



**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING
213 PALAFOX PLACE , 2nd Floor – Pensacola, FL 32502
P.O. BOX 1591
PENSACOLA, FL 32591-1591
TELEPHONE (850) 595-4980
(SUNCOM) 695-4980
TELEFAX (850) 595-4805
<http://www.myescambia.com/departments/purchasing>

CLAUDIA SIMMONS
Purchasing Manager

CERTIFICATION OF CONTRACT

TITLE: Uniform Rental Service Agreement

CONTRACT NO.: PD 08-09.041

AWARD DATE: July 9, 2009

EFFECTIVE DATE: July 9, 2009

AWARD: A three (3) year contract for \$100,000 per year, in accordance with the terms and conditions of the solicitation and annual appropriation of funds

STATUS: (Chronological notations of the key events related to dates of effectiveness, renewals and extensions, etc.)

CONTRACTOR(S): Unifirst Corp.

ANY QUESTIONS, SUGGESTIONS, OR CONTRACT SUPPLIER PROBLEMS WHICH MAY ARISE SHALL

BE BROUGHT TO THE ATTENTION OF Lester L. Boyd, Purchasing Specialist, Ph: (850) 595-4944; Fax: (850) 595-4805; SunCom: (850) 695-4944; e-mail: lester_boyd@co.escambia.fl.us

- A. **AUTHORITY** - Upon affirmative action taken by the Board of County Commissioners on **July 9, 2009**, a contract has been executed between the Board of County Commissioners, Escambia County Florida and the designated contractor(s).
- B. **EFFECT** - This contract was entered into to provide economies in the purchase of **Service and Commodity** as described within the solicitation. Therefore, in compliance with **County Ordinance Chapter 46 Finance, Article II Division 3, Section 46-81**, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. **ORDERING INSTRUCTIONS** - All purchase orders shall be issued in accordance with **Codified County Ordinance, Chapter 46 Finance, Article II Purchases and Contracts; and, as supplemented by Ordinance 2001-9 and Ordinance 2001-60**. Purchases shall be at the prices indicated, exclusive of all Federal, State and local taxes. All contract purchase orders shall show the contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)
- D. **CONTRACTOR PERFORMANCE** - Departments shall report any vendor failure to perform according to the requirements of this contract on Report of Unsatisfactory Materials And/Or Service, Form F0140 to this office.
- E. **VENDOR PERFORMANCE EVALUATION FORM** - Contract Appraisal, form F0190 should be used to provide your input and recommendations for improvements in the contract to the Office of

ORDERING INSTRUCTIONS

UNIFIRST CORP

ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: 04-2103460

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 006431

VENDOR NAME: Unifirst Corp

STREET ADDRESS OR P.O. BOX: 3044 Lee's Lane

CITY, STATE, ZIP CODE: Mobile, Alabama 36693

CONTACT PERSON: Larry Keyser

PHONE #: (251) 366-1766

EMERGENCY CONTACT PERSON: Larry Keyser

PHONE#: Larry Keyser

DISASTER SERVICE CONTACT PERSON: Larry Keyser

HOME ADDRESS: 3044 Lee's Lane

HOME PHONE#: (251) 366-1766

TERMS OF PAYMENT: NET 30 DAYS

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD: Yes

Will accept ESCAMBIA COUNTY DIRECT VOUCHER: Yes

Purchasing for receipt no later than 90 days prior to the expiration date of this contract.

BID TABULATION

08-09.041

Bid Opens: 2:00 p.m., Thursday, April 16, 2009 in Conf. Room 11.407, Matt Langley Bell III Bldg.

