

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AWARDING UNIFORM RENTAL AND LAUNDRY SERVICES
FOR VARIOUS COUNTY DEPARTMENTS

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, bids for this matter have been solicited, made, opened and reviewed pursuant to applicable Nebraska State Statutes; and,

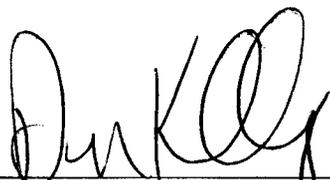
WHEREAS, based on those proceedings, this Board has duly deliberated and considered the bids received; and,

WHEREAS, this Board desires to proceed forthwith in order to expedite and facilitate service to the citizens of Sarpy County.

NOW, THEREFORE, be it resolved by this Board of County Commissioners that:

1. The low bid of G&K Services in the amount stated in the unit price on bid is accepted, ratified, and confirmed.
2. This Board's Chairman, Clerk, and Attorney are hereby authorized and directed to execute such ancillary documents as may be required to evidence the contract and take any and all steps necessary or required in order to carry out the terms of such contract after said documents have been reviewed by the Attorney, Fiscal Administrator, and County Administrator.

The above resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 30th day of August, 2016.



Sarpy County Board Chairman

ATTEST:




Sarpy County Clerk

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

MEMO

To: Sarpy County Board of Commissioners
From: Beth Garber
Re: Award of bid for Uniform Rental and Laundry Services

On August 11, 2016, the Purchasing Department received and opened four (4) bids for Uniform Rental and Laundry Services for the Sarpy County Facilities Management, Fleet Services, Landfill, and Public Works Departments. A bid tab is attached for your review.

The bids have been reviewed and it is recommended that the bid be awarded to the low bidder, G&K Services for the stated unit prices. The G&K bid is based on a State of Minnesota cooperative agreement. I contacted the references for G&K and they came back very positive. The transition between our current vendor and G&K should be smooth without any lapse in coverage.

This item has been placed on the agenda for the August 30, 2016 Board meeting for recommended approval. If you have any questions, please feel free to contact me at (402) 593-4476.

August 23, 2016


Beth Garber

cc: Deb Houghtaling
Mark Wayne
Scott Bovick
Brian Hanson
Ross Richards
George Funderburk
Denny Wilson
Paul Mimick

Uniform Rental Laundry Services
for
Various Departments

Open Date:
2:00 P.M.
August 11, 2016

Facilities Management Department - Weekly Rental/Laundry	Quantity	Jackson Services		Max I. Walker Uniform Rental Services		ARAMARK Uniform Services		G&K Services	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Industrial Shirt/Denim Pant (11 Sets)	14 Employees	\$5.75	\$80.50	\$5.25	\$73.50	\$4.75	\$66.50	\$3.25	\$45.50
Industrial Shirt/Industrial Pant (11 Sets)	2 Employees	\$5.00	\$10.00	\$5.00	\$10.00	\$4.35	\$8.70	\$2.65	\$5.30
Oxford Shirt/Industrial Pant (11 Sets)	1 Employee	\$6.00	\$6.00	\$5.00	\$5.00	\$4.45	\$4.45	\$3.85	\$3.85
Polo Shirt/Denim Pant (11 Sets)	2 Employees	\$6.25	\$12.50	\$5.75	\$11.50	\$5.50	\$11.00	\$4.45	\$8.90
Shop Coat Hip Length (Smock)/Industrial Pant (11 Sets)	2 Employees	\$1.00	\$2.00	\$1.25	\$2.50	\$2.60	\$5.20	\$2.75	\$5.50
Jacket (2 Each Employee)	42 Each	\$0.25	\$10.50	\$0.25	\$10.50	\$0.50	\$10.50	\$0.54	\$11.34
Cloth Laundry Bag	21 Each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Weekly Charges			\$121.50		\$113.00		\$106.35		\$80.39
Uniform Prep Fee for New Employees									
Replacement Costs									
Industrial Shirt			\$20.00		\$19.00		\$14.50		\$13.99
Oxford Shirt			\$24.00		\$26.00		\$16.00		\$21.00
Polo Shirt			\$21.00		\$26.00		\$20.00		\$18.50
Industrial Pant			\$21.00		\$24.00		\$18.50		\$15.99
Denim Pant			\$23.00		\$22.00		\$22.00		\$18.99
Jacket			\$35.00		\$46.00		\$29.00		\$22.50
Shop Coat			\$29.00		\$38.00		\$21.00		\$22.00
Cloth Laundry Bag			\$5.80		\$7.55		\$5.00		\$5.00
Fleet Services - Weekly Rental/Laundry	Quantity	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Industrial Shirt/Denim Pants (11 Sets)	7 Employees	\$5.75	\$40.25	\$5.00	\$35.00	\$4.75	\$33.25	\$3.25	\$22.75
Polo Shirt/Denim Pants (11 Sets)	1 Employees	\$6.25	\$6.25	\$5.75	\$5.75	\$5.50	\$5.50	\$4.45	\$4.45
Cloth Shop Towels	300 Each	\$0.08	\$24.00	\$0.055	\$16.50	\$0.06	\$18.00	\$0.035	\$10.50
Cloth Fender Covers	6 Weekly	\$0.60	\$3.60	\$0.50	\$3.00	\$0.25	\$1.50	\$0.50	\$3.00
Cloth Laundry Bags	7 Each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Weekly Charges			\$74.10		\$60.25		\$58.25		\$40.70
Replacement Costs									
Industrial Shirts			\$20.00		\$19.00		\$14.50		\$13.99
Polo Shirts			\$21.00		\$26.00		\$20.00		\$21.00
Executive Pants			\$29.00		\$36.00		\$21.00		\$18.50
Cloth Shop Towels			\$0.30		\$0.43		\$0.25		\$0.39
Denim Pants			\$23.00		\$22.00		\$22.00		\$18.99
Executive Shirt			\$24.00		\$26.00		\$16.00		\$21.00
Cloth Fender Covers			\$8.00		\$8.00		\$8.00		\$9.28
Cloth Laundry Bag			\$5.80		\$7.55		\$5.00		\$5.00

