



Cleveland County, North Carolina - Finance & Purchasing Department

April 29, 2011

TO: All Prospective Bidders for Janitorial Cleaning Supplies
FROM: Kim Ogle
SUBJECT: Instructions to Bidders

Bids will be received by the Cleveland County Finance-Purchasing Department until **4:00pm on Tuesday, May 31, 2011**. This is not a public bid opening. The bid award will be submitted on the County Internet once awarded.

- Prices quoted should include any freight charges
- Bidders shall exclude all sales tax from their bid
- Upon invoicing, taxes should be included on the invoice
- Brand names used in the specifications are to denote quality. Any and all exceptions to the specifications included in this request for bid must be fully detailed and explained on a sheet attached to the proposal sheet.
- Should the bidder not indicate and explain his exceptions, his bid may be disqualified.
- The delivery of items is to be **no more than 2 business days** of receipt of order to vendor.
- Shipments will be refused if county employees are expected to unload trucks.
- All shipments to be shipped to specified location, unloaded and delivered to the location specified on the order.
- We would prefer that you bid on all items on the bid sheet. One vendor will be chosen to supply all items.

Bidders must submit the bid proposal forms provided in this bid package with all blanks completed. Cleveland County will not accept bids that are not properly executed.

The bidder shall guarantee all quoted prices from July 1, 2011 to December 31, 2011.

Bids should be mailed to Cleveland County Finance/Purchasing, PO Box 1210, Shelby, NC 28151-1210 or delivered to 311 E Marion St, Shelby, NC. All **"NO BIDS"** should be noted as such on the second page of these instructions to bidders. Please note that if the bid is mailed rather than delivered, it is the full responsibility of the bidder to ensure that the bid is received by the Purchasing personnel prior to the specified time for the bid opening. Any bids received after this date and time will not be accepted.

This contract may be extended on a 6 month basis if approved by both parties. The contract may be cancelled upon thirty (30) days written notice by either party, unless grossly negligent work or services is discovered, in which case, the contract may be canceled immediately.

Cleveland County Board of Commissioners reserves the right to accept or reject bids pursuant to provisions of North Carolina General Statute 143-129.

Your participation is encouraged.

VENDOR STATEMENT

**AFTER EXAMINING THE ATTACHED SPECIFICATIONS
I WOULD LIKE TO ENTER A "NO BID" RESPONSE.**

Company Name

Authorized Signature