

Invitation to Bid (ITB)

Janitorial Consumable Supplies

Purpose

The **Dothan City Schools Facilities Department** is soliciting sealed bids from qualified vendors for the furnishing of janitorial consumable supplies for use throughout the district. The intent of this solicitation is to establish a contract with a responsible vendor capable of providing quality products and competitive pricing.

Project selection timeline:

Public Advertisement: Monday, July 20, 2026

Bids Due: August 6, 2026 10:00am - Training Room I

Proposed Contract Start Date (if approved): October 2026

Scope of Work

The successful vendor shall furnish and deliver janitorial consumable supplies on bulk order during the contract term. Products to be included under this solicitation include, but are not limited to:

- Toilet paper
- Paper towels
- Trash bags/liners
- Hand soap

Products shall be commercial-grade and suitable for use in public K-12 educational facilities. The district reserves the right to add or delete similar consumable products during the contract period by mutual agreement.

Contract Term

The district anticipates awarding a contract for an initial term of **two (2) years**, with the option to renew for additional one-year increments and approval by the Board of Education.

Vendor Qualifications

Respondents should demonstrate:

- Experience supplying institutional or governmental customers.
- Ability to provide consistent product availability.
- Reliable delivery capabilities.
- Appropriate business licensing and insurance as required by law.

Proposal Requirements

At a minimum, bids should include:

- Company profile and contact information.
- Pricing for the requested products.
- Product specifications or manufacturer information.
- Delivery schedule and freight terms.
- Two or three References from similar customers.
- Any applicable warranties or guarantees.

Evaluation Criteria

Bids may be evaluated based on, but are not limited to, the following:

- Price
- Product quality and suitability
- Vendor experience and past performance
- Delivery capabilities and service
- Compliance with ITB requirements
- Overall value to the district

The district reserves the right to request additional information, negotiate with the highest-ranked proposer(s), reject any or all proposals, waive informalities, and award a contract in the best interest of the district.

Submission Instructions

Bids must be submitted in a sealed envelope clearly marked with the ITB title and bid number 8325-JAN2026. Bids must be received by August 6, 2026 at 10:00am at the time of bid opening. Late submissions will not be considered.

1. Required Vendor Submittals

- Completed Bid Form
- W-9
- Proof of General Liability Insurance
- Three governmental or educational references or comparable
- Manufacturer specification sheets
- Signed certifications contained in this ITB

2. Alabama Compliance

Vendor shall comply with all applicable federal, state, and local laws, including the Alabama Competitive Bid Law, Alabama Ethics Law, and E-Verify requirements where applicable.

3. E-Verify Certification

The successful vendor shall certify compliance with Alabama's immigration laws and participation in E-Verify if required by law.

Authorized Signature: _____ Date: _____

4. Non-Collusion Affidavit

The undersigned certifies that this bid has been made independently and without collusion, fraud, or unlawful agreement with any other bidder.

Authorized Signature: _____ Date: _____

5. Conflict of Interest Disclosure

Vendor shall disclose any actual or potential conflicts of interest involving Dothan City Schools, Board members, or employees.

Disclosure: _____

7. Insurance Requirements

- General Liability Insurance

8. Contract Terms

- Two-year contract with two optional one-year renewals.
- FOB Destination.
- Termination for cause or convenience as permitted by contract.

- Products may be rejected for failure to meet specifications.
- Substitutions require prior written approval by the District.

9. Signature Page

Company: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

General Conditions

Questions regarding this ITB shall be submitted by email to the Sharla Godwin (shgodwin@dothan.k12.al.us) by the August 4, 2026 at 12:00pm CST.

The successful vendor shall comply with all applicable federal, state, and local laws, regulations, and policies governing public procurement in the State of Alabama. The district reserves the right to purchase quantities as needed and does not guarantee minimum purchase volumes.

The Board of Education reserves the right to accept or reject any or all proposals, to waive technicalities or informalities, and to award the contract in the manner determined to be in the best interest of the district.

Appendix A - Current Product Benchmarks

These products establish the minimum acceptable quality standard. Approved equal products are encouraged.

<i>Category</i>	<i>Current Product</i>	<i>Packaging</i>
Heavy Duty Trash Bags	Pro-Link SuperSkins	38x58, 1.2 mil
Medium Liners	Pro-Link TuffSkins	24x33, 6 mic
Wastebasket Liners	Pro-Link FlexSkins Plus	30x36, .74 mil
Jumbo Tissue	Marcal Micro Core Tissue	2-ply, 1145 ft 12 rolls/case
Brown Roll Towels	Pro-Link Aspire Natural 800'	6 rolls per case
Foam Soap	Kutol EZ	1000 mL, 6/case

****Paper Product and Soap Dispensers:**

The existing manufacturer and model are identified as the basis of design to maintain consistency throughout the facilities. Bidders may provide the specified manufacturer and model or an approved equal. Proposed equal products shall meet or exceed the specified dispenser's quality, capacity, durability, functionality, and installation requirements. Bidders proposing an equal product shall include complete manufacturer's literature and sufficient documentation to demonstrate equivalency. In addition, bidders shall provide separate unit pricing for each proposed dispenser offered as an approved equal. The Owner reserves the right to determine whether a proposed product is an approved equal and to accept or reject proposed substitutions.

BIDDERS SHOULD PROVIDE A SAMPLE PRODUCT OF EACH PROPOSED EQUAL SUBMISSION.

Approved Equal Requirements

- Vendor shall identify manufacturer and product number for every alternate product.
- Alternate products shall meet or exceed all dimensions, thickness, packaging, and performance requirements.
- Specification sheets shall accompany all alternate products.
- District reserves the right to reject products deemed not equivalent.

Product Samples

The requires product samples for trash bags/liners and paper products before award. Samples may undergo a 30-day field evaluation. Products failing performance expectations may be rejected.

Appendix B - Annual Usage Matrix

Item	Actual Purchased 2025/26 (Jan – Dec.)
38x58 heavy duty liners	568 cases
24x33 liners	140 cases
30x36 liners	204 cases
Jumbo Bath Tissue	786 cases
Brown Roll Towels	378 cases
Foam Soap	443 cases

Appendix C - Bid Pricing Form

Item	Manufacturer	Product #	Unit Price	Case Price	Extended
38x58, 1.2 mil heavy duty bags					
24x33, 6 mic liners					
30x36, .74 mil liners					

Jumbo Tissue – 12 rolls per case					
Brown Roll Paper Towel					
Foam Soap					

Proposed equal product price per dispenser:

Each toilet paper dispenser: _____

Each paper towel dispenser: _____

Each soap dispenser: _____

Install price per dispenser (if desired): _____

Appendix D – Vendor Minority Questionnaire

Bid # 8325-JAN2026

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to shgodwin@dothan.k12.al.us as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

Vendor Name:

Address:

Phone #:

Is the company minority owned?: _____ Yes _____ No

Is the company owned by: _____ Male _____ Female _____ Both

Is the company incorporated _____ Yes _____ No

Ethnicity of Ownership:

_____ Asian American

_____ American Indian

_____ Black

_____ Disabled

_____ Hispanic

_____ Other (Please specify)

Signature: _____

Print Name: _____

Title: _____ Date: _____