



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F : Wichita, KS 67203 : Telephone (316) 660-7255 : Fax (316) 383-7055

REQUEST FOR BID

07-0203

RENTAL UNIFORMS FOR VARIOUS COUNTY DEPARTMENTS

October 8, 2007

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 contract period for Rental Uniforms for Various County Departments will be for one (1) year term following award, with two (2) additional one (1) year options to renew. It is the intent of Sedgwick County to award the contract to one vendor, but the County does reserves the right to make the final determination in their best interest.

Carefully review this Request for Bid. It provides specific information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, complete one (1) original and one (1) copy signed of the entire document and return to Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203, **NO LATER THAN, 1:45 p.m., (CDT), Tuesday, October 23 2007**. 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.

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

Responses to this Request for Bid will be opened and read aloud at a public meeting at 2:00 p.m. CDT, Tuesday, October 23, 2007. You or your representatives are welcome to attend.

Question and clarification should be addressed to Dallas Shaffer, Purchasing Agent at 316-660-7258 or email drshaffe@sedgwick.gov.

Dallas R. Shaffer, C.P.M.
Purchasing Agent

1. REQUEST FOR BID CONDITIONS

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

1. Pricing offered in the bid document will be provided to other local governments and governments whom Sedgwick County regularly enters into cooperative agreements.
2. Sedgwick County reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) 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.
3. 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 is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
4. Bidders MUST return, completed copies of the entire document to the 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 clock stamp, located in the Sedgwick County Purchasing Department will determine the time of receipt.
5. Bids 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 and Best 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 the availability of service(s), part(s) material(s) and/or supply(s), maintenance and labor cost 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 a 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. Unless specified otherwise, all items bid are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
13. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
14. The Bidder agrees to comply with K.S.A. 44-1030.
 - a. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry;
 - b. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission;
 - c. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
 - d. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
 - e. The contractor shall include the provisions of subsections (a) through (d) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
15. All project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Accessibility Guidelines (ADAAG).
16. Contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the Americans with Disabilities Accessibility Guidelines (ADAAG). Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.
17. Vendors providing services to the public on behalf of Sedgwick County will agree that all personnel in their employment that have direct contact with the public will attend ADA Awareness and Sensitivity training provided by Sedgwick County or the Independent Living Resource Center. Training should be coordinated through the county's ADA coordinator, (316) 660-7052 and evidence of training shall be provided to the county's ADA coordinator. Any violations of the

provisions of ADA or section 504, will be deemed a breach of contract and be subject to termination of contract.

18. 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.
19. It will be understood that the bidder's sureties and insurers are subject to the approval of the County.
20. Upon award, 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.
21. 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.
22. 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.
23. It will be understood that any bid and any and/or 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.
24. 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.
25. 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 bidder's 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/quotation. 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 bidding among all vendors.

26. 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.
27. 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.
28. 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.).

2. SPECIFICATIONS AND REQUIREMENTS

1. All uniforms in the bid consist of shirts and pants of industrial type. All uniforms will be new at the start of the contract.
2. All shirts will be soil release fabric, button up, lined collar and cuffs, 2-button pockets, short and long sleeve availability.
3. All pants will be soil release fabric.
4. All personnel will get a set of 11 uniforms (5 clean uniforms, 5 being cleaned, and wearing 1 uniform)
5. Vendor will make uniform repairs within a two (2) week time frame or replace with a new uniform and not a used uniform.
6. Vendor will measure each employee for sizing of shirts and pants.
7. The entryway mats should do four things:
 - a. Stop dirt and water at the door.
 - b. Store soil and water for removal.
 - c. Minimize the tracking of soil and water into the facility.
 - d. Provide a safe surface that is slip resistant and is not a trip hazard.
8. Anti-fatigue mats shall provide:
 - a. Circulation in feet, legs and lower back and lessens fatigue as a person stands or walks.
 - b. A balance between compression and resistance.

- c. Reducing or eliminating short-term fatigue and discomfort.
 - d. Long-term negative cumulative effects of strain and stress injury.
9. Safety mats shall provide sufficient traction to reduce the risk of slipping on surfaces covered with grease and oil, and should be durable, versatile, and submersible.
 10. The minimum size for the fender cover is 31" w X 46" L.
 11. Successful vendor will comply with all specifications set forth herein.
 12. Sedgwick County will be spending approximately \$35,000.00 to \$40,000.00 annually.
 13. 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**.

3. DEPARTMENT LOCATIONS AND PERSONNEL

The following is a list of the departments currently using the Rental Uniforms Agreement but is not limited to just these departments. The number of persons represents the number getting uniforms and is only an average. Not all areas have a need for uniforms but may need other items.

