

BOARD OF COUNTY COMMISSIONERS, COLUMBIA COUNTY, FLORIDA  
LAKE CITY, FLORIDA  
INFORMATION TO BIDDERS BID NO. 2008-B

The Board of County Commissioners will receive sealed bids in the office of Commissioners, 135 NE Hernando Avenue, Post Office Box 1529, Lake City, FL 32056-1529, (386) 719-2028, until 2:00 P.M. on May 28, 2008 for the following:

**Rental Uniforms.**

Bids will be publicly opened and read in the Commissioner office at 2:00P.M.on May 28, 2008 or as soon thereafter as practical. Bidders are fully responsible for the delivery of the bids. Bids may be withdrawn at any time prior to the bid opening. Late bids will not be accepted and will be returned to the bidder, unopened. Telegraph and telephone bids will not be accepted under any circumstances.

The Board shall reserve the right to reject any and all bids.

The bidder is required to use the "Bid Form" attached and hereto, which attached to the "Information to Bidders" and "Specifications" shall remain intact. Any variation from these minimum specification must be clearly stated on a separate sheet and attached to the "Bid Form" Only one bid form set will be furnished each company or corporation interested in bidding. The one complete bid form set is to be submitted in a sealed envelope, on the outside of which shall be marked "**Sealed Bid: Rental Uniforms**" and the name and address of the firm submitting the bid.

All Bids are to be firm, valid and subject to acceptance for a period of 30 days after bid opening date. All goods to be bid F.O.B. Columbia County, Florida

Payment of approved invoices, timely submitted, are made bi-weekly.

**Columbia County, Florida**  
**Purchasing Department**  
**General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - A. The ability, capacity and skill of bidder to perform required service.
  - B. Whether the bidder can perform service promptly or within specified time.
  - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
  - D. The performance of previous contracts with Columbia County.
  - E. The suitability of equipment or material for county use.
  - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.
13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.

14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are

delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.

24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
  
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or

covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.

**INVITATION TO BID  
BID NO. 2008-B  
RENTAL UNIFORMS**

Sealed bids will be accepted until 2:00 p.m. Wednesday, May 28, 2008. Bids should be mailed to Columbia County Board of Commissioners, P.O. Box 1529, Lake City, FL 32056. Express packages should be addressed to 135 N.E. Hernando Ave. Room 203, Lake City, FL 32055. Phone (386) 719-2028.

**1. SCOPE OF WORK**

The purpose and intent of this bid is to select a source of supply, secure firm prices and establish a term contract for the rental and delivery of uniform garments (“uniform services”), and other rental items described herein on an “as needed” basis, to various County departments located throughout Columbia County. All uniform garments provided under this contract shall be new only except as otherwise permitted under the replacement uniform provisions specified herein. Uniform and/or mat services shall be required at approximately 8 County sites on a weekly basis. This bid also includes miscellaneous rental items including shop towels, floor mats, dust mops, wash cloths and bath towels.

By submission of bid, Bidder agrees to extend contract pricing for uniform services to any and all departments of the Board. Although this bid shall be available County wide, initial participation shall include custodians and maintenance personnel at all County facilities, mechanics, and landfill personnel.

Bidder’s response shall include all product and services that are necessary for the proper execution and completion of the requirements of the contract. All uniform services purchased shall be under the authority and general control of the County site utilizing the contract.

**2. CONTRACT TERM/RENEWAL OPTION**

The contract term shall be approximately three (3) years, beginning August, 2008 and ending September, 2011. The contract may thereafter be renewed for two (2) additional one (1) year periods under the same terms and conditions as the original contract, with the consent and agreement of both parties.

**3. AWARD**

Award shall be made on an all-or-none basis to the low, responsive and responsible Bidder in the opinion of the Board. All items listed on the bid form must be bid and partial bids shall not be accepted. Contract award is anticipated on or about June 5, 2008.

In making recommendation for award, the Purchasing Department shall take into consideration the qualifications of the Bidder, the conformity of the proposed products with the specifications, availability of product support, and delivery time.

**4. ESTIMATED QUANTITY**

The total number of County employees requiring uniforms under this contract is estimated to be approximately 30 with an option for an additional 30.

The number of County employees shown for each uniform category on the bid form represents a

basis for the estimate of the initial order of uniforms that will be placed to the successful Bidder upon award of contract. It is anticipated that during the term of the contract and any renewal periods that, as needs arise, additional uniform services shall be required periodically for new employees.

Prior to and during the term of the contract, the Board reserves the right to add or delete from the quantity of County employees requiring uniform services as requirements change in addition to the increase or decrease of the miscellaneous rental items.

