



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION  
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

**NOTIFICATION OF STATEWIDE CONTRACT**

08/04/14

**CONTRACT TITLE:** JANITORIAL SUPPLIES

**CURRENT CONTRACT PERIOD:** August 1, 2014 through September 30, 2014

**BUYER INFORMATION:** Liz Palazzolo  
 573-751-4885  
 Liz.Palazzolo@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	08/01/11 – 01/31/12	07/31/2014

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
 PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.  
*This contract has been established for the convenience of state agencies.*  
*Local Purchase Authority may be used to purchase supplies included in this contract*  
*from an alternative source at the discretion of the agency.*

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C111156001	43033685000	Industrial Soap, Company 722 S. Vandeventer Avenue St. Louis, Missouri Phone: 314-241-6363 Toll Free: 1-800-405-SOAP (7627) FAX: 314-533-5556  Account Contact: <ul style="list-style-type: none"> <li>• Ron Morrison,              rmorrison@industrialsoap.com</li> </ul>	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
08/01/14-09/30/14	08/04/14	<b>Extension of Contract.</b>
02/01/14 – 07/31/14	01/21/14	Renewal of Contract.
08/01/13 – 01/31/14	07/12/13	Renewal of Contract.
02/01/13 – 07/31/13	02/04/13	Renewal of Contract.
08/01/12-01/31/13	07/31/12	Renewal of Contract.
02/01/12-07/31/12	03/15/12	Updated some notes on the Pricing Page to be consistent with updated pricing for this contract period.
02/01/12-07/31/12	02/07/12	Clarification added about freight being charged for orders between \$50.00 and \$200.00. Industrial Soap will not accept order less than \$50.00. Agencies should try to aggregate items to make orders of \$200 or more in order to not be charged freight.
02/01/12-07/31/12	01/17/12	Renewal of Contract.
08/01/11 – 01/31/12	08/17/11	New Information About Using the On-Line Catalog and setting up an on-line account is provided in this notice. Also, there are updates to line items 004, 027, 028, , 043, and 044 on the Pricing Pages attachment.
08/01/11 – 01/31/12	08/08/11	Updated pricing to PER CASE pricing for items 005, 014, 023-027, 029, 030, 039, 040 and 043 since Industrial Soap only sells these specific items by the case. Pricing is based off the per-unit pricing originally published. The complementary pricing exhibit has been updated, so make sure to download both this document and the pricing document for complete updated information.
08/01/11 – 01/31/12	07/29/11	Initial issuance of new statewide contract. The awarded contract replaces contract C108217001.

### **Purpose and Use of Contract C111156001:**

C111156001 is a preferred use contract established for state agencies to use for the purchase of a wide range of janitorial supplies. The contract replaces C108217001 previously with Hillyard. State agencies are advised that similar products are available from the MRO contracts with Grainger, Fastenal and MSC (C111207001, C111207002, and C111207003) and from the office supplies contracts with Metro Office Solutions, Staples, Office Max, and Office Depot (C111095001, C111095002, C111095003, and C111095004). State agencies are advised to check all contracts available to them for the purchase of janitorial items and to choose the best product, best price, best delivery the various contracts make available to them. All contracts are “preferred use” contracts which means that the contracts have been bid with the goal of providing good market pricing and product variety to state agencies. Agencies are encouraged to use preferred-use contracts but in rare instances where the state agency can obtain like or similar products that meet the state agency’s needs at a better price, then the agency has authority to purchase the items from other sources so long as the provisions of the Local Purchasing Authority Delegation are followed. The Delegation can be viewed and downloaded from the internet at this site: <http://oa.mo.gov/purch/agencyinfo/deptpad.pdf>.

<p><b><u>MVE WAIVER REQUIREMENTS:</u></b> In the event products or services available on Contract C111156001 are also available from Missouri Vocational Enterprises (MVE), the state agency must acquire the items from</p>
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MVE as required by Section 217.575 RSMo unless the state agency has obtained a waiver from MVE <http://oa.mo.gov/mo/samii/fin/bulletins/MVEReleaseForm021805.pdf>.

