

February 9, 2012

STATE OF ALABAMA
COUNTY OF SHELBY

SEALED BIDS FOR UNIFORMS

Sealed bids for **UNIFORMS** for use by Shelby County will be received in the office of the County Manager, Shelby County Administrative Building, 200 West College Street, Columbiana, Alabama 35051 (Mailing Address: P.O. Box 467, Columbiana, AL 35051) until 2:00 P.M., February 23, 2012, at which time bids will be opened publicly and read. A mandatory pre-bid meeting will be held on Wednesday, February 15, 2012 at 2:00 p.m. in the Work Session Conference Room, County Administration Building, 200 West College Street, Columbiana. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. Any entity directly associated with Shelby County, Alabama or the County Commission may purchase from this bid. If you have any questions concerning this bid or specifications, please contact Kim Reynolds in the County Manager's Office through kreynolds@shelbyal.com.

GENERAL INFORMATION

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS -UNIFORMS**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

No employee, without the written approval of the County Manager can substitute any uniforms applicable to this bid that would result in a price variance from the initial bid price provided. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be constructed as limiting competition.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes.

Bids will not include State Sales Tax or Federal Excise Tax.

A bid bond or bank certified check equaling \$5,000 must be submitted with your bid.

Please submit an original signed bid and two copies.

Please include a copy of your W-9 Form with the bid.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information for other details of the bid; or
- D. Failure to include bid bond.

If mailing bid, please note the mailing address noted in the first paragraph of this letter. We will not be responsible for bids mailed to the physical address as there is no receptacle.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the County Manager and or the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.


Upon awarding of this contract and bid, Shelby County receives the sole right to end said contract at their sole discretion. If county elects to cancel said contract, a thirty day notice shall be provided to Contractor. Any discrepancies in service of this contract will shall be provided to contractor in writing if not resolved within a two week period.

CONTRACT PERIOD/PRICING

Contract price shall be good for a three (3) year period. Pricing shall include replacement of all uniforms with new uniforms after an 18 month period. The county reserves the right, after one year or before, to cancel contract should performance and quality not meet County's expectations and requirements. The contract can be voided at the sole discretion of Shelby County or the County Manager without cause with thirty (30) days notice.

Base quote on approximately one hundred (100) employee uniforms. Long or short sleeves shall be employee's choice. Pant, shirt and jacket color will be decided by the departments. Colors may vary from department to department as well as within departments. Colors will be approved by the County in writing. Departments may choose to mix uniforms (ie. Cotton/polyester shirt and 100% Cotton pants, etc.) Combination may vary from department to department.

Upon execution of agreement between successful bidder and County, bidder shall furnish to County, on the first delivery, a minimum of eleven (11) uniforms per employee to insure that the employees will have sufficient uniforms at all times. One new jacket shall be provided to each employee and replaced at the 18 month re-issue event.


Alex Dudchock
County Manager

BID PRICING

Pricing shall include all mending, seasonal changes and prep charges. Eleven sets per employee and two jackets shall be issued. Prices will be based on approximately 100 uniform (new or never worn garments) rentals. New uniform garments shall be provided at issuance. Replacement cost on a lost uniform shall be based on the actual wear of uniform life. Pick-up/delivery will be at 6 locations:

Shelby County Airport, Calera
Facilities Storage and Archives Bldg, McDow Road, Columbiana
Shelby County Landfill, Hwy 70, Columbiana
Highway Shop Building, Hwy 70, Columbiana
11564 Old Hwy 280, Chelsea, AL, 34243
10927 Hwy 280, Westover, AL 35147
504 Highway 70, Columbiana

Price shall not change regardless of personnel changes or size changes. New personnel shall receive new uniform garments, not pre-worn. Six uniforms (shirts and pants) shall be included for each pick-up period. Jacket rental price shall be shown separately as optional per specifications. Uniform shirts shall have the appropriate County department name on one side with the employee's name on other side. The same shall apply for the jackets. Patches must be non-irritating on the inside of shirts and not draw after cleanings. Approximate quantities are based on current staffing. Actual future quantities may vary.

Females requiring uniforms shall be offered female tailored uniforms if desired.

Initial Sizing – Within two weeks of award date, employees shall be measured and provided sample garments to try on prior to ordering to assure proper fitting.

