

## INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, (“Commission”), Alabama, will **receive bids in the Purchasing Office on May 5, 2016 at 1:00 P.M., for the Provision of Uniforms for the Baldwin County Commission. Bids will be opened on May 5, 2016 at 1:30 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the May 5, 2016 at 1:00 P.M. deadline will not be considered.** All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

### **SEE ATTACHED SPECIFICATIONS**

This invitation package consists of **ELEVEN (11)** pages. Bidders shall verify that have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Officer, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

### **GENERAL BID INFORMATION**

**Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda Gautney in writing or by e-mail (wgautney@baldwincountyal.gov) in sufficient time for a reply before submission date of bids. The Commission cannot, and does not, guarantee that such inquiries sent by mail or e-mail will be received timely or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 if a reply is not received.**

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with a county official will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

### **BIDDER QUALIFICATIONS**

All Bidders, must be in, and remain, and by submitting a bid represent that they

are and will remain, in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be and remain licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, and Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders shall be prepared to timely submit to the County non confidential evidence or documentation demonstrating that they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

**All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

**All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov) Please complete and submit with your Bid Response the E-Verify package.**

**All Bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website [www.baldwincountyal.gov](http://www.baldwincountyal.gov) A Disadvantaged Business Enterprise or DBE means a for profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it.**

### **PREPARING THE BID**

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the general intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail. The bidder also agrees that the work and materials not indicated, or expressly mentioned in these specifications, but which are

reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work the same as if fully and expressly indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled “**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**” and shall be attached to the front of the bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate the bid evaluation and tabulation, bids should be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

(1) Cost using material as specified.

(2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

**A BID GUARANTEE OF \$500.00 WILL BE INCLUDED WITH THE BID RESPONSE.** Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier’s check, or Letter of Credit. **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County’s discretion.

#### **SUBMITTING THE BID**

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder at the County’s discretion.

Bidders that are returning a **NO BID** statement shall write on the outside of the Bid Package, the **Bid Number (i.e. WG16-28) with “NO BID”** written underneath. The Bid Package will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, “**WG16-28**” - “**PROVISION OF UNIFORMS.**” Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

### **BID AWARD**

The Baldwin County Commission, at its discretion, may offer an extension of the Contract awarded to the successful bidder for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any, and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

### **TITLE 39/CODE OF AL COMPLIANCE**

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the

agency's bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week." §39-1-1 (g) Code of AL 1975.

**NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the respective contracts resulting therefore. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.**

Done this 5th day of April, 2016.

Tucker Dorsey s/s  
TUCKER DORSEY, Chairman  
Baldwin County Commission

## **BID#WG16-28 SPECIFICATIONS**

These specifications shall be construed as minimum.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer's, but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.

The supplier will provide uniform service for a three (3) year period. The bid will begin on June 5, 2016 thru June 5, 2019. Prices quoted are firm for the three (3) year period. **A BID GUARANTEE OF \$500.00 MUST BE INCLUDED WITH YOUR BID RESPONSE.**

Approximate number of uniforms and supplies to be provided.  
Twenty-three female/male janitorial employees issue only.  
Two hundred (250) employees, with pants and/or shirts.

Dust mops are to be changed out weekly.  
Unprinted door mats, mats are to be changed out weekly.

Bidders will include with their bid a list of available uniform colors and styles, brochures shall be attached to the Bid Response Form. Colors (Solid) and style of uniforms shall be chosen after Bid Award by each Department. **All Bidders will submit a sample of their weekly billing invoice with their Bid Response.**

Each Janitorial employee will be supplied with five (5) new uniform shirts.

Each employee will be supplied with eleven (11) new uniforms, consisting of eleven (11) pants and eleven (11) shirts.

There will be no charge if the employee changes sizes or style of shirts from long sleeve or short sleeve during the period of the bid.

**ALL CHARGES** will be included in the weekly per set cost of cleaning. It is understood that service will be invoiced monthly. Delivery charges, energy charges, and fuel adjustment charges will be included in the weekly rental charge which will be firm for the three (3) year period.

