



# Department of Purchasing & Contract Compliance

Cecil S. Moore, Director

**REQUEST FOR QUOTE NUMBER:**

**11RGS78719YA**

WILL BE RECEIVED UNTIL 2:00 P.M., EST.

JUNE 15, 2011

**DESCRIPTION: PERSONAL HYGIENE SUPPLIES EQUAL OR EQUIVALENT  
FULTON COUNTY DEPARTMENT OF HUMAN SERVICES**

**Quotes must be submitted electronically using our on-line Vendor Self Service system at [www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us). You must be a registered vendor in order to respond to quotes.**

**ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

**CONTACT NAME:**

Gertis Strozier

**E-Mail Address :**

[gertis.strozier@fultoncountyga.gov](mailto:gertis.strozier@fultoncountyga.gov)

**Telephone Number:**

404-612-5826

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**Company Name:**

**Company Address:**

**City**

**State**

**Zip Code**

**Telephone Number:**

**Fax Number:**

**E-Mail Address:**

**RESPONSES MUST BE SUBMITTED ON-LINE AT [www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us) BY THE TIME AND DATE INDICATED.**

**Person submitting QUOTE: (Please Print)**

**Date**

**Title**

**\*Signature of the person submitting QUOTE:**

**\*The individual submitting this e-quote must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.**

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendoreselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

## REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 11RGS78719YA

Opening Date: June 15, 2011

**Personal Hygiene Supplies equal or equivalent  
Fulton County Department of Human Services  
Jefferson Place**

### 1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Personal Hygiene Supplies **equal or equivalent** for the Department of Human Services at Jefferson Place on a contractual as, if and/or when requested basis from date of award and continuing for twelve (12) consecutive months.

### 2. CONTACT PERSON

Please contact Gertis Strozier, Procurement Officer at (404) 612-5826 or by e-mail [gertis.strozier@fultoncountyga.gov](mailto:gertis.strozier@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website ([www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

### 3. PRODUCT/SERVICE SPECIFICATIONS

Provide Department of Human Services at Jefferson Place Personal Hygiene Supplies equal or equivalent, quantities listed below is based on an annual usage estimate. Quantities listed will be purchased over a twelve (12) month period.

### 4. PRICING SHEETS

1. Description: Polyester Net Laundry Bag  
Mfr. Name: HBC Inc  
Item#: (PKMD245565)  
Size: 24" X 36"  
Color: White  
Quantity: Eighty 80 dozen  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
  
2. Description: Sheet Twin-XL Flat  
Mfr. name: WestPoint Home  
Item#: (T20066X108B)  
Size: 66" X 108"  
Color: Bone  
Quantity: Eighty (80) dozen  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**

3. Description: Ironing Board Cover  
Mfr name: Hospitality 1 Source  
Item#: (2342CDSF02)  
Size: 3/16 foam backing  
Color: Blue  
Quantity: Six (6) each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
4. Description: Pad and Cover, Ironing Board  
Mfr. name: Hospitality 1 Source  
Item#: (2342CDSF11)  
Size: 3/16 foam backing  
Quantity: Six (6) each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
5. Description: Iron; 1200 watt  
Mfr. name: Ohmmeter  
Item#: (3231ES144)  
Color: White and Blue  
Quantity: Eight (8) each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
6. Description: Eucerin Original Lotion  
Mfr. name: Beiersdorf  
Item#: (2872EOL1)  
Size: 1oz, 36/case  
Quantity: Twelve (12) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
7. Description: Crest Toothpaste  
Mfr. name: Proctor & Gamble  
Item#: (PC6PG8049)  
Size: .85 oz 240/case  
Color: Light Green-Blue  
Quantity: Twelve (12) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
8. Description: Toothbrush  
Mfr. name: Colgate  
Item#: (55501)  
Color: White  
Size: 144/case  
Quantity: Twelve (12) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**

