

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

June 1, 2006

BID NO. 29, 2005/2006

**INVITATION TO BID (ITB) ON PAPER TOWELS AND TOILET PAPER**  
**FOR**  
**PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation To Bid (ITB) on Paper Towels and Toilet Paper for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 2:00 P.M., local time, Tuesday, June 20, 2006 and shall be clearly marked "SEALED ITB NO. 29-2005/2006 – Paper Towels and Toilet Paper for Pensacola Junior College".** Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, June 22, 2006, at 9:00 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening, shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline, as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL 32504-8998.
7. Failure to file a protest within the time prescribed in F.S. 120.57(3): Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model

number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.

9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. All pricing will remain firm through June 30, 2007. The College reserves the right to terminate the agreement at the end of one (1) year period as per Florida State Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of four additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

Pensacola Junior College is anticipating the issuance of one or more blanket purchase orders, with deliveries to be required, as needs arise, during Fiscal year, 2006/2007 (July 1, 2006 through June 30, 2007).

**PAPER TOWELS, AND TOILET PAPER, RECYCLED CONTENT**

**ITEM QTY.UNIT DESCRIPTION/SPECIFICATIONS**

1 \*350 Cases **Paper Towel, Single Fold, Un-Bleached,**  
 Envision Acclaim, 23504 or approved  
 Equivalent

Manufacturer \_\_\_\_\_  
 Brand \_\_\_\_\_  
 Product No. \_\_\_\_\_  
 Case Pack Quantity \_\_\_\_\_

<u>QUANTITY (CASES)</u>	<u>NET DELIVERED CASE PRICE</u>	<u>NET DELIVERED CASE PRICE (PALLETIZED **)</u>
1 – 9	_____	
10 – 25		_____
26 – 50		_____

2. \*1000 Cases **Paper Towel, Multifold, Un-Bleached,**  
 Envision Acclaim, 23304 or approved  
 Equivalent

Manufacturer \_\_\_\_\_  
 Brand \_\_\_\_\_  
 Product No. \_\_\_\_\_  
 Case Pack Quantity \_\_\_\_\_

<u>QUANTITY (CASES)</u>	<u>NET DELIVERED CASE PRICE</u>	<u>NET DELIVERED CASE PRICE (PALLETIZED **)</u>
1 – 9	_____	
10 – 25		_____
26 – 50		_____

**ITEM QTY./UNIT DESCRIPTION/SPECIFICATIONS**

3. \*40 Cases **Paper Towel, Roll, Un-Bleached,**  
Envision Acclaim, 26401 or approved  
Equivalent

Manufacturer \_\_\_\_\_  
Brand \_\_\_\_\_  
Product No. \_\_\_\_\_  
Case Pack Quantity \_\_\_\_\_

<u>QUANTITY (CASES)</u>	<u>NET DELIVERED CASE PRICE</u>	<u>NET DELIVERED CASE PRICE (PALLETIZED **)</u>
1 – 9	_____	
10 – 25		_____
26 – 50		_____

4. \*400 Cases **\*\*\*Roll Toilet Tissue, two-ply/layered white**  
Envision Acclaim, 15990 or approved  
Equivalent

Manufacturer \_\_\_\_\_  
Brand \_\_\_\_\_  
Product No. \_\_\_\_\_  
Case Pack Quantity \_\_\_\_\_

<u>QUANTITY (CASES)</u>	<u>NET DELIVERED CASE PRICE</u>	<u>NET DELIVERED CASE PRICE (PALLETIZED **)</u>
1 – 9	_____	
10 – 25		_____
26 – 50		_____

\*Estimated Quantities only and are non-binding to Pensacola Junior College.

\*\*Palletized Price based on “Shrink Wrapping” product on Non-Returnable pallets.

\*\*\*A sample and specifications of the Roll Toilet Tissue shall be submitted with your bid.  
Failure to submit sample, may be cause for rejection of this item from your bid.

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

SIGNATURE OF VENDOR REPRESENTATIVE: \_\_\_\_\_

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE : \_\_\_\_\_

BIDDING FIRM OR ENTITY NAME: \_\_\_\_\_

**BID SUBMITTED BY:**

\_\_\_\_\_  
FEDERAL TAX I.D. NUMBER

\_\_\_\_\_  
FIRM OR ENTITY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME  
OF REPRESENTATIVE: \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

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