



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
#14-0041
UNIFORM AND MAT RENTAL SERVICES

April 25, 2014

PURPOSE

Sedgwick County, Kansas, will be accepting bids for Uniform Rental Services at multiple locations. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended bid. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

SUBMITTALS

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or flash drive) response form with any supplementary materials to:

ATTN: Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 P.M., CDT, Tuesday May 20, 2014. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 P.M., on the due date.

QUESTIONS AND CLARIFICATIONS

All requests for clarifications of the RFB process and document content should be directed to Kara Kingsley at email kkingsle@sedgwick.gov. Questions are due in writing no later than 3 P.M. on May 7, 2014. Any question of a substantive nature will be responded to in addendum form to be sent to all applicable vendors no later than 5 P.M. on May 9, 2014.

Kara Kingsley

Kara Kingsley
Purchasing Agent

RFB #14-0041
Sedgwick County...Working for you

Table of Contents

- I. County Background**
- II. Minimum Requirements and Specifications**
- III. Department Locations and Personnel**
- IV. Contract Period and Payment Terms**
- V. Termination**
- VI. Tentative Time Line**
- VII. Request for Bid Conditions**
- VIII. General Contract Provisions**

Attachment – Bid Response Form
Attachment – Pricing Information

I. COUNTY BACKGROUND

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

II. MINIMUM SPECIFICATIONS AND REQUIREMENTS

The specifications outlined in this document are based on no specific brands, they are intended to serve as minimum specifications and bidders responding to this document shall meet or exceed the specifications outlined. **Any exceptions to the specifications should be clearly identified and detailed in bidder's response.**

A. Uniforms:

1. All uniforms in the bid consist of shirts and pants of industrial type. All uniforms shall be new at the start of the contract.
2. All shirts shall be soil release fabric, button up, lined collar and cuffs, 2-button pockets, short and long sleeve availability.
3. All pants shall be soil release fabric.
4. All personnel shall get a set of 11 uniforms (5 clean uniforms, 5 being cleaned, and wearing 1 uniform)
5. Vendor shall make all necessary uniform repairs within a two (2) week time frame or replace with a new uniform and not a used uniform.
6. Vendor shall measure or have each employee try on clothes for proper sizing of shirts and pants.
7. Vendor shall be responsible for all size changes upon initial installation at no cost to the County.
8. All uniforms shirts shall be pressed and free of stains and visible patches, holes, runs in the fabric, or missing buttons upon every weekly delivery.
9. All repairs and upgrades shall be free of charge throughout the lifetime of the agreement (exceptions will be the personalization and logo fees).
10. All replacement and upgrades shall be free of stains and visible patches, holes, runs in the fabric, or missing buttons.

B. Mats:

1. The entryway mats shall 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.
2. 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.
3. Safety mats shall provide:
 - a. Sufficient traction to reduce the risk of slipping on surfaces covered with grease and oil, and should be durable, versatile, and submersible.

C. The minimum size for the fender cover is 31" W x 46" L.

D. Laundry Bags and stands shall be provided at no additional cost to the County.

E. Vendor shall provide a print out of what is being delivered and what has been picked up at each location.

RFB #14-0041

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III. DEPARTMENT LOCATIONS AND PERSONNEL

The following is a list of the departments currently using the rental uniforms agreement and/or rental mat agreement, but is not limited to just these departments. The number of employees and the number of mats in use are the current average. These figures fluctuate, not all departments use the uniform service and not all departments use the mat service. **Delivery will be required to all locations.**

Customer Name	Address	Number of Employees	Number of Mats
SEDGWICK COUNTY NOXIOUS WEEDS*	901 WEST STILLWELL STREET	4	5
SEDGWICK COUNTY HOUSEHOLD HAZARDOUS WASTE*	801 WEST STILLWELL STREET	6	9
SEDGWICK COUNTY FLEET MAINTENANCE-EAST SHOP*	1021 WEST STILLWELL STREET	5	22
SEDGWICK COUNTY FLEET MAINTENANCE-RADIO SHOP	1021 WEST STILLWELL STREET	2	0
SEDGWICK COUNTY FLEET MAINTENANCE -WEST SHOP	1021 WEST STILLWELL STREET	6	3
SEDGWICK COUNTY FLEET MAINTENANCE -FIRE MECHANICS	1021 WEST STILLWELL STREET	2	1
SEDGWICK COUNTY FLEET MAINTENANCE -PARTS*	1021 WEST STILLWELL STREET	0	0
SEDGWICK COUNTY #7218 EMERGENCY MEDICAL SERVICES (EMS)	1015 WEST STILLWELL STREET	0	6
SEDGWICK COUTNY FIRE STATION #32	7750 NORTH WILD WEST DRIVE	0	2
SEDGWICK COUTNY FIRE STATION #33	10625 WEST 53 rd STREET NORTH	0	2
SEDGWICK COUTNY FIRE STATION #34	334 NORTH MAIN	0	2
SEDGWICK COUTNY FIRE STATION #35 (NEW LOCATION, SPRING 2015)	1535 SOUTH 199 th STREET WEST	0	2
SEDGWICK COUTNY FIRE STATION #36	5055 SOUTH OLIVER STREET	0	2
SEDGWICK COUTNY FIRE STATION #37	4343 NORTH WOODLAWN BOULEVARD	0	2
SEDGWICK COUTNY FIRE STATION #39 (NEW LOCATION, SPRING 2015)	3610 SOUTH 263 rd STREET WEST	0	2