Uniform Rental Laundry Services
for
Various Departments

Open Date:
2:00 P.M.
August 11, 2016

Public Works - Weekly Rental/Laundry	Quantity	Jackson Services		Max I. Walker Uniform Rental Services		ARAMARK Uniform Services		G&K Services	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Denim Jean Pant	35 Employees	\$3.25	\$113.75	\$2.75	\$96.25	\$2.75	\$96.25	\$1.95	\$68.25
Cloth Laundry Bags	35 Each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Weekly Charges			\$113.75		\$96.25		\$96.25		\$68.25
Replacement Costs									
Denim Pants			\$23.00		\$22.00		\$22.00		\$18.99
Cloth Laundry Bag			\$5.80		\$7.55		\$5.00		\$5.00
Landfill - Weekly Rental/Laundry									
	Quantity	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Industrial Shirt/Denim Pants (11 Sets)	1 Employees	\$5.75	\$5.75	\$5.25	\$5.25	\$4.75	\$4.75	\$3.25	\$3.25
Polo Shirt/Denim Pants (11 Sets)	2 Employees	\$6.25	\$12.50	\$5.75	\$11.50	\$5.50	\$11.00	\$4.45	\$8.90
Jacket - 3 Employees	3 Each	\$0.25	\$0.75	\$0.25	\$0.75	\$0.50	\$1.50	\$0.54	\$1.62
Cloth Laundry Bags - 3 Employees	3 Each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Weekly Charges			\$19.00		\$17.50		\$17.25		\$13.77
Replacement Costs									
Industrial Shirts			\$20.00		\$19.00		\$14.50		\$13.99
Polo Shirts			\$21.00		\$26.00		\$20.00		\$18.50
Denim Pants			\$35.00		\$46.00		\$29.00		\$22.50
Jacket			\$23.00		\$22.00		\$22.00		\$18.99
Cloth Laundry Bag			\$5.80		\$7.55		\$5.00		\$5.00
Total Weekly Fee - All Departments			\$328.35		\$287.00		\$278.10		\$203.11

AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and G&K Services, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Uniform Rental and Laundry Services for the Facilities Management and Fleet Services; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Uniform Rental and Laundry Services in conformity with each and every term, condition, specification, and requirements of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
- 2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services

documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Facilities Management Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

or

Fleet Services Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

or

Public Works Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

or

Sarpy County Landfill
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

IV. SAVINGS CLAUSE

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

V. SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Vendor: G&K Services
Mr. Jay Franklin
1325 Metro East Dr.
Pleasant Hill, IA 50317

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this 30th day of August, 2016.

(Seal)



ATTEST:

Debra J. Houghtaling
Sarpy County Clerk

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

Don Kelly
Chairperson
Sarpy County Board of Commissioners

Approved As To Form:

[Signature]
Deputy County Attorney

Vendor: OK Services

By: [Signature]
Title: Sec. Dist Sales Agt.

611 Services
8619 South 137 Circle
Oraska NE 68138

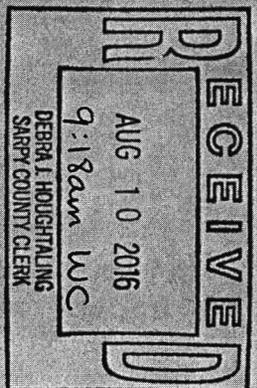
Uniform Rental & Laundry Services

Attn: Deb Houghtaling

Sarpy County Clerk's Office

1210 Golden Gate Drive 1250

Papillion NE 68046



G:k

Sarpy County, Nebraska
Uniform Rental and Laundry Services

UPDATED Bid Form II

July 29, 2016

**Weekly Uniform Rental/Laundrying
For Facilities Management Department (21 People)**

Industrial Shirt/Denim Pants (11 sets – 5 changes)

\$ 3.25 x14 employee = \$ 45.50

Industrial Shirt/Industrial Pants (11 sets – 5 changes)

\$ 2.65 x2 employee = \$ 5.30

Oxford Shirt/Industrial Pants (11 sets – 5 changes)

\$ 3.85 x1 employee = \$ 3.85

Polo Shirt/Denim Pants (11 sets – 5 changes)

\$ 4.45 x2 employee = \$ 8.90

Shop Coat Hip Length (Smock)/Industrial Pants (11 sets – 5 changes)

\$ 2.75 x2 employee = \$ 5.50

Jackets (2 per employee)

\$.54 x21 employee = \$ 11.34

Cloth Laundry Bags (1 per employee)

\$ 0 x21 employee = \$.00

Full Value Replacement Costs

Industrial Shirt	\$ <u>13.99</u>	Denim Pant	\$ <u>18.99</u>
Oxford Shirt	\$ <u>21.00</u>	Jacket	\$ <u>22.50</u>
Polo Shirt	\$ <u>18.50</u>	Shop Coat	\$ <u>22.00</u>
Industrial Pant	\$ <u>15.99</u>	Cloth Laundry Bag	\$ <u>5.00</u>

**Uniform Rental and Laundry Services
Fleet Services Department**

Industrial Shirt/Denim Pants (11 sets - 5 changes)

$$\text{\$ } \underline{3.25} \text{ x 7 employees = } \text{\$ } \underline{22.75}$$

Polo Shirt/Denim Pants (11 sets - 5 changes)

$$\text{\$ } \underline{4.45} \text{ x 1 employees = } \text{\$ } \underline{4.45}$$

Cloth Shop Towels (300 Towels)

$$\text{\$ } \underline{.035} \text{ x 300 towels = } \text{\$ } \underline{10.50}$$

Cloth Fender Covers (6 Fender Covers)

$$\text{\$ } \underline{.50} \text{ x 6 fender covers = } \text{\$ } \underline{3.00}$$

Cloth Laundry Bags (1 per employee)

$$\text{\$ } \underline{0} \text{ x 7 employees = } \text{\$ } \underline{-0-}$$

Full Value Replacement Costs

Industrial Shirt	\$ <u>13.99</u>	Denim Pant	\$ <u>18.99</u>
Polo Shirt	\$ <u>21.00</u>	Executive Shirt	\$ <u>21.00</u>
Executive Pant	\$ <u>18.50</u>	Cloth Fender Cover	\$ <u>9.28</u>
Cloth Shop Towel	\$ <u>.39</u>	Cloth Laundry Bag	\$ <u>5.00</u>

**Uniform Rental and Laundry Services
Public Works Department**

Denim Jean Pant (11 sets - 5 changes)

$$\text{\$ } \underline{1.95} \text{ x 35 employees = } \text{\$ } \underline{68.25}$$

Cloth Laundry Bags (1 per employee)

$$\text{\$ } \underline{0} \text{ x 35 employees = } \text{\$ } \underline{0}$$

Full Value Replacement Costs

Denim Jean Pant	\$ <u>18.99</u>
Cloth Laundry Bag	\$ <u>5.00</u>

**Uniform Rental and Laundry Services
Landfill/Environmental Services Department (3 Employees)**

Industrial Shirt/Denim Pants (11 sets - 5 changes)

\$ 3.25 x 1 employee = \$ 3.25

Polo Shirt/Denim Pants (11 sets - 5 changes)

\$ 4.45 x 2 employees = \$ 8.90

Jackets (2 per employee)

\$.54 x 3 employees = \$ 1.62

Cloth Laundry Bags (1 per employee)

\$ 0 x 3 employees = \$ -0-

Full Value Replacement Costs

Industrial Shirt \$ 13.99

Denim Pant \$ 18.99

Polo Shirt \$ 18.50

Cloth Laundry Bag \$ 5.00

Jacket \$ 22.50

Company Information

Years in business:

