

COUNTY OF NEWBERRY
Purchasing Office, 1309 College Street, Post Office Box 156, Newberry S.C. 29108
Ph: (803) 321-2100 / Fax: (803) 321-2102

BIDDERS SCHEDULE

BID NUMBER: 2009-020

DATE: December 23, 2009

OPENING DATE AND TIME: January 21, 2010 @ 3:00 p.m., local time

OPENING LOCATION: Newberry County Court House Annex
Conference Room 1309 College Street
Newberry, SC 29108

PROCUREMENT: Provide for the rental of uniforms for County Departments

*By signing below, the signer has the authority to enter into an agreement with Newberry County and will be responsible for the fulfillment of the services stated in this solicitation.

BIDDER: _____ **SIGNATURE:** _____

Address: _____

Phone/Fax: _____

E-mail: _____

FEIN: _____

INSTRUCTIONS TO BIDDERS

1. Bidders must (a) use the Bid Form provided herein when submitting Bids; (b) return the Bidder's Schedule and the Bid Form; and (c) give unit price, applicable itemized sales tax, extended totals, and sign the Bid, (d) return Section VII, Determination of Responsibility, completed by bidder. Put the Bid in an envelope and identify on the face of the envelope your Bid by number, articles, and date of opening. Failure to follow instructions may cause rejection of Bid. Faxed bids will not be accepted.
2. Bids, amendments thereto or withdrawal request must be received by the time advertised for bid openings to be timely filed. It is the vendor's sole responsibility to insure that these documents are received by the purchasing office at the time indicated in the bid document.
3. Identify the item you will furnish by brand, manufacturer's name, and model number(s). Also furnish specifications and descriptive literature and/or brochures on item(s) on bid. By submitting this required information, vendor warrants that the product will perform in accordance with its noted performance specifications, as well as with the performance criteria and representation indicated in any or all documentation which describes said product.

Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, such product or material mentioned is intended to be descriptive of quality and not restrictive to those mentioned.

4. Bidders must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40 Code of Laws of South Carolina, 1976, as amended, (also known as the Freedom of Information Act). The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
7. Tie bids will be resolved in accordance with the provisions of the Newberry County Purchasing Ordinance.

The delivery date(s) shall be stated in definite terms, as delivery is one of the factors considered when making the award. Unless otherwise stated, the County desires the earliest reasonable delivery.

Prices must include all freight/delivery charges to the location designated in the bid package, and risk of loss shall be borne by successful Bidder until final acceptance of goods by County.

GENERAL PROVISIONS

1. The County of Newberry reserves the right to reject any and all bids, to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the County.
2. Unit prices will govern over extended prices unless otherwise stated in this bid invitation.

Failure to deliver by the date promised or failure to comply with the specifications may disqualify Bidder from future bidding.

Goods must be fit for the ordinary purposes of such goods and be fair average quality as included in the implied warranty of merchantability.

Bids which are incomplete, conditional, or obscure or which contain erasures, alterations or irregularities of any kind may be rejected.

3. **PROHIBITION OF GRATUITIES:** South Carolina law and the Newberry County Purchasing Ordinance prohibit the giving of anything of value in return for favors or other preferential treatment in the purchasing process. Bidders should govern themselves accordingly.
4. **BIDDERS QUALIFICATION:** Bidders must, upon request of the county, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The County reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein. Any bidder determined to be an irresponsible bidder will not be allowed to bid to provide the County goods or services requested.
5. **BIDDERS RESPONSIBILITY:** Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site visits and observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.
6. **METHOD OF AWARD AND NOTIFICATION:** Bids will be analyzed and the award made to the lowest, responsive and responsible Bidder(s) whose Bid conforms to the specifications and/or whose Bid is considered to be the best value in the opinion of the County. The County reserves the right 1) to reject any or all Bids and any part of a bid; 2) to waive informalities, technical defects, and minor irregularities in Bids received; and 3) to award the Bids received on the basis of individual items or groups of items or the entire list of items.

The signed Bid shall be considered an offer on part of the Bidder; such offer shall be deemed accepted upon the issuance by the County of a Purchase Order.

7. **INTEGRATION; AMENDMENTS; MODIFICATION:** The purchase order issued to the successful Bidder, along with this Invitation for Bids (IFB), will represent the entire and integrated agreement (the "Agreement") between the County and the successful Bidder and will supersede all prior representations or agreements either written or oral. The Purchase Order and this IFB may be amended or modified only by a written instrument signed by each party.

