

DEPARTMENT: Public Works

BY: Dana Hertfelder

PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize Public Works to advertise for bids for uniform rental, laundry and related supplies and service; award the contract to the lowest responsible bidder giving due consideration to the use and quality of the items being purchased; authorize the Public Works Director to execute the agreement.

Solicitation for bids will be advertised from October 30th through November 6th 2008. The bid period will close November 21, 2008 at 10:00 a.m. and bids will be publicly opened in the lobby of the Public Works Administration office.

The recommended contract period for the successful bidder will be in effect from January 1, 2009 to December 31, 2011.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Advertising for bids is mandated per Mariposa County Code Section 3.08.070, which also requires notice to the Board of the proposed time and place of the bid opening.

The Board awarded the most recent contract to Aramark.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not award the bid and continue to purchase from the present supplier on a month-to-month basis.

Financial Impact? () Yes (X) No	Current FY Cost:	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		1. Notice to Bidders
Source:		2. Bid Specification Package
Internal Transfer _____		3. Agreement template
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 08-491 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Richard
Approved
() Minute Order Attached () No Action Necessary

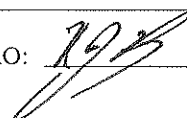
The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: 

COUNTY of MARIPOSA



Dana S. Hertfelder
Director

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October 1, 2008

DEPARTMENT OF PUBLIC WORKS

Divisions of:

Administration	Airport
Cemeteries	County Surveyor Design &
Construction	Engineering
Facilities	Parks & Rec.
Roads	Solid Waste
Transportation	Fleet Maintenance

NOTICE TO BIDDERS

UNIFORM RENTAL, LAUNDRY, SUPPLIES AND RELATED SERVICES

PWB 09-04

Sealed Bids for Uniform Rental, Laundry, Supplies and Related Services, Public Works' Bid **PWB 09-04**, will be received by Mariposa County Department of Public Works, located at 4639 Ben Hur Road, Mariposa, California 95338 until 10:00 a.m. Friday, November 21, 2008 at which time they will be publicly opened and read.

All Bids shall be in a sealed envelope and clearly marked "SEALED BID NO. PWB 09-04" on the front. Bids may be mailed or hand delivered to the Public Works Department at 4639 Ben Hur Road Mariposa, California 95338 and shall be received by 10:00 a.m. November 21, 2008.

A three (3) year contract will be awarded to the bidder(s) whose price, product and/or service is deemed to be in the best interest of the County.

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ATTACHMENT #1

COUNTY OF MARIPOSA PUBLIC WORKS DEPARTMENT

INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR QUOTATIONS (RFQ's)

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) State brand and make of each item.
- C) Bid on each item separately. Prices are to be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- D) For purposes of comparison and evaluation, based on quantities stated, show total cost per year as well as a grand total.
- E) All bids must be dated and signed with the firm's name and by an authorized agent.

2. SUBMITTING BIDS:

- A) Each bid must be submitted in a sealed envelope with bid number and closing date and time on the outside of the envelope/package.
- B) Bids received after the closing time will not be considered.
- C) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated costs.

3. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder. The evaluation will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.

4. SAMPLES:

- A) Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within 30 days of bid closing date) be returned at the bidders expense.

5. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

Public Works Bid No. PWB 09-04

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor.

The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

6. SPECIAL REQUIREMENTS:

- A) With the invoice or within twenty-five (25) days of delivery, the vendor must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7).

UNIFORM RENTAL, LAUNDRY AND MAINTENANCE SERVICE INSTRUCTIONS, SPECIFICATIONS, REQUIREMENTS AND CONDITIONS

The County of Mariposa is soliciting bids to provide **Uniforms, Uniform Laundry, Mats, Supplies and Maintenance Services** as described within the Request for Quotation.

Successful bidder shall provide all labor, material, equipment, supplies, etc. to:

- ▶ Provide work garments, mats and supplies to Mariposa County employees over a three year contract period.
- ▶ Pick up garments, launder, repair, and deliver back to various County locations on a regularly scheduled basis. **For bidding purposes, "regularly scheduled" means weekly.**
- ▶ The above-described services shall be performed in accordance with the terms, conditions, specifications and requirements of this RFQ.