114

of employees

7800

Total sales last 3 years

864 million 2013
900.9 million 2014
2015 TBO

References

Company Name: City of Papillion
Address: 9901 Portal Rd.
Contact Name: Mike Grieb Phone Number: 402-597-2000
Date of Purchase: _____ Email: _____

Company Name: Marathon Ventures
Address: 901 Ft. Crook Rd Bellevue, NE 68005
Contact Name: Mark Phone Number: 402-934-8210
Date of Purchase: _____ Email: _____

Company Name: Scott Van Keppel
Address: 11202 S. 130th St.
Contact Name: Jeff Kurzman Phone Number: 402-707-3598
Date of Purchase: _____ Email: jkurzman@scottvankeppel.com

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: Literature/Cut-sheets

G;K SERVICES
Company Name

[Signature]
Authorized Signature
1375 Metro East Dr
Address
Pleasant Hill, IA
City, State & Zip 50327

Jay Franklin
Company Representative (Please print)
515 208-1834
Telephone Number
CFrankli@gkservices.com
E-Mail Address

*NOTE: Sarpy County is tax exempt and will provide the proper form upon request.

SARPY COUNTY, NEBRASKA

REQUEST FOR PROPOSALS

Uniform Rental and Laundry Services For Various County Departments

PROPOSALS DUE:
2:00 p.m., Thursday, August 11, 2016

General Information

Notice to Vendors

Sarpy County is seeking proposals for Uniform Rental and Laundry Services for Facilities Management, Public Works and Fleet Services Departments. The successful Vendor will enter into a Contract that incorporates both the RFP along with the submitted proposal for a period of one (1) year commencing October 1, 2016 until September 30, 2017 with two (2), two (2) year option.

Sealed bids will be received Monday through Friday 8:00 a.m. to 4:45 p.m. except holidays, until 2:00 p.m., Thursday, August 11, 2016. Bids shall be in a sealed envelope, clearly marked "Sealed Bid – Uniform Rental and Laundry Services" and shall have the name of the Vendor and the time and date of the bid opening. **Do not fax bids, only sealed bids will be accepted.**

Requests for information and clarification questions must be received by August 4, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum.

Bidding criteria must be received from Beth Garber, Purchaser, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046, (402) 593-4476, bgarber@sarpy.com or via the internet at www.sarpy.com.

Vendors that obtain specifications from internet sites are responsible for obtaining any addenda that may be added at a later time.

Bids must be sent to:

Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Bids not addressed and delivered to the above person will not be considered. Bids received after the above stated time and date will not be considered.

Bid opening will be a public opening to be held in the Sarpy County Administrative Conference Room at 1210 Golden Gate Drive, Papillion, NE. The bid opening will be at 2:00 p.m., Thursday, August 11, 2016.

All bids submitted shall be valid for a period of ninety (90) days following the final date for submission of bids.

Sarpy County will not be liable for costs incurred by Vendors for proposal preparation, printing, demonstration, or any other costs associated with or incurred in reliance on proposal creation. All such costs shall be the responsibility of the Vendor.

The bids shall include all charges and applicable taxes, F.O.B. Destination, freight prepaid, Sarpy County, Nebraska. The Vendor need not include sales tax in the bid. Sarpy County will, upon request, furnish the successful Vendor with a completed State of Nebraska Tax Exempt Form 13 upon acceptance of the successful Vendor's proposal.

The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.

In the event of conflict between unit price and extended price, unit price shall prevail.

Procedures for Evaluation and Awarding of Bid

Evaluation will be done by Beth Garber, Sarpy County Purchaser along with personnel from the Facilities Management and Fleet Services. After evaluation the Purchaser will make a recommendation to the County Board of Commissioners for award. This recommendation and pending award will be made at a public meeting of the Board of Commissioners. Agendas are available each Friday afternoon on our internet site www.sarpy.com. The Commissioners award the bid by majority vote.

The following factors will be used to consider the award of the bid, where applicable:

- 1) Compliance with all requirements.
- 2) Price.
- 3) The ability, capability, and skills of the Vendor to perform.
- 4) The character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
- 5) The quality of previous performance.
- 6) Whether the Vendor can perform within the time specified.
- 7) The previous and existing compliance of the supplier with laws.
- 8) The life-cost of the personal property or services in relation to the purchase price and specified use.
- 9) The performance of the personal property or service taking into consideration any commonly accepted tests and standards of product, service, usability and user requirements.
- 10) The energy efficiency ratio as stated by the supplier.
- 11) The life-cycle costs between alternatives for all classes of equipment, the evidence of expected life, the repair and maintenance costs, and the energy consumption on a per year basis.
- 12) Such other information as may be secured having a bearing on the decision.

Terms and Conditions

1. Information, Discussion and Disclosures

Any information provided by Sarpy County to any Vendor prior to the release of this Request for Proposal ("RFP"), verbally or in writing, is considered preliminary and is not binding on Sarpy County.

The Vendor must not make available nor discuss any cost information contained in the sealed copy of the proposal to or with any employee of Sarpy County from the date of issuance of this RFP until the contract award has been announced, unless allowed by the Sarpy County Purchasing Department in writing for the purpose of clarification or evaluation.

No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor.

Every request for such interpretation or correction should be in writing, addressed to the Sarpy County Purchaser, Beth Garber, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046 or bgarber@sarpy.com. **Requests must be received by August 4, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum. Requests received after deadline may not be considered.** In case Sarpy County finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be mailed or delivered to all prospective Vendors at the respective addresses furnished for such purpose.

2. Addenda

All addenda will become part of this RFP and must be responded to by each Vendor.

All addenda must be acknowledged in writing in the bid submitted by the Vendor.

This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

3. Confidentiality of Documents

Sarpy County considers all information, documentation and other materials requested to be submitted in response to this proposal to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. § 84-712.05(3).

Vendors are hereby notified that Sarpy County strictly adheres to all statutes, court decisions, and opinions of the Nebraska Attorney General with respect to disclosure of RFP information.

Any "proprietary, trade secret, or confidential commercial or financial" information must be clearly identified, in a separate sealed envelope, at the time of bid/proposal submission. **Pricing information is not considered financial information and therefore is not considered Confidential.** Please note: even if Vendor believes pricing information is confidential and includes it in a separate, sealed envelope, such information will be read aloud and entered into record during the public bid opening. For all other appropriately identified proprietary, trade secret, or confidential commercial or financial information, the Vendor will be required to fully defend, in all forums, Sarpy County's refusal to produce such information; otherwise, Sarpy County will make such information public, upon request.

