Mexican American Opportunity Foundation
Empowering Families from Child to Senior

Request For Proposal (RFP) RFP 26-023 - Addendum 1

Paper Goods & Janitorial Supplies

July 23, 2026 (Originally dated July 20, 2026)

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), operated as a non-profit organization, is seeking bids from highly qualified Vendors with expertise in providing Paper Goods and Janitorial Supplies supply delivery services through a competitive bid process. The price shall remain firm and fixed for three (3) years, with two (2) additional optional-year extensions, subject to annual review and performance and availability of funds.

This process requires vendors to submit a proposal that includes a complete bid for the "Scope of Work" outlined below in Exhibit-A (SOW) and three references.

The closing date for **RFP 26-023** is **Monday, August 3, 2026, at 4:00PM (PST).** All correspondence regarding this request shall be submitted in writing to Procurement@maof.org. To download this RFP, Proposers must go to the webpage: www.maof.org, under the About Section/Click Procurement to look for the RFP. Proposals must be received by MAOF no later than **Monday**, **August 3, 2026, at 4:00PM (PST).** . Electronic submissions are acceptable. All proposals must clearly reference: "**RFP No. 26-023, Paper Goods & Janitorial Supplies Preferred Vendor**" in the subject line.

MAOF reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received. For physical mailing address, please courier or deliver to:

Mexican American Opportunity Foundation (MAOF)

Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
procurement@maof.org

To request this RFP bidding packet, please contact Procurement Department at Procurement@maof.org.

Respectfully,

MAOF
Procurement Department

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a nonprofit, community-based organization established in 1963 to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented family services organization in the United States. It has achieved this status by providing high-quality social services and programs to those communities where the need is the greatest.

Mission Statement: "To advance opportunity and education that endures across generations." MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

MAOF operates numerous facilities throughout California serving children, families, seniors, low-income households, and other vulnerable community members, including Early Head Start and Head Start centers, administrative offices, and other program sites. Maintaining safe, secure, and welcoming facilities for staff, clients, and visitors is essential to MAOF's mission.

Early Head Start & Head Start: The Early Head Start & Head Start Programs serve 0- to 5-year-old low-income children and families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 General Information

A. Purpose. The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents who provide the goods and services identified on the RFP cover sheet and further described in Section 2 of this RFP. The Agency intends to award a Contract for the initial period specified on the RFP cover sheet. In its sole discretion, the Agency may extend the Contract for up to the number of extensions identified on the RFP cover sheet.

B. Definition. For this RFP and the resulting Contract, the following terms shall mean:

"Agency" means the MAOF, the Agency, boards, and any political subdivisions making purchases from the Contract as permitted by this RFP.

"Contract" means the Contract(s) entered into with the successful Respondent(s).

"General Terms and Conditions" means the General Terms and Conditions for Service Contract as referenced on the RFP cover page.

"Proposal" means the Respondent's proposal submitted in response to the RFP.

"Respondent" means the company, organization or other business entity submitting a proposal in response to this RFP.

"Responsible Respondent" means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether the Respondent is a Responsible Respondent, the Agency may consider various factors, including, but not limited to, the Respondent's competence and qualifications to provide the goods or services requested, the Respondent's integrity and reliability, the past performance of the Respondent, and the best interest of the Agency.

"Responsive Proposal" means a Proposal that complies with the material provisions of this RFP.

"RFP" means Request for Proposals and any attachments, exhibits, schedules, or addenda hereto.

C. Overview of the RFP Process. This RFP is designed to provide Respondents with the information necessary to prepare competitive Proposals. The RFP process is for the Agency's benefit and intends to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary to submit a comprehensive Proposal.

The Agency intends to evaluate Proposals from all Respondents that submit timely responsive proposals and award the Contract following the evaluation and selection criteria provided in this RFP.

2.0 Statement of Work

See Exhibit-A, Exhibit B, Appendix A and Appendix B.

3.0 Proposal Requirements & Contents

A. General Requirements:

1. To be considered for selection, proposers must submit a complete response to this solicitation either electronic or email bid to the addresses as directed in referencing **"RFP No. 26-023, Paper Goods & Janitorial Supplies"**. The proposer shall make no other distribution of the proposal.

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Please submit all requested information. MAOF may reject proposals that are substantially incomplete or lack key information.

3. Proposals should be prepared, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the solicitation's requirements. Emphasis should be placed on completeness and clarity of content.

4. All responses are to be submitted on standard 8.5" X 11" paper size and 12-point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and remain firm for 60 days from the proposal opening date.

