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Request for Proposal

**RFP-2025-104,** [**Janitorial, Sanitation, and Paper Supplies**](https://www.omniapartners.com/suppliers/84-lumber/public-sector/contract-documents#contract-1436)

Proposal Due Date: May 29, 2025 5:00 p.m. CT

Key Contact:

AFI - Rebecca Fleury, AFI Contractor, [bids@transformgov.org](mailto:bids@transformgov.org), (513) 879-3099

Calendar of Process

***Please note that all dates are subject to change***

*Activity:* *Date:*

Issue RFP: April 11, 2025

Notice on Intent to bid (optional): April 25, 2025

Pre-proposal Conference (optional and virtual): April 29, 2025 5:00 p.m. CT

Deadline for written questions (via email): May 2, 2025 5:00 p.m. CT

Target response to written questions: May 9, 2025 by 5:00 p.m. CT

Proposal due date: May 29, 2025 by 5:00 p.m. CT

Evaluation: May 30th – June 15th 2025

Award: No later than July 1, 2025

**INSTRUCTIONS TO OFFERORS**

1. **Key Definitions:**

**Contract:** The legal agreement executed between AFI and the awarded Offeror.

**Supplier(s):** Any provider or seller of goods or services who, as a result of the competitive solicitation process, is awarded a Contract by AFI.  
**Days:** Calendar days  
**Offeror:** A supplier submitting a proposal in response to a solicitation.

1. **Questions:**  
   Questions regarding this solicitation must be submitted in writing via this RFP project in <https://indigo.bonfirehub.com> and Rebecca Fleury, AFI Contractor @ [bids@transformgov.org](mailto:bids@transformgov.org) no later than May 2, 2025 at TIME 5:00 p.m. CT. All questions and answers will be posted publicly in the Files section of the RFP project. Offerors are responsible for reviewing the website for all questions and answers before submitting proposals. Oral communications concerning this RFP shall not be binding and shall not excuse an Offeror from the obligations set forth in this proposal.
2. **Communications with AFI**  
   From the issuance of this RFP until the selection of Supplier, Offerors shall restrict all contact with AFI to the individual identified as Key Contact in Calendar of Process." Offerors must not contact members of the Board of Directors, employees of AFI, or its agents or administrators. Contact with these individuals during the selection period may result in disqualification.

The communication prohibition terminates when the Contract is recommended, considered at a public meeting, and awarded. If reconsidered by the Board of Directors, the prohibition continues. During the period between Contract award and execution, prohibited communications include direct contact, discussions, or promotion of any Offeror’s response with Board members or employees except as outlined in the RFP. This ensures a level playing field and protects the integrity of the process.

Prohibited communications include:

* Contact between an Offeror, lobbyist, or consultant and any Board member
* Contact between a Board member and any selection/evaluation committee member
* Contact between a Board member and any administrator or employee

Exceptions include:

* Communications with designated purchasing staff or legal counsel
* Current Supplier in normal course of business
* Presentations at duly noticed public meetings

Public comments are allowed at noticed Board meetings in accordance with Board policies, provided they do not pertain to this RFP unless requested by AFI’s representatives.

1. **Current Products**  
   Proposals must be for new supplies, materials and equipment in current production, marketed to the general public, education, and government agencies at the time of submission.
2. **Proposal Format**  
   Sealed responses are required to be submitted electronically via https://indigo.bonfirehub.com. Physical paper, faxed or emailed responses will not be accepted. **The following format should be used when uploading the proposal response.**

* **Tab 1:** Draft Contract and Offer and Contract Signature Form (Appendix A)
  + Terms and Conditions Acceptance Form (Appendix B)
* **Tab 2:** Products & Services Pricing and market basket (Appendix E)
* **Tab 3:** Performance Capability
* **Tab 4:** Qualification and Experience
  + References
* **Tab 5:** Value Add
* **Tab 6:** Federal Disclosures (Appendix C)
* **Tab 7:** Signed Supplier Agreement to a National Program (Appendix D, Exhibits A, and F)
* **Tab 8:** Confidential Information per the Texas Public Information Act (Standard Terms and Conditions Public Information)
* **Tab 9:** NJ Disclosures – Appendix G