4. Non-Discrimination Clause

Pursuant to Neb. Rev. Stat. §73-102, Vendor declares, promises, and warrants it has and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A. §1985, et seq.), and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1101, et seq. (Reissue 2010), in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

5. Conflict of Interest Clause

Pursuant to Neb Rev. Stat. §23-3113, the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this Contract, or the performing of services pursuant to this Contract, shall participate in any decision relating to this Contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this Contract or the proceeds thereof.

6. Payment Terms

The successful Vendor shall submit a monthly itemized invoice for payment by Department. Sarpy County will make payment to the successful Vendor within thirty (30) days after receipt of invoice and satisfactory delivery.

Invoices for services rendered shall include, but not be limited to, the following information:

- The account number
- Sarpy County Department
- Name of employees listed in alphabetical order
- Total uniforms billed to each employee with individual prices and extended prices
- Other items billed with individual and extended prices
- Date of delivery
- Each invoice shall provide a total amount

7. Supplemental Terms and Conditions/Modifications

Any supplemental terms, conditions, modifications, or waiver of these terms and conditions must be in writing and signed by the Sarpy County Board Chairman and the Vendor.

8. Term

The Contract will be for a one (1) year period commencing on October 1, 2016 until September 30, 2017 with two (2), two (2) year option. The cost for the option years will be provided in writing to the County sixty (60) days prior to the expiration date of the current contract year. Any cost changes for the option years is the responsibility of the Vendor. If Sarpy County does not receive any notification of price changes, the prices are to remain the same.

9. Renewal

The Contract shall automatically renew for each option year unless the County notifies Vendor in writing thirty (30) days prior to expiration of current contract period of the intent not to renew.

10. Termination

Either party may terminate the Contract with ninety (90) days' written notice to the other.

11. Residency Verification

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

- a) If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
- b) The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

12. Breach

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

13. Insurance Requirements

The Vendor shall not begin work under this Agreement until all insurance certificates have been filed with the Sarpy County Clerk.

Vendor shall not commence work on this Contract until he/she has obtained all insurance required under this Section and such insurance has been approved by Sarpy County, nor shall Vendor allow any subcontractors to commence work on his/her subcontract until similar

insurance required of the subcontractor has been so obtained and approved.

The following insurance coverages shall be kept in force during the life of the Contract and shall be primary with respect to any insurance or self-insurance programs covering the County, its commissioners/supervisors, officials, agents, representatives and employees. These insurance coverages shall specifically state, or be endorsed to state, that thirty (30) days' notice shall be given to the County in the event of cancellation of, or material change in, any of the coverages.

Workers' Compensation and Employers Liability Insurance

The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

Commercial General Liability Insurance

Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000. The County is to be named as an additional insured on the insurance coverage required under this section.

Automobile Liability Insurance

Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident. The County is to be named as an additional insured on the insurance coverage required under this section.

Certificate of Insurance

The Vendor shall furnish the County with a certificate(s) of insurance evidencing the coverages required in this section. If the certificate(s) is shown to expire prior to completion of all the terms of this Contract, the Vendor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the County. The County is to be included as an additional insured on the Commercial General Liability and the Automobile Liability insurance coverage required under this section.

The Vendor shall require each and every Subcontractor performing work under this Contract to maintain the same coverages required of the Vendor in this Section, and upon the request of the County, shall furnish the County with a certificate(s) of insurance evidencing the Subcontractor's insurance coverages required in this section.

Insurance Company

All insurance coverages herein required of the Vendor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the County, the Vendor shall furnish evidence that the insurance company or companies being used by the Vendor meet the minimum requirements listed in this section.

Upon request by the County, the Vendor shall furnish the County with complete and accurate copies of the insurance policies required within this section. If at any time during the life of this Contract, the Vendor's insurance coverages and limits do not meet or exceed the minimum insurance requirements presented in this section, the Vendor is required to notify the County within thirty (30) days of any deviations from the minimum requirements presented in this section.

14. Assignment

The Vendor may not assign this Contract without the prior written consent of the County.

15. Subcontracting

Vendor may not subcontract the work to be performed, without prior written consent of the County. If such consent is granted, Vendor will retain responsibility for all work associated with the Contract. The Vendor must identify any subcontractors it intends to use in the execution of this Contract. The Vendor must identify subcontractors in writing within the proposal.

16. Independent Contractor

The Vendor shall in the performance of the Contract at all times be an independent contractor and not an employee or agent of the County. The Vendor, its officers, employees and agents shall at no time represent the Vendor to be other than an independent contractor or represent themselves to be other than employees of the Vendor.

17. Indemnity

The Vendor shall indemnify and save harmless Sarpy County, its officers, employees and agents from all loss, claims, suits or actions of every kind and character made upon or brought against Sarpy County, its officers, employees, or agents, for or sustained by any party or parties as a result of any act, error, omission or negligence of said Vendor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this Contract.

18. Deviations

Once the bid has been accepted by Sarpy County, no deviations from the specifications will be accepted without prior written approval of Sarpy County.

19. Exceptions

These specifications are minimum acceptable specifications. You may bid other than what is specified if it is of higher specification than what is requested. Vendor must list any exceptions to the bid specifications on the bid form.

20. Literature

Vendor shall attach three (3) sets of detailed specifications or advertising literature of systems to the bid form. Any information necessary to show compliance with these requirements not given on the attached advertised data sheets shall be supplied in writing and attached to the bid proposal. Lack of sufficient information supplied with a proposal is cause for automatic rejection of such bid.

21. Warranty

A copy of all manufacturer's warranties shall be included in Vendor's proposal.

The Vendor shall warrant all materials, workmanship and equipment against defects for a period of one year beginning on the date of substantial completion except that certain equipment shall be warranted for longer periods as described in manufacturer's warranties.

22. Company Information

Vendor will provide the following company information on the bid form:

- a. Years in business;
- b. Number of employees; and,
- c. Total sales for last three (3) years.

23. References

Each Vendor must include with its proposal a list of no less than three (3) current references that have purchased the specified product or service within the last two (2) years. The list must include the name of the company along with the name, phone number, and email of a contact person for each company.

24. Tobacco Free Notice

The use of tobacco is not permitted within the facilities or on the property of leased and owned Sarpy County buildings at any time including, but not limited to lawns, sidewalks, parking lots and vehicles on authorized County business.

General Specifications

1. Introduction

The purpose of this specification is to provide weekly rental uniforms to the Sarpy County Facilities Management, Public Works and Fleet Services Departments. The successful Vendor shall enter into a Contract for the provision of the specified services.

Currently, the Facilities Management Department has twenty one (21) employees that will utilize this service at one location. This Department will require eleven (11) uniform changes (five (5) day work week). These numbers are given for Vendor guidance only with no minimum amount guaranteed or implied.

