

AMENDMENT 1

INVITATION FOR BID
UOG IFB No. B26-01

Date Issued: October 29, 2025

“UOG INDEFINITE QUANTITY BID FOR JANITORIAL & OFFICE SUPPLIES”

This is to notify all prospective offerors of the following amendment set forth below:

1.1 REPLACE: Exhibit A is hereby replaced in its entirety with the **Updated Exhibit A** attached hereto and made part of this Invitation for Bid (IFB).

All other terms and conditions remain the same.



Damian Guerrero
Procurement Manager

Please acknowledge receipt and return by email to uog.bids@triton.uog.edu:

Name of company: _____

Print Name/Signature/date

EXHIBIT A
UOG BID NO. B26-01
“UOG INDEFINITE QUANTITY BID FOR JANITORIAL & OFFICE SUPPLIES”

BID SPECIFICATIONS OR EQUIVALENT

This is an Indefinite Quantity Bid. The quantities listed in this Invitation for Bid (IFB) are estimates only and do not constitute a guarantee of the amounts to be purchased. Actual quantities may increase or decrease over the duration of the contract based on operational needs. All procurements made under this contract are subject to availability of funds. ***For the purpose of determining the required bid security amount, bidders shall calculate 15% of the total estimated value of all items bid upon.***

The term of this contract will be for **two (2) years beginning upon fully endorsed contract**. The contract will be reviewed every six (6) months for a determination of the continued need for such a contract in accordance with UOG Procurement Regulations Article 3.19.9.2. The contract will be renewed annually based on performance and availability of funds. Termination of the contract must be agreed upon by both parties with a written notice to the other party at least sixty (60) days prior to the end of the current contract.

The Bidders must be able to commit to the price bid for the term of the contract.

Note: This is not an “All or None” bid. Awards will be given on a per-line-items basis to the lowest, most responsive, and responsible bidder for each item.

ITEMS	MINIMUM QUANTITY	AMOUNT
JANITORIAL SUPPLIES:		
1. Toilet Tissue, 2 ply 500 sheet/roll 96 Rolls per case Minimum 20% post consumer fiber Delivery: _____	200 cases	_____
2. Paper Towel (bleached or natural) Multifold white 4000sht. Per case Minimum 40% post consumer fiber Delivery: _____	200 cases	_____
3. Paper Towel (bleached or natural) Single fold white 4000sht. Per case Minimum 40% post consumer fiber Delivery: _____	200 cases	_____
4. Trash Liners Plastic Gallon Size: 10-13 gallons Dimension Size: 15" x 9" x 32" Strength: 0.4 mil low density (no alternatives) Color: black 250 pcs./case Minimum 10% post consumer content Delivery: _____	150 cases	_____

- | | |
|---|-------------------------------|
| <p>5. Trash Liners Plastic
 Gallon size: 33 gallons
 Dimension Size: 23" x 10" x 39"
 Strength: 1.0 mil low density (no alternatives)
 Color: black 500 pcs./case
 Minimum 10% post consumer content</p> <p>Delivery: _____</p> | <p>150 cases</p> <p>_____</p> |
| <p>6. Trash Liners Plastic
 Gallon Size: 45 gallons
 Strength: 1.0 mil low density
 Dimension size: 23" x 17" x 46" (no alternatives)
 Color: Opaque
 Minimum 10% post consumer content</p> <p>Delivery: _____</p> | <p>50 cases</p> <p>_____</p> |
| <p>7. Liquid Hand Soap Refill
 Gallon 4-1 gallon per case
 U.S. EPA Design for the Environment Certified</p> <p>Delivery: _____</p> | <p>50 cases</p> <p>_____</p> |
| <p>8. Toilet Bowl Cleaner, Mild
 Acid (10% acid) 12 qt./case
 U.S. EPA Design for the Environment Certified</p> <p>Delivery: _____</p> | <p>60 cases</p> <p>_____</p> |
| <p>9. Toilet Bowl Cleaner, Non-Acid
 12 quart/case
 U.S. EPA Design for the Environment Certified</p> <p>Delivery: _____</p> | <p>60 cases</p> <p>_____</p> |
| <p>10. Jumbo Toilet Tissue 12/1000
 2 Ply
 Minimum 20% post consumer fiber</p> <p>Delivery: _____</p> | <p>20 cases</p> <p>_____</p> |
| <p>11. Junior Jumbo Bath Tissue Rolls
 Minimum 20% post consumer fiber</p> <p>Delivery: _____</p> | <p>20 cases</p> <p>_____</p> |
| <p>12. Jumbo Paper Towel Rolls
 Minimum 20% post consumer fiber</p> <p>Delivery: _____</p> | <p>20 cases</p> <p>_____</p> |