BIDDERS		Cintas Corp				G & K Services Co			Unifirst		
Solicitation, Offer and Award Form		Yes				Yes			Yes		
Bid Form		Yes				Yes			Yes		
Written Opinion of Attorney at Law for a Foreign State		No				No			No		
Drug-Free Workplace Form		Yes				Yes			Yes		
Info. Sheet for Trans. & Conveyances - Corporation ID		Yes				Yes			Yes		
Cert. of Authority to do Business in State of FL		Yes				Yes			Yes		
Sworn Statement Pursuant to Sec 287.133 FL Statutes		No				Yes			Yes		
Occupational & FL Dept of Business License, if Applicable		Yes				Yes			Yes		
Acknowledgement of Addenda		N/A				N/A			N/A		
Line Item #	Description	Estimated Qty of Uniforms	Rental Cost (Per Item) (Per Week)	Total	Repl. Cost (Per Item)	Rental Cost (Per Item) (Per Week)	Total	Repl. Cost (Per Item)	Rental Cost (Per Item) (Per Week)	Total	Repl. Cost (Per Item)
1	Supervisor Shirts - Long Sleeve Men	34	0.20	6.80	16.00	0.15	5.10	17.93	0.16	5.44	9.00
2	Supervisor Shirts - Long Sleeve Women	6	0.20	1.20	16.00	0.15	0.90	17.93	0.16	0.96	9.00
3	Supervisor Shirts - Short Sleeve Men	507	0.20	101.40	16.00	0.15	76.05	17.01	0.14	70.98	9.00
4	Supervisor Shirts - Short Sleeve Women	22	0.20	4.40	16.00	0.15	3.30	17.01	0.14	3.08	9.00
5	Regular Workman Shirts, Industrial - Long Sleeve Men	3	0.14	0.42	11.50	0.17	0.51	13.94	0.13	0.39	7.00
6	Regular Workman Shirts, Industrial - Long Sleeve Women	2	0.14	0.28	11.50	0.17	0.34	15.88	0.15	0.30	7.00
7	Regular Workman Shirts, Industrial - Short Sleeve Men	2500	0.14	350.00	11.50	0.12	300.00	11.68	0.12	300.00	7.00
8	Regular Workman Shirts, Industrial - Short Sleeve Women	9	0.14	1.26	11.50	0.17	1.53	12.92	0.13	1.17	7.00
9	Regular Workman Shirts, Striped - Long Sleeve	0	0.16	0.00	13.00	0.17	0.00	19.45	0.00	0.00	7.00
10	Regular Workman Shirts, Striped - Short Sleeve	176	0.16	28.16	13.00	0.17	29.92	17.35	0.18	31.68	7.00
11	Regular Workman Shirts, Polo - Short Sleeve Men	182	0.22	40.04	16.00	0.17	30.94	19.03	0.23	41.86	9.00
12	Regular Workman Shirts, Polo - Short Sleeve Women	9	0.22	1.98	16.00	0.17	1.53	19.03	0.25	2.25	24.00
13	Flame Resistant Shirts - Long Sleeve Men	33	0.46	15.18	35.00	0.32	10.56	41.94	0.25	8.25	24.00
14	Flame Resistant Shirts - Long Sleeve Women	4	0.46	1.84	35.00	0.32	1.28	41.95	0.25	1.00	24.00
15	Enhanced Visibility Shirts, Gray w/Orange Stripes - Long Sleeve	8	0.30	2.40	22.00	0.26	2.08	25.48	0.35	2.80	15.00
16	Enhanced Visibility Shirts, Gray w/Orange Stripes - Short Sleeve	157	0.30	47.10	22.00	0.26	40.82	23.44	0.32	50.24	15.00
17	Pants - Men	979	0.22	215.38	16.00	0.17	166.43	18.82	0.18	176.22	10.00
18	Pants - Women	180	0.22	39.60	18.00	0.17	30.60	20.94	0.18	32.40	10.00
19	Executive Slacks - Men	286	0.32	91.52	20.00	0.22	62.92	26.04	0.35	100.10	12.00
20	Executive Slacks - Women	33	0.32	10.56	20.00	0.22	7.26	26.04	0.35	11.55	12.00
21	Flame Resistant Pants	33	0.48	15.84	45.00	0.32	10.56	49.14	0.29	9.57	26.00
22	Pleated Shorts	5	0.22	1.10	18.00	0.17	0.85	19.78	0.19	0.95	10.00
23	Coveralls	14	0.34	4.76	25.00	0.32	4.48	27.68	0.25	3.50	15.00
24	Jackets	46	0.41	18.86	32.00	0.15	6.90	36.98	0.00	0.00	19.00
25	Enhanced Visibility Jackets w/stripes	28	0.69	19.32	44.00	0.40	11.20	52.64	0.00	0.00	23.00
26	Denim Shirt - Long Sleeve Men	11	0.26	2.86	18.00	0.22	2.42	20.90	0.19	2.09	9.00
27	Vendor Brand Denim Jeans - Men	2101	0.26	546.26	18.00	0.21	441.21	20.86	0.16	336.16	15.00
28	Name Brand Denim Jeans - Men		0.40	0.00	30.00	0.40	0.00	32.45	0.20	0.00	
29	Denim Jeans - Women		0.40	0.00	30.00	0.40	0.00	32.45	0.20	0.00	
30	Shop Towels	300	0.04	12.00	0.32	0.04	12.00	0.04	0.05	15.00	0.00
31	Door Mats - 4 x 6	6	2.80	16.80		2.50	15.00	0.00	2.00	12.00	45.00
				Total	\$1,597.32		Total	\$1,276.69		Total	\$1,219.94
Discount Rate Per Month on Prorated Specialty Items		None Given				0%			5%		