1. **Additional Agreements**  
   If an Offeror requires additional agreements, copies must be included with the proposal.
2. **Disclosures**  
   By signing the Offer and Contract Signature Form, Offeror affirms:  
   a) No economic opportunity, gift, loan, gratuity, or favor has been or will be given to a public servant regarding this proposal.  
   b) The proposal was developed independently, without collusion, favoritism, or unfair advantage.  
   c) Offeror is not delinquent in franchise tax payments.  
   d) The signer is authorized to bind the Offeror to the Contract.
3. **Waiver**  
   By submitting a proposal, Offeror waives claims against AFI, its directors, officers, trustees, or agents arising from:
4. Evaluation, recommendation, or administration of any proposal.
5. Solicitation, proposal requirements, or related documents.
6. Rejection of any proposal or part thereof.
7. Award of a Contract.

AFI is not liable for any costs incurred in responding to the RFP, oral presentations, preparing and submitting proposals, or contract negotiations. Offerors bear all such costs without reimbursement.

1. **Conditions of Submitting Proposal**  
   Submission confers no award or Contract rights. AFI reserves the right to reject any or all proposals, accept partial proposals, or select the most advantageous option. This RFP does not obligate AFI to award, negotiate, or execute a Contract. Amendments, extensions, or withdrawals may occur at AFI’s convenience.
2. **Withdrawal of Proposals**  
   Withdrawal prior to opening is permitted via written letter or email. Telephonic or oral withdrawals are not accepted. After opening, Offerors may withdraw proposals due to clerical errors if they provide written notice and supporting documents within three business days of acceptance notification or clarification request. Contracts executed before withdrawal must be honored.

**SCOPE OF WORK**

The Alliance for Innovation (AFI) is committed to supporting local governments and nonprofits throughout the United States by providing innovative solutions and cost-saving opportunities. AFI as the Lead Contracting Agency invites proposals from qualified suppliers to provide a comprehensive solution to enhance operational efficiency for both AFI members and non-members by offering access to discounted Janitorial, Sanitation and Paper supplies through a strategic procurement program.

The purpose of this program is to establish a streamlined and cost-effective purchasing solution that allows municipalities, counties, and non-profits these essential products at competitive prices. By leveraging collective purchasing power, the program ensures cost savings and improved procurement efficiencies for participating entities.

**AFI strongly encourages local companies to submit bids. Our goal is to ensure that all organizations regardless of size has the same access as multi-national companies.**

Offerors may bid on individual items and not necessarily the whole catalog.

Edge Public will act as the group purchasing organization to support AFI’s endeavors and all resulting contracts. Civic Market place participates as the digital platform for local government.

**ABOUT AFI:** AFI is a nonprofit association of governments dedicated to fostering innovation and excellence in local government.   AFI is acting as a procurement cooperative to assist large and small communities in their purchasing efforts to enhance efficiencies and reduce costs, In addition it is AFI’s goal to ensure that wherever possible local companies have the opportunity to participate in the solicitation process.

AFI assists local governments in implementing innovative solutions to enhance efficiency, service delivery, and community impact. The organization emphasizes strategic thinking, emerging technologies, and best practices to equip public agencies with the knowledge and support to address evolving challenges.

 AFI offers various programs, including innovation academies, workshops, and a comprehensive knowledge network that allows local governments to share success stories and lessons learned. It hosts annual conferences and webinars that unite municipal leaders, industry experts, and academic researchers to explore trends in governance, sustainability, civic engagement, and operational improvements. By promoting a culture of innovation, AFI empowers local governments to be more adaptive, resilient, and responsive to the needs of their communities, ultimately enhancing the quality of life for citizens nationwide

**ABOUT CIVIC MARKETPLACE:** Civic Marketplace is a next-generation digital procurement platform built in collaboration with local governments to simplify and modernize public purchasing. It offers a centralized, AI-powered hub where agencies can discover, compare, and procure from pre-vetted cooperative contracts—dramatically reducing time-to-implementation while ensuring full compliance with state and local bid laws. More than just a transactional tool, Civic Marketplace is designed to drive innovation, increase transparency, and support faster, smarter procurement across the public sector.

