



State of Oklahoma  
Department of Central Services  
Central Purchasing

Notice of Statewide Contract  
Award

*Official signed contract documents are on file with DCS-Central Purchasing.*

**Contract Title:** Green Cleaning Products

**Statewide Contract #:** SW786

**Contract Issuance Date:** June 30, 2008

**Total Number of Vendors:** 1 (For details see: Vendor Information Sheet)

**Contract Period:** July 1, 2008 through June 30, 2009 with an option to renew for three (3) additional one (1) year periods, with agreement of all parties

**Agreement Period:** July 1, 2008 through June 30, 2012

**Authorized Users:** All state agencies, members of Oklahoma boards and commissions, schools, counties and municipalities.

**Contract Priority:** This contract is awarded according to the State Use Statute, Title 74, Chapter 48, Sections 3001-3010 et. seq. This is a MANDATORY statewide contract which must be used for the purchase of the above products

**Type of Contract:** Firm fixed price contract for indefinite delivery and indefinite quantity for the supplies specified.

**DCS-CP Contact:** Marti Sawyer

Phone: 1 - 405 - 521 - 4474

**Title:** Contracting Officer

Fax: 1 - 405 - 522 - 0199

Email: [Marti\\_Sawyer@dcs.state.ok.us](mailto:Marti_Sawyer@dcs.state.ok.us)



State of Oklahoma  
Department of Central Services  
Central Purchasing

Awarded Vendors Information

Vendor Name: Oklahoma Goodwill Industries, Inc.

Vendor ID#: 0000056324

Vendor Address: Address: 410 SW 3<sup>rd</sup> Street

City: Oklahoma City

State: OK

Zip Code: 73109

Contact Person Name: Bob Cowan

Phone #: 1 - 405 - 278 - 7125

Title: Contracts Director

Fax #: 1 - 405 - 235 - 7215

Email: [bcowan@okgoodwill.org](mailto:bcowan@okgoodwill.org)

Website: [www.okgoodwill.org](http://www.okgoodwill.org)

Authorized Location:  Locations list attached as (*attachment title*)

Address: 410 SW 3<sup>rd</sup> Street

City: Oklahoma City

State: OK

Zip Code: 73109

Contract ID #: 000000000000000000000000000000001570

Delivery: 15 Business days after receipt of order    Minimum Order: N/A

P/Card Accepted:  Yes     No

Other: FEI#: 73-0641590

F.O.B. Prices shall be F.O.B. requesting agency including packaging, handling, shipping & delivery charges fully prepaid by the vendor on orders of \$40.00 or more. Orders under \$40.00 shall be shipped prepaid with the charges added to the invoice as a separate line item. In instances where the vendor makes partial shipment of orders for more than \$40.00 shipments shall be made FOB destination with no charges added.

## **SW786 Green Cleaning Products**

### **General Provisions**

**This contract has been awarded in accordance with provisions of Senate Bill No. 4, Title 74, Section 3007 A:** "Whenever the State of Oklahoma or any of its agencies intends to procure any product or service included in the procurement schedule, that entity shall secure the product or service from a qualified nonprofit agency providing employment to people with severe disabilities at the fair market price determined by the Committee, if the product or service is available within the period required by the entity." **Section 3007 B:** "An agency of this state shall not evade the intent and meaning of this section by slight variations from standards adopted by the Department of Central Services." Amended by Laws 1996, c. 322, § 7, emerg. eff. June 12, 1996.

#### **GP-3 Type of Contract.**

This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

#### **GP-4 Authorized Users.**

Bids shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful bidder(s).

#### *CHECK APPROPRIATE BLOCK*

- Yes, bid permits usage by other than State Agencies  
 No, bid permits usage by State Agencies only.

#### **GP-6 F.O.B. Destination.**

All deliveries shall be F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

#### **GP-8 Oral Agreements.**

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the ITB or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

#### **GP-12 Notice of Award.**

Notice of award letter resulting from this ITB will be furnished to each successful bidder and shall result in a binding contract without further action by either party. It shall be the successful bidder's responsibility to reproduce and distribute copies to all authorized dealers listed in your bid response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of Central Purchasing.

#### **GP-13 Termination of Contract.**

- (a) This contract can be canceled by the supplier for just cause with 30 day written request and upon written approval from Central Purchasing.
- (b) The State may cancel with just cause upon written notification to vendor.
- (c) Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.
- (d) If this contract is terminated, the State shall be liable only for payment under the payment provisions of this contract for supplies and/or services rendered before the effective date of termination.

**GP-14 Extension of Contract.**

The State may extend the term of this contract up to 90 days if mutually agreed upon by both parties in writing.

**GP-15 Ordering.**

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to the expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract the contract shall have precedence.

**GP-16 State and Federal Taxes.**

Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

**GP-17 Contractor Invoices.**

- (a) The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation bidding shall be the only office authorized to receive orders, invoice and receive payment. If the bidders wish to ship or provide service from a point other than the address listed on the face of the bid, he will furnish a list of these locations. No ordering or invoicing will be done at these locations.
- (b) Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.
- (c) If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance at (405) 521-214 for a copy of the regulations.
- (d) In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

**GP-19 Audit and Records.**

- (a) As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. On forming any contract with the State, the successful bidder agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract.
- (b) The successful bidder is required to retain all records relative to this contract for the duration of the contract term and for a period of three years, following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

**GP-20 Gratuities.**

The right of the contractor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the contractor, or its agent or another representative offered or gave a gratuity (e.g. an entertainment or gift) to an officer, official or employee of Central Purchasing.