On 4/16/09 Bids opened by Lester L. Boyd, Purchasing Specialist; witnessed by Angie Holbrook, SOSA; tabulated by Angie Holbrook, SOSA

CAR Date: 07/09/09 BCC Date: 07/09/09

The Purchasing Manager/Designee recommends to the BCC award a contract to Unifirst Corp
Posted @ 12:00 pm CDT, 06/04/2009

Pursuant to Section 119.07(3)(M), F.S., all documents relating to this tabulation are available for public inspection and copying in the office of Purchasing.

**ESCAMBIA COUNTY FLORIDA
INVITATION TO BID
BIDDER'S CHECKLIST
UNIFORM RENTAL SERVICE
SPECIFICATION PD 08-09.041**

- **HOW TO SUBMIT YOUR BID**

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

** Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:

- SOLICITATION, OFFER AND AWARD FORM (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID FORMS (IN DUPLICATE WITH ORIGINAL SIGNATURE)

THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID

- LETTER FROM INSURANCE CARRIER AS SPECIFIED IN THE "INSURANCE REQUIREMENTS" (Paragraph 60)
- SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES
- DRUG-FREE WORKPLACE FORM
- INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
- CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA
- OCCUPATIONAL LICENSE
- FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION – LICENSE(S), CERTIFICATION(S) AND/OR REGISTRATION(S)

- **BEFORE YOU SUBMIT YOUR BID, HAVE YOU:
PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?**

- **THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

CERTIFICATE OF INSURANCE

- **HOW TO SUBMIT A NO BID**

IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "REASON FOR NO BID" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR BIDDER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR BID ONLY.
DO NOT RETURN WITH YOUR BID**

**ESCAMBIA COUNTY
FLORIDA**

INVITATION TO BIDDERS

UNIFORM RENTAL SERVICE

SPECIFICATION NUMBER PD 08-09.041

**PRE-SOLICITATION CONFERENCE: 2:00 p.m., CDT, Thursday, March 26, 2009
BIDS WILL BE RECEIVED UNTIL: 2:00 p.m., CDT, Thursday, April 16, 2009**

**Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591**

Board of County Commissioners

**Marie Young, Chairman
Grover Robinson IV, Vice Chairman
Wilson Robertson
Kevin White
Gene M. Valentino**

Procurement Assistance:

**Lester L. Boyd
Purchasing Specialist
Office of Purchasing, 2nd Floor
Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
Tel: (850) 595-4944
Fax: (850) 595-4805**

Technical Assistance:

**David W. Wheeler, CFM
Facilities Management
100 E. Blount Street
Pensacola, FL. 32501
Tel: (850) 595-3190
Fax: (850) 595-3192**

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

**UNIFORM RENTAL SERVICE
PD 08-09.041**

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Forms marked with a (** Double Asterisk) should be returned with Offer.**

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SOLICITATION, OFFER AND AWARD FORM

ESCAMBIA COUNTY FLORIDA

SUBMIT OFFERS TO:

Lester L. Boyd

Purchasing Agent III

213 Palafox Place, Pensacola, FL 32502

Office of Purchasing, 2nd Floor, Room 11.303

Post Office Box 1591, Pensacola, FL 32597-1591

Phone No: (850) 595-4980 Fax No: (850) 595-4805

INVITATION TO BID

UNIFORM RENTAL SERVICE

SOLICITATION #: PD 08-09.041

SOLICITATION

MAILING DATE: Monday, March 9, 2009

PRE-BID CONFERENCE: 2:00 p.m., CDT, Thursday, March 26, 2009 in the Matt Langley Bell III Building, 213 Palafox Place, 2nd Floor, Conference Room 11.407, Pensacola, FL 32502

OFFERS WILL BE RECEIVED UNTIL: 2:00 p.m., CDT, Thursday, April 16, 2009 and may not be withdrawn within 90 days after such date and time.

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: _____

TERMS OF PAYMENT: _____

DELIVERY DATE WILL BE _____ DAYS AFTER RECEIPT OF PURCHASE ORDER.