No agent, employee or representative of the County has any authority to bind the county to any affirmation or representation unless specifically included in the aforesaid purchase order and IFB.

8. **SUSPENSION:** The County's Procurement Director may order suspension of the Agreement in whole or in part for such time as he/she deems necessary because of the failure of the successful Bidder to comply with any of the requirements of the Agreement, and the Agreement's completion date shall not be extended due to any such suspension.

When the Procurement Director orders any suspension of the Agreement under the subparagraph above, the successful Bidder shall not be entitled to any payment for the Agreement with respect to the period during which such Agreement is suspended and shall not be entitled to any costs or damages resulting from such suspension.

The Procurement Director may order the successful Bidder in writing to suspend, delay, or interrupt all or any part of the Agreement for such period of time as he/she may determine to be appropriate for the convenience of the County.

9. **TERMINATION:** The Director of Procurement, by written seven (7) days advance notice, may terminate any resulting Agreement when it is in the best interest of the County. If this Agreement is so terminated, the successful Bidder shall be compensated for all necessary and reasonable direct costs actually incurred. No other costs shall be allowed for a termination for convenience. No damages shall be allowed for a termination for convenience.

If the successful Bidder refuses or fails to perform the Agreement or any separable part thereof in a timely or workmanlike manner in accordance with the Agreement, or otherwise fails, in the sole opinion of the County's Procurement Director, to comply with any of the terms and conditions of the Agreement or is deemed, in the sole opinion of the Procurement Director, to be material (including without limitation, the requirement that the successful Bidder obtain and maintain in force all necessary permits), such refusal or failure shall be deemed a default under the Agreement.

In the event of a default under this section, the County shall have the right to terminate the Agreement by written notice to the successful Bidder. In the event of such default, the advance notice period for termination is waived and the successful Bidder shall not be entitled to any costs or damages resulting from a termination under this section. Any wrongful termination for the default shall be deemed a Termination for Convenience.

Whether or not the successful Bidder's right to proceed with the Agreement is terminated, it and its sureties shall be liable for any damage to the County resulting from successful Bidder's default.

In the event County terminates this Agreement for default by the successful Bidder, the County shall have the right to take over the order and complete same by contract or otherwise and may take possession of and utilize in completing the order such materials and equipment as may be at the site and necessary for completion of the order.

The Director of Procurement, by written ten (10) days advance notice, may terminate the Agreement in whole or in part in the event that sufficient appropriation of funds from any source (whether a Federal, State, County or other source) is not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under the Agreement. If the Agreement is so terminated, the successful Bidder shall be compensated for all necessary and reasonable direct costs of performing the order actually provided to the date of such termination.

The rights and remedies of the County provided in this section are in addition to any other rights and remedies provided by law or under this Agreement.

10. **WAIVER:** The County reserves the right to waive any Instruction to Bidders, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
11. **COMPETITION:** This solicitation is intended to promote competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Purchasing Director in writing within five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification may be made prior to the award.
12. **REJECTION:** Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded if such action is in the best interest of the County.

GENERAL CONDITIONS

1. **DEFAULT:** In case of default by the contractor, the County reserves the right to purchase any or all items in default in the open market, charging the contractor with any excessive costs. Should such charge be assessed, no subsequent bids of the defaulting contractor will be considered until the assessed charge has been satisfied.
2. **NON-APPROPRIATION:** Any contract entered into by the County resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
3. **HOLD HARMLESS:** The successful bidder shall indemnify and hold harmless the County of Newberry and all County officers, agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright or for any other reason.
4. **CONTRACT ADMINISTRATION:** Questions or problems arising after award of this contract shall be directed to the Purchasing Director, P.O. Box 156, Newberry, SC 29108, or by calling 803-321-2100.

