

BACKGROUND

The City of Ocala Fire Department (OFR) is soliciting quotes from experienced Vendors to provide cleaning/personal care supplies for fire stations throughout the City on an as needed basis.

CONTRACT TERM

1. **Term:** The resulting contract will be for an original term of **two (2) years**.

SHIPPING/DELIVERY

1. Supplies will be delivered or shipped to Ocala Fire Rescue Administration, 505 NW Martin Luther King Avenue, Ocala, FL 34475.

INVOICING

1. All original invoices will be sent to Beth Antis, Project Manager, Ocala Fire Rescue, 505 NW Martin Luther King Jr Avenue, Ocala, FL 34475, email: bantis@ocalafl.org.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, with the exception of optional items. The quantities in the Price Proposal are estimated based on past annual usage and should not be construed as guaranteed minimums.
3. The quantities demonstrated in **Exhibit B – Price Proposal** are estimates (based on past annual usage) and shall not be construed as guaranteed minimums.
4. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides.
5. Delivery costs must be included in the line-item pricing. 24-hour and 72-hour shipping costs **must be** provided separately (where indicated) on Exhibit B - Price Proposal. If there is no cost associated with shipping, please enter an amount of \$0.00.
6. Award will be made to the lowest bidder meeting all requirements outlined herein. The City has the right to award to multiple vendors if they will better suit the City needs.