

# Bid Form

Please return this Bid Form along with any required documentation (see below) to the Office of the City Secretary by the bid's due date and time.

## Bid General Information

Bid Number	S23323
Bid Description	Disposable Paper Products
Bid Abstract	This project is for the purchase and delivery of toilet tissue and hand towels, in accordance with the specifications, terms and conditions specified in the solicitation.
Buyer Email	laura.marquez@cityofhouston.net
Post Date/Time	10/26/2009 10:00:00 AM
Close Date/Time	12/3/2009 10:30:00 AM

## Bid Items

Paper Towels to be awarded by Group

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1	TOWEL,PAPER,MULTI-FOLD, WHITE,9.25"X3.25"	10031829 Towel, Paper, Multi-fold, White, 9.25" x 3.25" Folded, 250 Sheets/ Pack; 4000 Sheets/Case; 16 Pack/ Case; Palletized /Shrink Wrapped Georgia Pacific, Acclaim #20204 or approved equal \$_____per sheet  Department Quantities PWE - 2430 PRK - 3300 HAS - 20640 CEF - 4850 GSD - 6750 SWM - 480 HLT - 3682 HFD - 17043 HPD - 425	Case	59600	0.00	\$0.00

Manufacturer's Name, Product Name & Product Number:

---

2	TOWEL,PAPER,C-FOLD,WHITE,10-1/4"X12 3/4"	10031831 Towel, Paper, C-Fold, WHite, Case 10-1/4" x 12-3/4" Open, 150/Pkg; 16/ Pkg/Case; 2400 Towel/Case Palletized/ Shrink Wrapped Tork Universal, CB530 or approved equal	4978	0.00	\$0.00
		\$ _____ per sheet			
		Department Quantities PWE - 649 CEF - 340 GSD - 1200 SWM - 480 HLT - 2309			

Manufacturer's Name, Product Name & Product Number:

---

3	TOWEL, ECONOMIZERS, WHITE 9.8" X 16.4"	10021817 Wypall Economizers L30 Wipers, White,100 sheets /box : 8 boxes/ case, 16 x 10", palletized/shrink wrapped Kimberly Clark, No. 05800 or approved equal	2718	0.00	\$0.00
		\$ _____ per sheet			
		PWE - 1895 HLT - 823			

Manufacturer's Name, Product Name & Product Number:

---

4	TOWEL,HARDWOUND ROLL, BROWN,7.85"X350'	10031840 Towel, Hardwound Roll, Case Brown, 7.875" x 350', 12 rolls/case; palletized/shrink wrapped Georgia Pacific, Envision #26401 or approved equal	32610	0.00	\$0.00
		\$ _____ per roll			
		Department Quantities PWE - 2090 PRK- 3500 HAS - 24240 GSD - 1375 SWM 900 HPD - 325 HFD - 180			

Manufacturer's Name, Product Name & Product Number:

---

5	TOWEL,PAPER,NONPERF 7.87"X800' UNBLECHED	10023845 1-Ply, Hand Roll Towel, Natural or Brown Color, Unbleached, non- perforated,7.85" x 800', 60 rolls/case; palletized/shrink wrapped, Tork Universal, RK800E or approved equal	81060	0.00	\$0.00
		\$ _____ per roll			
		HAS - 81060			

Manufacturer's Name, Product Name & Product Number:

---

Group Total: \$0.00

Towels, High Capacity, Refills to be awarded by Group

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1	TOWEL,PAPER 8.25" W,1-3/4" CORE,6ROLL/CS	10027370 High Capacity Touchless Roll Towel, White 8.25" x 800', 6 rolls/case; palletized/shrink wrapped EnMotion #89420 or approved equal  \$____per roll  Must fit dispenser model EnMotion, 59466  Department Quantities  PWE - 120 GSD - 450	Case	1120	0.00	\$0.00
Manufacturer's Name, Product Name & Product Number:						
2	TOWEL, PAPER, 10" W,1-3/4"CORE,6ROLLS/CS	10027371 High Capacity Touchless Roll Towel, WHite 10 W x 800L, 6 rolls/case palletized/shrink wrapped EnMotion, #89460 or approved equal \$_____ per roll  Must fit dispenser model EnMotion #59462  Department Quantity  GSD - 250	Case	250	0.00	\$0.00

Group Total: \$0.00

Toilet & Facial Tissue to be awarded by Group

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1	PAPER, TOILET JRT 48CASES/PALLET TRUCKED	10012205 2-Ply Recycled Toilet Tissue, 1000 Ft. Jr. Jumbo, 3.32 core, non-chlorine bleached, white, not to exceed 9" diameter Universal Paper Products/Hi-Soft JRT10002 or approved equal, palletized or shrink wrapped 12 rolls per package 48/ Cases palletized/shrinkwrapped \$_____per roll  Department Quantities HAS - 51300 PWE - 2492 PRK - 1500 CEF - 2000 HLT - 878 HPD - 150	Case	58320	0.00	\$0.00
Manufacturer's Name, Product Name & Product Number:						

