



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701
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REQUEST FOR QUOTATION (RFQ) FOR KITCHEN SUPPLY PRODUCTS

ISSUE DATE: FEBRUARY 26, 2021
DUE DATE: MARCH 12, 2021

Bidders may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. Failure to receive all current information could result in your company submitting an inaccurate quotation, which may be disqualified by the County.

QUOTATION INFORMATION AND INSTRUCTIONS

- 1.1 Purpose and Intent of Quotation.** This Request for Quotation (RFQ) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this RFQ to cover the terms and conditions under which successful Bidder's shall be responsible for providing a written price quotation for kitchen supply products to the County of Lycoming (hereinafter "County") through price quotations.
- 1.2 Deadline and Submission of Quotations.** Quotes shall be due to the attention of Mya Toon, Chief Procurement Officer, no later than Friday, March 12, 2021, 5:00 P.M. EST. Late quotes may not be accepted. Quotes can be mailed, faxed, emailed, or hand-delivered and must be clearly marked RFQ for Kitchen Supply Products.
- The County may waive minor informalities or irregularities in the quotes received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Bidders. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the quote by giving a Bidder an advantage of benefits not enjoyed by other Bidders.
- 1.3 Important Dates.** The following lists important events and deadlines regarding the RFQ.
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| Issue Date: | February 26, 2021 |
| Final Date for Written Questions: | March 9, 2021 |
| Deadline for Submitting Quote: | March 12, 2021 |
- 1.4 Communications.** All questions regarding this RFQ shall be submitted in writing to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org. Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFQ or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than March 9, 2021, 5:00 P.M. EST.
- 1.5 Preparation of Quote.** The County shall not be responsible for any costs associated with the preparation or submittal of any quote. All costs are entirely the responsibility of the Bidder.
- 1.6 Acceptance/Rejection/Modification to Quotations.** The County reserves the right to negotiate modifications to quotations that it deems acceptable, reject any and all quotations, and to waive minor irregularities.
- 1.7 Award of Quote.** It is the County's intention to select MULTIPLE BIDDERS to supply all products. Supplies will be purchased by each County Department from the lowest responsible Bidder(s), including full consideration of any alternates, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County's best interest.
- 1.8 Public Disclosure.** All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure. A summary of quotes received, including company name and bid amount will be posted on the Purchasing Department's page of the County's website (www.lyco.org) within 48 hours of the quote opening.
- 1.9 Bidder's Certification.** By submitting a proposal, the Bidder is certifying that it and its Principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

1.10 Evidence of Product Equivalency. When brand or trade names are used in the quote invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Quotes on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent quotes must be accompanied by descriptive literature and/or samples and shall be supplied at no charge to the County.

1.10 Submission of Samples. The County reserves the right to: (a) request samples of the product; (b) conduct in-house testing of the product; or (c) perform tests of the product, including destructive tests that would indicate the product's performance under actual County usage conditions, in order to completely evaluate the product and make a determination as to its compliance with the specifications. When samples are required to be supplied, the Bidder shall bear the costs of providing the required samples. The County also has the right not to return any samples required by the quote.

1.11 Ordering. All items will be ordered on an as needed basis, as precise quantities cannot be determined. This fact shall not constitute the basis for any equitable price adjustment. Bidders must note in his/her quote if there is a minimum order requirement. The County will order items on a per item basis to the lowest and best responsive, responsible Bidder(s) meeting all terms, conditions, and specifications of the RFQ.

1.12 Time of Performance and Delivery. The time of performance shall be April 1, 2021 – June 30, 2021. Delivery or performance shall be made only as authorized by orders issued in accordance with specifications. The County may issue orders requiring delivery to multiple destinations.

