



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F | Wichita, KS 67203 | Telephone (316) 383-7494 | Fax (316) 383-7055 |

**Request for Bid
03-0056
Rental Uniforms for Various County Departments**

October 29, 2003

Sedgwick County, Kansas (hereinafter referred to as County) will accept bids for Rental Uniforms for Various County Departments. This request for bid provides a general description of the details of submittal requirements and terms and conditions.

The award of this bid will result in a contract period of **one (1) year with two (2) additional one (1) year options to renew subject to the approval of Sedgwick County.**

Pricing will be firm for the first (1st) year of this contract.

Should you elect to participate, complete two (2) signed copies of the attached **Response Form** and return to Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203, **NO LATER THAN 1:45 p.m., (CST), Tuesday, November 18, 2003.** Bids must be sealed in an envelope and marked with firm name and address, bid number, and bid open date. The County will not accept bids with insufficient postage or collect on delivery.

Responses to this Request for Bid will be opened and read aloud at a public meeting. You or your representatives are welcome to attend.

Late or incomplete bids will not be accepted and will not receive consideration for final award.

Jerry Phipps
Senior Purchasing Agent

Specifications and Requirements

All uniforms in the bid to consist of SHIRTS and PANTS of industrial type. Uniforms to be 65% / 35% blend. Long or short sleeve shirts to be selected by each employee. Employee to have the option to choose 100% cotton uniforms instead of the blend. **ALL UNIFORMS WILL BE NEW AT START OF CONTRACT.** All departments to have Five (5) Changes per week with Eleven (11) sets of uniforms, with the exception of the Noxious Weed Department which requires Six (6) changes per week with Thirteen (13) sets. **Not all employees will send uniforms out for laundering. Please provide a price for renting uniforms without laundering. The employees who select this program will only require 5 sets of uniforms.**

As an alternate to the standard blend uniform, state price on pages 4-5-6- & 7 for uniform listed below.

Trousers: 14 ounce Cotton Denim, 5 pocket, double stitched seams, metal rivets, blue in color.

Shirt: 65% / 35% Blend, Soil release fabric, 7 button, lined collar and cuffs, 2-button pockets, short and long sleeve availability.

Vendor will make uniform repairs within a two (2) week time frame or replace with a new uniform and not a used uniform.

Vendor will measure each employee for sizing of shirts and pants.

Vendor will provide all items listed. The splitting of this bid will not be acceptable. Successful vendor will comply with all specifications set forth herein.

Vendor will meet with the County Contract Administrator every month for the first six (6) months of the contract. Vendor must provide a delivery schedule with bid to locations stated in this document.

Sedgwick County will be spending approximately \$30,000.00 to \$35,000.00 annually.

Vendor will provide delivery service that will have a **signed list of uniforms delivered** and a **signed list of uniforms picked up at each location.**

Contract Period

A contract period will begin immediately following the Board of County Commissioners Meeting for the approved vendor.

The initial term of the Contract will be one (1) year with two (2), one year options to renew. The contract will be reviewed annually with the County retaining the right to discontinue the agreement per termination clause stated in this document on page three (3).

BID WILL NOT BE ACCEPTED AS A COMPLETE BID UNLESS SAMPLES ARE PROVIDED WITH BID. RETURN OF SAMPLES WILL BE VENDORS RESPONSIBILITY.

Termination

The County may terminate this contract for cause under any one of the following circumstances.

1. Vendor fails to make delivery of goods or services as specified in this document or,
2. Vendor fails to perform any of the provisions of this document.

The Purchasing Department will provide the Vendor with written notice of the conditions endangering performance. If the vendor fails to remedy the condition within 10 days from the receipt of notice, the Purchasing Department will issue the Vendor an order to stop work immediately. In the event that the Purchasing Department elects to terminate the Contract pursuant to this provision, Purchasing will provide the Vendor written notice at least thirty (30) days prior to termination. The termination will be effective as of date specified in the notice.

