



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

BID #: 19-0093

Request for Proposal: **UNIFORM RENTAL & LAUNDRY SERVICES 2020** **Date Issued:** **10-9-2019**

PROPOSALS SHALL BE ACCEPTED UNTIL: **TUESDAY, NOVEMBER 19, 2019**, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

DAN NAUNHEIM
Department of Public Works
636-797-5569
dnaunheim@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Proposal
Information As
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER **DEPARTMENT OF THE COUNTY CLERK**
 JEFFERSON COUNTY MISSOURI
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)

Contract Term:
THREE YEAR CONTRACT
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional three-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

<u>Company Name</u>		<u>Authorized Agent (Print)</u>	
<u>Address</u>		<u>Signature</u>	
<u>City/State/Zip Code</u>		<u>Title</u>	
<u>Telephone #</u>	<u>Date</u>	<u>Tax ID #</u>	
<u>E-mail</u>	<u>Fax #</u>		

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REQUIRED DOCUMENTS

1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.
(County must be added as additional insured if awarded)
- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
Or
- 2b. A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.
3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).
4. Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).
5. Cooperative Bid Form (last page)
6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.
7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)

***BIDS MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

PROPOSAL REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

“BIDDER”S INITIALS: _____”

A. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term “RFP” means Request for Proposal.
4. The term “Agreement/Contract means Binding Agreement, Contract, Request for Purchase, Order.

B. PROPOSAL SUBMISSION:

Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo., and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

C. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

D. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

E. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

F. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

G. BID DEPOSITS/BONDS:

Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

H. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

I. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

J. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

K. ADDENDA:

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

L. INSURANCE:

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. (X)Required () Not Required Comprehensive General Liability Insurance

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. (X)Required () Not Required Professional Liability Insurance

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

**C. (X)Required () Not Required Worker's Compensation Insurance:
per Missouri Revised Statutes Chapter 287**

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

M. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

N. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

D. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo., known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

F. NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

H. INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

I. WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

J. PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

K. CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

L. DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

M. RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo., Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

N. SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

O. CHOICE OF LAW:

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

P. TERMINATION:

1. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.**
4. Default: County may terminate the whole Contract or any part in either of the following circumstances:
 - a. If supplier fails to deliver the items required by the contract within the time specified; or
 - b. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - c. In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

Q. NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

R. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

S. COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

T. ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

U. SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

V. APPROVAL:

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

X. LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

Y. LANGUAGE: Bids and all related documents will only be accepted in the English Language.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

SPECIFICATION
CONTACT

DAN NAUNHEIM– JEFFERSON COUNTY PUBLIC WORKS
636-797-5569

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo., definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____ (Position/Title) first being duly sworn on my oath, affirm
_____ (Business Entity Name) is enrolled and will continue to participate in the
E-Verify federal work authorization program with respect to employees hired after enrollment in the program
who are proposed to work in connection with the services related to _____
(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor,
if awarded in accordance with subsection 2 of section 285.530, RSMo., I also affirm that
_____ (Business Entity Name) does not and will not knowingly employ a person
who is an unauthorized alien in connection with the contracted services related to
_____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of
the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo., pertaining to section 285.530, RSMo., as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- ☐ Enroll and participate in the E-Verify federal work authorization program
(Website: <http://www.dhs.gov/e-verify>;
Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

REQUEST FOR PROPOSAL (RFP) UNIFORM RENTAL AND LAUNDRY SERVICES

SECTION I: INTRODUCTION

Jefferson County Missouri (“County”) is requesting Proposals from qualified persons, firms, partnerships corporations, associations or professional organizations for Uniform Rental and Laundry Services.

Local agencies within County boundaries as well as firms from within the greater Jefferson County Area are encouraged to submit a Proposal.

Firms that intend to submit a Proposal must be insured and appropriately qualified.

Questions regarding this RFP must be received in writing and directed to Dan Naunheim, at dnaunheim@Jeffcomo.org, on or before Friday, November 8, 2019, no later than 10:00 a.m.

All Statements of Proposals must be received on or before Tuesday, November 19, 2019, no later than 2:00 p.m.

