



Company Name:

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**TARRANT COUNTY**  
PURCHASING DEPARTMENT

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PURCHASING AGENT

CHRIS LAX, CPSM, CPCP  
ASSISTANT PURCHASING AGENT

**RFB NO. 2023-015**

**REQUEST FOR BID  
FOR  
ANNUAL CONTRACT  
FOR  
DISPOSABLE PAPER AND PLASTIC  
PRODUCTS**

**BIDS DUE OCTOBER 13, 2022  
2:00 P.M. CST**

**RFB NO. 2023-015**

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## PRE-BID CONFERENCE

All Bidders are encouraged to attend the Pre-Bid Conference.

**A Pre-Bid GoToMeeting Video Conference will be held:**

**TUESDAY, OCTOBER 4, 2022, AT 9:00 A.M., CST**

**RSVP:** Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Caleb Rojo, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com) by 5:00 p.m. CST, Monday, October 3, 2022. Confirmed receipt by Tarrant County of this email is required.

**An RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.**

**After the RSVP deadline, a GoToMeeting invitation will be sent to participants.**

**Questions from Bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such Bidder who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.**

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS , COUNTYWIDE**. All bids must be submitted on the attached Price Forms. **Award will be by line item.**

**Original and One (1) Copy**  
**OF**  
**COMPLETED BID PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**TARRANT COUNTY PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76196-0104**  
**ON OR BEFORE OCTOBER 13, 2022 AT 2:00 P.M.**

**All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes.** All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" Response to be returned on the form included in the section under Forms.

**Any bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder.** If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted and to waive any technicalities for the best interest of Tarrant County.

**No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:**

## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

CALEB ROJO, SENIOR BUYER

FAX: 817-884-2629

EMAIL: [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com)

All documents relating to the RFB, including but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.**

The deadline for receipt of all questions is 12:00 p.m., CST, Wednesday, October 5, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Caleb Rojo, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com).

**Faxed Questions:** Faxed questions **must** reflect the RFB number **or** include the RFB cover page.

**Emailed Questions:** The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

**Invoices** shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to [SAP-invoices@tarrantcounty.com](mailto:SAP-invoices@tarrantcounty.com). In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

**Continuing non-performance** of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

**It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive.** Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

**CONFIDENTIALITY:** Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

<b>ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS</b>
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**Prices** shall include all charges for freight, F.O.B. destination inside delivered to:

**LOCATIONS AS INDICATED ON INDIVIDUAL PURCHASE ORDERS**

**NO FUEL SURCHARGES ALLOWED**

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future Tarrant County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If the order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited, to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, quantity, etc.



**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

1. **CONTRACT TERMS:** Vendors will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department.
  
2. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
  - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
  - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
  - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

\_\_\_\_\_Yes    \_\_\_\_\_No

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.
  - A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of the bid.**

\_\_\_\_\_Yes    \_\_\_\_\_No

## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

### SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. If you, the Bidder, checked Yes, the following will apply:
  - a. Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
  - b. Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
  - c. Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
  - d. Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. ALAMO COMMUNITY COLL DISTRICT	64. CITY OF BASTROP	127. CITY OF FLORESVILLE
2. ALAMO HEIGHTS ISD	65. CITY OF BAYTOWN	128. CITY OF FLOYDADA
3. ALEDO ISD	66. CITY OF BEDFORD	129. CITY OF FOREST HILL
4. ALLEN ISD	67. CITY OF BELLMEAD	130. CITY OF FORNEY
5. ALVARADO ISD	68. CITY OF BELLS	131. CITY OF FORT WORTH
6. ALVORD ISD	69. CITY OF BENBROOK	132. CITY OF FRISCO
7. ANNA FIRE DEPARTMENT	70. CITY OF BIG SPRING	133. CITY OF FULSHEAR
8. ANDERSON COUNTY	71. CITY OF BLUE MOUND	134. CITY OF GAINESVILLE
9. ANDREWS COUNTY	72. CITY OF BONHAM	135. CITY OF GALENA PARK
10. ARANSAS COUNTY	73. CITY OF BOVINA	136. CITY OF GALVESTON
11. ARGYLE ISD	74. CITY OF BOWIE	137. CITY OF GANADO
12. ARLINGTON ISD	75. CITY OF BOYD	138. CITY OF GARLAND
13. ARMSTRONG COUNTY	76. CITY OF BRADY	139. CITY OF GATESVILLE
14. ASPERMONT ISD	77. CITY OF BRIDGE CITY	140. CITY OF GEORGETOWN
15. ATASCOSA COUNTY	78. CITY OF BRIDGEPORT	141. CITY OF GLEN HEIGHTS
16. AUBREY ISD	79. CITY OF BROWNWOOD	142. CITY OF GODLEY
17. AZLE ISD	80. CITY OF BRYAN	143. CITY OF GRANBURY
18. BAILEY COUNTY	81. CITY OF BUDA	144. CITY OF GRAND PRAIRIE
19. BASTROP COUNTY	82. CITY OF BURKBURNETT	145. CITY OF GRAND SALINE
20. BASTROP ISD	83. CITY OF BURLESON	146. CITY OF GRAPEVINE
21. BEAUMONT ISD	84. CITY OF CADDO MILLS	147. CITY OF GREENVILLE
22. BELL COUNTY	85. CITY OF CANTON	148. CITY OF GUN BARRELL CITY
23. BENBROOK WATER AUTHORITY	86. CITY OF CARROLLTON	149. CITY OF HALTOM CITY
24. BETHANY SPEC UTILITY DIST	87. CITY OF CASTLE HILLS	150. CITY OF HARLINGEN
25. BEXAR COUNTY	88. CITY OF CEDAR HILL	151. CITY OF HASLET
26. BEXAR COUNTY ESD No. 2	89. CITY OF CEDAR PARK	152. CITY OF HEATH
27. BIRDVILLE ISD	90. CITY OF CELESTE	153. CITY OF HEWITT
28. BLUE RIDGE FIRE DEPARTMENT	91. CITY OF CELINA	154. CITY OF HITCHCOCK
29. BOSSIER PARISH SHERIFF'S OFFICE	92. CITY OF CIBOLO	155. CITY OF HORIZON CITY
30. BOSQUE COUNTY	93. CITY OF CLEBURNE	156. CITY OF HUDSON OAKS
31. BRANCH FIRE DEPARTMENT	94. CITY OF COCKRELL HILL	157. CITY OF HUNTSVILLE
32. BRAZORIA COUNTY	95. CITY OF COLLEYVILLE	158. CITY OF HURST
33. BRAZOS COUNTY	96. CITY OF COLUMBUS	159. CITY OF HUTCHINS
34. BREWSTER COUNTY	97. CITY OF COLORADO CITY	160. CITY OF HUTTO
35. BRIAR VOLUNTEER FIRE DEPT.	98. CITY OF COMBINE	161. CITY OF INGLESIDE
36. BROOKS CNTY CNSTBLS. PRECS 1-4	99. CITY OF COMMERCE	162. CITY OF IRVING
37. BROWN COUNTY	100. CITY OF CONVERSE	163. CITY OF ITALY
38. BULVERDE POLICE DEPARTMENT	101. CITY OF COPPELL	164. CITY OF JACKSBORO
39. BURNET COUNTY	102. CITY OF COPPERAS COVE	165. CITY OF JACKSONVILLE
40. BYNUM ISD	103. CITY OF CORINTH	166. CITY OF JONESTOWN
41. CAMERON COUNTY	104. CITY OF CORSICANA	167. CITY OF JEFFERSON
42. CANTON ISD	105. CITY OF CROWLEY	168. CITY OF JUSTIN
43. CANYON ISD	106. CITY OF CUMBY	169. CITY OF KATY
44. CARROLL ISD	107. CITY OF DALWORTHINGTON GRDN	170. CITY OF KEENE
45. CARROLLTON-FARMERS BRANCH ISD	108. CITY OF DE LEON	171. CITY OF KELLER
46. CASTLEBERRY ISD	109. CITY OF DECATUR	172. CITY OF KENNEDALE
47. CEDAR HILL ISD	110. CITY OF DEER PARK	173. CITY OF KERMIT
48. CHAMBERS COUNTY	111. CITY OF DENISON	174. CITY OF KILLEEN
49. CHEROKEE COUNTY	112. CITY OF DENTON	175. CITY OF KINGSVILLE
50. CITY OF ALEDO	113. CITY OF DESOTO	176. CITY OF KRUM
51. CITY OF ALLEN	114. CITY OF DIBOLL	177. CITY OF KYLE
52. CITY OF ALVORD	115. CITY OF DUNCANVILLE	178. CITY OF LAFERIA
53. CITY OF AMARILLO	116. CITY OF EARLY	179. CITY OF LA GRULLA
54. CITY OF ANDREWS	117. CITY OF EASTLAND	180. CITY OF LA VERNIA
55. CITY OF ANGLETON	118. CITY OF EL PASO	181. CITY OF LAKE DALLAS
56. CITY OF ANNA	119. CITY OF ELECTRA	182. CITY OF LAKE WORTH
57. CITY OF ARLINGTON	120. CITY OF EMORY	183. CITY OF LANCASTER
58. CITY OF ATHENS	121. CITY OF ESCOBARES	184. CITY OF LAREDO
59. CITY OF AUBREY	122. CITY OF EULESS	185. CITY OF LEAGUE CITY
60. CITY OF AUSTIN	123. CITY OF EVERMAN	186. CITY OF LEANDER
61. CITY OF AZLE	124. CITY OF FARMERS BRANCH	187. CITY OF LEWISVILLE
62. CITY OF BALCH SPRINGS	125. CITY OF FARMERSVILLE	188. CITY OF LINDALE
63. CITY OF BANGS	126. CITY OF FERRIS	189. CITY OF LITTLE ELM