1.13 Rejection of Work. Services and/or goods received by the County shall not be deemed accepted until the County has had a reasonable opportunity to inspect. Services and/or goods that are discovered to be non-conforming to the agreed upon specifications may be rejected upon initial inspection or at any later time if non-conformity were not reasonably discoverable at the time of initial inspection. Within fifteen (15) days of receipt of notification of rejection, Bidder shall remedy services and/or goods without expense to the County.

If the Bidder fails, neglects or refuses to do so, the County shall then have the right to obtain such services and/or goods from another source and deduct from any monies due or that may thereafter become due to the Bidder, the difference between the price stated and the actual cost thereof to the County. If the amount due to the Bidder is insufficient to meet such expenses, the Bidder shall be liable for the excess and the County may proceed against the Bidder through appropriate legal action.

1.14 Pricing. Bidders warrant the quote price(s), terms and conditions stated in his/her quote shall be firm and fixed for the entire quote period. If your quote includes price increases over the term of the quote, such increases must be clearly indicated. All quotes prices must include charges for packing, delivery, fuel, etc.

1.15 Delivery. All quotes must include delivery to multiple locations within Lycoming County, FOB Destination, and INSIDE DELIVERY BY YOUR CARRIER IN VARIOUS QUANTITIES. Deliveries shall arrive within one (1) week of ordering.

1.16 Billing/Shipping. Each monthly invoice shall be broken down by invoice and mailed to each County facility. The successful Bidder is required to "Bill as Shipped" to:

Lycoming County Prison
Attn: Susan Satteson
277 West Third Street
Williamsport, PA 17701

Lycoming County Resource Management Services
Attn: Accounts Payable
P.O. Box 187
Montgomery, PA 17752

Lycoming County Pre-Release Center
Attn: Tammy Stidfole
546 County Farm Road
Montoursville, PA 17754

Lycoming County Courts
Attn: Keely Hitchens
48 West Third Street
Williamsport, PA 17701

1.17 County Department Delivery Locations.

Lycoming County Pre-Release Center	546 County Farm Rd., Montoursville, PA 17754
Lycoming County Resource Management Services	477 Alexander Drive , Montgomery, PA 17752
Lycoming County Prison	277 West Third Street, Williamsport, PA 17701
Lycoming County Courts	48 West Third Street, Williamsport, PA 17701

1.18 Payment. The County will make payment within thirty (30) days of receipt invoice for properly received goods and/or services after inspection and acceptance of the goods and services by the County. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment shall be made within thirty (30) days under conditions as stated above.

The County offers Bidders the option to enroll in electronic payment via automated clearing house (ACH) to the Bidder's provided bank account of record.

1.19 Facility Security. The County has established criteria for authorized entry into the County's Prison and Pre-Release facilities by Contractors who are conducting business with the County. All security regulations shall be observed by all Contractors and Subcontractors (if any) and any applicable employee providing services in relation to the contract. It must be clearly understood that security requirements will at all times take precedence over service. The Contractor shall comply with all such regulations and consider the regulations when preparing their response.

1. Screening Form: The County **may** request the Contractor and its Subcontractors (if any) to complete an Outside Agency Screening Form.
2. Search: Contractor may be subject to search and must have valid photo identification upon entrance to the facilities.

3. Prohibited Items: The following items are prohibited from being brought onto the facilities grounds and site:
 - Cellphones
 - Purses/Backpacks
 - Bags
 - Food/Drink
 - Cameras
 - Tobacco Products
 - Weapons

4. Entrance: Contractors must enter the Prison via the West Third Street entrance. Contractors must enter the Pre-Release Center via the front door.