- | | | |
|--|----------|-------|
| 13. Disinfectant Cleaner, Bleach
6-1 gallons per case

Delivery: _____ | 60 cases | _____ |
| 14. Disinfectant Cleaner, Pine
6-1- gallons per case

Delivery: _____ | 60 cases | _____ |
| 15. Disinfectant Wipes (Pre-Moistened Disinfectant Wipes)
In a No-mess Wipe Dispenser
(ex: Clorox Disinfectant Wipes, Lysol Disinfectant Wipes)

Delivery: _____ | 50 each | _____ |
| 16. Disinfectant Spray
Aerosol Can
(ex: Lysol Disinfectant Spray)

Delivery: _____ | 100 cans | _____ |
| 17. Urinal Screens
12 per box

Delivery: _____ | 60 boxes | _____ |
| 18. Stainless Steel Polish
Aerosol can 12-cans/case

Delivery: _____ | 20 cases | _____ |
| 19. Ant & Roach Killer
Aerosol can 12 cans/case
Or 12-1 quart per case

Delivery: _____ | 20 cases | _____ |
| 20. Dust Mop Treatment
Aerosol Can
12-cans per case or 12-1 quart per case

Delivery: _____ | 20 cases | _____ |
| 21. Furniture Polish
Aerosol Can
12 cans per case

Delivery: _____ | 20 cases | _____ |

22. Air Freshener
Aerosol Can
12-cans per case

20 cases

Delivery: _____

OFFICE SUPPLIES:

1. File Folders:

- a. Manila, Straight cut, Single,
11 pt., Letter size
Minimum 30% post consumer fiber

50 boxes

Delivery: _____

- b. Manila, Straight cut, Single,
11 pt., Legal Size
Minimum 30% post consumer fiber

50 boxes

Delivery: _____

- c. Pressboard Top Tap, Straight
9 ½ height, letter size, blue
Minimum 20% post consumer fiber

50 boxes

Delivery: _____

- d. Pressboard Top Tap, Straight
9 ½ height, legal size, blue
Minimum 20% post consumer fiber

50 boxes

Delivery: _____

- e. Pressboard Top Tap, Third
Assorted, 10" height, blue
Steel tap, letter size
Minimum 20% post consumer fiber

50 boxes

Delivery: _____

- f. Pressboard Top Tap, Third
Assorted, 10" height, blue
Steel Tap, legal size
Minimum 20% post consumer fiber

50 boxes

Delivery: _____

2. Copier Paper 20 lbs. weight
White 8.5" x 11"
Minimum 30% post consumer fiber

100 cases

Delivery: _____

- | | | |
|---|----------|-------|
| 3. Copier Paper 20 lbs. weight
White 8.5" x 14"
Minimum 30% post consumer fiber

Delivery: _____ | 20 cases | _____ |
| 4. Copier Paper 20 lbs. weight
Color: Red 8.5" x 11"
Minimum 30% post consumer fiber

Delivery: _____ | 5 cases | _____ |
| 5. Copier Paper 20 lbs. weight
Color: Blue 8.5" x 11"
Minimum 30% post consumer fiber

Delivery: _____ | 5 cases | _____ |
| 6. Copier Paper 20 lbs. weight
Color: Green 8.5" x 11"
Minimum 30% post consumer

Delivery: _____ | 5 cases | _____ |
| 7. Writing Pad, Yellow
Legal Size
Minimum 30% post consumer fiber

Delivery: _____ | 100 pads | _____ |
| 8. Writing Pad, Yellow
Letter Size
Minimum 30% post consumer fiber

Delivery: _____ | 100 pads | _____ |
| 9. File Folders: | | |
| g. Pressboard Top Tap, Straight
9 ½ height, letter size, green
Minimum 20% post consumer fiber

Delivery: _____ | 50 boxes | _____ |
| a. Pressboard Top Tap, Straight
9 ½ height, legal size, green
Minimum 20% post consumer fiber

Delivery: _____ | 50 boxes | _____ |

- | | | |
|--|----------|-------|
| h. Pressboard Top Tap, Third Assorted, 10" height, green
Steel tap, letter size
Minimum 20% post consumer fiber