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

<p>190. CITY OF LITTLEFIELD  191. CITY OF LIVE OAK  192. CITY OF LUBBOCK  193. CITY OF LUCAS  194. CITY OF LUFKIN  195. CITY OF LUMBERTON  196. CITY OF MANSFIELD  197. CITY OF MARSHALL  198. CITY OF McALLEN  199. CITY OF MCKINNEY  200. CITY OF MELISSA  201. CITY OF MERKEL  202. CITY OF MESQUITE  203. CITY OF MIDLAND  204. CITY OF MIDLOTHIAN  205. CITY OF MINEOLA  206. CITY OF MINERAL WELLS  207. CITY OF MORGAN'S POINT RESORT  208. CITY OF MURPHY  209. CITY OF NACOGDOCHES  210. CITY OF NEDERLAND  211. CITY OF NEW BRAUNFELS  212. CITY OF NORTH RICHLAND HILLS  213. CITY OF ODESSA  214. CITY OF OVILLA  215. CITY OF PALESTINE  216. CITY OF PARKER  217. CITY OF PASADENA  218. CITY OF PELICAN POINT  219. CITY OF PERRYTON  220. CITY OF PHARR  221. CITY OF PLANO  222. CITY OF PORT ISABEL  223. CITY OF POTEET  224. CITY OF POTTSBORO  225. CITY OF PRINCETON  226. CITY OF QUINLAN  227. CITY OF RALLS  228. CITY OF RED OAK  229. CITY OF RHOME  230. CITY OF RICHARDSON  231. CITY OF RICHLAND HILLS  232. CITY OF RIO GRANDE CITY  233. CITY OF RIVER OAKS  234. CITY OF ROANOKE  235. CITY OF ROBINSON  236. CITY OF ROCKWALL  237. CITY OF ROUND ROCK  238. CITY OF ROWLETT  239. CITY OF ROYSE CITY  240. CITY OF RUNAWAY BAY  241. CITY OF RUSK  242. CITY OF SACHSE  243. CITY OF SAGINAW  244. CITY OF SAN ANGELO  245. CITY OF SAN BENITO  246. CITY OF SAN MARCOS  247. CITY OF SANGER  248. CITY OF SANSOM PARK  249. CITY OF SEABROOK  250. CITY OF SEAGOVILLE  251. CITY OF SHERMAN</p>	<p>252. CITY OF SOUR LAKE  253. CITY OF SOUTHLAKE  254. CITY OF SOUTHMAYD  255. CITY OF SPRING VALLEY VILLAGE  256. CITY OF SPRINGTOWN  257. CITY OF STEPHENVILLE  258. CITY OF SULPHUR SPRINGS  259. CITY OF TAFT  260. CITY OF TAYLOR  261. CITY OF TEMPLE  262. CITY OF TERRELL  263. CITY OF TEXARKANA, AR  264. CITY OF TEXARKANA, TX  265. CITY OF THE COLONY  266. CITY OF TYLER  267. CITY OF UNIVERSAL CITY  268. CITY OF UNIVERSITY PARK  269. CITY OF VAN ALSTYNE  270. CITY OF VENUS  271. CITY OF VERNON  272. CITY OF WACO  273. CITY OF WATAUGA  274. CITY OF WAXAHACHIE  275. CITY OF WEATHERFORD  276. CITY OF WESTWORTH VILLAGE  277. CITY OF WHITE SETTLEMENT  278. CITY OF WHITESBORO  279. CITY OF WHITEWRIGHT  280. CITY OF WILLS POINT  281. CITY OF WILMER  282. CITY OF WINNSBORO  283. CITY OF WYLIE  284. CLAY COUNTY  285. CLEAR CREEK ISD  286. CLEBURNE ISD  287. COCHRAN COUNTY  288. COLLIN COUNTY  289. COLLIN COUNTY COMM COLL DIST.  290. COLORADO COUNTY  291. COMAL COUNTY  292. COMMUNITY HEALTHCORE  293. COOKE COUNTY  294. COPPELL ISD  295. CORYELL COUNTY  296. COTTONDALE VOL FIRE DEPT  297. CROWLEY ISD  298. DALLAS COUNTY  299. DALLAS CNTY UTIL &amp; RECLAM. DIST.  300. DFW INT'L AIRPORT BOARD  301. DALLAS ISD  302. DAWSON COUNTY  303. DECATUR ISD  304. DENISON ISD  305. DENTON COUNTY  306. DENTON CNTY FWS DIST. # 1-A &amp; #10  307. DENTON ISD  308. DeSOTO ISD  309. DIANA SPECIAL UTILITY DISTRICT  310. DUNCANVILLE ISD  311. DUVAL COUNTY  312. EAGLE MOUNTAIN-SAGINAW ISD  313. EAST TEXAS COUNCIL OF GOVS.</p>	<p>314. EASTLAND COUNTY  315. ECTOR COUNTY  316. ECTOR COUNTY ISD  317. EDDY COUNTY, NM  318. EL PASO COUNTY  319. EL PASO CNTY HOSP DIST DBA...  320. ELECTRA ISD  321. ELLIS COUNTY  322. ERATH COUNTY  323. EVERMAN ISD  324. FANNIN COUNTY  325. FARMERSVILLE ISD  326. FLOYD COUNTY  327. FORNEY ISD  328. FORT BEND COUNTY  329. FORT BEND COUNTY ESD#2 &amp; #7  330. FORT WORTH HOUSING AUTHORITY  331. FORT WORTH ISD  332. FORT WORTH TRANSP AUTHORITY  333. FRANKLIN COUNTY  334. FREESTONE COUNTY  335. FRISCO ISD  336. GLASSCOCK COUNTY  337. GOLIAD COUNTY  338. GONZALES COUNTY  339. GRAND PRAIRIE ISD  340. GRANDVIEW POLICE DEPT.  341. GRAPEVINE\COLLEYVILLE ISD  342. GRAYSON COLLEGE  343. GRAYSON COUNTY  344. GREENVILLE ISD  345. GREGG COUNTY  346. GRIMES COUNTY  347. GUADALUPE COUNTY  348. HARDIN COUNTY  349. HARRIS-FORT BEND EMG SVCS DIST #100  350. HARRIS CTY EMG SVCS DIST. #7, #10, #24, #48  351. HARRISON COUNTY  352. HAWKINS ISD  353. HAYS COUNTY  354. HEART OF TX REG MHMR CENTER  355. HENDERSON COUNTY  356. HEREFORD ISD  357. HIGHLAND PARK ISD  358. HILL COUNTY  359. HOOD COUNTY  360. HOPKINS COUNTY  361. HOUSING AUTH OF CITY OF AUSTIN  362. HUMBLE ISD  363. HUNT COUNTY  364. HURST EULESS BEDFORD ISD  365. HUTCHINSON COUNTY  366. IDEA PUBLIC SCHOOLS  367. IRVING ISD  368. JACK COUNTY  369. JASPER COUNTY  370. JEFFERSON COUNTY  371. JEFFERSON CNTY DRIN. DIST. #7  372. JIM WELLS COUNTY  373. JOHNSON COUNTY  374. JOHNSON COUNTY SUD</p>
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# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