## **5. BIDDER QUALIFICATIONS**

The Board has established minimum Bidder qualification criteria and, at its sole discretion, may request the apparent successful Bidder to provide evidence demonstrating that they have the experience and capacity to comply with the provisions of the pending contract. In order to be considered for award, each prospective Bidder shall meet the following criteria:

- A. Bidder shall be an established firm, whose sole or primary business is the provision of uniform services (rental, lease, and sale) to commercial (business/ institutional) accounts;
- B. If not a manufacturer, Bidder shall be an authorized distributor of the manufacturer(s) proposed for the duration of the contract. By signing this bid, prospective Bidder is certifying that they are an authorized distributor and in “good standing” with the manufacturer(s). As evidence of this, Board reserves the right to request from the Bidder a letter of verification from each manufacture proposed.
- C. Bidder shall have been successfully engaged in the uniform service business in the State of Florida for a minimum of three (3) consecutive years;
- D. Bidder shall propose, as part of this bid, only uniform products that are currently successfully being utilized in other institutional accounts in the State of Florida. Performance history of proposed products shall be verifiable;
- E. Bidder shall have one or more qualified area representatives, who shall, upon request, make scheduled site visits within the Board to assist in resolving any quality control, delivery, and billing problems.
- F. Bidder shall have demonstrated ability and verifiable experience in providing services to commercial accounts with the similar size and scope of the Board;
- G. Bidder shall have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Board. Bidder shall have the capacity to ensure product delivery and service within the time requirements specified herein.
- H. Bidder shall have the financial capacity to establish and maintain credit lines as required by the manufacturer and have financing adequate to purchase items in the most economical quantities.

Board reserves the right to request from the apparent low Bidder any evidence that it deems appropriate in the evaluation and approval process, and to make sole and final determination as to the apparent low Bidder’s compliance and capability in meeting the requirements of the bid, as stated herein. In the event the apparent low Bidder cannot meet the bid qualifications, requirements, as stated herein, prior to award of bid the Board may reject the bid and evaluate the next lowest apparent Bidder.

## **6. EXEMPT PURCHASES**

In the event Bidder is not able to provide uniform services in the time and manner as specified herein, the Board reserves the right to acquire these services from any other source or via any other procurement method deemed by the Board to be in its best interest. Additionally, if an urgent delivery is required within a shorter period than the delivery time specified in the contract, and if the successful Bidder is unable to comply therewith, Board reserves the right to obtain such delivery from others without penalty or prejudice to the Board or to the seller.

## **7. PRODUCT**

For purposes of this contract, the proposal of “approved equal” quality products shall require close adherence to the standards of superior performance (“construction”) and aesthetic (“appearance”) characteristics, as established and expressed by the Board herein.

It is the intent of the Board not to preclude a Bidder from proposing a product that does not conform exactly to product specifications contained herein. The Board may disregard minor variations or irregularities from the minimum specifications for “approved equal” products bid if, in the opinion of Board, the quality of the proposed products meet or exceed any brand products specified.

Prior to submitting bid, it shall be the responsibility of each Bidder to familiarize themselves with the salient characteristics of the products specified herein and carefully consider whether any proposed products meet the specifications as indicated. Ignorance on the part of the Bidder in making such determination as to “approved equal” products shall in no way relieve them of the requirements of this bid.

## **8. PRODUCT AVAILABILITY**

To insure the availability of uniform garments specified in this bid, the Board reserves the right to request from the Bidder (or manufacturer) a guarantee that all items awarded as a result of this bid shall be available for purchase by the Board during the term of this contract. In lieu of a written guarantee, the Board may consider other relevant information submitted by the Bidder (or manufacturer) that would substantiate the future availability of product or “like product” that bears the same manufacturer name.

Failure of the Bidder (or manufacturer) to submit a commitment or other relevant information that would guarantee the Board of future product availability may result in bid disqualification.

## **9. PRODUCT LITERATURE/SAMPLES**

Bidder shall submit with bid response product literature/specifications for all proposed products. Product literature/specifications shall be the most current available and be sufficiently detailed so as to permit the Board to ascertain a products compliance with bid specifications, as stated herein. Product literature shall include color availability for each uniform garment proposed.

Bidder shall also provide one (1) product sample for each proposed “approved equal” item, if bidding other than item specified, and three (3) “generic” or actual samples of the type and quality of multi-color emblem patches and direct embroidery specified herein within seventy-two (72) hours of request of the Purchasing Department

Failure to provide product literature/specifications and samples in the time and manner specified herein may result in bid disqualification.

## **10. PURCHASE ORDERS**

All uniform purchases shall be made via official Board purchase order for both initial orders and additional purchases as needs arise during the term of the contract. Verbal purchase orders are prohibited and shall not be honored by the successful Bidder. Purchase orders issued pursuant to the pending contract shall include only the specified product and firm fixed prices as stated on the Bid Form.

## **11. PRODUCT SUBSTITUTIONS**

Upon bid award, Bidder shall not provide or substitute any product not listed on the Bid Form without the written approval of the Board Purchasing Department. New variations or substitutions of existing products awarded under this contract may be considered if it is in the best interest of the Board.

Bidder shall submit a written request before any proposed substitution or change will be considered for approval. Samples may be requested for evaluation purposes. At a minimum, any acceptable substitute shall conform to the specifications contained herein. No substitutions shall be authorized for the initial order.

Should a product be discontinued by the manufacturer during the contract period, the successful Bidder shall locate and recommend a comparable equal substitute garment to the Board Purchasing Department within five (5) working days after notification of discontinued product. Approved substitute product unit cost shall not, in any case, exceed unit cost of the original awarded product being replace.