9. Description: Laundry Bag Net, Polyester  
Mfr. name: HBC Inc  
Item#: (MD185565SPECAH)  
Size: 18" x 24"  
Quantity: 500 each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
10. Description: Bath Towels  
Mfr. name: American Dawn  
Item#: (2448)  
Size: 24" X 48"  
Color: White  
Quantity: 1000 each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
11. Description: Mennen Speed Stick Deodorant  
Mfr. name: Colgate  
Item#: (86574)  
Size: Regular, 24/case  
Quantity: Thirty (30) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
12. Description: Baby Powder  
Mfr. name: Johnson & Johnson  
Item#: (JJ-003001)  
Size: 1.5oz, 96/case  
Quantity: Twelve (12) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
13. Description: Dial Deodorant Bar Soap  
Mfr. name: WF Amenities  
Item#: (00184)  
Color: White marble  
Size: 1000/case, 3/4 size  
Quantity: Forty (40) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
14. Description: Heavy Duty Bath Towel  
Mfr. name: American Dawn  
Item#: (432)  
Size: 17" x 20", 32oz  
Color: White  
Quantity: Twenty-two (22) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**

15. Description: Pillowcase Standard  
Mfr. name: WestPoint  
Item#: (1A76642)  
Size: 42" x 36"  
Color: Bone  
Size: Six (6) dozen per case  
Quantity: Thirty (30) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
16. Description: Washcloth (Cam border) Premier Towels  
Mfr. name: American Hotel  
Item#: (SC1212-1)  
Size: 12" x 12", #1  
Color: White, dozen  
Quantity: Fifty (50) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
17. Description: Blanket Twin  
Mfr. name: Zhangjiagang Sky Loyal Trade  
Item#: (4732)  
Color: Blue  
Size: 66" x 96"  
Quantity: 200 each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
18. Description: Sanitary Napkin, Stay Free  
Mfr. name: Rochester Midland  
Item#: (25189973)  
Size: 25/case  
Quantity: Four (4) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
19. Description: Baby Wipes  
Mfr. name: Guernseys Products  
Item#: (DW-2717)  
Size: Travel Pack Size, 36/case  
Quantity: Ten (10) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
20. Description: Disposable Baby Diapers  
Mfr. name: Hospital Specialty Co  
Item#: (83828)  
Size: Medium (12-21 lbs)  
Quantity: Five (5) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**

21. Description: Facial Tissue, Kleenex Boutique  
Mfr. name: Kimberly Clark  
Item#: (21269)  
Size: 2-ply  
Color: White  
Quantity: Twenty (20) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
22. Description: Toilet Seat Covers Paper  
Mfr. name: Hospitality Specialty Co  
Item#: (HG-5000)  
Quantity: Twenty (20) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
23. Description: Shower shoes  
Mfr. name: Stephens Inc  
Item#: (QNHSS0573XL)  
Size: X-Large, 72/case  
Quantity: Twelve (12) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
24. Description: Double Blade Plastic Razor  
Mfr. name: Pacific Link Int'l Corp  
Item#: (TXD30031)  
Quantity: Thirty (30) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
25. Description: Barbasol Shave Cream  
Mfr. name: Guernseys Products  
Item#: (BSSC-36)  
Size: 2.25 oz can  
Quantity: Eight (8) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
26. Description: Pocket Size Comb  
Mfr. name: American Comb  
Item#: (2727-P)  
Color: Black  
Quantity: Three (3) cases  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**
27. Description: Sheets Twin  
Mfr. name: Lucky Textile Mills  
Item#: (AMERM20066108)  
Size: 66" x 108"  
Color: White  
Quantity: 500 each  
Unit price \$: \_\_\_\_\_  
**Price quote must include shipping**

**5. SPECIAL CONDITIONS/INSTRUCTIONS**

The County may award this Quote in whole or in part, to one or more vendors, or reject all Quotes and/or waive any technicalities if it is in the best interests of the County to do so.

**Delivery to:**

Fulton County Department of Human Services

1135 Jefferson Street, N.W.

Atlanta, Georgia 30315

Attention: Procurement Specialist

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

Not applicable with this quote.