375.	JOSHUA ISD	437.	PARKER COUNTY	499.	TOWN OF ARGYLE
376.	KARNES COUNTY	438.	PARKER CNTY EMG SERV DISTRICT 1	500.	TOWN OF BARTONVILLE
377.	KAUFMAN COUNTY	439.	PARMER COUNTY	501.	TOWN OF DOUBLE OAK
378.	KAUFMAN ISD	440.	PASADENA ISD	502.	TOWN OF EDGECLIFF VILLAGE
379.	KELLER ISD	441.	PLANO ISD	503.	TOWN OF FAIRVIEW
380.	KENNEDALE ISD	442.	POTTER COUNTY	504.	TOWN OF FLOWER MOUND
381.	KERENS ISD	443.	PUBLIC TRANSIT SVC OF MIN.WELLS	505.	TOWN OF HICKORY CREEK
382.	KINNEY COUNTY	444.	QUINLAN ISD	506.	TOWN OF HIGHLAND PARK
383.	KRUM ISD	445.	RAINS COUNTY ESD #1	507.	TOWN OF LAKESIDE
384.	LAKE DALLAS ISD	446.	RANCHO VIEJO POLICE DEPT.	508.	TOWN OF LITTLE ELM
385.	LAKE WORTH ISD	447.	RANDALL COUNTY	509.	TOWN OF NORTHLAKE
386.	LAMAR COUNTY	448.	RED OAK ISD	510.	TOWN OF PANTEGO
387.	LAMB COUNTY	449.	RED RIVER COUNTY	511.	TOWN OF PECOS CITY
388.	LAMPASAS COUNTY	450.	REFUGIO COUNTY	512.	TOWN OF PONDER
389.	LAVON POLICE DEPARTMENT	451.	REG 9 ED SVCE CENTER OF WICHITA	513.	TOWN OF PROSPER
390.	LEON COUNTY	452.	REGION 11 EDU SERVICE CENTER	514.	TOWN OF PROVIDENCE VILLAGE
391.	LEONARD ISD	453.	RICHARDSON ISD	515.	TOWN OF SUNNYVALE
392.	LEWISVILLE ISD	454.	ROBERTSON COUNTY	516.	TOWN OF TROPHY CLUB
393.	LIBERTY COUNTY	455.	ROCKWALL COUNTY	517.	TOWN OF WESTLAKE
394.	LIMESTONE COUNTY	456.	ROUND ROCK ISD	518.	TOWN OF WESTOVER HILLS
395.	LITTLE ELM ISD	457.	SAM RAYBURN ISD	519.	TRAVIS COUNTY
396.	LOVEJOY ISD	458.	SAN JACINTO COM COLL DIST.	520.	TRAVIS CNTY EMG SVCS DIST No.6
397.	LOWRY CROSSING VOL FIRE DEPT.	459.	SAN PATRICIO COUNTY	521.	TRAVIS CNTY HEALTHCARE DISTRICT
398.	LUBBOCK COUNTY	460.	SCHLEICHER COUNTY	522.	TRINITY RIVER AUTHORITY
399.	MANSFIELD ISD	461.	SEABROOK VOL FIRE DEPT.	523.	TYLER JUNIOR COLLEGE
400.	MAVERICK COUNTY	462.	SR. CYR RES &PUBLIC...HUNT CNTY	524.	U.S. MARSHALS SERVICE
401.	McKINNEY ISD	463.	SEVEN POINTS FIRE RESCUE	525.	UNIVERSITY OF NORTH TEXAS
402.	McLENNAN COUNTY	464.	SHERMAN ISD	526.	UNIV OF N. TX HEALTH SCIENCE CTR
403.	McLENNAN COMM. COLLEGE	465.	SMITH COUNTY	527.	UNIVERSITY OF TEXAS AT ARLINGTON
404.	MARILEE SPECIAL UTILITY DIST.	466.	SPRINGTOWN ISD	528.	UNIVERSITY OF TEXAS AT DALLAS
405.	MEDINA VALLEY ISD	467.	SOUTH MONTGOMERY FIRE DEPT	529.	UNIV OF TX MD AND. CANCER CTR
406.	MHMR OF TARRANT COUNTY	468.	SOUTH TEXAS COLLEGE	530.	UPPER TRINITY REG WATER DIST.
407.	MIDLAND COUNTY	469.	SPAN, INC.	531.	UPSHUR COUNTY
408.	MIDLAND ISD	470.	STARR COUNTY	532.	UPTON COUNTY
409.	MIDWAY ISD	471.	STEPHENS COUNTY	533.	VAL VERDE COUNTY
410.	MILAM COUNTY	472.	STERLING COUNTY	534.	VAN ALSTYNE ISD
411.	MILLS COUNTY	473.	STONEWALL COUNTY	535.	VAN ZANDT COUNTY
412.	MITCHELL COUNTY	474.	TARLETON STATE UNIVERSITY	536.	VERNON ISD
413.	MONAHANS WICKETT PYOTE ISD	475.	TARRANT APPRAISAL DISTRICT	537.	VICTORIA COUNTY
414.	MONTGOMERY COUNTY	476.	TARRANT CNTY 9-1-1 EMG ASS DIST	538.	WACO ISD
415.	MONTGOMERY CNTY ESC 10	477.	TARRANT COUNTY COLLEGE DIST.	539.	WALKER COUNTY
416.	MONTGOMERY CNTY HOSP DIST.	478.	TARRANT CTY EMG SVCS DISTRICT 1	540.	WALLER COUNTY
417.	MOUNT PLEASANT POLICE DEPT.	479.	TARRANT COUNTY HOSP DIST	541.	WARD COUNTY
418.	MOUNT VERNON POLICE DEPT.	480.	TARRANT CTY WORKFORCE DEV Bd	542.	WAXAHACHIE ISD
419.	NACOGDOCHES COUNTY	481.	TARRANT REGIONAL WATER DIST	543.	WEATHERFORD COLLEGE
420.	NAVARRO COUNTY	482.	TAYLOR COUNTY	544.	WEATHERFORD ISD
421.	NEVADA VOL. FIRE DEPT.	483.	TEMPLE COLLEGE	545.	WEBB CONSOLIDATED ISD
422.	NEW CANEY ISD	484.	TERRELL ISD	546.	WEST TEXAS A&M UNIVERSITY
423.	NOLAN COUNTY	485.	TEXARKANA ISD	547.	WESTMINSTER FIRE DEPT.
424.	NORMANGEE ISD	486.	TEXAS A&M UNIV AT COMMERCE	548.	WESTON VOLUNTEER FIRE DEPT
425.	NORTH CENTRAL TX CNCL OF GOVS	487.	TEXAS A&M UNIVERSITY-KINGSVILLE	549.	WHITE SETTLEMENT ISD
426.	NORTH TX MUNICIPAL WATER DIST	488.	TEXAS A& M UNIV.-TEXARKANA	550.	WILLIAMSON COUNTY
427.	NORTH TEXAS TOLLWAY AUTH	489.	TEXAS ALCOHOLIC BEVERAGE COMM.	551.	WILLIAMSON CNTY EMG SVCS DIST #3
428.	NORTHWEST ISD	490.	TEXAS DEPT. OF PARK/WILDLIFE	552.	WILSON COUNTY
429.	NUECES COUNTY	491.	TEXAS DEPT. OF PUBLIC SAFETY	553.	WINKLER COUNTY
430.	OCHILTREE COUNTY	492.	Tx TECH UNIV HEALTH SCI CTR EL PASO	554.	WINNSBORO HOUSING AUTHORITY
431.	OLTON POLICE DEPARTMENT	493.	TEXAS WOMAN'S UNIVERSITY	555.	WINNSBORO ISD
432.	ORANGE COUNTY	494.	THE WOODLANDS TOWNSHIP	556.	WISE COUNTY
433.	ORANGE CNTY DRAINAGE DIST	495.	TITUS COUNTY	557.	WOOD COUNTY
434.	PALO PINTO COUNTY	496.	TML MULTI/STL. INTERGOV....	558.	YMCA OF METROPOLITAN DALLAS
435.	PANOLA COUNTY	497.	TOM GREEN COUNTY	559.	YOUNG COUNTY
436.	PARADISE ISD	498.	TOWN OF ADDISON	560.	ZAPATA COUNTY

