



Solicitation Number: 20PSX0157
Personal Care & Hygiene Products

Invitation to Bid (ITB)

State of Connecticut

February 11, 2021 - March 12, 2021

General Header Information

No. 20PSX0157
Title: Personal Care & Hygiene Products
Start Date: February 11, 2021 at 3:30:00 PM EST
End Date: March 12, 2021 at 2:00:00 PM EST
Vendor Q&A Start Date: February 12, 2021 at 3:30:00 PM EST
Vendor Q&A End Date: February 22, 2021 at 5:00:00 PM EST
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: Market Basket, Catalog Management and percent off daily care and hygienic products as needed
Delivery Terms: Free On Board Destination
Delivery Notes: Contractor guarantees delivery to Client Agency within three (3) days after receipt of Purchase Order (ARO).
Payment Terms: Net 25 Days
Contact Information: State of Connecticut
 Elizabeth Basso
 State of CT Dept. of Administrative Services Procurement, Suite 1202
 450 Columbus Boulevard Hartford CT, 06103 United States
 Tel: 860-713-5611
 Elizabeth.Basso@ct.gov
Contact Details: If you have any questions, Please contact:
 Elizabeth Basso
 State of CT Dept. of Administrative Services Procurement, Suite 1202
 450 Columbus Boulevard Hartford CT, 06103 United States
 Tel: 860-713-5611
 Elizabeth.Basso@ct.gov
Selected Categories: Dental hygiene instruments (42151625)
 Bathroom and bathing aids for the physically challenged (42211600)
 Personal care products (53130000)
 Bath and body (53131600)
 Feminine hygiene products (53131615)
 Personal hygiene kit (53131651)

Header Custom Fields: ELECTRONIC SIGNATURE

Instructions

Instructions IMPORTANT: The following electronic signature requires supplier agreement in order to respond to an Invitation to Bid (ITB). Suppliers responding to any other solicitation type are not required to agree. The individual submitting this electronic signature must be authorized to sign contracts on behalf of the company and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN SOLICITATIONS ON BEHALF OF THE COMPANY:

I am duly authorized to sign documents on behalf of this company. By selecting "I Agree" in the drop down box below, I confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

I agree,I disagree

In addition, the above named respondent fully acknowledges and agrees with all of the terms and conditions contained in this Solicitation/Contract. Further, if the above named respondent is awarded a contract for the goods and/or services called for in the solicitation, the respondent's electronic signature shall mean that the respondent shall be bound by and perform fully in accordance with all of the terms and conditions set forth in the solicitation and Contract.

I agree,I disagree

The respondent hereby certifies under penalty of false statement that all the information supplied is complete and true.

I agree,I disagree

AMENDMENT(S)

Amendment 1 - February 18, 2021

For help with CTsource, go to <https://portal.ct.gov/DAS/CTSource/CTSource>. Help is also available throughout the CTsource system by clicking on the question mark bubble.

Solicitation Requirements: SOLICITATION OVERVIEW

Background

The State of Connecticut Department of Administrative Services (“DAS”) is issuing this Solicitation pursuant to its authority under CGS 4a-2, 4a-52 and 4d-2.

This Invitation to Bid is to solicit bids for Personal Care and Hygiene Products as needed for all using State Agencies, municipalities, political sub-divisions, and non profits. This is a small business set-aside bid that is limited to Certified Connecticut small business vendors only.

The awarded Contractor(s) shall offer a wide variety of personal care and hygiene products (the “Products”) that must include but are not limited to soaps, hair care products, oral care products and feminine personal care hygiene products.

The Contract resulting from this solicitation (the “Contract”) will be in place from May 1, 2021 through April 30, 2026.

This contract replaces the following contract award(s) in part or in total: 17PSX0022. The current Contract may be viewed on the State Contracting Board at <https://portal.ct.gov/DAS/CTSource/ContractBoard>. Expenditures to date for the current contract total approximately \$250,000.00.

SOLICITATION OBJECTIVES

Description of Objectives

A. DELIVERY

1. Each delivery must be accompanied by a packing slip that indicates the applicable purchase order number, a description of the item(s) being delivered, the quantity being delivered and the Contractor's invoice number.
2. The Contractor shall deliver all Products to the Client Agency specified destination within 3 days after receipt of order, or in accordance with a pre-scheduled delivery schedule agreed upon in writing between Contractor and Client Agency.
3. All orders shall be fully prepaid by the Contractor, F.O.B. (Free on Board) Client Agency Destination. All orders must be labeled and packaged adequately to assure safe handling and proper delivery.

