

**USF Facilities Management  
Maintenance and Operations  
Green Cleaning Program – Best Practices  
2009, Updated 2016**

**SECTION 1: SCOPE**

This Policy and Plan addresses the environmental best practices for cleaning the **INTERIOR** of all spaces **the University of South Florida, Tampa.**

Specifically, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems.

**SECTION 2: GOALS**

The goal of this Green Cleaning Policy and Plan is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and **particulate** contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

**SECTION 3: RESPONSIBLE PARTIES**

The **Assistant Director for Campus Services, Bryan VanSant**, is responsible for executing and monitoring the implementation of the Green Cleaning Plan.

Personnel involved with various elements of the green cleaning program shall carry out their tasks according to **these best practices**, and report all relevant activities to the aforementioned party.

To ensure an effective and coordinated effort, **Sheila Burgess, Manager, Building & Maintenance Operations: Building Services & Vending**, is **responsible for overseeing** the **Green Cleaning Program – Best Practices** and shall review all proposed cleaning activities before implementation.

**SECTION 4: QUALITY ASSURANCE CONTROL PROCESS**

The parties responsible shall periodically evaluate the success of the Green Cleaning Policy and Plan. This evaluation may include producing and providing **a report on an annual basis to senior management.** Whenever possible, the annual report shall include an evaluation of the performance, safety, cost and environmental/public health benefits achieved because of its implementation.

Prior to implementation, the responsible parties shall review all proposed cleaning activities. Upon reviewing proposed activities, the responsible parties shall determine if they meet the criteria of the Green Cleaning Policy and approve or deny action.

The responsible parties shall regularly communicate with all cleaning staff, and conduct regular site inspections and evaluations to ensure that the Green Cleaning Policy and Plan is in place and functioning as intended. In addition to ongoing quality control measures, the **Assistant Director for Campus Services** will review all practices and products annually to identify opportunities for improvement and expansion of environmentally friendly practices.

## **SECTION 5: CLEANING PRODUCTS**

### **PERFORMANCE METRICS AND MEASUREMENT**

The practices listed below shall be implemented, to the extent practicable, with a target goal of 60% of products complying, based on cost. The Responsible Party shall assign staff to track purchase rates of both compliant and noncompliant products.

### **PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING PRODUCTS**

Cleaning products and materials, including hard-floor and carpet-care products used at USF when possible, shall meet the requirements of **LEED EBOM IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials**.

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

### **IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials Criteria:**

- The cleaning products meet one or more of the following standards for the appropriate category:
  - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
  - Environmental Choice CCD-110, for cleaning and degreasing compounds
  - Environmental Choice CCD-146, for hard-surface cleaners
  - Environmental Choice CCD-148, for carpet and upholstery care.
- **Disinfectants, metal polish, floor finishes, strippers or other products** not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
  - Green Seal GS-40, for industrial and institutional floor-care products
  - Environmental Choice CCD-112, for digestion additives for cleaning and odor control
  - Environmental Choice CCD-113, for drain or grease-trap additives
  - Environmental Choice CCD-115, for odor-control additives
  - Environmental Choice CCD-147, for hard-floor care
  - California Code of Regulations maximum allowable VOC levels for the specific product category.
- **Disposable janitorial paper products and trash bags** meet the minimum requirements of one or more of the following programs for the applicable product category:
  - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
  - Green Seal GS-09, for paper towels and napkins
  - Green Seal GS-01, for tissue paper
  - Environmental Choice CCD-082, for toilet tissue
  - Environmental Choice CCD-086, for hand towels
  - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- **Hand soaps** meet one or more of the following standards:
  - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
  - Green Seal GS-41, for industrial and institutional hand cleaners
  - Environmental Choice CCD-104, for hand cleaners and hand soaps.

**APPROVED PRODUCT LIST**

The products listed below are approved for use. Products beyond those listed here must be submitted for approval to **USF Maintenance and Operations** prior to use.

ID	Product Type	Manufacturer/Product Name	Sustainability Criteria Met
A	<b>Cleaning Products</b> - general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes	<i>Spartan Tri Base</i>	Green Seal
B	<b>Cleaning Products</b> - general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes	<i>Clean by Peroxy</i>	Green Seal
C	<b>Cleaning Products</b> - for hard-surface cleaners	<i>Spartan Chemical Green Solutions Floor Sealer and Finish</i>	Green Seal
D	<b>Cleaning Products</b> - for carpet and upholstery care	<i>Spartan Green Solutions Carpet Cleaner</i>	Green Seal
E	<b>Disinfectants</b>	<i>Spartan NABC non-acid disinfectant bathroom cleaner</i>	none
F	<b>Metal Polish</b>	<i>Spartan</i>	none
G	<b>Hand Towel-roll</b>	<i>Tork RB800</i>	EcoLogo
H	<b>Tork Universal Jumbo Bath Tissue</b>	<i>Tork TJ0922A</i>	EcoLogo
I	<b>Hand Towels – multi-fold</b>	<i>Tork MK520A</i>	EcoLogo, Green Seal Certified
J	<b>Hand Soap</b>	<i>GOJO ADX 8811-03 Clear &amp; Mild</i>	none

**SECTION 6: CLEANING EQUIPMENT**

**PERFORMANCE METRICS AND MEASUREMENT**

All newly acquired cleaning equipment shall comply with the criteria listed below. The Responsible Party shall assign staff to track the percentage of all equipment that meets the criteria, based on cost or number of pieces of equipment, **with a target of 20%**.

**PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING EQUIPMENT**

**PURCHASE CRITERIA**

All new equipment acquisitions shall comply with the requirements of **LEED EBOM IEQc3.4: Green Cleaning, Sustainable Cleaning Equipment:**

- **Vacuum cleaners** meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program— Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
- **The Carpet and Rug Institute’s “Seal of Approval” Testing Program certify carpet extraction equipment for restorative, deep cleaning** for deep-cleaning extractors.
- **Powered floor equipment**—e.g., electric and battery-powered floor buffers and burnishes—is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operates with a sound level less than 70dBA.

- **Propane-powered floor equipment** has high-efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size, and operate with a sound level of less than 90dBA.
- **Automated scrubbing machines** are equipped with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- **Battery-powered equipment** is equipped with environmentally preferable gel batteries.
- **Powered equipment** is ergonomically designed to minimize vibration, noise and user fatigue.
- **Equipment** is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

### RECORD KEEPING

A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. **Vendor cut sheets for all equipment used onsite** shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

### APPROVED EQUIPMENT LIST

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted to **USF Maintenance and Operations** for approval prior to acquisition.

Newly Purchased Equipment			
	Equipment Type	Manufacturer/Model	Sustainability Criteria Met
1	Vacuum cleaners	Tennant VWD 15, Model #90007469	
2	Carpet extraction equipment	Tennant 1610, Model #90000500	Carpet Rug Institute (CRI) Seal of Approval, Certified Bronze
3	Powered floor equipment-floor scrubber	Tennant Power Walk Behind, Model #1069647	12V Gel battery, On Board Charger -S5
4	Auto Scrubber	Tennant Model #MV-T300-0011 Orbital	National Floor Safety Institute Certified 20" orbital – ec H20) NanoClean
5	Scrubber 17	Tennant Model #MV-T3003-0001	
6	Scrubber 20" Orbital, (not ecH2o)	Tennant Model#T300-0010	

Existing Equipment			
	Equipment Type	Manufacturer/Model	Sustainability Criteria Met
1	Vacuum cleaners	Windsor Sensor Elite (now XP) Model #1.012-024.0	CRI Indoor Air Quality Program
2	Carpet extraction equipment	Windsor Admiral 8	CRI Approved
3	Powered floor equipment-	Windsor Chariot I-Scrub	

	floor scrubber		
4	Burnisher(s)	Windsor Lightning Model #1.009-016.0/1.009-019.0	
5	Buffer(s)	Windsor Storm	
6	Wet/Dry Vacuum	Windsor Titan Model #1.013-010.0	

**SECTION 7: HARD-FLOOR AND CARPET MAINTENANCE**

**PERFORMANCE METRICS AND MEASUREMENT**

Floor-care maintenance shall consistently be performed according to written protocols, without exception. Quality Control checks will be used to ensure 100% adoption.

**PRACTICES TO OPTIMIZE HARD-FLOOR AND CARPET MAINTENANCE**

- The floor and carpet maintenance program at **USF Building & Maintenance Operations** is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.
  - To minimize chemical use, **USF Building & Maintenance Operations** has reduced the frequency of stripping or removing coatings to *one (1) time per year, maximizing the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' exposure to potentially harmful chemicals.*
- Floors are stripped using a product called "Step Down/Stripper and Fixx/Floor finish.*
- A written floor maintenance plan and log shall be maintained, which details the number of coats of floor finish being applied as the base and other applications (top coat), along with all relevant maintenance/restoration practices and the dates and duration of these activities.

**SECTION 8: ENTRYWAY SYSTEMS**

**PERFORMANCE METRICS AND MEASUREMENT**

Protocols promoting effective use of entryway systems shall be wholly adopted. Quality control checks shall be used to ensure 100% adoption.

**PRACTICES TO OPTIMIZE USE AND MAINTENANCE OF ENTRYWAY SYSTEMS**

All entryways and entrances are equipped with walk off mats

- Walk off mats at the primary entrances shall be cleaned weekly. These systems shall be a minimum of ten (10) feet long in the direction of travel.

**SECTION 9: HAND HYGIENE**

**PERFORMANCE METRICS AND MEASUREMENT**

- Protocols promoting hand hygiene shall be wholly adopted. Quality Control checks will be used to ensure 100% adoption.

**PRACTICES TO OPTIMIZE HAND HYGIENE**

- All restroom facilities, including those in guest rooms, public areas and back-of-house spaces shall include appropriate hand soaps. (See Section 5.)

**SECTION 10: HANDLING AND STORAGE OF CLEANING CHEMICALS**

**PERFORMANCE METRICS AND MEASUREMENT**

Protocols governing safe handling and storage of cleaning chemicals shall be wholly adopted. Quality Control checks will be used to ensure 100% adoption.

#### **PRACTICES TO OPTIMIZE HANDLING AND STORAGE OF CLEANING CHEMICALS**

The following protocols have been established to mitigate spills, leaks and mismanagement.

#### **STORAGE**

- Cleaning chemicals are stored in a single-locked janitorial closet on each of the floors. The chemicals are installed in the chemical dilution systems in each of the closets
- Storage of additional chemical stock is located in a locked storage room on the First floor. These remain sealed until needed in the chemical management (dilution) systems.

#### **CHEMICAL DILUTION SYSTEMS**

(See Section 11)

#### **SAFETY DATA SHEETS (SDSs) STORAGE**

- The cleaning chemical supplier is required to provide accurate SDSs for all chemicals delivered to the building.
- SDSs are filed, in duplicate, in the chemical storage room and the manager's office in clearly labeled binders.
- The cleaning chemical supplier maintains a toll-free hotline that can be called in the event of spills or accidents to access safety data and protocols.

#### **EMERGENCY PROCEDURES**

Spills can introduce large volumes of cleaning chemicals into the building interior, affecting indoor environmental quality and potentially putting both building occupants and maintenance staff in danger. The following spill protocol shall be followed to ensure spill events are managed effectively.

1. Notify people in the immediate area about the spill.
2. Evacuate all nonessential personnel from the spill area.
3. Attend to anyone who may have been exposed or contaminated.
4. If the spilled material is flammable, turn off ignition and heat sources.
5. Avoid breathing vapors from the spilled material and use a respirator if necessary.
  - If a respirator is required or the generation of fumes is at a level of concern, USF Environmental Health and Safety (EH&S) will be contacted. Respirators can only be utilized by individuals, which have been fit tested, and under a medical surveillance program through USF EH& S.
6. Maintain or establish exhaust ventilation with mechanical systems or portable fans if it is safe to do so. This does not mean opening doors or windows.
7. Take appropriate steps to confine and limit the spill if this can be done without risk of injury or contamination.
8. Wear appropriate personal protective equipment such as gloves, goggles, aprons and if necessary, shoe coverings to prevent exposure and minimize contamination.
9. Secure cleanup supplies such as mops, sponges or towels.
10. Clean up spill by working from the outside of the spill toward the center to minimize the spread of contamination.
11. Neutralize or disinfect the spill area if necessary. Be sure to allow adequate contact time to ensure complete neutralization or disinfection.
12. Properly dispose of spill cleanup debris.
13. Wash hands and other exposed skin thoroughly after completing cleanup.

#### **SECTION 11: USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS**

##### **PERFORMANCE METRICS AND MEASUREMENT**

Dilution systems and chemical concentrates shall be wholly utilized for the following product types:

- Hard Surface Flooring

#### **PRACTICES TO OPTIMIZE USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS**

Chemical concentrates and dilution systems are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

#### **DILUTION SYSTEM DESCRIPTION**

The system is controlled by the **proprietary** nozzle system, which **is** unique to **each chemical** providing hands free, proper dilution every time. We use all concentrated products, **which minimizes the plastic waste generated by ready to use (RTU) products.**

#### **PROTOCOL FOR USE**

PROCEDURAL STEPS FOR APPROPRIATE USE OF DILUTION SYSTEMS is located in each of the Janitorial Closets.

#### **MAINTENANCE**

**Product vendor performs maintenance for the Dilution system.**

### **SECTION 12: VULNERABLE BUILDING OCCUPANTS**

To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, cleaning staff from **USF Building & Maintenance Operations** shall use only low/no VOC cleaning products. **USF Building & Maintenance Operations** shall perform routine cleaning and floor restoration activities **after normal working hours, 8 am to 5 pm**, when the majority of occupants have left the building; the staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence of irritants.

### **SECTION 13: STAFFING AND TRAINING**

#### **PERFORMANCE METRICS AND MEASUREMENT**

All cleaning personnel shall receive regular training. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal.

#### **PRACTICES TO OPTIMIZE STAFFING AND TRAINING**

All cleaning staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

#### **TRAINING TOPICS**

- Employee safety and health compliance as it relates to the cleaning program
- Regulatory compliance standards, EPA, and other local, state, and federal rules and regulations
- **Unsafe attitudes and conditions in the work place through **Job Safety Analysis—JSA or JHA (Job Hazard Analysis)****
- Employee performance improvement, such as accident prevention and record-keeping
- Compliance with health and safety rules, and regulation and confidentiality issues
- Safe chemical storage and handling
- Disposal and recycling of cleaning chemicals, dispensing equipment and packaging

#### **ANNUAL TRAINING HOURS**

**All workers shall receive 12 hours of training annually. Employees shall be re-trained as needed.**

#### **STAFFING PLAN**

To meet cleaning objectives within the building, minimum staffing requirements must be met. Factors such as occupancy rates, seasonal variations and other considerations should be taken into account when adjusting the staffing plan.

Under typical conditions, total cleaning staff time shall be not less than twelve **(12) combined hours** per day. Generally, two **(2) staff members work eight (8) hours** per day to meet these requirements.

#### **SECTION 14: OCCUPANT FEEDBACK AND EVALUATION OF NEW TECHNOLOGIES**

##### **PERFORMANCE METRICS AND MEASUREMENT**

All guests and employees shall have a mechanism by which to provide feedback on cleaning practices.

##### **PRACTICES TO OPTIMIZE OCCUPANT FEEDBACK AND EVALUATE NEW TECHNOLOGIES AND PROCEDURES**

***USF students, faculty, staff and guests are encouraged to alert the management to any issues relating to the green cleaning program. In addition, management regularly researches and integrates new green cleaning technologies into the building's green cleaning procedures.***

#### **SECTION 15: TIME PERIOD**

This **Green Cleaning Best Practices** have been in effect since 2009 and shall continue indefinitely or until amended and/or replaced by a subsequent green cleaning policy.



**A, C, & D**



# ***Environmental Certification***

*Presented to*

**SPARTAN CHEMICAL COMPANY, INC.**

**Green Seal™, Inc. certifies that the following products comply with the Green Seal Environmental Standard for Industrial and Institutional Cleaners (GS-37, 2009) and are licensed to use the Green Seal Certification Mark:**

**Green Solutions Carpet Cleaner ✓  
TriBase Multi-Purpose Cleaner ✓  
BioRenewables Glass Cleaner ✓**

*4/11/2016*  
*4/18/2016*

*(Specific pack sizes listed in certification letter)*

**Originally certified the 21st day of September, 2006.  
Recertified this 11th day of May, 2010.**

**Mark T. Petruzzi, Vice President of Certification**

**B**



# ***Environmental Certification***

*Presented to*

**SPARTAN CHEMICAL COMPANY, INC.**

**Green Seal™, Inc. certifies that the following product complies with the Green Seal Environmental Standard for Industrial and Institutional Cleaners (GS-37, 2009) and is licensed to use the Green Seal Certification Mark:**

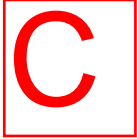
**Clean By Peroxy All-Purpose Cleaner**

✓ 4/11/2010  
4/18/2010

*(Specific pack sizes listed in certification letter)*

**Originally certified the 25th day of October, 2004.  
Recertified this 11th day of May, 2010.**

**Mark T. Petruzzi, Vice President of Certification**



# Environmental Certification

Presented to

## SPARTAN CHEMICAL COMPANY, INC.

Green Seal, Inc. certifies that the following products comply with or exceed Green Seal's Environmental Standard for Floor Care Products: Finishes and Compatible Strippers Used for Industrial and Institutional Purposes (GS-40) and are licensed to use the Green Seal Certification Mark:

Green Solutions Floor Sealer & Finish  
Green Solutions Floor Finish Remover

(Specific peck sizes listed in certification letter)

✓  
4/11/2010  
4/18/2010

Certified this 17th day of March, 2006.

Mark T. Pelruzzi, Vice President of Certification

*Not buying more than  
you are using (within  
one year)*

D

Carpet Cleaner



# GREEN SOLUTIONS® CARPET CLEANER

(350904)

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## PRODUCT DETAILS

Extraction carpet cleaner. Cleans quickly, penetrates, emulsifies and removes soils without oily residue. Safe for all types of extraction equipment. Non-corrosive, non-flammable and biodegradable. Dye and fragrance free.

COLOR	Clear
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DILUTION	2 oz./gal.
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PH	8.0-9.0
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SCENT	Fragrance Free
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### Certifications



GREEN SEAL CERTIFIED PRODUCT



DESIGNED FOR ENVIRONMENT PRODUCT



WOOL SAFE CERTIFIED PRODUCT

[Where to Buy](#)



# Safety Data Sheet

## Spartan Chemical Company, Inc.

Revision Date: 30-Jul-2015

### 1. PRODUCT AND COMPANY IDENTIFICATION

**Product Identifier**

**Product Name:** GREEN SOLUTIONS CARPET CLEANER  
**Product Number:** 3509 , 3514 (2-LITER CARTRIDGE 104)  
**Recommended Use:** Carpet cleaner  
**Uses Advised Against:** For Industrial and Institutional Use Only

**Manufacturer/Supplier:** Spartan Chemical Company, Inc.  
1110 Spartan Drive  
Maumee, Ohio 43537 USA  
800-537-8990 (Business hours)  
[www.spartanchemical.com](http://www.spartanchemical.com)

**24 Hour Emergency Phone Numbers:**

**Medical Emergency/Information:** 888-314-6171  
**Transportation/Spill/Leak:** CHEMTREC 800-424-9300

### 2. HAZARDS IDENTIFICATION

**GHS Classification**  
Not Classified

Not dangerous according to the Globally Harmonized System (GHS)

**GHS Label Elements**

**Signal Word:** No signal word

**Symbols:**

**Hazard Statements:** No hazard statements

**Precautionary Statements:**

**Prevention:** Not Applicable

**Response:**

**-Specific Treatment:** See Safety Data Sheet Section 4: "FIRST AID MEASURES" for additional information.

**Storage:** Not Applicable

**Disposal:** Not Applicable

**Hazards Not Otherwise Classified:** Not Applicable

**Other Information:**

- May be harmful if swallowed.
- May cause eye irritation.
- May cause skin irritation.
- Inhalation of vapors or mist may cause respiratory irritation.
- Keep out of reach of children.

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS No	Weight-%
water	7732-18-5	60-100
sodium octanesulfonate	5324-84-5	3-7

Specific chemical identity and/or exact percentage of composition has been withheld as a trade secret.

#### 4. FIRST AID MEASURES

<b>-Eye Contact:</b>	Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical attention.
<b>-Skin Contact:</b>	Wash with soap and water. If skin irritation occurs: Get medical attention.
<b>-Inhalation:</b>	Remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a poison control center or physician if you feel unwell.
<b>-Ingestion:</b>	Rinse mouth. Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Get medical attention if you feel unwell.
<b>Note to Physicians:</b>	Treat symptomatically.

#### 5. FIRE-FIGHTING MEASURES

<b>Suitable Extinguishing Media:</b>	Product does not support combustion, Use extinguishing agent suitable for type of surrounding fire
<b>Specific Hazards Arising from the Chemical:</b>	Dried product is capable of burning. Combustion products are toxic.
<b>Hazardous Combustion Products:</b>	May include Carbon monoxide Carbon dioxide and other toxic gases or vapors.
<b>Protective Equipment and Precautions for Firefighters:</b>	Wear MSHA/NIOSH approved self-contained breathing apparatus (SCBA) and full protective gear. Cool fire-exposed containers with water spray.

#### 6. ACCIDENTAL RELEASE MEASURES

<b>Personal Precautions:</b>	Avoid contact with skin, eyes or clothing. Use personal protective equipment as required.
<b>Environmental Precautions:</b>	Do not rinse spill onto the ground, into storm sewers or bodies of water.
<b>Methods for Clean-Up:</b>	Prevent further leakage or spillage if safe to do so. Contain and collect spillage with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations (see Section 13).

#### 7. HANDLING AND STORAGE

<b>Advice on Safe Handling:</b>	Handle in accordance with good industrial hygiene and safety practice. Wash thoroughly after handling.
<b>Storage Conditions:</b>	Keep containers tightly closed in a dry, cool and well-ventilated place. Keep out of the reach of children. Keep from freezing.

#### 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

<b>Occupational Exposure Limits:</b>	None established.
<b>Engineering Controls:</b>	Provide good general ventilation. If work practices generate dust, fumes, gas, vapors or mists which expose workers to chemicals above the occupational exposure limits, local exhaust ventilation or other engineering controls should be considered.
<b>Personal Protective Equipment</b>	
<b>Eye/Face Protection:</b>	Not required with expected use.
<b>Skin and Body Protection:</b>	Not required with expected use.
<b>Respiratory Protection:</b>	Not required with expected use. If occupational exposure limits are exceeded or respiratory irritation occurs, use of a NIOSH/MSHA approved respirator suitable for the use-conditions and chemicals in Section 3 should be considered.
<b>General Hygiene Considerations:</b>	Wash hands and any exposed skin thoroughly after handling. See 29 CFR 1910.132-138 for further guidance.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

<b>Appearance/Physical State:</b>	Liquid
<b>Color:</b>	Clear
<b>Odor:</b>	This product is fragrance free.
<b>pH:</b>	Undiluted: 8.8-9.5 / Diluted 1:64: 7.0-8.0
<b>Melting Point / Freezing Point:</b>	No information available.
<b>Boiling Point / Boiling Range:</b>	100 °C / 212 °F
<b>Flash Point:</b>	> 100 °C / > 212 °F ASTM D56
<b>Evaporation Rate:</b>	< 1 (Butyl acetate = 1)
<b>Flammability (solid, gas)</b>	No information available.
<b>Upper Flammability Limit:</b>	No information available.
<b>Lower Flammability Limit:</b>	No information available.
<b>Vapor Pressure:</b>	No information available.
<b>Vapor Density:</b>	No information available.
<b>Specific Gravity:</b>	1.03
<b>Solubility(ies):</b>	Soluble in water
<b>Partition Coefficient:</b>	No information available.
<b>Autoignition Temperature:</b>	No information available.
<b>Decomposition Temperature:</b>	No information available.
<b>Viscosity:</b>	No information available.

## 10. STABILITY AND REACTIVITY

<b>Reactivity:</b>	This material is considered to be non-reactive under normal conditions of use.
<b>Chemical Stability:</b>	Stable under normal conditions.
<b>Possibility of Hazardous Reactions:</b>	Not expected to occur with normal handling and storage.
<b>Conditions to Avoid:</b>	Extremes of temperature and direct sunlight.
<b>Incompatible Materials:</b>	Strong oxidizing agents. Strong acids.
<b>Hazardous Decomposition Products:</b>	May include carbon monoxide, carbon dioxide (CO <sub>2</sub> ) and other toxic gases or vapors.

## 11. TOXICOLOGICAL INFORMATION

<b>Likely Routes of Exposure:</b>	Eyes, Skin, Ingestion, Inhalation.
<b>Symptoms of Exposure:</b>	
<b>-Eye Contact:</b>	Pain and redness.
<b>-Skin Contact:</b>	Drying of the skin.
<b>-Inhalation:</b>	Nasal discomfort and coughing.
<b>-Ingestion:</b>	Pain, nausea, vomiting and diarrhea.
<b>Immediate, Delayed, Chronic Effects</b>	
<b>Product Information:</b>	Data not available or insufficient for classification.

### Numerical Measures of Toxicity

The following acute toxicity estimates (ATE) are calculated based on the GHS document.  
Data not available or insufficient for classification.

### Component Acute Toxicity Information

Chemical Name	Oral LD50	Dermal LD50	Inhalation LC50
water 7732-18-5	> 90 mL/kg ( Rat )	Not Available	Not Available

**Carcinogenicity:** No components present at 0.1% or greater are listed as to being carcinogens by ACGIH, IARC, NTP or OSHA.

## 12. ECOLOGICAL INFORMATION

### Ecotoxicity

**Persistence and Degradability:** No information available.



**Bioaccumulation:** No information available.

**Other Adverse Effects:** No information available.

### 13. DISPOSAL CONSIDERATIONS

**Disposal of Wastes:** Dispose of in accordance with federal, state and local regulations.  
**Contaminated Packaging:** Dispose of in accordance with federal, state and local regulations.

### 14. TRANSPORT INFORMATION

**DOT:** Not Regulated  
**Proper Shipping Name:** Non-Hazardous Product  
**Special Provisions:** Shipping descriptions may vary based on mode of transport, quantities, package size, and/or origin and destination. Check with a trained hazardous materials transportation expert for information specific to your situation.

**IMDG:** Not Regulated  
**Proper Shipping Name:** Non-Hazardous Product

### 15. REGULATORY INFORMATION

**TSCA Status:** (Toxic Substance Control Act Section 8(b) Inventory)  
 All chemical substances in this product are included on or exempted from listing on the TSCA Inventory of Chemical Substances.

#### **SARA 313**

This product does not contain listed substances above the "de minimus" level

#### **SARA 311/312 Hazard Categories**

<b>Acute Health Hazard:</b>	Yes
<b>Chronic Health Hazard:</b>	No
<b>Fire Hazard:</b>	No
<b>Sudden release of pressure hazard:</b>	No
<b>Reactive Hazard:</b>	No

#### **California Proposition 65**

This product is not subject to warning requirements under California Proposition 65.