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

### 4. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
1. Commercial General Liability:
    - a. Bodily Injury/Personal Injury/Property Damage —  
\$1,000,000 per occurrence/\$2,000,000 aggregate
  2. Auto Liability:
    - a. Combined Single Limit (CSL) — \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
  2. All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
  3. As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
  4. All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
  5. Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
  6. If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

### 5. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
  2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
  3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
  4. The Criminal Background Check applies to the individual and not the Company.
  5. Passing status must be maintained by Vendor personnel for duration of the contract.

### 6. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**  
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
  2. **Breach Notification**  
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
  3. **Data**  
All Tarrant County data will remain in the 48 contiguous United States at all times.

## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

### SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).



## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

**Evaluation Criteria** will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

**Quantities** indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - not restrictive (unless the Price Form states "No Substitutions") -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed the Vendor is bidding item specified. The Vendor will not be allowed to make unauthorized substitutions after award.

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## TECHNICAL SPECIFICATIONS

### I. BID SECTIONS:

- A. Award of RFB will be by Line Item. The RFB items are organized into sections of like items as follows:

Section 1 – Toilet Paper, Facial Tissue, and Toilet Seat Covers.

Section 2 – Paper Towels and Dispenser.

Section 3 – Paper Bags.

Section 4 – Food Service, Preparation, and Storage.

Section 5 – Trash Can Liners.

- B. Discounts for Items Not Listed:

1. Tarrant County desires for these specifications to cover all the requirements that Tarrant County may have for DISPOSABLE PAPER AND PLASTIC related items; therefore, vendors are encouraged to bid a discount for items not listed for each Section. Discounts will apply to vendors that receive an award within the Section where the discount is listed. Discounts will only apply to awarded vendors per Section.

2. For your discount to be considered, you MUST provide the source of the discount, i.e. catalog, list price, website pricing, etc. Discounts without a source listed will not be considered. Discount provided must remain a firm discount for the duration of the contract.

3. Should Tarrant County have a requirement for an item that is not listed within a Section, an awarded bidder within that Section that has a discount with a source listed for the discount may be contacted for pricing for that requirement. Tarrant County reserves the right to contact multiple bidders within a Section, for items not listed, at Tarrant County's discretion. Vendors who do not list a discount and/or source for the discount or are not awarded any item within a Section will not be contacted for pricing for items not listed.

- C. Price Escalation and De-Escalation:

1. It is understood that vendors receive price increases from manufacturers from time to time. The use of the price adjustment provisions developed and implemented herein are intended to minimize the cost effects of price uncertainty to the paper and plastic products solicited in this contract. The price adjustment provisions are not intended to compensate the Vendor for what would be considered normal day-to-day fluctuations or seasonal changes.

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## TECHNICAL SPECIFICATIONS

2. Tarrant County will consider price increases as follows:
  - a. The awarded vendor must provide Tarrant County with a letter from the manufacturer on letterhead stating the price increase amount or percentage as well as the effective date of the increase.
  - b. This information must be provided to Tarrant County at a minimum of thirty (30) days prior to the increase taking effect. Failure to provide a letter from the manufacturer within the allotted thirty (30) days will result in the increased price taking effect thirty (30) days from notification to the Senior Buyer.
  - c. No price adjustments will be considered for review until at least one hundred twenty (120) days have passed since the original award of the contract or any subsequent renewals.
3. The Price Escalation Clause shall be in effect throughout the life of the contract. Any pricing adjustments will be calculated as follows:
  - a. For the Original term: by comparing the original bid pricing to the proposed pricing.
  - b. For any Renewal Term(s): by comparing the most recent pricing that has been approved in writing by the Tarrant County Purchasing Agent to the proposed pricing.
4. The Tarrant County Purchasing Agent acts in the best interests of the County and has the sole authority to accept or reject any price escalation request(s), regardless of whether the Vendor has provided ample documentation to substantiate the request.