## **12. PRICE**

Bidder shall submit on the Bid From unit prices for all items listed in each of the following categories: (A) Uniform Rentals, (B) Walk-off Mats, (C) Dust Mops, (D) Towels/Cloths, (E) Shop Towels. Uniform garments designated by "option a" shall be available for purchase at the discretion the Board. All unit prices submitted shall be inclusive of the provision of uniform garments, labor (including uniform measurement and fitting), emblems, prep fees, supervision, delivery, maintenance service (weekly), profit and any other direct and indirect cost associated with the performance of the contract.

No other charges or surcharges (i.e.- environmental, fuel, delivery, etc.) shall be applicable to this contract unless specifically permitted herein. Prices shall be firm and fixed for the term of the contract and any subsequent renewal periods.

## **13. BID TABULATION**

Award shall be based on the total sum of the Rental categories as listed on the Bid Form. The Bidder with the lowest total dollar amount sum for All Categories, being responsive and responsible, shall be awarded contract.

## **14. INVOICING**

It shall be the responsibility of the route service representative to submit invoices for uniform services in a timely manner directly to the designated contact person at each school/department utilizing the contract. In the event of invoice discrepancies, the route service representative shall have the authority to make immediate onsite invoice adjustments.

Invoice billing cycle shall be on a weekly basis. However, the Board reserves the right to request changing to a monthly billing cycle on a site-by-site basis depending on the volume of services

required.

Each invoice shall include, but not limited to, the following:

- Department name
- Account number identifying site location
- Employee name
- Type and number of uniform garments provided
- Itemized/identified uniform garment style number
- Itemized weekly unit price per uniform garment
- Miscellaneous Rental Items

Invoices that are received by the Board that are not properly and correctly prepared and signed by authorized department personnel shall cause delay of payment. It shall be the responsibility of the Bidder to ensure that all invoices reflect the correct bid pricing. The Board shall not pay for uniform services in advance (prepay).

## **15. RECORDS**

Bidder shall maintain, during the term of this contract, records of all sales by type and volume and shall provide copies of records within seven (7) calendar days of request by the Board.

## **16. PERFORMANCE**

The Board shall monitor Bidder's performance of contract on an on-going basis. Should any problems or issues arise regarding substandard performance of the Bidder, the Purchasing Department shall immediately convey to Bidder's area representative those noted deficiencies for corrective action. The area representative shall immediately address such issues or establish a realistic target date when corrective measures will be implemented.

Bidder's unresponsiveness and/or consistent delays in addressing and resolving documented deficiencies shall be recorded and considered as part of the contract renewal evaluation as well as a basis for contract termination.

## **17. ADDITIONAL REQUIRED SUBMITTALS**

In order to be considered for bid award, each prospective Bidder shall provide the following information with their bid response:

- 1) Three (3) references consisting of or a combination of commercial accounts, state or county agencies or political subdivisions that are currently being serviced or have been serviced within the last two (2) years. A minimum of two (2) references shall be commercial accounts with the similar size and scope of the Board. The list shall include the company/agency name, address, and a primary contact person with telephone number;
- 2) Description of Bidder's relevant expertise, experience, and capacity including:
  - (a) Years in business;
  - (b) Description of services provided;
  - (c) Level and type of experience;
  - (d) Number of employees and qualifications;

## **TECHNICAL SPECIFICATIONS**

### **18. DEFINITION OF TERMS**

For the purpose of this contract, the following terms and defined meanings shall prevail:

**Set** – One (1) set shall consist of one (1) shirt, blouse or smock and one (1) pair of pants or shorts. The defined number of sets specified herein shall vary by department. The Board reserves the right to add or delete the number of sets required per employee subject to the specific needs of each department and budgetary constraints.

**Rental** – Bidder assumes total responsibility for outfitting County employees in selected uniform garments, including weekly cleaning and finishing, continuous garment maintenance, and guaranteed replacement of uniform garments whenever necessary. It is anticipated that the number of sets required for the rental program shall be **eleven (11)**, subject to budgetary considerations.

**Department Options** – Each department shall have the option of selecting, prior to measurement and fitting, specific uniform styles and colors using appearance, functionality and uniformity as decision criteria. Established department uniform guidelines shall not be deviated from. For purposes of this contract, all decisions relating to uniform selection for school/support site custodial personnel shall fall under the authority of the County Office.

**Employee Options** – Under this contract, County employees shall have the option, during initial measurement and fitting, of selecting variations of types of pants and shirts as indicated on the Bid Form and approved by the department. Each department may establish limit ratios on the type of uniform garments selected by employee. Subsequent employee requests for uniform type changes shall only be allowed with sufficient justification and department approval.

**Uniform Garment Sizes** – Bidder shall quote one (1) price for all sizes of uniform garments listed on the Bid Form. It shall be the responsibility of the Bidder to provide garments to all employees regardless of size.

In the event an employee cannot be fitted with the type and standard size of uniform garment proposed on the Bid Form, Bidder shall provide a similar type uniform garment from another acceptable source.