B. PRICING

- 1, Fixed Pricing: all Products listed in Exhibit B, Section A ("Market Basket") are fixed until adjusted as described in (d) below.
 - 2, Percentage off List Price: all Products listed in Exhibit B, Section B are priced at a percentage off the list price. This percentage is listed in Exhibit B Price Schedule, Section B ("Percentage off List Price").

C. PRICE ADJUSTMENTS

To effect a price change, the Contractor shall follow language specified in Section 4 (d) "Price Adjustments" of this Contract.

1. Exhibit B, Price Schedule, Section A: the State may approve requests for price adjustments for Market Basket items in accordance with the terms of the Contract. Such adjustments are capped at 3% per request.
2. Exhibit B, Price Schedule, Section B: the State may approve requests for price adjustments for Percentage off List Price, by submitting an updated electronic catalog for DAS approval in accordance with the terms of the Contract. No changes to the actual percentage off are allowable.

D. PURCHASE ORDERS

Purchase Orders will be issued by each specific Client Agency for Products and services related to this Contract. Contractors are cautioned not to perform services without receiving a purchase order. Questions regarding purchase orders should be directed to the issuing Contract User.

Contractor shall issue a single invoice per purchase order to each Client Agency for Products delivered. Invoice is to be itemized with dollar amount, date, and the Products provided to each Client Agency for the billing period. Invoice must also include Client Agency name, Product description, quantity purchased, unit price, extended price, invoice number, and purchase order number.

E. PRODUCT AVAILABILITY

There will be no substitutions of product(s) listed on Exhibit B Price Schedule's section A - Market Basket without an equal and acceptable replacement of the product(s) approved by the Client Agency. If a substitution is inevitable due to the Contractor or manufacturer(s) error or shortage, the Contractor shall contact the Client Agency (at least 24-48 hours prior to delivery) for approval of the substitute product. The Client Agency shall pay the price indicated in Exhibit B or if the price of the substitute product; whichever price is lower.

F. DISCONTINUED OR CANCELLED PRODUCT

1. There will be no discontinuance or cancellation of products listed in Exhibit B – Price Schedule's section A. Market Basket without an equal and acceptable replacement approved by the State during the term of the Contract.

2. In the event that the Contractor cancels a product or a manufacturer discontinues a product the State may allow the Contractor to provide a substitute for the product. The Contractor shall notify (in writing) the Client Agency and DAS Contract Specialist of any product(s) listed in Exhibit B – Price Schedule "Market Basket" that will be discontinued/cancelled within forty-five (45) business days prior to discontinuance/cancellation. In addition, the Contractor shall request permission to substitute a new product and provide the following with such request.

3. For discontinued products:

1. A formal announcement from the manufacturer that the product, model or product line has been discontinued
2. Documentation from the manufacturer that names the replacement product, model or product line.
3. Documentation confirming that the price for the replacement is the same as or less than the discontinued product.

4. For cancelled products:

1. Formal announcement from Contractor that the product has been cancelled.
2. Documentation with description of the replacement product.
3. Documentation confirming that the price for the replacement is the same as or less than the cancelled product.

5. DAS will issue final approval of replacement product.

Contractor will work with the Client Agency and DAS to identify and implement alternative products that maintain or reduce costs associated with the replacements. Samples for testing any suggested alternative may be required by the Client Agency to ascertain suggested alternative product quality and acceptability before final approval. Contractor will be required to purchase brand items that meet the specific needs of the Client Agency. In addition, the Client Agency may require split packaging/case(s).

G. MANDATORY EXTENSION TO STATE ENTITIES

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-divisions of the State (towns and municipalities), schools, and not-for-profit organizations.

PRICING STRUCTURE

BID PRICING:

There are two (2) pricing components to this ITB in Exhibit B Price Schedule: Market Basket pricing and Percentage Off List Price

Market Basket Pricing:

The Contractor shall guarantee a three (3) day delivery upon receipt of order from the Client Agency. The Contractor shall quote deeper discount structures for market basket items if purchased in volume by the Client Agency.

PERCENTAGE OFF LIST PRICE:

The Contractor shall guarantee a three (3) day delivery upon receipt of order from the Client Agency. The Contractor shall quote a percentage off the list price (specified in this ITB) to determine the net price per item including packing and packages for delivery within three (3) days of Client Agency Purchase Order. Transportation and delivery charges shall be fully prepaid by the Contractor (FOB Destination).