For suppliers, Civic Marketplace provides a streamlined path to market and direct access to a growing network of public agencies. Suppliers benefit from increased visibility, reduced administrative burden, and the ability to participate in compliant cooperative purchasing programs—without responding to duplicative solicitations. The platform is committed to lowering barriers for small and emerging businesses while enabling meaningful engagement with government buyers focused on delivering results for their communities.

**ABOUT EDGE PUBLIC**: Edge Public is the group purchasing organization dedicated to enhancing value and resources for state and local governments, higher education institutions, K-12 educational organizations, and non-profit entities, Edge Public delivers shared services and supply chain optimization solutions. This support aids procurement operations across public and private sectors. Through corporate pricing structures and supplier sales commitments, Edge Public extends marketing, sales and administrative support to promote supplier products and services to non-profit entities on a national scale. This targeted engagement allows Public Agencies to access competitive pricing driven by collective spending power and the convenience of pre-competed, publicly advertised contracts

Suppliers benefit from this arrangement by entering into a contract that permits entities to procure goods and services directly without the need for additional competitive solicitations. Participating suppliers must comply with all obligations as specified in Edge Public's contractual documents.

Edge Public is a wholly owned subsidiary of Buyers Edge Platform (BEP) portfolio of companies. BEP is the largest and most experienced procurement and data organization in the private sector globally. Leveraging BEP's expansive economies of scale, Edge Public provides participants with access to competitively solicited and publicly awarded cooperative agreements. This program is grounded in the lead agency contracting model, ensuring a transparent, efficient, and publicly vetted procurement process that meets most all regulatory requirements nationally.

**NATIONAL CONTRACT:** AFI, serving as the Lead Contracting Agency has partnered with Edge Public to offer the resulting contract, hereinafter referred to as the "Master Agreement," to Municipal agencies and nonprofits nationwide through Edge Public's group purchasing organization’s program.

AFI projects the value of the contract to be approximately $750 million. While no minimum purchase volume is guaranteed, the estimated annual procurement volume for offerings and related services through Edge Public’s Public Sector program is expected to exceed that volume. This estimate is based on the current annual purchasing patterns of AFI locations, combined with a targeted marketing strategy focused on local government entities and other participating entities operating across 45 states nationwide.

**CONTRACT OBJECTIVES:**

Provide a comprehensive, competitively solicited agreement(s) for janitorial, sanitation and paper supplies that are outlined in this proposal that allows participating agencies Nationally to purchase desired products/services at lower prices and with better value than what they would ordinarily receive.

Achieve cost savings for participating agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals.

**EXCLUSIVITY:** AFI anticipates considerable activity resulting from this RFP award, however no commitment of any kind is made concerning actual quantities to be acquired. AFI does not guarantee usage as usage depends on the actual needs of the end users and other participating agencies. Success is based on the marketing efforts of all parties.

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the purchaser. The agencies reserve the right to obtain similar goods and services from another source.

**CONTRACT TERM:** Awarded contract(s) will be for five (5) years with the option to renew for 2 additional years. Initial contract term will commence upon execution of the contract.

**CONTRACT RENEWAL:** With mutual agreement of the successful Supplier, AFI reserves the right to renew the prices and terms of the contract resulting from this procurement without additional competitive bidding for successive two-year renewals. Such changes would allow for the continuation of services and/or the extension of products and services to other locations or programs. Such renewals may be made so as AFI and the successful Supplier(s) agree to the renewal.

**ANTICIPATED AWARD:** To cover the different product categories that are used by municipalities, it is anticipated that AFI may have to make multiple awards to different Suppliers to achieve the product mix that is needed.

**MARKETING, SALES, AND ADMINISTRATIVE SUPPORT:**

During the term of the Master Agreement, Edge Public will provide marketing, sales, partnership development, and administrative support to promote the Supplier’s products and services to Participating Lead Contracting Agency and participating agencies. These efforts will be conducted through various national marketing channels.