Department of Aging 1015 Stillwell, 2 nd floor	1 person
Department of Corrections (Adult Residential) 622 E. Central	32 persons
Department of Information and Operations Facilities Maintenance Main Courthouse 1 st floor	17 persons
Department of Information and Operations County Extension Office 7001 West 21 st Street North	2 persons
Fleet Department -- Body Shop 1015 Stillwell	2 persons
Fleet Department - EMS 1015 Stillwell, #7218	0 persons*
Fleet Department - Fire Station Mechanics 1015 Stillwell	2 persons
Fleet Department – Motor Pool W (Light Equipment) 1021 Stillwell	5 persons
Fleet Department – Motor Pool E (Heavy Equipment) 1015 Stillwell	7 persons
Fleet Department – Stockroom 1015 Stillwell	1 person
Public Works – West Yard 4701 S. West Street	28 persons

Public Works – North Yard 10530 E. 37 th St. North	11 persons
Public Works - East Yard 2200 S. Webb Rd.	11 persons
Public Works - Andale Yard 5858 N. 247th St. West	11 persons
Public Works - Clonmel Yard 17500 W. 71st St. South	11 persons
Public Works Building 1144 S. Seneca	2 persons
Public Works - Noxious Weeds 901 Stillwell	4 persons
Public Works – Household Hazardous Waste Facility 801 Stillwell	5 persons
Public Works - Bldg 16 behind Noxious Weeds & HHW	20 persons
Sedgwick County Tag Office 200 W. Murdock	0 persons*
Sedgwick County Tag Office 2330 N. Maize Road	0 persons*

* These areas do not use uniforms but do have needs for other items, such as entryway mats.

BID RESPONSE FORM
#07-0203
RENTAL UNIFORMS FOR VARIOUS COUNTY DEPARTMENTS
Bid response form 3 pages

All pricing must include freight, delivery (all surcharges), and environmental charges.

Item #	Description	Unit Price per each
1	65%/35% Blend Guard Shirt – White	
2	65%/35% Blend Industrial Shirts – Light Blue	
3	65%/35% Blend Industrial Shirts – Blue (narrow) & Grey (wide) Vertical Strips	
4	65%/35% Blend Industrial Shirts - Grey	
5	65%/35% Blend Industrial Shirts - White & Charcoal Vertical Strips	
6	65%/35% Blend Regular Dress Shirts – Blue	
7	65%/35% Blend Denim Shirts – Navy Blue	
8	100% Cotton Shirts - Grey	
9	100% Cotton Shirts – Khaki & Navy Striped	
10	65%/35% Blend Pleated Women’s Pants – Black	
11	65%/35% Blend Pleated Women’s Pants – Navy	
12	65%/35% Blend Pleated Men’s Pants – Black	
13	65%/35% Blend Pleated Men’s Pants – Navy	
14	65%/35% Blend Pleated Pant – Khaki	
15	65%/35% Blend Western Cut Industrial Pant - Charcoal	
16	100% Cotton Pant – Charcoal	
17	100% Cotton Denim Jeans - Blue	
18	100% Cotton Carpenter Style Jeans - Blue	
19	65%/35% Team Jackets – Navy	
20	65%/35% Ike Jackets - Navy	
21	Cloth Name Tag, furnish and attach	
22	Price to sew County Logo Patch (County to provide patch)	
Oversize Pricing (If applicable)		
65%/35% Blend Shirts		
23	2X – Large	
24	3X – Large	
25	4X – Large	
65%/35% Blend Pants		
26	2X – Large	
27	3X – Large	
28	4X – Large	
100% Cotton Shirts		
29	2X – Large	
30	3X – Large	
31	4X - Large	
100% Cotton Pants and Denim		
32	2X – Large	
33	3X – Large	
34	4X - Large	

Other Items	
35	Red Shop Towels 14" x 14"
36	Red Shop Towels 15" x 15"
37	Red Shop Towels 16" x 16"
38	White Shop Towels 15" x 15"
39	White Shop Towels 16" x 16"
40	Huck Towels 15" x 26"
41	Huck Towels 16" x 24"
42	Huck Towels 17" x 22"
43	Huck Towels 17" x 30"
44	Bath Towels 28" x 55"
45	Bath Towels 30" x 54"
46	Bath Towels 32" x 54"
47	Mop Treated 18"
48	Mop Treated 24"
49	Mop Treated 36"
50	Mop Treated 48"
51	Mop Treated 60"
52	Mop Tool 18"
53	Mop Tool 24"
54	Mop Tool 36"
55	Mop Tool 48"
56	Mop Tool 60"
57	Mop Wet Medium
58	Mop Wet Large
59	Mop Wet Tool Medium
60	Mop Wet Tool Large
61	Entryway Mats 3' x 4'
62	Entryway Mats 3' x 5'
63	Entryway Mats 4' x 6'
64	Entryway Mats 3' x 10'
65	Anti Fatigue Mat 2' x 3'
66	Anti Fatigue Mat 3' x 5'
67	Safety Mat 3' x 4'
68	Safety Mat 3' x 5'
69	Safety Mat 4' x 6'
70	Fender Cover

All pricing must include freight, delivery (all surcharges), and environmental charges.

07-0203 RENTAL UNIFORMS

The undersigned, on behalf of the bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid 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 proposal is entered; (4) the person has 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 upon signing of a contract; and (6) mistakes in writing of the submitted bid will be the responsibility of the bidder.

FIRM NAME _____

CONTACT _____

PRINT NAME _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____

Sole Proprietorship ___ Partnership ___ Minority Business ___ Woman-Owned Business ___ Small Business ___

GENERAL NATURE OF BUSINESS _____

Manufacturer ___ Distributor ___ Retail ___ Dealer ___ Service ___

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFI web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/purchasing.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____

Does your company accept credit payments? Yes No

CONTRACT PERIOD

The contract period will be for one (1) year with two (2) one (1) year options to renew.

Signature _____ Title _____

Date _____