No additional charges will be allowed for packing or packaging.

Client Agency will not be subject to any minimum order requirements.

SOLICITATION INSTRUCTIONS

Questions and Communication

1. Questions for the purpose of clarifying this Solicitation must be received no later than February 22, 2021 at 5:00 PM ET and must be directed to Elizabeth Basso via email at elizabeth.basso@ct.gov.
2. Answers to questions received by the due date and time will be posted as an Amendment on or about February 26, 2020.
3. During the period from your organization's receipt of this Solicitation, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to Elizabeth Basso via email at elizabeth.basso@ct.gov.

DOC Background Collection Report Form

Respondents who wish to attend a mandatory or optional pre-solicitation meeting at a Department of Corrections (DOC) location shall submit a Background Collection Report Form to DOC at least 10 business days prior to the scheduled pre-Solicitation meeting/site-visit. The DOC Background Collection Report Form is included as an attachment to this Solicitation.

Public Opening

This Solicitation is subject to a Public Opening that will be conducted online. Pricing submitted will be available for public view within 3 hours after the solicitation due date and time.

SOLICITATION PROVISIONS

Brand Name Specifications or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict respondents to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the respondent shall warrant to the State that it is fit for that purpose. Solicitation responses on comparable items must clearly state the exact article being offered including any and all applicable options and the respondent shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the respondent does not indicate that the article offered is other than as specified, it will be understood that the respondent is offering the article exactly as specified. Respondents must submit complete documentation on the specifications and quality levels of the products. Solicitation responses submitted that do not contain this documentation are subject to rejection.

Quantities and/or Usage

Quantities and/or Usages Any quantities set forth in this Solicitation are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity

DAS Supplier Diversity Program - 100% Set Aside

This Solicitation has been reserved for participation by only Connecticut DAS – certified small (SBE), minority (MBE) businesses. Respondents are required to provide a copy of the company's current certification certificate. Responses received by companies that are not certified will be rejected.

Further information about the Supplier Diversity Program can be found at the following link:
<https://portal.ct.gov/DAS/Services/For-Agencies-and-Municipalities/Procurement/Supplier-Diversity>

Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

STABILITY OF BID PRICING

Any price offerings from Bidders must be valid for a period of 90 days from the due date of the Invitation to Bid.

ITB Solicitation Standard Terms and Conditions

The following Standard Terms and Conditions govern the Invitation to Bid (ITB) solicitation issued by the Department of Administrative Services (DAS). Incorporated by reference into these Standard Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 or Title 4d, Chapter 61 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1 or 4d-3-1.

Respondents shall comply with the statutes and regulations as they exist on the date of their ITB response and as they may be modified from time to time during the term of the Contract, as it may be amended.

Pursuant to Connecticut General Statute 4a-60b, DAS, at its sole discretion, may elect to solicit ITB response pricing through a Reverse Auction.

Submission of ITB Responses:

1. All solicitation documents must be submitted on-line through CTsource and will be accepted as your official ITB response submission by DAS. If DAS receives additional submissions of your ITB responses in any other method, DAS will reject those submittals.
2. Solicitation of responses must be submitted on-line using the forms specified by DAS and must be submitted no later than the due date and time specified in the solicitation. Paper Bids, telephone, email or facsimile responses will not be accepted in response to a solicitation. Respondents are cautioned that there may be additional documents, attachments or requirements posted on CTsource at any time. All documents must be reviewed and required information provided. Failure to do so may result in rejection of the ITB response.
3. ITB solicitations received after the due date and time specified in each ITB solicitation will not be accepted for consideration.
4. A respondent will not be allowed to post or resubmit a bid response after the due date and time specified in the ITB solicitation. Incomplete bid forms may result in the rejection of the bid response. Amendments to bid responses received by DAS after the due date and time specified for opening of solicitations will not be considered. With the exception of pricing submission through Reverse Auction participation, ITB responses may be electronic or handwritten and then uploaded in CTsource. All bid response shall be signed by a person duly authorized to sign bids on behalf of the respondent. Unsigned ITB responses may be rejected.
5. Conditional bid responses are subject to rejection in whole or in part. A "conditional bid response" is defined as one limiting or modifying any of the terms and conditions and/or specifications of the ITB solicitation.
6. Alternate bid responses will not be considered unless the ITB specifically requests alternate bid responses. An alternate bid response is one which is submitted in addition to and is not dependent upon the respondent's primary response to the ITB solicitation.