**DEDICATED SUPPORT:**

Edge Public will assign a marketing professional as the Supplier’s main point of contact, responsible for managing the relationship and developing a strategy to promote the Master Agreement. This director will facilitate connections with key Edge Public teams, including Sales, Marketing, Contracting, Training, and Operations & Support.

**MARKETING INITIATIVES:**

Edge Public’s marketing team will collaborate with the Supplier to promote the Master Agreement through (not all inclusive):

* Marketing materials (print, electronic, email, presentations)
* Website promotions
* Trade shows, conferences, and meetings
* Advertising campaigns
* Social media outreach

**SALES SUPPORT:**

The Edge Public sales team will work with the Supplier to drive engagement with existing and prospective Public Agencies through:

* Individual and joint sales calls
* Customer service and communication initiatives
* Training sessions for Public Agencies and Supplier teams

**CONTRACTING AND COMPLIANCE SUPPORT:**

The contracting team will assist the Supplier by:

* Providing expertise in joint powers authority and cooperative purchasing regulations
* Conducting training sessions for Public Agencies and Supplier teams
* Performing regular business reviews to track program success
* Managing general contract administration

**ADMINISTRATIVE FEE:**

The "Administrative Fee" is a payment owed by the Supplier to Edge Public, calculated as **three percent (3%)** of the total purchase amount paid to the Supplier, excluding taxes, refunds and returns. This fee applies to all sales of products and/or services made to the Lead Contracting Agency and Participating Public/Non-Profit Agencies under the **Master Agreement** (including any amendments or renewals). The parties may agree in writing to a lower Administrative Fee for a specific Participating Lead Public Agency’s Contract Sales.

At their discretion, Suppliers may opt to pay additional fees (e.g., technology fees) to Edge Public or a third party for enhanced support or access to Edge Public’s technology platform

**CONTRACT SALES REPORTING:**

The Supplier must submit an electronic accounting report each month, summarizing all Contract Sales. Reports must be formatted as prescribed by Edge Public and follow the Contract Sales Report template provided in Exhibit H, which is incorporated into this agreement.

* Reports for each calendar month are due by the 10th day of the following month.
* Failure to submit a report on time and in the required format is considered a material breach of this agreement.
* If the breach is not remedied within 30 days of written notice, AFI reserves the right to terminate this agreement at their sole discretion.

**ADMINISTRATIVE FEE PAYMENT:**

Suppliers must make Administrative Fee payments:

* In accordance with Supplier Agreement.
* Via Automated Clearing House (ACH) to Edge Public’s designated financial institution (as specified in Exhibit D).

Failure to pay the Administrative Fee on time is considered a material breach of this agreement. Late payments will incur interest at the lesser of 1.5% per month or the maximum legal rate until fully paid.

**AUDIT AND COMPLIANCE**

The Supplier must maintain accurate records of all purchases made by Participating Public Agencies under the Master Agreement. Edge Public reserves the right to:

* Verify records by comparing Participating Public/Non-Profit Agency sales data with the Supplier’s Contract Sales Reports for up to four (4) years after the contract award expiration date.
* Conduct independent audits using a third-party auditor.

If an audit reveals underreported Contract Sales and a corresponding underpayment of Administrative Fees, Edge Public will provide written notice to the Supplier. The Supplier must:

* Resolve discrepancies within 30 days of notification.
* Pay any outstanding Administrative Fees, including
* Reimburse Edge Public for audit-related costs and expenses**.**

**RFP PROCESS:**

**QUESTIONS:** Questions regarding this RFP shall be submitted IN WRITING via https://indigo.bonfirehub.com no later than the date and time specified in the RFP. Only, answers issued in writing by the AFI will be considered official and valid. AFI will answer all questions judged to be germane to the procurement and will provide answers to all potential respondents. AFI reserves the right not to answer any questions considered inappropriate or submitted after the deadline. Response to questions will be publicly posted in the RFP Files section on <https://indigo.bonfirehub.com>.

