



## LEGAL NOTICE

REQUEST FOR BID  
SEALED BID 11-203

For

**UNIFORM SERVICE FOR FACILITIES MANAGEMENT**

For

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **UNIFORM SERVICE FOR FACILITIES MANAGEMENT**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**Sealed Bid 11-203 UNIFORM SERVICE FOR FACILITIES MANAGEMENT**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

**Bid opening will be on 12/7/2011 at 10:00 AM** , in **ROOM 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

### **BID INQUIRIES**

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Jim Irlander, Assistant Director  
Facilities Management Department  
St. Charles County Government  
300 North Second St, Suite 101  
St. Charles, Missouri 63301  
Phone : (636)949-7392  
Fax: (636)949-3014  
[jirlander@sccmo.org](mailto:jirlander@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **12/01/2011**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

### **Prohibited Communication**

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County. Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.**

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered.

When payments are to be made to the County, award will be made to the most advantageous offer.

- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

**Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division  
The online address to enroll in the E-verify program is:**

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

## **OPEN RECORDS**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

## **BID SPECIFICATIONS**

St. Charles County Government is seeking bids for a Vendor to supply and service uniforms for employees of the Facilities Management Department located at 300 North Second Street in St. Charles, Missouri. The Vendor shall provide the uniforms and provide the associated service as per the following specifications:

### **General Conditions**

- The Vendor must possess the appropriate business licenses for the proposed services.
- The Vendor must comply with all Federal and State Employment / Labor regulations including those from the U.S. "Occupational Safety and Health Administration".
- The Vendor must provide all applicable Insurance Certificates to the County upon the award of the bid.
- The County will evaluate all bids by projecting an annual cost based upon the County's current personnel and operations.
- The Vendor must pick up and deliver all uniforms on a weekly basis to one central location within the Facilities Management Department located at 300 North Second Street in St. Charles, Missouri. The Vendor must maintain a regular route schedule and provide the County with a minimum of one day advance notice of the need for the Vendor to deviate from the regular route schedule.
- The Facilities Management Department shall grant building access to the Vendor on Monday through Friday from 7:30 am to 12:00 pm and from 12:30 pm to 4:00 pm. The Vendor shall recognize the published Holiday schedule for the County.
- The Vendor must provide sufficient product literature with their proposal for the County to evaluate the bids submitted. The Vendor must also disclose the composition of all fabrics proposed to the County.
- The successful bidder must provide physical samples (styles, fabrics, and colors) of all proposed clothing to the County before the bid is awarded by the County.

### **Uniform Specifications**

- The Vendor must provide button down shirts with collars, short or long sleeves, and two chest pockets. The shirts must be made from a "comfort weave", "accordion weave", or any comparable form of polyester / cotton fabric that transports moisture away from the employee's skin while providing durable service.
- The Vendor must provide a durable emblem over the left shirt pocket to identify the employee as a member of the County's staff. The graphic and text design of this emblem shall be mutually agreed upon by both the Vendor and the County.
- The Vendor must provide non-pleated pants with two front pockets, two rear pockets, and a front zipper. The pants must be made from a polyester / cotton fabric that delivers comfort while providing durable service.
- The Vendor must provide non-pleated short pants with two front pockets, two rear pockets, and a front zipper. The short pants must be made with the same fabric as the pants.
- The Vendor must provide shirts in sizes up to and including "3XL" without applying an oversize surcharge.
- The Vendor must provide pants and short pants with waist sizes up to and including "50 inches" without applying an oversize surcharge.

- The Vendor must clearly state the life expectancy for every type of clothing article under a lease or rental program with the County. The County shall not be held accountable for any damage to an article of clothing that has been in service past this predefined life expectancy. The Vendor must provide a serial number on each article of clothing maintained under a lease or a rental program in order to trace the service life of each article of clothing.