### 16. OTHER INFORMATION

<b>NFPA</b>	<b>Health Hazards: 1</b>	<b>Flammability: 0</b>	<b>Instability: 0</b>	<b>Special: N/A</b>
<b>HMIS</b>	<b>Health Hazards: 1</b>	<b>Flammability: 0</b>	<b>Physical Hazards: 0</b>	

**Revision Date:** 30-Jul-2015  
**Reasons for Revision:** Section 14 and 15

#### **Disclaimer:**

The information provided in this Material Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

**End of Safety Data Sheet**



# Tork Advanced Hand Towel Roll (White)



Article	RB800
Roll Length	800 ft
System	H21 - hardwound roll hand towel system
Roll Width	7.9 in
Roll Diameter	7.8 in
Core Inside Diameter	1.8 in
Ply	1
Print	No
Embossing	Yes
Color	White

Tork Advanced Hand Towel Rolls are soft, strong, and highly absorbent offering the perfect combination of quality, performance, and value. Easy to load and maintain.

Embossing enhances hand feel and maximum absorbency with fewer towels used per hand dry.

Long-lasting rolls minimize maintenance costs while maximizing service.

Large roll size of 800 linear feet for high capacity dispensers.

Made from 100% recycled fiber and a minimum of 20% Post Consumer fibers, providing environmental benefits and a positive image builder.

ECOLOGO® Certified and Compostable Verified by Independent Verification for reduced environmental impact.



[www.torkusa.com](http://www.torkusa.com)

## Shipping data

	Consumer unit	Transport unit	Pallet
SCC	-	10073286611106	7322540850161
Items	1	6	0
Consumer units	-	6	0
Height	-	8.6 in	103.5 in
Width	-	15.8 in	39.4 in
Length	-	23.6 in	47.3 in
Volume	-	1.9 ft3	111.4 ft3
Net weight	-	25.2 lb	-
Gross weight	-	27.9 lb	-
Packing material	Roll	Carton	-

## Choose a dispenser



**87T**



**83TR**



**84TR**

## Alternative products



**RB425**

## Product certificates

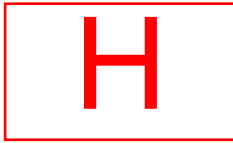


## Contact

SCA AfH Professional Hygiene

Cira Centre, Suite 2600  
2929 Arch Street  
Philadelphia, PA 19104

Phone: 866-SCA-TORK (866-722-8675)



T22 - jumbo roll 9" bath tissue system

# Tork Universal Jumbo Bath Tissue Roll, 2-Ply, 8.8 inch Dia. (White)



Article	TJ0922A
Roll Length	1000 ft
System	T22 - jumbo roll 9" bath tissue system
Roll Width	3.6 in
Roll Diameter	8.8 in
Core Inside Diameter	3.3 in
Ply	2
Print	No
Embossing	No
Color	White

Tork Universal 2-ply Jumbo Tissue delivers quality, value and performance. Made from 100% recycled fibers with no added dyes or fragrances an environmental benefit, and a positive image builder. Rapid break-up capability is ideal for all plumbing systems. Universal core is designed to fit virtually all size jumbo tissue dispensers. Extra long lasting tissue means fewer changes, less maintenance and better control of paper waste. Designed to maximize performance and convenience while minimizing your overall costs. Smaller case cubes frees up about 40% more storage space vs. conventional rolls. Replaces TJ0922. ECOLOGO® Certified.



[www.torkusa.com](http://www.torkusa.com)

Shipping data			
	Consumer unit	Transport unit	Pallet
SCC	-	10073286618730	7322540850697
Items	1	12	0
Consumer units	-	12	0
Height	-	7.9 in	102.4 in
Width	-	18.1 in	45.1 in
Length	-	27 in	54.4 in
Volume	-	2.2 ft3	145.4 ft3
Net weight	-	20.8 lb	-
Gross weight	-	23.2 lb	-
Packing material	Roll	Carton	-

### Choose a dispenser



**56TR**

**66TR**

### Alternative products



**TJ0928**

### Product certificates



### Contact

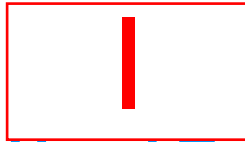
SCA AfH Professional Hygiene

Cira Centre, Suite 2600

2929 Arch Street

Philadelphia, PA 19104

Phone: 866-SCA-TORK (866-722-8675)



# Tork Universal Hand Towel Multifold (Natural)



Article	MK520A
Unfolded Length	9.1 in
System	H2 -Xpress interfold hand towel system
Unfolded Width	9.5 in
Folded Length	9.1 in
Folded Width	3.2 in
Ply	1
Print	No
Embossing	Yes
Color	Natural

Tork Universal Multifold Hand Towels provide the right combination of quality, performance and value. Embossing enhances hand feel and maximum performance. Multifold design offers quality and value for high volume rest rooms and provides for less towel consumption leading to source reduction, storage space savings, and lower overall costs. High wet strength designed to please your most demanding users. Fast absorbency helps to control usage, so you save on reduced waste and maintenance time. "No touch" hand towel service provides sanitary conditions. Towels are made from 100% recycled fibers and a minimum of 50% Post Consumer fibers providing environmental benefits, and a positive image builder. ECOLOGO® and Green Seal™ Certified. Compostable Verified by Independent Verification.

### Shipping data

	Consumer unit	Transport unit	Pallet
SCC	-	10073286616927	7322540849882
Items	250	4000	0
Consumer units	-	16	0
Height	-	9.9 in	98.8 in
Width	-	13.5 in	41.3 in
Length	-	20.6 in	47.6 in
Volume	-	1.6 ft3	112.3 ft3
Net weight	-	17.7 lb	-
Gross weight	-	19.1 lb	-
Packing material	Sleeve	Carton	-

### Choose a dispenser



**302028**

**73TR**

**302030**

### Alternative products



**MK518A**

**MB560A**

**100297**

### Product certificates



### Contact

SCA AfH Professional Hygiene

Cira Centre, Suite 2600

2929 Arch Street

Philadelphia, PA 19104

Phone: 866-SCA-TORK (866-722-8675)

Tork is a brand of SCA. SCA is a leading global hygiene and forest products company that offers personal care, tissue and forest products in about 100 countries. SCA is considered a benchmark in sustainability and has been named one of the world's most ethical companies. For more information, visit [www.sca.com](http://www.sca.com)



[www.torkusa.com](http://www.torkusa.com)



J

Hand Soap





Skin Health and Hygiene Solutions  
from THE INVENTORS OF PURELL™



## GOJO® Clear & Mild Foam Handwash 1250 mL Refill for GOJO® ADX-12™ Dispenser

Spa-inspired, green certified foam hand soap that is both fragrance and dye free.

How To Buy



0 | 0 Reviews

**SKU:** 8811-03  
**Size:** 1250 mL  
**SDS Downloads**  
[English](#) | [French](#) | [Spanish](#)

- Enriched with moisturizers and skin conditioners
- USDA Certified Biobased formulation
- EcoLogo™ certified
- SMART-FLEX™ bottle design uses 30% less material than HDPE
- CONTROLLED COLLAPSE™ technology maintains bottle shape longer while emptying
- Removable pump for easier recycling
- SANITARY SEALED™ refill helps



Dispenser Installation

Re:

prevent contamination

- Fresh dispensing valve with each refill

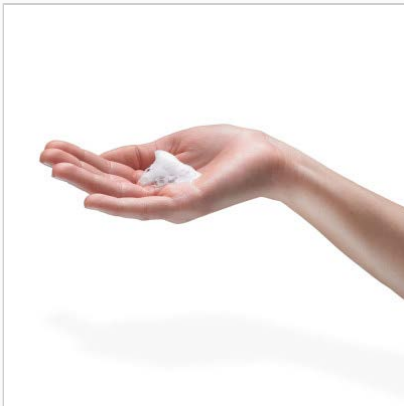
Features

Specifications

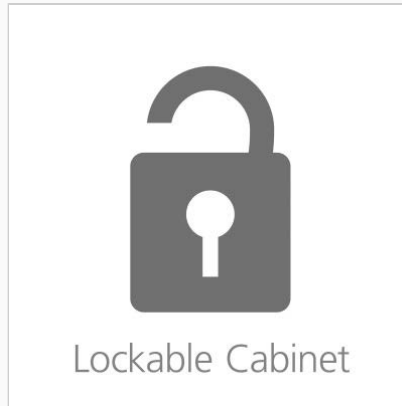
Sustainability

Directions for Use

Scientific Studies

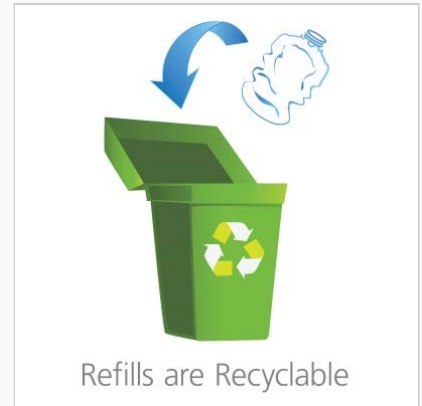


Luxurious foam formulation.



Lockable Cabinet

LOCK OR NOT™ Technology - Converts to locking cabinet with key included inside the dispenser.



Refills are Recyclable

Refills are made from recyclable plastic.



SMART-FLEX™ bottle design uses 30% less material than HDPE.

## Refills and Related Products



GOJO® ADX-12™ Dispenser



GOJO® ADX-12™ Dispenser



GOJO® ADX-12™ Dispenser



GOJO® ADX-12™ CLEAN GENE™ Dispenser



GOJO® ADX-12™ Dispenser

### Products

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[Hand Sanitizers](#)

[Hand Soaps](#)

[Heavy Duty Hand Cleaners](#)

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### Contact Us

---

1-800-321-9647

8:00 am-5:00 pm EST Monday-Friday

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[Community Responsibility](#)

Other GOJO Sites

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**SECTION 1. IDENTIFICATION**

Product name : GOJO® Clear &amp; Mild Foam Handwash

**Manufacturer or supplier's details**

Company name of supplier : GOJO Industries, Inc.

Address : One GOJO Plaza, Suite 500  
Akron OH 44311

Telephone : 1 (330) 255-6000

Emergency telephone : 1-800-424-9300 CHEMTREC

**Recommended use of the chemical and restrictions on use**


Recommended use : Skin-care

Restrictions on use : This is a personal care or cosmetic product that is safe for consumers and other users under normal and reasonably foreseeable use. Cosmetics and consumer products, specifically defined by regulations around the world, are exempt from the requirement of an SDS for the consumer. While this material is not considered hazardous, this SDS contains valuable information critical to the safe handling and proper use of the product for industrial workplace conditions as well as unusual and unintended exposures such as large spills. This SDS should be retained and available for employees and other users of this product. For specific intended-use guidance, please refer to the information provided on the package or instruction sheet.

---

**SECTION 2. HAZARDS IDENTIFICATION****GHS Classification**

Eye irritation : Category 2A

**GHS Label element**Hazard pictograms : The GHS hazard pictogram for skin/eye irritation, consisting of a red diamond border with a black exclamation mark in the center.

Signal Word : Warning

Hazard Statements : H319 Causes serious eye irritation.

Precautionary Statements : **Prevention:**  
P264 Wash skin thoroughly after handling.  
P280 Wear eye protection/ face protection.


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**Response:**

P305 + P351 + P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

P337 + P313 If eye irritation persists: Get medical advice/attention.

**Other hazards**

None known.

**SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS**

Substance / Mixture : Mixture

**Hazardous ingredients**

Chemical Name	CAS-No.	Concentration (%)
Alcohols, C10-16, ethoxylated, sulfates, sodium salts	68585-34-2	>= 1 - < 5
Cocoamidopropyl betaine	61789-40-0	>= 1 - < 5
Glycerine	56-81-5	>= 1 - < 5

**SECTION 4. FIRST AID MEASURES**

- General advice : In the case of accident or if you feel unwell, seek medical advice immediately.  
 When symptoms persist or in all cases of doubt seek medical advice.
- If inhaled : If inhaled, remove to fresh air.  
 Get medical attention if symptoms occur.
- In case of skin contact : Wash with water and soap as a precaution.  
 Get medical attention if symptoms occur.
- In case of eye contact : In case of contact, immediately flush eyes with plenty of water for at least 15 minutes.  
 If easy to do, remove contact lens, if worn.  
 Get medical attention.
- If swallowed : If swallowed, DO NOT induce vomiting.  
 Get medical attention if symptoms occur.  
 Rinse mouth thoroughly with water.
- Most important symptoms and effects, both acute and delayed : Causes serious eye irritation.
- Protection of first-aiders : First Aid responders should pay attention to self-protection, and use the recommended personal protective equipment when the potential for exposure exists.
- Notes to physician : Treat symptomatically and supportively.

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**SECTION 5. FIRE-FIGHTING MEASURES**

- Suitable extinguishing media : Water spray  
Alcohol-resistant foam  
Dry chemical  
Carbon dioxide (CO<sub>2</sub>)
- Unsuitable extinguishing media : None known.
- Specific hazards during fire fighting : Exposure to combustion products may be a hazard to health.
- Hazardous combustion products : Sulfur oxides  
Carbon oxides  
Metal oxides  
Nitrogen oxides (NO<sub>x</sub>)
- Specific extinguishing methods : Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.  
Use water spray to cool unopened containers.  
Remove undamaged containers from fire area if it is safe to do so.  
Evacuate area.
- Special protective equipment for fire-fighters : In the event of fire, wear self-contained breathing apparatus.  
Use personal protective equipment.

**SECTION 6. ACCIDENTAL RELEASE MEASURES**

- Personal precautions, protective equipment and emergency procedures : Use personal protective equipment.  
Follow safe handling advice and personal protective equipment recommendations.
- Environmental precautions : Discharge into the environment must be avoided.  
Prevent further leakage or spillage if safe to do so.  
Prevent spreading over a wide area (e.g. by containment or oil barriers).  
Retain and dispose of contaminated wash water.  
Local authorities should be advised if significant spillages cannot be contained.
- Methods and materials for containment and cleaning up : Soak up with inert absorbent material.  
For large spills, provide diking or other appropriate containment to keep material from spreading. If diked material can be pumped, store recovered material in appropriate container.  
Clean up remaining materials from spill with suitable absorbent.  
Local or national regulations may apply to releases and disposal of this material, as well as those materials and items employed in the cleanup of releases. You will need to


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determine which regulations are applicable.  
 Sections 13 and 15 of this SDS provide information regarding certain local or national requirements.

**SECTION 7. HANDLING AND STORAGE**

- Technical measures : See Engineering measures under EXPOSURE CONTROLS/PERSONAL PROTECTION section.
- Local/Total ventilation : Use only with adequate ventilation.
- Advice on safe handling : Avoid inhalation of vapor or mist.  
 Do not swallow.  
 Do not get in eyes.  
 Avoid prolonged or repeated contact with skin.  
 Handle in accordance with good industrial hygiene and safety practice.  
 Take care to prevent spills, waste and minimize release to the environment.
- Conditions for safe storage : Keep in properly labeled containers.  
 Store in accordance with the particular national regulations.
- Materials to avoid : Do not store with the following product types:  
 Strong oxidizing agents

**SECTION 8. EXPOSURE CONTROLS/PERSONAL PROTECTION**
**Ingredients with workplace control parameters**

Ingredients	CAS-No.	Value type (Form of exposure)	Control parameters / Permissible concentration	Basis
Glycerine	56-81-5	TWA (mist, respirable fraction)	5 mg/m <sup>3</sup>	OSHA Z-1
		TWA (mist, total dust)	15 mg/m <sup>3</sup>	OSHA Z-1

**Hazardous components without workplace control parameters**

Ingredients	CAS-No.
Alcohols, C10-16, ethoxylated, sulfates, sodium salts	68585-34-2
Cocoamidopropyl betaine	61789-40-0

- Engineering measures** : Ensure adequate ventilation, especially in confined areas.  
 Minimize workplace exposure concentrations.

**Personal protective equipment**

- Respiratory protection : General and local exhaust ventilation is recommended to maintain vapor exposures below recommended limits. Where


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concentrations are above recommended limits or are unknown, appropriate respiratory protection should be worn. Follow OSHA respirator regulations (29 CFR 1910.134) and use NIOSH/MSHA approved respirators. Protection provided by air purifying respirators against exposure to any hazardous chemical is limited. Use a positive pressure air supplied respirator if there is any potential for uncontrolled release, exposure levels are unknown, or any other circumstance where air purifying respirators may not provide adequate protection.

- Hand protection  
Material : Impervious gloves
- Remarks : Choose gloves to protect hands against chemicals depending on the concentration specific to place of work. Breakthrough time is not determined for the product. Change gloves often! For special applications, we recommend clarifying the resistance to chemicals of the aforementioned protective gloves with the glove manufacturer. Wash hands before breaks and at the end of workday.
- Eye protection : Wear the following personal protective equipment:  
Safety goggles
- Skin and body protection : Select appropriate protective clothing based on chemical resistance data and an assessment of the local exposure potential.  
Skin contact must be avoided by using impervious protective clothing (gloves, aprons, boots, etc).
- Hygiene measures : Ensure that eye flushing systems and safety showers are located close to the working place.  
When using do not eat, drink or smoke.  
Wash contaminated clothing before re-use.

---

**SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES**

- Appearance : liquid
- Color : clear, Colorless to pale yellow
- Odor : soapy
- Odor Threshold : No data available
- pH : 4.7 - 6.2
- Melting point/freezing point : No data available
- Initial boiling point and boiling range : No data available



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Flash point	:	100 °C
Evaporation rate	:	No data available
Flammability (solid, gas)	:	Not applicable
Upper explosion limit	:	No data available
Lower explosion limit	:	No data available
Vapor pressure	:	No data available
Relative vapor density	:	No data available
Density	:	1.00 g/cm3
Solubility(ies)		
Water solubility	:	soluble
Partition coefficient: n-octanol/water	:	Not applicable
Autoignition temperature	:	No data available
Decomposition temperature	:	The substance or mixture is not classified self-reactive.
Viscosity		
Viscosity, kinematic	:	10 - 20 mm2/s (20 °C)
Explosive properties	:	Not explosive
Oxidizing properties	:	The substance or mixture is not classified as oxidizing.

---

**SECTION 10. STABILITY AND REACTIVITY**

Reactivity	:	Not classified as a reactivity hazard.
Chemical stability	:	Stable under normal conditions.
Possibility of hazardous reactions	:	Can react with strong oxidizing agents.
Conditions to avoid	:	None known.
Incompatible materials	:	Oxidizing agents
Hazardous decomposition products	:	No hazardous decomposition products are known.

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**SECTION 11. TOXICOLOGICAL INFORMATION****Information on likely routes of exposure**

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Inhalation  
Skin contact  
Ingestion  
Eye contact

**Acute toxicity**

Not classified based on available information.

**Ingredients:****Alcohols, C10-16, ethoxylated, sulfates, sodium salts:**

Acute oral toxicity : LD50 (Rat): > 2,000 mg/kg  
Assessment: The substance or mixture has no acute oral toxicity

**Cocoamidopropyl betaine:**

Acute oral toxicity : LD50: > 5,000 mg/kg  
Method: OECD Test Guideline 401  
Remarks: Based on data from similar materials

Acute dermal toxicity : LD50 (Rat): > 2,000 mg/kg  
Method: OECD Test Guideline 402  
Assessment: The substance or mixture has no acute dermal toxicity  
Remarks: Based on data from similar materials

**Glycerine:**

Acute oral toxicity : LD50 (Rat): > 5,000 mg/kg

**Skin corrosion/irritation**

Not classified based on available information.

**Product:**

Result: No skin irritation

**Ingredients:****Alcohols, C10-16, ethoxylated, sulfates, sodium salts:**

Result: Skin irritation

**Glycerine:**

Result: No skin irritation

**Serious eye damage/eye irritation**

Causes serious eye irritation.

**Product:**

Result: Irritation to eyes, reversing within 21 days

**Ingredients:****Alcohols, C10-16, ethoxylated, sulfates, sodium salts:**

Result: Irreversible effects on the eye

**Cocoamidopropyl betaine:**

Species: Rabbit

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Result: Irreversible effects on the eye  
Method: OECD Test Guideline 405  
Remarks: Based on data from similar materials

**Glycerine:**

Result: No eye irritation

**Respiratory or skin sensitization**

Skin sensitization: Not classified based on available information.  
Respiratory sensitization: Not classified based on available information.

**Product:**

Assessment: Does not cause skin sensitization.

**Ingredients:****Cocoamidopropyl betaine:**

Test Type: Maximization Test (GPMT)  
Routes of exposure: Skin contact  
Species: Guinea pig  
Result: negative  
Remarks: Based on data from similar materials

**Germ cell mutagenicity**

Not classified based on available information.

**Ingredients:****Cocoamidopropyl betaine:**

Genotoxicity in vitro : Test Type: Bacterial reverse mutation assay (AMES)  
Method: OECD Test Guideline 471  
Result: negative  
Remarks: Based on data from similar materials

Genotoxicity in vivo : Test Type: Mammalian erythrocyte micronucleus test (in vivo  
cytogenetic assay)  
Species: Mouse  
Application Route: Ingestion  
Result: negative  
Remarks: Based on data from similar materials

**Glycerine:**

Genotoxicity in vitro : Test Type: In vitro mammalian cell gene mutation test  
Method: OECD Test Guideline 476  
Result: negative

**Carcinogenicity**

Not classified based on available information.

**Ingredients:****Glycerine:**

Species: Rat  
Application Route: Ingestion  
Exposure time: 2 Years  
Result: negative

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- IARC** No ingredient of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.
- OSHA** No ingredient of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by OSHA.
- NTP** No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

**Reproductive toxicity**

Not classified based on available information.

**Ingredients:****Cocoamidopropyl betaine:**

Effects on fetal development : Test Type: Embryo-fetal development  
Species: Rat  
Application Route: Ingestion  
Method: OECD Test Guideline 414  
Result: negative  
Remarks: Based on data from similar materials

**Glycerine:**

Effects on fertility : Test Type: Two-generation reproduction toxicity study  
Species: Rat  
Application Route: Ingestion  
Result: negative

Effects on fetal development : Test Type: Embryo-fetal development  
Species: Rabbit  
Application Route: Ingestion  
Result: negative

**STOT-single exposure**

Not classified based on available information.

**STOT-repeated exposure**

Not classified based on available information.

**Repeated dose toxicity****Ingredients:****Cocoamidopropyl betaine:**

Species: Rat  
NOAEL: 250 mg/kg  
Application Route: Ingestion  
Exposure time: 90 d  
Method: OECD Test Guideline 408  
Remarks: Based on data from similar materials

**Glycerine:**

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Species: Rat  
 NOAEL: 167 mg/m<sup>3</sup>  
 LOAEL: 660 mg/m<sup>3</sup>  
 Application Route: inhalation (dust/mist/fume)  
 Exposure time: 13 w  
 Symptoms: Local irritation

**Aspiration toxicity**

Not classified based on available information.

---

**SECTION 12. ECOLOGICAL INFORMATION**
**Ecotoxicity**
**Ingredients:**
**Cocoamidopropyl betaine:**

Toxicity to fish : LC50: > 1 - 10 mg/l  
 Exposure time: 96 h  
 Method: ISO 7346/2  
 Remarks: Based on data from similar materials

Toxicity to bacteria : EC50: > 100 mg/l  
 Method: OECD Test Guideline 209  
 Remarks: Based on data from similar materials

**Glycerine:**

Toxicity to fish : LC50 (Oncorhynchus mykiss (rainbow trout)): 54,000 mg/l  
 Exposure time: 96 h

Toxicity to daphnia and other aquatic invertebrates : EC50 (Daphnia magna (Water flea)): 1,955 mg/l  
 Exposure time: 48 h

Toxicity to bacteria : NOEC (Pseudomonas putida): > 10,000 mg/l  
 Exposure time: 16 h

**Persistence and degradability**
**Product:**

Biodegradability : Result: Biodegradable

**Ingredients:**
**Alcohols, C10-16, ethoxylated, sulfates, sodium salts:**

Biodegradability : Result: Readily biodegradable.

**Cocoamidopropyl betaine:**

Biodegradability : Result: Readily biodegradable.  
 Biodegradation: > 60 %  
 Exposure time: 28 d  
 Method: OECD Test Guideline 301  
 Remarks: Based on data from similar materials

**Glycerine:**

**GOJO® Clear & Mild Foam Handwash**

Version 1.2      Revision Date: 02/10/2015      MSDS Number: 30255-00003      Date of last issue: 12/02/2014  
Date of first issue: 11/14/2014

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Biodegradability : Result: Readily biodegradable.  
Biodegradation: 94 %  
Exposure time: 1 d

**Bioaccumulative potential****Ingredients:****Glycerine:**

Partition coefficient: n-octanol/water : log Pow: -1.76

**Mobility in soil**

No data available

**Other adverse effects**

No data available

---

**SECTION 13. DISPOSAL CONSIDERATIONS****Disposal methods**

Waste from residues : Dispose of in accordance with local regulations.

Contaminated packaging : Dispose of as unused product.  
Empty containers should be taken to an approved waste handling site for recycling or disposal.

---

**SECTION 14. TRANSPORT INFORMATION****International Regulation****UNRTDG**

Not regulated as a dangerous good

**IATA-DGR**

Not regulated as a dangerous good

**IMDG-Code**

Not regulated as a dangerous good

**Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code**

Not applicable for product as supplied.

**Domestic regulation****49 CFR**

Not regulated as a dangerous good

---

**SECTION 15. REGULATORY INFORMATION****EPCRA - Emergency Planning and Community Right-to-Know****CERCLA Reportable Quantity**


**GOJO® Clear & Mild Foam Handwash**

Version	Revision Date:	MSDS Number:	Date of last issue: 12/02/2014
1.2	02/10/2015	30255-00003	Date of first issue: 11/14/2014

---

This material does not contain any components with a CERCLA RQ.

**SARA 304 Extremely Hazardous Substances Reportable Quantity**

This material does not contain any components with a section 304 EHS RQ.

**SARA 311/312 Hazards** : Acute Health Hazard

**SARA 302** : No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

**SARA 313** : This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

**US State Regulations**
**Pennsylvania Right To Know**

Water	7732-18-5	90 - 100 %
Glycerine	56-81-5	1 - 5 %

**New Jersey Right To Know**

Water	7732-18-5	90 - 100 %
Alcohols, C10-16, ethoxylated, sulfates, sodium salts	68585-34-2	1 - 5 %
Cocoamidopropyl betaine	61789-40-0	1 - 5 %
Glycerine	56-81-5	1 - 5 %

**California Prop 65** This product does not contain any chemicals known to the State of California to cause cancer, birth, or any other reproductive defects.

**The ingredients of this product are reported in the following inventories:**

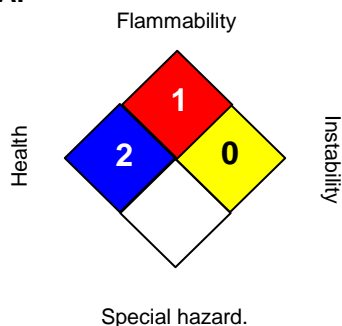
AICS : All ingredients listed or exempt.