Sarpy County Fleet Services and Public Works Departments will require the selected Vendor to provide new uniforms to employees every twelve months. There are three locations for Fleet Services. The locations for pick-up and delivery include:

Main Fleet Shop
15100 S. 84th Street
Papillion, NE 68046

7 Employees

Gretna Fleet Shop
21804 R&R Road
Gretna, NE 68028

1 Employee

Highway Main Shop
15100 S. 84th Street
Papillion, NE 68046

Rags and Fender Covers
35 Employees

Fleet Service employees will require eleven (11) uniform changes (five (5) day work week). Fleet Shops will require shop rags inventory of three hundred (300), and shop fender cover inventory of six (6). These numbers are given for Vendor guidance only with no minimum amount guaranteed or implied.

Upon award of this Contract, the successful Vendor must provide new uniforms, shop rags, and fender covers to all the Sarpy County Facilities Management, Public Works and Fleet Service employees and shops to be serviced under this Contract.

2. Deliveries

Deliveries shall be made once per week to Sarpy County Courthouse and Fleet Service/Public Works Locations.

3. Outfitting of Uniforms

Initial outfitting of uniforms shall be new. After the initial outfitting of uniforms, if any additional personnel are hired, they shall be furnished with uniforms of the same style, approximate age and condition as those uniforms in service at that time.

Following notification of award, Vendor shall complete fittings. New uniforms shall be furnished to employees by October 1, 2016. Vendor shall be required to do all fittings at Sarpy County. All personnel shall be fitted with care to insure proper sizing and first class appearance.

Vendor is responsible for measuring all employees covered in this Contract and shall guarantee proper fit at the time of the Contract start date.

4. Rental Rate

Basic rental rate shall be charged per laundering and service of uniform sets on a weekly basis. Costs shall be inclusive of all charges, surcharges and fees, including start up and replacement of garments, etc. Rental rate shall apply to any period that an employee may be away from work due to vacation or temporary illness, but such rental does not apply to any absence of greater than one (1) week or after an employee resigns, retires or employment is terminated for any reason. Uniforms will be returned to Vendor at no cost to Sarpy County.

All uniforms will be the property of the Vendor. Sarpy County will return uniforms to the Vendor for employees who are terminated.

5. Uniform Requirements

Sarpy County estimates that it shall be necessary to furnish uniforms in the approximate quantities indicated on the Bid Form. Sarpy County reserves the right to increase or decrease the quantity of uniforms required at the same price as bid, except that if the quantity is increased to a level at which a price break applies, the price will be adjusted accordingly. Uniforms shall consist of one (1) shirt (long or short sleeve) and one (1) pair of pants; both measured to fit the individual. Vendor shall be responsible for all measuring and proper fit. Costs shall be based on provision and laundering of eleven (11) sets of uniforms (5 day work week) per employee.

6. Name Patches

Name patches shall be provided by the Vendor at no cost to Sarpy County. The name patches shall be sewn on all shirts and coveralls. Name patches shall have the first name or "nickname" of the employee. Name patches shall be embroidered and have an embroidered outside edge in a complimentary color to the appropriate uniform. Names shall also be embroidered in colors as specified by Sarpy County. Each shirt shall have one name patch with employee's name and one name patch with department designation (i.e. Sarpy County Facilities Management).

7. Maintenance of Garments

Vendor shall provide the following service:

- a. Launder/clean all uniforms exclusively in the Vendors own plants in accordance with all State and Federal regulations. All uniforms must be treated for mildew prevention. All uniforms must be laundered using detergents or cleaners that leave the garment odor free. Uniforms that retain an offensive smell or residual odor after laundering will not be acceptable.
- b. Keep garments in a presentable condition at all times. If, solely in the opinion of Sarpy County, garments are worn or unsatisfactory, they shall be replaced immediately. There shall be no rental charge if there is failure to provide replacement garment. Any garments not replaced within four (4) weeks could result in termination of the Contract at the discretion of Sarpy County.
- c. All uniforms must be neatly pressed and delivered one (1) set per hanger. Pressing of uniforms shall be in accordance with industry standards.
- d. The Vendor shall be responsible for normal wear of the uniforms and maintain them in an excellent state of repair at all times. Garment life shall be based on a normal wear basis; replacement shall be provided as required to allow for a first class appearance at all times.
- e. Repair all general cuts, tears, and damage to uniforms caused by normal wear and tear of the employee's work (i.e. vehicle fleet maintenance, bleaches and other cleaning chemicals) at no additional cost to Sarpy County. Garments damaged beyond repair, solely in the judgement of Sarpy County, by employees carelessness, will be replaced and charged to Sarpy County. All garments in need of repair shall be delivered on the next scheduled delivery.

8. Vendor Representative

The Vendor will provide Sarpy County with the name of a person who will represent the Vendor in the administration of this Contract. The person must be within the level of management capable of acting without recourse in making decisions with respect to this agreement. This person must be able to meet with Sarpy County management on a regular basis, thus, ensuring compliance with Contract terms.

9. Reasonable Wear/Repair/Lost Garments

Reasonable wear of garments is expected and is to be included in the Vendor's cost proposal. Sarpy County expects the Vendor to replace any and all garments that by reason of wear do not present the proper image Sarpy County wishes to maintain. This replacement shall be done at no additional costs to Sarpy County.

Minor repairs such as, but not limited to, button replacement, zipper replacement and small tear patching will be provided by the Vendor at no cost to Sarpy County. Tear patching must not be readily noticeable from a distance of two (2) feet.

Sarpy County, on a pro rate basis using the 1/12-Formula detailed herein, will pay for garments requiring replacement due to damage caused by the employee not attributable to normal wear and tear.

In that all garments remain the property of the Vendor, a loss charge may be levied against Sarpy County when a garment is lost by Sarpy County personnel and not returned. Written notification must be submitted to the County prior to issuing replacement charges on an invoice.

10. Uniform Return

At the termination of this Contract, all rental uniforms will be returned to the Vendor within fifteen (15) days. Any shortage will be reimbursed by the County at the prices as listed on the bid form, using the 1/36-Formula.

11. 1/12-Formula

The Vendor will prorate the cost of uniform replacement by attributing a value to the garments over the 12 month period of the contract. If a uniform is replaced because of damage by the employee or at the request of Sarpy County, or for reasons other than normal wear and tear, Sarpy County will pay the prorated fee.

12. Rental Service Requirements

Price per item includes all rental costs, environmental fee, the cost of the original fitting, attachment and removal of Sarpy County patches (name and department designation), cleaning, exchange replacement due to wear, minor repairs, delivery and pick-up, etc. Emblems, when used, will be provided by Sarpy County and attached by the Vendor. Name and department designation patches shall be provided by Vendor at no additional cost to the County.

No added charges or resizing fees shall be levied provided the employee does not change sizes more than once in a year.

The uniform service Vendor shall levy no added surcharges of any kind due to increases in operating expenses.

All pants, shirts, coveralls, shop coats, sweatshirts and jackets originally issued will be new. All uniforms shall be to the satisfaction of Sarpy County. The Vendor will immediately replace any uniform not meeting standards of neat appearance, on the continuous basis at no additional costs to the County.