Delivery: _____ | 50 boxes | _____ |
| i. Pressboard Top Tap, Third Assorted, 10" height, green
Steel Tap, legal size
Minimum 20% post consumer fiber

Delivery: _____ | 50 boxes | _____ |
| j. Pressboard Top Tap Folders
With fasteners 2" expansion
1/3 cut legal size tab cut
Third assorted
Minimum 20% post consumer fiber

Delivery: _____ | 50 boxes | _____ |
| k. Reinforced File Folders
Letter sizes, tab cut third-assorted colors
Minimum 30% post consumer fiber: | | |
| Pink: | 10 boxes | _____ |
| Delivery: _____ | | |
| Green: | 10 boxes | _____ |
| Delivery: _____ | | |
| Red: | 10 boxes | _____ |
| Delivery: _____ | | |
| Blue: | 10 boxes | _____ |
| Delivery: _____ | | |
| Yellow: | 10 boxes | _____ |
| Delivery: _____ | | |
| Orange: | 10 boxes | _____ |
| Delivery: _____ | | |

- | | | |
|---|-----------------|--------------|
| <p>I. Manila Folders
Letter sizes, tab cut third-assorted
Minimum 30% post consumer fiber</p> <p>Delivery: _____</p> | <p>30 boxes</p> | <p>_____</p> |
| | | |
| <p>m. Manila Folders
Legal Sizes tab cut third-assorted
Minimum 30% post consumer fiber</p> <p>Delivery: _____</p> | <p>30 boxes</p> | <p>_____</p> |
| | | |
| <p>n. Manila Single Top File
File jackets flat letter sizes
Minimum 30% post consumer fiber</p> <p>Delivery: _____</p> | <p>30 boxes</p> | <p>_____</p> |
| | | |
| <p>o. Manila Single Top File
File jackets flat legal size
Minimum 30% post consumer fiber</p> <p>Delivery: _____</p> | <p>30 boxes</p> | <p>_____</p> |
| | | |
| <p>10. Binders:</p> | | |
| <p>a. Heavy-Duty EZD Binders
Sheet size 11" x 8.5"
Capacity 1" Color white
Minimum 25% recovered materials
content</p> <p>Delivery: _____</p> | <p>20 boxes</p> | <p>_____</p> |
| | | |
| <p>b. Heavy-Duty EZD Binders
Sheet Size 11" x 8.5"
Capacity 2"; color White
Minimum 25% recovered materials content</p> <p>Delivery: _____</p> | <p>20 boxes</p> | <p>_____</p> |
| | | |
| <p>c. Heavy-Duty EZD Binders
Sheet size 11" x 8.5"
Capacity 3"; color White
Minimum 25% recovered materials content</p> <p>Delivery: _____</p> | <p>20 boxes</p> | <p>_____</p> |
| | | |
| <p>11. Expo White Board Makers Colors:</p> | | |
| <p>a. Red</p> <p>Delivery: _____</p> | <p>20 boxes</p> | <p>_____</p> |

- | | | |
|---------------------|----------|-------|
| b. Black | 20 boxes | _____ |
| Delivery: _____ | | |
| c. Green | 20 boxes | _____ |
| Delivery: _____ | | |
| d. Blue | 20 boxes | _____ |
| Delivery: _____ | | |
| e. Orange | 20 boxes | _____ |
| Delivery: _____ | | |
| 12. Pencils #2 Lead | 20 boxes | _____ |
| Delivery: _____ | | |

1. Bid Submittals:

- a) **Bid prices shall be submitted on the Bid Price Form. All prices shall include shipping, delivery, and manufacturer's warranty. Any additional costs not stated in this bid but are required to complete the delivery and installation of the product and/or services must be included in the bidder's price.**
- b) **Bidder shall submit an electronic file with the copy of the bid security included. One (1) original file of copy submitted electronically, and original bid security will need to be receipted at UOG procurement office before the bid deadline.**

Bid award to be based on the required items in EXHIBIT A and to be based on price, compliance to the specification, services, delivery and any requirements in the BID package.

OTHER NOTES:

1. These specifications have been written to describe minimum equipment and performance requirements to be supplied by the equipment manufacturer bidding. Reasonable tests may be conducted upon delivery before acceptance.
2. The University reserves the right to accept and/or reject any and all bids, to waive any defects, irregularities, or specification discrepancies and to award the bid deemed to be in the best interest of the University.

BIDDERS ACKNOWLEDGMENT (PRINT, SIGN & DATE)