7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal form, not fractions, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the ITB solicitation, and subject only to cash discount.
8. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.
9. All bid responses will be opened publicly on the date specified in the ITB solicitation and, upon award, are subject to public inspection.
10. The successful respondent shall be bound by the terms and conditions of the form contract attached to the ITB solicitation. The respondent fully acknowledges and agrees with all of the terms and conditions contained in this Standard Terms and Conditions agreement, the accompanying ITB solicitation, the Contract and any other exhibits or attachments to this ITB solicitation and Contract. Further, if the respondent is awarded a contract for the deliverables called for in the ITB solicitation, the respondent's signature on any documents related to this ITB solicitation, shall mean that the respondent shall be bound by and perform fully in accordance with all of the terms and conditions set forth in the ITB solicitation, these Standard Terms and Conditions, and the Contract as if the respondent had actually executed this Standard Terms and Conditions form and the Contract itself.

Guaranty or Surety:

11. Bid and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Samples:

12. The quality of accepted bid samples does not supersede the specifications for quality in the ITB solicitation unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

Samples are furnished free of charge. Respondents must indicate if their return is desired, which DAS shall do or cause to be provided that they are returned at respondent's sole cost and expense, FOB respondent's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

Award:

13. Award of a contract will be made to the lowest responsible qualified respondent and shall be based on quality of the deliverables to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

DAS may reject any respondent in default of any prior contract or guilty of misrepresentation or any respondent with a member of its firm in default or guilty of misrepresentation.

DAS may correct inaccurate awards resulting from clerical or administrative errors.

Respondents have 10 days after notice of award of the Contract to refuse acceptance. After 10 days the Contract will be binding on the Contractor. If the Contractor rejects the award within the 10 day period, DAS will award the Contract to the next lowest responsible qualified respondent.

Contract:

14. Section 4a-81 of the Connecticut General Statutes requires that the ITB solicitation of which these Standard Terms and Conditions are a part include a notice of the consulting affidavit requirements described in Section 4a-81. Accordingly, contractors are notified as follows:

14. (a) No state agency or quasi-public agency shall execute a contract for the purchase deliverables, which contract has a total value to the State of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.

14. (b) 1. Any principal or key personnel of a person, firm or corporation who submits bid responses for a contract described in subsection (a) above shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, State or public official or State employee was expected or made.

"Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract.

“Consulting agreement” does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State’s Codes of Ethics, as of the date such affidavit is submitted.

14. (b) 2. Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement.

14. (b) 3. Such affidavit shall include the name of the consultant, the consultant’s firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former State employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated.

14. (b) 4. Such affidavit shall be updated no later than 30 days after the effective date of any such change contained in the most recently filed affidavit or upon submittal of any new bid response, whichever is earlier.

14. (c) If a contractor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such contractor and shall award the contract to the next highest ranked contractor or seek new bid responses.

15. Section 4-252 (the “Statute”) of the Connecticut General Statutes requires that the ITB solicitation, of which these Standard Terms and Conditions are a part, include a notice of the contractor certification requirements described in the Statute. Accordingly, pursuant to the Statute, contractors are notified as follows:

15. (a) The terms “gift,” “quasi-public agency,” “state agency,” “large state contract,” “principals and key personnel” and “participated substantially” as used in this section shall have the meanings set forth in Section 4-250 of the Connecticut General Statutes.

15. (b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written or electronic certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.

15. (c) Any principal or key personnel of the person, firm or corporation submitting a bid for a large State contract shall certify on such forms as the State shall provide:

15. (d) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participates substantially in preparing bids, proposals or negotiated State contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participate substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or State employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (iii) that the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

15. (e) Any respondent that does not make the certification required under this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next lowest responsible qualified respondent or seek new ITB responses.

15. (f) Each state agency and quasi-public agency shall include in the ITB specifications for a large state contract a notice of the certification requirement of this section.

16. The existence of the Contract shall be determined in accordance with the requirements set forth above. However, the award of the Contract is not an order to ship. Contractors may not begin to perform under the awarded Contract until the Contractor and the State have executed the Contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.

17. With regard to a State contract as defined in Section 9-612 of the Connecticut General Statutes having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this bid submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. For further details see Exhibit C attached to the Contract.

18. Public Act 11-55 and Public Act 11-229 have amended the nondiscrimination provisions of the Connecticut General Statutes to add gender identity or expression to the existing protected classes and to require State contractors to adopt policies in support of the new statutes by means of an affidavit or resolution. Accordingly, attached as Form NDC is a form certification that the successful contractor must deliver executed at the time that it executes the Contract. The execution and submittal of this affidavit or resolution is a condition precedent to the State's executing the Contract, unless the Contractor is exempt from this statutory requirement, in which case the Contractor must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

SOLICITATION SELECTION CRITERIA

Solicitation Award Methodology

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the state will be served.