13. Monitoring of Contract

The successful Vendor will be required to establish a check-in/check-out inventory system at all locations being serviced. Vendor shall submit forms to be used for this purpose with their bid. These forms will be used by each location and are subject to County approval. The forms must show at a minimum the quantity of each item turned in by each employee and shop and the number of items delivered each week. This form should also reflect additions, deletions and transfers effective the next week. The Vendor's driver and the County Department, upon completion of delivery at each location, shall retain a copy of the check-in/check-out form.

Sarpy County reserves the right to add or delete additional employees and rental services and locations at any time during the term of this contract. These additions or deletions shall be made at no extra charge, except for the weekly costs involved. Sarpy County reserves the right to add additional departments at any time during the term of this contract.

14. Complaints

It is the responsibility of the successful Vendor to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution. Vendor shall be required to rectify any problems within ten (10) days of said notification.

Technical Specifications

1. Sarpy County Facilities Management Department

- a. **Shirts:** Shirt material shall be sixty-five percent (65%) Dacron polyester, thirty-five percent (35%) combed cotton, 4.77 ounces per square yard, crease resistant fabric, vat-dyed for maximum color retention, and sanforized with a maximum one percent (1%) shrinkage. Some employees may require one-hundred percent (100%) cotton. The shirts shall have long or short sleeves as selected by employee. Long sleeve shirts shall have lined cuffs and all shirts will have long tails.
- b. **Regular Shirts:** Poplin, 65% polyester, 35% combed cotton, sport shirt styling, six (6) button closure, gripper at neck, two (2) button through pockets, pencil stall in left pocket. Color will be various, as specified by Sarpy County.
- c. **Oxford Shirts:** Poplin, 65% polyester, 35% combed cotton, stay color, one pocket. Embroider with generic County logo and department designation. Color will vary as specified by Sarpy County.
- d. **Polo Shirts:** Shirts shall be minimum six (6) ounces per square yard pique knit, washable fabric of 60% cotton and 40% polyester. Collar shall be double tacked with three (3) button front placket. Double needle stitched at armholes, shoulders and cuffs. Shoulder seams shall be tapered style. Short sleeve with hemmed sleeves, side vents and extended tail bottom. Women's polo shirt shall have v-neck Johnny collar and rounded bottom. Embroider with generic County logo and department designation. Color will vary as specified by Sarpy County.

- e. **Industrial Pant:** Sarpy County employees shall have a choice of regular or jean-cut pants. The materials of all trousers shall be sixty-five percent (65%) Dacron polyester, thirty-five percent (35%) cotton twill, seven (7) ounces per square yard, crease resistant fabric, vat-dyed for maximum color retention and sanforized with maximum one percent (1%) shrinkage. They shall be of single needle open seamed construction, zipper fly, stop fly, and standard width belt loops. The color will vary as specified by Sarpy County.
- f. **Executive Pant:** Two (2) stack style pockets, two (2) set-in-hip pockets, stop button through left hip pocket, no button right hip pocket, slightly tapered leg, heavy duty brass zipper, button closure. The color will vary as specified by Sarpy County.
- g. **Denim Jean Pants:** Pants shall be a minimum of fourteen (14) ounces per square yard of 100% cotton denim fabric (option of relaxed fit or regular fit, employee's choice). Pants shall have pockets on the front and rear, no cuffs, sturdy solid brass zippered fly with brass rivets and brass button waist. Belt loops shall be wide enough to accommodate 2 1/4" belts. Pants shall be pre-washed for comfort fit, and all fabric edges shall be over stitched, serged or chemically sealed. Thread and zippers shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked with particular attention to loops and pockets. The color will be various as specified by Sarpy County.
- h. **Jacket:** 65/35 polyester/cotton poplin shell, quilted nylon lining and elastic waist. Stand-up collar with contrasting trim accent, flange chest panel and adjustable two-button cuffs. Employees with jackets will only have one issued.
- i. **Coveralls:** Coveralls shall be 65% fortel (or acceptable equal) polyester, 35% combed cotton, pre-cure durable press, two way brass zipper, gripper at neck, collar - one piece, top stitched, hemmed sleeves, set-in front pockets, two breast pockets, two patch hip pockets, rule pockets, action back, side vent opening. The color will vary as specified by Sarpy County.
- j. **Shop Coat Hip Length (Smock):** Shop coat shall have five (5) ounce performance blend poplin, 80% Dacron polyester/20% combed cotton, durable press, five buttons, two piece notched collar and side vent opening, left breast pocket and two lower side pockets. The color will vary as specified by Sarpy County.
- k. **Sweatshirts:** Hooded sweatshirt with full length zipper, heavyweight fabric, full cut, ribbed collar, cuffs and waist and 50/50 polyester/cotton blend.
- l. **Cloth Laundry Bag:** Vendor shall provide inventory of one (1) laundry bag per each employee.

2. Sarpy County Fleet Services Department

- a. **Industrial Work Shirts:** Shirt shall be a minimum of 4.2 ounce per square yard, poplin weave, washable, permanent press fabric and 65% polyester and 35% cotton. The collars shall be lined with collar stays. Shirts should have a button front with the option

of long or short sleeve or combination (employee choice). Shirts should have two pockets with button and buttonhole on both pockets. Shirts should have extended tail bottoms. The thread utilized shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked.

- b. **Executive Shirts:** Shirts shall be a minimum of 4.2 ounces per square yard washable permanent press fabric of 60% cotton and 40% polyester. All shirts shall have collars that are lined and with collar stays, shirts shall have button fronts with the option of short or long sleeves or combination (employee choice). Shirts shall have front pocket(s) with extended tail bottoms. Thread utilized shall be capable of withstanding a minimum of 100 commercial washes.
- c. **Polo Shirts:** Shirts shall be a minimum of 6 ounces per square yard pique knit, washable fabric of 60% cotton and 40% polyester. The collar shall be double tacked with three button front placket, shoulder seams shall be tapered style and short sleeved with hemmed sleeves. The shirts shall be double needle stitched at armholes, shoulders and cuffs with side vents extended tail bottom. The women's polo shirt shall have a v-neck Johnny collar and rounded bottom.
- d. **Denim Jean Pants:** Pants shall be a minimum of 14 ounces per square yard of 100% cotton denim fabric with an option of relaxed fit or regular fit (employee choice). Pants shall have pockets on the front and rear with no cuffs. Pants shall have sturdy solid brass zippered fly with brass rivets and brass button waist with belt loops wide enough to accommodate 2 1/4" belt. Pants shall be prewashed for comfort fit and all fabric edges shall be over stitched, serged or chemically sealed. Thread and zippers shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked with particular attention to loops and pockets.
- e. **Executive Pleated Pants:** Pants shall be a minimum of 7.5 ounces per square yard wrinkle resistant twill fabric of 65% polyester and 35% cotton. Pants shall be double pleated straight leg style from men and double pleated tapered leg style for women. Pants shall have pockets on the front and rear and have no cuffs. Pants shall have sturdy solid brass zippered fly with belt loops wide enough to accommodate 2 1/4 belts. All fabric edges shall be over stitched, serged or chemically sealed. Thread and zippers shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked with particular attention to loops and pockets.