**ADDENDA:** All addenda issued by the AFI shall become a part of the specifications and will be made part of the contract. Addenda will be posted in the RFP Files section on <https://indigo.bonfirehub.com> . No addenda will be issued later than five (5) days prior to the date and time for receipt of RFPs, except an addendum withdrawing the request for RFPs or one that includes postponement of the date of receipt of RFPs. Each Supplier shall ascertain prior to submitting an RFP that it has received all addenda issued, and the Supplier shall acknowledge their receipt in its RFP.

**SUPPLIER COMMITMENT:** A proposal submitted in response to the RFP shall constitute a legal commitment to the AFI. Your proposal must remain firm for the purpose stated herein, and all pricing and commitments must be honored if selected for award. If your proposal is selected by the AFI, you will be sent a letter of award. All suppliers that submit a proposal will be notified of the award decision via <https://indigo.bonfirehub.com>.

The person signing the proposal must be authorized to bind the proposing organization. All requirements stated herein, and your proposal shall be incorporated by reference into the contract resulting from this RFP.

**REVIEW AND AWARD PROCESS:** In order to allow AFI the opportunity to evaluate each proposal thoroughly, AFI requires that any response to this solicitation be valid and irrevocable for sixty (60) days after the official opening date and time.

AFI may choose to use any available resource to review and evaluate proposals, including but not limited to reference checks, review of industry data, Supplier presentations or any other appropriate method to review and evaluate the proposals and Suppliers.

AFI reserves the right to ask for presentations from any Supplier regarding its proposal. Presentations will be made at the AFI office at the full expense of the Supplier. AFI is not liable for any expense relating to the preparation of proposals or. door’s presentation. Presentations shall be made within five (5) business days of request.

AFI reserves the right to discuss, clarify or update any proposal with any Supplier that is determined to be reasonably susceptible of being selected for an award. AFI reserves all rights to reject any proposal, to allow Suppliers to repair errors in its proposal, or to request additional information or prices from one of more Suppliers in its review.

AFI reserves the right to shortlist proposals under consideration at any time during the evaluation process. AFI reserves the right to award this contract without discussion with any responding Supplier.

AFI reserves the right to accept any or all proposals in whole or in part, and to waive any irregularities in any proposal, or to allow Suppliers to update or repair any errors or update prices in any proposal.

AFI reserves the right to reject the proposal of any respondent who has previously failed to perform similar contracts satisfactorily.

All evaluation determinations will be made solely by the AFI evaluation team and will be final and conclusive.

***AFI reserves the right to reject any or all proposals for any reason, and to select the BEST Supplier meeting program requirements.***

**USE OF SUBMITTED DOCUMENTS**: All proposals and the basis for the selection of a successful respondent will be made available as part of the public record upon award (approval by the Governing Board). Note, you must agree that your proposal becomes property of the AFI and will be made part of the permanent, public record. Requests for confidentiality that do not comply with Texas Public Information Act (TPIA), TEX. GOV’T CODE ANN. § 552 will not be considered.

**PROPOSAL EVALUATION**

AFI will review and evaluate all proposals and make a recommendation to the Board of Directors for award of contracts. Proposals will be evaluated by the following selection criteria:

|  |  |
| --- | --- |
| **CRITERIA** | **EVALUATION WEIGHT** |
| Agreement to Meet Minimum Requirements | Pass/Fail |
| Proposal Forms Completed | Pass/Fail |
| Supplier Qualifications and Experience | 20% |
| Supplier Capabilities | 30% |
| Supplier Value-Added Features | 10% |
| Product Offering/Pricing Structure | 40% |
| **TOTAL** | **100%** |

Please note that the workbook should be completed by Suppliers as part of their proposal. Information from the “Price Worksheet” tab will be used to compare prices and discounts from Suppliers, but Suppliers will be expected to offer their full line of products to participating entities if awarded a contract from this RFP.