All such oversize uniform substitutions shall be provided at no additional expense to the Board and shall be approved by the using department prior to being distributed to employee. The Board anticipates quantity requirements for oversize uniform garments shall parallel industry standards.

**Size Adjustments** – Upon delivery to the Board of initial and all secondary product orders for lease and rental uniforms, Bidder shall be responsible for making any alterations necessary for proper fit of uniform garments regardless of reason for adjustment (i.e.- weight change, inaccurate measurements, etc.). Only top quality alteration workmanship shall be accepted. As an alternative to making additional alterations, Bidder may exchange uniforms if done in a reasonable and expeditious manner.

To insure continuous proper fit of the uniform garments, the Board reserves the right to request additional alterations at any time during the term of the contract and any renewal periods. All additional fitting and alterations, shall be performed at no additional cost to the Board, including shipping and any other costs associated thereof.

**Measurement Records** – It shall be the responsibility of the Bidder to maintain measurement records of each County employee during the term of the contract and any renewal periods. Employee measurement records shall include employee name, type garments, size of garments, and employee signature of agreement as to fitting history. A copy of these records shall be provided to each County site utilizing the contract as requested.

**19. PARTICIPANTS/LOCATIONS DEFINED**

The initial participants and approximate number of employees and required uniform services are as follows:

A.) Courthouse and Courthouse Annex

Number of Employees: 6

Function: cleaning and maintaining of Courthouse and Courthouse Annex

Uniform Services Required: Rental of 11 sets of uniforms per employee

Mats: (22) 4X6, (29) 3X5, (8) 3X10, Scrapper Mats (5) 3X5, (16) 4X6

Dust Mops: (4) 24”, (1) 36”, (4) 48”

Service Location: 135 NE Hernando Ave.

Invoicing: Direct to department

B.) Main Library

Function: public library

Mats: (2) 4X6, (3) 3X10, Scrapper Mats (1) 4X6

Service Location: 308 NW Columbia Ave

Invoicing: Direct to department

C.) West Library

Function: public library

Mats: (1) 4X6, (1) 3X10, Scrapper Mats (1) 4X6

Service Location: 435 NW Hall of Fame Drive

Invoicing: Direct to department

D.) Facilities Maintenance

Number of Employees: 4

Function: cleaning and maintaining of all County sites

Uniform Services Required: Rental of 11 sets of uniforms per employee.

Service Location: 2160 NE Washington St

Invoicing: Direct to department

E.) Landfill

Number of Employees: 12

Function: maintenance and operation of County Landfill

Uniform Services Required: Rental of 11 sets of uniforms per employee.

Mats: (1) 4X6, (1) 3X10, Scrapper Mats (2) 3X5

Shop Towels: 100

Service Location: 1347 NW Oosterhoudt Lane

Invoicing: Direct to department

F.) Public Works

Number of Employees: 8 (with option of approximately additional 55)

Function: maintenance and repair of county roadways and related infrastructure

Uniform Services Required: Rental of 11 sets of uniforms per employee.

Mats: (1) 4X6, (1) 3X10, (7) 3X5,

Shop Towels: 100

Service Location: 607 NW Quinten St

Invoicing: Direct to department

G.) EMS and Fire Department

Function: provide emergency medical service and fire protection

Bath Towels: 200

Wash Clothes: 100

Service Location: 508 SW State Road 247

Invoicing: Direct to department

H.) Emergency Management

Function: Emergency Operations Center and 911 Dispatch

Mats: (2) 4X6, (2) 3X5, Scrapper Mats (2) 3X5, (2) 4X6

Service Location: 263 NW Lake City Ave

Invoicing: Direct to department

The Board reserves the right to add or delete sites requiring uniform services as requirements change. Quantities are given as an estimate for bidding purposes and do guarantee a minimum or maximum amount.

**20. UNIFORM SERVICE REQUIREMENTS**

a) ***BIDDER AVAILABILITY*** – Upon award of contract, Bidder shall provide designated Board personnel the name, telephone/cell-phone/fax number, and email address of the designated area representative(s) to contact regarding product ordering, order expediting, quality control, billing, and other service related issues.

The area representative(s) shall be the liaison between the Bidder and the Board on all matters pertaining to this contract. Area representative shall respond to all requests for assistance within twenty-four (24) hours of initial contact.

As an additional measure to facilitate effective, efficient and timely communication regarding the submission of additional uniform orders, Bidder shall also indicate on the Bid Form if they are internet accessible.

b) ***INVENTORY STOCK*** – As a measure to ensure prompt delivery of secondary product orders, Bidder shall maintain during the term of the contract, a minimal inventory of each item in each size with the ability to personalize with appropriate Board emblem(s) and deliver within the time specified herein.

c) **NEW UNIFORM ORDERING** – As part of uniform services offered, Bidder shall have the responsibility of performing onsite measurement and fitting for all employees who are to be provided with uniforms. All onsite measuring and fitting services shall be at no charge to the Board. While on site, Bidder shall perform all work with a minimum amount of disruption to the normal operations of the department. If feasible, during measuring and fitting at each County site, Bidder shall assign “crews” consisting of each gender, matching such activities with Board employees by gender accordingly.