2	TISSUE,TOILET,1-PLY,JUMBO BATH,3.50" ROL	10031841 1-Ply Tissue, Jr. Jumbo Bath Rolls, 3.5 x 2000 FT, White, not to exceed 12" Diameter, 12 rolls per package, Hi-Soft, JRT120001 or approved equal  \$_____ per roll  Department Quantities PWE - 1226 PRK - 720 CEF - 370 SWM - 480 HLT - 970	Case	3766	0.00	\$0.00
---	--	---	------	------	------	--------

Manufacturer's Name, Product Name & Product Number:

3	PAPER, TOILET, RECYCLED, 550/ROL, 2-PLY	10027093 2-PLY Embossed Toilet Tissue, White, 4.0 " X 4.5" - 550 sheets per roll, 80 rolls per case Envision 19880/01 or approved equal  \$_____per roll  Department Quantities PWE - 55 HAS - 4440 CEF - 685 GSD - 1000 SWM - 600 HLT - 878 HFD - 3800	Case	11458	0.00	\$0.00
---	---	--	------	-------	------	--------

Manufacturer's Name, Product Name & Product Number:

4	PAPER, TOILET, RECYCLED 4.25" X 3.5"	10029312 2-Ply, Tissue, White, 4.25" x 3.3" Recycled, 96 rolls per case Tree Less, TT2P96R4233 or approved equal  \$_____per roll  Department Quantities  PWE - 554 PRK - 2800 HPD - 75	Case	3429	0.00	\$0.00
---	--------------------------------------	---	------	------	------	--------

Manufacturer's Name, Product Name & Product Number:

5	TISSUE,FACIAL,2PLY,WHITE,8.0000"X8.330"	10031832 2-Ply Facial Tissue, 8.0" X 8.33" 100 SHTS/BX, 30 BXS/CS, KIMBERLY CLARK, 21340, GEORGIA PACIFIC, 47410, or approved equal  Department Quantity  HLT - 687	Case	687	0.00	\$0.00
---	---	---	------	-----	------	--------

Manufacturer's Name, Product Name & Product Number:

Group Total: \$0.00

City's Option

Item #	Material Description	Description	Discount Percent
1		Should you be awarded ALL ITEMS you bid what percent additional discount (if any) would be deducted from each item bid?	%

**TOTAL BID: \$0.00**

Additional Required Forms to be Included:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:

Table 1
<a href="#">Affidavit of Ownership</a>
<a href="#">Fair Campaign Ordinance</a>
<a href="#">MWBE</a>
<a href="#">Statement of Residency</a>
<a href="#">Conflict of Interest Questionnaire</a>
<a href="#">Location of Bidders Inventory</a>

Table 2 may list other documents and/or forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will specify which documents and/or forms be completed and submitted to the City by the successful bidder:

Table 2
<a href="#">Drug Forms</a>
<a href="#">Sample Insurance Over \$50000</a>
<a href="#">Formal Instructions for Bid Terms</a>

If you elect not to participate in the aforementioned project, please submit the [No Bid Sheet](#) to the Buyer by the due date for the receipt of the solicitation.

**OFFICIAL BID FORM FOR DISPOSABLE PAPER PRODUCTS**

OFFICIAL SIGNATURE PAGE

The respondent warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the City shall have the right to annul this agreement without liability or, at its discretion, to deduct from the contract prices or consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Terms & Conditions, all of which are made a part of this offer.

All pages of the City of Houston's bid document including but not limited to the General Terms & Conditions and page 3 three of this invitation are incorporated by reference into for all purposes.

The undersigned, as bidder, certifies that the only person or parties interested in this proposal as principals are those named herein; that the bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

THIS BIDDER IS AND REPRESENTS THAT IT IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.

SUBMIT YOUR BID IN DUPLICATE  
BID MUST BE MANUALLY SIGNED IN INK  
(BLUE INK PREFERRED)

Respectfully Submitted:

Bidder: \_\_\_\_\_  
(Print or type name of Bidder - Full Company Name)

Vendor Number: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Authorized Officer or Agent)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Address (Street or P.O. Box)

\_\_\_\_\_  
City-State-Zip Code

Telephone Number: (\_\_\_\_)\_\_\_\_\_

Email Address: \_\_\_\_\_

FAX Number: (\_\_\_\_)\_\_\_\_\_

Vendor: \_\_\_\_\_ Buyer: [laura.marquez@cityofhouston.net](mailto:laura.marquez@cityofhouston.net) Bid Number: S23323