5. **FORCE MAJEURE:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of a public enemy, acts of Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
6. **PUBLIC RELEASE:** Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the User.
7. **QUALITY OF PRODUCT:** Unless otherwise indicated in this bid it is understood and agreed that any items offered or shipped on this bid shall be new, in first class condition, and without defect and that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging and shipping to the specified destination in Newberry County. No demonstration models shall be sold as new, without prior written permission of the County.
8. **S.C. LAW CLAUSE:** Upon award of a contract under this bid, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina and any other applicable local laws or ordinances which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
9. **ASSIGNMENT:** No contract or its Provisions may be assigned, sublet, or transferred without the prior written consent of the Purchasing Director.
10. **AFFIRMATIVE ACTION:** The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
11. **DELIVERIES:** All deliveries shall be FOB Destination. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the County. Any claim for loss or damage shall be between the contractor and the carrier.
12. **APPROPRIATE S.C. SALES TAX** shall be included as a line item in the bid unless other wise noted in the request from the County. The rate for Newberry County is 7%. For vehicle purchases, emergency service vehicles, fire trucks, heavy equipment or

other items that require titles from the South Carolina Department of Transportation, sales taxes must be listed as a separate line item in the bid or on the bidder's schedule.

13. **PAYMENT TERMS:** Payment will be made within thirty (30) days of acceptance of the completed order. Payment may be made earlier providing there is an early payment discount offered.
14. **RIGHT TO PROTEST:** With regard to any goods or services valued at over \$15,000 procured through sealed bid method only, any actual or prospective bidder, offerer, contractor, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Director. The protest, setting forth the grievance, shall be submitted in writing within 10 days after the aggrieved person know or should have known of the facts giving rise thereto.
15. **NOTIFICATION:** In order to receive a copy of the bid tabulation, you must enclose a self addressed stamped envelope. Intent to Award and/or Statement of Award will be publicly posted in the County Courthouse Annex lobby, and will be posted on the Newberry County web site at www.newberrycounty.net.
16. **BID BOND:** Bidders are required to submit with their bids a bid bond either in the form of a cashier's check or form a Surety Company in the amount of 5% of the total bid price. Bid Bonds will be returned to the unsuccessful bidders once the lowest most responsive, responsible bidder has been determined. The bid bond will be returned to the successful bidder once it has fulfilled the entirety of the contract and/or delivery of the said purchased equipment has been accepted by the County.

Questions or clarifications concerning this solicitation should ***only*** be directed to:

Crystal Waldrop, CPPB
Procurement Director
County of Newberry
Post Office Box 156
1309 College Street
Newberry, SC 29108
Tel: 803-321-2100
Fax: 803-321-2102
cwaldrop@newberrycounty.net

Contact with persons other than the Procurement Director shall be grounds for elimination from the procurement process.

Specifications for Uniform Rental for Newberry County

The County of Newberry's Public Works, Animal Control and Building Maintenance departments are seeking a contract for the purpose of renting uniforms for its staff, which presently comprised of nineteen (19) personnel, comprised of the Public Works Department, Animal Control Department and Building Maintenance.

I. Contract

A. Initial Contract

The term of this contract shall become effective upon date of issuance of the Notice to Proceed and shall be for a period of two (2) years.

B. Multiple Awards

Though the County does not anticipate doing so, it reserves the right to award separate contracts for each end user.

C. Contract Extension

The County reserves the right to extend the contract on a two year basis if it is determined to be in its best interests.

1. The life of the contract, including all extensions, shall not exceed a period of four (4) years.

2. The County may consider a rate increase, if it can be sufficiently justified by the vendor no later than sixty (60) calendar days prior to the anniversary of the contract.

D. Termination

The County reserves the right to terminate the contract during the initial term, or any extension thereof, for deficiencies in service and/or quality of garments or other merchandise supplied by the vendor.

II. Scope of Work

The successful Bidder will furnish the County with new garments as described, freshly processed, and finished in accordance with the generally accepted standards of the textile rental industry.

III. Pick-up & Delivery

A. Frequency

Successful Bidder agrees to provide garment servicing on a **weekly** basis, with the understanding that laundered items are delivered on the **same day** that the soiled items are picked up.

B. Times

Days and times available for deliveries are Monday – Friday between the hours of 8:00 AM – 4:00 PM. The County will coordinate with the successful bidder to establish a **definite day and time frame** prior to the commencement of the contract.

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1. If the vendor fails to deliver all of the required uniforms on the regular delivery day, they will make a special delivery of any missing uniforms no later than the afternoon of the day following the regularly scheduled delivery day.
2. The vendor must coordinate with the Public Works Department to make other arrangements for delivery of uniforms if the delivery day coincides with a County holiday.

C. Locations

The vendor will deliver clean items to the location as identified below:

Newberry County Public Works Department
11593 S.C. Highway 34
Newberry, SC 29108
(803)321-2180

D. Miscellaneous

The vendor will be responsible for the pick-up of excess wire hangers for recycling.