5. Price should be submitted on the attached rate worksheet (Exhibit-B), including any applicable federal, State, and local taxes. The Contractor shall provide an all-inclusive price, including labor and material for the goods and delivery services.

6. Ownership of all data, materials, and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to MAOF.

All pages of the proposal should be numbered and should be addressed in the proposer's response in the following order:

a. Proposer's Cover Page in Appendix-A of this RFP must be completed and signed.

b. Letter of transmittal, signed by an authorized representative of the proposer.

c. Table of Contents, cross-referencing the contents of the proposal.

d. Rate worksheet in the attachment Exhibit-B to this solicitation must be completed and signed.

e. Vendor Identification Form must be completed and signed. A blank form is included in the attachment (Appendix-A) to this RFP.

f. Contractor shall include a copy of the current business license.

g. Include a copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation under section 11 General Terms and Conditions, section 14 Insurance.

Award of the Contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, qualifications, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and

b. Accept other than the lowest priced offer.

The proposal shall:

a. Include the completed Paper Goods & Janitorial Supplies Submittal and Rate Worksheet (Exhibit B). All costs must be clearly identified by unit price or catalog pricing, as applicable. **Proposed pricing shall remain firm and fixed for the initial three (3) year term of the contract**. After the initial term, contract pricing may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles–Riverside–Orange County Area, using the most recently published twelve (12)-month percentage change preceding the contract anniversary date. Any approved adjustment shall become effective on the contract anniversary date.

b. Provide a minimum of three (3) current client references for which similar paper goods and Janitorial Supplies supply delivery services have been performed. References must include the client's name, contact person, address, and telephone number.

c. Complete and return the Rate Worksheet (Exhibit B) reflecting the proposer's pricing, along with all required documentation and references.

d. Proposals may be submitted **electronically** or **in person (walk-in)**. Vendors choosing to submit electronically shall provide **one (1) complete electronic copy** of their proposal. Vendors choosing to submit in person shall provide **two (2) printed hard copies** of their proposal at the time of delivery. All proposals, regardless of submission method, must be complete, responsive, and received by the deadline stated in this RFP. Copies of proposals, including rate worksheet, shall be submitted marked: ***"RFP No. 26-023, Paper Goods & Janitorial Supplies"*** or deliver via courier to:

Mexican American Opportunity Foundation (MAOF)
Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Procurement@maof.org

DEADLINE FOR SUBMISSION: All proposals are due by August 3, 2026, at 4 pm. Proposals received after the stated deadline may be considered late and may be deemed non-responsive. MAOF reserves the right, in its sole discretion, to accept or reject a late proposal when it determines that doing so is in the best interest of MAOF, does not compromise the integrity or fairness of the procurement process, and is consistent with applicable procurement requirements.

The Paper Goods & Janitorial Supplies contractor must possess good communication skills (verbal and written). They must have the ability to establish working relationships with children, families, staff members and adults from a wide variety of educational and socio-economic backgrounds. They must also have knowledge of a wide variety of community resources and ability to establish working relationships with staff members of administrative related agencies and institutions.

- W-9
- Professional Liability Insurance
- Written statements regarding Worker's Compensation Insurance
- Vehicle Insurance
- California Driver's License

As MAOF may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. MAOF reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

4.0 Criminal Background Check

If applicable, MAOF can require the awarded Contractor to provide the following for their team members assigned to each MAOF location:

- ✓ Criminal background check for each team member performing services;

- ✓ Drug screening check for each team member performing services;
- ✓ TB Test; and
- ✓ Child Protection Registry checks for each team member performing services.

5.0 Invoicing/Billing

Invoices shall be submitted only after all items listed on the applicable Purchase Order (PO) have been fully delivered and accepted. Vendors must submit invoices in accordance with the instructions provided on the Purchase Order.

- ✓ Back orders are not permitted. All items on a PO must be available for delivery as specified at the time of order.
- ✓ Partial shipments and partial invoicing are not allowed.
- ✓ One (1) invoice must be submitted per Purchase Order.
- ✓ Each invoice must reference the corresponding Purchase Order number and accurately reflect the items, quantities, and pricing listed on the PO.