REASON FOR NO OFFER: _____

VENDOR NAME: _____

ADDRESS: _____

CITY, ST. & ZIP: _____

PHONE NO.: (____) _____

BID BOND ATTACHED: N/A

TOLL FREE NO.: (____) _____

FAX NO.: (____) _____

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County receives this document from the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER
(TYPED OR PRINTED)

**
SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER
(MANUAL)

****Failure to execute this Form binding the bidder offer shall result in this bid being rejected as non-responsive.**

AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

CONTRACTOR

ESCAMBIA COUNTY FLORIDA

Name and Title of Signer (Type or Print)

Name and Title of Signer (Type or Print)

Name of Contractor

By

County Administrator

Date

By

Signature of Person Authorized to Sign

Date

WITNESS

Date

ATTEST:

Corporate Secretary

Date

WITNESS

Date

[CORPORATE SEAL]

ATTEST:

Witness

Date

Awarded Date

ATTEST:

Witness

Date

Effective Date

BID FORM
Specification Number PD 08-09.041
UNIFORM RENTAL SERVICE

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **Uniform Rental Service, PD 08-09.041** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

Line Item #	DESCRIPTION	Estimated Quantity of Uniforms	Rental Cost (Per Item) (Per Week)	Replacement Cost (Per Item)
1	Supervisor Shirts - Long Sleeve Men	34		
2	Supervisor Shirts - Long Sleeve Women	6		
3	Supervisor Shirts - Short Sleeve Men	507		
4	Supervisor Shirts - Short Sleeve Women	22		
5	Regular Workman Shirts, Industrial - Long Sleeve Men	3		
6	Regular Workman Shirts, Industrial - Long Sleeve Women	2		
7	Regular Workman Shirts, Industrial - Short Sleeve Men	2500		
8	Regular Workman Shirts, Industrial - Short Sleeve Women	9		
9	Regular Workman Shirts, Striped - Long Sleeve	0		
10	Regular Workman Shirts, Striped - Short Sleeve	176		
11	Regular Workman Shirts, Polo - Short Sleeve Men	182		
12	Regular Workman Shirts, Polo - Short Sleeve Women	9		
13	Flame Resistant Shirts - Long Sleeve Men	33		
14	Flame Resistant Shirts - Long Sleeve Women	4		
15	Enhanced Visibility Shirts, Gray w/Orange Stripes - Long Sleeve	8		
16	Enhanced Visibility Shirts, Gray w/Orange Stripes - Short Sleeve	157		
17	Pants - Men	979		
18	Pants - Women	180		
19	Executive Slacks - Men	286		
20	Executive Slacks - Women	33		
21	Flame Resistant Pants	33		
22	Pleated Shorts	5		
23	Coveralls	14		
24	Jackets	46		
25	Enhanced Visibility Jackets w/stripes	28		
26	Denim Shirt - Long Sleeve Men	11		
27	Vendor Brand Denim Jeans - Men	2101		
28	Name Brand Denim Jeans - Men			
29	Denim Jeans - Women			
30	Shop Towels	300		
31	Door Mats - 4 x 6	6		

Discount rate per month on prorated specialty items: _____%

Attach a list or indicate on this form what items are considered specialty items that are subject to being prorated.

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

State of Florida Department of State Certificate of Authority

Document Number _____

Bidder: _____

Occupational License No. _____

By: _____

Florida DBPR Contractor's License, Certification and/or
Registration No. ___ N/A _____

Signature: _____

Type of Contractor's License, Certification and/or
Registration _____ N/A _____

Title: _____

Address: _____

Expiration Date: ___ N/A _____

Person to contact concerning this bid:

Phone/Toll Free/Fax # _____

Terms of Payment

(Check one) Net 30 Days ___ 2% 10th Prox ___

E-Mail Address: _____

Home Page Address: _____

Will your company accept Escambia County Purchasing
Cards? Yes ___ No _____.

Person to contact for emergency service:

Will your company accept Escambia County Direct

Phone/Cell/Pager

#: _____

Payment Vouchers? Yes ___ No _____.

County Permits/Fees required for this project:

Person to contact for disaster service:

Permit _____ Cost _____
None Known _____

Home Address: _____

Home Phone/Cell/Pager

#: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
 - d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

Sworn to an subscribed before me this _____ day of _____, 19 _____

Personally known _____

OR produced identification _____

Notary Public - State of _____

My commission expires _____

(Type of identification)

(Printed typed or stamped commissioned name of notary public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

Is this a Florida Corporation (Please Circle One)
Yes or No

If not a Florida Corporation,
In what state was it created: _____
Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business
in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:
President: _____ Secretary: _____
Vice President: _____ Treasurer: _____
Director: _____ Director: _____
Other: _____ Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:
Post Office Box: _____
City, State Zip: _____
Street Address: _____
City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for company: _____
Telephone Number: _____ Facsimile Number: _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company: .

