

GESHER

HUMAN SERVICES

March 7, 2025

Bidders are invited to participate in our bid process for janitorial supplies. The decision to invite other proposals should not be interpreted as evidence of any dissatisfaction with our current vendor or its performance. Rather it should be viewed in the general Geshher Human Services policy context of the periodic review of important relationships and competitive bid requirements.

Attached you will find a sample of order forms (3) that list the janitorial supply products that are generally used throughout our agency. Several delivery locations are represented by these forms, but please note we have locations that are government sites, residential homes and office buildings that have multiple programs within them. Also of importance, one site requires accreditation with National Industries for the Blind through Ability One. The bid page will be noted as Ability One pricing required. You will be able to bid on the whole package or just the Ability One page or all others.

You will notice that all quantities are listed as each, case, etc., so please enter prices using these units of measurement. Please enter the price for quantity 1 of every increment. I ask that you price individual line items based on our most recent janitorial supply purchasing history. The usage period of the bid is for the period January 2024 through October 2024. Please bid exact product number (and unit of measurement) wherever possible and **if an equal substitution is necessary, please indicate this**. If items are not equal substitutions, it is possible they may not be considered. Note that some line items may appear on more than one form.

In addition to cost we require simplified ordering. We use a vendor computer purchase order system with established forms by delivery location. At Geshher we require overnight delivery preferably at no charge with minimal back orders. Exchanges and returns need to be easily accomplished as well. Excellent and expedient customer service is absolutely necessary given the nature of our business. Also, please be sure to include **any and all costs** associated with doing business with you as any costs not addressed in the bid process will not be honored by Geshher. This includes, but is not limited to any extra fuel or delivery charges necessary to deliver to various

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locations. Additionally, if your company is selected, you will be required to partner with Geshher in assisting with the preparation of bids for potential new janitorial business that we may participate in. Generally, our janitorial bid process is performed every five years with the successful bidder agreeing to hold quoted prices for the duration of the first year.

If a commitment of 1 year is not possible, please indicate when we should expect price increases to occur. As it is impossible to list every janitorial supply item to be purchased, it is expected that while in partnership with the successful bidder all items ordered will receive equal discounts to those items proposed here. We have made every effort to include sufficient information within this RFP for you to prepare your response to this proposal. Please e-mail questions or requests for clarification to sstephens@geshermi.org

Any prospective participant certifies by submission of this bid proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any Federal department or agency.

I would appreciate the return of your proposal on or before the end of the day Monday, March 31, 2025. Geshher reserves the right to not consider proposals received after this date. Thank you for your participation in our process.

Sincerely,

Sharon Stephens
Geshher Purchasing Coordinator
248-233-4276
sstephens@geshermi.org

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