6.0 Schedule of Events

The dates provided in the procurement timetable on the RFP cover sheet below are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

Event	Date
RFP Release	July 20, 2026
Questions Deadline	July 27, 2026
Proposal Submission Deadline	August 3, 2026
Evaluation Period	August 3 – August 5, 2026
Contract Award Notification	By August 7, 2026
Contract Start Date	August 10, 2026

(Dates Subject to change via addendum)

7.0 Inquiries

Questions regarding this RFP are to be submitted to Procurement@maof.org with **"RFP No. 26-023, Paper Goods & Janitorial Supplies"** in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 Termination

8.1 This Contract may also be terminated by MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of MAOF. MAOF may terminate the Contract in whole or in part whenever MAOF specifies, in its sole discretion, that such termination is in the interest of MAOF. Whenever the Contract is terminated following this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made. Still, such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Contract by MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of Contract by MAOF.

8.2 In addition, either Party may terminate the Contract if the other Party breaches any of its duties and obligations under this Contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. MAOF reserves the right to terminate without warning in case of a critical or material breach of the Contract.

9.0 Hold-Harmless and Indemnification

The successful Contractor shall be liable for any injury, damage, or loss occasioned by negligence or omission of the successful Contractor, its agents, or any other person the successful Contractor has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this Contract. The Contractor's obligation under this section shall not extend to any.

10.0 Confidentiality

10.1 Confidential Information. Under this Agreement, "Confidential Information" refers to any Information of a Party ("Disclosing Party") that has been disclosed to the other Party ("Receiving Party"), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Personal information includes, but is not limited to, all information concerning a Party's existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information.

10.2 Use of Confidential Information. Each Party will comply with all laws and regulations for the use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party's Confidential Information in strict confidence. The Contractor agrees not to use Company's Confidential Information in any way except as expressly permitted by or required to achieve the purposes of this Agreement, and the company agrees to use Contractor's Confidential Information solely to perform the Services. Both Parties agree to use all reasonable efforts to protect against unauthorized use or distribution of Confidential information, and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. The Receiving Party further agrees not to disclose or permit any third-party access to the Disclosing Party's Confidential Information, except such disclosure or access will be permitted in order to perform the Services provided under this Agreement. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 General Terms and Conditions

1. Additions and Deletions of Service: MAOF reserves the right to add and delete goods or services to any contract with the Contractor. Should a requirement be deleted, payment to the Contractor shall be reduced proportionally to the amount of service reduced following the bid price. Should additional services be required from the Contract, prices for such additions will be negotiated between the Contractor and MAOF.

2. Licenses: By submitting a proposal, the proposer certifies that it has procured and shall maintain in full force all permits and state bar licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances, and regulations that affect in any manner contractor's fulfillment of the Contract.

3. Anti-Kickback Provision: This Contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding Agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of MAOF for the purpose of obtaining this or any other agreement, purchase order, or Contract from MAOF and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.

4. Non-Collusion/Fraud: By submitting a proposal, the proposer warrants and certifies that neither the proposer nor its employees or associates have contacted any unauthorized MAOF employee, officer, or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither the proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. Suppose at any given time, it is found that the proposer or its employees or associates have, in the presenting of its proposal, colluded with any other party or parties to prevent or restrict free competitive bidding. In that case, its proposal shall be immediately rejected. Any contract awarded prior to MAOF's discovery of proposer's collusion shall be terminated, and the proposer shall be liable for all damages sustained by MAOF due to the proposer's collusion.

5. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of the Agreement by MAOF, which may result in ineligibility for further MAOF contracts. At all times in the proposal and contract process, the proposer shall comply with all applicable MAOF, CA, and Federal Anti-Discrimination Laws, Rules, Regulations, and Requirements.

6. Right to Audit: MAOF shall have the right to audit all invoices submitted by the Contractor. The organization shall have the right to audit all relevant data based on the Contractor's fees.

7. Informal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the awarded Contractor and all other proposers have been notified, or when MAOF rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at MAOF except contact for information, comments, etc., and they shall be emailed.

8. Formal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the selected Contractor and all other proposers have been notified, or when MAOF rejects all proposals, all communications between MAOF and the proposers will be formal emails.

9. Costs Incurred: The proposer's sole responsibility shall assume any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation demonstration.

10. Minority/Women-Owned Business Enterprises: Pursuant to Federal Acquisition Regulations and MAOF's procurement policy, MAOF may offer contracting opportunities to small and minority firms, women's business enterprises, and labor surplus area firms to the extent possible.

11. Federal, State, and Local Taxes: MAOF is not exempt from State and federal taxes. Such applicable taxes shall be included in quoted prices, but also if any taxes are known to be borne by the Contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

12. Payment Terms: Preferred invoice payment terms will be 30 calendar days from the date of invoice. If there is a discrepancy between the order and the invoice, payment terms shall be practical starting when the discrepancy is resolved. Monies due or to become due to the Contractor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the Contractor. At any time or times before final payment and three years thereafter, MAOF may have the Contractor's invoices or vouchers, and statement of cost audited.