END

(850) 488-9000 Verified by: _____ Date: _____

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS

The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

NOTE: Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder Solicitation, Offer and Award Form and Bid Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

Bid Information See Home Page URL: <http://www.co.escambia.fl.us/purchasing>
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
 - 5.01 **Taxes**
 - 5.02 **Discounts**
 - 5.03 **Mistakes**
 - 5.04 **Condition and Packaging**
 - 5.05 **Safety Standards**
 - 5.06 **Invoicing and Payment**
 - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
 - 9.01 **County Procedure on Acceptance of Gifts**
 - 9.02 **Contractors Required to Disclose any Gift Giving**
 - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS
The following General Terms and Conditions are incorporated by reference
(continued).

24. **The Successful Bidder(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveyances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

Instructions to Offerors

1. **General Information**

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

Specification Number PD 08-09.041, "Uniform Rental Service", Name of Submitting Firm, Time and Date due.
Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

Escambia County is seeking a responsive, responsible uniform rental company to provide various types, styles and sizes of uniforms to multiple departments, at various locations within Escambia County.

2. **Procurement Questions**

Procurement questions may be directed to Lester L. Boyd, Purchasing Specialist, Phone:(850) 595-4944, Fax: (850) 595-4805. Technical questions are to be directed to David W. Wheeler, CFM, Director, Facilities Management, Phone:(850) 595-3190; Fax: (850) 595-3192.

3. **Bid Forms**

This Solicitation contains a Solicitation, Offer and Award Form and Bid Form, which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

4. **Pre-Solicitation Conference**

A Pre-Solicitation Conference will be held at the Matt Langley Bell III Building, 213 Palafox Place, 2nd Floor, Conference Room #11.407, Pensacola, FL, on Thursday, March 26, 2009 at 2:00 p.m. CDT.

5. **F.O.B. Point**

The F.O.B. point shall be destination within Escambia County. The prices offered shall include all costs of packaging, transporting, delivery and unloading (**this includes inside delivery if requested**) to designated point within Escambia County.

6. **Delivery**

Delivery to be as notified by Escambia County. The quantity will depend upon the County's need at the time of request.

7. **Payment**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court
Attention: Accounts Payable
221 Palafox Place, First Floor
Pensacola, FL 32502

8. **Information and Descriptive Literature**

Offerors shall furnish all information requested and in the space provided on the bid form, if any. Furthermore, each offeror offering an alternate other than the brand(s) specified shall submit with his offer, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous offer will not satisfy this provision. Offers which do not comply with these requirements shall be subject to rejection.

9. **Brand/Manufacturer Referenced**

Reference manufacturer indicated. Products similar in design and equal in function and performance may also be considered. Alternate offers shall include detailed specifications and/or descriptive literature. Failure to include such specifications or literature may be cause for disqualification of the offer. Only the County will determine if alternate item is equal.

10. **Samples/Demonstrations**

Samples of any product or demonstrations shall be furnished upon request for a quality test or comparison without cost to the County. **All samples shall be identified by vendor name and solicitation number.**

11. **Protection of Property/Security**

All work shall be completed in every respect and accomplished in a professional manner.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

12. **Compliance with Governing Laws and Regulations**

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

Contract Information
NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

13. **Contract Term/Renewal/Termination**

A. The contract resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of three (3) years. Any changes in the terms or conditions, shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties.

The contract shall be subject to appropriation of funds by the Board of County Commissioners.

B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.

C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.

D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

14. **Interim Extension of Performance**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

15. **Pricing**

All items sold to the county as a result of this award are subject to post sale audit adjustment. In the event an audit indicates offeror has not honored quoted price lists and discounts, offeror will be liable for any and all overage charges.

16. **Price Adjustment**

The contract resulting from this Solicitation may include provisions for two (2) price

adjustments. Written request for price adjustment may be made every twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. All price adjustments shall be accepted by the County's designated representative. Adjustment in price shall be accomplished by written amendment to this contract.

17. **Purchasing Agreements with other Government Agencies**

The submission of any offer in response to this Solicitation constitutes an offer made under the same terms and conditions, for the same contract price, to other governmental agencies within the offeror's area of responsibility, territory, zone, region, etc., unless otherwise stipulated by the offeror on the bid form.

