

BOONE COUNTY, ILLINOIS

Bid Requirements for RCI-16-01

Item: Uniform Rental Contract

Closing Date and Time: January 4, 2016 at 9:30 A.M. Address to Submit Bids: Office of the Boone County Clerk, 1212 Logan Avenue, Belvidere, Illinois 61008

GENERAL REQUIREMENTS

1. No bid may be withdrawn after the scheduled bid closing time.
2. All bids must include all taxes that are applicable to Boone County. State sales taxes are not applicable and must be excluded.
3. Bid price(s) should be freight on board at the Boone County delivery address: 9759 Illinois Route 76, Belvidere, IL office of the Boone County Engineer.
Title to the purchased goods does not pass until the items actually have been received by the purchaser. Prices shall be stated in units and quotation made on each item separately. In case of a computation conflict, the unit price shall govern.
4. All prices and notations must be in ink or typewritten. Errors may be crossed out and corrections typed or printed adjacent but the corrections must be initiated in ink by the person signing the proposal.
5. Bidders must state brand names and/or manufacturer of each item proposed in his/her bid. Guarantee and/or warranty information also must be included.
6. Parts and materials must be of current date (latest model) and meet specifications. This provision excludes surplus, re-manufactured, and used products except as alternate bid.
7. Bids will be considered on equipment or material complying substantially with the specifications. Each deviation shall be stated and the substitution described, including technical data when applicable, in a letter attached to the bid. Boone County reserves the right to determine whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the user. In addition to price and applicability, consideration for award may be given to engineering design which adds safety, energy savings, convenience, or adaptability for the use in Brand names mentioned in specifications do not indicate a preference, and is used only as a reference to the type and quality of materials or equipment desired.
8. Time of delivery is a major part of the award consideration and must be stated in definite terms. If time varies on different items, the bidder shall so state.
9. The vendor shall hold Boone County, its officers, agents and employees, harmless from liability of any nature or kind on account of use of any copyrighted on non-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid call. The vendor, upon award of a contract, may be required to furnish a Certificate of Insurance prior to the signing of any purchase arrangement.

10. The County reserves the right to accept or reject all bids. Further, acceptance shall not be based solely upon the lowest bid price.
11. The successful bidder is specifically denied the right of using in any form or medium the name of Boone County for public advertising unless express permission is granted by Boone County.

Boone County Board – Purchaser

If Questions, contact: Mr. Richard A. Lundin, Boone County Engineer
9759 Illinois Route 76, Belvidere, IL 61008 (815)544-2066

**BOONE COUNTY HIGHWAY DEPARTMENT
SPECIFICATIONS FOR A UNIFORM RENTAL CONTRACT
BID NO. RCI 16-01**

Sealed bids will be accepted up to 9:30 A.M., January 4, 2016, at the office of the Boone County Clerk, 1212 Logan Avenue, Belvidere, Illinois 61008 for furnishing and cleaning uniforms and floor mats to the Boone County Highway Department. Length of contract is two years.

Specifications

Pants Only:

1. Type - The pant shall consist of a new cotton blue denim jean. The pant supplied shall be a minimum 14.5 oz. weight and size for two average-sized employees and three large employees. Sizes to be determined after award.
2. Number of Pants - The bidder shall provide a price per pant with five changes furnished weekly and one clean pant on change day.

Shirt Only:

1. Type - The furnished enhanced visibility navy blue work shirt shall be new with ½” 3M “Scotchlite” reflective material on a 2 ½” yellow material or equivalent, striping visible from front, back and sides. The shirt will be standard weight. One employee will receive short sleeve shirts only and four employees shall receive long sleeve shirts.
2. Number of Shirts - The bidder shall provide a price per shirt and provide five changes of shirts furnished weekly and one clean shirt on change day.
3. Seasonal Shirts - No shirts will be delivered from June 1st through August 31st.
4. Lettering - Shirts will have “Boone County Highway Dept.” on the right side of the shirt and employee name over the left pocket.

Overalls:

1. Number - The bidder shall furnish one change of overalls weekly for each of the five employees.

Floor Mats:

1. Size - The bidder shall furnish every other week to the Highway Office two three foot by five foot and one three foot by ten foot floor mats.
2. Color - The color of the mats will be brown or other color approved by the County.

GENERAL SPECIFICATIONS:

1. Delivery of an item may be stopped at no additional cost if notified in advance. Example – an employee goes on vacation, his order may be stopped during his absence.
2. Bid items shall be open for the addition or deletion of personnel at the same unit bid price.
3. Seasonal changeover, preparation, waste water, no minimum fee and other additional fees shall not be paid for separately but shall be included in the cost for each bid item.
4. Bidder may increase the prices for each item equal to the annual cost of living increase for the preceding year. The increase in price may be added 1 year after awarded contract.
5. Inspection of Uniform: The County reserves the right to inspect the uniforms weekly to verify the uniform quality is maintained. If the pant or shirt is determined to be thin, have holes, patches, tears, etc. the supplier shall replace the garment with a new one at no additional cost to the County.
6. Deliveries will be made weekly except mats are every other week.
7. Boone County is tax exempt. Any necessary papers will be signed by Boone County.
8. The Boone County Board will award the contract at the Board meeting in January 2016. The contract will begin on February 1, 2016 and be in force through January 31, 2018.
9. Bills must be received by the first of each month to be approved at the County Board meeting. Any bill received after the first of the month may be laid over to the next month for payment. No service charge or late charge will be added to the charge for bills received after the first and held over until the next month.

BID SHEET
BOONE COUNTY HIGHWAY DEPARTMENT
BID NO. RCI 16-01

Uniform Rental Service

Pants

Bid Per Pant

\$ _____

Shirt

Bid Per Shirt

\$ _____

Overalls

Bid Per Overall

\$ _____

Floor Mats

Bid Per Mat

1. 2 – 3’x5’ mat every other week

\$ _____

2. 1 – 3’x10’ mat every other week

\$ _____

COMPANY NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

TELEPHONE NUMBER: _____

NAME OF AGENT OR OFFICER: _____
(Print or Type) TITLE

AUTHORIZED SIGNATURE: _____

Exceptions to Specifications or Comments

Notice: All sealed bids shall be submitted to the office of the Boone County Clerk, 1212 Logan Ave., Belvidere, IL 61008 prior to 9:30 A.M. January 4, 2016