Faxed, electronically transmitted, or late responses will not be accepted.

This Request for Proposal does not commit the County to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The County reserves the right to accept all or part of any RFP or to cancel in part or in its entirety this Request for Proposal. The County further reserves the right to accept the proposal(s) that it considers to be in the County’s best interest.

SECTION II: PROJECT DESCRIPTION AND SCOPE OF SERVICES

1. General Information

Jefferson County is seeking qualified service providers to furnish uniform rental and laundry service, performed on a weekly basis, to the following sites and Departments:

Location	Address	Approx. # of Employees
West Highway Shed	Hwy B (Hillsboro)	39*
Light Fleet	Hwy B (Hillsboro)	4**
Parks	Hwy B (Hillsboro)	4
East Highway Shed	Lee Pyle Rd. (DeSoto)	28
North Highway Shed	Hwy MM (House Springs)	13
Facilities	Main Street (Hillsboro)	6
* includes 6 mechanics; ** includes 4 mechanics		

Services shall include laundering and repair of rented uniforms. The bidder shall provide new, unused uniforms at no extra cost when the garment has reached the end of its lifespan. Bidder will furnish all materials and labor services required to provide this service as described in these specifications:

2. Types of Uniforms

a. Fabric Blend Type Work Uniform (Men and Women Style)

- i. Work shirts shall be 4.25 oz. 65% Polyester / 35 % Cotton Poplin, with soil release & wickable finish. Two button thru pockets, stitched down front facing with button closure. Convertible collar with stays and pencil stall in left pocket. Color to be selected. The Service shall create company name emblems duplicating the County emblem and color. County emblem for each uniform shall be included as part of the program.
- ii. Industrial pants shall be 8 oz. 65% Polyester / 35 % Cotton Twill, with soil release & wickable finish and ease fit. Slack style front pockets, two set-in hip pockets with left button closure. Jean style waistband with button closure, no cuff. Color to be selected.
- iii. Industrial jacket shall be 7.5 oz. 65% Polyester / 35 % Cotton Twill, with soil release & wickable finish and ease fit. Two lower insets slash pockets and a utility pocket on the left sleeve. Color to be selected.

b. Cotton Fabric Type Uniforms (Men and Women Style)

- i. Work shirts shall be the same as the fabric blend type except that the fabric shall be 6 oz. 100% wrinkle-resistant cotton twill.
- ii. Industrial pants shall be the same as the fabric blend type except that the fabric shall be 8.5 oz. 100% pre-shrunk cotton twill.
- iii. Denim jean shall be 13.75 oz. 100% cotton pre-washed denim. Relaxed fit, five-pocket styling with deep front pockets and rivets at stress points. Color to be pre-wash indigo.

c. Fabric Tee Shirts (Men and Women Style)

- i. Tee shirts shall be 100% cotton heavy weight preshrunk jersey knit fabric with a wide cotton rib- knit v-neck collar. A left chest pocket is required. The length shall allow for shrinkage and to fit tall sizes. The Service shall customize shirts with County name and Department for each shirt as part of the program.
- ii. Hi-Visibility T-shirt shall be 100% spun polyester jersey. It shall be either yellow/green, or Orange with 2" silver reflective striping and shall be ANSI 107-2004 Class 2 Level 2 compliant, with 360-degree visibility. Service shall customize shirts with County name and Department for each shirt as part of the program.

d. Dress Type Uniforms (Men and Women Style)

- i. Dress type Work shirts shall be a short sleeve, either 100% spun polyester, or a polyester/cotton blend polo type pullover shirt with three buttons, hemmed bottom, a left chest pocket fashion collar, and knit cuff. Service shall customize shirts with County name and Department in embroidery for each shirt as part of the Program. Customized shirts will not be returned at end of service. Color to be selected.
- ii. Pants shall be 8.5 oz. 100 % cotton twill wrinkle resistant pants similar to industrial pants. Color to be selected.

e. Additional Uniform Apparel (Men and Women Style)

- i. Black Cloth BDU Uniform Pants shall be 65% Poly/ 35% Cotton Rip-Stop Twill Material. All climates - breathable in summer, wind resistant in winter. Durable colorfast, resists fading, tearing & abrasions. Resists wrinkles & shrinking. Reinforced seats & knees. Adjustable waist tabs. Drawstring bottoms.
- ii. Mechanic Coveralls: Coveralls shall be 100% cotton.
- iii. Other types of apparel may be considered under this contract. Bidder to furnish product catalogs for other available apparel.