**Primary (“initial”) Product Orders:** Upon award of contract, Bidder shall arrange for measurement and fitting of each employee to insure proper fit and shall do so in sufficient time to have all uniforms delivered by the established delivery completion date as indicated herein.

Initial measurement and ordering shall be the sole responsibility of the Bidder and shall be performed and completed prior to June 14, 2007. It is anticipated that Bidder shall have a minimum of ten (10) working days prior to the stated completion date to perform all initial measurements and fittings.

The Board reserves the right after the completion of initial employee measurement and fitting, and within a reasonable time prior to uniform delivery, to adjust initial product orders to reflect any size changes and actual order quantities due to employee attrition and turnover.

**Locations for Initial Measurement and Fitting:** Employee uniform measurement and fitting shall be scheduled and performed, on a site-by-site basis, at each individual’s work site. It shall be the responsibility of the Bidder to coordinate and schedule employee measurement and fitting with the designated contact person at each County site. Normal working hours may vary per County work site and all work shall be performed at a time convenient to employee work schedules. Under no circumstances shall work be scheduled before or after work hours.

If the Bidder anticipates a problem meeting the designated appointment date and time for onsite measurement and fitting, Bidder is expected to provide advance notification directly to the appropriate County site personnel. Fitting services shall be rescheduled within a 1-2 day window. Failure of the Bidder to commence and/or complete scheduled employee uniform measurement and fitting within the established time period, for reasons that are determined by Board to be the fault of the Bidder, may result in termination of contract.

**Additional (“secondary”) Uniform Orders:** After receipt of initial order, secondary new uniform orders for new employees and as replacement uniforms shall be made by each school/department as needs arise during the term of the contract. Employee measurement and fitting for all secondary uniform order shall remain the responsibility of the Bidder. New employees added to staff after initial product order delivery shall be personally responsible to meet with the uniform delivery person for uniform measurement and selection as soon as possible after reporting to work. The school/department contact designee shall notify route delivery person of the need to measure and fit new employee and coordinate employee measuring time on the regularly scheduled route service date or at a time mutually agreed between the parties.

**d) DELIVERY** – All uniform deliveries shall be completed within the delivery times specified herein. Failure of Bidder to comply with delivery requirements shall be sufficient cause for the Board to terminate contract. Bidder may make exception to stated delivery times for initial and secondary orders as an addition to the Bid Form. However, Bidder’s capacity to complete delivery in the time specified may be a factor in bid award.

**Delivery of Initial Orders:** All initial new uniform garment orders shall be filled at 100% and, unless otherwise directed, be delivered directly to each ordering County school/department. Product orders, accompanied with packing slip and/or order tally form, shall be received, inspected, and then distributed by designated school/department staff to the appropriate County employees.

**Uniform invoice billing for all initial orders shall not commence until one week after initial delivery.**

**Delivery of Secondary Orders:** All secondary standard size and oversize new uniform orders shall be filled at 100%, or in substantive quantity, and delivered directly to the ordering County school/department within fifteen (15) business days of receipt of order.

At time of delivery and try-on by employee, any uniform garments that do not fit properly shall not be accepted and shall be returned to the Bidder at no cost to the Board.

**e) PACKAGING** – All uniform garments shall always be delivered in standard unopened, individually sealed dry packaging according to good commercial practice to protect from damage during transit. Open packages shall not be accepted. Packages shall be clearly marked on the outside with the name of the County school/department and employee and other information if requested by school/department.

**f) UNIFORM MAINTENANCE** – During the full term of the contract and any renewal periods, Bidder shall have the responsibility of maintaining the required number of uniform sets per employee at each designated County site. Bidder shall repair or replace uniform garments as needed in order to maintain them in a presentable condition at all times.

**Repair:** Repair shall include mending of seams and broken zippers, replacing buttons, and patching rips and holes. Any uniform with holes that are one inch (1”) or less shall be patched, and uniforms with holes exceeding one inch (1”) shall be replaced. Repair turn-around time shall be held to a maximum of one (1) regular delivery time cycle as per established service schedule.

**Replacement:** Bidder shall replace uniform garments with new or “like new” garments (except as noted) for any of the following conditions indicated below. The condition(s) necessitating uniform garment replacement shall determine the financial responsibility of each party. Any garments that are to be replaced shall be returned immediately to Bidder with service order request form that has been approved by the using school/department site designee.

All new or “like new” replacement uniform orders shall be filled at 100%, or in substantive

quantity, and delivered directly to the ordering County school/department within fifteen (15) business days of receipt of service order request.

When replaced for any of the following conditions, the uniform garments shall be provided at no cost to the Board:

#### **No Cost to Board**

- Defective garments;
- Loss or misplacement of garments by Bidder;
- Normal wear in all environmental conditions in the course of BOARD employment;
- Size change as a result of weight loss or gain to the point that uniform fits improperly, cannot be altered, and professional appearance is affected;
- When repair cannot be achieved without affecting presentable appearance of uniform;
- Garments have excessive spots, stains or paint markings incurred in the normal course of Board employment, that are not caused by willful negligence of the employee.