Each governmental agency desiring to accept these offers, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this offer.

18. **Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the office of purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

19. **Ordering**

The County will issue release (purchase) orders against the contract on an as needed basis for the supplies or services listed on the bid form. The County has adopted the Visa Purchasing Card Program. The Visa Purchasing Card may be used for purchases on an as needed basis, for the supplies or sources listed on the bid form, for less than \$1000.00 per individual transaction. The County can issue vouchers for less than \$1000.00 against the contract, on an as needed basis, for the supplies or services listed on the bid form.

20. **Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the county within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

21. **Award**

Award shall be made on an "all-or-none total" basis.

22. **Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

23. **Termination (Public Records Request)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the county may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice,

during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the county may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

24. **Quantity**

Escambia County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the bid form.

It is understood by all offeror's that these are only estimated quantities and the county is not obligated to purchase any minimum or maximum amount during the life of this contract.

25. **Additional Quantities**

Escambia County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the bid form.

It is understood by all offeror's that these are only estimated quantities and the county is not obligated to purchase any minimum or maximum amount during the life of this contract.

Insurance Requirements

26. **Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

County Insurance Required

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations, which arise out of this agreement, contract or lease.

Workers Compensation Coverage

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

Business Auto Liability Coverage

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

Excess or Umbrella Liability Coverage

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Evidence/Certificates of Insurance

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.

4. Designate Escambia County as the certificate holder as follows:
Escambia County
Attention: Lester L. Boyd, Purchasing Specialist
Office of Purchasing, Room 11.303
P.O. Box 1591
Pensacola, FL 32597-1591
Fax (850) 595-4805
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

27. **Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy

SPECIFICATIONS UNIFORM RENTAL SERVICES

SCOPE OF WORK

The purpose of this Invitation to Bid is to provide prompt and efficient uniform rental services to various County Departments from a single source of supply at fair and reasonable prices.

The quantities listed for each department are estimated quantities only. There are approximately 250 employees that will be receiving uniforms. The County reserves the right to increase or decrease the quantities stated as it deems necessary.

VENDOR RESPONSIBILITIES

Option I – Uniform Rental with Full Services

All initial uniforms shall be furnished NEW by the successful vendor. Each employee shall receive a set of uniforms for each day the employee works over a two (2) week period, plus one set. (5 days/wk = 11 sets)

Each employee's uniforms shall be properly laundered and neatly pressed, by iron/steamer with creases and returned on hangers and delivered to the appropriate work location. Pressing of uniforms will be in accordance with acceptable standards and the best practices of the industry.

All Jackets shall be cleaned at no cost to the County.

Option II – Uniform Rental – No Laundry Services

All initial uniforms shall be furnished NEW by the successful vendor. Each employee shall receive a set of uniforms for each day the employee works over a one (1) week, (5 days/wk = 5 sets), and one jacket for an additional cost reduction.

The vendor shall not be responsible for the laundering of the uniforms.

The remainder is applicable to both Option I and Option II:

Any shortage shall be immediately credited to the employee. This includes trousers, shirts, and jackets "MISSING" from clean garments. Credit shall be based on a prorated unit cost per man per week.

All prices shall be quoted on the basis of delivery and pick-up by the vendor to and from locations within Escambia County as required during the contract period.

The unit base price shall reflect the weekly charge based on a twelve-month uniform rental "INCLUDING REPLACEMENT OF WORK AND DAMAGED GARMENTS."

The initial contract delivery shall be within six (6) weeks after the award date.

This contract is based on five (5) working days for all departments.

The successful vendor will be required to establish a check-in/check-out inventory system for all locations where garments will be delivered and picked up. **The bidder shall submit a SAMPLE FORM that will be used at each location.** The check-in/check-out form must show the number of shirts, pants, and jackets turned in by each employee and the number of shirts, pants and jackets returned by the vendor each week. The county will have a designated employee coordinate check-in/check-out at each location.

Deliveries shall be made a minimum of once per week to each location requiring the service within the county. The check-in/check-out process shall be performed during each delivery with a copy given to and verified with the user department representative.

All garments/uniforms shall be laundered using detergents or cleaners that leave the garments odor free. **Uniforms that retain an offensive smell or residual odor after laundering will not be acceptable. Garments delivered in a worse condition than when picked up, will not be acceptable.**

Facility Management locations at 190 Government Blvd., 223 Palafox Place, 1800 St. Marys Avenue, and 100 East Blount Street should be delivered the same day and by the same driver, who will drop off all invoices at the 100 East Blount Street location. The invoices for 4901 Camp Road North, Century, Florida should be mailed to facilities Management, 100 East Blount Street, Pensacola, FL. 32501.