## II. BID REQUIREMENTS:

- A. All spaces on the RFB Price Form **MUST** be filled in, completed, and returned for bid to be considered responsive for that line item.
  1. A no response bid on any item, should be represented with "No Bid" written in the space provided for pricing and "N/A" in any other blanks/spaces for that item.
  2. A bid of "0" will be interpreted by the County as a no-charge (free) item and the County will not pay for that item.
- B. Items on the RFB Price Forms noted with an asterisk (\*) must meet or exceed Green Seal GS-01, UL EcoLogo 175 certified, **OR** EPA Comprehensive Procurement Guidelines. Documentation supporting "Green Seal", Eco Logo" certified, OR EPA Comprehensive Procurement Guidelines must be submitted upon request.

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## TECHNICAL SPECIFICATIONS

- C. No minimum order requirements will be accepted.
- D. No fuel surcharges allowed.
- E. **No separate COVID 19 surcharges allowed. If there is a surcharge enacted at the time of bid submission, it must be included in the bid pricing for the item.**

### III. ORDERS AND SHIPMENTS:

- A. Tarrant County will place orders as needed, in as needed quantities.
- B. Awarded Vendor shall confirm receipt of purchase order to designated member of Tarrant County Purchasing by email by the following business day.
- C. Delivery shall be made within ten (10) business days of receipt of purchase order.
- D. A packing slip must be included with all shipments and affixed to the outside of shipping container. **The packing list must include the Tarrant County purchase order number.** If there is not a packing slip attached to the outside of the container, shipment will be returned at the Vendor's expense.
- E. All packaging within the shipment must include item specifications including but not limited to brand name, part number, manufacturer number, size, weight, etc.
- F. No substitutions of items will be permitted. If Vendor is unable to provide items awarded, Tarrant County may use Secondary or Alternate Vendor.
- G. Items submitted by Vendor should be readily available for the term of the contract. If an item is discontinued, vendor shall notify Tarrant County of change in availability immediately.
- H. Should substitutions for items awarded be shipped to Tarrant County, those items may be returned to the vendor at the vendor's expense.

### IV. EVALUATION:

- A. All items will be awarded to the low bid per smallest unit of measure. **When answering the question "How Packed" on the Price Form, please state the minimum orderable unit of measure. Example: If Tarrant County must order by the case, put "case". If Tarrant County can order by the pack, put "pack", etc.**
- B. Samples:
  - 1. Samples of each product listed in this bid may be required from the Apparent Low Bidder, Apparent Second Low Bidder, and Apparent Alternate Bidder for evaluation purposes. Bidders must promptly provide samples upon request, and at no charge to Tarrant County, or their bid may not be considered for an award.

## ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

### TECHNICAL SPECIFICATIONS

2. Specifications of the item must appear on the product label affixed to packing.
3. Sample quantity (i.e. case, box, each, etc.) will be specified when request for sample is made.
4. **NOTE:** Samples submitted by Vendors shall not alter or change the original Tarrant County bid specifications. If Tarrant County determines that a vendor's sample is satisfactory it shall not constitute a change nor compromise the original Tarrant County bid specification in any manner whatsoever. Acceptance of a Vendor's sample simply means that Tarrant County believes the product conforms to Tarrant County's requirement for that item; however, Tarrant County shall reserve the right to continue evaluation after an award has been made should the product fail.



## TARRANT COUNTY

### HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

#### I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

#### II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

### III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - the availability of HUB firms within the specific category of goods or services to be procured; and
    - the diversity of the county's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
  2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
  3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
  4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
  2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
  3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
  4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.



- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

#### IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
  - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
  - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

**510 Historically Underutilized Businesses Policy**

Adopted: Court Order 64788 (December 17, 1990)  
Amended: Court Order 69958 (December 7, 1993)  
Amended: Court Order 99651 (December 28, 2006)  
Amended: Court Order 127875 (June 19, 2018)

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY**

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services  
Statewide HUB Program  
1711 Jacinto Blvd.  
PO Box 13047  
Austin, Texas 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, Texas 76011  
(817) 640-0606

**IF YOUR COMPANY IS CERTIFIED, ATTACH A COPY OF THE CERTIFICATION TO THIS FORM AND RETURN WITH BID.**

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**Indicate all that apply:**

- \_\_\_\_\_ Minority-Owned Business Enterprise
- \_\_\_\_\_ Women-Owned Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise

**NOTE: WITHOUT A VALID CERTIFICATION ON FILE, YOU WILL NOT BE EVALUATED AS A HUB/DBE.**

# ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS

## TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

<https://tvorspublic.tarrantcounty.com/>

**TARRANT TVORS**  
Vendor Online Registration System

The perfect mix of Cowboys and Culture!  
**TARRANT COUNTY**

100 E. Weatherford Street  
Ft. Worth, Texas 76106  
817-304-1111

Welcome to TVORS!

Vendors that would like to receive bid opportunities from Tarrant County are encouraged to register in TVORS. Vendors are responsible to keep contact information current in TVORS so as to facilitate bid notifications from Tarrant County.

**Changes to TVORS contact information DOES NOT affect vendor information pertaining to Purchase Order or Remit To addresses.**

Login to TVORS	Register with TVORS
<p>If you have already registered with TVORS, please go ahead and login.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Keep me signed in on this computer unless I sign out.</p> <p><b>VENDOR LOGIN</b></p> <p>If you have forgotten your password, enter your email address below and click the Forgot Password button. We will send you an email including your User ID and password.</p> <p>Email Address: <input type="text"/></p> <p><b>FORGOT PASSWORD</b></p>	<p>There are four steps to the TVORS registration process. You will have the option to save your work after the completion of each step. You may then login to your TVORS account at anytime to make changes or to complete the registration process.</p> <p>You must complete all mandatory information in order to be considered for bid opportunities from Tarrant County Purchasing.</p> <p>To complete your TVORS registration, you will go through the following steps:</p> <p><b>STEP 1:</b> Enter company data</p> <p><b>STEP 2:</b> Enter commodity/service codes (NIGP) <b>Failure to select NIGP code(s), could result in improper bid notification or no notification at all.</b></p> <p><b>STEP 3:</b> Enter user data (if applicable)</p> <p><b>STEP 4:</b> Enter certifications (if applicable)</p> <p>If you have any questions during your registration, please call (817) 884-1414 or email <a href="mailto:TVORS@TarrantCounty.com">TVORS@TarrantCounty.com</a>.</p> <p>To begin the registration process, please click the button below.</p> <p><b>VENDOR REGISTRATION</b></p>

After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to [TVORS@Tarrantcounty.com](mailto:TVORS@Tarrantcounty.com) or (817) 884-2629, respectively.