1. NUMBER OF COPIES:

Submit two (2) original copies of your quotation no later than the RFQ closing date and time as stated on the front of this document, to the County of Mariposa Department of Public Works.

2. AWARD:

Award will be made to the vendor offering the service deemed to be to the best advantage to the County. The County shall be the sole judge in making such determination.

3. RIGHT TO REJECT BIDS:

The County reserves the right to reject any bid and all bids and to waive informalities or irregularities in bids.

4. TERM:

The initial contract period shall be three (3) years with the possibility of a three (3) year renewal period.

5. QUANTITIES:

Quantities shown in the RFQ are approximate and the County guarantees no minimum amount. The County reserves the right to increase or decrease quantities and deliveries as deemed necessary.

6. SPECIFICATIONS:

No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder. If no exceptions or deviations are shown the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

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7. ORDERING:

Orders will be placed as required by the various County departments or divisions within a department.

8. SAMPLES:

On request, samples of products on which you are bidding shall be made available to the County. County will designate where samples are to be delivered. Samples are to be provided within five (5) working days after request.

9. VENDOR ASSISTANCE:

Successful bidder shall furnish, at no expense to the County, a representative to assist each participating division of the Public Works Department in determining their product requirements and to measure each employee requiring uniforms.

Within thirty (30) days of an executed contract issued by the County, each employee will be issued the appropriate quantity of uniforms, and each division will be appropriately supplied.

10. TERMINATION:

The agreement may be terminated by the County at any time upon written notice.

11. PRICES:

Bidder agrees that prices quoted are maximum for the contract period, and in the case of a price decline such lower prices shall be extended to the County of Mariposa.

12. SUMMARY OF SERVICES REPORT:

Successful bidder shall, prior to commencement of service, deliver to the Public Works Administrative Analyst a detailed summary of the services to be provided. Such summary shall, state the following for each County Division:

- ▶ Employee Name(s).
- ▶ Type and color of garment issued (or to be issued).
- ▶ Quantity of garments issued (or to be issued).
- ▶ Initial replacement cost.
- ▶ Quantity of garments scheduled for weekly pickup.

Summary of Service Report shall be kept current by contractor throughout the contract period. An updated report shall be provided to the Administrative Analyst and to each County Division on a quarterly basis commencing upon contract execution date. Report shall be received no later than the fifteenth of the month following the quarter ending date. Failure to provide report will delay payment.

A sample report shall be submitted with your bid response.

13. INVOICING:

- A) County shall be invoiced only for the services provided. Should scheduled service not be performed due to employee vacations, illness or for any other reason, County will not be liable for payment. Invoices shall be timely and in arrears following the final date of service in each calendar month. Charges shall reflect garments picked up, not delivered. Invoices shall be mailed to each County Division receiving service.

B) There shall be no additional miscellaneous fees added to the price of any service.

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- C) Invoices must be easily understood by County employees. Vendor codes & abbreviations that require the use of a key for definition are not acceptable.
- D) Bidders must provide a sample invoice with their bid response.
- E) Invoices will plainly and clearly state the following:
 - ▶ County division name and address
 - ▶ Billing period
 - ▶ Type of service or supplies
 - ▶ Employee name
 - ▶ Frequency of service
 - ▶ Type and quantity of each garment being provided
 - ▶ Unit pricing and total (no additional charges)

14. ISSUANCE OF ADDITIONAL AND REPLACEMENT GARMENTS DURING THE CONTRACT PERIOD:

- A) The garments provided by successful bidder upon commencement of contract shall be **new**. Garments provided during the contract period may be in a used condition. Such used garments must be in a condition comparable to the current condition of garments initially issued and still in use.
- B) There shall be no initial charge to the County for garments issued during the contract period, except where otherwise noted.
- C) Garments must, at all times, be in a condition acceptable to the County. Garments that, through normal use, are determined to be in an unacceptable condition shall be replaced at no cost to the County. Replacement garments may be in a used condition as stated above.