All uniforms shall be maintained in a reasonable condition including the replacement of buttons and the sewing of any rips. Garments shall be replaced by the vendor, **with new garments** if during the contract period, the county department representative deems the garments too badly damaged, faded, shabby or unfit to wear. If the employee intentionally damages the uniform, the cost of the uniform will be responsibility of the employee. Uniform damaged during normal course of work duties will be replaced with a new garment by vendor at no additional cost.

All replacement of garments shall be with new garments. Garments shall be tagged and returned in a repaired condition or replaced within one (1) week, at no cost to the County.

Repair tags shall be supplied by the successful vendor, so that the County employees may tag the damaged uniform. Tag shall be attached to repaired uniform when returned and checked "Repaired".

Embroidered emblems and logos:

Emblems will be supplied by the successful vendor and sewn on shirt and jacket at a point designated by each department. There shall also be a separate emblem to identify the employee by name. **ALL BLOCKED LETTERING WILL BE EMBROIDERED OR SCREENED ON PATCH AND STITCHED on garment.** (Some departments may require embroidered logos, others may be screened.) **Design of emblem will be provided to the successful vendor after award of contract. All name emblems and logo emblems shall be approved as to design and color prior to being applied to garments.**

The cost of these emblems will be the vendor's responsibility and shall be included in the rental price for the shirt. No additional allowances will be made for emblems required under this contract.

Specialty Garments:

Specialty garments are articles of clothing not standard rental clothing for uniform rental company. Specialty garments will be prorated at a specified rate when the article of clothing needs to be replaced or the employee leaves the employment of the department or the County. A list of the garments subject to being prorated shall be attached or notated on the bid form.

Garment Construction:

All points of stress shall be tacked with special attention to front and back pockets.

Trousers shall have reinforced crotch.

All inner waist lining and pockets to be of a nylon blend, or equivalent to insure durability.

All garments shall be washed using methods in full accord with the State of Florida requirements governing commercial and industrial laundries.

All garments shall be treated for mildew prevention.

Measurements:

All uniforms to be available in women's sizes including XL and oversized.

All garments shall be individually fitted to the employee. All measurements shall be taken at a mutually agreed upon time between the successful vendor and the designated County representatives as listed under the locations specified by the County.

Employee Identification Markings:

All garments shall have the employee's name permanently marked in an inconspicuous location, to prevent theft or loss.

Colors:

Color swatches (or actual garments) may be requested prior to bid award.

All supervisor and industrial shirts are to be available in standard solid colors and stripes. All polo shirts are to be available in standards solid colors or with contrasting patterns on collar and cuffs. All pants are to be available in standard industry colors.

Detailed Specifications:

Regular Workmen Shirts - Long sleeves, Red Kap # SP14 or "Approved Equal". Available in S, M, L, XL, XXL, XXXL, 1X, 2X, 3X, 4X and 5X. 4-1/2 oz. Poplin, 65% Polyester/35% Cotton. Pre-Cure durable press with soil release. Minimum six buttons with vertical buttonholes, gripper at neck. Two-piece collar, lined with sewn-in stays. One piece, fully lined cuffs.

Regular Workmen Shirts - Short sleeve, Red Kap #SP 24 or "Approved Equal" in sizes as listed above.

Striped Workmen Shirts – Long sleeve and Short Sleeve, Red Kap #SP 14 and Red Kap #SP24 or "Approved Equal" in sizes as listed above.

Women's Dress Shirts (Oxford Style) – 60/40 Cotton/Polyester, banded collar, 7-button front, left chest pocket and back box pleat. Unifirst #0422 Short Sleeve and Unifirst #0112 Long Sleeve or "Approved Equal".

Regular Workmen Shirts - Polo, open weave, 50/50 poly/cotton 5.5 mesh knit with stain release. Ribbed collar and sleeve welts. Neck and shoulders are reinforced. Side vent with pockets. Available sizes, S, M, L, 1X, 2X, 3X.

Supervisor Shirt- Long sleeve, Edwards # 1070 or approved equal. Available in size 14 thru 19-1/2. Sleeve length 31" thru 35". Shall be 60% cotton/40% polyester, durable press. Two-pieced top stitched, lined with round cuffs. Placket front and single patch pocket with stitched hem. Approximately 4-1/2 oz Oxford. Supervisor shirt - short sleeve, Edwards # 1020 or "Approved Equal".