Company Name _____

<i>Department</i>	<i>Total Changes Per year</i>	<i>Unit Price Per change 100 % Cotton Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change 65% / 35% Blend Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change Blend Shirt Denim Pant Vendor Launders</i>	<i>Unit Price Per Change Shirt/Pant 100% Cotton County Employee Launders</i>	<i>Unit Price Per Change Shirt/Pant 65% / 35% County Employee Launders</i>	<i>Unit Price Per Change Blend Shirt Denim Pant Employee Launders</i>
Noxious Weed Dept. 901 Stilwell Wichita, KS 67213							
4 Men, 6 changes per week (13) sets	1248	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Red Shop Towels	100	\$_____per change					
White Side Towels 16" x 23"	50	\$_____per change					
Mops, Treated W/frame and Handle	104	\$_____per change					
5 ea Entryway mats, 3' x 5'	260	\$_____per change					
Fleet Maintenance 1021 Stillwell Wichita, KS 67213							
21 Men 5 changes per week	5460	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

<i>Department</i>	<i>Total Changes Per year</i>	<i>Unit Price Per change 100 % Cotton Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change 65% / 35% Blend Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change Blend Shirt Denim Pant Vendor Launders</i>	<i>Unit Price Per Change Shirt/Pant 100% Cotton County Employee Launders</i>	<i>Unit Price Per Change Shirt/Pant 65% / 35% County Employee Launders</i>	<i>Unit Price Per Change Blend Shirt Denim Pant County Employee Launders</i>
Facilities Management 525 N. Main Wichita, KS 67203 18 Men 5 changes per week	4680	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Mops, Treated W/Frame and Handle	150	\$_____per change					
11 Entryway mats, 3' x 5'	572	\$_____per change					
White Side Towels 16" x 23"	100	\$_____per change					
Fire Department 500 S. Topeka Wichita, KS 2 Men 5 changes per week	520	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Public Works North Yard 10530 E 37th N Wichita, KS 11 Men 5 changes per week	2860	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Public Works Andale Yard 5858 N.247th West Andale, KS 11 Men 5 changes per week	2860	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

<i>Department</i>	<i>Total Changes Per year</i>	<i>Unit Price Per change 100 % Cotton Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change 65% / 35% Blend Shirt/Pant Vendor Launders</i>	<i>Unit Price Per Change Blend Shirt Denim Pant Vendor Launders</i>	<i>Unit Price Per Change Shirt/Pant 100% Cotton County Employee Launders</i>	<i>Unit Price Per Change Shirt/Pant 65% / 35% County Employee Launders</i>	<i>Unit Price Per Change Blend Shirt County Denim Pant Vendor Launders</i>
Public Work Clonmel Yard 17500 W.71st South, Clonmel, KS 9 Men 2 Women 5 changes per week	2860	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Public Works East Yard 2200 South Webb Rd Wichita, KS 11 Men 5 changes per week	2860	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Public Works West Yard 4701 S. West Street Wichita, KS 23 Men 5 changes per week	5980	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Public Works Stillwell Yard 1144 South Seneca, Wichita, KS 11 Men 5 changes per week	2860	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Public Works Stream Maint. 4701 S. West Wichita, KS 4 Men 5 changes per week	1040	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<i>Department</i>	<i>Total Changes Per year</i>	<i>Unit Price Per change 100 % Cotton Shirt/Pant Vendor Launderers</i>	<i>Unit Price Per Change 65% / 35% Blend Shirt/Pant Vendor Launderers</i>	<i>Unit Price Per Change Blend Shirt Denim Pant Vendor Launderers</i>	<i>Unit Price Per change Shirt/Pant 100% Cotton County Employee Launderers</i>	<i>Unit Price Per change Shirt/Pant 65% / 35% County Employee Launderers</i>	<i>Unit Price Per Change Blend Shirt Denim Pant County Employee Launderers</i>
Household Hazardous Waste Facility 801 Stillwell Wichita, KS 4 Men 5 changes per week	1040	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Cloth name Tag Vendor to Furnish tag and install. Price as each		\$_____					
Price to sew on County logo patch. County will furnish patch Price as each		\$_____					

State brand(s) of uniforms your company is bidding and send specifications.