15. REPLACEMENT COST:

- A) Garments that are lost or damaged beyond repair by County shall be replaced at County's expense. The cost of replacement shall be based on vendor's quoted replacement cost for each new garment and shall be adjusted downward by 2.78% (1/36) for each month the contract has been in effect.
- B) Garments added over the contract term shall carry the same replacement cost as original issue garments regardless of months used. The number of months the contract has been in effect will determine the replacement cost.

16. REPLACEMENT COST FORMULA:

EXAMPLE:

- ▶ Contract commencement date: 1/01/2009
- ▶ Shirt lost: 06/30/2009
- ▶ Vendor replacement cost at beginning of contract: **\$20.00**
- ▶ * Months garment contract in effect: **6**
- ▶ Monthly reduction to initial replacement cost: $\$20.00 \times 2.78\% = \0.556
- ▶ Total cost reduction: $6 \text{ mo} \times \$0.556 = \3.34
- ▶ Replacement cost to County: $\$20.00 - \$3.34 = \$16.66$

* A partial month will be considered a complete month when determining replacement cost.

SERVICE SUMMARY

The following tables indicate an estimation of the County's future service requirements. Estimates are based on historical data and are not to be interpreted as a guarantee of services to be contracted for. County guarantees no minimum service requirement.

UNIFORMS

Note: Unit of measure: each

<u>Division</u>	<u>Garment Description</u>	<u>Number Of Employees</u>	<u>Total Garments</u>	
			<u>Per Employee</u>	<u>To Be Provided</u>
Facilities:				
	Pants	10	11	110
	Short sleeve shirt	13	11	143
	Long sleeve shirt	6	11	66
	Coverall	11	3	33
	Patches - name only			209
Roads:				
	Pants	21	11	231
	Short sleeve shirt	15	6	90
	Long sleeve shirt	21	8	168
	Coverall	0	0	0
	Patches - name only			258
Solid Waste:				
	Pants	15	11	165
	Short sleeve shirt	15	11	165
	Long sleeve shirt	10	11	110
	Coverall	15	3	45
	Patches - name only			275
Fleet:				
	Pants	7	11	77
	Short sleeve shirt	4	11	44
	Long sleeve shirt	4	11	44
	Coverall	8	3	24
	Patches - name only			88
Total Pants:				583
Total Short Sleeve Shirts:				442
Total Long Sleeve Shirts:				388
Total Coveralls:				102
Total Patches:				830

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MATS

Note: Unit of measure: each

<u>Division</u>	<u>Qty.</u>
Facilities:	
3 x 4	33
3 x 5	0
4 x 6	17
3 x 10	11
3 x 10 scraper	9
Coffee	8
Welcome	1
Roads:	
3 x 4	2
3 x 5	2
4 x 6	4
3 x 10	6
3 x 10 scraper	1
Coffee	0
Welcome	0
Solid Waste:	
3 x 4	10
3 x 5	0
4 x 6	0
3 x 10	2
3 x 10 scraper	0
Coffee	0
Welcome	0
Fleet:	
3 x 4	0
3 x 5	0
4 x 6	4
3 x 10	0
3 x 5 scraper	4
3 x 10 scraper	0
Coffee	0
Welcome	0

Total Mats:	
3 x 4:	45
3 x 5:	2
4 x 6:	25
3 x 10:	19
3 x 5 scrapper:	4
3 x 10 scrapper:	12
Coffee:	8
Welcome:	1

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SHOP SUPPLIES

Note: Unit of measure: each

<u>Description</u>	<u>Actual Qty.</u>	<u>RFQ QTY.</u>
Air Fresheners	As Needed	10
Cabinet Towels	As Needed	100
Continuous Roll Towels	As Needed	10
Dusters	As Needed	20
Fender Covers	As Needed	25
Class Towels - Large	As Needed	100
Huck Hand Towels	As Needed	200
Liquid Soap	As Needed	20
Mop - Unframed DBLTRD Red 24"	As Needed	50
Mop - Unframed DBLTRD Red 36"	As Needed	50
Mop -Wet Mop	As Needed	10
Mop Heads	As Needed	10
Mops	As Needed	10
Shop Towels - Red 18"x18"	As Needed	500
Soap Dispensers	As Needed	10
Soil Lockers	As Needed	6
Tissue Compact - white	As Needed	10
Towel Dispensers	As Needed	10