The County may inspect the vendor's facilities to insure that the vendor has the capability to supply the required services.

There will be no charge for decreasing or increasing the numbers of employees on any route.

## **GARMENT SPECIFICATIONS**

Men's Industrial Shirts - 65% polyester/35% cotton  
Men's Cotton Shirts - 100% cotton twill  
Men's Patterned Industrial Shirts - 65% polyester/35% cotton poplin  
Security Shirts - 65% polyester/35% cotton poplin  
Men's Executive Shirts - 60% cotton/40% polyester oxford cloth  
Men's Denim Shirts - 100% cotton garment washed denim  
Dickies Work Pants - 65% polyester/35% cotton  
Men's Dress Pants - 100% texturized polyester  
Men's Industrial Pants - 65% polyester/35% cotton twill  
Men's Cotton Pants - 100% pre-shrunk cotton  
Men's Dickies Work Jeans - 100% cotton/14 oz. Denim  
Men's Standard Jeans - 100% prewashed durable 14 oz. Cotton

Men's Uniform Shorts - 65% polyester/35% cotton twill  
Men's Dickies Shorts - 65% polyester/35% cotton twill  
Women's Industrial Shirts - 65% polyester/35% cotton poplin  
Women's Executive Shirts - 60% cotton/40% polyester oxford  
Women's Denim Shirts - 100% cotton garment washed denim  
Solid Polos - 50% polyester/50% cotton pique  
Patterned Polos - 50% polyester/50% cotton pique  
Women's Dress Pants - 65% polyester/35% cotton brushed twill  
Women's Industrial Pants - 65% polyester/35% cotton poplin  
Women's Dickies Work Pants - 65% polyester/35% cotton  
Women's Uniform Shorts - 65% polyester/35% cotton  
Speedsuit (Short-Sleeve Coverall) - 65% polyester/35% cotton poplin  
Insulated Coveralls - 65% polyester/35% cotton twill  
Women's Short Sleeve Nurses Smocks – 65% polyester/35% polyester  
Women's Short Sleeve Smocks - 80% polyester/20% cotton poplin  
Three Pocket Bib Apron - 100% spun polyester  
One Pocket Bib Apron - 100% spun polyester  
No Pocket Bib Apron - 100% polyester  
Cook Shirt - 65% polyester/35% cotton poplin  
Flame Resistant Coveralls  
Auto Flush System  
Urinal Drip Systems  
Track Mats 3x4  
Track Mats 4x6  
Track Mats 3x10  
Scraper Mats 3x5  
Comfort Flow Mats 3x5  
Anti-Fatigue Mats 2x3  
Anti-Fatigue Mats 3x5  
Dust Mops  
Wet Mops  
Shop Towels

High-Visibility Class 2 Work Shirt - 100% polyester - ANSI 107 class 2, 2" Reflective Material, Stain release finish, Two button through pockets, Lined 2-piece collar, (Short and Long Sleeve) Color - Yellow.

High-Visibility Class 2 Tee Shirt - 100% polyester knit - ANSI 107 class 2, 2" Reflective Material, Breathable, Left chest pocket (Short and Long Sleeve) Color - Yellow.

High-Visibility Bomber Jacket – 7.5 oz. 100% Polyester Twill bomber that has 360 degree visibility with front and back 2" silver reflective striping. Two layer stand up collar, solid brass zipper placket, lined cuffs with concealed snap closures, two large exterior patch pockets with warmers and one inside chest pocket.

**The uniforms will be wet washed.**

**All garments will be steam pressed finished with no starch used.**

### **REPAIRS OR REPLACEMENT**

Appropriate repairs will be made by the vendor as required. Inspection for necessary repairs will be made by the vendor during each cleaning.

**In the opinion of the County representative and the supplier's representative, uniforms that become un-presentable through normal service shall be replaced at no cost to the County.**

In the event the uniform is damaged due to misuse the County will pay for the replacement of the garment. This charge must be listed on the Bid Response Form.