3. Other Rental Services for the Fleet Services Department

- a. Vendor must state replacement policy and loss/unreturned policy for these items when submitting their bid.
- b. **Cloth Shop Towels:** Vendor shall provide inventory of 300 industrial cloth shop towels (18" x 18"). Cloth shop towels costs will be based on provision and laundering of 150 shop towels per week. Cloth shop towels inventory will be monitored and recorded on check-in/check-out inventory system.

- c. **Cloth Fender Covers:** Vendor shall provide inventory of six (6) industrial cloth fender covers. Cloth fender covers costs will be based on provision and laundering of six (6) fender covers per week. Cloth fender covers inventory will be monitored and recorded on check-in/check-out inventory system.
- d. **Cloth Laundry Bags:** Vendor shall provide inventory of one (1) laundry bag per each employee. Cloth laundry bags inventory will be monitored and recorded on inventory system.

4. Sarpy County Public Works Department

- a. **Denim Jean Pants:** Pants shall be a minimum of 14 ounces per square yard of 100% cotton denim fabric with an option of relaxed fit or regular fit (employee choice). Pants shall have pockets on the front and rear with no cuffs. Pants shall have sturdy solid brass zippered fly with brass rivets and brass button waist with belt loops wide enough to accommodate 2 1/4" belt. Pants shall be prewashed for comfort fit and all fabric edges shall be over stitched, serged or chemically sealed. Thread and zippers shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked with particular attention to loops and pockets.

EXCEPTIONS/CLARIFICATIONS/COMMENTS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

COMPANY NAME: _____

**Sarpy County, Nebraska
Uniform Rental and Laundry Services
Bid Form**

**Weekly Uniform Rental/Laundrying
For Facilities Management Department (20 People)**

Description:	Unit Price:
Regular Shirt	\$ _____
Oxford Shirt	\$ _____
Polo Shirt	\$ _____
Industrial Pant	\$ _____
Executive Pant	\$ _____
Denim Jean Pant	\$ _____
Jacket	\$ _____
Coveralls	\$ _____
Shop Coat Hip Length (Smock)	\$ _____
Sweatshirt	\$ _____
Cloth Laundry Bag	\$ _____
Uniform Prep Fee for New Employees	\$ _____

Full Value Replacement Costs

Regular Shirt	\$ _____	Denim Pant	\$ _____
Oxford Shirt	\$ _____	Jacket	\$ _____
Polo Shirt	\$ _____	Coveralls	\$ _____
Industrial Pant	\$ _____	Shop Coat	\$ _____
Sweatshirt	\$ _____	Cloth Laundry Bag	\$ _____

**Uniform Rental and Laundry Services
Fleet Services Department**

Weekly Uniform Rental/Laundrying

Industrial Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 6 employees = \$ _____

Polo Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 2 employees = \$ _____

Executive Shirt/Executive Pants (11 sets - 5 changes)

\$ _____ x 1 employee = \$ _____

Cloth Roll Towel (3 Towels)

\$ _____ x 3 towels = \$ _____

Cloth Shop Towels (150 Towels)

\$ _____ x 150 towels = \$ _____

Cloth Fender Covers (6 Fender Covers)

\$ _____ x 6 fender covers \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x 9 employees = \$ _____

Replacement Cost

Industrial Shirts \$ _____

Denim Pants \$ _____

Polo Shirts \$ _____

Executive Shirt \$ _____

Executive Pants \$ _____

Cloth Roll Towels \$ _____

Cloth Shop Towels \$ _____

Cloth Fender Covers \$ _____

**Uniform Rental and Laundry Services
Public Works Department**

Description: **Unit Price:**
Denim Jean Pant \$ _____

Full Value Replacement Costs

Denim Jean Pant \$ _____

Company Information

Years in business: _____
of employees _____
Total sales last 3 years _____

References

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: **Literature/Cut-sheets**
 Warranty Information

Company Name

Company Representative (Please print)

Authorized Signature

Telephone Number

Address

Fax Number

City, State & Zip

E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

Exhibit "A"
AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and _____, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Uniform Rental and Laundry Services for the Facilities Management and Fleet Services; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Uniform Rental and Laundry Services in conformity with each and every term, condition, specification, and requirements of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
 3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Facilities Management Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

or

Fleet Services Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

or

Public Works Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If

satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

IV. SAVINGS CLAUSE

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

V. SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Vendor: _____

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this _____ day of _____, 2016.

(Seal)

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

ATTEST:

Sarpy County Clerk

Chairperson
Sarpy County Board of Commissioners

Approved As To Form:

Vendor: _____

Deputy County Attorney

By: _____

Title: _____

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

Addendum #1

Uniform Rental & Laundry Services For Various County Departments

Clarification #1: Attached is a revised Bid Form. This Bid Form shall be submitted in accordance to the Request for Proposals.

**Addendum must be acknowledged on the Bid Form.
All other Terms and Conditions remain unchanged.**

**Sarpy County, Nebraska
Uniform Rental and Laundry Services**

**UPDATED Bid Form
July 18, 2016**

**Weekly Uniform Rental/Laundrying
For Facilities Management Department (21 People)**

Description:	Unit Price:
Regular Shirt	\$ _____
Oxford Shirt	\$ _____
Polo Shirt	\$ _____
Industrial Pant	\$ _____
Denim Jean Pant	\$ _____
Jacket	\$ _____
Shop Coat Hip Length (Smock)	\$ _____
Cloth Laundry Bag	\$ _____
Uniform Prep Fee for New Employees	\$ _____

Full Value Replacement Costs

Regular Shirt	\$ _____	Denim Pant	\$ _____
Oxford Shirt	\$ _____	Jacket	\$ _____
Polo Shirt	\$ _____	Shop Coat	\$ _____
Industrial Pant	\$ _____	Cloth Laundry Bag	\$ _____

**Uniform Rental and Laundry Services
Fleet Services Department**

Weekly Uniform Rental/Laundrying

Industrial Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 7 employees = \$ _____

Polo Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 1 employees = \$ _____

Cloth Shop Towels (300 Towels)

\$ _____ x 300 towels = \$ _____

Cloth Fender Covers (6 Fender Covers)

\$ _____ x 6 fender covers \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x 7 employees = \$ _____

Full Value Replacement Costs

Industrial Shirts	\$ _____	Denim Pants	\$ _____
Polo Shirts	\$ _____	Executive Shirt	\$ _____
Executive Pants	\$ _____	Cloth Fender Covers	\$ _____
Cloth Shop Towels	\$ _____		

**Uniform Rental and Laundry Services
Public Works Department**

Description: **Unit Price:**

Denim Jean Pant \$ _____

Full Value Replacement Costs

Denim Jean Pant \$ _____

Company Information

Years in business: _____
of employees _____
Total sales last 3 years _____

References

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

Company Name: _____
Address: _____
Contact Name: _____ Phone Number: _____
Date of Purchase: _____ Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: **Literature/Cut-sheets**
 Warranty Information

Company Name

Company Representative (Please print)

Authorized Signature

Telephone Number

Address

Fax Number

City, State & Zip

E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

Addendum #2

Uniform Rental & Laundry Services For Various County Departments

Clarification #1: Attached is the revised Bid Form II. This Bid Form replaces the previous Bid Forms and shall be submitted in accordance to the Request for Proposals.