## Service Specifications

- The Vendor must pickup and drop off uniforms on a weekly basis. The Vendor must accommodate the County's holiday schedule to ensure uninterrupted service for any week containing a published holiday.
- The Vendor must deliver uniforms sorted and separated by County employee.
- The Vendor must provide uniforms that are in good condition, clean, and free of wrinkles such that they are ready to wear at the time that they are delivered.
- The Vendor must supply laundry baskets, lockers, or other suitable means on County premises for County employees to return their uniforms to the Vendor for service or repair.
- The lease program shall be defined by the following:
  - The Vendor must provide five (5) shirts and five (5) pairs of pants for every employee specified by the County. The County's employees shall personally wash their leased uniforms. Leased uniforms shall only be returned to the Vendor for repair or adjustment as required. The Vendor will not provide any periodic inspection or service to articles of leased clothing. The County may request an additional quantity of short pants to be added to the standard lease program for a specific employee. As such, the County will compensate the Vendor up to the quoted amount for each pair of short pants leased.
- The rental program shall be defined by the following:
  - The Vendor must provide eleven (11) shirts and eleven (11) pairs of pants for every employee specified by the County. The County's employees shall return all dirty or damaged articles of rented clothing to the Vendor. The Vendor must inspect and wash all articles of rented clothing returned by the County's employees. The County may request an additional quantity of short pants to be added to the standard rental program for a specific employee. As such, the County will compensate the Vendor for the quoted amount for each pair of short pants rented
- The Vendor must maintain both leased and rented uniforms in a manner that promotes a professional appearance for the County's employees. If an article of clothing can no longer be repaired satisfactorily, the Vendor must automatically replace that article of clothing in a timely manner without causing a shortage of uniforms for any County employee.
- The Vendor may request that the County reimburse the Vendor for the actual cost of an article of clothing that the Vendor replaced as the result of a reckless or malicious activity by an employee of the County. The Vendor shall supply the article of clothing to the County such that the County can inspect the damage to authorize or deny said reimbursement.

## Contract Administration

- The Vendor must allow the County the flexibility to choose to either rent or lease uniforms for each designated employee. For bidding purposes only, the County anticipates to provide uniforms for twenty two (22) employees under this agreement. Furthermore, the County anticipates to rent uniforms for eighteen (18) of these employees and to lease uniforms for four (4) of these employees.
- The County reserves the right to reduce or increase the number of employees serviced by the uniform agreement as required for changes in staff and operations.
- The County must not be penalized under this agreement for changes in uniform sizes as long as a uniform size has not increased past the oversize thresholds previously stated within these specifications.
- The County must not be penalized under this agreement for employee changes as a result of employee attrition. The County shall notify the Vendor of all applicable employee roster changes. The Vendor shall supply uniforms to the County and the County shall return uniforms to the Vendor in a timely manner.
- The Vendor must provide the County with a weekly document stating the number of uniforms picked up from the County as well as those returned to the County. The Vendor must generate this document on site and provide this document to a representative of the County at the time that the uniforms are picked up and / or returned to the County.
- The Vendor must include weekly itemizations of all uniform charges to support every invoice submitted to the County by the Vendor. This weekly itemization must allow the Vendor to offer a flexible program to serve the needs of the County.
- The weekly itemization must include the number of uniforms picked up, repaired, and delivered to the County under the terms of the rental agreement. The weekly itemization must also include the number of uniforms leased per employee. All itemizations must be sorted by employee name such that the weekly itemizations can be verified by the County.
- All charges assessed to the County must be based upon the actual uniforms rented or leased as per the weekly itemization. Weekly itemizations will be verified by the County before payment is authorized by the County. The Vendor must act promptly in response to any uniform changes requested by the County.



## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**BID FORM**

**SB 11-203**

**UNIFORM SERVICE FOR FACILITIES MANAGEMENT**

**BID OPENING DATE: 12/7/2011 at 10:00 AM**

\_\_\_\_\_  
(Print name of company)

**Submits the following bid for this project:**

	Year 1	Year 2	Year 3
<u>Weekly Unit Charge for Uniform Rental</u>			
Each Full Uniform Set (11 Shirts and 11 Pants)	_____	_____	_____
Each additional pair of Short Pants	_____	_____	_____

	Year 1	Year 2	Year 3
<u>Weekly Unit Charge For Uniform Lease</u>			
Each Full Uniform Set (5 Shirts and 5 Pants)	_____	_____	_____
Each additional pair of Short Pants	_____	_____	_____

\_\_\_\_\_  
**Authorized signature**  
(Indicates acceptance of all bid terms and conditions)

**Date** \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_

# AFFIDAVIT OF WORK AUTHORIZATION

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly  
(Name) (Office held)

sworn, on my oath, affirm \_\_\_\_\_ is enrolled and will  
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to \_\_\_\_\_  
\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that  
\_\_\_\_\_ does not and will not  
(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services  
related to the \_\_\_\_\_  
\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract.

***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).***

\_\_\_\_\_  
Signature (person with authority)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am commissioned as a notary  
(Day) (Month & Year)

Public within the County of \_\_\_\_\_, State of \_\_\_\_\_, and my  
commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date