RFB #14-0041

Sedgwick County...Working for you

SEDGWICK COUNTY FACILITIES DEPARTMENT*	525 NORTH MAIN STREET 1ST FLOOR	11	0
SEDGWICK COUNTY EXTENSION SERVICE*	7001 W 21 st STEET	2	0
SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS JDF	700 SOUTH HYDRAULIC STREET	13	0
SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS	622 EAST CENTRAL AVENUE	3	0
SEDGWICK COUNTY JUDGE RIDDEL'S BOYS RANCH	25331 WEST 39 th STREET SOUTH	4	0
SEDGWICK COUNTY TAG OFFICE-MURDOCK*	200 WEST MURDOCK STREET	0	5
SEDGWICK COUNTY TAG OFFICE-WOODLAWN*	2120 NORTH WOODLAWN STREET #370	0	4
SEDGWICK COUNTY TAG OFFICE-MAIZE*	2330 NORTH MAIZE ROAD	0	3
SEDGWICK COUNTY TAG OFFICE-GREENWAY*	212 WEST GREENWAY STREET	0	2
SEDGWICK COUNTY PUBLIC WORKS-WEST YARD*	4701 SOUTH WEST STREET NORTH	24	0
SEDGWICK COUNTY PUBLIC WORKS BUILDING	1144 SOUTH SENECA STREET	1	0
SEDGWICK COUNTY PUBLIC WORKS-EAST YARD	2200 SOUTH WEBB ROAD	10	0
SEDGWICK COUNTY PUBLIC WORKS-ANDALE YARD	5858 NORTH 247 th STREET WEST	10	0
SEDGWICK COUNTY PUBLIC WORKS-CLONMEL YARD	17500 WEST 71 st STREET SOUTH	10	0
SEDGWICK COUNTY PUBLIC WORKS-NORTH YARD	10530 EAST 37 th STREET NORTH	10	0
SEDGWICK COUNTY PUBLIC WORKS-TRAFFIC*	1015 WEST STILLWELL STREET BLDG 16	6	0
SEDGWICK COUNTY COMCARE-CDDO	1929 WEST 21 st STREET NORTH	0	14
SEDGWICK COUNTY COMCARE-CIS	934 NORTH WATER STREET	0	4
SEDGWICK COUNTY COMCARE-ADMINISTRATION	635 NORTH MAIN STREET	0	2
SEDGWICK COUNTY COMCARE-ATS	940 NORTH WACO AVENUE	0	3

*Uses other items such as air fresheners, mops, towels, etc.

IV. CONTRACT PERIOD AND PAYMENT TERMS

The contract period for these services will be for three (3) years beginning July 1, 2014 and following Board of County Commission approval and receipt by the County of any/all required paperwork. The County will have an option to renew the contract for two (2) additional one (1) year terms, approved at the prices bid in the response, if agreeable between all parties. A written contract will be completed referencing this document, the successful vendor’s response, and any applicable terms, conditions and instructions.

Payment for all specified services to the successful vendor will be made following:

- Delivery of request product(s)
- Receipt of invoicing, emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127.

V. TERMINATION

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm to provide services.

VI. TENTATIVE TIME LINE

The following dates are provided for informational purposes and are subject to change without notice. Contact Kara Kingsley, kkingsle@sedgwick.gov, to confirm any and all dates.

Request for Bid Released.....	April 25, 2014
Questions and Information Deadline.....	3:00 P.M. May 7, 2014
Addendum Released.....	5:00 P.M. May 9, 2014
Bid Response Due.....	1:45 P.M. May 20, 2014
Evaluation Period.....	May 20–May 28 2014
Board of Bids and Contracts Recommendation.....	May 29, 2014
Board of County Commission Meeting.....	June 4, 2014

VII. REQUEST FOR BID CONDITIONS

All times indicated in this solicitation document are central standard/central daylight as applicable. In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

VIII. GENERAL CONTRACT PROVISIONS

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

**BID RESPONSE FORM
14-0041
UNIFORM RENTAL SERVICES**

The undersigned, on behalf of the Proposer, 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) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

FIRM NAME _____
CONTACT _____
ADDRESS _____ CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ HOURS _____
TAX PAYER I.D. NUMBER _____
COMPANY WEBSITE 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/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to <http://www.sedgwickcounty.org/finance/purchasing.asp>.