Lowest, Responsible Qualified Respondent

Pursuant to CGS 4a-59 and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified Respondent. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidder:

- a. Pricing
- b. The conformity of the supplies, materials, equipment or contractual services to the specifications and delivery terms.
- c. Bidder's past performance
- d. Bidder's financial responsibility

Micro Business Preference

The contract resulting from this solicitation will be awarded to the lowest responsible qualified Respondent. The qualities of articles to be supplied, their conformity with the needed specifications, their suitability to the requirements of the State government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the State. In determining the lowest responsible qualified Respondent, a price preference of up to ten per cent (10%) may be given for the purchase of the goods or services from micro businesses, or up to fifteen per cent (15%) in the case of "veteran-owned" (as described below) micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for the ten percent (10%) price preference, Respondents must submit prior to the solicitation due date a copy of their Internal Revenue Service tax return form for the most recently completed fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return prior to the solicitation due date will deny Respondent consideration for the ten per cent (10%) price preference. For Respondents who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the Respondent's gross estimated revenues for the most recently completed fiscal year will be accepted. To be considered for the fifteen per cent (15%) price preference, Respondents must submit prior to the solicitation due date a copy of their current certification from the Connecticut State Department of Veteran Affairs as to both "veteran-owned" and "micro business" status. "Veteran-owned" micro business means a micro business of which at least fifty-one per cent (51%) of the ownership is held by one or more "veterans" of the "armed forces." In accordance with Section 27-103(a) of the Connecticut General Statutes, "veterans" means any person honorably discharged, or released under honorable conditions, from active service in the armed forces and "armed forces" means the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. Interested Respondents may obtain the Certification Application by visiting: www.ct.gov/ctva and selecting "Veteran Owned Micro Business" option. Failure to provide such certification prior to the solicitation due date will deny Respondent consideration for this price preference.

Community Rehabilitation Products and Services Preference

Connecticut General Statutes ("CGS") Section 17b-656 allows for a preference for products made or manufactured by or services provided by persons with disabilities through community rehabilitation programs, and CGS Section 10-298c requires that the Department of Administrative Services fix a fair market price for all articles and services offered for sale by disabled persons. This solicitation is subject to this preference in accordance with the requirements of CGS Section 17b-656 and CGS Section 10-298c

Questionnaire:

Company Information

Description: Please provide responses to the following questions.

Detail full name and title of the individual legally authorized to sign solicitations on behalf of the company.

Type TEXT
Is Required Y

Is your company a micro-business or Veteran's owned micro-business? Upon identifying your company as micro-business or veteran owned micro-business, pertinent documents must be returned with this solicitation as described in the "Requirements" tab; "Solicitation Selection Criteria"; "Micro-business Preference". Contractors that do not include the required documentation with their bid submission will not be considered for this preference.

Type DROP DOWN
Is Required Y

If you are a state employee, what is your position, agency, agency address. If you are not a State Employee, enter N/A

Type TEXT
Is Required Y

The following forms must be current, signed, dated, notarized (as applicable), and uploaded in your CTsource account. •OPM Ethics Form 1 – Gift & Campaign Contribution Certification •OPM Ethics Form 5 – Consulting Agreement Affidavit •OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary •OPM Form 7 – Iran Certification

Type YES/NO
Is Required Y

The following forms must be completed in your CTsource account: Connecticut Economic Impact Form Commission on Human Rights and Opportunities (CHRO) All other information and attachments on the page can also be completed.

Type YES/NO

Is Required Y

Contractor Debarment and/or Suspension

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, currently debarred, disqualified or suspended from proposing or contracting with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO
Is Required Y

Does the Contractor, any company official, or any subcontractor to the Contractor, have a debarment, disqualification or suspension proceeding pending with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO
Is Required Y

Has the Contractor, any company official or any subcontractor to the Contractor received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity. If yes, said notices must be attached when submitting this solicitation response.

Type YES/NO
Is Required Y

Disclosure Statement of Criminal Convictions and/or Disciplinary Action

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, subject to any criminal convictions, guilty pleas or nolo contendere against your company and any of your company's officers, principal shareholders, directors, partners, LLC members and LLC managers. Any criminal convictions must be disclosed in a attachment when submitting this solicitation response.