**Inventories**

AICS (Australia), DSL (Canada), IECSC (China), REACH (European Union), ENCS (Japan), ISHL (Japan), KECI (Korea), NZIoC (New Zealand), PICCS (Philippines), NECSI (Taiwan), TSCA (USA)

**GOJO® Clear & Mild Foam Handwash**

Version 1.2      Revision Date: 02/10/2015      MSDS Number: 30255-00003      Date of last issue: 12/02/2014  
 Date of first issue: 11/14/2014

**SECTION 16. OTHER INFORMATION**
**Further information**
**NFPA:**

**HMIS III:**

<b>HEALTH</b>	<b>2</b>
<b>FLAMMABILITY</b>	<b>1</b>
<b>PHYSICAL HAZARD</b>	<b>0</b>

0 = not significant, 1 = Slight,  
 2 = Moderate, 3 = High  
 4 = Extreme, \* = Chronic

**Full text of other abbreviations**

- OSHA Z-1 : USA. Occupational Exposure Limits (OSHA) - Table Z-1 Limits for Air Contaminants
- OSHA Z-1 / TWA : 8-hour time weighted average
- Sources of key data used to compile the Material Safety Data Sheet : Internal technical data, data from raw material SDSs, OECD eChem Portal search results and European Chemicals Agency, <http://echa.europa.eu/>
- Revision Date : 02/10/2015

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and shall not be considered a warranty or quality specification of any type. The information provided relates only to the specific material identified at the top of this SDS and may not be valid when the SDS material is used in combination with any other materials or in any process, unless specified in the text. Material users should review the information and recommendations in the specific context of their intended manner of handling, use, processing and storage, including an assessment of the appropriateness of the SDS material in the user's end product, if applicable.

US / Z8



# Equipment



**UNIVERSITY OF SOUTH FLORIDA** Purchase Order Number

4202 E FOWLER AVE  
TAMPA FL 33620

**Supplier:** 0000001754  
GRAINGER  
1820 TAMPA BLVD E  
TAMPA FL 33619-0000

**Dispatch via Print**

<b>Purchase Order Number</b> 0000231341	<b>Date</b> 06/14/2016	<b>Change No.</b> 1 of 2	<b>Page</b> 1 of 2
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB DEST PREPAY & ADD	<b>Ship Via</b> BEST WAY	
<b>Dept/College Contact</b> Linda L Walters	<b>Dept/College Phone</b> 8139741183	<b>Currency</b> USD	

**Ship To:** CENTRAL RECEIVING TAMPA CAMPUS  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE CRS100  
TAMPA FL 33620-5050

**Bill To:** ACCOUNTS PAYABLE  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE ALN147  
TAMPA FL 33620-9000

**FEID No.** 59-3102112 **Tax Exempt?** Y **Florida:** 858014988828C **Federal:** 59-73-0209K **Buyer:** Yves J Higgins

Line	Item/Description	Quantity /Unit	Unit Price	Extended Amt
1	WET/DRY VACUUM 1.3 HP, 15 GAL 120V ITEM #5PFT2, MODEL #9007469	2.00 EA	431.2500	862.50
	VWD 15			
2	CARPET EXTRACTOR ITEM #MV-1610-0001, MODEL #9000500	1.00 EA	8,474.9300	8,474.93
	CRI Seal of Approval- Certified Bronze-1610 Ready Space 21 gallon			
3	SS BATTERY POWER WALK BEHIND ITEM #S5, MODEL #1069647	20.00 EA	1,777.7800	35,555.60
	12V Gel On Board Charger -S5			
4	WALK BEHIND AUTO SCRUBBER W/ PAD ITEM #MV-T300-0011, MODEL #MV-T300-0011	1.00 EA	6,589.0000	6,589.00
	National Floor Safety Institute Certified 20" orbital - nano clean			
5	WALK BEHIND AUTO SCRUBBER 17 ITEM #MV-T3003-0001, MODEL #MV-T3003-0001	2.00 EA	3,328.2600	6,656.52
	T300 - 17" disc			
6	WALK BEHIND AUTO SCRUBBER 20 INCH ITEM #MV-T300-0010, MODEL #MV-T300-0010	2.00 EA	5,578.1400	11,156.28
	T300 - 20" orbital - not NanoClean			

VARIOUS CUSTODIAL EQUIPMENT. SEE ATTACHED GRAINGER QUOTE & COMPETITOR QUOTES.

ATTENTION VENDOR: \*BILLING INSTRUCTIONS\*  
SUBMIT INVOICE TO: APINVOICES@USF.EDU  
OR  
UNIVERSITY OF SOUTH FLORIDA - ACCOUNTS PAYABLE  
4202 E. FOWLER AVE., ALN147  
TAMPA, FL 33620

DELIVER TO: STACY BROWN, 813-974-4343, CAMPUS SERVICES (CUSTODIAL)

THE UNIVERSITY SHALL HAVE TEN (10) WORKING DAYS TO INSPECT AND ACCEPT OR REJECT THE GOODS PURCHASED BY THIS PURCHASE ORDER. FOR THE PROTECTION OF BOTH PARTIES, THIS CONTRACT MAY BE CANCELED IN WHOLE OR IN PART BY EITHER PARTY BY GIVING TEN (10) DAYS PRIOR NOTICE IN WRITING TO THE OTHER PARTY. A TERMINATION PENALTY MAY NOT BE CHARGED TO THE UNIVERSITY. THE UNIVERSITY SHALL BE LIABLE ONLY FOR PAYMENT OF SERVICES RENDERED PRIOR TO THE EFFECTIVE DATE OF TERMINATION.

- By accepting this purchase order, Vendor acknowledges & agrees to comply with all terms and conditions on this purchase order and those listed at <http://www.usf.edu/business-finance/purchasing/resources/pur-t-c.pdf>  
- The Purchase Order Number must appear on all correspondence, shipments and invoices.

Authorized Signature



**UNIVERSITY OF SOUTH FLORIDA** **Purchase Order Number**

4202 E FOWLER AVE  
TAMPA FL 33620

**Supplier:** 0000001754  
GRAINGER  
1820 TAMPA BLVD E  
TAMPA FL 33619-0000

**Dispatch via Print**

<b>Purchase Order Number</b> 0000231341	<b>Date</b> 06/14/2016	<b>Change No.</b> 2 of 2	<b>Page</b> 2 of 2
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB DEST PREPAY & ADD	<b>Ship Via</b> BEST WAY	
<b>Dept/College Contact</b> Linda L Walters	<b>Dept/College Phone</b> 8139741183	<b>Currency</b> USD	

**Ship To:** CENTRAL RECEIVING TAMPA CAMPUS  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE CRS100  
TAMPA FL 33620-5050

**Bill To:** ACCOUNTS PAYABLE  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE ALN147  
TAMPA FL 33620-9000

<b>FEID No.</b> 59-3102112	<b>Tax Exempt?</b> Y	<b>Florida:</b> 858014988828C	<b>Federal:</b> 59-73-0209K	<b>Buyer:</b> Yves J Higgins
<b>Line</b>	<b>Item/Description</b>	<b>Quantity/Unit</b>	<b>Unit Price</b>	<b>Extended Amt</b>

\* THE UNIVERSITY WILL NOT BE HELD RESPONSIBLE FOR ANY PURCHASE IN EXCESS OF THE ALLOTTED AMOUNT AS SHOWN ON THE PURCHASE ORDER. THE AMOUNT MAY ONLY BE AMENDED BY AN OFFICIAL CHANGE ORDER.

\* INVOICES SHALL BE IN SUFFICIENT DETAIL FOR A PROPER PRE-AUDIT AND POST-AUDIT THEREOF.

\* THE PERFORMANCE OF THE UNIVERSITY OR ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT SHALL BE SUBJECT TO AND CONTINGENT UPON THE AVAILABILITY OF FUNDS APPROPRIATED BY THE LEGISLATURE OR OTHERWISE LAWFULLY EXPENDABLE FOR THE PURPOSES OF THIS AGREEMENT FOR THE CURRENT AND FUTURE PERIODS.

\* THIS PURCHASE ORDER SHALL BE ACCEPTED IN ITS ENTIRETY UNLESS THE VENDOR NOTIFIES THE UNIVERSITY IN WRITING WITHIN TEN (10) CALENDAR DAYS FROM THE DATE OF THE PURCHASE ORDER OR IF S/HE BEGINS SERVICES. NO TERMS MAY BE CHANGED BY THE VENDOR.

\* ADA: THE CONTRACTOR AGREES TO COMPLY WITH THE AMERICAN DISABILITIES ACT (ADA) OF 1990

\* NOTICE TO VENDORS: THE UNIVERSITY SHALL NOT ACCEPT NOR BE RESPONSIBLE FOR PAYMENT OF INVOICES FOR COMMODITIES, GOODS, CONTRACTUAL SERVICES, LICENSES OR LEASES OF SPACE WITHOUT AN OFFICIAL UNIVERSITY PURCHASE ORDER NUMBER PRINTED ON THE VENDOR'S INVOICE. VENDORS SHOULD NOT ACCEPT ANY ORDER FROM THE UNIVERSITY WITHOUT AN OFFICIAL UNIVERSITY PURCHASE ORDER OR THE USE OF AN OFFICIAL UNIVERSITY PROCUREMENT CARD.

0000251627

**Total PO Amount** 69,294.83

- By accepting this purchase order, Vendor acknowledges & agrees to comply with all terms and conditions on this purchase order and those listed at <http://www.usf.edu/business-finance/purchasing/resources/pur-t-c.pdf>  
- The Purchase Order Number must appear on all correspondence, shipments and invoices.

**Authorized Signature**

# Wet/Dry Vacuums



PO line 1:  
VWD 15 - Tennant Model Number 9007469

## High-performance wet/dry vacuums to fit your cleaning needs.

### Clean longer

Reduce the number of empty/fill cycles with either large capacity 15 gallon/57 liter or 16 gallon/60 liter tank.

### Reduce maintenance costs

Prevent damage to the machine and your facility with a compact, rugged body made of durable polyethylene, backed by a 10-year warranty.

### Multiple options

Choose a unit that's right for the application—whether it's the standard 15 gallon/57 liter unit, a pump out model, which pulls at a high rate and allows for easy emptying into taller sinks, or the battery operated model for greater flexibility and maneuverability. Optional tools and squeegees are available.



V-WD-15  
(shown with optional squeegee)

## Key Benefits

- Prevent vacuum damage with the float shut-off
- Gain easy access to the recovery tank and float shut-off with the flip-top lid
- Choose the wet/dry vacuum that's right for the application; a standard unit, battery operated or a pump-out model



V-WD-16B

# Wet/Dry Vacuums



Features	Specifications*		
<b>Product Name</b>	V-WD-15/V-WD-15S	V-WD-16P	V-WD-16B
<b>Vacuum System</b>			
Airflow at orifice	103 cfm / 2.9 m <sup>3</sup> /hr	112 cfm / 3.17 m <sup>3</sup> /hr	70 cfm / 1.98 m <sup>3</sup> /hr
Water lift at sealed orifice	92 in / 2336 mm	107 in / 2717 mm	70 in / 1778 mm
Motor amps	8.5 A	10.7 A	23 A
Motor diameter	5.7 in / 144 mm	5.7 in / 144 mm	5.7 in / 144 mm
Motor HP	1.3 hp / .97 kW	1.6 hp / 1.2 kW	.75 hp / .56 kW
Motor stages	2 stage	2 stage	3 stage
Motor voltage	120 V	120 V	24 V
Motor power	980 watts	1253 watts	566 watts
<b>Debris Recovery System</b>			
Filter description	Cloth bag / paper bag / intake filter	Cloth bag / paper bag / intake filter	Cloth bag / paper bag / intake filter
Recovery tank wet capacity	15 gal / 57 L	16 gal / 60.57 L	16 gal / 60.57 L
Vacuum hose length	10 ft / 3 m	10 ft / 3 m	10 ft / 3 m
<b>Chassis &amp; Body Construction</b>			
Chassis construction	Rotationally-molded polyethylene	Rotationally-molded polyethylene	Rotationally-molded polyethylene
Caster diameter	4 in / 102 mm	4 in / 102 mm	4 in / 102 mm
Wheel diameter	10 in / 255 mm	10 in / 255 mm	12 in / 305 mm
<b>Power System</b>			
Cord electric (cord length)	50 ft / 15 m	50 ft / 15 m	—
Battery (run time per charge)	—	—	4 hours continuous
<b>Standard Equipment</b>			
Equipment	10 ft x 1.5 in / 3048 mm x 31.8 mm vacuum hose, one cloth and one paper filter bag. Contractor tool kit: dual bend aluminum wand with 14 in / 356 mm squeegee.	10 ft x 1.5 in / 3048 mm x 31.8 mm vacuum hose and cloth filter bag	10 ft x 1.5 in / 3048 mm x 31.8 mm vacuum hose, one cloth and one paper filter bag, two batteries and battery charger
<b>Optional Accessories</b>			
Accessories	Various sized front-mount squeegee kits, wet recovery bag, wet pick-up kit, contractor tool kit and dry tool kit	Various sized front-mount squeegee kits, wet recovery bag, wet pick-up kit, contractor tool kit and dry tool kit	Various sized front-mount squeegee kits, wet recovery bag, cloth filter bag, wet pick-up kit, contractor tool kit and dry tool kit
<b>Standard Equipment</b>			
Equipment (V-WD-15S only)	10 ft x 1.5 in / 3048 mm x 31.8 mm vacuum hose, one cloth and one paper filter bag, and 26 in / 660 mm front mount squeegee	NA	NA
<b>Optional Accessories</b>			
Accessories (V-WD-15S only)	Contractor tool kit: dual bend aluminum wand with 14 in / 356 mm squeegee, wet pick up kit and dry tool kit	NA	NA
<b>Dimensions</b>			
Product Height	37.5 in / 950 mm	35 in / 890 mm	43 in / 1092 mm
Product Length	29 in / 730 mm	30 in / 762 mm	33 in / 840 mm
Product Width	15.5 in / 390 mm	20 in / 510 mm	21 in / 533 mm
Product Weight	44 lb / 20 kg	64 lb / 29.03 kg	97 lb / 44 kg
<b>Approvals</b>	—	CSA, ETL	—
<b>Warranty</b>	See your sales representative or authorized distributor for complete warranty details.		

\*specifications subject to change without notice

P.O. line 2: Tennant Model No. 90000500  
CRI Seal of Approval- Certified Bronze-1610  
Ready Space 21 gallon



CREATING A CLEANER, SAFER, HEALTHIER WORLD.



# 1610

## DUAL TECHNOLOGY CARPET CLEANER

- Dry carpets in under 30 minutes with ReadySpace® technology
- Provides interim cleaning and restorative extraction on one platform
- Power and flexibility in one machine

## IMPRESSIVE CLEANING POWER AND FLEXIBILITY



### CLEANING PROFESSIONALS WILL APPRECIATE THE ADVANTAGES OF 1610'S DUAL TECHNOLOGY

- ReadySpace® Technology – Carpets cleaned with 1610's ReadySpace technology are dry and ready for foot traffic in less than 30 minutes.
- Restorative Extraction – For periodic restorative cleaning, the 1610 delivers world-class extraction performance.

### CLEAN CARPETS, DRY AND READY IN MINUTES

Tennant's patented ReadySpace technology creates clean carpet spaces that are dry and ready to use in less than 30 minutes. Consider the benefits of quicker turnaround times:

- Reopen rooms and carpeted areas sooner
- Keep space accessible to guests and customers
- Improve carpet appearance in high traffic areas with more frequent cleanings
- Minimize disruption in locations with extended hours
- Reduce slip-and-fall risk when transitioning from damp carpet to hard floors

### OUTSTANDING CLEANING PERFORMANCE, BEAUTIFUL RESULTS

Together, frequent ReadySpace cleanings and periodic restorative extraction tackle the challenges of ongoing carpet maintenance. The results are beautifully clean carpets that last longer.

INSIDE THE

# 1610

Double agitation and counter-rotation separate more soil from both the front and back of carpet fibers. All in one machine pass.

Powerful vacuum lift means more dirt and debris is extracted out of the carpet and disposed in the recovery tank.



Unique soil transfer rollers are the basis for ReadySpace. When damp, these rollers grab dirt from carpet fibers and lift it into the machine.

Two powerful individual vacuum shoes extract the dirty water into the recovery tank.

Inside sprayers rinse soil from the rollers, not the carpet.

## FROM CLEAN TO CROWD IN MINUTES

Reopen the space sooner. Rapid dry times mean additional hours of carpet use.

### Open for Business

**7:30 AM** – Janitorial crews finish cleaning the building's carpeted hallways and lobby using ReadySpace.

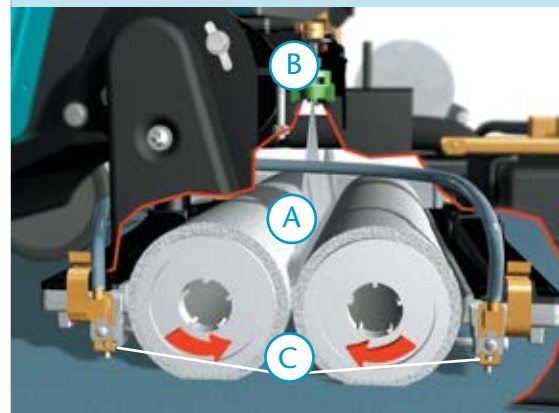
**8:00 AM** – Carpets are clean, dry and ready to handle the morning's rush of foot traffic.



## PATENTED READYSPACE® TECHNOLOGY

ReadySpace technology targets soil within the carpet pile that vacuuming doesn't remove. Cleaning this dirt greatly improves carpet appearance and luster.

With ReadySpace, faster drying periods and first-rate cleaning performance make it easy to keep carpets clean and ready to use at all times.





- Reduce rework, labor and safety costs by using only TennantTrue parts and service.
- Ensure optimal cleaning performance by selecting a TennantTrue Service program provided by a network of over 400 factory-trained Tennant service representatives.
- Improve uptime by leveraging TennantTrue parts and service.
- Simplify budgeting by bundling TennantTrue service plans, including parts, into the purchase or financing of your machine.

## 1610 DUAL TECHNOLOGY CARPET CLEANER

CLEANING SYSTEM	READYSpace®	RESTORATIVE EXTRACTION
Productivity		
Cleaning speed	100 fpm / 30.5 mpm	50 fpm / 155 mpm
Maximum per hour	13,200 ft <sup>2</sup> /hr / 1,226 m <sup>2</sup> /hr	5,500 ft <sup>2</sup> /hr / 510 m <sup>2</sup> /hr
Typical Range per hour	6,000–10,000 ft <sup>2</sup> /hr 560–930 m <sup>2</sup> /hr	2,000–4,000 ft <sup>2</sup> /hr 185–370 m <sup>2</sup> /hr
Recovery Tank Capacity		21 gal / 79 L
<b>SOLUTION SYSTEM</b>		
Tank capacity		21 gal / 79 L
Nominal solution flow rate	0.33 gpm / 1.3 L/min	1 gpm / 3.8 L/min
Solution pump – psi		100 psi / 6.9 bar
Waterlift		120 in / 305 cm
Vacuum Motor HP		Two 0.64 HP / 0.48 KW
Vacuum Motor Stages		3 stage
<b>BRUSH DRIVE SYSTEM</b>		
Motor HP		Two 0.625 HP / 0.315 KW
Motor RPM		700
Roller/Brush Length		22 in / 56 cm
<b>POWER SYSTEM</b>		
System Voltage		24 V
Total Power Consumption		65 amps
Battery Run Time (continuous cleaning rating)		2.5 hours
Battery Configuration		4-6 volt 240 AH batteries
<b>MACHINE SPECIFICATIONS</b>		
Length		60 in / 152 cm
Width		28 in / 71 cm
Height		42 in / 107 cm
Weight		590 lb / 268 kg
Product Weight (without batteries)		340 lb / 154 kg
Top Transport Speed		Up to 250 fpm / 76 mpm
Transaxle HP		0.2 HP / 0.104 KW continuous

### WARRANTY

See your local representative for warranty information.

Specifications subject to change without notice.

Choose GE Capital or U.S. Bancorp,  
our leasing providers, for simple, quick  
financing with flexible upgrade options.



Carpet and Rug Institute (CRI)  
Seal of Approval – Certified Bronze.

### SEEING IS BELIEVING

For a demonstration or additional information,  
call +1.800.553.8033 or email [info@tennantco.com](mailto:info@tennantco.com)

Tennant  
701 North Lilac Drive  
Minneapolis, MN 55422 USA

USA/Canada: +1.800.553.8033  
Quebec: +1.800.361.9050  
Overseas: +1.763.540.1315



CREATING A CLEANER, SAFER, HEALTHIER WORLD.

EQUIPMENT



# S5

## COMPACT BATTERY WALK-BEHIND SWEEPER

- Experience maximum productivity and debris pick-up with TwinMax™ sweeping technology
- Clean under objects and in hard-to-reach areas with compact, low profile design to maneuver easily around racks and shelves
- Rely on quality construction with durable components that have been field-proven in commercial applications

## SWEEP SMARTER, NOT HARDER WITH THE TENNANT S-SERIES SWEEPERS.



### COMPACT, MANEUVERABLE DESIGN

The S5's 24 in / 620 mm sweeping path is perfect for tight spaces and sweeping around clothing racks or retail displays.

### VERSATILE ANYTIME, ANYWHERE CLEANING

The S5's flexible design is well suited for indoor and outdoor cleaning on hard and soft floor surfaces. Battery operation and brush assist makes cleaning simple anytime, anywhere.

### RELY ON QUALITY CONSTRUCTION AND PROVEN COMPONENTS

Major components field-proven in commercial applications for 10 years. Durable roto-molded design is backed by a 10 year, Tennant True® warranty, and side brush protected by brush bumper.

### SMART, INTUITIVE DESIGN

Increase productivity with simple, no-tool side brush adjustments and easy-to-use operation for less time training and more time cleaning. The sweeper's adjustable, ergonomically designed handle makes operator comfort a priority.

# INSIDE THE S5

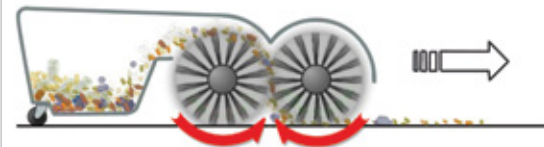


- A** Adjustable, ergonomically designed handle increases operator comfort.
- B** No-tool, fully adjustable side brush cleans corners and edges easily. Increased cleaning path coverage increases productivity and can be adjusted to your floor surface for optimal cleaning.
- C** Constant broom drive with brush assist makes sweeping quick and easy.

- D** TennantTrue® brushes are designed to fit your machine and deliver optimal cleaning performance. Chevron bristle pattern and TwinMax technology work together to pick up more debris in a single pass.
- E** Easy-to-remove, 1.3 ft<sup>3</sup> / 37 L hopper simplifies the cleaning process and increases operator productivity.
- F** Sealed, maintenance-free batteries make owning an S5 simple and safe.

## TWINMAX™ SWEEPING TECHNOLOGY

Equipped with Tennant's TwinMax sweeping technology, the S5 cleans your floors in a single pass. The twin, counter-rotating brushes combine overthrow and direct sweeping principles to capture large and small debris with one machine.



TwinMax technology is designed for sweeping multiple surfaces in both indoor and outdoor environments, giving you maximum versatility for anytime, anywhere cleaning.



## TENNANT TRUE® PARTS, SERVICE AND FINANCE SOLUTIONS

- Reduce rework, labor and safety costs by using only Tennant True parts and service.
- Ensure optimal cleaning performance by selecting a Tennant True Service program provided by a network of over 400 factory-trained Tennant service representatives.
- Improve uptime by leveraging Tennant True parts and service.
- Simplify budgeting by bundling Tennant True service plans, including parts, into the purchase or financing of your machine.

Choose GE Capital or U.S. Bancorp,  
our leasing providers, for simple, quick  
financing with flexible upgrade options.

## S5 COMPACT BATTERY WALK-BEHIND SWEEPER

### SWEEPING SYSTEM

Cleaning path	24 in / 620 mm
Productivity	13,850 ft <sup>2</sup> /hr / 1,290 m <sup>2</sup> /hr
Practical (per ISSA 540 cleaning times)	

### BRUSH DRIVE SYSTEM

Brush speed	390 rpm
Main brush length	16 in / 400 mm
Side brush diameter	12 in / 300 mm
Debris hopper volume capacity	1.3 ft <sup>3</sup> / 37 L
Power transmission	Maintenance-free, high-performance belt drive

### POWER SYSTEM

Battery type	12 V Gel
Charger	On board

### DUST CONTROL SYSTEM

Filtration type	99.97 @ .3 microns
Filter area	13 ft <sup>2</sup> / 1.2 m <sup>2</sup>

### MACHINE SPECIFICATIONS

Length	36.3 in / 923 mm
Width	25.5 in / 650 mm
Height	22 in / 557 mm
Weight	
With battery	121 lb / 55 kg
Without battery	88 lb / 40kg
Sound level (operator's ear)	62 dBA

### WARRANTY

See your local representative for warranty information

Specifications subject to change without notice.

## SEEING IS BELIEVING

For a demonstration or additional information,  
call +1.800.553.8033 or email [info@tenantco.com](mailto:info@tenantco.com)

Tennant  
701 North Lilac Drive  
Minneapolis, MN 55422 USA

USA/Canada: +1.800.553.8033  
Quebec: +1.800.361.9050  
Overseas: +1.763.540.1315

[www.tenantco.com](http://www.tenantco.com)  
[info@tenantco.com](mailto:info@tenantco.com)

P.O. line items 4,5, & 6



CREATING A CLEANER, SAFER, HEALTHIER WORLD.



# T300

## WALK-BEHIND FLOOR SCRUBBER

Delivering high performance, consistent results for virtually any hard surface condition while lowering cleaning costs

Scan this cover for virtual demo or download App



# KEY T300 SCRUBBER FEATURES BUILT ON COMMITMENT, COLLABORATION, SERVICE, AND SUPPORT BY A CIRCLE OF EXPERTS SURROUNDING OUR CUSTOMERS



- **On-board machine instructions** help ensure machine is operated in a safe manner for better results, simplified training, and reduce cost to clean.
- **Insta-Click™** patent-pending head allows TennantTrue® pads and brushes to be installed **ergonomically**, resulting in a safer, faster, low-touch installation.
- **Vac motor** allows machine to clean using as **low as 65 dBA for a safer cleaning environment.**
- **Orbital head** **delivers chemical free floor stripping, reduces water consumption and the need to handle caustic stripping chemicals.**
- **Squeegee design** helps ensure dirt and soils are removed from the floor for **minimum risk of slip-and-fall accidents** and enables faster, easier installation of replacement TennantTrue® squeegee blades.
- **Easy fill port** makes filling the unit simpler, faster, and reduces the chance of spills; and the integrated hose clip keeps the hose in place allowing the operator to work on other tasks during the filling process.
- **Flow control valve** reduces the risk of contact with dirty recovery water and helps to control the flow rate when draining. It also decreases the need for secondary cleaning operations caused by spills.
- **Battery venting** with onboard charger fan and integrated venting allows the batteries to be charged safely with the lid closed.
- **Optimal down pressure and RPM** improves cleaning performance.
- **Accessory tray** allows you to keep the cleaning supplies you need at hand, reducing trips to the janitor closet.
- **Yellow touch points** helps prevent breakdown and simplifies preventative maintenance and training requirements.
- **New machine electronics** allow the machine to do daily cleaning of finished concrete surfaces and works with 3M™ Trizact™ System.
- **Programmable Zone Settings™** for standardization of cleaning processes.

