

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

(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