

Caswell County Partnership for Children  
FY 2018-2019 Competitive Bid Specifications

1) Quarterly Pest Control Service

The total square footage of our office space is 1200.

Please include a response to each of the following statements as part of the bid for this service:

1. Please list the services that will be provided.
2. Please indicate the preferred time that services will be provided. Services should be provided during regular business hours, Monday-Friday 8am-5pm.
3. Please indicate if vendor maintains liability insurance. If the bid is accepted, the vendor will be required to submit a copy of the certificate of liability insurance that includes the effective dates, who is insured, and the amount of coverage.

2) Weekly Cleaning Service

The total square footage of our office space is 1200 consisting of 5 offices, waiting area, conference room, bathroom, kitchen area, and a hallway.

Please include a response to each of the following statements as part of the bid for this service:

1. Please list the services that will be provided (for example: vacuuming, mopping, emptying trash).
2. Please indicate the preferred time to clean the office (for example: every Monday of each week at 11am). Services should be provided during regular business hours, Monday-Friday 8am-5pm.
3. Please indicate if cleaning supplies are included in the cost proposal. If not included in the proposed cost, please provide a list of cleaning supplies that will be needed and the anticipated cost of the supplies to be purchased.
4. Please indicate if vendor maintains liability insurance. If the bid is accepted, the vendor will be required to submit a copy of the certificate of liability insurance that includes the effective dates, who is insured, and the amount of coverage.

## 3) Printing Service

Please include a response to each of the following statements as part of the bid for this service:

1. Please provide the method for placing orders.
2. Provide electronic proof for approval before filling any orders.
3. Provide delivery information.
4. Please complete the chart below, listing the price for each item.

Item	Price
1000 sheets letterhead-bond 25% cotton with logo in blue ink on white paper	
Set up fee for letterhead	
1000 #10 business envelopes (regular) with side seams, standard gum, white, with logo and return address in blue ink	
Set up fee for envelopes	
1000 9X12 white catalog envelopes, standard seal, with logo and return address in blue ink	
Set up fee for envelopes	
500 white, one sided business cards in blue ink	
Set up fee for cards	
*Printing of the above will also include our Smart Start logo which is multicolored* Include any costs to include this logo in the above pricing	

## 4) Office Supplies

Please include a response to each of the following statements as part of the bid for this service:

1. Please provide the method for placing orders.
2. Please provide an explanation on how exchanges are handled.
3. Provide delivery information.
4. Please provide pricing information on the items listed below, noting that substitutions are accepted.

Item	Item Number	Price	Substitution Item Number	Price
Avery 5161 Laser Address Labels-1" x 4"				
Avery 5160 Laser Address Labels-1" x 2 5/8"				
3 Ring Presentation View Binders-1"				

## Attachment A-Bid Specifications

3 Ring Presentation View Binders-2"				
3 Ring Presentation View Binders-3"				
3 Ring Presentation View Binders-4"				
3 Ring Presentation View Binders-5"				
8 ½" x 11" copy paper 20 #84 brightness-ream				
8 ½" x 11" copy paper 20 #84 brightness-case				
Colored copy paper 20# pastel				
Colored copy paper 20# neon				
Avery tab dividers 11446				
1 doz. Pilot precise V5 extra fine pens-blue				
1 doz. Pilot precise V5 extra fine pens-black				
1 doz. Pilot precise V5 extra fine pens-purple				
Green hanging files (letter size) (25 per box)				
Green hanging files (letter size) Expandable to 3 ½"				
Manila file folders 1/3 cut-letter size (100 per box)				
HEWCE255A ink cartridge				
HEWCE505A ink cartridge				
CNMPC-210 ink cartridge				
Clear sheet protectors (100 per box)				
#10 Single window envelopes				
3" x 3" Post-It Notes (12 pack)				
Binder clips-small				
Binder clips-medium				
Binder clips-large				
Post-It "Sign Here" flags				
Retractable Highlighters (Assorted)				
Georgia Pacific 19375 Coreless Toilet Tissue				
Georgia Pacific 281-24 Paper Towels 320 sheets				
SoftSoap Hand Soap Gallon				
Invisible Tape ¾" x 1296"				
Standard Staples-Universal 79000				
9 x 12 Construction Paper, Assorted Colors, 50 sheets per pk				
22 x 28 Posterboard-white 50 pk				
22 x 28 Posterboard-assorted colors 50 pk				
Genuine Joe box trash bags, 13 gallon size (150 per box)				
Wausau Card Stock Ream-Any color				
Geographics, LLC Certificate Paper Pk of 50-Any color border 8.5" x 11"				