# IMPROVE THE EFFECTIVENESS OF YOUR CLEANING RESOURCES, INVESTMENTS, AND OPERATIONS WITH NEW SUSTAINABLE TECHNOLOGIES.



## THE T300 SCRUBBER PROVIDES THE RIGHT SOLUTION FOR YOUR SPECIFIC APPLICATION WITH A VERSATILITY THAT IS UNMATCHED IN THE INDUSTRY.



### REDUCE COST TO CLEAN

Improved and durable components extend machine life and reduce cost of ownership.



### IMPROVE HEALTH AND SAFETY

Innovative features help protect health and safety of your operator, building occupants, and the environment.



### ENHANCE FACILITY IMAGE

Effective scrubbing capabilities help to maintain a consistently clean appearance of your facility floors.



### MINIMIZE ENVIRONMENTAL IMPACT

Use of ec-H2O NanoClean® reduces the consumption of daily floor cleaning detergents to help meet your sustainability goals.



# INSIDE THE T300

Hygienic® tanks allow for easy access when cleaning to help reduce mold, bacteria and other contaminants that can grow in enclosed tanks

Vacuum motor allows machine to clean as low as 65 dBA and improves water recovery

Easy fill port makes filling the unit simpler, faster and reduces the chance of spills

Insta-Click™ magnetic head allows pads and brushes to be ergonomically positioned and results in faster installation

On-board charger with fan and integrated venting allows batteries to charge safely with lid closed

Optional flow control valve reduces risk of contact with dirty recovery water and helps control drain flow rate

Foot activated squeegee is easy and more ergonomic for the operator

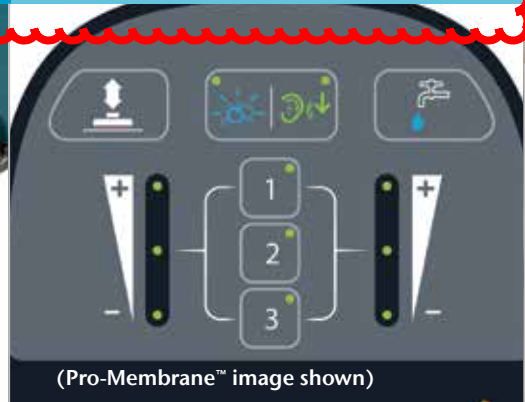
Squeegee provides excellent water recovery to help reduce slips and falls

ec-H2O NanoClean® with optional Severe Environment™ Switch eliminates secondary cleaning operations that could increase slip and falls.

Insta-Click™ contains powerful magnets for easy, low-touch cleaning tool attachment and removal.

Quiet-Mode™ reduces noise levels as low as 58 dBA for daytime cleaning without disruption. Perfect for healthcare, education, and office cleaning.

KEY FEATURES



(Pro-Membrane™ image shown)

# ENGINEERED FOR PRODUCTIVITY AND VERSATILITY

## INNOVATIVE TECHNOLOGY THAT DRIVES DIFFERENTIATION IN YOUR FACILITY

The T300 scrubbers have multiple machine head types to fit your cleaning applications and optimize cleaning performance for specific areas.



Dual Cylindrical:  
20 in / 500 mm

Orbital:  
20 in / 500 mm

Single disk:  
17 in / 430 mm &  
20 in / 500 mm

Dual disk:  
24 in / 600 mm

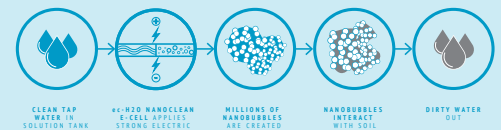
## EXCLUSIVE TECHNOLOGY

(optional cleaning innovation)



ec-H2O NanoClean® technology electrically converted water is created by an on-board e-cell that generates millions of very tiny microscopic bubbles known as nanobubbles that promote the cleaning efficacy of the solution.

This next generation solution offers the same great benefits of the first generation and now cleans better and cleans more soils in more applications. The name NanoClean, refers to the generation of nano-scale bubbles that are an important part of the cleaning mechanism.



Optional Electronic Pro-Membrane™ and Pro-Panel™ Controls provide for easy standardized cleaning processes.

The T300 along with the 3M™ Stone Floor Protection System provides a complete floor care process that restores the natural beauty of your porous stone and produces a remarkable, long-lasting shine.



(LCD Pro-Panel™ image shown)



3M™ Trizact™  
Diamond HX Discs

# T300 WALK-BEHIND FLOOR SCRUBBER

	SINGLE DISK		SINGLE DISK		DUAL DISK	CYLINDRICAL	ORBITAL
	17 IN/430 MM PAD ASSIST	17 IN/430 MM SELF-PROPEL	20 IN/500 MM PAD ASSIST	20 IN/500 MM SELF-PROPEL	24 IN/600 MM PROPEL	20 IN/500 MM SELF-PROPEL	20 IN/500 MM SELF-PROPEL
<b>Control panel</b>							
Membrane™ Panel		Standard		Standard	Standard	Standard	Standard
Pro-Membrane™ Panel		Optional		Optional	Optional	Optional	Optional
Pro-Panel™		Optional		Optional	Optional	Optional	Optional
<b>Productivity (per hour)</b>							
Theoretical Max		17,000 ft²/1,579 m²		20,000 ft²/1,858 m²	24,000 ft²/2,230 m²	20,000 ft²/1,858 m²	20,000 ft²/1,858 m²
<b>Estimated Coverage*</b>							
Conventional	9,340 ft²/868 m²	12,453 ft²/1,157 m²	11,208 ft²/1,041 m²	14,943 ft²/1,388 m²	18,264 ft²/1,697 m²	14,943 ft²/1,388 m²	14,943 ft²/1,388 m²
ec-H2O NanoClean®	9,668 ft²/898 m²	12,891 ft²/1,198 m²	11,602 ft²/1,078 m²	15,469 ft²/1,437 m²	18,906 ft²/1,756 m²	15,469 ft²/1,437 m²	15,469 ft²/1,437 m²
<b>BRUSH DRIVE SYSTEM</b>							
Scrub motor		24 VDC, 1 hp/0.75 kW		24 VDC, 1 hp/0.75 kW	24 VDC, 1 hp/0.75 kW	24 VDC, 1 hp/0.75 kW	0.6 hp/0.45 kW
Brush/pad RPM		230 rpm		230 rpm	285 rpm	1,065 rpm	2,200 rpm
Brush/pad pressure		47, 71, 86 lbs/21, 32, 39 kg		51, 76, 90 lbs/23, 35, 41 kg	57, 81, 97 lbs/ 26, 37, 44 kg	53, 60, 64 lbs/ 24, 27, 29 kg	63, 92, 109 lbs/ 29, 42, 49 kg
<b>SOLUTION/RECOVERY SYSTEM</b>							
Solution tank capacity		11 gal/42 L		11 gal/42 L	11 gal/42 L	11 gal/42 L	11 gal/42 L
Recovery tank capacity		14 gal/53 L		14 gal/53 L	14 gal/53 L	14 gal/53 L	14 gal/53 L
Vacuum motor		24 VDC, 0.6 hp/0.47 kW		24 VDC, 0.6 hp/0.47 kW	24 VDC, 0.6 hp/ 0.47 kW	24 VDC, 0.6 hp/ 0.47 kW	24 VDC, 0.6 hp/ 0.47 kW
Vacuum waterlift		42 in/1067 mm		42 in/1067 mm	42 in/1067 mm	42 in/1067 mm	42 in/1067 mm
Vacuum waterlift with Quiet-Mode™		28 in/711 mm		28 in/711 mm	28 in/711 mm	28 in/711 mm	28 in/711 mm
<b>CLEANING TECHNOLOGY</b>							
Conventional		Standard		Standard	Standard	Standard	Standard
ec-H2O NanoClean		Optional		Optional	Optional	Optional	Optional
Severe Environment™ (with ec-H2O NanoClean)		Optional		Optional	Optional	Optional	Optional
Severe Environment detergent tank capacity (optional only with ec-H2O NanoClean)		0.4 gal/1.5 L		0.4 gal/1.5 L	0.4 gal/1.5 L	0.4 gal/1.5 L	0.4 gal/1.5 L
<b>BATTERY SYSTEM</b>							
System voltage		24 volt		24 volt	24 volt	24 volt	24 volt
Battery types (Wet 105AH, Wet 130AH, Wet 150AH, Sealed AGM 140AH)		2 required		2 required	2 required	2 required (150AH wet & 140AH sealed only)	2 required
Battery run time (up to hours)**	3.4	3.1	2.8	2.6	2.9	2.5	3.8
On-board charger		Standard		Standard	Standard	Standard	Standard
Off-board charger		Optional		Optional	Optional	Optional	Optional
<b>MACHINE SPECIFICATIONS</b>							
Length		51.25 in/1,302 mm		54 in/1,372 mm	51.75 in/1,314 mm	50.50 in/1,283 mm	49 in/1,245 mm
Width		20 in/500 mm		22 in/559 mm	26 in/660 mm	25 in/635 mm	20.5 in/521 mm
Height		43.10 in/1,095 mm		43.10 in/1,095 mm	43.10 in/1,095 mm	43.10 in/1,095 mm	43.10 in/1,095 mm
Weight (without batteries)		220 lbs/98 kg		230 lbs/104 kg	250 lbs/113 kg	250 lbs/113 kg	255 lbs/116 kg
Weight (with batteries)		366 lbs/166 kg		376 lbs/171 kg	410 lbs/186 kg	410 lbs/186 kg	415 lbs/188 kg
Sound level (operator's ear)***		64.9 dBA		64.9 dBA	66.5 dBA	64.7 dBA	66.4 dBA
Quiet-Mode (operator's ear)***		57.8 dBA		57.8 dBA	59.1 dBA	61.3 dBA	57.6 dBA

See your local representative for warranty information

\* Estimated coverage rates use the practical speed and empty/fill time standards from the 2004 ISSA Cleaning Times handbook.

\*\* Run times are based on continuous scrubbing run times.

\*\*\* Sound levels per ISO 11201 as recommended by the American Association of Cleaning Equipment manufacturers & OSHA.

Specifications subject to change without notice.



ec-H2O NanoClean® technology is NFSL (National Floor Safety Institute) Certified



ec-H2O NanoClean technology is registered by NSF International

## SEEING IS BELIEVING

For a demonstration or additional information,  
call +1.800.553.8033 or email [info@tenantco.com](mailto:info@tenantco.com)

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# ENVIRONMENTAL FOOTPRINT REDUCTION STUDY RESULTS

## EDUCATION / RETAIL & HEALTHCARE



ENERGY  
93% / 96%



CO<sub>2</sub> EMISSIONS  
92% / 93%



OZONE  
89% / 94%



SMOG  
96% / 97%



ACIDIFICATION  
87% / 91%



EUTROPHICATION  
41% / 58%



PARTICULATE  
88% / 90%

## ec-H2O NanoClean™ Technology

Compared to conventional packaged daily-use cleaning chemicals, utilizing ec-H2O NanoClean™ reduces the impact of cleaning operations on the environment in seven key categories according to a third-party study by Ecoform TM, LLC.

### REDUCTION OF ENVIRONMENTAL IMPACT VERSUS CONVENTIONAL DAILY CLEANING CHEMICALS

LCA CATEGORY	EDUCATION	RETAIL/HEALTHCARE
ENERGY	93%	96%
CO <sub>2</sub> EMISSIONS	92%	93%
OZONE	89%	94%
SMOG	96%	97%
ACIDIFICATION	87%	91%
EUTROPHICATION	41%	58%
PARTICULATE	88%	90%

### LIFE-CYCLE EVALUATION SCENARIOS

PARAMETER	EDUCATION	RETAIL/HEALTHCARE
CHEMICAL DILUTION RATE – OZ/GAL	1	1
LIQUID FLOW RATE – GAL/MIN	0.4 Chemical-based 0.12 ec-H2O NanoClean	0.4 Chemical-based 0.12 ec-H2O NanoClean
FLOOR SCRUB RATE – SQ FT/HR	9,274 <sup>a</sup>	9,274 <sup>a</sup>
FLOOR AREA CLEANED – SQ FT/DAY	25,000	25,000
FREQUENCY OF CLEANING – CYCLES/YR	200 Education (5 days/wk, 40 wks/year)	365 Retail/Health Care (daily)

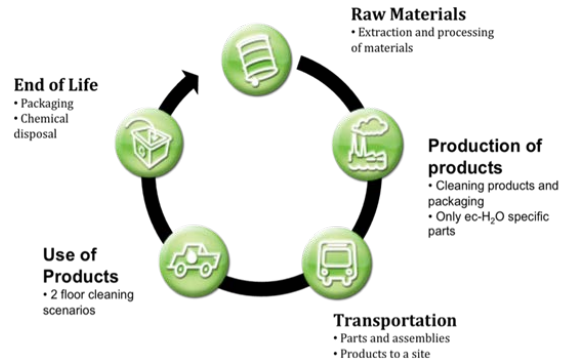
<sup>a</sup>The official ISSA 612 Cleaning Times Book, 2014.

A T300 scrubber was used for this analysis. The life-cycle analysis was performed using version 6 of the GaBi Life-Cycle Software. Secondary data from GaBi and Ecoinvent datasets, supplemented by proprietary Ecoform data sets, comprised the entirety of the life-cycle inventory data.

# ENVIRONMENTAL FOOTPRINT REDUCTION QUESTIONS & ANSWERS

## WHAT IS A LIFE-CYCLE ANALYSIS?

Life-cycle analysis is a methodology used to identify and quantify the environmental impacts of a product, service, or activity, across its life-cycle. The scope of the study included the items listed in the diagram to the right:



## WHO PERFORMED THE LIFE-CYCLE ANALYSIS?

Jack Geibig, president of Ecoform, LLC, an independent company that focuses on the environmental performance of companies and their products and processes.

## WHERE CAN I READ THE ENTIRE LIFE-CYCLE ANALYSIS REPORT FOR ec-H2O NanoClean?

Go to [www.tennantco.com](http://www.tennantco.com) to download the full Life-Cycle Analysis for the ec-H2O NanoClean technology.

IMPACT CATEGORY	REDUCTION OF	CREATED BY	HARMFUL TO
ACIDIFICATION	kg SO <sub>2</sub>	Combustion processes in electricity and heating production and transportation	Fish and forests, by lowering the pH of water and soil
CO <sub>2</sub> EMISSIONS	kg CO <sub>2</sub>	Combustion of fossil fuels	Atmosphere (global climate change)
ENERGY	MJ	Total energy required to manufacture and use product	Atmosphere (global climate change)
EUTROPHICATION	kg PO <sub>4</sub>	Nutrients from discharged waste water and fertilized farmland	Fish and other life in the aquatic ecosystem, due to oxygen deficiency
OZONE DEPLETION	g CFC	Emission of halocarbons	Humans, causing increased frequency of skin cancer and damage to plants
PARTICULATE	kg PM <sub>2.5</sub>	Combustion of materials	Human respiratory systems, resulting in chronic respiratory illness
SMOG	kg NO <sub>x</sub>	Reduction of VOCs and nitrogen oxides in the presence of heat and sunlight	Human respiratory systems, resulting in respiratory illness including chronic bronchitis and emphysema

Learn more about ec-H2O NanoClean and other innovations in cleaning. Contact Tennant today or visit our website at [www.tennantco.com](http://www.tennantco.com).

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## Sensor S

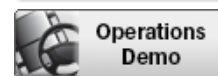
### Upright Single-Motor Commercial Vacuum

Windsor Kärcher Group Vacuums have been the dependable industry workhorse since 1979. The Windsor Kärcher Group Sensor S features a single-motor design for a light handle weight. The Windsor Kärcher Group Sensor S is of the most popular vacuums on the market because it has over a 20 year history of proven power and reliability. Choose from Windsor Kärcher Group Sensor S12 or S15 with 12 inch or 15 inch vacuum head widths respectively. This vacuum features a smart electronic control system with indicator warning lights to alert the operator to vacuum bag full, clog, brush height, and brush jam. What is even better is that this machine will shut off automatically if these lights are ignored saving you from possible expensive repairs. An optional HEPA filter is available to make the Sensor a true HEPA upright commercial vacuum.



### Sensor S Commercial Upright Vacuum Features:

- Industry-leading upright vacuum with a proven reputation of reliability, performance and ease of maintenance
- Sensor vacuums (Sensor S12 or Sensor S15) are available in 12 and 15 inch cleaning widths to handle any need productively
- Larger, 1200 watt vacuum motor pulls even more dirt from the carpet
- High efficiency filtration traps 99.6% at 0.3 microns for improved indoor air quality
- Ultra-light vacuum handle weight increases operator comfort and productivity
- On-board tools and extension wand make the Sensor S vacuum the perfect detail cleaning machine
- Sensor S vacuum has indicator lights for: Vacuum bag full, clog, brush height, and brush jam and the machine will automatically shut off if warnings are ignored
- The vacuum's low profile, flat-to-floor hinge design makes it easy to clean under beds and furniture
- The Sensor vacuum filter bag is easy to change
- **The Sensor S vacuum has CRI Indoor Air Quality Program Approval**



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Ads	Often Imitated, Never Duplicated	<a href="#">Download</a>
Ads	Reliability Never Goes Out Of Style	<a href="#">Download</a>
End-User Guide	Sensor S—End-User Guide	<a href="#">Download</a>
French Service Manual & Parts List	Sensor S12—Anthracite Gray—SRS12—120v—French Service Manual & Parts List—from Serial No. C70390076	<a href="#">Download</a>
French Service Manual & Parts List	Sensor S12—SRS12—120v—French Service Manual & Parts List	<a href="#">Download</a>
French Service Manual & Parts List	Sensor S12—SRXP12IA—240v—French Service Manual & Parts List	<a href="#">Download</a>
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## Admiral 8

### Commercial Carpet Extractor

- Adjustable handle with easy-to-use, fingertip controls for superior maneuverability and operator comfort.
- Brush setting easily adjusts to eight cleaning positions for maximum performance.
- No-hose design makes it simple to fill and empty.
- Optional hard floor cleaning kit increases versatility and value.



Document Type	Description	Download
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    - Chariot 2 iScrub 20 Deluxe
    - Chariot 2 iScrub 20 with Orb Technology
    - Chariot 2 iScrub 22 SP
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    - Chariot iGloss
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## Chariot 2 iScrub 20

### 20" Stand-On Commercial Scrubber

#### More Productive Scrubber

These days with ever rising labor cost it is more important than ever to get the maximum amount of work accomplished with your current staff. The Chariot 2 iScrub 20 was designed with productivity as its number one goal. We have achieved this goal with this machine, scrubbing fifty percent more area than a traditional walk-behind-scrubber. With a lower investment cost, higher productivity rate and simplicity of maintenance Windsor Kärcher Group's Chariot 2 iScrub 20 stand-on commercial scrubber meets and exceeds all expectations with up to 58% operational savings versus competitively sized walk-behind scrubbers. Ultimately scrubbing with the Chariot 2 iScrub 20 will improve your bottom line.

#### Maneuverable Scrubber

To be productive in the real world your scrubber needs to quickly maneuver around obstacles. The Chariot 2 iScrub 20 has an incredible 48" turning radius. By nature of its design, Chariot stand-on technology gives the operator unparalleled visibility allowing for safe operation in tight, congested areas. Chariot 2's squeegee pivots during turns to ensure 100% water pickup in even the tightest of corners.

#### Whisper Quiet Scrubber

How do you clean when employees and customers are in your facility 24 hours a day? You need an ultra-quiet scrubber that will go unnoticed while cleaning. The Windsor Kärcher Group Chariot 2 iScrub 20 is just the machine for you! It features an incredibly quiet daytime mode of 54 dBA for transport and 66.9 dBA for operation. Trust the Chariot 2 iScrub 20 for your scrubbing needs!

#### Chariot 2 iScrub 20 Stand-On Scrubber Features:

- Designed with Windsor Kärcher Group's Chariot Patented Stand-On Cleaning Technology\* that significantly increases productivity and cleaning quality.
- Swiveling no-adjustment squeegee, with Aqua-Mizer functionality that ensures 100% water pick up for dry, safe floors
- Design and size that provides remarkable maneuverability, and best-in-industry 360° visibility that allows the operator to see more of the cleaning area
- Intuitive control panel with two transport speeds and two operating speeds, and an easy-to-clean, fully accessible hygienic recovery tank
- Quiet operation for daytime cleaning



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Commercial

LEED Qualified IEQ Credit 3.4

Available in Canada

#### Windsor Kärcher Group's PDIR Program

This machine is perfect for daily cleaning. Daily cleaning is important because removing soils on a daily basis minimizes their damage to carpets and hard floors.



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Ads	Never Walk Behind Again, The Evolution Of Scrubbing	<a href="#">Download</a>




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## Lightning 1500

### 1500 RPM Commercial Burnisher

Make your floors shine as bright as lightning!

- Easy to use fully adjustable handle height system.
- Large 5-inch non-marking wheels for easy transport.
- Mechanical safety interlock prevents accidental start-ups
- Build in circuit breaker to protect motor.
- Rugged cast aluminum base and switch housing with non-marking bumper to protect the machine and facility.
- Totally enclosed motor provides protection against dirt and debris, resulting in low maintenance.



Document Type	Description	Download
Parts List	Lightning 1500—Anthracite Gray—Parts List	<a href="#">Download</a>
Parts List	Lightning 1500—U1500, LB1500, LB1500IE, LB1500IA, SPT1500—Parts List	<a href="#">Download</a>
Sell Sheet	Lightning 1500—Sell Sheet	<a href="#">Download</a>
Service Manual	Lightning 1500—Anthracite Gray—U1500, LB1500, LB1500IE, LB1500IA, SPT1500—Service Manual	<a href="#">Download</a>
Service Manual	Lightning 1500—U1500, LB1500, LB1500IE, LB1500IA, SPT1500—Service Manual	<a href="#">Download</a>

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# Lightning™ 1500

# Lightning™ 2000



1500 rpm and 2000 rpm Burnishers

Powerful, efficient burnishers quickly produce a brilliant shine.




- » Easy-to-use fully adjustable handle height system.
- » Flexible pad driver.
- » Mechanical safety interlock to prevent accidental start-ups.
- » Built-in circuit breaker and fuse system to protect motor.
- » UL listed to U.S. and Canadian safety standards.
- » Rugged cast aluminum base and switch housing with non-marking bumper to protect the machine and facility.





## Performance Features

## Technical Specifications

Model:	LB1500	LB2000
Order No.:	1.009-016.0	1.009-019.0
Pad Speed:	1500 rpm	2000 rpm
Pad Diameter:	20" (51 cm)	20" (51 cm)
Pad Driver Diameter:	19" (48 cm)	20" (51 cm)
Motor:	1.75 hp (1305 watt), enclosed permanent magnet DC motor, internally rectified	1.5 hp (1119 watts), permanent magnet DC motor, internally rectified
Main Switch:	Dual lever	Same
Safety Lock:	Thumb activated safety interlock	Same
Construction:	Die cast aluminum base and handle housing	Same
Handle Adjustment:	High mounted handle height adjustment	Floating
Wheels:	Four, 5" (12.5 cm) x 1.25" (3 cm) non-marking	Same
Electrical System:	115V, 60 hz, built-in circuit breaker and fuse	Same
Transmission:	V-belt	Direct Drive
Bumper:	Non-marking PVC	Same
Cable:	75' (23 m) 14/3 with strain relief	75' (23 m)
Weight:	92 lbs (41.5 kg)	81 lbs (37 kg)
Dimensions In Storage Position (LxWxH):	31" x 21.5" x 48" (78.5 cm x 54.5 cm x 122 cm)	32" x 24" x 48.5" (81 cm x 61 cm x 123 cm)
Approvals:	 UL listed to U.S. and Canadian safety standards	<b>LEED</b> IEQ Credit 3.4

Specifications are subject to change without notice.



Foot latch easily releases the handle to floating position, to simplify operation.



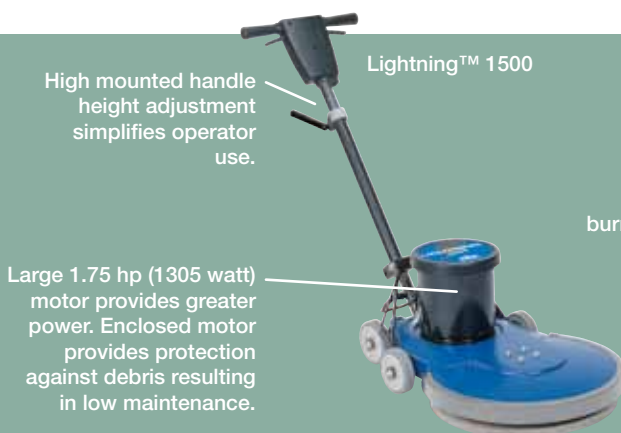
Filter bag is top-mounted for easy emptying. (LB2000 only)



Dual levers and safety interlock for left or right-handed operations.



Two sets of wheels simplify operation and transport.



Lightning™ 1500

High mounted handle height adjustment simplifies operator use.

Large 1.75 hp (1305 watt) motor provides greater power. Enclosed motor provides protection against debris resulting in low maintenance.

Powerful Dust Control System pulls burnishing dust off the floor into a filter bag. This system allows only clean, dust-free air back into the room.

An efficient 1.5 hp (1119 watts) direct drive motor and 2000 rpm burnishing speed provide an instant high gloss shine.

Lightning™ 2000

### Windsor Innovations Protect:



Indoor Air Quality



Water



People



Environment

# Admiral™ 8

Carpet Extractor

Powerful, high-speed carpet cleaning.



- » Windsor's Admiral 8 increases your productivity with features that make your job easier.
- » Adjustable handle with easy-to-use, fingertip controls for superior maneuverability and operator comfort.
- » Brush setting easily adjusts to eight cleaning positions for maximum performance.
- » No-hose design makes it simple to fill and empty.
- » Optional hard floor cleaning kit increases versatility and value.





## Performance Features



Brush adjusts to eight cleaning positions for maximum performance and a storage position increases brush life.



Ergonomic handle with convenient fingertip controls increase operator control and comfort.




Floating vacuum shoe follows the contour of the carpet for superior recovery.



Accessory tools easily attach to quick-connect ports for cleaning upholstery, stairs and other detail areas.