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QUOTATION SPECIFICATIONS FOR RESOURCE MANAGEMENT SERVICES

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		STYROFOAM CUPS, 12 OZ.	PK	
2		3-SECTION DIVIDED PLATES	PK	
3		COFFEE FILTERS	PK	
4		COFFEE PACKS, SINGLES, 12-CUP SERVING, CAFFEINATED	PK	
5		CREAMER PACKETS	PK	
6		DISH DETERGENT	EA	
7		DISHWASHER DETERGENT	EA	
8		FOAM PLATES	PK	
9		PAPER PLATES	PK	
10		PLASTIC FORKS, MEDIUM WEIGHT	PK	
11		PLASTIC KNIVES, MEDIUM WEIGHT	PK	
12		PLASTIC PLATES	PK	
13		PLASTIC SPOONS, MEDIUM WEIGHT	PK	
14		SANITARY FOOD SERVICE GLOVES	PK	
15		STIR STIX	PK	
16		SUGAR PACKETS	PK	
17		WHITE, DISPOSABLE TABLECLOTHS, 40 X 72"	PK	
18		WHITE, FOAM HINGED CARRYOUT CONTAINERS, 9 ½" X 9 ¼" X 3", 3 COMPARTMENT	PK	
19		WHITE, VINYL TABLECLOTHS, 40 X 72"	PK	

QUOTATION SPECIFICATIONS FOR PRISON

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		12 OZ, STYROFOAM SQUAT BOWLS	500/CS	
2		12 OZ, STYROFOAM BOWLS PLASTIC LIDS	1000/CS	
3		12oz. ALADDIN TEMP RITE INSULATED BOWL LID	1000 pk	
4		3 COMPARTMENT STYROFOAM HINGED TRAY	200/CT	
5		8 OZ STYROFOAM CUPS PLASTIC LIDS	1000/CS	
6		8 OZ, STYROFOAM CUPS	1000/CS	
7		8oz. ALADDIN TEMP RITE INSULATED CUP LID	2000 pk	
8		ALUMINUM FOIL, 18 IN X 1000 FT,		
9		BEARD SNOODS	BAG	
10		BLEACH	4/1 GALLON	
11		DW HAND LIQUID POT & PAN DETERGENT	4/1 GALLON	
12		DW MACH SOLID POWER XL DETERGENT	4/9 LB	
13		HAIRNETS (BOUFFANT CAPS)	BAG	
14		HOT PADS 8.5 X11	EA	
15		LIQUID POT & PAN DETERGENT	4/1 GALLON	
16		LUNCH, BROWN PAPER BAGS, #6	500 CT	
17		PAN SCRUBBERS, 3.5 X 5"	20/BX	
18		PLASTIC APRONS, 24X46	PK	
19		PLASTIC FORKS, MEDIUM WEIGHT	1000/CS	
20		PLASTIC GLOVES	PK	
21		PLASTIC KNIVES, MEDIUM WEIGHT	1000/CS	
22		PLASTIC SANDWICH BAGS 6 3/4 X 7 3/8	1000/CS	
23		PLASTIC SPOONS, MEDIUM WEIGHT	1000/CS	
24		PLASTIC SPORKS, MEDIUM WT.	1000 CS	
25		PLASTIC WRAP, 18 X 3000 FT		
26		POLY, APRONS	1000/CS	
27		POLY, PLASTIC GLOVES, LARGE	1000/CS	
28		POLYCARBONATE BOWLS		
29		POLYCARBONATE PLATES		
30		RINSE SOLID BRILLANCE	1/2.5 GL	
31		SANIT MULTI-QUAT OASIS SANITIZER	1/2.5 GL	
32		STAINLESS STEEL SCRUBBERS 1.75 OZ	12/CS	
33		WHITE BEARD NETS	1000/CS	

34		WHITE HAIRNETS (BOUFFANT CAPS)	1000/CS	
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QUOTE SPECIFICATIONS FOR PRE-RELEASE CENTER