IV. **Uniforms**

The vendor shall furnish **new** uniforms for the initial setup and outfitting of County employees. In all instances, “like new” uniforms are **not acceptable**.

A. Seasonal Options

The vendor will provide a seasonal change option of shirt sleeve length as well as the option of having some shirts of both sleeve lengths.

B. Embroidery/Patchwork

The Vendor will be responsible for providing the County logo and the department name (Public Works, Animal Control or Building Maintenance) on all uniforms (shirts, coveralls and jackets). **Silk screening is not acceptable.** The County logo and department name shall be over the heart and the employee’s name shall be on the opposite side of the chest.

1. The County is requesting pricing on the bid form for two patch options; patches and embroidery. The County will indicate which methodology it prefers at the time of the initial order.
2. Artwork for the logo will be provided by the County on a CD-ROM. A one-time fee for the set-up of the artwork will be allowed and should be indicated on the bid form. The application of the County logo, as may be required throughout the contract, shall be at no additional charge (other than as identified on the bid form) to the County.

3. Patches: Logo patches shall be 2" x 4" and shall be white with department name in ½" "County blue" lettering and should be sewn on the uniform. Employee name patches shall be 1" x 3" and shall be white with the employee's name in ½" "County blue" lettering. **Patches shall not be glued on.** An employee's patches should be reused when possible when providing replacement uniforms. Patches are the property of the County. For security reasons, all patches shall be returned to the County when uniforms are finally returned either due to the end of the contract or the termination of an employee. The vendor will be charged the cost of the patch for every patch not returned.
4. Embroidery: Embroidery shall be of a color (white or navy) contrasting with the shirt color.

C. Measurements & Fitting

The vendor will be responsible for furnishing the proper size uniforms for each employee; therefore the vendor will determine the size of each employee prior to delivery.

1. The Vendor will be allotted two weeks to measure all employees, as coordinated by the County's Public Works Department. Fittings will be on-site at the Public Works Department, Hwy 34, Newberry.
2. The vendor will coordinate any additional measurements and size adjustments with the County's Public Works Department.
3. The vendor shall display the various uniform options at the time of fittings.
4. The vendor shall also perform alterations, including hemming, to garments to ensure proper fit, at no additional cost to the County.

D. Initial Inventory Rollout

1. The vendor will have all employees fitted and provided with uniforms within thirty (30) calendar days of issuance of the Notice to Proceed.
2. New hired employees must be fitted and provided with uniforms within two (2) weeks of notification by the County.
3. Resized employees must be fitted and provided with uniforms within two (2) weeks of notification by the County.
4. County employees will sign a form acknowledging that their uniforms are the correct size and length, fit properly, and are the correct number of garments.
 - a. One copy of the form is kept by the vendor and one copy is kept by the County.

- b. If garments do not fit, the employee should note that, and an appointment should be scheduled for a re-fitting.
- c. If any garments are missing, the employee may accept what is being delivered, but should note the deficiency. When the missing garments are delivered, the employee shall sign another acknowledgement form.

E. Cleaning

1. All uniforms must be washed in full accordance with the State of South Carolina requirements governing commercial and industrial laundries. All uniforms must be treated for mildew prevention. All uniforms must be laundered using detergents or cleaners that leave the garment odor free. Uniforms, which retain an offensive smell or residual odor after laundering, will not be acceptable.
2. Due to the nature of the work being performed by the employees, vendor can expect the following types of laundering issues: grease, hydraulic fluid, oil and battery acid stains, dirt and paint spots, grass stains, etc.

F. Finishing

1. All uniforms must be neatly pressed or finished within acceptable standards and the best practices of the industry and delivered one set per hanger.
2. Uniforms shall be bound with a twist tie or other binding material for grouping uniforms by employee.

G. Repairs

1. The vendor shall maintain all rental uniforms in a reasonable condition; to include the replacements of buttons and repairing of rips.
2. Damages due to work related activities, such as heavy soiling from grease, rips and tears from work material snags or equipment will not be considered as willful abuse and will be repaired by the vendor. The interpretation and definition of reasonable condition, as used herein, shall be unconditionally that of the County and the vendor shall unconditionally accept said interpretations. In the event that a garment is beyond repair, the vendor will be required to replace the garment with a new garment at no cost to the County.
3. Uniforms that have not been satisfactorily repaired at time of delivery, will not be accepted and will be removed from invoice until replaced or altered to acceptable condition.
4. The use of patches to repair uniforms is not acceptable.

