



July 25, 2023

**SUBJECT: Invitation for Bids (IFB) 3-2709  
"Janitorial Supplies"**

*AFFILIATED AGENCIES*

*Orange County  
Transit District*

*Local Transportation  
Authority*

*Service Authority for  
Freeway Emergencies*

*Consolidated Transportation  
Service Agency*

*Congestion Management  
Agency*

*Service Authority for  
Abandoned Vehicles*

**All Bidders:**

This letter shall serve as Addendum No. 4 to the above IFB issued by the Orange County Transportation Authority (Authority). This Addendum No. 4 is being issued to:

1. Delete Exhibit B, Price Summary Sheet, in its entirety and replace with Exhibit B, Revised Price Summary Sheet. Exhibit B, Revised Price Summary Sheet is issued to remove Item No. 14, Boardwalk, Urinal Para Deodorizer Blocks and is presented as Attachment A to this Addendum No. 4.
2. Delete Revised Exhibit G, Bid Opening Sign-in Sheet, and replace it in its entirety. Revision 4 Bid Opening Sign-in Sheet is issued to revise the bid opening date to 11 a.m., August 2, 2023, and is presented as Attachment B to this Addendum No. 4.

Bidders are reminded that the bid submittal due date is at or before 11 a.m., August 2, 2023. Bidders are to acknowledge receipt of this Addendum No. 4 in Exhibit A, Bid Form. All changes addressed in this Addendum No. 4 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 4 should be directed to the undersigned at [mtouch@octa.net](mailto:mtouch@octa.net).

Sincerely,

**Monique Touch**  
Senior Contract Administrator  
Contracts Administration and Materials Management

**REVISED PRICE SUMMARY SHEET**

Enter below the fully-burdened firm-fixed price for janitorial supplies. Prices shall include all shipping, direct costs, indirect costs, and profits. Orders will be placed on an as-needed basis with no guarantee of usage.

**Term: Effective through July 31, 2025**

1: MFG/Brand names below are preferred, provided for the purpose of identifying a standard of requirement, and are not to be construed as restricting the procurement to those brand names and model numbers called out. It is assumed that the prices proposed are for the proposed MFG/Brand unless otherwise specified. Bidders proposing an alternative brand must clearly identify the MFG/Brand. See instructions on page 3, Section 3, Submitting Requests, for further details. If no MFG/Brand is named, bidders are to provide the MFG/Brand.

2: Bidder must provide Universal/Manufacturer Part Number for all Manufacturer/Brand proposed. Bids proposed without Part Number may be deemed non-responsive.

3: Estimated usage provided are for evaluation purposes only and are not implied or guaranteed usage by the Authority.

4: For evaluation purposes, bidders must use the sales tax rate of 9.25%. Actual sales tax rates will be based on the delivery location at the time of order.

Item No.	Description	MFG/ Brand <sup>1</sup>	Part No. <sup>2</sup>	UoM	Estimated Usage <sup>3</sup>	Year 1 8/1/23 - 7/31/24 Unit Price:	Year 1 Extended Cost	Year 2 8/1/24 - 7/31/25 Unit Price:	Year 2 Extended Cost
1	Multi-fold Hand Paper Towels, White, 9.2" x 9.4" 16/Case	Scott	01804	Case	235	\$	\$	\$	\$
2	Standard Roll Toilet Paper, 2 ply White, 4.0" x 4.0" 550 sheets per roll, 80/Case	Scott	04460	Case	220	\$	\$	\$	\$
3	Roll Towel White, PK6: White, Roll is 8" wide, 950', 6/Case	Scott	02000	Case	600	\$	\$	\$	\$

**IFB  
ADDENDUM NO. 4  
ATTACHMENT A**

Item No.	Description	MFG/ Brand <sup>1</sup>	Part No. <sup>2</sup>	UoM	Estimated Usage <sup>3</sup>	Year 1 8/1/23 - 7/31/24 Unit Price:	Year 1 Extended Cost	Year 2 8/1/24 - 7/31/25 Unit Price:	Year 2 Extended Cost
4	Standard Roll Toilet Paper, White 2-Ply, 473 4"x4" sheets per roll, 80/case	Scott	4460	Case	125	\$	\$	\$	\$
5	Concentrated Room Deodorant for Metered Aerosol Dispensers, Lemon Drop Fragrance, 7 oz. Can, 12/Case	Big D	451	Case	10	\$	\$	\$	\$
6	Big D Metered Aerosol Dispenser, Beige	Big D	076700	Each	8	\$	\$	\$	\$
7	Toilet Seat Liners: Half-fold; 250/PK-20/Case			Case	100	\$	\$	\$	\$
8	Pink Lotion Hand Soap; 1Gallon 4GL/Case	Genlabs	02020	Case	40	\$	\$	\$	\$
9	LAVA Bar Soap; Deodorizing/Scrubbing Particles, Unscented 48/4 oz Bars	Lava	10383	Case	10	\$	\$	\$	\$
10	Liner, (30 X 36) 1.0 mil 250 per Case			Case	200	\$	\$	\$	\$
11	Liner, (40 X 46) 1.4 mil 250 per Case			Case	60	\$	\$	\$	\$
12	Professional 36 lb. Floor and All-Purpose Cleaner Concentrate Powder	Tide	02364	Each	36	\$	\$	\$	\$

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13	Germicidal Bleach; Concentrated Formula, 121oz Bottle 3/Pack	Clorox	30966	Pack	20	\$	\$	\$	\$
14	3-D Urinal Deodorant Screens; 'Cotton Blossom' 10 Screens per Box; 6 boxes/Case	Wave	FRS 2WDS60 CBL	Carton	15	\$	\$	\$	\$
15	Falcon Water-Free Urinal Cartridge 20/Case	Falcon	FWFC-20	Case	10	\$	\$	\$	\$
16	Waterless Creme Hand Cleaner 4.5 lb. can, 6/Case	Gojo	1115-06	Case	5	\$	\$	\$	\$
17	GOJO Hand Soap: 1,250 mL Size, Requires Dispenser, ADX-12, Moisturizing, Unscented, 3/pack	Gojo	8811-03	Pack	50	\$	\$	\$	\$
18	Soap Dispenser for ADX-12, Liquid, 1,250 mL Refill Size, BLACK, ABS	Gojo	8888-06	Each	12	\$	\$	\$	\$
<b>Year 1 Total</b>								<b>Year 2 Total</b>	
<b>Year 1 + Year 2</b>									
<b>Sales Tax (9.25%)</b>									
<b>Estimated Total Lump Sum</b>									

**MISCELLANEOUS ITEM DISCOUNTS:**

Miscellaneous items not listed above may be purchased against the Contract. Bidder shall provide the Authority with a quote and obtain written approval from the Authority for all miscellaneous materials, parts and shop supplies prior to placing order. Pricing shall be based on the most current published pricing, catalog or other source, less bidder's discount listed below. Bidder shall provide the list price and discount price on all invoice(s) for all miscellaneous items.

**Percent Discount Off publisher's Price List: \_\_\_\_\_%**

\*\*\*For cost analysis purposes, the percent discount listed above will be weighted at 10% and the Total Lump Sum price quoted will be weighted at 90%. Award will be made to the responsive, responsible bidder with the lowest sum of the weighted amount.

**REVISED EXHIBIT G**  
**BID OPENING SIGN-IN SHEET**

**IFB Number: IFB 3-2709**

**IFB Title: "JANITORIAL SUPPLIES"**

**Bid Opening Date and Time: August 2, 2023, 11:00 a.m.**

**Name of Attendee:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_