Type YES/NO
Is Required Y

Has your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers been subject to administrative actions either pending review by the state or determinations that the state has made against your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers? This would include court judgements, actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending in any forum. Include a listing of any actions or orders pending or resolved with any state agency such as the Department of Consumer Protection, the Department of Energy and Environmental Protection, etc. Such information should be for the last three (3) years. The listing must be attached when submitting this solicitation response.

Type	YES/NO
Is Required	Y

OSHA

Description: Please provide responses to the following questions.

In accordance with C.G.S. § 31-57b, the contractor certifies that all of the statements herein contained below have been examined and are true and correct to the best of their knowledge and belief. Has your company been cited for three (3) or more willful or serious violations of any Occupational Safety and Health (OSHA) Act or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the solicitation, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction.

Type	YES/NO
Is Required	Y

Has your company received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding this solicitation? A list of violations must be attached when submitting this solicitation response.

Type	YES/NO
Is Required	Y

Documents:

Statement of Qualifications.pdf

CONTRACT DOCUMENT.docx

Item Specifications

DEODORANT

No.	Item	Contract#	Quantity	Unit Size
1*	Men's		3.00	each
<p><i>Item Specification for Men's</i> Description: Bidders may provide alternate bids for equivalent product and/or USDA BioPreferred program Certified Biobased product per https://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml#. Provide requested information under Alternate Bid sections of this Exhibit. Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: 5581 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Ladies		4.00	each
<p><i>Item Specification for Ladies</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: 2106 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Suave		11.00	each
<p><i>Item Specification for Suave</i> Description: Manufacturer Name: Suave Manufacturer Part Number: SPECIFY: Specification Number: 202614 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Speed Stick		1.00	each
<p><i>Item Specification for Speed Stick</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: 2641 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
5*	Old Spice		2.00	each
<p><i>Item Specification for Old Spice</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

6*	Women - Degree		192.00	each
<p><i>Item Specification for Women - Degree</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 192</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
7*	Men - Degree		21.00	each
<p><i>Item Specification for Men - Degree</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 369</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
8*	Sure Invisible Solid		760.00	each
<p><i>Item Specification for Sure Invisible Solid</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
9*	Brut		90.00	each
<p><i>Item Specification for Brut</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 110744</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
10*	Generic Roll On		5.00	each
<p><i>Item Specification for Generic Roll On</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
11*	Mens - Generic Stick		5.00	each
<p><i>Item Specification for Mens - Generic Stick</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

FEMININE HYGIENE

No.	Item	Contract#	Quantity	Unit Size
1*	Sanitary Napkin - Maxithin		169.00	each
<p><i>Item Specification for Sanitary Napkin - Maxithin</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: MT400X</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Tampons		70.00	each
<p><i>Item Specification for Tampons</i></p> <p>Description:</p> <p>Manufacturer Name: Tampax Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 19770</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

HAIR CARE

No.	Item	Contract#	Quantity	Unit Size
1*	Comb - 5" - Black		110.00	each
<p><i>Item Specification for Comb - 5" - Black</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: DC5</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Comb - 7" Black		15.00	each
<p><i>Item Specification for Comb - 7" Black</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: DC7</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Brush - Boar Bristle Club		222.00	each
<p><i>Item Specification for Brush - Boar Bristle Club</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Brush -		5.00	each
<p><i>Item Specification for Brush -</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: S-9-BK</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
5*	Brush -		270.00	each
<p><i>Item Specification for Brush -</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 005-HBV</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
6*	SOFTEE HAIR FOOD		100.00	each

Item Specification for SOFTEE HAIR FOOD

Description:

Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:

Specification Number: 580016

Supplier can provide proposals for multiple alternatives

Supplier can specify substitute alternatives.

Allow Vendor to Enter Negative Value : No

Exclude Line Item from Bid Total : No

Additional Item Fields

1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)

2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)

3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure

MISCELLANEOUS

No.	Item	Contract#	Quantity	Unit Size
1*	Facial Tissue, 2 Ply		11.00	each
<p><i>Item Specification for Facial Tissue, 2 Ply</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Toothbrush Holder, 2 piece		68.00	each
<p><i>Item Specification for Toothbrush Holder, 2 piece</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Baby Powder - Cornstarch		11.00	each
<p><i>Item Specification for Baby Powder - Cornstarch</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