There shall be no additional cost to the Board for embroidered emblems or direct embroidery (including set-up and application) when no cost replacement uniforms are provided to the Board. When feasible, Bidder may recycle emblem patches from uniform garments to be replaced. Feasibility of recycling emblem patches shall be based on the appearance (color retention and fabric texture) of emblem after removal.

A uniform garment shall be replaced for normal wear when time and toil of employment have caused the professional appearance and functionality of the uniform to be affected by having any one or more of the following: worn fabric; faded color; and, flawed construction (flat collars, torn hems, etc.). Replacement uniform garments provided because of normal wear shall be **new only**.

The Board reserves the right to make sole final determination as to whether a uniform meets the criteria, as stated herein, for no cost replacement.

When replaced for any of the following conditions, the Board shall be charged the established applicable replacement cost:

#### **Cost to Board**

- Uniforms lost by Board employees;
- Uniforms intentionally damaged beyond repair by Board employees;
- Uniform garments with excessive spots or stains that are willfully caused by the Board employee;
- Non-return of uniforms due to employee termination;
- Non-return of uniforms due at the end of the contract period.

**g) REPLACEMENT UNIFORM COST** – Bidder shall submit current unit price (replacement value) on the Bid Form, Replacement Unit Cost Schedule, for each rental uniform garment provided under this contract. In the event of damage or loss of uniform garments at cost to the Board, the Bidder shall charge the responsible school/department the proposed applicable unit cost minus (-) depreciation as per schedule below:

<b>Time Uniform Garment In Service</b>	<b>Depreciated Value (cost to Board)</b>
Less < than one (1) month	Replacement value multiplied (x) by 95%
One (1) month to six (6) months	Replacement value multiplied (x) by 75%
Seven (7) months to twelve (12) months	Replacement value multiplied (x) by 60%
Thirteen (13) months to eighteen (18) months	Replacement value multiplied (x) by 40%
Nineteen (19) months to twenty-four (24) months	Replacement value multiplied (x) by 20%
Greater > than twenty-four (24) months	No Charge to Board

For all replacement uniforms provided at the expense of Board, Bidder may also include an emblem charge to include the cost of the new emblem plus any additional fees associated therein. Board shall not incur emblem charges for replacement uniforms that are not being put back into County service.

Upon request of Board, Bidder shall provide supporting documentation to substantiate date uniform garments were placed into service. Any damaged uniform garments that are being replaced at cost to Board shall remain in possession of the using school/department.

**h) REPLACEMENT UNIFORM GARMENT QUALITY** – Any replacement uniform garments provided by Bidder shall match (style and color) the garments being replaced and be free of defects during the full term of the contract.

Bidder shall explain the methodology and standards that shall be used in the “grading” and recycling of “like new” uniform garments to Board. The Board reserves the right, on a case-by-case basis, to make sole final determination as to acceptance or refusal of a “like new” uniform garment as replacement. If refused, the provided “like new” uniform garment shall be replaced with a new uniform garment.

**i) SERVICE SCHEDULE** – All County sites shall require uniform service twelve (12) months per year and frequency of service shall be weekly.

Exceptions to the specified delivery schedule shall be allowed only by mutual agreement and with written approval by the using school/department. Any changes of frequency of service shall not affect uniform weekly rental cost unless negotiated by the County office due to a reduced work week.

Prior to commencement of service, Bidder shall establish and notify each department of uniform service schedule. Time and day of service shall be during normal department operating hours only. Dates of regular scheduled service shall not be changed (under normal circumstances) without prior notification to the using department.

Each year, the Board is closed for customary holidays. Bidder understands that holidays or a change of department work hours may cause scheduled service date to change temporarily.

**j) CHECK-IN PROCEDURES** – When physically onsite at any Board facility, route service representative shall check-in at site main reception desk and follow all standard check-in procedures unless otherwise instructed by Board department site designee. Each site shall

provide one (1) delivery/pick-up point and designate one or more primary contact persons.

**k) SERVICE FORMS** – At time of service implementation, Bidder shall provide each department to be serviced a sufficient supply of the following:

1. **Service Order Request Forms or Service Log Books.** This document shall serve as primary method of communication with route service representative regarding service requests (i.e.-measurement requests, replacements, size changes, etc.) and as a permanent record of such requests.
2. **Repair Request Tags.** This tag shall be used, in addition to Service Order Request Form or Service Log Book, to return uniforms to vendor needing repairs;
3. **Customer Service Report Forms.** This document shall serve the purpose of informing Bidder of deficient service and documenting quality service levels.

**l) TRACKING FORMS** – At time of pick-up or delivery of uniform garments, Bidder shall provide school/department documentation verifying number of garments to serve as permanent record of transaction.

**m) RENTAL SERVICE** – For departments requesting rental service, service shall include pickup of soiled clothing and delivery of same clothing, pressed and laundered once a week. At time of pick-up, service account representative shall count all uniform garments and bring to the attention of department designee any shortages or overages. The service account representative shall at no time leave the pick-up area without notifying the department representative of discrepancy in uniform count. Failure to notify the department representative of discrepancies shall be interpreted by the County to mean all uniforms are accounted for.