## Technical Specifications

	ADM8
General Construction:	Injection molded chassis with rotationally molded polyethylene tanks
Vacuum Motor:	Three stage, bypass, 1.5 hp (1,119 watts), 100 ft <sup>3</sup> /min (2.8 m <sup>3</sup> /min), 120" (305 cm) waterlift
Solution Pump:	100 psi (7 bar)
Brush Motor:	1/3 hp (249 watts) AC with circuit breaker protection
Brush:	15" (38 cm) wide, ABS core, 14-row nylon bristle spiral pattern
Solution Spray:	Two quick-disconnect jets
Solution Tank:	8 gal (30 l)
Recovery Tank:	8 gal (30 l)
Vacuum Shoe:	17" (43 cm) wide, cast aluminum
Wheels:	Two, 10" dia. (25.4 cm) non-marking rubber
Power Cable:	50' (15 m) detachable
Dimensions (LxWxH):	45" x 17.5" x 36" (114 cm x 44 cm x 91 cm)
Weight:	92 lbs (42 kg)
Approvals:	 UL Listed to U.S. and Canadian safety standards

Specifications are subject to change without notice.

### Windsor Innovations Protect:



Indoor Air Quality



Water



People



Environment



Live Support

Request a quote

Home

Products

- Chariot Stand-On Equipment
- Chemical-Free Stripping Rollers
- Commercial Vacuums
  - Sensor S
  - Sensor XP
  - Sensor S2 HEPA
  - Versamatic
  - Versamatic Plus
  - Axcess
  - TrekVac 2
  - TrekVac 3
  - NuWave
  - Recover 7
  - Recover 12
  - Recover 12 with Squeegee
  - Recover 18
  - Titan Wet/Dry
  - Vac Pac HEPA

- Commercial Sweepers
- Commercial Extractors
- Commercial Scrubbers
- Commercial Interim Carpet Care
- Burnishers and Floor Machines
- Specialty Surface Cleaning
- Accessories

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Customer Portal Log-in

Online Product Demonstrations

Testimonials

Windsor Rewards

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Warranty Registration

Customer Feedback

## Titan Wet/Dry

### Wet/Dry Vacuum with up to 20 Gallon Capacity

- All Titans feature powerful 1.5 hp vacuum motors and rugged construction to provide years of dependable operation.
- Available in 8, 16, and 20 gallon sizes for productive use in any area.
- Titan16 and 20 gallon sizes offer the added convenience of an optional squeegee attachment for faster large area wet pick-up.
- Every Titan wet/dry vacuum comes standard with an eight-piece tool kit to increase cleaning versatility.



Document Type	Description	Download
Sell Sheet	Titan Wet/Dry—Sell Sheet	<a href="#">Download</a>
Service Manual & Parts List	Titan Wet/Dry—T708, T708IE, T716, T716IE, T720TP—Service Manual & Parts List	<a href="#">Download</a>

# Titan™

Wet/Dry Vacuums



Titan vacuums combine power and durability for productive wet or dry pick-up.




- » All Titans feature powerful 1.5 hp vacuum motors and rugged construction to provide years of dependable operation
- » Available in 8 and 20 gallon sizes for productive use in any area
- » Titan 20 gallon size offer the added convenience of an optional squeegee attachment for faster large area wet pick up
- » Every Titan wet/dry vacuum comes standard with an eight-piece tool kit to increase cleaning versatility
- » The Titan 708 is a utility vacuum for quick pick-up jobs.
- » The Titan 720TP is for large capacity jobs needing tip-and-pour capability.





## Performance Features

## Technical Specifications

	T708	T720TP
Model Number.:	1.013-006.0	1.013-010.0
Construction:	Blow molded plastic	Same
Vac Motor:	2-stage, 1.5 hp (1119 watts) 87" (221 cm) waterlift 101 cfm	Same
Capacity:	8 gal. (30 ltr)	20 gal (75.5 ltr)
Filtration:	Polyester bag-style filter	Same
Power Cable:	27' (8.2 m)	Same
Weight:	21 lbs (9.5 kg)	55 lbs. (25 kg)
Dimensions: (L x W x H)	25.5" x 16" x 16" (65 cm x 41 cm x 41 cm)	42" x 25" x 22.5" (107 cm x 25 cm x 22.5 cm)
Sound Level:	67 dBA	Same
Wheels:		
Front	2" (5 cm) casters	3" (8 cm) casters
Rear	2" (5 cm) casters	10" (25 cm) Wheels
Optional Squeegee:	NA	TSQ20 8.616-404.0
Tip & Pour Feature:	NA	Yes
Approvals:	 UL Listed to U.S. and Canadian safety standards	Same

Specifications are subject to change without notice.



All Titan vacuums come standard with an eight-piece tool kit to increase versatility.



The Titan 20 gallon model makes emptying easy with tip and pour capability.



Each vacuum comes with an efficient filtration system. The durable, caged filter is easy to remove and clean.



The 20 gallon models offer the convenience of an optional squeegee attachment for more productive large area wet pick up.

### Windsor Innovations Protect:



Indoor Air Quality



Water



People



Environment



Contractual Services Agreement

This Agreement is made and entered into this 22 day of March, 2011, by and between the University of South Florida Board of Trustees, a public body corporate of the State of Florida, "University", and UNISOURCE Worldwide, Inc., "Vendor/Contractor/Bidder". This Agreement relates to Vendor providing contractual services as described herein.

The Parties to this Agreement, in consideration of the mutual covenants and stipulations set herein, agree as follows:

1. Services.

The Vendor is an independent Vendor pursuant to Florida Law. The Vendor assumes full responsibility for completion of the services stipulated below:

Provide all equipment, installation labor, support materials, applicable supervision, cleaning supply chemicals and cleaning personnel training support necessary to comply with the requirements of USF Invitation to Bid No. 11-011-PPB (copy attached).

The Vendor shall commence performance of the terms of this Agreement no earlier than the 1<sup>st</sup> day of April, 2011, and complete performance of this Agreement to the satisfaction of the university no later than the 31<sup>st</sup> day of March, 2016.

2. Cost.

The total amount of this contract is not to exceed \$ 278,614.90 except as stipulated by a future contract amendment and shall include travel costs, if applicable (See Paragraph 5). This amount is determined in full accordance with USF Invitation to Bid No. 11-011-PPB.

3. Payment.

Timely Payment Problems: All Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendors' payment within forty (40) days (35 days for healthcare providers) after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. If the payment is not made within said forty (40) days, a separate interest penalty (established pursuant to Section 55.03(1), Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to University, providing said request is received by University no later than forty (40) days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced.

Vendors shall submit detailed invoices sufficient for a proper pre-audit and post-audit thereof. Each invoice must clearly identify the USF purchase order number, services, portion of services, and expenses for which compensation is sought. The University reserves the right to return any invoice that does not comply with this requirement. Payment will be tendered only for services or the portion of services completed prior to the submission of the invoice, or for expenses incurred prior to such submission. The University shall determine the accuracy of all invoices. Invoices that have to be returned to the Vendor because of Vendor preparation errors will result in a delay of the payment. In such cases, the invoice payment requirements do not start until a properly completed invoice is provided to the University.

3. Payment - Continued.

Vendor may request partial payment in the full amount of the value of service received and accepted by submitting a properly executed invoice, with supporting documents, when required by University. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries can be addressed to: USF Purchasing & Property Services, 4202 E. Fowler Avenue, AOC 200, Tampa, Florida 33620.

4. Availability of Funds.

The University's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The University shall give notice to Vendor of the non-availability of such funds when the University has knowledge thereof. Upon the Vendor's receipt of such notice, the Vendor is entitled to payment only for those services performed prior to the date notice is received.

5. Travel.

There is no travel allowed within this agreement

6. Assumption of Risk.

Each party hereby assumes any and all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of that party and the officers, employees, and agents thereof. Vendor also assumes such risk with respect to the willful or negligent acts or omissions of persons subcontracting with Vendor or otherwise acting or engaged to act at the instance of Vendor in furtherance of Vendor fulfilling Vendor's obligations under this Agreement.

7. Unilateral Cancellation/Public Records Law.

The University may unilaterally cancel this Agreement for refusal by Vendor to allow public access to any and all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Vendor in conjunction with this Agreement.

8. Cancellation.

All Agreement obligations shall prevail for at least sixty (60) calendar days after the effective date of the contract. After that period, either party may cancel this Agreement upon ten (10) calendar days written notice without penalty or cause. The Vendor may not charge to the University a cancellation penalty. The University shall be liable only for payment for services rendered prior to the effective date of cancellation.

9. Force Majeure.

No default, delay or failure to perform on the part of the either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquake; acts of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

10. Renewal.

There is no stipulated renewal of this agreement. This agreement may be extended throughout the project to accommodate any needed change orders or extension of time.

11. Amendments.

Any amendments, alterations or modifications to this Agreement must be in writing and signed by the parties of this Agreement to be effective.

12. Governing Law.

The Contract/Agreement ("Contract") is governed by the law of the State of Florida and University Rule 6C4-4.02060. Any provisions in this Agreement in conflict with such laws and rules shall be void and of no effect. The University is entitled to the benefits of sovereign immunity coextensive therewith, including immunities from taxation. Vendor submits to the personal jurisdiction of the State of Florida. Any actions arising out of this Agreement shall be brought exclusively in the courts located in Hillsborough County, Florida.

13. Taxes.

The State of Florida, and the University, is a tax immune sovereign and exempt from the payment of sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

14. Licenses.

In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to perform its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.

15. Certification.

In accordance with Section 112.3185, Florida Statutes, the Vendor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of this Agreement by the University.

16. Indemnification

Vendor agrees to indemnify and hold free and harmless, and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida, and the University of South Florida Board of Trustees and their officers, employees and agents, and the University's Architect/Engineer Consultants from and against any and all actions, claims, liabilities, assertions of liability losses, costs and expenses, including but not limited to attorney's fees, reasonable investigative and discovery cost, court costs, claim or claims for bodily injury or death of persons and for loss of or damage to property, in law or in equity, of every kind and nature whatsoever, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents, contractors, and sub-contractors, in connection with this Agreement.

17. Assignment.

Vendor may not, without the advance written approval of University, assign any right or delegate any duties hereunder nor may it transfer, pledge, surrender, or otherwise encumber or dispose of its interest in any portion of the Agreement.

18. Termination.

Each term and condition of this Agreement is material and any breach or default by Vendor in the performance of each such term and condition shall be a material breach or default of the entire Agreement for which University shall have the right to terminate this Agreement immediately upon notice to Vendor and without termination penalty to University.

19. Relationship of Parties.

It is understood and agreed that nothing herein contained is intended, or should be construed, as creating or establishing the relationship of partners between the parties hereto, or as constituting Vendor as the agent or representative of University for any purpose in any manner whatsoever. Vendor is not authorized to bind University to any contracts or other obligations. Vendor shall not expressly or impliedly represent to any party that Vendor and University are partners or that Vendor is the agent or representative of University or of the Board of Trustees for any purpose or in any manner whatsoever.

20. Parties' Representatives.

University's representative for purposes of the Agreement is Kathy Simmons or her designee; Vendor's representative for purposes of this Agreement is Sam Ritz, Sales Representative.

21. Waiver of Breach or Default.

No failure to exercise or delay in exercising any right, power or remedy accruing to University on any breach or default of Vendor hereunder shall impair any such right, power or remedy, or be construed as a waiver of any such breach or default or of any other breach or default.

22. Entire Agreement.

All documents submitted as part of Vendor's offer are attached and incorporated by this reference. In the event of inconsistency between such documents and the provisions of this Agreement, the provisions of this Agreement will govern. This Agreement and such documents embody the entire Agreement of the parties, and there are no other representations, promises, agreements, conditions or understandings, either oral or written, between University and Vendor other than are set forth herein.

23. Lobbying.

The expenditure of funds disbursed from Florida State appropriated Grants and Aids, for the purpose of lobbying the Legislature or a State Agency, is prohibited.

24. Affirmative Action.

As a condition of this Agreement, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

25. Americans with Disabilities Act (ADA).

The Vendor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 and subsequent documents.

26. Public Entity Crime.

Any person or affiliate who has been placed on the Convicted Vendor List following a conviction for a Public Entity Crime, may not participate in bids or proposals, may not perform work or transact business with University.

27. Notice to Contractor. The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral termination of the Agreement.

28. Terms and Conditions

Any terms and conditions submitted with your Invitation to Bid response are not binding to the University and are not accepted as applying to the Invitation to Bid or this contract. Only the University of South Florida terms and conditions as issued in the Invitation to Bid are acceptable.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

\*\*\*\*\*Vendor\*\*\*\*\*


UNISOURCE Worldwide, Inc.  
6511 North 54<sup>th</sup> Avenue  
Tampa, FL 33610  
FEID No. 13-5369500  
Telephone No. 813-621-2485 EXT 7309

BY:  (manual signature)  
SAM RITZ (type or print name)

Executed on this the 22<sup>ND</sup> day of March, 2011

\*\*\*\*\*UNIVERSITY OF SOUTH FLORIDA\*\*\*\*\*

Board of Trustees,  
a public body corporate.

BY:   
George Cotter  
Associate Director  
Purchasing and Property Services

Executed on this the 22 day of March, 2011

SUBMIT BID TO

# UNIVERSITY OF SOUTH FLORIDA

PURCHASING AND PROPERTY SERVICES  
4202 E. FOWLER AVENUE AOC-200  
TAMPA, FL 33620-9000

Telephone Number: (813) 974-2481

Web Address: [usfweb.usf.edu/purchasing/purch2.htm](http://usfweb.usf.edu/purchasing/purch2.htm)

UNIVERSITY OF SOUTH FLORIDA

# INVITATION TO BID

Page 1 of 43  
Pages

BIDS WILL BE OPENED March 1, 2011 AT 3:00 P.M.,  
and may not be withdrawn within forty-five (45) days after such date and time.

BID NO. 11-011-PPB

AGENCY MAILING DATE:  
January 24, 2011

BID TITLE: **Proportioning Control System and Related Cleaning Supplies**

EMPLOYER IDENTIFICATION NUMBER OR S.S.  
NUMBER F135369500

DELIVERY DATE WILL BE 1-2 DAYS  
after receipt of Purchase Order

CASH DISCOUNT TERMS Net 40 Days

VENDOR NAME Unisource Worldwide Inc.

REASON FOR NO BID

VENDOR REMITTANCE ADDRESS 6511 N. 54<sup>th</sup> Street

CITY-STATE-ZIP Tampa, FL 33610

### POSTING OF BID TABULATIONS

Bid tabulations with recommended awards will be posted for review by interested parties at the location where the bids were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Posting will be on or about

E-MAIL ADDRESS: [Samuel.ritz@unisourceworldwide.com](mailto:Samuel.ritz@unisourceworldwide.com)

5/7 working days after bid opening

AREA CODE

TELEPHONE NUMBER 621-2485 ext 7309

813

TOLL-FREE NUMBER 800-388-4595

I certify that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, a public body corporate, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted, the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

AUTHORIZED SIGNATURE (MANUAL)

Sam Ritz, Sales Professional

AUTHORIZED SIGNATURE (TYPED) TITLE

WEB ADDRESS: [www.unisourcelink.com](http://www.unisourcelink.com)

### GENERAL CONDITIONS

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Bid responses, which do not comply with specified conditions, shall be rejected.

(e) **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and standards there under.

1. **EXECUTION OF BID:** Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by vendor to his bid price must be initialed. The company name and E.I.N. number or social security number shall appear on each pricing page of the bid as required. Complete ordering instructions must be submitted with the bid.

(f) **INVOICING AND PAYMENT:** The vendor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods, less deductions if any, as provided. Invoices shall contain the contract number, purchase order number and the vendor's EIN number. An original the invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. **VENDOR'S RIGHT TO PAYMENT:** Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendor's payment within 40 days (35 days for healthcare providers) after receipt of acceptable invoices, receipt, inspection and acceptance of goods and/or services provide in accordance with terms and conditions of the purchase order/contract. If payment is not made within said 40 days, a separate interest penalty (established pursuant to Section 55.03 (1) Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to the University, providing said request is received by the University no later than 40 days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced. **INTEREST PENALTIES:** Payment shall be made in accordance with Section 55.03, F.S. that states the vendors' rights and the University agency's responsibilities concerning interest penalties and time limits for payment of invoices.

2. **NO BID:** If not submitting a bid, respond by returning only this vendor acknowledgement form, marking it "NO BID" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the bid mailing list. Note: To qualify as a respondent, vendor must submit a "NO BID", and it must be received no later than the stated bid opening date and hour.

(g) **VENDOR OMBUDSMAN:** The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries and requests for interest penalty payments can be addressed to: USF Accounts Payables, 4202 Fowler Ave., ADM 147, Tampa, Fl. 33620.

3. **BID OPENING:** Shall be public, on the date and at the time specified on the bid form. It is the vendor's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile or telephone are not acceptable. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

5. **ANNUAL APPROPRIATIONS:** The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery to the destination shown herein.

6. **DELIVERY:** Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be Monday through Friday, 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m., excluding University of South Florida holidays, unless otherwise specified.

(a) **TAXES:** The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.

(b) **DISCOUNTS:** Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

(c) **MISTAKES:** Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of mistake in extensions the unit price will govern.

(d) **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new, current standard production model available at time of the bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

**ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this bid solicitation are the only conditions applicable to the bid and the vendor's authorized signature affixed to the vendor acknowledgement form attests to this.

7. **MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:** Any manufacturers' name, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The vendor may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). **MEASUREMENTS:** Customary measurements appearing in these specifications are not intended to preclude bids for commodities with metric measurements. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Vendor shall submit with his bid, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The University reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Purchaser is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the University unless evidenced by a Change Notice issued and signed by the University.
8. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than forty-eight (48) hours prior to the ITB opening. Inquiries must reference the date of ITB opening and ITB number. No interpretation shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision. Any person who is adversely affected by the Agency's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with USF Regulation 4.02050(3). Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.
9. **NOTICE OF ITB PROTEST BONDING REQUIREMENT:** Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the University pursuant to BOG regulation 18.002, shall post with the University at the time of filing the formal written protest, a bond payable to the University in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**
10. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.
11. **AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical district basis and/or on a statewide basis with one or more suppliers; to reject any and all ITBs or waive any minor irregularity or technicality in ITBs received. When it is determined there is competition to the lowest responsible vendor, evaluation of other ITBs is not required. Vendors are cautioned to make no assumptions unless their ITB has been evaluated as being responsive. All awards made as a result of this ITB shall conform to applicable Florida Statutes, and University Regulations, policies and Procedures.
12. **SAMPLES:** Samples of items, when called for, must be furnished free of expense on or before ITB opening time and date, and if not destroyed may, upon request, be returned at the vendor's expense. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, ITB number, and item reference. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within 90 days after ITB opening date. If instructions are not received within this time, the University shall dispose of the commodities.
13. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Others acceptable to the University may test items for compliance with specifications by the Florida Department of Agriculture and Consumer Services, or. Should the items fail testing, the University may require the vendor to reimburse the University for costs incurred by the University in connection with the examination or testing of the commodity including costs relating to transporting the commodity samples to the testing site, actual test costs, personnel costs and other applicable costs. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in ITB and/or purchase order may result in vendor being found in default in which event any and all procurement costs may be charged against defaulting vendor. Any violation of these stipulations may also result in:  
a) Suppliers name being removed from the University list.  
b) All University departments being advised not to do business with the supplier without written approval from Purchasing and Property Services until such time as supplier reimburses the University for all procurement and cover costs.
14. **INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering agency. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the ordering agency will:  
a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.  
b) Report damage (Visible and Concealed) to the carrier and contract supplier, confirming such reports, in writing, within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.  
c) Retain the item and its shipping container, including inner packing material, until the carrier and the contract supplier perform inspection.  
d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.
15. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the supplier to notify Purchasing and Property Services at once, indicating in his letter the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.
16. **ADDITIONAL QUANTITIES:** For a period not exceeding 180 days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to the amount shown on the bid but not to exceed the threshold for category two at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY."
17. **SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.
18. **LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.
19. **PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES** and other Intellectual Property. The vendor, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, trademarked or unpatented invention, process, or article manufactured or supplied by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by vendor or is based solely and exclusively upon the University's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement and will afford the vendor full opportunity to defend the action and control the defense.
20. Further, if such a claim is made or is pending the vendor may, at its options and expenses procure for the purchaser the right to continue use of, replace or modify the article to render it noninfringing. (If none of the alternatives are reasonably available, the University agrees to return the article on request to the vendor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device or materials covered by copyright, patent or trademark, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
21. **ASSIGNMENT:** Any Purchase Order issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the ordering agency.
22. **LIABILITY:** The vendor shall save and hold harmless the University, its officers, agents and employees against any and all claims by third parties resulting from the vendor's breach of this contract, the vendor's negligence, and/or vendor's other wrongful acts.
23. **FACILITIES:** The University reserves the right to inspect the vendor's facilities at any reasonable time with prior notice.
24. **PUBLIC PRINTING:** A vendor must have at the time of bid opening a manufacturing plant in operation which is capable of producing the items of bid, and so certify upon request of the agency. Every agency of the State, including agencies within the legislative and judicial branches of government, shall give preference to vendors located within the State when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to that obtainable from a vendor located outside the State.  
(a) **Contract Not To Be Sublet:** In accordance with Printing Laws and Regulations printing contracts cannot be sublet. Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent vendor offering to provide printing manufactured by other firms or persons.  
(b) **Printing Adjustments, Overruns-Underruns:** No adjustment shall be accepted by an agency on any purchase of printing unless conditions or specifications of bid expressly so provide.  
(c) **Communications:** It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.  
(d) **Return of Materials:** All copy, photos, artwork, and other materials supplied by the purchaser must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is effected.  
(e) **Quality-Performance Analysis:** The vendor on any purchase of printing in excess of the threshold for category two shall complete and forward to Purchasing and Property Services the analysis form that accompanied his purchase order together with an invoice copy.
25. **PUBLIC RECORDS:** Any material submitted in response to this invitation to bid will become a public document pursuant to Section 119.07, F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.
26. **DEFAULT:** Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all procurement costs may be charged against your firm. Any violations of these stipulations may also result in:  
a) Vendor's name being removed from Purchasing and Property Services vendor mailing list.  
b) All University agencies being advised not to do business with the vendors without written approval of Purchasing and Property Services.
27. **CANCELLATION:** The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

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Proportioning Control System and Related Cleaning SuppliesSpecial Conditions

Attention Bidding Entity: It is solely the responsibility of the bidding entity to visit the World Wide Web [<http://usfweb.usf.edu/purchasing/purch2.htm>] forty-eight [48] hours prior to the closing time of this Invitation to Bid/Request for Proposal to verify that the bidding entity has received any addenda that may have been issued.

1. Opening Note to Vendors

Bidder's response to this Invitation to Bid shall be delivered to the **Purchasing and Property Services, University of South Florida, AOC 200, 4202 East Fowler Avenue, Tampa, Florida 33620-9000**, no later than 3:00 P.M. on March 1, 2011 according to the official clock located in the University's Purchasing Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Bids and/or amendments to the Invitation to Bid that arrive after 3:00 P.M. on March 1, 2011 will not be accepted/considered for any reason whatsoever. These bids will be returned unopened to the vendor. Telephone, inclusive of facsimile and electronic mail and telegraphic bids and/or amendments **shall not** be accepted at any time. At 3:00 P.M. on March 1, 2011 all timely bids received will be opened and recorded.

If bidder elects to mail/ship in its bid package, the bidder must allow sufficient time to ensure the University's proper receipt of the bid package by the time specified above. Regardless of the form of delivery, it is solely the responsibility of the bidder to ensure that the bid package arrives at the University's Purchasing Department no later than 3:00 P.M. on March 1, 2011.

Bids will be accepted up to, and no bids may be withdrawn after, the deadline for bids submission time and date shown above. Bids must be delivered in sealed envelopes/packages clearly marked: Bid No. 11-011-PPB.

2. Cellular Telephones

Any person attending a bid or proposal opening shall turn their cellular telephones and pagers off before entering the bid or proposal reading room. The allocated time has been set aside for the bid or proposal opening and the response recording.

3. Inquiries

The University will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of this Invitation to Bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any cost incurred by the Vendor in connection with the preparation, production, or submission of their Invitation to Bid including any increased costs resulting from the Vendor accepting verbal direction. All changes, if necessary, to the Invitation to Bid terms or specifications shall be made by written addendum to the Invitation to Bid and distributed electronically by e-mail only.

Any explanation desired by vendors must be requested of the University of South Florida Purchasing Branch in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will be posted on the Purchasing Department's website at <http://usfweb.usf.edu/purchasing/purch2.htm>. Vendors obtaining bid documents from any other source must review the Purchasing Department's website. Direct all inquiries to Kathy Simmons at [kathys@admin.usf.edu](mailto:kathys@admin.usf.edu).

Note: Vendors are responsible to insure that the University has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued4. Special Acknowledgments

Bidder(s) acknowledges and agrees:

## A. That by executing:

1. The Invitation to Bid, "Bidders Acknowledgment" form that he/she has in fact read, understands and shall comply with all bid terms and conditions listed in the bid documents, technical specifications, and drawings, where applicable; and,
2. I certify to the best of my knowledge and belief, that the business or payee identified in this Invitation to Bid, and its principals are not presently debarred, suspended, proposed for debarment ineligible, or voluntarily excluded by any Federal Department or Agency. To the extent this assertion proves inaccurate, USF may, in its sole discretion, terminate this agreement without penalty to USF.

- B. That this is written consent and agreement of the bidder(s), if awarded, that purchases may be made under this Invitation to Bid and/or Request for Proposal by other State universities, community colleges, district school boards, other educational institutions, and by other governmental agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation. If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for one hundred twenty (120) days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
- C. That twenty-four (24) hour emergency call service shall be provided at no additional charge to all using entities.
- D. That as an integral part of this bid that a sales representative shall be available either by telephone or on-campus a minimum of one (1) day per week to handle sale orders, troubleshoot problems, answer questions, etc.
- E. That the terms bidder and contractor are interchangeable in this bid document.
- F. That the University reserves the right to waive minor variations to specifications, informalities, irregularities and technicalities in any bids, to reject any and all bids in whole or in part with or without cause, and/or to accept bids that in its judgment will be the best low bid meeting specifications and school needs and be in the best interest of the University.

5. Award, Award Postings, and Public Meeting Notices

Award will be made on the basis of the "Total Offer" to the successful low bidder meeting all bid terms, conditions and specifications herein.

All award notices related to this Invitation to Bid or Request for Proposal will be posted for a minimum of seventy-two (72) hours on the bulletin board located outside of the Purchasing and Property Services, University of South Florida, AOC 200, 4202 East Fowler Avenue, Tampa, Florida 33620-9000.

All public meeting notices related to this Invitation to Bid or Request for Proposal will be posted for a minimum of five (5) days prior to the meeting on the bulletin located outside of the Purchasing and Property Services, University of South Florida, AOC 200, 4202 East Fowler Avenue, Tampa, Florida 33620-9000.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued6. Mistakes

In the event of extension error(s), the unit price will prevail and the bidder's "Total Offer" will be corrected accordingly. In the event of addition error(s), the extended totals will prevail and the bidder's "Total Offer" will be corrected accordingly. Bidders must check their bid proposals/responses for any such errors and state the discount(s) in the proposal/response, where applicable. Failure to do so will be at the bidder's risk.