**Already Registered?** Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**REFERENCES**

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor’s ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor’s company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

**REFERENCE ONE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCE TWO**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCES MUST BE RETURNED WITH BID!**

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**REFERENCES**

**REFERENCE THREE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

CONTRACT PERIOD: \_\_\_\_\_

**REFERENCES MUST BE RETURNED WITH BID!**

# SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this RFB.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

**Signature** \_\_\_\_\_ **X**

**Authorized Representative**

\_\_\_\_\_  
Legal Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

**AFTER HOURS EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Tel. No. \_\_\_\_\_

**THIS FORM MUST BE SIGNED.**

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!**



Did you sign and submit all  
required forms?  
If not, your Bid will be  
rejected!

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**COMPANY IS:**

Business included in a Corporate Income Tax Return? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_\_ Individual trading as \_\_\_\_\_

\_\_\_\_\_ Principal offices are in the city of \_\_\_\_\_

DUNS Number: \_\_\_\_\_

CAGE Code: \_\_\_\_\_



## COMPLIANCE WITH FEDERAL AND STATE LAWS

### CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

### RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

### DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

### VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

### If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

#### Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87<sup>th</sup> Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87<sup>th</sup> Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

## **COMPLIANCE WITH FEDERAL AND STATE LAWS**

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87<sup>th</sup> Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87<sup>th</sup> Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

\_\_\_\_\_ Vendor is EXEMPT from Certification as set out above.

\_\_\_\_\_ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature \_\_\_\_\_ X

**THIS FORM MUST BE SIGNED.**

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!**

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**AFFIRMATIONS/FORMS/DOCUMENTS**

✓ Check Indicates Completion	
	1. <b>References.</b> Bidder has provided references, <b>other than Tarrant County.</b> References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this RFB.
	2. <b>Signatures.</b> All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. <b>Price Forms.</b> All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 7 and 8.
	5. <b>Insurance Certificates (If required).</b> Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. <b>Addenda.</b> When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. <b>It is the Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive.</b> Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. <b>Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder.</b> Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, RFB Title, and due date.

**THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!**

# NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

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Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send your response to:

Tarrant County Purchasing Department  
100 E. Weatherford, Suite 303  
Fort Worth, TX 76196-0104

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 1 - Toilet Paper - Facial Tissue - Toilet Seat Covers</b>			
1.*	<b>Toilet Paper, Single Roll, 1-Ply</b> Minimum Roll Diameter: 4.0" 1,000 sheets per roll, Case Qty: 96 rolls/case. Manufacturer #Renown REN06105-WB, Tough Guy 38C406, or approved equal.	0 - 50 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Diameter: _____	Rolls per case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___ Yes ___ No		
2.*	<b>Toilet Paper, Single Roll, 2-Ply, Embossed</b> Minimum Roll Diameter: 3.9" 500 sheets per roll, Case Qty: 96 rolls/case. Manufacturer #SCATM1616S, LIVI 21724, Roses 42157, Georgia Pacific 19880/01, or approved equal.	0 - 6000 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Diameter: _____	Rolls per case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___ Yes ___ No		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			
* <b><u>Documentation supporting Green Seal GS-01, UI EcoLogo 175, or EPA Comprehensive Procurement Guidelines is required and must be submitted upon request for these items.</u></b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 1 - Toilet Paper - Facial Tissue - Toilet Seat Cover, continued</b>			
3.	<b>Toilet Paper, Single Roll, 2-Ply, Basic</b> Minimum Roll Diameter: 4.25" 400 sheets per roll, Case Qty.: 96 Rolls/Case Manufacturer # Right Choice 78000014, Westcraft WC3531, or approved equal.	0 - 3000 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Diameter: _____	Rolls per case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
4.*	<b>Toilet Paper, Jumbo Economy, 2-Ply, Width Range: 3.5" to 4"</b> <b>Core Range: 3" to 3.3", Color: White, Roll Size: 1,075' maximum,</b> Case Qty: 12 rolls/case. <b>Manufacturer #SCA TJ0922A. or approved equal.</b>	0 - 1200 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Diameter: _____	Rolls per case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___ Yes ___ No			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			
* <b><u>Documentation supporting Green Seal GS-01, UI EcoLogo 175, or EPA Comprehensive Procurement Guidelines is required and must be submitted upon request for these items.</u></b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 1 - Toilet Paper - Facial Tissue - Toilet Seat Cover, continued</b>			
5.	<b>Dispenser for Jumbo Toilet Paper</b> , Capacity one (1) roll, Roll Range: 4" x 9", Roll Width Range: 3.7" to 4", Roll Size 2-Ply 1,075' and/or 1-Ply 2,000', Color: See-through Gray Cover Gray Back Manufacturer #SCA66TR, Renown REN05151, Kimberly Clark KCC09507, or approved equal. <b>Must work with Section 1, Item 4, SCA TJ0922A. Bid price cannot be dependent on toilet paper award.</b>  Manufacturer Name: _____	0 - 5 each	Price per Unit \$ _____
Manufacturer Part No: _____			
6.	<b>Dispenser for Jumbo Toilet Paper</b> , Capacity two (2) roll, Roll Range: 4" x 9", Roll Width Range: 3.7" to 4", Roll Size 2-Ply 1,075' and/or 1-Ply 2,000', Color: See-through Gray Cover Gray Back Manufacturer #Cel-410304, SCA56TR, REN05150-1B, Kimberly Clark KCC09551, or approved equal. <b>Must work with Section 1, Item 4, SCA TJ0922A. Bid price cannot be dependent on toilet paper award.</b>  Manufacturer Name: _____	0 - 10 each	Price per Unit \$ _____
Manufacturer Part No: _____			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 1 - Toilet Paper - Facial Tissue - Toilet Seat Cover, continued</b>			
7.*	<b>Facial Tissue, 2-Ply, Flat Box</b> Sheet size: 8" x 8.3", 100 sheets per box Manufacturer #NIT-5701, SCA TF6710A, General Paper GEN6501, Envision 47410, or approved equal.	0 - 200 cases	Price per Case: \$ _____ Price per Box: \$ _____ Price per Sheet: \$ _____
	Sheets per Box: _____	Boxes per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
8.*	<b>Toilet Seat Cover, Paper, Half Fold,</b> Package Qty: 250 covers, Case Qty.: 20 packages/5,000 covers. Manufacturer #REN03801, Gen-Pak TEHGVTSC5000, Hi Valu 73004370, Impact 25177673, Hospeco DS5000, or approved equal.	0 - 75 cases	Price per Case: \$ _____ Price per Package: \$ _____ Price per Cover: \$ _____
	Quantity Per Package: _____	Packages per Case: _____	Covers Per Case: _____
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
	<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>		
	<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>		
	* <b><u>Documentation supporting Green Seal GS-01, UI EcoLogo 175, or EPA Comprehensive Procurement Guidelines is required and must be submitted upon request for these items.</u></b>		