All rental uniform garments shall be washed with non-allergenic detergent and water and be completely rinsed with clean water to remove all residue. Once cleaned, uniform garments shall be dried, run through a steam tunnel and starched (as requested). Finished uniform garments shall be clean and neat, reasonably stain-free, fresh smelling, and wrinkle-free.

On regularly scheduled service day, Bidder shall deliver the exact number of uniforms on hangers and grouped by employee name. It shall be the responsibility of service account representative to verify count on all uniform garments prior to delivery. Any uniforms delivered which are rough in appearance and/or foul smelling shall be returned to the Bidder. As part of rental service, Bidder shall provide each employee, at no charge to Board, a high quality nylon laundry bag.

### **UNIFORM GARMENTS**

In the evaluation of “approved equal” products, garment comfort, workmanship and quality shall be factors in the evaluation process. Garments made with coarse fabrics, rough seams, poor quality buttons, button holes and other issues of workmanship shall be disqualified from consideration for bid award. All uniforms shall be new (not used or reconditioned) at time of original issue. New employees hired after the start of contract shall also be furnished with new uniforms.

**EMBLEMS** – As part of this contract, Bidder shall have the responsibility of the provision and application of embroidered emblem patches, direct embroidery and silk screen design to uniform garments as specified herein. All unit prices quoted for uniform garments on the Bid Form shall be inclusive of specified emblem patches, direct embroidery or silk screening, including set-up and application charges except as otherwise indicated herein.

Bidder shall only provide emblems of the highest quality in appearance and durability. Deviations to logo size requirements may be considered if consistent with the standard normal proportions of the industry. The Board shall provide logo artwork upon award of bid. Bidder shall submit emblem samples to each appropriate using department for approval prior to emblem order being processed and emblem applied.

Any departments utilizing contract shall have the option of altering the logo used on uniform garments but shall be responsible for all logo associated setup costs therein.

**Embroidered Emblem Patches:** Bidder shall provide one (1) emblem logo patch to each type of uniform garment when specified. Unless as otherwise approved by Board, emblem patches shall be multi-colored (minimum 4 colors), approximately 4 ½” width x 2 ½ high” in size, and made of twill material. Emblem patches shall be positioned in the upper left chest area of uniform shirts. It is anticipated that four (3) types of Board emblems shall be utilized on uniform garments as follows:

- 1 County Custodians Official Board Logo Emblem
- 2 Landfill Official Board Logo Emblem
- 3 Public Work Official Board Logo Emblem

In addition to emblem logo patch, Bidder shall provide one (1) twill material identification patch positioned in the upper right chest area that is approximately 3 ½ width” x 1 ¾ high” and displays the employee name or employee name/title. Actual patch identification content shall be determined and approved by each department prior to application.

Emblem patches shall be attached to uniform shirts by stitching only unless otherwise approved by the Board based on the reliability and performance characteristics of the alternate application method.

***LABELS*** – All uniform garments provided under this contract shall have labels permanently attached showing, but not limited to, the following: size; brand identification and product #; correct fiber content; country of origin; garment care instructions. Leased or rental garments shall additionally include employee and site identification number and date of issue.

***WARRANTY*** – All uniform garments provided under this contract shall carry the standard manufacturer’s warranty, unless otherwise specified. Bidder shall provide a statement of manufacturer’s warranty and/or Bidder’s warranty. During the warranty period, Bidder shall repair or replace any defective product without cost to the Board with the understanding that all replacements shall carry the same guarantee as the original products. Bidder shall make any warranty repairs or replacements immediately upon receiving notice from the Board. The Bidder shall resolve all matters regarding material facts and issues with their supplier, without the involvement of the Board. If the Bidder is the material manufacturer and supplier, the Bidder shall satisfy the needs of the Board immediately, without dispute.

**INVITATION TO BID  
BID NO. 2008-B  
SPECIFICATIONS**

**Item # 1 Work Shirt- Solid Color Short / long Sleeve**

Description: Choice of short and / long sleeve. Fully cut with two piece yoke.  
Fabric: 4.25 oz, 65% polyester / 35 % cotton poplin  
Style: Industrial Solid Color.  
Finish: Pre-cure durable press. Machine washable  
Front: Six button front with a snap at the neck. Two button through reinforced  
Pockets: Pencil stall. Stitched down front.  
Collar: Lined collar  
Sizes: Regular and oversize as required.  
Emblems: Bidder furnished embroidered emblem patches over pockets, sewn on.  
Emblems to be as specified herein.

**Item # 2 Work pant**

Description: Plain front.  
Fabric: Minimum 7 ¾ oz. twill, 65 % polyester 35 % cotton combed cotton,  
Pockets: Two slack-style front pockets. Two set in back pockets with button closure on the left pocket. Darts over hip pockets. Synthetic blend pocketing.  
Waistband: Interlined synthetic blend waistband trim. Jeans style waistband.  
Belt loops: Loops are lined and will accommodate a 1 ½ belt.  
Zipper: Heavy, duty, brass ratcheting zipper.  
Sewing: All points of stress are reinforced.  
Sizes: Regular and oversize as required.

