

MIDDLESEX COUNTY COLLEGE  
EDISON, NJ 08818

LOCAL SUPPLIES BLANKET ORDER SPECIFICATIONS

**Bid # 20-7 TITLE: Janitorial Paper Supplies**

The College is soliciting bids to award a Local Supplier Blanket Order agreement for the purchase of supplies. Quantities are to be released on an as needed basis by the College Facilities Department. Refer to attached list of items.

The items indicated have been selected for competitive pricing bases on prior usage. The College cannot project future volume in any category since purchases are on a demand basis.

All prices quoted shall include freight or other charges incidental to the delivery of the items. There is to be no minimum dollar amount per order. The vendor shall have access to, at a minimum, 1/12<sup>th</sup> of the quantity of each item listed to be able to deliver within two (2) business days of order placement. Backorders are to be filled within 14 business days. All prices shall be held for the term of the contract.

If your firm is awarded this contract, a separate purchase order will be issued. Please direct all inquired referencing the above bid number to the Director of Purchasing and Inventory, Mr. David Fricke, (732) 906.2549.

**NOTE:** Final award will be made to the most qualified local supplier(s) and will be based on the majority number of items that are determined to be provided to the College with the lowest; unit price and/or best discount.

The Director of Purchasing and Inventory or his assigned reserves the right to examine and audit invoices processed during the term of the contract. Any violation in this agreement may resulting in canceling this contract immediately and the difference charged back or credited for any disclosed item found to be incorrectly billed to the College. The College reserves the right to cancel this contract due to vendor non-performance.

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## **BID # 20-7 JANITORIAL PAPER SUPPLIES**

### **ITEM #1**

Two ply white toilet tissue 3-3/4"W x 4"L x 865 sheets—controlled use. Green Seal certified tissue is 100% recycled and contains up to 49% post-consumer waste paper, two part core. Equal to Bay West 61990. To fit in existing Bay West 80300 controlled use 3 roll tissue dispenser.

### **ITEM #2**

Natural white single ply roll towels with roll width of 8", 800 feet per roll, controlled use. Green Seal certified, made with a de-inking process free of chlorine and other harmful chemicals, 100% recycled and containing up to 73% post consumer waste. Equal to Bay West 31400. To fit in existing Bay West 86500 hands free towel dispenser.

During the term of this Contract, the vendor is to supply at no cost any and all repair parts for both dispensers as requested by the College.

The contract shall cover a base period from July 1, 2019 to June 30, 2020. There is an option to renew for the second year from July 1, 2020 to June 30, 2021.

The contract may be renewed by the College for the renewal time period with 15 days prior notice to the start of the renewal period.

The College reserves the right to cancel the contract for any reason with 30 days notice.

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Vendor must be capable of providing an e-access system. Provide secure online Management System (real time) available 24/7. Provide unique and secure user ID# and password protection. Prevent unauthorized use accessible to all approved departments.

**Online Management System Will Provide:**

**Custom Order Pads: Online Ordering**

- a. Different order pads for every department in order to initiate order.
- b. Custom Item/Part #, Description and Approved Cost each item unique to College.

**Order Approval Controls:**

- a. Purchasing Department will have ability to review and approve all orders initiated by various departments.
- b. Multiple approval levels available.
- c. Approved orders forward online to suppliers and receipt of order confirmed via e-mail.

**Inventory Controls:**

- a. Budget features: Restricts orders to predetermine dollar levels.
- b. Control on hand inventory - set min/max inventory values.
- c. Printable Results: Hard copy reports available immediately.

**Queries:**

- a. Order History: Sort by item, product category or PO over any range of dates.
- b. Open Orders: review open and back orders.
- c. Invoices: view open or closed invoices.
- d. Print Results: Hard copy of queries on demand.

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ESTIMATED

DESCRIPTION	QUANTITY	BRAND	ITEM #
Base 2019-2020			
<b>Item #1</b>			
<b>Toilet Tissue</b>			
Case	785	BayWest	61990
<b>Item #2</b>			
<b>Roll Towels</b>			
Case	685	Baywest	31400

**TOTAL COST**

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ESTIMATED

DESCRIPTION	QUANTITY	BRAND	ITEM #
Base 2020-2021			
<b>Item #1 Toilet Tissue</b>			
Case	830	Baywest	61990
<b>Item #2 Roll Towels</b>			
Case	735	Baywest	31400

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