

**COUNTY OF TANEY,  
MISSOURI**



**REQUEST FOR BID**

**For**

**COUNTY UNIFORMS**

**Taney County, Missouri**

**RFB #201108-149 – County Uniforms**

**Release Date:**

August 23, 2011

**Submittal Deadline:**

September 19, 2011

**Not later than 9:00 AM, Central Time**

Taney County Purchasing  
132 David Street  
P.O. Box 1630  
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

**Request for Bid RFB #201108-149 – County Uniforms  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of Bids:** Sealed bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the bid closing date and time indicated herein for furnishing the County with products and services as detailed in the following request for bid.
- 2) **Bids Closing:** All bids shall be **delivered before** 9:00 AM, Central Time, Monday September 19, 2011 to:

Taney County Purchasing Department  
Ron Erickson, Director of Purchasing  
132 David Street / PO Box 1630  
Forsyth, Missouri 65653
- 3) The County will not accept any bid received after 9:00 AM and will return such late bids to the Offeror.
- 4) Bids will be opened publicly at 9:00 AM on September 19, 2011 and read aloud. All bid responses will be considered public information and following contract execution or rejection of all bids, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Bids may be withdrawn on written request from the Offeror at the address shown in the RFB prior to the time of acceptance of the Bid.
- 6) Bids must be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not wish to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All bids submitted shall be binding for ninety (90) calendar days following the opening.
- 12) Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed bids for **County Uniforms** as set forth herein.
  
- 2) Organization – This document, referred to as Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Introduction and General Information
  - Specifications / Table
  - Additional Specifications / Requirements / Information
  - Cost / Bid
  - No Bid Response Form

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on September 12, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices).
  
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
  
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.
  
- 5) **Contract.** This bid is good for 3 years from the date of award. Prices guaranteed for 12 months; upon renewal date for the remainder two years cannot exceed 3% increase each year.

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**SPECIFICATIONS / TABLE**

Currently we have 80 employees spread over 4 different, non-law enforcement, departments who use various combinations of uniforms as indicated in the table below. Quotes should be based on utilizing new inventory. If set up charges, including emblems and names, cannot be waived for the first 30 days following award / contract – those fees MUST be added on the sheet below in “ADDITIONAL CHARGES”. Also include there any size change fees for any time during the three year contract as well as anticipated service increase for year to year.

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>CURRENT # EMPLOYEES USING (APPROX.)</b>	<b>NOTES</b>	<b>PRICE PER EMPLOYEE</b>
Work Shirts				
Work Pants				
Jacket (Normally 2)	11 Sets	3	May have more emp. switch.	\$
Work Shirts				
Jeans			Most employees prefer jeans,	
Jacket (Normally 2)	11 Sets	57	Small to zero price increase.	\$
Work Shirts				
Overalls				
Jacket (Normally 2)	11 Sets	22		\$
Work Shirts				
Carpenter Pants			Small to zero price increase.	
Jacket (Normally 2)	11 Sets	Open		\$
<b>MATS</b>				
3 x 4 (Black or Gray)	8	N/A	Weekly	\$
3 x 10 (Black or Gray)	5	N/A	Weekly	\$
4 x 6 (Black or Gray)	1	N/A	Monthly (Airport)	\$
<b>SHOP TOWELS</b>				
Red	375	N/A	Weekly	\$
<b>ADDITIONAL CHARGES</b>				
Set Up/Make Up Charge (?)				
Name Emblems (?)				
Dept. Emblem (?)				
Size Changes (?)				
Preparation Fees				
Service Fees (weekly)				
Service Fees (Monthly)				

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system / service. All arrangements and scheduling will be coordinated by the County Purchasing Director.

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**ADDITIONAL SPECIFICATIONS / REQUIREMENTS / INFORMATION**

Any deviation from specifications must be clearly stated and fully described.

Uniforms as listed in above table:

Shirts: Shirts must be a blend of 65% polyester 35% cotton, 4 ½ oz. Poplin, durable press with soil release and moisture wick able, stitched down front facing, bar tacked pockets, lined collar with stays, separate two piece yoke.

Pants: Available in four styles (if possible).

1. Western cut, 65/35 blended pant, 7 ½ oz. Twill, two front scoop pockets, two patch hip pockets. **Also “Carpenter” pant version.**
2. Side elastic waist industrial cut, 65/35 blended pant, 7 ½ oz. Twill, two slack style front pockets, two set in hip pockets, left has button closure.
3. 100% Cotton Denim (Dickies or similar)
4. 100% Cotton Denim Overalls (Dickies or similar)

Jackets: Available in two styles. Both must be permanently lined, feature 7 ½ oz. Combed yarn twill fabric, a blend of 65% polyester 35% cotton. Post cured durable press, solid brass zipper and two position adjustable cuffs.