13. Indemnification: The Contractor shall indemnify, protect, defend, and hold harmless MAOF, its directors, officers, employees, and representatives from and against any claims arising from or connected with: (1) any alleged or actual breach by the Contractor or (2) any act or omission by the Contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the Contractor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the Contractor.

14. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance, including errors and omissions coverage, property damage insurance, and workers' compensation insurance in adequate amounts. The Contractor shall keep such insurance in full force for the duration and term of this Agreement. All certificates of insurance or evidence of insurance must contain a **ten (10) business day written notice of any cancellation, change, or termination of coverage**. The insurance required shall be obtained from the insurance company(ies) licensed to do business in the State of California and shall be kept in full force for 90 days after the last payment under the Contract.

- ✓ Workers' Compensation Insurance providing statutory limits in the State of California.
- ✓ Business Automobile Liability Insurance with a minimum of $1,000,000 per occurrence.
- ✓ Commercial General Liability Insurance coverage with a minimum of $1,000,000 per occurrence / $2,000,000 aggregate limit. The Contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

15. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on the MAOF website: http://www.maof.org/procurement-department and on the PlanetBids platform.

16. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

17. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude another proposal's submission before the deadline for submitting the bid. After the scheduled time and date for submitting proposals, a proposer will be permitted to withdraw the bid if the award is delayed for a period exceeding 60 days.

18. Receipt and Opening of Proposals: Proposers are responsible for ensuring their bid is delivered to MAOF by the scheduled date and time. Only those bids received promptly, as outlined in this RFP, will be considered. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to ensure the proposal is properly addressed. MAOF is only responsible if the proposal reaches the destination specified by the appointed date and time.

19. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

20. By submitting a proposal, the proposer represents that:

a. The proposer has read and understands the RFP and submits the response in accordance therewith.

b. The proposer possesses the capabilities, equipment, and professional personnel necessary to provide an efficient and successful service as required by MAOF.

c. The proposer has all the required licenses and insurance during the duration of the contract terms.

21. Other claims: No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

22. Suspension and Debarment: The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions by any federal department or agency. The Contractor shall comply with all applicable requirements of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. The Contractor further agrees to verify that all subcontractors are not debarred or suspended from federal participation and shall notify the district immediately if its status changes during the term of this Agreement.

12.0 Service Location(s)

The selected vendor shall provide services to all sites, centers, and administrative offices operated by the Organization. Service coverage shall include all locations statewide, from one end of California to the other, including but not limited to urban, suburban, and rural areas.

The vendor must demonstrate the ability to provide consistent, timely, and reliable service across the entire State of California, regardless of geographic location. Services shall be provided under the same contractual terms, pricing structure, service standards, and delivery requirements for all sites and centers.

Proposers shall clearly describe their statewide service capabilities, including distribution networks, delivery schedules, service response times, and any limitations or exclusions. Failure to support statewide service coverage may result in the proposal being deemed non-responsive.

SERVICE LOCATION(S)

- **Contra Costa County**
- **Los Angeles County**
- **San Bernadino County**
- **Riverside County**
- **San Diego County**
- **Orange County**
- **Kern County**
- **Monterey County**
- **Ventura County**

EXHIBIT-A

STATEMENT OF WORK (SOW)

RFP No. 26-023, Paper Goods & Janitorial Supplies

Paper Goods & Janitorial Supplies Delivery Services

The selected vendor shall provide comprehensive paper goods, disposable tableware, and janitorial supplies/janitorial supply products and delivery services to the Organization's sites, centers, and administrative offices located throughout the State of California, including high-volume employee break rooms and kitchens.

1. General Requirements

- ✓ Provide a full range of paper goods and janitorial supplies, including but not limited to paper plates, cups, napkins, plastic cutlery, paper towels, bathroom tissue, trash liners, food storage products, and related consumable items.
- ✓ Support service delivery to multiple locations statewide, including urban, suburban, and rural areas.
- ✓ Provide consistent service, pricing, and delivery standards across all locations.
- ✓ Supply quantities sufficient to support high-volume employee kitchens and break rooms and be able to scale order volume for large or multi-site facilities, food service supplies and for program operational needs.