**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 1 - Toilet Paper - Facial Tissue - Toilet Seat Cover, continued</b>			
<b>Discount for Items Not Listed in Section 1:</b>		_____ %	
<b>Source of Discount:</b> _____			
<b>Note: Source of Discount <u>must</u> be provided in order for Discount to be considered. See Item 1.B., page 16.</b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 2 - Paper Towels &amp; Dispenser</b>			
1.*	<b>Paper Towels, C-Fold</b> , Bleached, Embossed, Minimum Towel Size: 10" x 12" Packed: 2400 per case. Manufacturer #GEN1510B, Van Drehle 524-W, or approved equivalent.	0 - 1000 cases	Price per Case: \$ _____ Price per Pack \$ _____ Price per Towel \$ _____
	Towel Size: _____ Towels per Pack: _____ Packs Per Case: _____ How Packed: _____ Manufacturer Name: _____ Manufacturer Part No: _____		
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
2.*	<b>Paper Towels, Single Roll</b> , Color: Natural, Size: 7 1/4" x 350' Core: 1 1/2" - 2" Manufacturer #AWS-HWT350KN, SCA RK350A, Right Choice 78000002, Morcon R12350, or approved equivalent.	0 - 1300 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Width: _____ Rolls per case: _____ Manufacturer Name: _____ Manufacturer Part No: _____		
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			
* <b><u>Documentation supporting Green Seal GS-01, UI EcoLogo 175, or EPA Comprehensive Procurement Guidelines is required and must be submitted upon request for these items.</u></b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 2 - Paper Towels &amp; Dispenser, continued</b>			
3.	<b>Paper Towels, Touchless Roll, enMotion®</b> Size: 8.2" x 700', <b>Manufacturer #GPC 89430, NO SUBSTITUTIONS.</b>	0 - 100 cases	Price per Case: \$ _____
4.	<b>Paper Towels, Touchless Roll, enMotion®,</b> Size: 10" x 800', <b>Manufacturer #GPC 89490, NO SUBSTITUTIONS.</b>	0 - 1200 cases	Price per Case: \$ _____
5.	<b>Paper Towels, Touchless Roll,</b> Size: 10" Wide x 800' Long, Equivalent to GPC 89490 Manufacturer #Morcon MORW106, Von Drehle 816T, or approved equal.	0 - 500 cases	Price per Case: \$ _____ Price per Roll: \$ _____ Price per Linear Foot: \$ _____
	Linear feet per roll: _____ Roll Width: _____	Rolls per case: _____	
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
6.	<b>Paper Towel Dispenser, Touchless, enMotion®,</b> Size: 14.800" W x 9.750" D x 16.750" H. Manufacturer #GPC 59462A, <b>NO SUBSTITUTIONS.</b> <b>Bid price cannot be dependent on paper towel award.</b>	0 - 35 each	Price per Unit \$ _____
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 2 - Paper Towels &amp; Dispenser, continued</b>			
7.*	<b>Paper Towels, Multifold Natural, 1 Ply</b> Size: 9" x 9½" Pack=250 Case=4,000 Manufacturer #Right Choice 78000012, Von Drehle B925N, or approved equal.	0 - 150 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Towel \$ _____
	Towel Size: _____ Towels per Pack: _____ Packs Per Case: _____		
	How Packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
8.*	<b>Paper Towels, Multifold White, 1 Ply</b> Size: 9.2" x 9.4" Pack= 250, Case=2,000 Manufacturer #GENMF4000W, Westcraft WC4101W, Essity MB540A, or approved equal.	0 - 50 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Towel \$ _____
	Towel Size: _____ Towels per Pack: _____ Packs Per Case: _____		
	How Packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
	* Does product bid meet Green Seal, EcoLogo Certification, or EPA Comprehensive Procurement Guidelines? ___Yes ___No		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			
* <b><u>Documentation supporting Green Seal GS-01, UI EcoLogo 175, or EPA Comprehensive Procurement Guidelines is required and must be submitted upon request for these items.</u></b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 2 - Paper Towels &amp; Dispenser, continued</b>			
Discount for Items Not Listed in Section 2:		_____	%
Source of Discount: _____			
<b>Note: Source of Discount <u>must</u> be provided in order for Discount to be considered. See Item 1.B., page 16.</b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 3 - Paper Bags</b>			
1.	<b>Paper Bag, Grocery Size</b> , Basis Weight: #57, 1/6 BBL, Size:12" x 7" x 17". Manufacturer #Duro 80076, Duro 18061, BAGSK1657, or approved equivalent	0 - 250 bales	Price per Bale \$ _____
	Bags per Bale: _____ How Packed: _____		Price per Bag \$ _____
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Is product bid 100% recycled? Yes _____ No _____		
2.	<b>Paper Bag, Lunch Size</b> , Basis Weight: #35, Size:6 1/8" x 12 7/16" x 4 1/8". Manufacturer #Duro 18408, BAGGK8500, or approved equivalent	0 - 1000 bales	Price per Bale \$ _____
	Bags per Bale: _____ How Packed: _____		Price per Bag \$ _____
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Is product bid 100% recycled? Yes _____ No _____		
3.	<b>Paper Bag</b> , Basis Weight: #4, Size: 5" x 9 3/4" x 3 1/8", Manufacturer #Duro 18404, BAGGK4500, or approved equal.	0 - 10 bales	Price per Bale \$ _____
	Bags per Bale: _____ How Packed: _____		Price per Bag \$ _____
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Is product bid 100% recycled? Yes _____ No _____		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 3 - Paper Bags, continued</b>			
<b>Discount for Items Not Listed in Section 3:</b>		_____	%
<b>Source of Discount:</b> _____			
<b>Note: Source of Discount <u>must</u> be provided in order for Discount to be considered. See Item 1.B., page 16.</b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage</b>			
1.	<b>Cup, Cone, Four (4) ounce</b> , Size: 3 5/8" High x 2 1/2" Top Diameter, Color: White, Rolled Lip. Manufacturer #Genpak W4F, Konie KC140KR, or approved equal.	0 - 30 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Cup \$ _____
	Cups per Pack: _____ Packs per Case: _____		
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
2.	<b>Cup, 6 ounce</b> , Material: Styrofoam, Manufacturer #DART 6J6. or approved equal.	0 - 112 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Cup \$ _____
	Cups per Pack: _____ Packs per Case: _____		
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
 <b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
 <b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			