**EVALUATION SECTION 1: SUPPLIER PRODUCT OFFERING/PRICING STRUCTURE (Binder Tab 2)**

* Please indicate the product and service categories your company can provide to participate Nationally through this contract, or your local footprint.
* Please provide as much detail as possible to describe your company’s pricing structure as part of this proposal including:
* Discounts on product categories
* Discounts on services
* ***Please describe any/all manufacturer/category rebates to customer i.e. Branded / non-branded Paper Towels yields “x” rebates by purchasing tier.***
* Products and services that are not eligible for discounts
* Will this pricing structure be guaranteed for the term of the contract?
* How will new products and services be priced to be aligned with this contract?
* Please provide pricing for warranties on all products and services.
* Is your proposed pricing structure equal to or lower than pricing your company offers to individual entities or cooperatives with equal or lower volume?
* Please include any other pricing proposals you may want to propose.
* Provide any additional information relevant to this section.

**EVALUATION SECTION 2: PERFORMANCE CAPABILITIES (Binder Tab 3)**

Please complete your response to the following questions:

**OVERALL EXPERIENCE**

* Describe in detail the customer experience, from start to finish, your company will provide participating entities that utilize this contract.
* Please outline how a current AFI account (member) would be transitioned into a new Cooperative programs account. What will the user experience be in the transition.

**ORDERS/ONLINE FUNCTIONS**

* Describe the ways in which participating entities can place an order with your company.
* If your company utilizes a website, please describe ease of use including:
* Search capabilities
* All-inclusive pricing
* Order tracking
* Delivery dates
* Customer pick-ups
* Access to online order history
* Access to invoices and statements online
* Does your company have the ability to create a punch out catalog and what is the proposed timeline for implementation?
* Do you have minimum order requirements, and if so, please describe.
* Describe your company’s ability to monitor orders placed and requested returns.
* Describe your company’s back-order policy and how orders are filled.
* Describe your company’s return policy including:
* Procedure for returns
* Restocking fees
* Exclusions/limitations

**PAYMENT**

* Does your company require the customer to place a deposit when placing an order? Please outline all details about your company’s policy regarding deposits.
* Describe your company’s payment terms as well as any quick pay discounts offered.
* Please describe the different types of payment your company accepts including but not limited to:
* Purchase orders
* Procurement card
* Credit card/Debit card
* Does your company have any additional charges for customers for using different types of payment forms (i.e., credit card fees, convenience fee, processing fee)?

**SHIPPING AND DELIVERY**

* Describe how your company proposes to distribute purchased products to agencies Nationally.
* Identify any other companies that will be involved in processing, handling or shipping the product to end user agencies Nationally.
* State your company’s average delivery rate on time, and any options for expediting delivery.
* Describe any delivery, shipping, or installation charges. Please include specific charges for dock delivery, inside delivery, and deliver/install.
* Describe any unique programs that your company offers to improve customers’ ability to access products and receive on time deliveries.

**ADMINISTRATION**

* Describe your company’s problem escalation process, including problem resolution strategies.
* Please describe your company’s warranty terms in as much detail as possible, including:
* Time frame of warranty
* Lead time on warranty issues
* Please describe how the cleaning/care/SDS information for items is distributed.
* Describe any anticipated issues in servicing participating agencies from this RFP and how you plan to manage these issues.
* Describe how your company will work with Edge Public to market the awarded contract to eligible entities Nationally. How will your team differentiate this contract from other contracts your company might have with other cooperative purchasing agencies?
* Describe how customers can verify they are receiving contract pricing pertaining to this awarded contract.
* Describe your company’s ability to provide quarterly reports of total gross dollar volume generated from this contract to AFI and Edge Public.