2. Ordering and Fulfillment

- ✓ Accept purchase orders issued by authorized Organization staff.
- ✓ All orders shall be fulfilled using pre-approved items only; if a pre-approved item is unavailable, the Contractor may propose a comparable substitute at comparable pricing, subject to prior written approval by MAOF
- ✓ Ensure all items listed on a Purchase Order are delivered complete and in one shipment.
- ✓ Provide order confirmation and delivery tracking, as applicable.

3. Delivery Requirements

- ✓ Deliver paper goods and janitorial supplies directly to designated Organization locations during normal business hours, unless otherwise agreed.
- ✓ Meet established delivery timelines as specified in the Purchase Order or contract.
- ✓ Ensure deliveries are accurate, properly packaged, and clearly labeled with the Purchase Order number and delivery location.
- ✓ Coordinate delivery schedules to minimize disruption to program and kitchen operations.

4. Product Standards

- ✓ Provide products that meet or exceed industry standards for quality, food-contact safety, and performance.
- ✓ Offer environmentally preferable, compostable, or recycled-content product options when available.
- ✓ Ensure all products comply with applicable local, state, and federal regulations, including food-safety and health-code requirements applicable to Janitorial Supplies and food-service consumables.

5. Pricing and Contract Terms

- ✓ Maintain firm and fixed pricing for the initial contract term, unless otherwise specified.
- ✓ Clearly identify pricing by unit, case, or catalog item.
- ✓ Apply consistent pricing across all Organization locations statewide.
- ✓ No additional charges for delivery, fuel surcharges, or handling unless expressly approved in the contract.

6. Invoicing and Payment

- ✓ Submit invoices only after all items on the applicable Purchase Order have been fully delivered and accepted.
- ✓ Submit one (1) invoice per Purchase Order.
- ✓ Invoices must reference the Purchase Order number and accurately reflect delivered items, quantities, and pricing.
- ✓ Submit invoices in accordance with instructions provided on the Purchase Order.
- ✓ Net 30. Payment will be made within thirty (30) calendar days following receipt of a valid invoice.

7. Customer Service and Support

- ✓ Provide a designated account representative to support ordering, issue resolution, and contract management.
- ✓ Respond promptly to inquiries regarding orders, deliveries, returns, or billing discrepancies.
- ✓ Resolve delivery errors, damaged goods, or incorrect items at no additional cost to the Organization.

8. Returns and Replacements

- ✓ Accept returns and provide replacements or credits for damaged, defective, or incorrect items.
- ✓ Coordinate return pickup in a timely manner at no additional cost.

9. Compliance and Insurance

- ✓ Maintain all required business licenses, permits, and insurance coverage as required by law and contract.
- ✓ Comply with all applicable federal, state, and local laws and regulations, including those governing food-contact paper and plastic products.
- ✓ Adhere to the Organization's policies related to confidentiality, safety, and ethical conduct.

10. Reporting and Contract Management

- ✓ Provide usage or spend reports upon request to support budgeting and procurement oversight.
- ✓ Participate in periodic contract performance reviews as requested by the Organization.

MAOF

Mexican American Opportunity Foundation
Empowering Families from Child to Senior

JANITORIAL/PAPER GOODS UPDATED 7/23/2026
List of Commonly Purchased Items

ITEM #	DESCRIPTION	UNIT OF MEASURE	Quantity/Unit of Measure	PRICE
	290092 TORK ADVANCED WHITE ROLL TOWEL 6RL	CASE	6	
	JUMBO TOILET TISS 2PLY 9" 12	CASE	12	
	GLOVE LATEX MEDIUM POWDER FREE 100/BX CASE	CASE	1000	
	30X36 BLACK 2.0 MIL LINER 250	CASE	250	
	PINE SOL LEMON ALL PURPOSE CLEANER (3/144oz)	CASE	3	
	SPRAYERS FOR EMPTY SPRAY BOTTLES (32 OZ)	EACH	1	
	BTL SPRAYER 32OZ ALL PURPOSE W/ TRIGGER	EACH	1	
	50094 CUBE FACIAL TISSUE (36/CS)	CASE	36	
	33X40 BLACK LINER 1.5MIL 150	CASE	150	
	BLEACH (6/1GAL)	CASE	6	
	LARGE BLUE WET MOP LOOP BLEND	EACH	1	
	EMPTY SPRAY BOTTLES	EACH	1	
	40X46 BLACK LINER 1.5MIL 100	CASE	100	
	MOPH-7P PLASTIC SIDE RELEASE W/ 60" MOP HANDLES	EACH	1	
	LYSOL TOILET BOWL CLNR/DISNFCT (12/32 OZ)	CASE	12	
	409 GLASS AND SURFACE CLEANER (32 FL/OZ 9/CS)	CASE	9	
	LOBBY DUST PAN HANDLE EA	EACH	1	
	1/2FOLD SEAT COVER TSC5 20/250	CASE	5000	
	LG ANGL BROOM,48"WOOD HNDL HOUSE BROOM EA	EACH	1	
	TOILET BOWL BRUSH HOLDER	EACH	1	
	ECO AIR 2.0 ROOM AIR FRESHENER CUCUMBER	Box	6	
	GLOVE LATEX LARGE POWDER FREE 10/100/CS	Case	1000	
	TOILET BOWL BRUSH WHITE EA	EACH	1	
	HAND SANITIZER-FOAM NON ALC.	CASE	6	
	PAD SCOUR MED DUTY-GREEN (20/BX)	BOX	20	
	GLOVE LATEX X-LARGE PWD FREE CASE	CASE	1000	
	Gloves Latex Small Powder Free	BOX	1000	
	Glove Vinyl Small Powder Free	Box	1000	
	Glove Vinyl Medium Powder Free	Box	1000	
	Glove Vinyl Large Powder Free	Box	1000	