5. The vendor shall have a method in the cleaning process that detects required repairs.
6. Repair tags will be provided at the start-up of the contract, and as needed throughout the contract.

H. Replacement

Successful Bidder will provide a complete replacement/change out of uniforms for each employee every two (2) years or 104 consecutive weeks of service.

1. The vendor will replace garments ripped, permanently stained and/or worn out through normal wear and tear which can no longer be rendered adequately serviceable within two (2) weeks of notice by the County.
2. Resized uniforms: In the event that an employee's size changes due to an increase or decrease in weight or height, the vendor will make the necessary size adjustments.
 - a. Employees shall be allowed one size change per year at no additional cost to the County.
 - b. Any additional size change for an employee after the first free change shall be an additional charge (as indicated on the bid form) to the County.
3. Lost or Damages Uniforms
 - a. The vendor is responsible for replacing any garment lost while in their possession at no cost to the County.
 - b. The County will absorb the cost of any uniforms not returned at termination/expiration or lost, destroyed, stolen or damaged through negligence of its employees, only at the price shown on the bid sheet. Any uniforms paid for under this provision will become the property of the County.

I. Turnaround

The following incidents shall be corrected and/or completed within two (2) weeks of the request by the County at no additional charge to the County.

- New uniforms for new County employees.
- Removal of stains from garments or, if unable to remove stains, the replacement of the garment.
- Repair or mending of garments or, if unable to be mended, the replacement of the garment.
- Replacement of a garment lost by the vendor.
- Issuance of a new set of uniforms to an employee due to a change in size; once annually.

-Issuance of new sets of uniforms to all employees in the event that the contract is renewed.

J. Change in Quantities

The quantities listed on the bid sheet are estimates based on the County's current staffing and historical usage.

1. The County shall have the right to notify the successful bidder of its changed needs in uniform service under this contract. If the County requires an increase in requirements of garments, the successful Bidder will satisfy the needs under the same conditions herein. If the County determines a decrease in requirements of garments, the successful Bidder shall so comply with the appropriate reduction in total contract cost to the County.
2. Termination of County Employees: If an employee that receives uniforms is no longer employed by the County, his uniforms will be returned to the vendor. The vendor will stop billing for those uniforms.

V. **Account Management**

A. Account Liaison

1. The vendor shall have available to the County a specified "Account Liaison" to handle all problems regarding billing, deliveries, discrepancies, etc.
2. The "Account Liaison" shall conduct on-site service survey with a written summary report to be submitted to the Director of Public Works on a quarterly basis. **(Provide and example of this report with your bid)**. This summary shall include:
 - a. Any problems that may be occurring with department requirements and shall state when the problems were resolved.
 - b. Summary of shortages, uniform replacement program, repairs and other types of performance measurement reports.

B. Inventory Management / Quality Assurance

The vendor shall be responsible for all inventory counts of outgoing and incoming uniforms for each individual employee and shall submit to the County a check-sheet of the same.

1. Each garment shall be identified with a tracking coding tape, which identifies the employee to their uniforms and ensures that the garments are returned to the respective employee after each cleaning. **(Provide with your bid a statement explaining your tracking/quality assurance program for ensuring accuracy in uniform deliveries)**

2. A logbook shall be maintained at the service location. County employees shall document new uniform requirements, complaints, problems, requests, etc, which shall be reviewed and acknowledged on the service day and rectified accordingly by the vendor.

VI. Invoicing

- A. The vendor will invoice the County on a weekly basis. The invoice shall indicate the name of the employee and number of sets delivered.
- B. The county shall be afforded credit for any employee on an extended leave of absence after that employee has been on leave for 21 calendar days. The vendor shall bill at a reduced rate of 50%.
- C. The County shall be afforded credit for any employees on vacation for five (5) or more consecutive business days. The County shall keep a log of its employees and their vacation days. The County shall submit this log to the Account Liaison, who shall semi-annually issue the vacation credits on the invoice in the month of December and one invoice in the month of June. The vendor shall bill at a reduced rate of 75%.
- D. No Added / Hidden Charges
 1. **Bid prices shall include all costs associated with completion of contract requirements.**
 2. Charges and/or fees for other than the bid prices requested on the enclosed bid form for uniforms are unacceptable and will not be paid.
 3. Examples of added charges or fees include service fees, insurance fees, make ready fees, emblem fees, and waste water fees. Additionally, hidden costs will not be paid.
 4. Invoices presented for payment for any added charges, fees, or hidden costs will not be paid and will be charged back to the vendor.