**EVALUATION SECTION 3: SUPPLIER QUALIFICATIONS AND EXPERIENCE (Binder Tab 4)**

* Please complete your response to the following: The name, address, phone number, and email address for the authorized agent submitting the proposal.
* Description of company including:
* Company’s legal name.
* Company’s history includes the year established and corporate office location.
* Company’s manufacturing facility location.
* Company’s distribution locations.
* Scope of clients currently serviced.
* Key personnel that will lead and be engaged in the implementation of this contract and their experience in contract management.
* Indicate if company is minority-owned and/or women-owned.
* Please provide as much detail as possible regarding the following:
* Capacity to provide products as described in the RFP to all participating entities in the United States
* Are you able to deliver or provide shopping experience in Guam, US Virgin Islands, Puerto Rico.
* Reputation in the marketplace including Supplier’s products and service offerings.
* Overview of Supplier’s current financial health.
* Please provide as much detail as possible to demonstrate your company’s experience and expertise.
* Please provide three (3) references that we may contact for whom you have provided services of a similar nature (Please provide letters of reference if available). This should be completed in the reference section of the response. ). In addition to your 3 references, AFI will also research your performance ratings on a third-party platform, Procurated (<https://home.procurated.com/>), that collects public sector reviews of suppliers. Your score will be considered in addition to the qualitative feedback provided by your references. If you are not yet listed on Procurated, we strongly encourage you to register on their site and to ask your past public sector customers to write reviews of their experiences in working with you

**EVALUATION SECTION 4: SUPPLIER VALUE-ADDED FEATURES (Binder Tab 5)**

* Please use this opportunity to describe any/all other features, advantages, and benefits of your organization that you feel will provide additional value and benefit to participating districts of this RFP.

**STATEMENT OF NEED**

All products offered shall be new, unused, and of the latest design and technology.

The intent is for each Supplier to submit their complete product line so that Lead Contracting Agency may offer a wide array of products as needed. The categories outlined below are of primary interest to most municipalities. It is encouraged that Supplier(s) enhance the list provided in ATTACHMENT A – PRICING to define a complete product line. Supplier(s) have the option to add as many applicable categories that encompass the Jan/San/Paper category. Primary categories used for evaluation include:

**Product Categories:**

1. **CLEANING CHEMICALS & DISINFECTANTS**

* General Purpose Cleaners
* Disinfectants & Sanitizers (EPA-Approved)
* Dilution Control Chemicals and Systems
* Degreasers & Heavy-Duty Cleaners
* Restroom & Bowl Cleaners
* Glass & Surface Cleaners
* Carpet & Upholstery Cleaners

**2. PAPER PRODUCTS**

* Toilet Tissue (Standard & Jumbo Rolls)
* Paper Towels (Roll, Multifold, and C-Fold)
* Facial Tissues
* Napkins

**3. TRASH BAGS & LINERS**

* High-Density & Low-Density Liners
* Various Sizes & Thicknesses
* Compostable & Recyclable Options

**4. DISPENSERS & EQUIPMENT**

* Soap & Hand Sanitizer Dispensers
* Paper Towel & Toilet Paper Dispensers
* Air Freshener Dispensers

**5.** **HAND HYGIENE & PERSONAL CARE**

* Liquid & Foam Hand Soaps
* Hand Sanitizers (Alcohol & Non-Alcohol)
* Hand Lotions & Skin Care Products

**6. FLOOR CARE PRODUCTS**

* Floor Strippers & Wax
* Neutral & Specialty Floor Cleaners
* Carpet Spotters & Shampoos
* Dust Mop & Wet Mop Treatments

**7. MOPS, BROOMS, & BRUSHES**

* Wet Mops (Cotton, Microfiber, Synthetic)
* Dust Mops & Handles, Push Brooms & Hand Brushes
* Scrubbing Pads & Sponges

**8. CLEANING TOOLS & ACCESSORIES**

* Buckets & Wringers
* Squeegees & Scrapers
* Dusters & Microfiber Cloths
* Extension Poles & Ladders

**9. WASTE RECEPTACLES & RECYCLING BINS**

* Indoor & Outdoor Trash Cans
* Recycling Bins & Compost Bins
* Step-On & Hands-Free Containers

**10. RESTROOM SUPPLIES**

* Feminine Hygiene Products & Dispensers
* Urinal Screens & Deodorizers
* Toilet Seat Covers & Dispensers

**11. MACHINES AND ACCESSORIES**

* Auto Scrubbers
* Extractors
* Vacuums
* Steam Cleaners
* Accessories

**12. BREAKROOM AND KITCHEN**

* Water Coolers
* Coffee Equipment
* Coffee/Tea Service

**13. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

* Gloves – Vinyl, Latex, Synthetic (PF/P)
* Masks
* UV Solutions

**Product Ordering:**

* Products must be available 24/7 through multiple ordering methods, including E-procurement systems, Online Stores, and/or Retail Stores.