3. Launder

The Servicer shall launder and press rented garments. In certain cases, County employee may launder rented garments themselves.

4. County Emblems

The Service shall provide County emblems on garments for each employee, as required above. County emblem specifications shall be silk screened with a narrow-stitched border. If clothing is exchanged for any reason, Service will transfer old emblems to new garments at no charge.

5. Delivery Storage Lockers

The Service shall provide delivery storage lockers and dirty return lockers for each of the six (6) locations listed above. Any shortage shall be delivered at no cost.

6. Fitting

Each person must be individually measured and fitted prior to first delivery of garments. During the first two weeks of service, vendor shall make necessary adjustments and provide necessary replacements at no additional cost.

7. Inventory Control

The Service vendor will be required to furnish a complete listing of garments delivered each week by site/Department and detailed by individual. Any garments lost by the Service shall be replaced at no additional cost to the County. Some type of tag system must be provided so that employees can call attention to needed repairs, etc.

8. Replacement of Garments

Each garment shall be laundered, inspected, and repaired weekly as necessary. All garments shall be sanitized during cleaning process. Repair order tags shall be used. All repaired garments should be returned to the County with a notification of the repair work. As part of this RFP, the Service shall provide a commitment on how they will address damaged and/or worn-out garments.

9. Property of Service

All garments or other merchandise furnished under the rental agreement shall remain property of the Service.

10. Service Standard

At a minimum, the quality supplier partner must achieve and maintain the performance outcomes listed below, and consistent with performance standards agreed to by all parties through a contract as a result of this RFP. Offerors may also propose additional performance outcomes beyond those minimally required.

- a. Scope of Work Service(s) to be provided include employee uniform rental/cleaning/uniform supply Program.
- b. The service standards must be clearly defined.
- c. All work performed must incorporate high standards for inspection, repair and deliver of garments to County employees
- d. The service should include the use of a garment tracking systems to ensure accuracy.
- e. The County should receive detailed computer-generated reports showing useful details on pickup and delivery, repairs, additions and individual garment history.
- f. Guaranteed turnaround time for outfitting new wearers, with a written commitment to issue credit for any such item not received.
- g. The Service should define processes for proactive repairs (“we noticed it and repaired/fixed it”) and customer/employee requests for repairs. The service should include method for reporting repairs.
- h. The Service must demonstrate ability to provide appropriate garments for specific applications, such as Fire-Retardant garments, and the ability to process them to ensure integrity. Guarantees of specific reaction time to County inquires (i.e. “24 hours”) not (“as soon as possible” or “within 30 days”).
- i. Call tracking systems to ensure that County designee(s) can reach a live person, with an answer (not just a “response”).
- j. Structured communication processes which include an ongoing centralized log of communications between the County designee(s) and Service, comprised of written documentation of additions, deletions, changes and questions/answers. This service must include on-site electronic scanning uniforms at the time of delivery and provide a printed detail receipt to the County’s designee(s) as soon as delivery services are completed. This way, changes are handled and delivered on the next scheduled delivery day, and instructions are provided even when the County designee(s) may be otherwise occupied during delivery time.
- k. Documented process for installation of new accounts. The Service should conduct pre-audits with the County to determine start-up processes which least impact the County’s normal flow of business, and should provide assistance with an exit strategy of any previous vendor to help the County minimize costs associated with inaccurate garment count and inventory.
- l. The County will pay the Service on a monthly basis, based on the timely invoice with detailed computer-generated reports showing useful details on pick-up and delivery.
- m. The Service shall provide an optional Comprehensive Garment Insurance Program. The Service shall provide a description and cost associated with the insurance plan.