It is the agency's responsibility to check the MVE catalog (<http://doc.mo.gov/mve/html/Products%20Home-2011.html>) prior to making a purchase from Contract C111156001. If the products/services are available from MVE, the state agency must place the order with MVE unless MVE has granted a specific waiver.

**Product Variety Available:** Industrial Soap Company has a full line of janitorial products, parts, and supplies of almost anything necessary in the janitorial supply arena.

**Want to Buy "Green" Janitorial Chemicals and Products?** Upon request, Industrial Soap can make recommendations to the state agency about "greener" janitorial chemicals and products. A "greener" product is one has little to no negative environmental or human health side effect as a result of standard usage of the product. Industrial Soap offer the Diversey line of Green Products, and the Industrial Soap catalog identifies the "green" alternative. All Industrial Soap Company sales personnel are trained in this area and can offer support and guidance when asked.

**Delivery:**

Standard delivery for in-stock items: 3 work days or less ARO.

Standard delivery for non-stock items: 5-7 work days ARO.

Emergency delivery capability: Freight charges will be applied for expedited delivery (outside routine as stated above).

**Minimum Order Quantity:** \$200.00; and any orders under \$50.00 will not be accepted by Industrial Soap Company. The contractor will add freight charges to orders between \$50.00 and \$200.00.

**Warranty:** Industrial Soap passes the standard manufacturer's warranty on the product to the state. All chemicals carry a six (6) month warranty guarantee. All other goods carry a 12-months warranty.

**Catalogs:** Industrial Soap Company offers both a hard copy and electronic catalog. A web catalog at <http://www.industrialsoap.com/> is updated with all new items and prices. Access requires a customer number; current customer numbers used by Missouri state agencies will continue to work. When ordering online at <http://www.industrialsoap.com/> all pricing for the firm, fixed priced items (items 001-050) will be current contract pricing. Pricing for discount-priced items will not be shown as already-discounted on the Industrial Soap on-line catalog or in the hard-copy catalog. The state agency will have to apply the 38% discount to the pricing shown for the catalog item, to figure the Missouri contract price for the item.

To see Missouri contract pricing on-line, go to [www.industrialsoap.com](http://www.industrialsoap.com). At the "Group LogIn" prompt, enter this number: "StateMo2011" (case sensitive). This takes the user to another screen with two options: 1) enter the "User Name" if this is not the first time on the site; or 2) enter prompted information if this is the first time on the site. A user name and password will be e-mailed once this initial information has been entered for the account. Once the user name and password have been established and used to access the site, the user will be prompted to choose between the state contract for janitorial supplies and the state contract for paper towels and tissues. Once having made the appropriate choice (if intending to purchase off C111156001, choose the "Janitorial Supplies" contract), the user will see the State of Missouri order guide with specific contract pricing for firm, fixed priced items, pictures and descriptions of the items, access to request the Material Safety Data Sheets (MSDS), and to a link to catalog items that now have been updated to show pricing with the 38% discount already calculated in the price shown.

**Material Safety Data Sheets:** Material Safety Data Sheets (MSDS) are available upon request from Industrial Soap. An e-mail can be sent from the website to request a specific MSDS.

**Pricing:** Items 001-050 are firm, fixed priced items. Pricing for the items stays firm and fixed for the six-month contract period that's identified. All other pricing is based on catalog pricing. Industrial Soap provides a 38% discount off the

price listed in its on-line catalog and the hard-copy catalog. There may be some variance between catalog and on-line pricing since catalog pricing is published once a year.

Firm, Fixed priced contract items are listed in a separate attachment downloadable as a Excel spreadsheet.

**Questions/Issues:** Refer any questions about the contract including but not exclusive to pricing, delivery, invoicing, quality of product, etc., to the Buyer. A survey form is the last page of this document; please feel to complete it and return it to DPMM at any time.

**State of Missouri - Office of Administration  
Division of Purchasing and Materials Management  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** C111156001

**Contractor:** Industrial Soap Company

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:**

Office of Administration  
Division of Purchasing and Materials Management  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102  
**You may also e-mail form to the buyer as an attachment at**  
[liz.palazzolo@oa.mo.gov](mailto:liz.palazzolo@oa.mo.gov)