**Pricing:**

* Please submit a MARKETBASKET of the Top 78 products identified on the workbook in addition to an additional 172 items that are your most frequently order products you provide to Cities and Towns that are more heavily discounted than the % of category. Minimally the Market basket should contain: Paper Products (TT, Roll and Fold towels), Liners, Gloves.
* Fixed percentage discounts off catalog pricing by Product Category.
* Price increases require a 90-day notice with supporting documentation and mutual acceptance.
* Price decreases must be implemented as soon as available.
* Special discounts may be offered for large volume purchases.
* Manufacture Direct Pricing Agreement options are encouraged.

**Supplier Participation:**

* Suppliers may extend pricing and category discounts to subcontractors working with AFI related projects.
* Suppliers are encouraged to offer incentives for volume purchases.

**Online Catalog and Reporting:**

* Online catalog access reflecting contract pricing is a requirement.
* Quarterly reporting on purchases, spending details, and supplier participation is expected.

**Emergency Response Capabilities:**

* Suppliers must define their ability to provide critical Jan/San/Paper supplies such as Mops, extraction equipment, signage, and general cleaning supplies during emergencies.
* Suppliers should provide details on emergency response contacts, supply priorities, and experience in disaster response.

**Supplier-Managed Inventory:**

* Suppliers must outline their capability for managing on-site inventory and vending solutions for locations currently utilizing such services.

This document serves as the official RFP framework the Janitorial, Sanitation and Paper RFP for AFI. Suppliers are expected to submit proposals that align with the scope of work outlined in this document.

**USE OF INFORMATION AND DOCUMENTS**

AFI and its representatives, including officials, employees, and agents, reserve the right to copy and utilize the Offeror's proposal and accompanying documents for purposes related to analysis, evaluation, and contract award decisions. All proposals submitted will become the property of AFI. Following contract award, AFI may be required to permit the inspection and copying of these documents and may use them in connection with any contracts that result from this solicitation. The Offeror is responsible for obtaining necessary authorizations for such use, ensuring compliance with trademark and copyright laws.

**SUBMISSION OF PROPRIETARY INFORMATION**

Trade secrets or proprietary information submitted as part of this procurement shall be exempt from public disclosure under the applicable state Freedom of Information Act. However, the Offeror must explicitly invoke these protections at the time of submission, clearly identifying the data or materials to be protected and stating the reason for such protection. Offerors should submit proprietary information on the Proprietary Information Form and clearly mark the relevant sections. The entire proposal may not be designated as proprietary, nor may proposed pricing be classified as such. This information must be redacted from the rest of the proposal and submitted via the Confidential Information upload section.

**MANDATORY PROVISIONS**

This Request for Proposals includes mandatory provisions, which are identified by the use of the words "shall" or "must," indicating specific obligations of the contractor.

**PROPOSAL FORMAT AND CONTENT**

Proposals must address all elements of the Statement of Need and Evaluation Criteria, providing clear and concise responses. The proposal must be submitted electronically in PDF format , and Excel documents following the structured format outlined in the RFP. Offerors may bid on individual items and not necessarily the whole catalog. Failure to adhere to this format may result in a lower evaluation score or rejection as nonresponsive.

**ORAL PRESENTATIONS, DISCUSSIONS, AND PRODUCT DEMONSTRATIONS**

Top-ranked Offerors may be invited for oral presentations or product demonstrations. AFI will schedule these sessions as needed but is not obligated to conduct them. Offerors will not be reimbursed for presentation-related costs.

**WITHDRAWAL OF PROPOSALS**

A submitted proposal may only be withdrawn by a written request to the AFI before the proposal opening. If AFI fails to award or issue a notice of intent to award a contract within 120 days of the proposal due date, Offerors may request withdrawal.