11. Proposal Cost Format

Proposals must be in the following format to be considered as the RFP Cost Format. Rates must include all fees, charges, surcharges. (See Attachment A)

SECTION III: SUBMITTAL FORMAT AND CONTENT

1. General Information

Proposals must be submitted in the format and order outlined below. The Proposal should present all information in a concise manner, neatly arranged, legible, and in terminology understandable for evaluation by the County's Proposal Evaluation Committee. All information requested is to be addressed directly and completely. It is more desirable to give additional information than less when the answer could be misinterpreted. There should be no attachments, enclosures, or exhibits other than those considered by the Proposer to be essential to a complete understanding of the Proposal submitted.

It is required that five (5) copies be submitted. Each proposal should include a cover letter describing a brief history of the Proposer and its organization. The letter shall indicate the principal or officer of the Proposer organization who will be the County's primary point of contact during clarifications or negotiations. This individual must have the authority to clarify and/or negotiate all aspects on the scope of products and services on behalf of the Proposer. An officer authorized to bind the Proposer to the terms and conditions of this RFP must sign the cover letter transmitting the proposal. An unsigned proposal or one signed by an individual unauthorized to bind the Proposer may be rejected.

2. References

List three (3) references that Proposer is successfully providing similar services. By providing such references, the Proposer authorizes the County to contact references and hereby authorizes such references to provide information to the County, without liability to either the County or the reference source, which Proposer hereby waives as a condition of such information being furnished.

1. Company Name _____

Address _____

Phone Number _____

Contact Name _____ E-Mail _____

Provide the dollar amount and description of the products and services provided: _____

2. Company Name _____

Address _____

Phone Number _____

Contact Name _____ E-Mail _____

Provide the dollar amount and description of the products and services provided: _____

3. Company Name _____

Address _____

Phone Number _____

Contact Name _____ E-Mail _____

Provide the dollar amount and description of the products and services provided: _____

SECTION IV: EVALUATION OF QUALIFICATION PROPOSALS

Proposals will be evaluated by the Selection Advisory Committee on a variety of criteria as described below, which includes, but is not limited to, background/experience, responsiveness, references, proposed costs and qualifications. Based on this review of the Proposals, and any potential interviews, the County shall rank the proposals, with the top-ranking going to the Proposal deemed most advantageous to the County. The County will award a contract to the proposer with the most advantageous proposal based on the above-described evaluation. This means the lowest cost proposal may not be selected. The County may, at its sole discretion, award to a proposer based on their proposal and interview alone without further consideration or the County may interview several proposers.

After the proposals are evaluated, Proposers may be invited to an interview as part of the evaluation process at the discretion of the RFP committee. Proposals will be reviewed and evaluated based on the following evaluation criteria:

Evaluation Criteria:

Cost Information – Proposer shall provide cost information aligned to the proposed services (Attachment “A”). (50% of Total Score)

Background/Experience – Proposer shall provide work background and experience as identified in the Project Description and Scope of Services section of this RFP. (20% of Total Score)

Qualifications – Detailed and comprehensive evidence that all services requested by the RFP can be delivered. (10% of Total Score)

Responsiveness – Overall responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP. (10% of Total Score)

References – Proposer is to list three (3) references where Proposer has successfully furnished similar services. By providing such references, the Proposer authorizes the County to contact references and hereby authorizes such references to provide information to the County, without liability to either the County or the reference source, which Proposer hereby waives as a condition of such information being furnished. (10% of Total Score)

SECTION V: CONTRACT AWARD

The County reserves the right to accept or reject any or all RFPs, to select a qualified firm with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Jefferson County Council.

The County intends to award a three (3) year contract to the selected firm, with an optional three (3) year renewal term.

SECTION VI: REJECTION AND WAIVER OF PROPOSALS

This RFP does not commit the County to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. The County reserves the right to accept or reject any or all proposals received, to negotiate with qualified firm(s) or cancel the request, and to waive any minor irregularities in the proposal or proposal process.

The County may require the firm to submit additional data or information the County deems necessary to substantiate the costs presented by the firm. The County may also require the firm to revise one or more elements of its proposal in accordance with contract negotiations.