Clarification #2: Added to the scope of the project is the Landfill/Environmental Services Department. Along with the General Specifications identified within the original RFP, the following summary of services is required:

Location for pick-up and delivery:
14414 S. 156th St.
Springfield, NE 68059

3 employees

Technical Specifications:

- a. **Industrial Work Shirts:** Shirt shall be a minimum of 4.2 ounce per square yard, poplin weave, washable, permanent press fabric and 65% polyester and 35% cotton. The collars shall be lined with collar stays. Shirts should have a button front with the option of long or short sleeve or combination (employee choice). Shirts should have two pockets with button and buttonhole on both pockets. Shirts should have extended tail bottoms. The thread utilized shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked.
- b. **Polo Shirts:** Shirts shall be a minimum of 6 ounces per square yard pique knit, washable fabric of 60% cotton and 40% polyester. The collar shall be double

tacked with three button front placket, shoulder seams shall be tapered style and short sleeved with hemmed sleeves. The shirts shall be double needle stitched at armholes, shoulders and cuffs with side vents extended tail bottom. The women's polo shirt shall have a v-neck Johnny collar and rounded bottom.

- c. **Denim Jean Pants:** Pants shall be a minimum of 14 ounces per square yard of 100% cotton denim fabric with an option of relaxed fit or regular fit (employee choice). Pants shall have pockets on the front and rear with no cuffs. Pants shall have sturdy solid brass zippered fly with brass rivets and brass button waist with belt loops wide enough to accommodate 2 1/4" belt. Pants shall be prewashed for comfort fit and all fabric edges shall be over stitched, surged or chemically sealed. Thread and zippers shall be capable of withstanding a minimum of 100 commercial washes. All points of stress shall be bar tacked with particular attention to loops and pockets.
- d. **Jacket:** 65/35 polyester/cotton poplin shell, quilted nylon lining and elastic waist. Stand-up collar with contrasting trim accent, flange chest panel and adjustable two-button cuffs. Employees with jackets will only have one issued.
- e. **Cloth Laundry Bag:** Vendor shall provide inventory of one (1) laundry bag per each employee.

Question 1: Can the bid sheets be in the same format for both Facilities Management and Fleet Services. (Fleet Services is more detailed and gives a more accurate detail on final tabulation.)

Response: A revised Bid Form is attached. Vendors should use Bid Form titled "UPDATED Bid Form II" dated July 29, 2016.

Question 2: There is mentioned of quantities for jackets in Technical Specifications section but no quantities mentioned for Coveralls or Shop Coats. Should all clothing have quantities listed on the bid forms?

Response: Quantities for jackets and shop coats are listed on the UPDATED Bid Form II. At this time, coveralls are not used by any department. Pricing for this item is not required.

**Addendum must be acknowledged on the Bid Form.
All other Terms and Conditions remain unchanged.**

**Sarpy County, Nebraska
Uniform Rental and Laundry Services**

UPDATED Bid Form II

July 29, 2016

**Weekly Uniform Rental/Laundrying
For Facilities Management Department (21 People)**

Industrial Shirt/Denim Pants (11 sets – 5 changes)

\$ _____ x14 employee = \$ _____

Industrial Shirt/Industrial Pants (11 sets – 5 changes)

\$ _____ x2 employee = \$ _____

Oxford Shirt/Industrial Pants (11 sets – 5 changes)

\$ _____ x1 employee = \$ _____

Polo Shirt/Denim Pants (11 sets – 5 changes)

\$ _____ x2 employee = \$ _____

Shop Coat Hip Length (Smock)/Industrial Pants (11 sets – 5 changes)

\$ _____ x2 employee = \$ _____

Jackets (2 per employee)

\$ _____ x21 employee = \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x21 employee = \$ _____

Full Value Replacement Costs

Industrial Shirt \$ _____ Denim Pant \$ _____

Oxford Shirt \$ _____ Jacket \$ _____

Polo Shirt \$ _____ Shop Coat \$ _____

Industrial Pant \$ _____ Cloth Laundry Bag \$ _____

**Uniform Rental and Laundry Services
Fleet Services Department**

Industrial Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 7 employees = \$ _____

Polo Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 1 employees = \$ _____

Cloth Shop Towels (300 Towels)

\$ _____ x 300 towels = \$ _____

Cloth Fender Covers (6 Fender Covers)

\$ _____ x 6 fender covers \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x 7 employees = \$ _____

Full Value Replacement Costs

Industrial Shirt	\$ _____	Denim Pant	\$ _____
Polo Shirt	\$ _____	Executive Shirt	\$ _____
Executive Pant	\$ _____	Cloth Fender Cover	\$ _____
Cloth Shop Towel	\$ _____	Cloth Laundry Bag	\$ _____

**Uniform Rental and Laundry Services
Public Works Department**

Denim Jean Pant (11 sets – 5 changes)

\$ _____ x 35 employees= \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x 35 employees = \$ _____

Full Value Replacement Costs

Denim Jean Pant	\$ _____
Cloth Laundry Bag	\$ _____

**Uniform Rental and Laundry Services
Landfill/Environmental Services Department (3 Employees)**

Industrial Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x1 employee = \$ _____

Polo Shirt/Denim Pants (11 sets - 5 changes)

\$ _____ x 2 employees = \$ _____

Jackets (2 per employee)

\$ _____ x 3 employees = \$ _____

Cloth Laundry Bags (1 per employee)

\$ _____ x 3 employees = \$ _____

Full Value Replacement Costs

Industrial Shirt \$ _____ Denim Pant \$ _____

Polo Shirt \$ _____ Cloth Laundry Bag \$ _____

Jacket \$ _____

Company Information

Years in business: _____

of employees _____

Total sales last 3 years

References

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____

Addendum #2 _____

Attachments: Literature/Cut-sheets

Company Name

Company Representative (Please print)

Authorized Signature

Telephone Number

Address

E-Mail Address

City, State & Zip

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**