1. Eisenhower length slash pocket.
2. Panel front style (29” length)

Quotations shall be for approximately 80 employees with four delivery locations. The County does not guarantee this quantity; the total number of employees may increase or decrease. The County requires 11 shirts (with sleeve length as selected by the individual employee), 11 pants and 2 jackets per “Set”.

Sample of product should be available if requested during the evaluation period.

Performance Guarantee: Taney County expects high quality service at all times. All items of merchandise should be cleaned, finished, inspected, repaired and delivered on the following scheduled delivery date. **PLEASE include within your proposal response a narrative explaining specifically the processes for handling repairs / replacing uniforms.**

Delivery Dates: Due to the nature of work; delivery dates should be either Tuesdays or Wednesdays between 7:00 a.m. and 8:00 a.m.

Representatives: Once the award is made, the county shall furnish the successful bidder with a list of county representatives responsible for weekly deliveries. The successful bidder shall also provide the Director of Purchasing with a representative list noting drivers as well as one contact representative for the whole account.

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**COST / BID**

**County Uniforms RFB# 201108-149**

TOTAL COST TO THE COUNTY: \_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

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

Printed Name and Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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**NO BID RESPONSE FORM**

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to  
The Purchasing Department by mail or fax.**

**If you would like to FAX this “NO BID” Response Form to our office, the FAX number is  
(417) 546-3931.**

**RFB #201108-149 County Uniforms**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

**Reason(s) for not bidding:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Taney County, Missouri  
RFB #201108-149 – County Uniforms**

**ADDENDUM #1 - Issued September 12, 2011**

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following question and is providing a response below:

**Question: "wondering if we could get a copy of your winning Uniform bid from last time you put it out for bid. Normally those are public records."**

**Response:** YES. Attached is the price sheet information from the winning Bidder. (2 pages.) Please keep in mind that this was August of 2008 and the specifications have changed somewhat. Follow the requirements of the current Bid request closely. Thank you.

By,

**Ron Erickson, Director of Purchasing  
132 David Street, P.O. Box 1630  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)**

OFFEROR has examined copy of Addendum #1 to Request for Bid **RFB #201108-149 – County Uniforms**, Receipt of which is hereby acknowledged:

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_



# Taney County Commission

## Uniform Services Proposal – New Inventory

The following pricing is based on utilizing new inventory. Cintas will order all new inventories for Taney County uniform wearers. Set-up charges, including emblems, will be waived for the first 30 days following acceptance of proposal.

ITEM	DESCRIPTION	INV	PRICE
#904/905	Work Shirts,	10 Sets	\$4.12 per employee
	Work Pants & Jacket	11 Sets	\$4.53 per employee
#733	Work Shirts,	10 Sets	\$4.27 per employee
	Jeans & Jacket	11 Sets	\$4.70 per employee
#733-10	Work Shirts,	10 Sets	\$5.35 per employee
	Denim Overalls & Jacket	11 Sets	\$5.89 per employee
#945/948	Work Pants	10 Sets	\$2.25 per employee
	& Jacket	11 Sets	\$2.48 per employee
#894	Jeans &	10 Sets	\$2.40 per employee
	Jacket	11 Sets	\$2.64 per employee
#894-10	Denim Overalls	10 Sets	\$3.50 per employee
	& Jacket	11 Sets	\$3.85 per employee

### Additional Charges

Preparation charges for new employees – Make-up and emblem charges will be waived for 30 days following acceptance of proposal.

Name Emblems @ \$0.50 each after 30 day exemption period  
Company Emblems @ \$0.75 each after 30 day exemption period  
Make-Up Charge @ NO CHARGE for term of agreement

Additional charges for extra large sizes 2XL or larger (per garment) @ NO CHARGE for term of agreement

Size Changes (per garment) @ NO CHARGE for term of agreement

**Service Charges per invoice @ \$1.95 per invoice**

**Wastewater Charges per Invoice @ NO CHARGE for term of agreement**

**Bag Charges @ NO CHARGE for term of agreement**

**Garment Replacement Charges (lost, stolen, destroyed – per garment):**

**#935 – Work Shirts @ \$10.00 each**

**#945/948 – Work Pants @ \$11.50 each**

**#894 – Jeans @ \$13.00 each**

**#894-10 – Denim Overalls @ \$17.00 each**

**#970/677 – Jacket @ \$22.00 each**

**Garment Protection Insurance – Not Available**

**Signed: \_\_\_\_\_  
Autumn Albert – Service Manager**