**EMBLEMS**

A County emblem will be sewn on each shirt supplied. Cost per County emblem and name emblem to be sewn on will be specified on the Bid Response Form.

Some name emblems will require symbols to denote employee rank. Vendor will install at no charge. The vendor supplied emblems will be of the embroidery type and heat sealed, or sewn to the shirts.

**PROVISION OF UNIFORMS**

The successful bidder shall have representatives visit each location prior to the beginning of uniform service to take measurements of the employees to be provided uniforms.

The supplier will have an adequate inventory to fill the initial six (6) sets of uniforms ready to be distributed to all employees on June 5, 2016. The balance of five (5) sets will be supplied three weeks after the start date of June 5, 2019.

In the event that the bidder cannot supply the initial Six (6) sets and five (5) sets of uniforms in this time range the supplier will be charged \$0.50 per uniform per week until all sets have been supplied.

**DELIVERY SCHEDULE**

Delivery of uniforms will be made on a weekly basis to all Baldwin County Commission locations, including but not limited to the following:

1. Silverhill Highway Department
2. Foley Highway Department
3. Bay Minette Highway Department
4. Foley Satellite Courthouse
5. Baldwin County Courthouse (Bay Minette)
6. Fairhope Satellite Courthouse
7. Magnolia Landfill/Animal Shelter
8. Bay Minette Transfer Station
9. Robertsdale BRATS Building
10. Annex II Building (Bay Minette)
11. Juvenile Detention Center (Bay Minette)
12. Central Annex I (Robertsdale)
13. Central Annex II (Robertsdale)



**BID #WG16-28 RESPONSE FORM**

Uniforms

Page 2 of 3

ITEMS FOR BID	Weekly Cost	Replacement/Purchase Cost
MEN'S INDUSTRIAL SHIRTS		
MEN'S COTTON SHIRTS		
MEN'S PATTERNED INDUSTRIAL SHIRTS		
SECURITY SHIRTS		
MEN'S EXECUTIVE SHIRTS		
MEN'S DENIM SHIRTS		
DICKIES WORK PANTS		
MEN'S DRESS PANTS		
MEN'S INDUSTRIAL PANTS		
MEN'S COTTON PANTS		
MEN'S DICKIES WORK JEANS		
MEN'S STANDARD JEANS		
MEN'S UNIFORM SHORTS		
MEN'S DICKIES SHORTS		
WOMEN'S INDUSTRIAL SHIRTS		
WOMEN'S EXECUTIVE SHIRTS		
WOMEN'S DENIM SHIRTS		
SOLID POLOS		
PATTERNED POLOS		
WOMEN'S DRESS PANTS		
WOMEN'S INDUSTRIAL PANTS		
WOMENS' DICKIES WORK PANTS		
WOMEN'S UNIFORM SHORTS		
SPEEDSUIT (SHORT-SLEEVE COVERALL)		
INSULATED COVERALLS		
WOMEN'S SHORT SLEEVE NURSES SMOCKS		
WOMEN'S SHORT SLEEVE SMOCKS		
THREE POCKET BIB APRON		
ONE POCKET BIB APRON		
NO POCKET BIB APRON		
COOK SHIRT		
FR COVERALLS		
AUTO FLUSH SYSTEM		
URINAL DRIP SYSTEMS		
TRACK MATS 3X4		
TRACK MATS 4X6		
TRACK MATS 3X10		
SCRAPER MATS 3X5		
COMFORT FLOW MATS 3X5		
ANTI FATIGUE MATS 2X3		

ITEMS FOR BID	Weekly Cost	Replacement/Purchase Cost
ANTI FATIGUE MATS 3X5		
DUST MOPS		
WET MOPS		
SHOP TOWELS		
HiVisibility Class 2 Work Shirt		
HiVisibility Class 2 Tee Shirt		
HiVisibility Bomber Jacket		