MOISTURIZERS

No.	Item	Contract#	Quantity	Unit Size
1*	Lip Balm		13.00	each
<p><i>Item Specification for Lip Balm</i> Description: Manufacturer Name: Chapstick Manufacturer Part Number: SPECIFY: Specification Number: 85803 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Lip Balm		115.00	each
<p><i>Item Specification for Lip Balm</i> Description: Manufacturer Name: Chapstick Manufacturer Part Number: SPECIFY: Specification Number: 2146 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Body Lotion -		9.00	each
<p><i>Item Specification for Body Lotion -</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: FL4 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Body Lotion -		3.00	each
<p><i>Item Specification for Body Lotion -</i> Description: Manufacturer Name: Suave Manufacturer Part Number: SPECIFY: Specification Number: 507248 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
5*	Body Lotion -		532.00	each
<p><i>Item Specification for Body Lotion -</i> Description: Manufacturer Name: Vaseline Manufacturer Part Number: SPECIFY: Specification Number: 885120 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
6*	Body Lotion -		300.00	each

<p><i>Item Specification for Body Lotion -</i> Description: Manufacturer Name: Vaseline Manufacturer Part Number: SPECIFY: Specification Number: 15754 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
7*	Petroleum Jelly - Tube		103.00	each
<p><i>Item Specification for Petroleum Jelly - Tube</i> Description: Manufacturer Name: Vaseline Manufacturer Part Number: SPECIFY: Specification Number: 7297 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

MOUTHWASH

No.	Item	Contract#	Quantity	Unit Size
1*	Pro Health Adv		3.00	each
<p><i>Item Specification for Pro Health Adv</i></p> <p><i>Description:</i></p> <p><i>Manufacturer Name: Crest Manufacturer Part Number: SPECIFY:</i></p> <p><i>Specification Number: 544983</i></p> <p><i>Supplier can provide proposals for multiple alternatives</i></p> <p><i>Supplier can specify substitute alternatives.</i></p> <p><i>Allow Vendor to Enter Negative Value : No</i></p> <p><i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Freshmint Alcohol Free		242.00	each
<p><i>Item Specification for Freshmint Alcohol Free</i></p> <p><i>Description:</i></p> <p><i>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</i></p> <p><i>Specification Number: FMW4</i></p> <p><i>Supplier can provide proposals for multiple alternatives</i></p> <p><i>Supplier can specify substitute alternatives.</i></p> <p><i>Allow Vendor to Enter Negative Value : No</i></p> <p><i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

ORAL CARE

No.	Item	Contract#	Quantity	Unit Size
1*	Toothbrush - Tuft Wrapped		8.00	each
<p><i>Item Specification for Toothbrush - Tuft Wrapped</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 37</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Toothbrush		185.00	each
<p><i>Item Specification for Toothbrush</i></p> <p>Description:</p> <p>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</p> <p>Specification Number: 2783</p> <p>Supplier can provide proposals for multiple alternatives</p> <p>Supplier can specify substitute alternatives.</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.)</p> <p>2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.)</p> <p>3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

PERCENTAGE DISCOUNT OFF LIST PRICE/CATALOG

No.	Item	Contract#	Quantity	Unit Size
1*	Percentage Discount Off List Price		1.00	percent
<p><i>Item Specification for Percentage Discount Off List Price</i> Description: Supplier can provide proposals for multiple alternatives Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>				
2*	Tiered Pricing Discount, Tier I		1.00	percent
<p><i>Item Specification for Tiered Pricing Discount, Tier I</i> Description: Specification Number: \$0-\$1,000.00 Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>				
3*	Tiered Pricing Discount, Tier II		1.00	percent
<p><i>Item Specification for Tiered Pricing Discount, Tier II</i> Description: Specification Number: \$1,000.01 - \$2,000.00 Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>				
4*	Tiered Pricing Discount, Tier III		1.00	percent
<p><i>Item Specification for Tiered Pricing Discount, Tier III</i> Description: Specification Number: \$2,000.01 - \$4,000.00 Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>				
5*	Tiered Pricing Discount, Tier IV		1.00	percent
<p><i>Item Specification for Tiered Pricing Discount, Tier IV</i> Description: Specification Number: \$4,000.01 and above Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>				

SHAMPOO/CONDITIONER

No.	Item	Contract#	Quantity	Unit Size
1*	Shampoo -		8.00	each
<p><i>Item Specification for Shampoo -</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: FS4 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Shampoo		27.00	each
<p><i>Item Specification for Shampoo</i> Description: Manufacturer Name: VO5 Manufacturer Part Number: SPECIFY: Specification Number: FS16 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Shampoo - Tear Free		1.00	each
<p><i>Item Specification for Shampoo - Tear Free</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Shampoo - Sulfur		7.00	each
<p><i>Item Specification for Shampoo - Sulfur</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: 610011 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
5*	Conditioner		3.00	each
<p><i>Item Specification for Conditioner</i> Description: Specification Number: FCS4 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

