

**CITY OF COVINGTON REQUEST FOR PROPOSAL FOR
JANITORIAL & BREAKROOM SUPPLIES**

SEALED BIDS WILL BE RECEIVED UNTIL **2:00 P.M.**, LOCAL TIME, **FRIDAY, MARCH 13, 2020**, AT THE OFFICE OF THE PURCHASING AGENT, CITY HALL, COVINGTON, LOUISIANA, 317 N. JEFFERSON AVENUE, COVINGTON, LA 70433;

FOR THE PURCHASE OF JANITORIAL & BREAKROOM SUPPLIES TO BE USED BY ALL DEPARTMENTS OF THE CITY OF COVINGTON. BIDS WILL BE OPENED AT **2:00 P.M.** IN THE CITY HALL CONFERENCE ROOM, CITY HALL, COVINGTON, LOUISIANA.

ANY BIDS RECEIVED AFTER **2:00 P.M.** WILL BE RETURNED UNOPENED.

APPLICANTS MUST HAVE CURRENT OCCUPATIONAL LICENSE AND MUST BE IN GOOD STANDING WITH THEIR RESPECTIVE SECRETARY OF STATE.

THE CONTRACT TERM WILL BE FOR A PERIOD OF ONE (1) YEAR WITH OPTION TO RENEW FOR (2) YEARS. INDIVIDUAL ORDERS WILL BE PLACED UNDER THE CONTRACT. NO MINIMUM VALUE IS GUARANTEED.

PROPOSALS SHALL SET FORTH THE COST PER UNIT ON THE PROVIDED FORMS.

A COMPLETE AND DETAILED REQUEST FOR PROPOSAL IS AVAILABLE FOR PUBLIC INSPECTION AND DOWNLOADING FROM THE CITY'S WEBSITE AT WWW.COVLA.COM, BY EMAILING THE CITY OF COVINGTON, PURCHASING AGENT OFFICE AT SSHARP@COVLA.COM, BY CALLING FOR A COPY AT (985)898-4733 OPTION 2 OR BY REQUESTING IN PERSON AT CITY OF COVINGTON, CITY HALL, 317 N. JEFFERSON AVENUE, COVINGTON, LA 70433.

THE OUTSIDE ENVELOPE IN WHICH THE BID IS PLACED MUST BE CLEARLY MARKED AS FOLLOWS:

SEALED BID: REQUEST FOR PROPOSAL FOR JANITORIAL & BREAKROOM SUPPLIES BID DUE DATE AND TIME: FRIDAY, MARCH 13, 2020; 2:00 P.M.

BIDS MUST BE SEALED. EMAILED OR FAXED BIDS WILL BE DISQUALIFIED.

THE ENTIRE BID PACKAGE MUST BE SUBMITTED TO STACEY SHARP, PURCHASING AGENT, CITY OF COVINGTON, 317 N. JEFFERSON AVE., P.O. BOX 778, COVINGTON, LA 70434 IN TRIPLICATE.

ALL APPLICABLE LAWS, ORDINANCES, AND THE RULES AND REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION OVER PURCHASE OF THE JANITORIAL & BREAKROOM AND SUPPLIES SHALL APPLY TO THE CONTRACT THROUGHOUT.