	10	100ea
	Micro fiber Cloths Blue Med	pkg	10	100ea
	Micro fiber Cloths Green Med 16x16	Pkg	10	100ea
	Micro fiber Cloths Yellow Med 16x16	pkg	10	100ea
	Micro fiber Cloths Blue general fine	pkg	10	100ea
	Micro fiber Cloths Green Glass	pkg	10	100ea
	Green mop head T bar	ea	30	
	T bar for mop head	ea	12	
	Rubber boots anti slip stripping large	ea	5	
	Rubber boots anti slip stripping X large	ea	10	
	Rubber boots anti slip stripping 2x large	ea	20	
	Rubber boots stripping 3x large	ea	5	
	Bristle broom	cs	2	



	Handle push broom 40225	cs	1
	24" plastic block omni sweeper	ea	8
	barrel brush	ea	6
	doodle bug pads black	cs	4
<b>Trash Bags</b>			
1104	Liner 33Gal 33X40 BLK 100/CS Verde	Cs	170
1103	Liner 40-45Gal 40X48 Blk 100/CS Verde	Cs	155
1105	Tuffskin Liners Clear 24" x 33" high density	cs	175
	Bags for sanitary napkin holders	cs	
<b>Misc.</b>			
	Mopping combo pack		8
	mobile barrier		3
	Ice Melt Blue w/cma 50lb	Bag	40
	Receptacle Brute 32 Gal vented gray 6/cs	ea	6
	Receptacle Brute 32 Gal vented white 6/cs	ea	6
	Receptacle Brute 55 Gal vented gray 6/cs w/lid	ea	
	Lid receptacle gray 32 gal	ea	6
	Lid receptacle white 32 gal	ea	6
	Dolly Brute black 2/cs	ea	6
626	Barrel Brush- long handle		
625	Barrel Brush- short handle		
	Herbal Odor Counteractant	Gal	8
	Wipe Stainless Steel 70ct 6/cs	Cs	20
	Handle Aluminum Telescopic Pole	ea	10
	Mop Holder New Plastic Velcro 16" bl 10c	ea	10
	Screen Urinal 12/cs	Cs	6
	Labels for dispensing bottles on Arsenal products	ea	
	Applicator T bar 18" heavy weight	ea	5
	Pad floor coater refill 18" t bar	ea	5
	Standard Mop bucket with wringer Rubbermaid	ea	
	Custodial cart Rubbermaid gray	ea	
	Scraper light duty 4" 10/cs	Cs	1
	Blade replacement for 4" scraper		
708	Wet Floor Signs	ea	10
	Ear Plugs	ea	200
740	Face Shield w/ head band	ea	10
	Flashlight	ea	10
	Flashlight rechargeable	ea	10
1250	Waste Basket Rubbermaid Med		
	WD-40		
400	Palmolive Original Dishwashing liquid green	ea	
	Packing boxes		
	Carey wipes end pieces white paper towels	Cs	
	Distilled water	Gal	
	Green Select Degreaser Cleaner		
	Liquid Enzyme 2 Bathroom cleaner		
	Bale Sponge		
	Caution wet floor signs		
	dust masks		
1213	Batteries 9 volt	cs	

1210	Batteries AA	cs		
1209	Batteries AAA	cs		
1211	Batteries C size	cs		
1212	Batteries D size	cs		
	Duct Tape 2"	Roll		
	Duct tape various colors 2" (??)	Roll		
	Tape Electrical 3m			
	Tape masking 1"			
	Tape masking 3"			
	Tape packing box			
	Caution tape			
	Repair parts for Tennant, Windsor, Henry			
	Caution wet floor signs			
	Doodle bug handle			
	Doodle bug holder			
	Doodle bug pad black stripper			
	Ice Melt Plus 50lb	bag		
	Box of Rags Turkish Towels 10lb			