Oversize pricing (if applicable)

Size	Shirts/pants 100% Cotton Bid price plus percentage	Shirt/pants 65% x 35% Blend Bid price plus percentage	Shirts/pants Blend shirt Denim pant Bid price plus percentage
2-X-Large			
3-X-Large			
4-X-Large			

REQUEST FOR BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following:

1. Sedgwick County reserves the right to reject any or all Bids and responses to these and/or related documents, to accept any item or items in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
2. Alternate Bids (two or more Bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such Bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and are to be considered a part of the final completed contract. If there is any variance or conflict, the Bid specifications will control.
3. Bidders MUST return two (2) signed, completed copies of the attached Response Form to Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, on or before the date and time specified. Bids must be sealed in an envelope, and marked with the firm name and address, Bid number, Bid opening date, and Bid opening time. The time of receipt will be determined by the time clock stamp in the Purchasing Department.
4. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment.
5. Quotations submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the Bid.
6. Sedgwick County interprets the term "lowest responsible Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the Bid, and (b) determine which Bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which Bids are received.
7. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information to assist Sedgwick County in analyzing your Bid.
8. If the supplier refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Sedgwick County may, by written notice, terminate the contract OR purchase order.
9. The supplier will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
10. The successful bidder will hold and save Sedgwick County, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
11. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
12. All items must be properly packed, if applicable, to insure delivery in good condition, and in accordance with instructions listed on the face of the Request for Bid or purchase order, if any.
13. Contracts entered into on the basis of submitted Bids are revokable if contrary to law.
14. The Bidder agrees to comply with K.S.A. 44-1030. Bidder will:
 - 14.1. Observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability.
 - 14.2. Include the phrase, 'Equal Opportunity Employer,' or a similar phrase approved by the Kansas Commission on Human Rights in all solicitations or advertisements for employees.
 - 14.3. Be deemed to have breached the contract, which may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, if bidder fails to comply with the manner in which he reports to the Kansas Commission on Human Rights.
 - 14.4. Be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County; if found guilty of a violation of the Kansas Act Against Discrimination under a decision, or order of the Kansas Commission on Human Rights which has become final,
 - 14.5. Include the provisions of subsections (14.1) through (14.5) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractors or vendor.
15. The vendor responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.

16. It will be understood that the Bidder's sureties and insurers are subject to the approval of the County.
17. If a response to this Request for Bid, the Bidder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Bidder. The Bidder agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder will be liable for the County's actual damages that exceed the amount of the surety.
18. It will be understood that time is of the essence in the Bidder's performance. The Bidder agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Bidder defaults in the performance of the Contract Documents, the Bidder will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
19. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
20. It will be understood that any bid and any/all referencing information submitted in response to this Request for Bid will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
21. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
22. By submission of a response, the Bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidders' services, or (2) benefit from an award resulting in a ~~Conflict of Interest~~. A ~~Conflict of Interest~~ will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid. The Bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive proposing among all vendors.
23. Unless specified otherwise, all items quoted are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
24. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
25. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
26. The Bidder must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Information regarding the procurement process may be obtained from Jerry Phipps, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, (316) 383-7496.
27. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for Bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a Bid response via facsimile does NOT relieve the Bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-Bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of Bid sureties (bonds, certificates of insurance, etc.).

Bid Response Form

03-0056

Rental Uniforms for Various County Departments

All firms interested in bidding MUST provide two (2) copies of the following requested information on these pages and return with any supplementary materials. Responses are due NOT LATER THAN Tuesday, November 18, 2003, 1:45 p.m., (CST). Attention Jerry Phipps, Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, Kansas 67203-3703.

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement of connection with any person, firm or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Bid is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

FIRM NAME _____

CONTACT _____

SIGNATURE _____ TITLE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAXPAYER I.D. _____

COMPANY WEB SITE _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION (CHECK ONE)

CORPORATION ___ PUBLIC ___ PRIVATE ___ SOLE PROPRIETORSHIP ___ PARTNERSHIP ___

MINORITY BUSINESS ENTERPRISE ___ WOMAN-OWNED ENTERPRISE ___ SMALL BUSINESS ENTERPRISE _____

GENERAL NATURE OF BUSINESS _____

MANUFACTURER ___ DISTRIBUTOR ___ RETAIL ___ DEALER ___ SERVICE ___

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: NO ___ DATED; NO ___ DATED; NO ___ DATED.

Please state approximate delivery date after award of contract. _____

Please list any additional comments in space provided on page 11 of this document.

Pricing will be firm for the first (1st) year of this contract.

The award of this bid will result in a contract period of **one (1) year with two (2) additional one (1) year options to renew subject to the approval of Sedgwick County.**

Will vendor guarantee pricing for: 2nd year, Yes ___ No ___, 3rd year, Yes ___ No ___?