**Item # 3 Floor Mats**

Description: Durable, Slip-Resistant Styles. Controls dust, dirt, moisture.  
Fabric: Constructed for nylon pile bonded to nitrile rubber backing.  
Sizes: 3 x 5, 4 x 6, 3 x 10  
Colors: Navy, Red, Dark Grey, Brown.

**Items # 4: Scraper Floor Mats**

Description: Mat designed to act as a scraping surface and traction mat.  
Fabric: Rubber.  
Sizes: 3 x 5, 4 x 6  
Colors: Black.

**Items # 5: Dust mops**

Fabric: synthetic  
Design: Twisted yarns to reduce fraying and has a universal back.  
Sizes: 24", 36", 42"  
Handles and frames at no charge.

**Item # 6: Bath Towels**

Description: Rich extra absorbent towels provide comfort and soft, gentle drying.

Fabric: 100% cotton terry.

Color: White

Size: 20 X 40

**Items # 7: Wash Cloths.**

Description: Deluxe soft and extra absorbent wash cloths.

Fabric: 100 % cotton

Size: 12 x 12

Color: White

**Items # 8: Shop Towels**

Fabric: Unmatched strength. Cotton yarns with nylon over edging threads

Provide long-lasting durability.

Size: 18 x 18

Color: Red

**BID FORM  
2008-B**

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS, LAKE CITY, FL**

BID FORM FOR: Rental Uniforms

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL, 32056-1529. No later than 2:00 P.M., on May 28, 2008, in a sealed envelope, plainly marked: "Sealed Bid For: Rental Uniforms" and the name of the firm submitting bid.

Bids will be opened in the Office of the Board of County Commissioners at 2:00 P.M, on May 28, 2008 or as soon thereafter as practical.

**BID PRICES**

		(A)	(B)	(A) X (B)
<b>Item #</b>	<b>Description</b>	<b>Estimated Number of Sets</b>	<b>Weekly Cost</b>	<b>Total Weekly Cost</b>
<b>1</b>	<b>Work Shirt, 65/35 blend, solid color (Set of 11)</b>	<b>30</b>	\$	\$
<b>2</b>	<b>Work Pant, 65/35 blend (Set of 11)</b>	<b>30</b>	\$	\$
<b>3</b>	<b>Floor Mats (Per Each)</b>		\$	\$
	3 X 5	<b>40</b>	\$	\$
	4 X 6	<b>29</b>	\$	\$
	3 X 10	<b>14</b>	\$	\$
<b>4</b>	<b>Scraper Floor Mats (Per Each)</b>			
	3 X 5	<b>10</b>	\$	\$
	4 X 6	<b>20</b>	\$	\$
<b>5</b>	<b>Dust mops (Per Each)</b>			
	22 inch	<b>4</b>	\$	\$
	36 inch	<b>1</b>	\$	\$
	42 inch	<b>4</b>	\$	\$
<b>6</b>	<b>Bath Towels (set of 100)</b>	<b>2</b>	\$	\$
<b>7</b>	<b>Wash Cloths (set of 100)</b>	<b>1</b>	\$	\$
<b>8</b>	<b>Shop Towels (set of 100)</b>	<b>2</b>	\$	\$

<b>Total</b>	\$
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**Option A Add All Public Work Employees**

	<b>Work Shirt, 65/35 blend, solid color (Set of 11)</b>	<b>55</b>	\$	\$
	<b>Work Pant, 65/35 blend (Set of 11)</b>	<b>55</b>	\$	\$

## REPLACEMENT UNIT COST SCHEDULE

For uniforms that are to be replaced at the expense of the Board, Bidder shall charge the responsible department the garment replacement unit cost, as stated herein, minus (-) depreciation. Refer to the depreciation schedule and conditions for determining the responsibility party for uniform replacement. Shirt replacement unit cost shall be given for both short and long sleeve lengths. Unit costs quoted shall not include emblems or any other costs associated thereof.

<b>Item #</b>	<b>Description</b>	<b>Replacement Cost (Each)</b>
<b>1</b>	<b>Work Shirt, 65/35 blend, solid color</b>	<b>\$</b>
<b>2</b>	<b>Work Pant, 65/35 blend</b>	<b>\$</b>

## EMBLEM COST

As specified, the Board shall be responsible for the cost of replacing emblems (embroidered patch emblems and direct embroidery) only when responsible for the cost of replacing uniform garments. In the event the Board is responsible for emblem replacement, the emblems shall not be included in garment replacement unit cost, but shall be listed on the weekly invoice of the accountable school/department as a separate charge item. Bidder shall provide, in the spaces provided below the emblem charges that will be incurred by Board for replacement garments requiring new emblems. Emblem charges shall be inclusive of all costs including materials, set-up, and application (sewing).

<b>Board Logo Emblem Patch</b>	<b>\$</b>
<b>Identification Patch (name)</b>	<b>\$</b>
<b>Direct Embroidered Logo Emblem</b>	<b>\$</b>

**CERTIFICATION PAGE**  
**BID NO. 2008-B**  
**RENTAL UNIFORMS**

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME/TITLE: \_\_\_\_\_