**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage, continued</b>			
3.	<b>Lid, for 6 ounce Cup</b> , Manufacturer #DART 6JL, Manufacturer #DART 6JL, or approved equal.	0 - 5 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Lid \$ _____
	Lids per Pack: _____	Packs per Case: _____	
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
4.	<b>Cup, Twelve (12) ounce</b> , Material: Styrofoam, Manufacturer #DART 12J12. or approved equal.	0 - 118 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Cup \$ _____
	Cups per Pack: _____	Packs per Case: _____	
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage, continued</b>			
5.	<b>Lid, for Twelve (12) ounce Cup,</b> Manufacturer #DART 12SL, or approved equal.	0 - 10 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Lid \$ _____
	Lids per Pack: _____ Packs per Case: _____		
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
6.	<b>Tray, Styrofoam with Flip Over Lid, Size: 9 1/2" L x 9 1/4" W x 3" H,</b> Compartments: Three (3), Manufacturer #DART 95HT3R, Reyma LHL993, or approved equal.	0 - 4000 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Tray \$ _____
	Trays per Pack: _____ Packs per Case: _____		
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage, continued</b>			
7.	<b>Tray, Styrofoam</b> , Size: 12 1/2" x 8 1/2", Compartments: Six (6), Manufacturer #Reyma SLT6NM, PACTIV 0TH10601SGBX, or approved equal.	0 - 130 cases	Price per Case \$ _____ Price per Pack \$ _____ Price per Tray \$ _____
	Trays per Pack: _____	Packs per Case: _____	
	How packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
8.	<b>Spoon</b> , Material: Plastic, Color: White, 1,000 per case Manufacturer #DARTS6BW, <b>NO SUBSTITUTIONS</b>	0 - 100 cases	Price per Case \$ _____
9.	<b>Fork</b> , Material: Plastic, Color: White Manufacturer #Wallace 3540, Safety Zone CPSHWFKBKW1, or approved equal.	0 - 10 cases	Price per Case \$ _____ Price per Fork \$ _____
	How Packed: _____	Forks per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
 <b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
 <b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage, continued</b>			
10.	<b>Pre-Stretch Handfilm</b> , Size: 15.5" x 2,000' Roll, Color: Clear. Manufacturer # Western Plastics WXP52, Intertape ITPHY120040000 , or approved equal.	0 - 600 cases	Price per Case \$ _____ Price per Roll \$ _____ Price per Linear Foot \$ _____
	Linear feet per roll: _____ Roll Width: _____	Rolls per case: _____	
	How Packed: _____		
	Manufacturer Name: _____	Manufacturer Part No: _____	
11.	<b>Napkin, Full Fold for Dispensers</b> , Size: 12" x 16" or 12" x 17", 6,000 per case Manufacturer #Morcon D1217, Georgia Pacific 37406, or approved equal.	0 - 75 cases	Price per Case \$ _____ Price per Napkin \$ _____
	How Packed: _____	Napkins per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
 <b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 4 - Food Service, Preparation, and Storage, continued</b>			
	Discount for Items Not Listed in Section 4:	_____	%
	Source of Discount: _____		
<b>Note: Source of Discount <u>must</u> be provided in order for Discount to be considered. See Item 1.B., page 16.</b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>Section 5 - Trash Can Liners</b>			
1.	<b>Trash Can Liner</b> , Size: 24" x 24", Thickness: 6 Micron. Natural, High Density, Coreless Roll, Star Sealed Bottom, 1,000 Bags per Case, Minimum Case Weight: 8.79 lbs. Manufacturer # Berry HR242406N, Westcraft H242406N, Pinnacle H242406N, or approved equal.	0 - 150 cases	Price per Case \$ _____ Price per Bag \$ _____
	Bags per Roll: _____	Rolls per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Does bag meet or exceed specified case weight? Yes _____ No _____ Bidder's Initials: _____		
2.	<b>Trash Can Liner</b> , Size: 40" x 46", Thickness: .70 mil. White, Low Density, Coreless Roll, Star Sealed Bottom, 100 Bags per Case, Minimum Case Weight: 9.04 lbs. Manufacturer# Revolution Bag PC46XHN, Interplast WSL4046XHW-2, or approved equal	0 - 2000 cases	Price per Case \$ _____ Price per Bag \$ _____
	Bags per Roll: _____	Rolls per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Does bag meet or exceed specified case weight? Yes _____ No _____ Bidder's Initials: _____		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
	<b>Section 5 - Trash Can Liners, continued</b>		
3.	<b>Trash Can Liner</b> , Size: 43" x 47", Thickness: .80 mil., White, Low Density, Minimum Case Weight: 8.79 lbs., 100 per case Manufacturer #Interplast SL4347XHW, PTX-8W4347, or approved equal.	0 - 52 cases	Price per Case \$ _____ Price per Bag \$ _____
	Bags per Roll: _____	Rolls per Case: _____	
	Manufacturer Name: _____	Manufacturer Part No: _____	
	Does bag meet or exceed specified case weight? Yes _____ No _____ Bidder's Initials: _____		
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED.</b>			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL QTY.</b>	<b>PRICE</b>
<b>Section 5 - Trash Can Liners, continued</b>			
<b>Discount for Items Not Listed in Section 5: _____ %</b>			
<b>Source of Discount: _____</b>			
<b>Note: Source of Discount <u>must</u> be provided in order for Discount to be considered. See Item 1.B., page 16.</b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b><u>Bidders must accurately complete all spaces on the Price Form for item bid in order for bid to be considered responsive.</u></b>			
<b>BIDDERS MAY BID ON ANY OR ALL ITEMS. NO FUEL SURCHARGES ALLOWED</b>			



**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**PRICE FORM**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QTY.	PRICE
<b>MISCELLANEOUS INFORMATION</b>			
<b>Email Address to submit purchase orders:</b> _____			
<b>Contact person for questions about orders:</b>			
Name: _____		Phone: _____	
Email: _____			
<b>Contact person for questions about invoices:</b>			
Name: _____		Phone: _____	
Email: _____			

**ANNUAL CONTRACT FOR DISPOSABLE PAPER AND PLASTIC PRODUCTS**

Please provide any and all Purchasing Cooperatives, including contract number, in which your company participates (e.g. BuyBoard, TIPS, TXMAS, OMNIA, Sourcwell, etc.).

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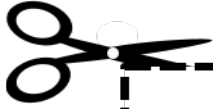
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**The Original and One Copy of this Form Should be Returned with Bid!**

Please cut out and affix to the outside of your response package



**TARRANT COUNTY  
SEALED BID/PROPOSAL/RESPONSE**

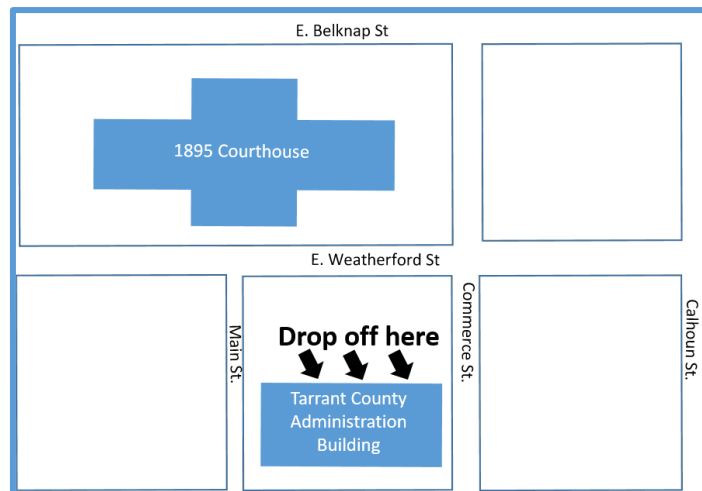
**RFB No. 2023-015**

**ANNUAL CONTRACT FOR  
DISPOSABLE PAPER AND PLASTIC PRODUCTS**

**Due Date: OCTOBER 13, 2022, at 2:00 PM., CST**

**Tarrant County Administration Building  
ATTN: Purchasing Department  
100 E. Weatherford St., Third Floor, Suite 303  
Fort Worth, Texas 76196-0104**

Street View



Building View