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		12 OZ, STYROFOAM BOWLS	500/CS	
2		12 OZ, STYROFOAM BOWLS PLASTIC LIDS	1000/CS	
3		9 INCH STYROFOAM PLATES		
4		18" FILM WRAP	18" X 3 M'	
5		3 COMPARTMENT CONTAINERS	200/CT	
6		6 COMPARTMENT TRAY, 10X14 5/32 X 1 5/32		
7		8 OZ STYROFOAM CUPS PLASTIC LIDS	1000/CS	
8		8 OZ, STYROFOAM CUPS	1000/CS	
9		ALUMINUM FOIL, 18 IN X 304.8 FT, #282		
10		BASTING BRUSHES, PASTRY, 2"	EA	
11		BASTING BRUSHES, PASTRY, 3"	EA	
12		BLEACH	6/1 GALLON	
13		BOWLS, 12.5 OZ		
14		BRILLO SOAP PADS	10/BX	
15		COMET LIQUID CLEANSER, 32 OZ		
16		DISH DETERGENT	3/1 GALLON	
17		DISHWASHER DETERGENT, SOAP & RINSE, ECOLAB	EA	
18		DRINKING CUPS, POLYCARBONATE 8 OZ	48/CS	
19		FOOD CONTAINERS, COMBO 1/2 SIZE X 4 6.30 QT		
20		HOT PADS, 11 X 8 1/3		
21		LUNCH, BROWN PAPER BAGS, #6	500 CT	
22		NAPKINS, TALL FOLD DISPENSER	20/PK	
23		PLASTIC FORKS, MEDIUM WEIGHT	1000/CS	
24		PLASTIC GLOVES, POLY DISPOSABLE	BX	
25		PLASTIC KETCHUP & MUSTARD CONTAINERS, 12 OZ	EA	
26		PLASTIC KNIVES, MEDIUM WEIGHT	1000/CS	
27		PLASTIC SPOONS, MEDIUM WEIGHT	1000/CS	
28		PLASTIC SPORKS, MEDIUM WEIGHT, #BS500	1000/CS	
29		POLY SANDWICH BAGS, 6.5 X 8.5	2000 CT	
30		REYNOLDS PLASTIC WRAP, 2000 FT		
31		RINSE ULTRA DRY	1/4.5 GL	
32		SCOUT DETERGENT, ECOLAB		
33		SERVING SPOONS, GRIP-N-SERVE, 14"	EA	

34		SINK SANITIZER, ECOLAB, OASIS		
35		SOLID BREAK PLUS DETERGENT BOOSTER	4/6 LB	
36		SOLID NAVISOFT FABRIC SOFTENER/SOUR	2/6 LB	
37		Parchment Paper		
38		SPATULAS, 10"	EA	
39		SPATULAS, 14"	EA	
40		STAINLESS STEEL SCRUBBERS 1.75 OZ	12/CS	
41		WHITE BEARD NETS, LIGHT WEIGHT	144	
42		WHITE HAIRNETS (BOUFFANT CAPS), LIGHT WEIGHT	144	

**QUOTATION SPECIFICATIONS
FOR KITCHEN SUPPLY PRODUCTS - COURTS / DISTRICT ATTORNEY -**

ITEM	ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE
1		COFFEE PACKS, SINGLES, 12 CUP SERVINGS, CAFFEINATED	32 / CASE	
2		COFFEE PACKS, SINGLES, 12 CUP SERVINGS, DECAFF	32 / CASE	
3		CREAMER - NON DAIRY CANISTERS 12 OZ	24 / CASE	
4		CUP - HOT 8 OZ	1000 / CASE	
5		CUP - PAPER 10 OZ	50 / BOX	
6		STIR STIXS	300 / BOX	
7		STYROFOAM CUPS, 12 OZ	PK	
8		SUGAR - CANISTERS 20 OZ	EA	
9		TEA BAGS - WRAPPED DECAF PEKOE BLACK TEA	100 / BOX	
10		TEA BAGS - WRAPPED PEKOE BLACK TEA	100 / BOX	
11		WATER - 16.9 OZ BOTTLES	24 / CASE	

The undersigned further understands and agrees that quote prices shall be firm and fixed for the entire quote period.

Company Name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Name of person submitting proposal: _____

Signature: _____ Date: _____