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 #: _____ After Hours Email #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____
Print Name _____ Date _____

PRICING INFORMATION

Pricing Shall Include shipping, delivery and fuel surcharges and will remain firm during the initial contract period. Pricing increases shall be agreed upon by both parties only during the renewal periods of this contract.

Item #	Description	Rental Cost Per Item	Replacement Cost Per Item
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 – Light Grey	\$	\$
5	65%/35% Blend Industrial Shirts – Dark Grey	\$	\$
6	65%/35% Blend Industrial Shirts – White & Charcoal Vertical Strips	\$	\$
7	65%/35% Blend Regular Dress Shirts – Blue	\$	\$
8	65%/35% Blend Denim Shirts – Navy Blue	\$	\$
9	100% Cotton Shirts – Dark Grey	\$	\$
10	100% Cotton Shirts – Light Grey	\$	\$
11	100% Cotton Shirts – Light Blue	\$	\$
12	100% Polyester Knit Polo w/ front pocket – Navy	\$	\$
13	Blend (Polyester & Cotton) Knit Polo w/ front pocket – Navy	\$	\$
14	100% Cotton Shirts – Khaki & Navy Striped	\$	\$
15	65%/35% Blend Pleated Women’s Pants – Black	\$	\$
16	65%/35% Blend Pleated Women’s Pants – Navy	\$	\$
17	65%/35% Blend Pleated Men’s Pants – Black	\$	\$
18	65%/35% Blend Pleated Men’s Pants – Navy	\$	\$
19	65%/35% Blend Pleated Pant – Khaki	\$	\$
20	65%/35% Blend Western Cut Industrial Pant - Charcoal	\$	\$
21	100% Cotton Pant – Charcoal	\$	\$
22	100% Cotton Denim Jeans - Blue	\$	\$
23	100% Cotton Carpenter Style Jeans - Blue	\$	\$
24	65%/35% Blend Lightweight Coverall’s Blue	\$	\$
25	Aprons – Knee Length	\$	\$
26	65%/35% Team Jackets – Charcoal	\$	\$
27	65%/35% Team Jackets – Navy	\$	\$
28	65%/35% Ike Jackets - Charcoal	\$	\$
29	65%/35% Ike Jackets - Navy	\$	\$
30	Cloth Name Tag, furnish and attach	\$	\$
31	Price to sew County Logo Patch (County to provide patch)	\$	\$
32	Price to create County patches	\$	\$
33	Embroidery of information on shirts	\$	\$
Oversize Pricing (If applicable)			
65%/35% Blend Shirts			
34	2X – Large	\$	\$
35	3X – Large	\$	\$

*RFB #14-0041
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36	4X – Large	\$	\$
65%/35% Blend Pants			
37	2X – Large	\$	\$
38	3X – Large	\$	\$
39	4X – Large	\$	\$
100% Cotton Shirts			
40	2X – Large	\$	\$
41	3X – Large	\$	\$
42	4X – Large	\$	\$
100% Cotton Pants and Denim			
42	2X – Large	\$	\$
43	3X – Large	\$	\$
44	4X - Large	\$	\$
Other Items			
45	Red Shop Towels 18” x 18”	\$	\$
46	White Shop Towels 18” x 18”	\$	\$
47	Replacement costs of shop towels	\$	\$
48	Bath Towels 32” x 54”	\$	\$
49	Mop Treated 24”	\$	\$
50	Mop Treated 36”	\$	\$
51	Mop Treated 48”	\$	\$
52	Mop Treated 60”	\$	\$
53	Mop Tool 24”	\$	\$
54	Mop Tool 36”	\$	\$
55	Mop Tool 48”	\$	\$
56	Mop Tool 60”	\$	\$
57	Mop Wet Medium	\$	\$
58	Mop Wet Tool Medium	\$	\$
59	Mop Wet Tool Large	\$	\$
60	Entryway Mats 3’ x 4’	\$	\$
61	Entryway Mats 3’ x 5’	\$	\$
62	Entryway Mats 4’ x 6’	\$	\$
63	Entryway Mats 3’ x 10’	\$	\$
64	Anti Fatigue Mat 2’ x 3’	\$	\$
65	Anti Fatigue Mat 3’ x 5’	\$	\$
66	Safety Mat 3’ x 4’	\$	\$
67	Safety Mat 3’ x 5’	\$	\$
68	Safety Mat 4’ x 6’	\$	\$
69	Fender Cover	\$	\$
70	Air Freshener Dispensers	\$	\$

1. In case of duplicate invoicing, price discrepancies and credits, please list your contact person and a brief description on how to resolve these issues.

2. Please describe in detail, the process of setting up a new site or new product request.