Enhanced Visibility Shirts – Poplin 65% polyester/35% cotton, approximately 4–1/4 oz., two –piece , lined collar, sewn in stays, stitched down front with button closure., two 1/2 inch enhanced visibility trim across pockets, down sleeves from shoulder to sleeve ends and two horizontal stripes across the back. Red Kap #SP 24 for short sleeve and Red Kap #SP14 for long sleeve or "Approved Equal".

Men's Pants - Red Kap # PT10, Reed Flex, or "Approved Equal". Durable press, 65% polyester/35% combed cotton, approximately 8-1/4 oz. twill. Heavy duty brass ratcheting zipper, button closure, inner-lined waistband, two slack style front pockets, two set-in hip pockets, darts over hip pocket for better fit, left hip pocket has button closure. Pants shall be available in waist sizes 28 through 46. Shall contain belt loops. Plain front and pleated front.

Women's Pants - Red Kap # PT50 or "Approved Equal". Durable press, 65% polyester/35% combed cotton, approximately 8-1/4 oz. twill. Heavy duty brass ratcheting zipper and hook and eye closure. Inner-lined waistband with half-elastic back. No belt loops. Women's pants shall be available in sizes 6 through 24 uniforms which will be Wrangler ½ elastic backs with no belt loops.

Men's/Women's Executive Slacks – Cotton/Polyester, Wrinkle resistant and with a single hook and eye closure or button, two welt back pockets and front quarter pockets, brass zippers, pleated fronts, straight leg style and non-roll waistband.

Men's Flame Resistant Shirt - Red Kap # SC90 Indura or "Approved Equal" 7 oz. Twill, 100% cotton. Six buttons with vertical button holes, button at neck. Two piece, fully lined collar, no stays. One piece, fully lined cuffs. Stitched down front facing. Two buttons through hex style pockets with flaps, bar tacks. Bar tacked pencils stall in left pocket. Long sleeve only. Available in S, M, L, 1XL, 2XL, and 3 XL.

Men's Flame Resistant Pants - Red Kap # PC94 or "Approved Equal". Approximately 9 oz. twill, 100% cotton. Brass ratcheting zipper, button closure. Inner-lined waistband. Two set in slack style front pockets, two single welted hip pockets, left hip pocket has button closure.

Pleated Shorts for Men and Women - Red Kap #PT10, reed flex or "Approved Equal". 65/35 poly/cotton 8.25 oz. twill with stain release. Double pleated front. Deep front pockets. Two back pockets. Lined front fly, brass zipper, hook and eye waist.

Women's Skirt – Durable press 65% polyester / 35% combed cotton permanent press mid calf women skirt.

Coveralls Red Kap, Reed Flex or "Approved Equal". Durable press 65% polyester/35% combed cotton permanent press with soil release and wicking action. Insulated option/non-insulated option and safety stitched.

Jacket - Hip length 65/35 medium weight twill, quilted perma-lining, two slash pockets and tricep pencil pocket. Solid brass zipper Cintas #970 or "Approved Equal".

Enhanced Visibility Jacket - Hip length 65/35 medium weight twill, quilted perma-lining, two slash pockets and tricep pencil pocket, two 1/2 inch enhanced visibility trim across pockets, down sleeves from shoulder to sleeve ends and two horizontal stripes across the back. Solid brass zipper Cintas #970 or "Approved Equal".

Men's 100% cotton denim, long sleeve shirt with snaps.

Men's/Women's denim blue jeans, pre-shrunk, two front pockets with watch pocket, two back pockets, brass zipper, button or snap at waist, 100% cotton.

Exceptions:

All jackets shall be cleaned at no cost to the county.

Vendor Qualification Form
Uniform Rental Services
PD 08-09.041

Company Name _____

Complete address of the facility which will service Escambia County, Florida

Are uniforms cleaned at this location: Yes _____ No _____

If not, list address where uniforms are cleaned:

Provide a description of your firm, including scope of operations (local, regional, national), number of locations, types of business activities and services, and other pertinent data.

How long has your firm been in the business of uniform rental services? _____

What is your approximate annual sales volume for uniform rental services? _____

Has your firm terminated any contracts for uniform rental services during the past 24 months? If so, list the names and addresses of the company, the name and telephone number of the primary contact person, and an explanation of the circumstances surrounding the termination. Yes _____

No _____

List current customers with whom you have a similar contract for providing uniform rental services.

Company: _____

Address: _____

City, State, Zip Code: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Company: _____

Address: _____

City, State, Zip Code: _____