In the event a mistake is included in a bid and the bidder makes a written request for withdrawal of the bid, that entire bid will not be considered for award of **ANY** of the Invitation to Bid. This policy applies to all requests for withdrawal. The only exception to this policy is where the mistake is the result of misinformation unknowingly supplied by the University and a waiver of the policy is approved by the Director or Associate Director of Purchasing and Property Services or his designee. The Director's or Associate Director's decision shall be final.

7. Discounts

Bidding entities are encouraged to offer a discount for prompt payment. **Please Note:** Discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes. This is in accordance with General Condition No. 4(b), Discounts.

Payment terms for less than forty (40) days without a discount will not be accepted. Any bid proposal offering payment terms of net 10 days, net cash, etc. will be changed to net 40 days, and the award will be made accordingly.

**Timely Payment Problems:** All Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendors' payment within forty (40) days (35 days for healthcare providers) after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. If the payment is not made within said forty (40) days, a separate interest penalty (established pursuant to Section 55.03(1), Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to University, providing said request is received by University no later than forty (40) days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced.

Vendors shall submit detailed invoices sufficient for a proper pre-audit and post-audit thereof. Each invoice must clearly identify the USF purchase order number, services, portion of services, and expenses for which compensation is sought. The University reserves the right to reject any invoice that does not comply with this requirement. Payment will be tendered only for services or the portion of services completed prior to the submission of the invoice, or for expenses incurred prior to such submission. The University shall determine the accuracy of all invoices. Invoices that have to be returned to the Vendor because of Vendor preparation errors will result in a delay of the payment. In such cases, the invoice payment requirements do not start until a properly completed invoice is provided to the University.

Vendor may request partial payment in the full amount of the value of service received and accepted by submitting a properly executed invoice, with supporting documents, when required by University. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries can be addressed to: USF Purchasing & Property Services, 4202 E. Fowler Avenue, AOC 200, Tampa, Florida 33620.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued8. Qualifications of Bidders**SEE ATTACHED**

**Pre-Award Evaluation:** To be considered for award, the entity bidding this project shall: A] not be a joint venture; B] have been regularly engaged in this type of business for a minimum of five (5) years prior to the opening date of this Invitation to Bid; and, C] be licensed to do business in the State of Florida.

A. Company Information Required: Each bidding entity shall furnish the following information:

1. Name and address of operating company, indicate type of business (i.e. Individual, Partnership, Corporation, other).
2. Number of years in the industry and the number of people regularly employed.
3. Evidence, in writing on manufacturer letterhead, stating:
  - a) The manufacturer's product is designed to serve the purpose intended by this Invitation to Bid.
  - b) That said bidder is a factory authorized distributor for the Greater Tampa area for the item(s) for which said bidder has submitted this bid.
  - c) That your firm is an authorized installer/distributor for the product being offered.
4. Bids and/or proposals submitted by other than the equipment manufacturer shall be inclusive of a certification executed by the manufacturer stating that the bidder and/or contractor is an authorized dealer/representative of the manufacturer. A "dealer" agreement shall not be accepted in lieu of manufacturer certification. Bids and/or proposals requiring manufacturer certification will not be considered if certification is not submitted with the bid and/or proposal response.
5. Evidence in writing that they maintain permanent places of business and have adequate equipment, financial position (balance sheet and profit/loss statement), personnel, and inventory to furnish the items offered satisfactorily and expeditiously, and can provide the necessary services.

B. The bidding entity shall be qualified to perform the work required by these documents. All bidding entities shall be licensed to do business in the State of Florida.

Please Note: The above information must be furnished within three (3) working days upon a verbal request from Purchasing & Property Services to be considered for the award.

Only bids that meet the "Qualification of Bidders" will be considered.

Failure to furnish all of the above information upon request will be sufficient cause for rejection of your bid.

9. Contract Period and Renewals

A. The contract period shall be for a five (5) year period. If deemed advisable and advantageous to do so, the University has the exclusive right and option to renew the contract in writing for two (2) additional one (1) year periods meeting the following criteria:

1. Contingent upon satisfactory performance evaluations by the University Representative;
2. Under the same Invitation to Bid terms and conditions stipulated herein;
3. Contingent upon pricing stipulated herein or as otherwise stipulated herein by mutual agreement in writing if deemed advisable and advantageous to do so; and,
4. Subject to the availability of funds.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued9. Contract Period and Renewal - Continued

B. The first six (6) months after commencement of the contract shall be considered probationary and continuation of the contract will depend upon the quality of the product, work and/or service exhibited. The contract may be terminated immediately at this time with no recourse, by the Division of Physical Plant, Administrative Coordinator or the Director or Assistant Director of Purchasing or their designee, in writing. The University reserves the right in its best interest to re-award to the next approved respondent or to review its needs to re-bid.

C. The University reserves the right at the time of renewal to:

1. Accept a contract price increase per line item, not to exceed three (3%) percent or .03, of net contract pricing at the time of renewals. For the first renewal period, the net contract pricing may be increased, not to exceed three (3%) percent, over the initial bid pricing. The second renewal period pricing may be increased, not to exceed three (3%) percent, over the first renewal period pricing; and/or,
2. Accept a contract price decrease per line item should market prices at the time of renewal be less than originally bid.

Note: In order to invoke up to the three (3%) percent price increase, the awarded bidder shall make such request in writing at least sixty (60) calendar days prior to the contract renewal date. Failure to do so may result in the University requiring the awarded bidder to renew the contract under the same bid terms, pricing and conditions as originally bid.

10. Availability of Funds

The obligations of the University of South Florida under this bid and/or proposal are subject to and contingent upon the availability of funds.

11. Cancellation

All contract obligations shall prevail for at least one hundred eighty (180) calendar days after the effective date of the contract (except where otherwise stated in Special Condition No. 9, above). At any time after the probationary period with or without cause, the University may cancel the contract by giving ten (10) calendar days' notice in writing to the other party. Otherwise this contract may be canceled by the University without cause in whole or in part by giving thirty (30) days prior notice in writing to the other party.

12. Default

Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all procurement costs may be charged against your firm. Any violations of these stipulations may also result in:

- A. Vendor's name being removed from Purchasing and Property Services vendor mailing list.
- B. All University agencies being advised not to do business with the vendor(s) without written approval of Purchasing and Property Services.

13. Right to Terminate

In the event that any of the provisions of the contract are violated by the awarded bidder, the University may serve written notice upon awarded bidder of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the contract. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) calendar days after the notice is served upon the awarded bidder, the contract shall cease and terminate. The liability of the awarded bidder and/or his surety for any and all such violation(s) shall not be affected by any such termination.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued14. Emergency/Supplement Services

Should any awarded contractor be unable to provide all the services and/or commodities required upon notification, the University reserves the right to obtain/purchase any service and/or commodity on a local basis from another source if the service and/or commodity is considered to be of an urgent and/or emergency need or if the awarded contractor cannot provide service or delivery or supply said service and/or commodity within a reasonable time to meet the situation time constraints.

Note: This provision shall not be used to circumvent the intent of the bid contract.

15. Telephone Service

The awarded bidder shall provide a toll free telephone number for the University's use.

16. As Specified

Purchase order(s) will be issued to the awarded bidder with the understanding that all items delivered must meet the specifications herein. Items delivered not as specified will be returned, and the awarded bidder will be required to deliver items meeting specifications or be in default in accordance with General Condition #13, on page 2 of this Invitation to Bid, in which event any and all procurement costs will be charged to the awarded bidder.

17. Equivalents

The specifications listed herein are written around certain pieces of equipment to indicate the level of quality desired. Other manufacturer's equipment may meet the specifications in performance while differing in configuration. Equipment meeting the performance specifications but differing in configuration may be considered for the award.

**All proposed equivalent dispensers and products must be pre-approved prior to bidding. The last day to submit proposed equivalent dispensers and products for University evaluation is Friday, February 18, 2011.**

Proposed equipment dispensers and products (one case per product) shall be delivered on or before 3:00 P.M. on Friday, February 18, 2011 to the address below. Note: Proposed equipment dispensers and products may be used and/or destroyed during evaluation and will not be returned.

USF Physical Plant  
Shelia Burgess  
USF PPLANT Stores Operations  
13301 Bruce B. Downs Blvd.  
MHB 134  
Tampa, FL 33612

Failure to comply will result in disqualification of you bid as non-responsive.

18. F.O.B. Points

Multiple delivery points will be used. Exact delivery points for each using department (i.e., Main Campus, Health Science Center, Florida Mental Health Institute, College of Public Health, Physical Plant Stores, USF Residential Services, University Center, etc) will be specified on each individual purchase order or as called in by the end user.

Note: All shipping, handling and/or delivery charges must be included in the bidder's unit cost. There shall be **no additional** costs billed for shipping, handling and/or delivery charges.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued19. Delivery

Purchase orders will be issued on an "As Needed, When Needed" basis for the ordering of bid items. Using department may request items by mail, telephone or facsimile. All deliveries shall be from available stock within three (3) business days from the date the mail, telephone or facsimile order was placed. At the time the order is placed, the awarded bidder shall inform the University of South Florida as to whether or not the item is in stock. If the item(s) needed is not available within the time frame stipulated herein, then the University of South Florida has the right to either place the item on back order or to place the order with another company.

**Note: Back orders will not be accepted unless specifically requested by the University of South Florida at the time the order is placed.**

The University shall have ten (10) working days to inspect and accept or reject the goods purchased under this Invitation to Bid.

Bids which cannot comply with this required delivery time frame will not be considered for the bid award.

20. Codes

All equipment and cleaning supplies shall comply with all applicable federal, state, OSHA and local laws and ordinances and to regulations of the Environmental Protection Commission.

**Special Note: MSDS sheets are required on all cleaning supplies delivered to the University of South Florida.**

21. Owner's Rights Reserved

The University reserves the right to make inspections and tests, when deemed advisable, to ascertain that requirements of the contract are being fulfilled. Should it be found that the standards specified are not being satisfactorily maintained, the University may immediately demand that the contractor comply with the Invitation to Bid to meet these requirements. If the contractor fails to comply with such demands within two (2) calendar days, the University shall serve written notice to the contractor stating the reason(s) for intention to terminate the contract. If, within two (2) calendar days after serving such notice upon the contractor, such violation(s) have neither ceased nor have satisfactory corrections been made, the contract shall, upon expiration of said two (2) days, cease and terminate. The liability of such contractor and/or his surety for any and all such violation(s) shall not be affected by any such termination. Should termination occur, contractor will be held in default.

In accordance with Section 287, Florida Statutes, the University reserves the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 and made or received by the contractor in conjunction with this project.

The estimated quantities in this Invitation to Bid Proposal are given as a guideline for preparing your bid and should not be construed as representing actual quantities to be purchased under this contract. The University reserves the right to:

1. Place orders on an "As Needed, When Needed" basis; and,
2. Increase and/or decrease quantities as needed.

Upon award to successful contractor and/or vendor as a project occurs, purchase orders will be issued.



Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued22. Indemnification

The awarded contractor agrees to indemnify and hold free and harmless, assume liability for and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida Board of Trustees, the University of South Florida and their officers, employees and agents, and the University's Architect/Engineer Consultants from and against any and all actions, claims, liabilities, assertions of liability losses, costs and expenses, including but not limited to attorney's fees, reasonable investigative and discovery cost, court costs, claim or claims for bodily injury or death of persons and for loss of or damage to property, in law or in equity, of every kind and nature whatsoever, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents, contractors, and sub-contractors, in connection with this Invitation to Bid.

23. Insurance

## A. The awarded bidder shall:

1. Not commence any work in connection with this contract until obtaining, at a minimum, all of the types of insurance enumerated below and having such insurance approved by the University.
2. Not allow any sub-contractor to commence work on its sub-contract until all similar insurance required of the sub-contractor has been so obtained. All insurance policies shall be with insurers qualified to do business in the State of Florida.
3. Furnish the University with proof of insurance coverage by Certification of Insurance issued by the insurer's agent no later than ten (10) calendar days after the contract award. **All required insurance policies shall name the University of South Florida Board of Trustees, the University of South Florida Board of Trustees, State Board of Governors and the State of Florida [collectively "University"] as an additional insured. Said Certificate of Insurance shall be generated by the insurer's agent.**

B. The awarded bidder must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all his/her employees connected with the work of this project and, in case any work is sublet, the awarded bidder shall acquire the insurance for all the sub-contractor's employees unless such employees are covered by the protection afforded by the awarded bidder's insurance. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in work under this contract at the site of the project is not protected under Worker's Compensation statute, the awarded bidder shall provide, and cause each sub-contractor to provide, adequate insurance satisfactory to the University, for protection of the employees not otherwise protected.

C. The awarded bidder must secure and maintain during the life of this Agreement, **Comprehensive General Liability and Comprehensive Automobile Insurance** which shall protect the awarded bidder and its officers, employees, servants, agents, and University from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the awarded bidder or by anyone directly or indirectly employed by the awarded bidder and the amounts shall be for, at a minimum, the amounts as follows:

	<u>Type Coverage</u>	<u>Dollar Amount</u>
1.	Bodily Injury Liability	
	Each Person	\$ 250,000
	Each Occurrence	\$ 500,000
2.	Property Damage	
	Each Occurrence	\$ 500,000
3.	Auto Public Liability Insurance	
	Bodily Injury	\$ 250,000
	Each Occurrence	\$ 500,000
4.	Umbrella or Excess Liability	\$ 1,000,000

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued23. Insurance - Continued

- D. Insurance clauses both **Bodily Injury & Property Damage** shall be amended, if necessary, to provide coverage on an **Occurrence** basis.
- E. The University is exempt from paying, and is in no way be liable for paying, any sums of money which may represent a deductible in any awarded bidder's insurance policy. The payment of such deductible shall solely be the responsibility of the awarded bidder obtaining the insurance.

24. Maintenance and Instruction Manuals

The awarded bidder shall include at least one copy of an instructional manual with each unit supplied. This manual shall include a minimum of the following:

- A. Operating Instructions;
- B. **Maintenance and repair of provided dispensers shall be provided on an "As Needed, When Needed" basis at no cost to the University;** and,
- C. A list of available replacement parts.

25. Packing and Labels

The awarded vendor shall affix packing and/or shipping labels as required by any local, state and federal statutes or regulations to each carton and shall contain the following information:

- A. Purchase order number;
- B. Quantity contained in each package; and,
- C. Total number of items being delivered.

26. Safety Regulations

Equipment must meet all state and federal safety regulations for grounding of electrical equipment.

27. Palletize

All products delivered under this contract shall be on pallets. Pallets may be exchanged at the time of delivery, if available and requested.

28. Reserved Rights

The University of South Florida reserves the following rights if deemed to be in the University's best interest:

- A. To add units, as needed/when needed, during the contract period at no additional cost to the University. The units shall be comparable to like units (i.e., design, capacity, etc.) as listed herein.
- B. To delete unit, as needed/when needed, during the contract period for any reason.
- C. To add and/or delete cleaning supply chemicals as the University's needs change. If any cleaning supply chemical is deleted, then the price that is in effect for that cleaning supply chemical will be deleted from the contract. If a cleaning supply chemical is added, then unit cost shall be negotiated comparable to like chemicals (i.e., cleaning ability, case size, type, etc.) as listed herein.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued29. Invoicing and Payment

The University requires that all service contract payments be made as post payments. Invoice(s) for the amount of the value of item(s) received and accepted may be submitted for payment with supporting documents, if required. An invoice shall be considered properly submitted if it:

1. Is prepared exactly, item-for-item, like the Bid Proposal page herein;
2. Is in the form of an "invoice" with company name, address, and logo, where applicable.
3. Cites both the bid number and the purchase order number.
4. Is in detail clearly sufficient for a proper pre-audit and post-audit (i.e., identifying the items purchased by bid item number, item description, quantity, amount, etc.).

The State of Florida does not pay Federal Excise and Sales taxes on direct tangible personal property. Exemption numbers are as follows:

Federal Exemption No. 59-73-0209K  
Sales Tax Exemption No. 85-8014988828C-5

Timely Payment Problems: All Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendors' payment within forty (40) days (35 days for healthcare providers) after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. If the payment is not made within said forty (40) days, a separate interest penalty (established pursuant to Section 55.03(1), Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to University, providing said request is received by University no later than forty (40) days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced.

Vendors shall submit detailed invoices sufficient for a proper pre-audit and post-audit thereof. Each invoice must clearly identify the ~~USF purchase order number~~, services, portion of services, and expenses for which compensation is sought. ~~The University reserves the right to return any invoice that does not comply with this requirement.~~ Payment will be tendered only for services or the portion of services completed prior to the submission of the invoice, or for expenses incurred prior to such submission. The University shall determine the accuracy of all invoices. Invoices that have to be returned to the Vendor because of Vendor preparation errors will result in a delay of the payment. In such cases, the invoice payment requirements do not start until a properly completed invoice is provided to the University.

Vendor may request partial payment in the full amount of the value of service received and accepted by submitting a properly executed invoice, with supporting documents, when required by University. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries can be addressed to: USF Purchasing and Property Services, 4202 E. Fowler Avenue, AOC 200, Tampa, Florida 33620.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued30. Addendum

Purchasing & Property Services may issue a written addendum prior to the bid opening date, supplementing, modifying and/or interpreting any portion of this Invitation to Bid or Request for Proposal. **No verbal or written information from any source other than the Purchasing & Property Services addenda is authorized as representing the University.**

***Proposer's failure to return any and all addenda may result in disqualification of that proposer's Invitation to Bid or Request for Proposal.***

**PLEASE NOTE:** Any vendors who received this bid/proposal/negotiation from the Department of Purchasing and Property Services or bidders who have downloaded this bid/proposal/negotiation from the World Wide Web ([usfweb.usf.edu/purchasing/purch2.htm](http://usfweb.usf.edu/purchasing/purch2.htm)), are solely responsible to check the Web forty-eight (48) hours before the closing time of this bid/proposal/negotiation to verify that they have downloaded any and all addenda that may have been issued for this bid/proposal or negotiation.

31. Notice to Vendors

The University shall not accept nor be responsible for payment of invoices for commodities, goods, contractual services, licenses or leases of space **without** an official University purchase order number printed on the vendor's invoice. Vendors should not accept any order from the University **without** an official University purchase order or the use of an official University Procurement Card.

32. Terms and Conditions

No additional terms and/or condition included with the bid response shall be evaluated or considered. All such additional terms and/or conditions shall have no force and/or effect and are inapplicable to this bid. If submitted either purposely through intent, design or inadvertently appearing separately in transmitted letter, specifications, literature, price estimates and/or warranties, it is understood and agreed that the general and special conditions in this bid solicitation are the only conditions applicable to this bid and the bidder's authorized signature affixed to the bidder's Invitation to Bid cover page attests to your acknowledgement and agreement to this.

33. Force Majeure

No default, delay or failure to perform on the part of either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited, to strikes; lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquakes; act of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

34. W-9 Form

Bidding entities are to complete and return the W-9 Form attached herein with their bid.

35. Unauthorized Aliens

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued36. Access to Records

The University of South Florida, the Federal Sponsoring Agency, the Comptroller General of the United States or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the successful bidder(s) which are pertinent to the purchases resulting from this Invitation to Bid for the purpose of making audits, examinations, excerpts and transcriptions.

37. Open Competition

The University encourages free and open competition among vendors. Whenever possible, specifications, invitations to negotiate, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The Vendor's signature on their ITB/ITN proposal guarantees that the prices quoted have been established without collusion with other Vendors and without effort to preclude the University from obtaining the lowest possible competitive price.

38. Internet Home Page

Any contract resulting from this bid will become a public document. The University of South Florida may distribute any contract pricing and product information to eligible users and other interested entities who may wish to review the USF Purchasing & Property Services Home Page.

39. Cover Sheet

The Invitation to Bid Bidder Acknowledgment form and all related pages are a legal document and cannot be altered by the bidder in any way. Any alteration done by a bidder may disqualify the bid, and the response may be considered invalid. Any necessary changes to an Invitation to Bid document will be implemented with a written addenda to the bid issued by Purchasing & Property Services.

40. Campus Office Directories, Parking, Maps/Directions, Site Map

A campus office directory, visitor parking information, maps/directions, and a USF site map can be accessed from the following websites:

Campus Office Directory:	<a href="http://www.usf.edu/pdfs/campus-directory.pdf">http://www.usf.edu/pdfs/campus-directory.pdf</a>
Contact Us Page:	<a href="http://www.usf.edu/about-usf/contact-us.asp">http://www.usf.edu/about-usf/contact-us.asp</a>
Visitor's Page - Parking:	<a href="http://usfweb2.usf.edu/parking_services/visitors.asp">http://usfweb2.usf.edu/parking_services/visitors.asp</a>
Maps & Directions Tampa Campus:	<a href="http://www.usf.edu/campuses/maps-directions/tampa.asp">http://www.usf.edu/campuses/maps-directions/tampa.asp</a>
USF Site Map Page:	<a href="http://www.usf.edu/About-USF/azindex/index.asp">http://www.usf.edu/About-USF/azindex/index.asp</a>

NOTE: Only department sections are listed.

41. Public Records

Sealed bid responses received by an agency pursuant to Invitations to Bid are exempt from the provisions of the Florida Statute Chapter 119.07(3)(o), subsection (1) until such time as the agency provides notice of a decision or intended decision pursuant to Florida Statute Chapter 120.53(5)(a) or within ten (10) days after the bid opening, whichever is earlier.

42. Owner's Rights Reserved

In accordance with University procedures, Florida Statutes, the University reserves the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 and made or received by the contractor in conjunction with this project.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued43. Posting of Bid Tabulations

Bid tabulations with recommended award(s), if any, will be posted for review by interested parties in the display case outside University of South Florida - Tampa Campus, Purchasing & Property Services, 4202 E. Fowler Avenue AOC 200, Tampa, Florida 33620-9000. The tabulation will remain posted for a period of seventy-two (72) hours (three (3) business days).

## A. Protest must be filed in accordance with BOG regulation 18.002:

1. Any qualified offeror who is adversely affected by the University's decision may file a written "Notice of Intent" to protest within seventy-two (72) hours after the University's posting of the bid award or intent to award notice. The protesting firm must reduce its complaint to a written petition and file it with the President with ten (10) calendar days from the registration of the original complaint. If the competitive solicitation documents require the posting of a bond with the protest, the bond shall be included with the protest. The University of South Florida shall not extend or waive this time requirement for any reason whatsoever.
2. Failure to file a notice of protest or the written petition inclusive of the posting of the required protest bond in accordance with BOG regulation 18.002 shall constitute a waiver of the right to protest proceedings. The University of South Florida shall not extend or waive this time requirement for any reason whatsoever.

- B. Any person and/or entity who files an action protesting a decision or intended decision pertaining to a competitive solicitation shall, at the time of filing of the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the entity filing the protest action. In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond. Failure of the protesting entity to file the required bond, cashier's check, bank official check or money order at the time of filing the formal protest shall result in the denial of the protest.
- C. Upon receipt of the formal written petition filed in accordance with the BOG regulation 18.002, the President or designee shall delay the execution of the contract until the protest is resolved by mutual agreement between the parties or by final Presidential action, unless the President shall make a finding and declares that such delay would cause serious danger to the public health, safety or welfare.
- D. Petitions involving disputed issues of material fact shall be referred for a quasi-judicial hearing. The President shall designate an administrative law judge to conduct a hearing in accordance with University procedures. At the conclusion of the hearing, the administrative law judge shall submit a written recommended order to the President. The President shall then issue a preliminary order for final action and notify the firm of such order. The preliminary order of the President shall be final, unless the firm under consideration takes exception to such order; in which event, it may file with the President such exceptions within twenty-one (21) days of receipt of notice of the preliminary order. At the end of the period file filing exceptions, the President will review the preliminary order and any exceptions that have been filed, and will render the final order. The decision of the President is final. Appellate review of the final order shall be in accordance with the requirements of Rule 9.190(b)(3), Florida Rules of Appellate Procedure.

44. Bid Tabulation

Bid tabulation will **only** be provided if a self-addressed stamped envelope is enclosed with the bidder's response. Bid results may be obtained either from the University's web-site at [http://usfweb2.usf.edu/purchasing/awarded\\_bids\\_2010-2011.htm](http://usfweb2.usf.edu/purchasing/awarded_bids_2010-2011.htm) or by submitting a self-addressed stamped envelope. Bid tabulations/results will neither be discussed and/or given out over the telephone nor will they be faxed and/or e-mailed.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued45. Invitation to Bid Form

All bid proposals must be submitted on State of Florida, Invitation to Bid, Bidders Acknowledgment form in order to be considered for an award of the bid. The form must be properly completed, in ink or typewritten, signed by the bidder and returned with the bid in a sealed envelope. Bidder is responsible for clearly marking the outside of the sealed envelope with the Invitation to Bid number and the opening date of the bid.

46. Bid Information

Information for all upcoming Invitations to Bid, Request for Proposal and Invitations to Negotiate may be viewed on the World Wide Web <http://usfweb.usf.edu/purchasing/purch2.htm>. All bids, Proposals and Negotiations will remain on the web site until their opening date.

**PLEASE NOTE:** Any vendors who received this bid/proposal/negotiation from the Department of Purchasing and Property Services or bidders who have downloaded this bid/proposal/negotiation from the World Wide Web <http://usfweb.usf.edu/purchasing/purch2.htm>, are solely responsible to check the Web forty-eight (48) hours before the closing time of this bid/proposal/negotiation to verify that they have downloaded any and all addenda that may have been issued for this bid/proposal or negotiation.

47. FEID Number

Bidding entities must supply their Federal Employee Identification Number or Social Security number.

48. Equal Opportunity Statement

The University of South Florida believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination because of race, creed, color, sex, age, national origin, religion or disability. To be considered for inclusion as a vendor under this agreement, the bidder commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value. See attached.
- B. If the bidder expects to receive \$25,000 in revenues during the first twelve (12) months of this agreement, a complete "Certificate of Non-Segregated Facilities" shall be attached to the bid response. Sample certificate attached.
- C. If the bidder expects to receive \$60,000 in revenues during the first twelve (12) months of this agreement and employs more than fifty (50) people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
- D. If the bidder expects to receive \$60,000 in revenues during the first twelve (12) months and employs more than fifty (50) people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of this agreement.

49. Public Entity Crimes

Any person or affiliate who has been placed on the "Convicted Vendor List" following a conviction for a Public Entity Crime, may not submit bids/proposals on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on leases of real property to public entities, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact any business with any public entity in excess of the threshold amount of Section 4-4.02030(1), University of South Florida for a period of thirty-six (36) months from the date of being placed on the "Convicted Vendor List".

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued50. Federal Debarment

By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or have a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three-year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

51. Discrimination

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.

52. Agreement for Contractual Services

This Invitation to Bid package complies, in full, with USF Regulation USF4.02060 (1)-(9), "Contracts" and shall serve as a viable part of the Agreement for Contractual Services which shall be executed with the successful bidder. Copy of Agreement for Contractual Services is enclosed herein.