	Degreaser Yellow	CASE	1	
	Disinfecting Multi Surface Wipes 12/90CT	CASE	1080	
	5" Medium Mop Head	CASE	1	
	Can Liner 24x33 8Mic CLR	BOX	1	
	Can Liner 24x24 6Mic CLR	BOX	1	
	Pink Antibacterial Hand Soap	CASE	4	
	Lemon Disinfectant 4/1GL	CASE	4	
	Clorox Toilet Bowl Cleaner 12/24 OZ	CASE	12	
	Amonia Free Glass Cleaner 12/32 OZ	CASE	12	
	Black Can Liner 15"X19"X32"	BOX	500	
	Bowl Foam 30 OZ	CASE	500	
	Cup Paper Hot 4 OZ WHITE	CASE	1000	
	Cup Paper Hot 6 OZ WHITE	CASE	1000	
	Cup Paper Hot 8 OZ WHITE	CASE	1000	
	Vented Lid for 6 OZ Cup	CASE	1000	
	Vented Lid for 8 OZ Cup	CASE	1000	
	Hair Net 10/144	BOX	1440	
	Plate Paper Bagasse 9'' 3 Compartment	CASE	500	
	Plate Paper Bagasse 6''	CASE	1000	
	Bowl Paper 12 OZ	CASE	1000	
	12" X 1000 Premium Foil Roll	ROLL	1	
	12" × 2000' with cutter Film Cling with Cutter	ROLL	1	
	ZIPLOCK Bag 3X5	CASE	1000	
	ZIPLOCK Bag 3X6	CASE	1000	
	ZIPLOCK Bag 6X8	CASE	2000	
	ZIPLOCK Bag 7X8	CASE	1000	
	Low Density Produce Bag	CASE	1000	
	Spoon Medium Weight White 6"	CASE	1000	
	Spork Medium Weight White	CASE	1000	
	Pan Plastic Full Hotel Deep Liner 34X18	CASE	50	
	Apron POLY 28X46	CASE	500	
	5 oz Bagasse Bowl	CASE	1000	
	3.5 oz Paper Cup	CASE	2500	
	7 oz Paper Cup	CASE	2500	
	Medium Weight White Forks	CASE	1000	
	WypAll L30 Heavy Duty Cleaning Towels	CARTON	12	
	Heavy Duty Towels (12" × 21")	CASE	200	
	Dispenser Napkins, 13" × 12", 1-ply (15/400 count)	CASE	400	
	Dawn Manual Pot & Pan Detergent (4 × 1 gal/case)	CASE	4	
	Green & Yellow Kitchen Sponge (20/box)	BOX	20	
	Diversey Oxivir Tb Disinfecting Cleaner Spray - gallon and spray bottles	BOX	GALLON	

APPENDIX – A
VENDOR IDENTIFICATION

RFP No. 26-023, Paper Goods & Janitorial Supplies
(Must be completed and returned to MAOF)

Firm/Individual's Name:	
Doing Business As (DBA):	
Company Federal ID# or Social Security No.:	
Address:	
Remit To Address:	
Telephone:	
Fax:	
Email:	
Web address:	
California Structural Pest Control Board License #:	
Main Contact Person:	
Person responsible for response (if different):	

Print Name	Title	Authorized Signature	Date

APPENDIX – B

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