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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P. O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID
UNIFORM RENTAL

Bid Date: November 6, 2019	Bid Number: 53300-20B-003	Return Quotation By: November 25, 2019 2:00 p.m. CST
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Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Tammy Turner, Buyer, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1603.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
8. The contract period will be for three (3) years from date of award. Prices shall remain firm for the entire contract period.
9. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the e-verify program. Successful bidder will maintain such insurance as will protect him and Montgomery County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death which may arise from operations under the contract.
10. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time

after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

11. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

12. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
13. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
14. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin,

sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.

The Montgomery County Commission desires to enter into a contract, providing funds are made available by the Montgomery County Commission at the beginning of each fiscal year (October 1st), for the rental and laundry of uniforms and facility services products.

VENDOR REQUIREMENTS

1. All initial uniforms shall be furnished NEW by the successful vendor. Each employee shall receive a set of uniforms for each day the employee works over a two (2) week period (5 days/week = 10 days), plus one (1) set (total sets = 11 per person).
2. The successful vendor shall personally measure and fit every employee for appearance, comfort and safety. All garments requiring embroidery or attaching emblems shall be included in the price of garment.
3. Uniforms shall be delivered to employees no later than 10 days from the date uniforms are fitted.
4. Each employee's uniforms shall be properly laundered and neatly pressed and returned on hangers and delivered to the appropriate work location. Pressing of uniforms will be in accordance with acceptable standards and the best industry practices.
5. Inspections of necessary repairs will be made by the successful vendor during each cleaning. Appropriate repairs will be made by the vendor as required. All badly damaged garments during the contract period or garments deemed to be faded, shabby or unfit to wear by the county department representative shall be replaced at no cost to Montgomery County Commission.
6. All replacement of garments shall be with new garments. Garments shall be tagged and returned in a repaired condition or replaced within one (1) week delivery at no cost to the County.
7. There will be no charge for decreasing or increasing the number of employees on any route.
8. There will be no charge if an employee changes sizes or styles of shirts from long sleeve to short sleeve during the period of the contract.
9. Delivery shall be on a weekly basis to each designated location to include pickup of soiled garments and return of clean pressed garments with a five (5) day change.
10. Vendor will invoice Montgomery County Commission monthly.
11. The quantities listed are for bidding purposes only. Montgomery County Commission reserves the right to rent more or less of the items listed.
12. Bidder shall submit samples of the items which bidder proposes to furnish to Montgomery County Commission. For easy identification, bidder's name, bid name and

number must be affixed to the sample submitted. Bidder must make arrangements for the return of the samples after the contract has been awarded. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of samples within 10 days after award, the samples will be discarded.

SPECIFICATIONS FOR UNIFORM RENTAL AND CHECKLIST

	COMPLY	
	Yes	No
INDUSTRIAL SHIRT (Item No. 1, 2)		
100% Durable Press Cotton Twill	☐	☐
6 Ounce Weight	☐	☐
Two (2) Hex-Shaped, Button-Through Front Pockets	☐	☐
Bar Tacked Pencil Stall on Left Pocket	☐	☐
Six (6) Buttons with Metal Collar Gripper Closure at Neck	☐	☐
All Seams Three (3) Needle Felled	☐	☐
Sleeve and Bottom Hems Double Folded and Lock Stitched	☐	☐
Thread to be Same Color as the Fabric	☐	☐
All Three (3) Needle Seams Shall be Cleanly Finished	☐	☐
Shirttail Hem	☐	☐
Name patch on Left Side Above Pocket; Company Patch on Right Breast	☐	☐
(Sample of shirt to be submitted with the bid)	☐	☐
INDUSTRIAL SHIRT (Item No. 3,4)		
65% Polyester, 35% Cotton	☐	☐
Two (2) Hex-Shaped, Button-Through Front Pockets	☐	☐
Bar Tacked Pencil Stall on Left Pocket	☐	☐
Six (6) Buttons with Metal Collar Gripper Closure at Neck	☐	☐
All Seams Three (3) Needle Felled	☐	☐
Sleeve and Bottom Hems Double Folded and Lock Stitched	☐	☐
Thread to be Same Color as the Fabric	☐	☐
All (3) Three Needle Seams Shall be Cleanly Finished	☐	☐
Shirttail Hem	☐	☐
Name patch on Left Side Above Pocket; Company Patch on Right Breast	☐	☐
(Sample of shirt to be submitted with the bid)	☐	☐