**GP-23 Contract Usage Reporting Requirements.**

- (a) Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, Hospitals and Municipalities.
- (b) Reports shall be submitted quarterly regardless of quantity.
- (c) Usage Reports shall be delivered to Central Purchasing, Suite 116 Will Rogers Building, 2401 N. Lincoln Blvd., Oklahoma City, OK within 30 calendar days upon completion of performance quarter period cited in paragraph "d" of this contract provision.
- (d) Contract quarterly reporting periods shall be:  
January 1 through March 31

April 1 through June 30  
July 1 through September 30  
October 1 through December 31

(e) Failure to provide usage reports shall result in cancellation or suspension of contract.

**GP-25 Conflict of Interest.**

The Invitation to Bid hereunder is subject to the provisions of the Oklahoma Statutes. All suppliers must disclose with the bid the name of any officer, director or agency who is also an employee of the State of Oklahoma or any of its agencies. Further, all suppliers must disclose the name of any State Employee who owns, directly or indirectly, an interest of five percent (5%) or more in the suppliers firm or any of its branches.

**SW786 Green Cleaning Products  
Special Provisions**

**SP-1 Contract Period.**

The contract is for a 12 month period, commencing July 1, 2008 and ending January 31, 2009. The contract may be renewed for up to three (3), one (1) year option periods.

**SP-2 Required Delivery.**

Delivery shall be made within fifteen (15) business days after receipt of order by the successful bidder.

**SP-25 Return Policy.**

Returns for credit must be unopened and re-saleable. Returns made within thirty (30) calendar days of original purchase will be accepted at no cost to the agency. Returns made after thirty (30) calendar days of original purchase will be returned at vendors discretion and may be charged a fifteen percent (15%) restocking free.

**THIS CONTRACT AND ALL PURCHASE ORDERS AND RELEASES FROM THIS CONTRACT ARE SUBJECT TO THE 1 % HANDICAP LEVY AS PROVIDED FOR IN TITLE 74, SECTION 3004.1.**

If you have any questions concerning this contract, please contact the undersigned Central Purchasing Point of Contact.

Marti Sawyer  
State Use Contracting Officer  
Phone: (405) 521-4474  
Fax: (405) 522-0199  
E-mail: [marti\\_sawyer@dcs.state.ok.us](mailto:marti_sawyer@dcs.state.ok.us)



# CONTRACT

## State of Oklahoma

Dispatch via Print

Vendor ID 0000056324  
 OKLAHOMA GOODWILL INDUSTRIES INC  
 410 SW 3RD ST  
 OKLAHOMA CITY OK 73109-5024

Contract ID 00000000000000000000000000001570			Page 1 of 2	
Contract Dates 07/01/2008 to 06/30/2009	Currency USD	Rate Type CRRNT	Rate Date PO Date	
Description: SW 786, Green Cleaning Product			Contract Maximum 0.00	
<b>TYPE: STATEWIDE</b>				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	04851630002 The Heavy Duty Answer, 24oz bottle, removes stubborn stains of wine, ink, toner, grease and other substances.	1.00	0.00	0.00	0.00
	Contract Base Pricing	10.05000	EA	0002	
2	04851630003 The Glass and Window Cleaner , 24 oz bottle, formula breaks the magnetic bond to which dirt adheres, green product.	1.00	0.00	0.00	0.00
	Contract Base Pricing	7.95000	EA	0002	
3	04851630004 The Carpet Answer, 24 oz bottle, low-suds composition lifts dirt and debris to the surface leaving no residual product behind to attract more dirt and grime.	1.00	0.00	0.00	0.00
	Contract Base Pricing	7.95000	EA	0002	
4	04851630011 The Janitor Answer gallon size, All purpose formula for general , overall cleaning chores.	1.00	0.00	0.00	0.00
	Contract Base Pricing	47.25000	EA	0002	
5	04851630022 The Heavy Duty Answer, gallon size, removes stubborn stains of wine, ink, toner, grease, and other substances	1.00	0.00	0.00	0.00
	Contract Base Pricing	49.25000	EA	0002	
6	04851630033 The Glass and Window Cleaner gallon jug	1.00	0.00	0.00	0.00
	Contract Base Pricing	40.75000	EA	0002	
7	04851630044 The Carpet Answer, gallon size, low suds composition lifts dirt and debris to the surface leaving no residual product behind to attract more dirt and grime	1.00	0.00	0.00	0.00

Final = The price is final after adjustments  
 Hard = Apply adjustments regardless of other adjustments  
 Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

*Betty Cannon*



# CONTRACT

## State of Oklahoma

Dispatch via Print

Vendor ID 0000056324  
 OKLAHOMA GOODWILL INDUSTRIES INC  
 410 SW 3RD ST  
 OKLAHOMA CITY OK 73109-5024

<b>Contract ID</b> 00000000000000000000000000001570		Page 2 of 2	
<b>Contract Dates</b> 07/01/2008 to 06/30/2009	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> SW 786, Green Cleaning Product		<b>Contract Maximum</b> 0.00	
<b>TYPE: STATEWIDE</b>			

Tax Exempt? Y      Tax Exempt ID: 936017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	EA	0002	Maximum / Open Qty	Amt
	Contract Base Pricing	40.75000		EA	0002		
8	048516300001 The Janitor Answer, 24oz bottle, removes stubborn stains of wine, ink, toner, grease and other substances	1.00	0.00			0.00	0.00
	Contract Base Pricing	9.25000		EA	0002		
9	099920 Shipping charges	1.00	0.00			0.00	0.00

<u>Seq</u>	<u>Ship To</u>	<u>Method</u>	<u>Adj Pct</u>	<u>Adj Rules</u>
1		A		

COMMENTS:

Final = The price is final after adjustments  
 Hard = Apply adjustments regardless of other adjustments  
 Skip = Skip adjustments if any other adjustments have been applied

**Authorized Signature**