**NOTICE TO CONTRACTORS:** USF shall consider the employment, by any contractor, of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

53. Standards of Conduct

It is a breach of ethical standards for any employee of the university to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It is also a breach of ethical standards for any potential contractor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

54. Court Venue

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate court in and for Hillsborough County, State of Florida. The laws of the State of Florida shall govern this transaction.

55. Lobbying

The expenditure of funds from Grants and Aids appropriations for the purpose of lobbying the Legislature or a State Agency is prohibited. This condition is applicable to Florida State appropriated grants and aids.

56. Americans with Disabilities Act

The vendor awarded this bid/proposal shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.

**NOTE:** If special accommodations are required in order to attend any event or meeting in conjunction with this Invitation to Bid/Request for Proposal, please notify Purchasing Department at (813) 974-2481 at least 5 working days prior to the scheduled event.



Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued57. Affirmative Action

As a condition of this contract, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

58. Purchasing Card Program

The University of South Florida has implemented the State of Florida purchasing card program through Bank of America, using the Visa network. Vendors may receive payment from the purchasing card in the same manner as other Visa purchasers. Please indicate your ability to accept Visa in the space provided on the Bid Proposal.

59. Contractor Guarantees and Assurances

- A. The awarded contractor acknowledges and understands that the work is being performed on public property owned by the University of South Florida which may at various times during the completion of the work be occupied by students, faculty, staff and general public. Accordingly, in order to secure the property, and otherwise comply with applicable law, the contractor agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this contract.
- B. The awarded contractor shall guarantee, but not be limited to, that all work performed under this contract shall:
1. Be done in complete compliance with all OSHA regulations;
  2. Conform to the University Design and Building Standards;
  3. Comply with the standard regulatory codes for the National Mechanical Code, ASHRAE, City of Tampa, State of Florida and the University of South Florida, and the specifications listed herein; and,
  4. Be done in a neat and workmanlike manner.
- C. The awarded contractor shall provide all construction related personnel **Photo Badge Identification** and/or **uniform with company and employee names** easily identifiable. Photo Badge Identification shall be worn in plain sight at all time.
- D. The awarded contractor shall provide the University Police Department and the University's Project Manager with a list of the names and telephone numbers (inclusive of beepers and pages and cell phones) of supervisors of construction at the project site.
- E. The awarded contractor shall provide both police background checks and fingerprinting on each and every employee or potential employee who will perform any work as stipulated under this contract. This is to ensure that the personnel hired is not a wanted criminal, is not listed as a sexual offenders and does not represent a threat to the safety and security of the University's students, personnel and/or property.
- F. The awarded contractor who employs WORK RELEASE employees shall notify the University Police Department of such practice and provide the names of all persons employed under the Work Release Program.
- G. The awarded contractor shall ensure his/her employees and/or any sub-contractors are in compliance with the following while assigned to any project:
1. That uniforms and/or dress codes shall be inclusive of, but not limited to, neat and clean company uniforms that are appropriately and easily identifiable and accompanied with clearly visible identification badges while on any USF campus.
  2. That under no circumstances shall any worker show up for work on any project wearing cut-off pants, torn shirts, tank tops, sliced-up jeans, and/or any other obscene and/or offensive motif clothing.

Proportioning Control System and Related Cleaning SuppliesSpecial Conditions - Continued59. Contractor Guarantees and Assurances

3. That violate the Physical Plant's Uniform codes (see Item A and B above) of dress in the opinion of the University's Representative(s) shall be immediately removed from the University's property and shall not be allowed to report back to work unless dressed appropriately.
4. Shall not converse with students and/or faculty.
5. Shall refrain from unsavory and/or unwanted comments, profanity, obscene gestures, catcalls, whistles, or any other inappropriate behavior toward any other person while on USF property.
6. Profanity of any type (verbal and/or obscene gestures) is strictly forbidden and will be grounds for contract cancellation.
7. That violate the basic code of conduct shall be immediately removed from the University's property and shall not be allowed to report back to work unless conduct is appropriate.
8. Shall arrive at work drug-free and sober and are advised that consumption of alcoholic beverages and/or any other drugs is strictly forbidden during working hours, whether consumed on or off USF property.
9. Speak and understand instructions given in English.
10. That all work is performed in a neat and workmanlike manner.
11. Have all the tools, equipment, ladders, and etc. necessary to perform the work specified herein.

60. Purchasing Contact Person

Any questions concerning this Invitation to Bid should be directed to Kathy Simmons, Purchasing Manager via e-mail at kathys@admin.usf.edu.

61. University Representative

For bidding purposes, the University's Representative is Sheila Burgess, telephone number (813) 974-7110.

Proportioning Control System and Related Cleaning SuppliesTechnical SpecificationsA. Purpose

The purpose of this Invitation to Bid is to establish a five (5) year contract for a Proportioning Control System and Related Cleaning Supplies for the University of South Florida - Tampa Campus inclusive of, but not limited to, the Main Campus, Health Science Center, Florida Mental Health Institute, College of Public Health. Under no circumstances shall the contract amount exceed \$1,000,000.00 without the express written approval of the State of Florida, Board of Trustees

B. Visual Inspection

A visual inspection is strongly urged. It is the contractor's responsibility solely to visit the job site and inspect each location as to where the Proportioning Control System may be installed to establish his/her satisfaction to the University's location requirements. These areas are offered in an "As Is" condition. No claim shall be allowed for correction of deficiencies claimed to exist prior to award of contract.

**Visual inspections shall be set-up by appointment only. Please contact Mrs. Sheila Burgess, telephone number (813) 974-7110 to set-up your visual inspection appointment.**

**Vendor failure to do a visual inspection shall be at bidder's risk.**

C. General

The following fully describes the contract deliverables in accordance with Section 287.058(1)(d), Florida Statutes. The work under this section subject to those provisions of the General and Special Conditions which in any way affect work herein specified.

This specification establishes the minimum requirements for a full proportioning control system program which shall be contracted for by the University of South Florida with the awarded bidder.

## 1. Units shall:

- a. Use spill-tight no leak, no spill containers.
- b. Have labels that are color coded and numbered.
- c. Have pre-printed, colored spray bottles or crack and peel label alternatives.
- d. Should be able to dispense to both spray bottles and mop buckets for use for mop buckets, auto-scrubbers, etc.
- e. Have built-in e-gap inductor technology meeting ANSI Standard 112.1.2 for back-flow protection to assure no concentrate can siphon back into the University's water supply.
- f. Have built-in pressure regulator.
- g. Have MSDS sheets for each and every product delivered.

## 2. All products shall provide a consistent system cleaning approach.

## 3. The following manufacturers and their products are pre-approved for bidding purposes:

- a. Johnson J-Fill Dispensing System.
- b. ECO-Lab Q.C. Dispensing System.
- c. Spartan Clean-On-The-Go Lock and Dial Dispensing System.

## 4. The awarded bidder shall provide all equipment, installation labor, support materials, applicable supervision and cleaning personnel training support necessary, but not limited to, the following.

- a. Provide the one of the systems listed in Item No. 3, above at no charge to the University.
- b. Provide the installation of each system at no charge to the University.
- c. Provide in-service (i.e., training and demonstration) upon request for both existing and any new personnel hired by the University at no charge throughout the life of this contract.

Proportioning Control System and Related Cleaning SuppliesTechnical Specifications - Continued

- d. Provide the required MSDS sheets with all products and chemicals delivered to the University.
- e. Provide delivery service to multiple delivery points on the USF Tampa Campus at **no additional charge** to the University.
- f. Provide ~~two thousand (2,000)~~ pre-printed or labeled trigger spray bottles to the University annually **at no additional charge** to the University.
- g. Provide training manuals for hard floor and carpet care; maintenance planning charts; and, customized wall mounted pictorial procedural charts for floor care, carpet care and general cleaning.
- h. Provide workshops and seminars in conjunction with the manufacturer.
5. The "manufacturer" shall:
- a. Provide OSHA hazardous communications training programs to be inclusive of, but not limited to, Blood Borne Pathogens programs.
- b. Provide toll-free 24-hour technical service support.
- c. Make available both audio and video training programs in both English and Spanish versions.
- d. Provide environmentally sound practices and manufactured products.
- e. Guarantee that all floor finishes and sealers shall meet ASTM D2047-82 requirements for slip resistance.
- f. **Provide a listing of all "GREEN PRODUCTS" available.**
- g. Provide their products case size (i.e., 12/32 oz qt/cs) on the bid proposal for each product bid.
6. The following are the estimated departmental area needs for the Dispensing Center System:
- A. 185 ~~153~~ each 4-Station Button Units with four (4) product enclosed/lockable cabinets. NOTE: MDA - 1 additional dispense is needed.
- B. The areas are as follows:
- |     |   |     |
|-----|---|-----|
| 1.  | Health Science Center (MDC/MDA/MDN - all areas) | 29  |
| 2.  | College of Public Health (COPH)                 | 6   |
| 3.  | Florida Mental Health:                          |     |
|     | a. MHC  | 9   |
|     | b. MHH  | 2   |
|     | c. MGZ  | 1   |
|     | d. MHB  | 1   |
|     | e. MGY  | 1   |
| 4.  | Westside  | 1   |
| 5.  | MDH (Morsani)                                   | 4   |
| 6.  | MHF (Medical Office Building)                   | 4   |
| 7.  | Psychiatry Center (MDT)                         | 3   |
| 8.  | Main Campus                                     | 112 |
| 9.  | LRC   | 1   |
| 10. | Under Construction (VAPA - 3 & ID Science - 8)  | 11  |

7. In the University's best interest, rights are reserved per Special Condition No. 28, page 13.

Per Addendum No. 2 dated January 31, 2011

Proportioning Control System and Related Cleaning Supplies

SPARTAN CHEMICAL COMPANY

GREEN SEAL CERTIFIED & "LEED" GREEN STANDARDS  
Bid Proposal

Item No.	Description	Estimated Annual Quantity	Unit Price F.O.B. Dest.	Extended Total F.O.B. Dest.
1.	Phosphoric Acid Bowl Cleaner (quart size) RTU #10059400 7225 MLD Bowl Cleanse Case Size: 12/32 oz/case  Cost/Ounce: 0.0553	1,177 qts.  98.1/cs	\$1.77/qt  \$21.24/cs	\$2,083.29 ✓
2.	Bonnet Cleaner - Dilution System <b>GREEN SEAL CERTIFIED ONLY</b> #10285901 3514 Carpet Cleaner Green Solutions #104 Case Size: 4/2-Liter  Dilution Rate: 1:64, 2 oz/gallon  Cost/Dilution Gal: 0.1727	2,354 gls.  17.41/cs	\$.01727/gl (Diluted)  \$23.35/cs	\$406.53 (Diluted) 410.66
3.	Extraction Carpet Cleaner Dilution System <b>GREEN SEAL CERTIFIED ONLY</b> #10285901 3514 Carpet Cleaner Green Solutions #104 Case Size: 4/2-Liter  Dilution Rate: 1:128, 1oz/gallon  Cost/Dilution Gal: 0.08635	11,335 gls.  41.9/cs	\$0.08635/gl (Diluted)  \$23.35/cs	\$978.77 (Diluted) 978.78 -
4.	Extraction Carpet Cleaner (gallon size) <b>GREEN SEAL CERTIFIED ONLY</b> #10202989 3509 Carpet Cleaner Green Solutions Case Size: 4/1-gallon  Dilution Rate: 1:64, 2 oz/gallon  Cost/Dilution Gal: 0.118125	87 gls.  21.7/cs	\$7.56/gl  \$30.24/cs	\$657.72 ✓
5.	Tub and Tile Cleaner - Dilution System #10248396 4820 Clean by Peroxy #15 COTG  Packaging: 4/2-Liter <u>Green Seal</u> Dilution Rate: 1:64, 2oz/gallon  Cost/Dilution Gal: 0.38106	2,060 gls.  61/liter	\$0.38106/gl (Diluted)  \$51.52/cs	\$784.98 (Diluted) 784.99 ✓
6.	Neutral Cleaner - Dilution System <b>GREEN SEAL CERTIFIED ONLY</b> #10351446 4830 Tribase #17 COTG Case Size: 4/2-Liter  Dilution Rate: 1:256, 1/2 oz/gallon  Cost/Dilution Gal: 0.06719	77,040 gls.  142.4/cs	\$0.06719/gl (Diluted)  \$36.34/cs	\$5176.31 (Diluted) 5176.32 ✓

Proportioning Control System and Related Cleaning SuppliesBid Proposal - Continued

Item No.	Description	Estimated Annual Quantity	Unit Price F.O.B. Dest.	Extended Total F.O.B. Dest.
7.	Crème Cleaner (quart size) #10058083 7320 Sparcreme Case Size: 12/32 oz	385 qts. 32.1/cs	\$1.62/qt \$19.44/cs	\$623.70 ✓
8.	Degreaser - Dilution System #10235074 3515 Green Seal Industrial Degreaser #105 Case Size: 4/2-Liter Dilution Rate: 1:64, 2oz/gallon Cost/Dilution Gal: 0.21738	2,924 gls. 21.6/cs Diluted gallon/cs	\$0.21738/gl \$29.39/cs 135.2	\$635.62 ✓
9.	Degreaser (gallon size) #10059419 2130 SNB-130 Degreaser Case Size: 4/1-Gallon	50 gls. 12.5/cs	\$4.48/gl \$17.92/cs	\$224.00 ✓
10.	Deodorizer (quart size) RTU #10074648 3068 Airlift Tropical Packaging: 12/32 oz. Cost/Ounce: 0.05625	2,457 qts. 614.1/gal	\$1.80/qt \$21.60/cs	\$4,422.60 ✓
11.	Disinfectant - Hospital Grade Quat - 256 #10351405 3516 Disinfectant #106 Green Solutions Case Size: 4/2-Liter, Dilution Rate: 1:256, ½ oz/Gal Cost/Dilution Gal: 0.13393	62,861 gls. 116.3/cs Diluted gallon/cs	\$0.13393/gl (Diluted) \$72.43/cs 540.8	8418.98 - \$8,418.97 (Diluted)
12.	Non-Acid Bathroom Cleaner - Dilution System #10059391 4716 NABC #1 COTG Case Size: 4/2-Liter Dilution Rate: 1:64, 2 oz/Gal Cost/Dilution Gal: 0.48698	8,940 gls. 66/cs Diluted gallon/cs	\$0.48698/gl (Diluted) \$65.84/cs 135.2	4353.61 ✓ \$4,353.60 (Diluted)
13.	Floor Finish - High Solids (gallon size) <b>GREEN SEAL CERTIFIED ONLY</b> #10162221 3504 Green Solution Sealer Finish Case Size: 4/1 Gallon	915 gls. 228.7/cs	\$10.73/gl \$42.92/cs	\$9,817.95 ✓
14.	Heavy-Duty Floor Stripper (gallon size) #10306519 0078 Square One Case Size: 4/1 Gallon	669 gls. 167.2/cs	\$7.24/gl \$28.96/cs	\$4,843.56 ✓

Revised per Addendum No. 1 dated January 28, 2011

Proportioning Control System and Related Cleaning Supplies

Bid Proposal - Continued

Item No.	Description	Estimated Annual Quantity	Unit Price F.O.B. Dest.	Extended Total F.O.B. Dest.
15.	Glass Gleaner - Dilution System <b>GREEN SEAL CERTIFIED ONLY</b> #10383797 4835 Bio-Renewables COTG #18 Case Size: 4/2-Liter  Dilution Rate: 1:64, 2 oz/Gallon  Cost/Dilution Gal: 0.29644	8,388 gls.  62.1/cs  Diluted gallon/cs	\$0.29644/gl (Diluted)  \$40.08/cs  135.2	2186.54 \$2,486.53 (Diluted)
16.	Dust Treatment (12 cans/case) water based #10057997 6099 Dust Mop/Cloth Case Size: 12/12 oz.  Cost/Ounce: 0.11900	720 cns.  60/cs	\$2.38/cn  \$28.56/cs	\$1,713.60 ✓
17.	Stainless Steel Cleaner (12 cans/case) Oil based #10295364 U22966 Satin UWW Case Size: 12/17 oz.  Cost/Ounce: 0.1700	1,140 cns.  95/cs	\$2.89/cn  \$34.68/cs	\$3,294.60 ✓
18.	Baseboard Stripper (12 cans/case) #10059397 6097 Shinline Case Size: 12/20 oz.  Cost/Ounce: 0.10100	131 cns.  10.91/cs	\$2.02/cn  \$24.24/cs	\$264.62 ✓
19.	General Purpose Carpet Spotter (quart size) RTU #10248409 3137 Contempo H202 Case Size: 12/32 oz.	261 qts.  21.7/cs	\$1.42/qt  \$17.04/cs	\$370.62 ✓
20.	Non-Flammable Gum Remover (cans) RTU #10296304 U23019 Gum Off UWW Case Size: 12/6 oz.  Cost/Ounce: 0.49500	130 cns.  10.8/cs	\$2.97/cn  \$35.64/cs	\$386.10 ✓
21.	Carpet Protectorant #10122297 3072 Spartaguard Case Size: 4/1 Gallon  Cost/Ounce: 0.13179	44 gls.  11/cs	\$16.87/gl  \$67.48/cs	742.28 \$742.48 ✓
22.	Bonnet Cleaner (gallon size) <b>GREEN SEAL CERTIFIED ONLY</b> #10202989 3509 Carpet Cleaner Green Solutions Case Size: 4/1-Gallon  Dilution Rate: 1:64, 2 oz/gallon Cost/Dilution Gal: 0.11812	349 gl.  87/cs  Diluted gallon/cs	\$7.56/gl  \$30.24/cs  256	\$2,638.44 ✓

Proportioning Control System and Related Cleaning Supplies

Bid Proposal - Continued

Item No.	Description	Estimated Annual Quantity	Unit Price F.O.B. Dest.	Extended Total F.O.B. Dest.
23.	Furniture Polish Spray (12 cans/case) #10295406 U22968 Supershine Case Size: 12/20 oz.	420 cns. 35/cs	\$1.82/cn \$21.84/cs	\$764.40 ✓
	Cost/Ounce: 0.09100			

5572299

Annual Sub-Total \$56,088.79

X 5 years  
279,114.95

Total Offer F.O.B. Destination \$280,443.95

Delivery As Required  
(See Special Condition No. 19, page 11)

Terms Net 40 Days  
Please Note: Discounts Will Not Be Used For Bid Evaluation Purposes.

Cost Discount Off Other "GREEN SEAL CERTIFIED" Products: 25%

Note: Insurance Required

Under no circumstances shall a vendor start work until the Contractor has supplied to the University a Certificate of Insurance. Upon receipt of Certificate, the Division of Purchasing & Property Services will advise, in writing, when to begin work.

All bid proposals must be submitted on our standard Invitation to Bid Form. Bid proposals on vendor quotation forms will not be accepted. **All bid document responses must be properly completed, in ink or typewritten, signed by the bidding entity and returned with the bid in a sealed stamped enveloped. Responses in pencil will not be accepted and your bid response shall be disqualified as non-responsive.**

The University of South Florida actively encourages the continued development and economic growth of small, minority and women-owned businesses. Central to this initiative is the participation of a diverse group of vendors doing business with the University. To this end, it is vital that small, minority and women-owned business enterprises participate in the State's procurement process as both prime contractors and subcontractors under prime contracts. Small, minority and women-owned businesses are strongly encouraged to submit replies to this solicitation, or to contact larger suppliers about subcontracting opportunities.

The vendor shall submit documentation addressing the Governor's One Florida Initiative and describing the efforts being made to encourage the participation of small, minority and women-owned businesses. Please refer to the Governor's "Equity in Contracting Plan" when preparing this documentation:

[http://www.dms.myflorida.com/media/files/equity\\_in\\_contracting](http://www.dms.myflorida.com/media/files/equity_in_contracting)



Proportioning Control System and Related Cleaning SuppliesBid Proposal - Continued

Vendors who contract with the University are required to provide information related to the use of minority- and women-owned businesses and subcontractors. Equity in Contracting documentation should identify any participation by diverse contractors and suppliers as prime contractors, subcontractors, vendors, resellers, distributors, or such other participation as the parties may agree. Equity in contracting documentation shall include the reporting of spending with state of Florida certified small, minority and women owned businesses and other minority business enterprises. Such reports must be submitted monthly to the Tom DiBella, Director - Purchasing and Property Services (by e-mail to [tdibella@admin.usf.edu](mailto:tdibella@admin.usf.edu)). For each small, minority and women owned business the report shall include: the period covered, the name, minority code, Federal Employer Identification Number, commodities and services provided, the amount paid and the payment date. The report shall also include a breakdown of products and services provided to the ordering university department.

Is your firm a "Minority Business Enterprise" defined as a business concern engaged in commercial transactions which is domiciled in Florida, and which is at least fifty-one (51%) percent owned by minority person and whose management and daily operations are controlled by such persons?

Yes \_\_\_ No X

If yes, is it certified by the State of Florida Office of Supplier Diversity (OSD)?

Yes \_\_\_ No \_\_\_

Proportioning Control System and Related Cleaning SuppliesBidder's Affirmation and Declaration

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgments, personally appeared

UNISOURCE WORLDWIDE, INC.

Affiant's Name

who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age; or
2. That if:
  - a. The Bidder is a partnership or a corporation, it has been formed legally;
  - b. The Bidder is a Florida Corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; and,
  - c. The bidder is a corporation incorporated under the law of a state other than Florida, it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged bid, nor engaged in collusive bidding or collusive bidding arrangements or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to any agency in the State of Florida upon debt or contract and is not a defaulter, as surety or otherwise upon any obligation to any agency of the State of Florida.
6. That no officer or employee of the University of South Florida, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract of obligation entered into between the University of South Florida and this Bidder or awarded to this Bidder; nor shall any University officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of this contract or obligation to this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of the work to be performed and/or the services to be rendered.

Further Bidder Sayeth Not.

Bidder: Complete the Acknowledgment on the following page.

Proportioning Control System and Related Cleaning Supplies

Bidder's Affirmation and Declaration - Continued

Please Print or Type

We the undersigned, as Bidders, hereby declare that we have carefully read this Invitation to Bid or Request for Proposal and it's accompanying provisions, terms and conditions concerning the equipment, materials, supplies and/or services as called for, the technical specifications along with any applicable drawings, attended all applicable pre-bid or pre-proposal conference along with visual inspections, and with the full knowledge and understanding of the requirements and conditions, do hereby agree to furnish and to deliver as indicated, F.O.B. University of South Florida location, with all transportation charges prepaid, and for the prices quoted thereon as follows.

\*\*\*See Bid Proposal Herein\*\*\*

Firm Name: UNISOURCE WORLDWIDE, INC.

Type of Organization: [ ] Individual [ ] Small Business [ ] Non-Profit [ ] Partnership [X] Corporation [ ] Joint Venture

Business is licensed, permitted or certified to do business in the State of Florida. [X] Yes [ ] No

Division of Management Services SPURS License No.: F135369500

State of Florida Corporation ID No. (from Secretary of State): 172080000

State of Florida Fictitious Name Reg. No. (from Secretary of State): N/A

State of Florida Contractor's License No. (from DPR):

Name Contractor's License is under:

FEID No. 6500-68199 County of: Hillsborough

Representative's Name: Sam Ritz

Authorized Representative's Title: Sales Professional

Address: 6511 N. 54th Street

City: Tampa State: FL Zip Code: 33610

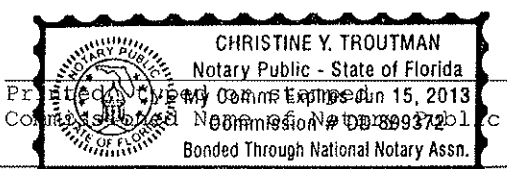
Telephone No. 813-621-2485 ext 7309 Fax No. 813-246-7336

The foregoing instrument was acknowledged before me this the 4 day of March, 2011, by SAMUEL RITZ who is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public (Christine Y. Troutman)

Authorized Signature of Affiant (Sam Ritz)

Notary Public State of FLORIDA My Commission Expires: 06.15.2013



Printed, typed or stamped Name of Affiant (Sam Ritz)

**Certified/Non-Certified (CMBE/NON-CMBE)  
 Minority Business Enterprise  
 Participation Compliance Report Form - Construction Projects**

**Reporting Period: Quarter:** \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

(INSERT QTR. ABOVE (EXAMPLE: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>) ( INSERT FISCAL YEAR ABOVE (EXAMPLE: 06-07, 07-08, 08-09

Prime Contractor/Construction Manager: \_\_\_\_\_

USF Project Title: \_\_\_\_\_

USF Project No./Bid No.: \_\_\_\_\_ Project Manager: \_\_\_\_\_

Subcontractor Listing <small>(If sub/sub list minority firm and prime-sub)</small>	MBE Code	Dollar Amount	FEID #	Date Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL \$ \_\_\_\_\_

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with the State of Florida my firm is in compliance with Chapter 112, Florida Statutes relating to conflict of interest (to review the Statute in full, visit <http://www.flsenate.gov/statutes>).

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Name)

(Signature)

<u>Certified Minority Business Enterprise (CMBE)</u> <small>(Vendors Certified by the State of Florida) View State of Florida website to locate CMBE vendors at: <a href="http://199.250.30.122/dirhome.htm">http://199.250.30.122/dirhome.htm</a></small>	MBE CODE	<u>Non-Certified Minority Business Enterprise (NON-CMBE)</u> <small>(Vendors not certified by the State of Florida) Business must be at least 51% owned, managed &amp; controlled by minority persons.</small>	MBE CODE
African-American	H	African-American	N
Hispanic-American	I	Hispanic-American	O
Asian-American	J	Asian-American	P
Native American	K	Native American	Q
American Woman	M	American Woman	R

Proportioning Control System and Related Cleaning Supplies

## Contractual Services Agreement

This Agreement is made and entered into this 8th day of March, 2011, by and between the University Of South Florida Board Of Trustees, a public body corporate of the State of Florida, "University", and Unisource Worldwide, Inc., "Vendor/Contractor/Bidder". This Agreement relates to Vendor providing contractual services as described herein.

The Parties to this Agreement, in consideration of the mutual covenants and stipulations set herein, agree as follows:

1. Services.

The Vendor is an independent Vendor pursuant to Florida Law. The Vendor assumes full responsibility for completion of the services stipulated below:

Provide all equipment, installation labor, support materials, applicable supervision, cleaning supply chemicals and cleaning personnel training support necessary to comply with the requirements of USF Invitation to Bid No. 11-011-PPB (copy attached).

The Vendor shall commence performance of the terms of this Agreement no earlier than the 1<sup>st</sup> day of April, 2011, and complete performance of this Agreement to the satisfaction of the university no later than the 31<sup>st</sup> day of March, 2016.

2. Cost.

The total amount of this contract is not to exceed \$280,443.95 except as stipulated by a future contract amendment and shall include travel costs, if applicable (See Paragraph 5). This amount is determined in full accordance with USF Invitation to Bid No. 11-011-PPB.

3. Payment.

**Timely Payment Problems:** All Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendors' payment within forty (40) days (35 days for healthcare providers) after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. If the payment is not made within said forty (40) days, a separate interest penalty (established pursuant to Section 55.03(1), Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to University, providing said request is received by University no later than forty (40) days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced.