VII. Samples

Bidders must submit samples of garments proposed with its bid. Each sample shall be marked with the Bidder's name. The samples provided by the successful bidder will be retained by the County to ensure compliance with all aspects of the sample approved until contract completion. Samples provided by unsuccessful bidders will be returned. Vendors may either pickup their samples or receive them by mail at their own expense. The County will dispose of or destroy all samples not claimed at fifteen (15) calendar days from the date of Notice of the Award of contract.

VIII. Determination of Responsibility

The County may make such investigations as it deems necessary to determine the ability of any bidder to perform the work and bidders shall furnish to the County all such information and data for this purpose. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder indicates that they are not properly qualified to carry out the obligations of the contract and to complete the contract as set forth in this IFB.

- A. Bidders shall have a minimum of five (5) years experience in the uniform rental business and shall have completed a minimum of three (3) contracts of similar size and scope.
- B. Bidders shall provide the names, addresses and phone numbers of three (3) clients with whom they have completed contracts of comparable size and scope as this IFB.

****Complete the following and return this page with your bid****

Bidder's Company Name: _____

Bidder has read and understands the above requirements: **Yes. Initial here:** _____

Bidder's response: **Meets the requirements stated herein**

Exceeds the requirements stated herein (explain below)

Takes exception with the requirements stated herein (explain below)

Bidder: _____

BID FORM
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Uniform Rental for Public Works and Building Maintenance

The quantities listed for the number of sets are estimates for the number of employees that will receive uniforms. The actual count may be more or less depending on staffing levels, which may fluctuate throughout the term of this Agreement. Where multiple colors are listed, please indicate if there is difference in price. The County will choose a shirt and a pant color at the time of the initial order. *Submit samples with bid; non-successful bidders will be allowed to retrieve their samples.*

Description	Manufacturer & Model Number	# per set	Weekly Cost per Set	# of Sets (Quantity)	Extended Weekly Cost
Button-down collared shirts-high cotton blend Color: Lt. Blue <i>Long sleeve year-round</i>	MFG# Model#	19	\$	5	\$
Button-down collared shirts-high cotton blend Color: Lt. Blue <i>Seasonal change out from long to short sleeve</i>	MFG# L/S Model# S/S Model#	19	\$	5	\$
Men's industrial pants – high cotton blend – no pleats Color: Navy <i>Pants year round</i>	MFG# Model#	19	\$	5	\$
Insulated Jackets – exterior cotton/poly blend – zip front Color: Navy <i>Provide weekly cost for the November 1st to March 31st winter season</i>	MFG# Model#	19	\$	2	\$

Bidder: _____

BID FORM
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Public Works, Animal Control and Building Maintenance

Resizing fee: Employee is allowed one change in size per year at no cost. Charge for any additional size change is:	\$ _____/employee
Lost fee: Uniforms lost by negligence of the County or its employees shall be charged to the County	\$ _____/item
One-time fee for set-up art work	\$ _____
Patches (County Logo + Name = "patch set")	\$ _____/"patch set"
Embroidery (County Logo + Name = "embroidered set")	\$ _____/"embroidered set"

Discounts:

Indicate any discount for prompt payment (\$ or %) _____ Terms for prompt payment (if applicable) _____

Bid Acceptance Period:

Bidder agrees to hold bid open for a period of sixty (60) calendar days from the date that bids are due.

Method of Award and Notification:

Bids will be analyzed and the award made to the lowest and best responsive Bidder whose Bid conforms to the specifications and whose Bid is considered to be the best value in the opinion of the County.

The County reserves the right to reject any or all Bids and any part of a Bid; to waive informalities, technical defects, and minor irregularities in Bids received; and to award the Bid on any item by item basis, by specified groups of items or to consider Bids submitted on an "all or nothing" basis if the Bid is clearly designated as such or when it is determined to be in the best interest of the County.

The signed bid shall be considered an offer on the part of the bidder; such offer shall be deemed accepted upon the issuance by the County of a Purchase Order or other contractual document. This bid will be evaluated by consideration of the following factors:

1. Conformity to specifications
2. Cost
3. Delivery time