COMPLY**Yes No****INDUSTRIAL PANTS (Item No. 5)**

100% Cotton Durable-Press Cotton	☐	☐
Two (2) Hip Quarter-Top Front	☐	☐
Front Zipper; Double Button on Waist	☐	☐
All Seams Three (3) Needle Felled	☐	☐
Crotch to be sew-surged; double needle lock stitched	☐	☐
Leg Hems Double Folded and Lock Stitched	☐	☐
Thread to be same color as the fabric	☐	☐
All Three (3) Needle Seams Shall be Cleanly Finished	☐	☐
(Sample of pants to be submitted with the bid)	☐	☐

WORK JEANS, LOOSE-FIT (Item No. 6)

100% Cotton Washed Denim	☐	☐
Multiple Tool and Utility Pockets	☐	☐
Left Leg Hammer Loop	☐	☐
Sewn-on-Seam Belt Loops	☐	☐
Heavy Hauling Reinforced Back Pockets	☐	☐
Straight Leg Opening	☐	☐
Loose Fit	☐	☐
(Sample of jeans to be submitted with the bid)	☐	☐

WORK JEANS: RELAXED CARPENTER (Item No. 7)

100 % Cotton Denim	☐	☐
Triple Stitched Main Seams	☐	☐
Double Hammer Loops, Cell Phone Pocket, Ruler Pocket	☐	☐
Two Reinforced Back Pockets	☐	☐
17.5" Leg Opening	☐	☐
(Sample of jeans to be submitted with the bid)	☐	☐

COMPLY**Yes No****COVERALLS (Item No. 8)**

100% Durable -Press Cotton

☐ ☐

Quarter-Top Pockets

☐ ☐

Two (2) Hip Pockets

☐ ☐

Snap Cuffs

☐ ☐

Side Vent Openings

☐ ☐

Two (2) Chest Pockets

☐ ☐

Gripper Front Closure

☐ ☐

(Sample of coveralls to be submitted with the bid)

☐ ☐**JACKET: HIP-LENGTH (Item No. 9)**

65% Polyester, 35% Cotton Mid-Weight Twill

☐ ☐

Quilted Perma-Lining

☐ ☐

Two (2) Front Pockets

☐ ☐

Left Arm Pencil Pockets

☐ ☐

Solid Brass Zipper Closure

☐ ☐

(Sample of jacket to be submitted with the bid)

☐ ☐**Checklist must be completed and submitted with bid. Bids received without completed checklist will not be considered.**

Bid Submittal Form

Item No.	Description	Quantity per Employee	Number Of Employees	Unit Price	Extended Amount**
1.	Shirts: Industrial Wear Long Sleeve 100% Cotton Color to be selected	11	2	\$ _____	\$ _____
2.	Shirts: Industrial Wear Short Sleeve 100% Cotton Color to be selected	11	2	\$ _____	\$ _____
3.	Shirts: Industrial Wear Long Sleeve 65% Polyester; 35% Cotton Color to be selected	11	7	\$ _____	\$ _____
4.	Shirts: Industrial Wear Short Sleeve 65% Polyester; 35% Cotton Color to be selected	11	7	\$ _____	\$ _____
5.	Pants: Industrial Wear 65% Polyester; 35% Cotton Color to be selected	11	3	\$ _____	\$ _____
6.	Pants: Work Jeans, Loose Fit, 5 Pocket Carhartt 100 % Cotton; 11.75 oz. Color to be selected	11	3	\$ _____	\$ _____
7.	Pants: Denim Jeans; Carpenter, Carhartt 100% Cotton; 15 oz. Color to be selected	11	3	\$ _____	\$ _____
8.	Pants: Action Back Coverall 65% Polyester; 35% Cotton Color to be selected	2	1	\$ _____	\$ _____
9.	Jacket: Hip Length 65% Polyester; 35% Cotton Color to be selected	2	7	\$ _____	\$ _____

****Extended Amount = Quantity per Employee x Number of Employees x Unit Price**

Item No.	Description	Quantity		Unit Price	Extended Price
10.	Dust Mop- 36"	6		\$ _____	\$ _____
11.	Mop Frame – 36"	6		\$ _____	\$ _____
12.	Wood Dust Mop Handle	6		\$ _____	\$ _____
13.	Small Shop Towel, Red 14" x 15"	100		\$ _____	\$ _____
14.	Terry Towel, White 16" x 16"	50		\$ _____	\$ _____
15.	3 x 5 Scraper Mat, Black Thickness 3/16"	4		\$ _____	\$ _____
16.	3 x 10 Mat, Black Carpeted, Dense 3/8 Polypropylene, Loop Pile Fibers, Vinyl Backing, Non-Marking and Non- Staining	1		\$ _____	\$ _____
17.	4 x 6 Mat, Black Carpeted, Dense 3/8 Polypropylene, Loop Pile Fibers, Vinyl Backing, Non-Marking and Non- Staining	1		\$ _____	\$ _____

Total cost of Extended Amounts:

Items 1-17 \$ _____

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

_____ Official Signature

_____ Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title