Vendors shall submit detailed invoices sufficient for a proper pre-audit and post-audit thereof. Each invoice must clearly identify the USF purchase order number, services, portion of services, and expenses for which compensation is sought. The University reserves the right to return any invoice that does not comply with this requirement. Payment will be tendered only for services or the portion of services completed prior to the submission of the invoice, or for expenses incurred prior to such submission. The University shall determine the accuracy of all invoices. Invoices that have to be returned to the Vendor because of Vendor preparation errors will result in a delay of the payment. In such cases, the invoice payment requirements do not start until a properly completed invoice is provided to the University.

Proportioning Control System and Related Cleaning SuppliesContractual Services Agreement - Continued3. Payment - Continued.

Vendor may request partial payment in the full amount of the value of service received and accepted by submitting a properly executed invoice, with supporting documents, when required by University. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries can be addressed to: USF Purchasing & Property Services, 4202 E. Fowler Avenue, AOC 200, Tampa, Florida 33620.

4. Availability of Funds.

The University's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The University shall give notice to Vendor of the non-availability of such funds when the University has knowledge thereof. Upon the Vendor's receipt of such notice, the Vendor is entitled to payment only for those services performed prior to the date notice is received.

5. Travel.

There is no travel allowed within this agreement

6. Assumption of Risk.

Each party hereby assumes any and all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of that party and the officers, employees, and agents thereof. Vendor also assumes such risk with respect to the willful or negligent acts or omissions of persons subcontracting with Vendor or otherwise acting or engaged to act at the instance of Vendor in furtherance of Vendor fulfilling Vendor's obligations under this Agreement.

7. Unilateral Cancellation/Public Records Law.

The University may unilaterally cancel this Agreement for refusal by Vendor to allow public access to any and all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Vendor in conjunction with this Agreement.

8. Cancellation.

All Agreement obligations shall prevail for at least sixty (60) calendar days after the effective date of the contract. After that period, either party may cancel this Agreement upon ten (10) calendar days written notice without penalty or cause. The Vendor may not charge to the University a cancellation penalty. The University shall be liable only for payment for services rendered prior to the effective date of cancellation.

9. Force Majeure.

No default, delay or failure to perform on the part of the either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquake; acts of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

10. Renewal.

There is no stipulated renewal of this agreement. This agreement may be extended throughout the project to accommodate any needed change orders or extension of time.

Proportioning Control System and Related Cleaning SuppliesContractual Services Agreement - Continued11. Amendments.

Any amendments, alterations or modifications to this Agreement must be in writing and signed by the parties of this Agreement to be effective.

12. Governing Law.

The Contract/Agreement ("Contract") is governed by the law of the State of Florida and University Rule 6C4-4.02060. Any provisions in this Agreement in conflict with such laws and rules shall be void and of no effect. The University is entitled to the benefits of sovereign immunity coextensive therewith, including immunities from taxation. Vendor submits to the personal jurisdiction of the State of Florida. Any actions arising out of this Agreement shall be brought exclusively in the courts located in Hillsborough County, Florida.

13. Taxes.

The State of Florida, and the University, is a tax immune sovereign and exempt from the payment of sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

14. Licenses.

In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to perform its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.

15. Certification.

In accordance with Section 112.3185, Florida Statutes, the Vendor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of this Agreement by the University.

16. Indemnification

Vendor agrees to indemnify and hold free and harmless, and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida, and the University of South Florida Board of Trustees and their officers, employees and agents, and the University's Architect/Engineer Consultants from and against any and all actions, claims, liabilities, assertions of liability losses, costs and expenses, including but not limited to attorney's fees, reasonable investigative and discovery cost, court costs, claim or claims for bodily injury or death of persons and for loss of or damage to property, in law or in equity, of every kind and nature whatsoever, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents, contractors, and sub-contractors, in connection with this Agreement.

17. Assignment.

Vendor may not, without the advance written approval of University, assign any right or delegate any duties hereunder nor may it transfer, pledge, surrender, or otherwise encumber or dispose of its interest in any portion of the Agreement.

18. Termination.

Each term and condition of this Agreement is material and any breach or default by Vendor in the performance of each such term and condition shall be a material breach or default of the entire Agreement for which University shall have the right to terminate this Agreement immediately upon notice to Vendor and without termination penalty to University.

Proportioning Control System and Related Cleaning SuppliesContractual Services Agreement - Continued19. Relationship of Parties.

It is understood and agreed that nothing herein contained is intended, or should be construed, as creating or establishing the relationship of partners between the parties hereto, or as constituting Vendor as the agent or representative of University for any purpose in any manner whatsoever. Vendor is not authorized to bind University to any contracts or other obligations. Vendor shall not expressly or impliedly represent to any party that Vendor and University are partners or that Vendor is the agent or representative of University or of the Board of Trustees for any purpose or in any manner whatsoever.

20. Parties' Representatives.

University's representative for purposes of the Agreement is Kathy Simmons or her designee; Vendor's representative for purposes of this Agreement is Sam Ritz.

21. Waiver of Breach or Default.

No failure to exercise or delay in exercising any right, power or remedy accruing to University on any breach or default of Vendor hereunder shall impair any such right, power or remedy, or be construed as a waiver of any such breach or default or of any other breach or default.

22. Entire Agreement.

All documents submitted as part of Vendor's offer are attached and incorporated by this reference. In the event of inconsistency between such documents and the provisions of this Agreement, the provisions of this Agreement will govern. This Agreement and such documents embody the entire Agreement of the parties, and there are no other representations, promises, agreements, conditions or understandings, either oral or written, between University and Vendor other than are set forth herein.

23. Lobbying.

The expenditure of funds disbursed from Florida State appropriated Grants and Aids, for the purpose of lobbying the Legislature or a State Agency, is prohibited.

24. Affirmative Action.

As a condition of this Agreement, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

25. Americans with Disabilities Act (ADA).

The Vendor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 and subsequent documents.

26. Public Entity Crime.

Any person or affiliate who has been placed on the Convicted Vendor List following a conviction for a Public Entity Crime, may not participate in bids or proposals, may not perform work or transact business with University.

27. Notice to Contractor. The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral termination of the Agreement.28. Terms and Conditions

Any terms and conditions submitted with your Invitation to Bid response are not binding to the University and are not accepted as applying to the Invitation to Bid or this contract. Only the University of South Florida terms and conditions as issued in the Invitation to Bid are acceptable.



Proportioning Control System and Related Cleaning Supplies


Contractual Services Agreement - Continued

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

\*\*\*\*\*Vendor\*\*\*\*\*

UNISOURCE WORLDWIDE, INC.  
6511 N. 54<sup>th</sup> Street  
Tampa, FL 33610

FEID No. F135369500  
Telephone No. 813-621-2485 ext 7309

BY:   
(manual signature)  
Sam Ritz  
(type or print name)

Executed on this the 8th day of March, 2011

\*\*\*\*\*UNIVERSITY OF SOUTH FLORIDA\*\*\*\*\*  
Board of Trustees,  
a public body corporate.

BY: \_\_\_\_\_  
Trudie E. Frecker  
Executive Vice President/CFO

Executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 2011

Proportioning Control System and Related Cleaning SuppliesCertificate of Non-Segregated Facilities

We, Unisource Worldwide, Inc., certify to the University of South Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

Note to prospective subcontractors or requirements for Certifications of Non-Segregated Facilities. A Certificate of Non-Segregated Facilities, as required by the 9 May 1967 order of Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

Unisource Worldwide, Inc.  
(Name of Company)

By: Sam Ritz



Title: Sales Professional

Date: March 8, 2011

Proportioning Control System and Related Cleaning SuppliesCertificate of Non-Segregated Facilities - ContinuedSubpart D - Contractor's Agreement

SEC.202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- "(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause."
- "(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin."
- "(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency's contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment."
- "(4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor."
- "(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders."
- "(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of said rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulation, or order of the Secretary of Labor, or as otherwise provided by Law."
- "(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract of purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions of noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States."

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulations published by the U.S. Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.



**University of South Florida  
Purchasing & Property Services  
Request for Taxpayer Identification and Certification  
(Substitute for IRS Form W-9)**

**Instructions:**

- Use this form only if you are a U.S. person (including U.S. resident aliens). If you are a foreign person, use the appropriate Form W-8.
- Complete Part 1 by completing the one row of boxes that corresponds to your tax status.
- Complete Part 2 by providing your Payment Remittance Address
- Complete Part 3 if you are exempt from Form 1099 reporting.
- Complete Part 4 by signing & dating form.

**Part 1 – Tax Status: (complete ONLY ONE ROW of boxes)**

<b>Individuals:</b> (Fill out this row)	Individual's Name: (first name, middle initial, last name)		Individual's Social Security Number	
<b>Sole Proprietor:</b> (Fill out this row) <small>A sole proprietorship may have a "doing business as" trade name, but the legal name is the name of the business owner.</small>	Business Owner's Name: (REQUIRED)  (First Name) (Middle Initial)  (Last Name)	Business Owner's Social Security Number  <u>OR</u> Employer ID Number	Business or Trade Name (OPTIONAL)	
<b>Partnership:</b> (Fill out this row)	Name of Partnership:	Partnership's Employer ID Number	Partnership's Name on IRS records (see IRS mailing label)	
<b>Corporation, exempt charity or other entity:</b> (Fill out this row)	Name of Corporation or Entity:	Employer ID Number	Are you incorporated? YES <input type="checkbox"/> NO <input type="checkbox"/>	<small>A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation. D.B.A. or T.A. companies? Attach all of the business names.</small>

**Part 2 – A. Ordering Address: (Address where Purchase Orders should be mailed)**

6511 N. 54th STREET  
TAMPA, FL 33610

**B. Payment Remittance Address: (Address where Payments should be mailed)**

P.O. BOX 409884  
ATLANTA, GA. 30384-9884

**C. Business Contact Information:**

Business Phone # 813-246-7309 Contact Person SAM RITZ  
 Business Fax # 813-246-7336 Contact Phone # 813-246-7309  
 Business Website Address WWW.UNISOURCELINK.COM Contact Fax # 813-969-0492

**Part 3 – Exemption: If exempt from Form 1099 reporting, check here:**  **AND circle your qualifying exemption reason below:**

<b>1. Corporation</b> Except there is no exemption for medical and healthcare payments or payments for legal services.	<b>2. Tax Exempt</b> Tax Exempt Charity under 501(a) (includes 501(c)(3)), or IRA	<b>3. The United States or any of its agencies or instrumentalities</b>	<b>4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions.</b>	<b>5. A foreign government or any of its political subdivisions.</b>
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**Part 4 – Certification: Under penalties of perjury, I certify that:**

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
- I am not subject to backup withholding because:  
(a) I am exempt from backup withholding, or (b) I am a U.S. person (including a U.S. resident alien).

**Certification Instructions** – You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Name of Person completing this form: SAM RITZ Phone: (813) 246-7309  
 Title of Person completing this form: SALES PROFESSIONAL Address: 6511 N. 54th STREET  
 Signature: SAM RITZ Date: 3/8/2011 City: TAMPA, State: FL ZIP: 33610  
 E-Mail Address: ritzsa01@unisourceink.com

Part 2 - Business Classification

Small, Minority or Women-Owned Business? \_\_\_\_\_ YES ~~\_\_\_\_\_ NO~~

If answered yes above, please circle classification that applies:

<p align="center"><b>FEDERAL CLASSIFICATIONS</b></p> <p><i>(If your Business is registered with the Small Business Administration (SBA) or the Central Contractor Registration (CCR) Website at: <a href="https://www.bpn.gov/ccr/ing/scripts/search.asp">https://www.bpn.gov/ccr/ing/scripts/search.asp</a>, please circle the classification(s) in this column that applies to your business.</i></p>	<p align="center"><b>State of Florida Certified Minority Business Enterprise</b></p> <p><i>(If you circle a classification in this column, please provide a copy of your Florida Statewide &amp; Inter-Local Certification with your application)</i></p>	<p align="center"><b>Non-Certified Minority Business Enterprise</b></p> <p><i>(Business must be at least 51% owned, managed &amp; controlled by minority persons to select a classification in this column.)</i></p>	<p align="center"><b>Non Profit Organization</b></p>
<p align="center"><b>SBA 8(a) Certification</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>African American</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>African American</b></p>	<p align="center"><b>Minority Board</b> <i>(51% or more Minority Board of Directors)</i></p>
<p align="center"><b>Small Disadvantaged Business Certification</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>Hispanic American</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>Hispanic American</b></p>	<p align="center"><b>Minority Employees</b> <i>(51% or more Minority Officers)</i></p>
<p align="center"><b>HUBZone Certification</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>Asian American</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>Asian American</b></p>	<p align="center"><b>Minority Community</b> <i>(51% or more Minority Community Served)</i></p>
<p align="center"><b>Veteran</b></p>	<p align="center"><b>Native American</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>Native American</b></p>	<p align="center"><b>Other- Non Profit</b></p>
<p align="center"><b>Service Disabled Veteran</b></p>	<p align="center"><b>American Woman</b> <i>(please provide a copy of certificate with application)</i></p>	<p align="center"><b>American Woman</b></p>	
<p align="center"><b>Vietnam Veteran</b></p>			
<p align="center"><b>Women Owned</b></p>			
<p align="center"><b>Minority Owned Business</b></p>			

- If you select a classification that is certified by a Federal or State agency, please provide a copy of your certification for each agency along with this application.
- To determine your Federal Size Standard, please access the U.S. Small Business Administration's website: <http://www.sba.gov/startup/indexwhatis.html> or go to the SBA's <http://www.sba.gov/size> to look up your North American Industry Classification Systems (NAICS) Code and the qualifying number of employee's or annual dollar amount. To register your business on the Central Contractor Registration (CCR) Website visit <https://www.bpn.gov/ccr/scripts/index.html>
- If you are using Federal Size Standards, please specify the codes used:  
NAICS Code: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ or Annual Amount: \_\_\_\_\_
- If you are not a State of Florida Certified Minority Business Enterprise and would like to download the application for certification of Minority Business Enterprise for the State of Florida and view the State of Florida's Eligibility criteria, please go the Office of Supplier Diversity's website at: <http://osd.dms.state.fl.us>.

Part 4 - Purchase Order and Payment Preferences

By which delivery method do you prefer to receive purchase orders?

Fax mail

Postal

E-Mail

Payment Discount Terms:

2% Net 10

Other: Net 40 Days

By which delivery method do you prefer to receive payment?

Check

Credit Card (USF Procurement Card)

Electronic Funds Transfer (EFT)  
(To receive payments by Electronic Funds Transfer, please complete the attached Electronic Payment Authorization Form to start electronic payment process)

Part 4 - Signature

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with the State of Florida my firm is in compliance with Chapter 112, Florida Statutes relating to conflict of interest (to review the Statute in full, visit <http://www.flsenate.gov/statutes>).

Sam Ritz  
Name of Person Signing Application

Signature

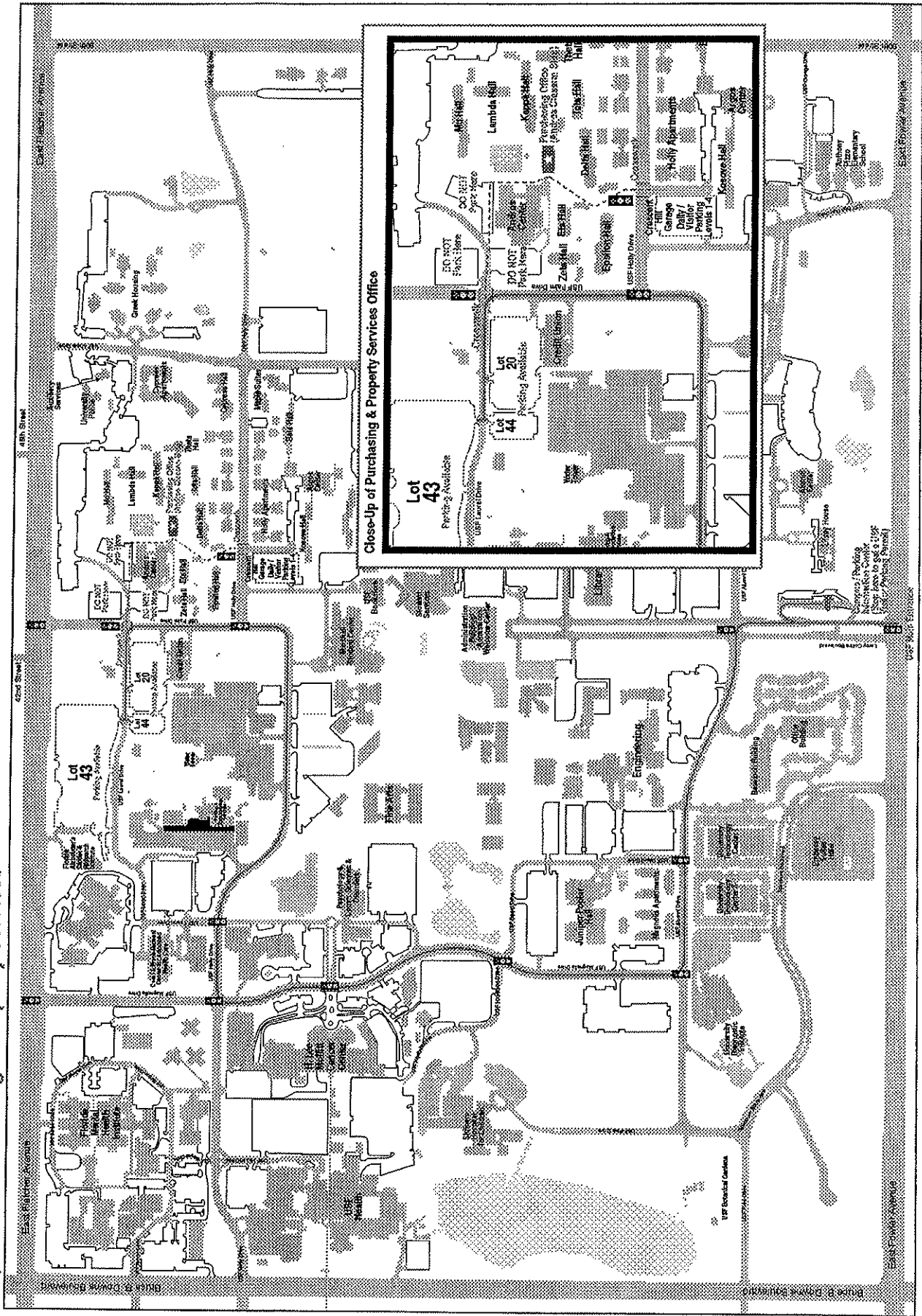
Sales Professional  
Title

March 8, 2011  
Date

**DIRECTIONS TO  
USF PURCHASING & PROPERTY SERVICES (INCLUDING P-CARD)  
4202 E. Fowler Avenue, STOP AOC 200  
Tampa, FL 33620-9000  
(813) 974-2481**

1. Enter at the University's main entrance off of Fowler Avenue.
2. Pull into the USF Campus Information Center (building on your right that looks like a drive-through bank) and purchase a USF Daily Parking Permit for \$5.00 (permit prices subject to change without notice; contact Parking Services at (813) 974-4607 for updated pricing information).  
  
**NOTE: Parking permits are required in all non-metered spaces. Parking lots are monitored 24/7 and vehicles that are parked illegally will receive a citation.**
3. Upon leaving the Campus Information Center, turn right onto Leroy Collins Boulevard and get into the left-hand turn lane.
4. Turn left at the traffic light on to USF Alumni Drive. Get in the right-hand lane.
5. Proceed down USF Alumni Drive through the traffic light at Beard Drive. At the next traffic light, make a right turn onto USF Magnolia Avenue. Continue to the third traffic light (corner of USF Magnolia Drive and USF Holly Drive).
6. At the light, make a right turn on to USF Holly Drive until the road makes a left turn and becomes USF Palm Drive.
7. Stay in the right-hand lane and turn right again on USF Holly Drive. On your right, you will see the Crescent Hill Parking Garage. Daily/Visitor parking is available in the garage on levels 1-4. If no spaces are open in the garage, go back to Palm Drive and turn left at the traffic light (just after you pass the USF Credit Union on your right.) Daily/Visitor parking is available in Lots 20, 44 or 43 (outlined in red on the map provided). **DO NOT PARK IN LOTS 13 OR 13T ADJACENT TO THE ANDROS CENTER.**
8. Once parked, walk (along the dotted line on the map provided) to the Andros Classroom Building located on the east side of the Andros Center and to the south of the Andros Pool. (Follow the dotted line on the map provided.)
9. Use the stairs at the west entrance to the Andros Classroom Building. USF Purchasing & Property Services is located on the second floor.
10. **NOTE:** You may request a Campus Mail at the Campus Information Center.  
***Do not forget to stop at the Campus Information Center to obtain a Daily parking permit prior to visiting Purchasing & Property Services.***

Map to USF Purchasing & Property Services



- Vehicle Route to Purchasing Office     
  - Parking for Visitors with valid USF parking permit     
  - Sidewalk Path to Purchasing & Property Svcs Office



## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>UNISOURCE WORLDWIDE, INC.</b>	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....	
<input type="checkbox"/> Other (see instructions) ▶	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>6511 N. 54TH STREET</b>	Requester's name and address (optional)
City, state, and ZIP code <b>TAMPA, FL 33610</b>	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number
<b>13                      5369500</b>

### Part II Certification

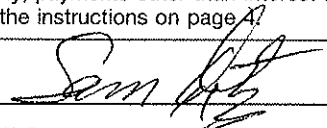
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶



Date ▶

**3-8-2011**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



# UNIVERSITY OF SOUTH FLORIDA

Purchasing and Property Services  
AOC 200  
4202 East Fowler Avenue  
Tampa, Florida 33620  
(813) 974-2481

Web Address: <http://usfweb.usf.edu/purchasing/purch2.htm>

January 28, 2011

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Invitation to Bid No. 11-011-PPB

Entitled: Proportioning Control System and Related Cleaning Supplies

Opening Date: March 1, 2011 at 3:00 P.M.

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#### Addendum No. 1

The following are clarifications to questions asked:

1. It is stated that you require 2,000 bottles labels or pre labeled bottles. What is not clear is if it is 2000 labels for each product or 2000 labels of various products.

Answer: We are requesting 2,000 pre-printed or labeled trigger spray bottles annually – not per product.

2. Bid Item 7: Crème Clearer to clean what? Like a Soft Scrub product? Metal?

Answer: Cleaner is used for sinks, water fountains, commodes, etc.

Note: Please note receipt of this addendum by signing and returning with your bid response.

  
\_\_\_\_\_  
Authorized Signature

Unisource Worldwide, Inc. \_\_\_\_\_  
Company Name

3/8/2011 \_\_\_\_\_  
Date

3. Bid Item 8: Degreaser – kitchen areas or other areas?

Answer: Degreaser is used for other areas.

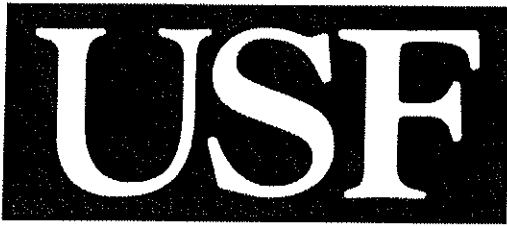
4. Bid Item 9: Degreaser – kitchen areas or other areas?

Answer: Degreaser is used for both areas

5. Bid Item 10: Deodorizer – bathroom or rooms?

Answer: Deodorizer is used for both bathrooms and other areas.

7. Please remove bid page 25 and replace with revised bid page 25.



# UNIVERSITY OF SOUTH FLORIDA

Purchasing and Property Services  
AOC 200  
4202 East Fowler Avenue  
Tampa, Florida 33620  
(813) 974-2481

Web Address: <http://usfweb.usf.edu/purchasing/purch2.htm>

January 31, 2011

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Invitation to Bid No. 11-011-PPB

Entitled: Proportioning Control System and Related Cleaning Supplies

Opening Date: March 1, 2011 at 3:00 P.M.

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Addendum No. 2

Please replace page 23 with revised page 23 (attached) – Item No. 6 was modified to reflect current dispenser count.

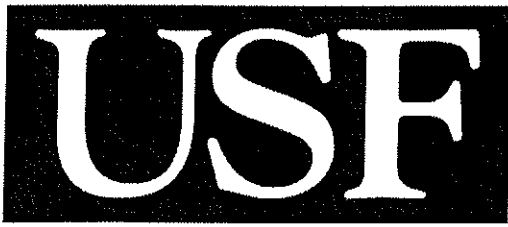
Note: Please note receipt of this addendum by signing and returning with your bid response.

  
\_\_\_\_\_  
Authorized Signature

Unisource Worldwide, Inc. \_\_\_\_\_  
Company Name

3/8/2011 \_\_\_\_\_  
Date

KCS/GC/kcs



# UNIVERSITY OF SOUTH FLORIDA

Purchasing and Property Services  
AOC 200  
4202 East Fowler Avenue  
Tampa, Florida 33620  
(813) 974-2481

Web Address: <http://usfweb.usf.edu/purchasing/purch2.htm>

February 22, 2011

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Invitation to Bid No. 11-011-PPB

Entitled: Proportioning Control System and Related Cleaning Supplies

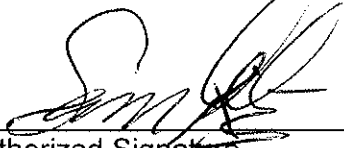
Opening Date: March 8, 2011 at 3:00 P.M.

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### Addendum No. 3

The bid opening date has been extended to March 8, 2011 at 3:00 P.M.

Note: Please note receipt of this addendum by signing and returning with your bid response.

  
\_\_\_\_\_  
Authorized Signature

Unisource Worldwide, Inc. \_\_\_\_\_  
Company Name

3/8/2011 \_\_\_\_\_  
Date

KCS/GC/kcs



# UNIVERSITY OF SOUTH FLORIDA

Purchasing and Property Services  
AOC 200  
4202 East Fowler Avenue  
Tampa, Florida 33620  
(813) 974-2481

Web Address: <http://usfweb.usf.edu/purchasing/purch2.htm>

March 4, 2011

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Invitation to Bid No. 11-011-PPB

Entitled: Proportioning Control System and Related Cleaning Supplies

Opening Date: March 8, 2011 at 3:00 P.M.

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#### Addendum No. 4

Only the following dispensers and related products as submitted for evaluation are approved for University use:

Diversey: QuattroSelect Dispensing System

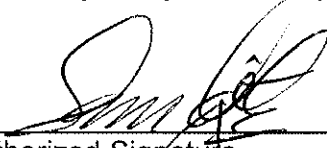
ZEP Mfg: Zep Dispensing System

Buckeye: Buckeye Solution Center

Hillyard: Hydro Multi Flex

If you submitted a dispensing system along with related products which is not listed above, then they were not approved.

Note: Please note receipt of this addendum by signing and returning with your bid response.

  
\_\_\_\_\_  
Authorized Signature

Unisource Worldwide \_\_\_\_\_  
Company Name

3/8/2011 \_\_\_\_\_  
Date