Garment Presentation

All uniform garments must be laundered and delivered in a manner to avoid wrinkles. Wrinkled garments will not be accepted. If garments are wrinkled, vendor will be expected to iron/press garments before delivery at no cost to County. Garments must be presentable for wear in public places.

White and colored shirts must be laundered in a manner that protects the garment color from becoming stained or dingy in appearance.

Repairs or replacement - Garment repairs must be made within the delivery cycle. New garments (no previous wear) shall be issued to replace garments damaged due to usual wear and tear. Successful bidder will mend, patch, and replace buttons as needed to maintain a good appearance at no charge to County.

18- Month Uniform Replacement

All uniform garments must be replaced and delivered with new (no previous wear) garments the 18th month after the contract begins. Replacement garments issued due to damage within 90 days prior to the 18 Month Replacement event will not require replacement.

Penalties

When any garment is found to be unacceptable to Shelby County on the first and second occurrences within any given month, the uniform company will be notified by e-mail or fax.

On the third occurrence of unacceptable garments within any given month there will be a 10% deduction, as liquidated damages, from the total monthly invoice.

Each week's delivery will be considered as an individual event and will be checked for compliance within three business days.

If liquidated damages are levied more than three times during any twelve month period it may be considered grounds to terminate the agreement.

Other

The same amount of garments shall be returned each week that were turned in for cleaning the prior week.

The garments shall be wrinkle free.

The garments shall have all buttons.

The garments shall be clear of stains and have a pressed/wrinkle free appearance.

Shirts

Men's Shirts – 65/35 Blend

65% polyester/35% cotton poplin. Soil-release finish, button front, convertible collar with stays, button-through chest pockets, pencil stall in left chest pocket. Long sleeve and short sleeve.

Men's Shirts – 100% Cotton

100% cotton twill. Wrinkle-resistant finish, button front, convertible collar with stays, button-through chest pockets. Long sleeve and short sleeve available. 16 oz.

Pants

Men's Pants – 65/35 Blend

65% polyester/35% cotton twill. Plain front, front and back pockets, reinforced stress points that stand up to frequent washings, button front closure.

Men's Side Elastic Pant

65% polyester/35% cotton twill. Plain front, slack style front pockets, set-in hip pockets(left with button closure), side elastic waist inserts

Pants - 100% Cotton

100% pre-shrunk cotton. Wrinkle-resistant finish, plain front, slack style front pockets, set-in hip pockets (left with button closure), ratcheting zipper with button closure.

Men's Denim Relaxed Fit Pants

100% pre-washed, durable 14 oz. cotton. Relaxed fit, traditional five pocket styling, heavy duty brass zipper.

Men's Denim Carpenter Style Pants

100% cotton, 14 oz. denim. Relaxed fit, hammer loop, dual tool pockets, heavy duty ratcheting brass zipper.

Men's Denim Shorts

100% Cotton Denim, Cargo Style

Men's Uniform Shorts

65% polyester/35% cotton twill. Plain front, slack style front pockets, set-in hip pockets (left with button closure), zip front with button closure.

Men's Button Down Shirt- Long Sleeve and Short Sleeve

65% Polyester, 35% cotton poplin; Must provide five different colors for selection other than black and white.

Men's Jacket

65% polyester/35% cotton twill. Zip front, lined collar, slash pockets, patch pocket on left sleeve, adjustable cuffs, adjustable waistband tabs.

PRICING SUBMITTAL SHEET

Uniform Rental

Uniform Purchase/ No Launder

Shipping or delivery
shall be included in
price

Price Per 65/35 Blend Shirt \$ _____

Price Per 100% Cotton Shirt \$ _____

Price Per 65/35 Blend Pant \$ _____

Price Per Side Elastic Pant \$ _____

Price Per 100% Cotton Pant \$ _____

Price Per Denim Relaxed Fit \$ _____

Price Per Denim Carpenter Style Pant \$ _____

Price Per Uniform Short \$ _____

Price Per Uniform Denim Short \$ _____

\$ _____

Price Per Uniform Long Sleeve
Button Down Shirt \$ _____

\$ _____

Price Per Uniform Short Sleeve
Button Down Shirt \$ _____

\$ _____

Price Per Jacket \$ _____

Please Note any exceptions to the bid here:

THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:

NAME OF COMPANY:

SIGNATURE:

Printed Name:

ADDRESS:

PHONE:

Email:

BID BOND:

Sworn to and Subscribed before me
this the ____ day of _____, 2012.

Notary Public

My Commission Expires: _____