SHAVING NEEDS

No.	Item	Contract#	Quantity	Unit Size
1*	Single Blade Razor		10.00	each
<p><i>Item Specification for Single Blade Razor</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Twin Blade Razor		67.00	each
<p><i>Item Specification for Twin Blade Razor</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: RAZ144 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Shave Cream -		11.00	each
<p><i>Item Specification for Shave Cream -</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: 005SC110 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Shave Cream -		100.00	each
<p><i>Item Specification for Shave Cream -</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Specification Number: ASC11 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

SOAPS/BODY WASH

No.	Item	Contract#	Quantity	Unit Size
1*	Soap -		150.00	each
<p><i>Item Specification for Soap -</i> Description: Manufacturer Name: Dove Manufacturer Part Number: SPECIFY: Specification Number: 1641 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Soap - Antibacterial		40.00	each
<p><i>Item Specification for Soap - Antibacterial</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Soap - Lava Grit		4.00	each
<p><i>Item Specification for Soap - Lava Grit</i> Description: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Soap -		2.00	each
<p><i>Item Specification for Soap -</i> Description: Manufacturer Name: Irish Spring Specification Number: 7150 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
5*	Body Wash		20.00	each
<p><i>Item Specification for Body Wash</i> Description: Manufacturer Name: Irish Spring Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
6*	Body Wash - Lavender		20.00	each
<p><i>Item Specification for Body Wash - Lavender</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

7*	Body Wash -		10.00	each
<p><i>Item Specification for Body Wash -</i></p> <p><i>Description:</i> <i>Manufacturer Name: Dove Manufacturer Part Number: SPECIFY:</i> <i>Supplier can provide proposals for multiple alternatives</i> <i>Supplier can specify substitute alternatives.</i> <i>Allow Vendor to Enter Negative Value : No</i> <i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
8*	Body Wash		12.00	each
<p><i>Item Specification for Body Wash</i></p> <p><i>Description:</i> <i>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</i> <i>Specification Number: FS4</i> <i>Supplier can provide proposals for multiple alternatives</i> <i>Supplier can specify substitute alternatives.</i> <i>Allow Vendor to Enter Negative Value : No</i> <i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
9*	Body Wash		140.00	each
<p><i>Item Specification for Body Wash</i></p> <p><i>Description:</i> <i>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</i> <i>Specification Number: TS4</i> <i>Supplier can provide proposals for multiple alternatives</i> <i>Supplier can specify substitute alternatives.</i> <i>Allow Vendor to Enter Negative Value : No</i> <i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
10*	Body Wash		24.00	each
<p><i>Item Specification for Body Wash</i></p> <p><i>Description:</i> <i>Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY:</i> <i>Specification Number: 040014</i> <i>Supplier can provide proposals for multiple alternatives</i> <i>Supplier can specify substitute alternatives.</i> <i>Allow Vendor to Enter Negative Value : No</i> <i>Exclude Line Item from Bid Total : No</i></p>		<p>Additional Item Fields</p> <p>1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

TOOTHPASTE

No.	Item	Contract#	Quantity	Unit Size
1*	Colgate		129.00	each
<p><i>Item Specification for Colgate</i> Description: Manufacturer Name: Colgate Manufacturer Part Number: SPECIFY: Specification Number: 3523 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
2*	Aim		432.00	each
<p><i>Item Specification for Aim</i> Description: Manufacturer Name: Aim Manufacturer Part Number: SPECIFY: Specification Number: 46785 Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
3*	Fluoride		1.00	each
<p><i>Item Specification for Fluoride</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		
4*	Sensitive		40.00	each
<p><i>Item Specification for Sensitive</i> Description: Manufacturer Name: SPECIFY: Manufacturer Part Number: SPECIFY: Supplier can provide proposals for multiple alternatives Supplier can specify substitute alternatives. Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No</p>		<p>Additional Item Fields 1. UNIT SIZE PER EACH: Provide per unit size (ounce, each, pair, etc.) 2. UNIT OF MEASURE: Provide unit sell by measure (case, pack, etc.) 3. UNITS PER PACK/CASE/ETC: Provide number of units per unit of measure</p>		