ATTACHMENT A

UNIFORM SERVICE BID PRICES

1. Rental of Work Uniforms with Laundry Service

2.a.i,	Fabric Blend Shirt per Week	\$	per shirt
2.a.ii.	Fabric Blend Pant per Week	\$	per pant
2.a.iii.	Fabric Blend Jacket per Week	\$	per jacket
2.b.i.	Cotton Fabric Shirt per Week	\$	per shirt
2.b.ii	Cotton Fabric Pant per Week	\$	per pant
2.b.iii	Cotton Denim Jean per Week	\$	per jean
2.c.ii	Spun Polyester Hi-Vis T-Shirt per Week	\$	per shirt
2.e.ii	Cotton Fabric Coveralls	\$	per coverall

2. Buy out of Work Uniforms

I.A.1.	Fabric Blend Shirt	\$	per shirt
I.A.2.	Fabric Blend Pant	\$	per pant
I.A.3.	Fabric Blend Jacket	\$	per jacket
I.B.1.	Cotton Fabric Shirt	\$	per shirt
I.B.2.	Cotton Fabric Pant	\$	per pant
I.B.3.	Cotton Denim Jean	\$	per jean
I.C.1.	Cotton Jersey Tee Shirt	\$	per shirt
I.C.2.	Spun Polyester Hi-Vis T-Shirt	\$	per shirt

Estimated Yearly Costs Worksheet

A. Rental Fabric Blend type Work Uniforms w/ Laundry Service				Price x 10 + 24
Service cost for 10 employees to have 11 shirts, 11 pants, & 2 jackets for 52 weeks =				\$
B. Rental Cotton Fabric Work Uniform Shirts & Jean Work Pants w/ Laundry Service				Price x 60 + 24
Service cost for 60 employees to have 11 shirts, 11 pants, & 2 jackets for 52 weeks =				\$
C. Rental Cotton Fabric Work Coveralls w/ Laundry Service				Price x 10 + 24
Service cost for 10 employees to have 11 coveralls for 52 weeks =				\$
D. Buy Hi-Visibility T-Shirts				
450 shirts	X	\$_____each	=	\$
E. Buy Spun Polyester Dress Uniform Polo Shirts				
50 shirts	X	\$_____each	=	\$
<u>OR</u>				
F. Buy Polyester/Cotton Dress Uniform Polo Shirts				
50 shirts	X	\$_____each	=	\$
G. Buy BDU Blend Pants				
50 pants	X	\$_____each	=	\$
H. Rental Cotton Fabric Tee Shirts w/ Laundry Service				Price x 10 + 11
Service Cost for 10 employees to have 11 shirts for 52 weeks =				\$
TOTAL EST. YEARLY COST				\$

*

Other costs not included in basic service (if any) shall be included on a separate sheet.*

What is the largest size shirt available for the following items?

1) Fabric Blend Shirt	
2) Cotton Fabric Shirt	
3) Cotton Jersey T-Shirt	
4) Spun Polyester Hi-Vis T-Shirt	
5) Dress Spun Polyester Shirt	
6) Dress Polyester/Cotton Blend Shirt	

What is the longest length shirt available for the following items? (For ex., tall sizes add 8")

1)	Fabric Blend Shirt	
2)	Cotton Fabric Shirt	
3)	Cotton Jersey T-Shirt	
4)	Spun Polyester Hi-Vis T-Shirt	
5)	Dress Spun Polyester Shirt	
6)	Dress Polyester/Cotton Blend Shirt	

What is the largest waist size available for the following items?

1)	Fabric Blend Pant	
2)	Cotton Fabric Pant	
3)	Dress Cotton Pant	
4)	Blue Jean Pant	

What is the largest size jacket available? _____

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2019:

Company Name

County of Jefferson, State of Missouri

Signature

Dennis J. Gannon County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo., there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, ***is not a prerequisite for award***, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to
Municipalities and any other tax-supported entities.**

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity **(this shall not apply to Jefferson County, Missouri Government, Departments or Divisions):**

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO
JEFFERSON COUNTY, MISSOURI**