



COUNTY OF COLE JEFFERSON CITY, MISSOURI

REQUEST FOR BID

2016-29: UNIFORM GARMENTS RENTAL & LEASE

SUBMISSIONS SHALL BE ACCEPTED UNTIL

FRIDAY, AUGUST 26 at 9:00 A.M. CENTRAL

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto unless detailed otherwise in my submission in a section clearly titled "EXCEPTIONS". (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

2016-29 UNIFORM GARMENTS RENTAL & LEASE

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 9:00 a.m. on Friday, August 26, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jennifer Prenger at (573) 634-9168 or jprenger@colecounty.org.

NEWS TRIBUNE: July 31, August 7 & 14
Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

PURCHASING

COMMISSION
(573) 634-9110

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 **NOTIFICATION.** The County of Cole seeks a contractor to furnish a uniform garment rental and lease program for the Cole County Department of Public Works, 5055 Monticello Road, Jefferson City, Missouri. This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions outlined for the provision of services as set forth herein.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this solicitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled "EXCEPTIONS" within their submission.

- 1.2 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jennifer Prenger, Purchasing Agent
jprenger@colecounypurchasing.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded

party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.4 SUBMISSION REQUIREMENTS. A fully executed bid, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall be:

- submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- complete and signed by an official authorized to obligate the agency or company submitting the bid;
- inclusive of (1) complete original bid and two (2) exact duplicates.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception**.

1.5 BID OPENING. Submissions will be publicly opened in the Cole County Commission Chambers on Friday, August 26 at 9:00 a.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.6 ADVICE OF AWARD. A bid tabulation of responses received will be included with the award notification letters sent, via email, to all bidders who submitted a response upon bid award.

2.0 TERMS AND CONDITIONS

2.1 INCURRING COSTS. Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 RESERVATIONS. The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.

2.3 MODIFICATION/WITHDRAWAL. Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.

2.4 VALIDITY. Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.

2.5 RESPONSE MATERIAL OWNERSHIP. All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.6 EXCEPTIONS. The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any

exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to jprenger@colecouny.org and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the project or service, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecouny.org. Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material, product or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **BID FORMS.** Bids made on other than the bid form furnished by Cole County will not be considered. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection.
- 2.12 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm.
- 2.14 **DEFAULT.** In case of default by the bidder or contractor, the County of COLE will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

- 2.15 **CANCELLATION.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County.
- 2.16 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.18 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.19 **SHIPMENTS.** All shipments shall be F.O.B. destination, freight prepaid.
- 2.20 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.21 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. The resulting contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes a primary vendor(s). Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.22 **EVALUATION.** The County’s sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
- 2.24 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.25 **INSURANCE REQUIREMENTS.** The Successful Contractor shall purchase and maintain in force, at its own expense and with an insurance company licensed to do business in the State of Missouri, such insurance as will protect Contractor from claims which may arise out of or result from the execution of the work under the contract resulting from liable. If any such work covered under the Contract is to be performed on County-owned or leased premises, the Vendor agrees to carry liability and workman’s compensation insurance, satisfactory to the County, and to indemnify the County against all liability,

loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from claims for injury and damage resulting by any actions on the part of the Successful Bidder as enumerated above. All policies must name the County as an additional insured and provide thirty (30) days written notification to the County prior to any material changes or cancellation.

- 2.26 **MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT.** The Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Cole County, Missouri.
- 2.27 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

this Request for Bid, whether such execution be by him/herself, his/her employees, agents, or by anyone for whose acts he/she may be

3.0 SCOPE OF WORK

- 3.1 **OVERVIEW.** The purpose of this Request for Bid is to inform potential respondents of a bid opportunity for the provision of Uniform Garments Rental and Lease for the Cole County Department of Public Works. The County is inviting qualified businesses to submit a response to the specifications outlined herein.
- 3.2 **TERM.** It is the intent of the County to secure fixed pricing for one (1) year with the option for renewal for up to (2) additional one-year extension beyond the initial term if agreeable to both parties. Proposed cost adjustments after year one shall be considered by the County with a maximum adjustment for inflation of 5%. A new contract will be issued for any extension period and new garments shall be issued to each employee upon contract extension. All garments are to be delivered and the contract shall commence on November 9, 2016, or as otherwise agreed upon in writing.
- 3.3 **INVOICING.** There are two (2) departments being serviced within the Cole County Department of Public Works: the Public Works (Road and Bridge) Department and (b) the Planning Department. There will be an approximate maximum of thirty-six (36) employees in the Road and Bridge Department and approximate maximum of three (3) employees in the Planning Department. The Planning Department garments on the Lease Program include: dress work pants, casual short sleeve shirt (classic knit), casual long sleeve shirt (executive button down shirt), and casual short sleeve shirt (executive button down shirt). The successful respondent (Vendor) will be required to invoice the two (2) department's employees' garments separately each week and a statement for each department will be required each month. The statements may be sent electronically (email address to be provided upon

approval of contract). Vendor must present an invoice for each department at each delivery (weekly) to the appropriate office personnel for review prior to signing. At least one (1) copy of the signed delivery ticket/invoice must be left with office personnel at delivery site. A descriptive, detailed invoice on all costs per week shall be provided, listing each employee with vendor designated employee number, with each garment by description, size, quantity, price per item, and total for each item and each employee. Delivery and pickup of garments should be one (1) time per week at mutually agreed upon days and approximate time. **The prices on the bidder response page for each garment are the only costs to be submitted on each weekly/monthly bill. No surcharges of any kind will be accepted.**

3.4 **SERVICE.** The following outlines the minimally acceptable service standards in carrying out the contract resulting from this solicitation.

3.4.1 Vendor must provide all new and unused garments at commencement of the contract. A member of the staff of the successful respondent will be required to measure/size each employee of Cole County Public Works Road and Bridge Department and Planning Department to insure properly fitting garments for appearance and safety. New employees participating in the program will need to be sized as well at any point in the year at no additional charge. Sizes XS through XXXL shall be available for all garments at the same charge.

3.4.2 All garments shall be laundered and maintained by the vendor under the rental program only; participants using the lease program will be responsible for laundering and maintaining their garments.

3.4.3 Vendor shall replace any garments that require replacement due to normal wear and tear with new unused uniform apparel. Normal wear and tear includes, but is not limited to, excessive stains or soiling due to paint, chemicals, oil and grease, and other materials used by employees, on uniform garments during the course of a normal work day. Replacement garments provided to the County at no additional cost.

3.4.4 Items identified as damaged (rips, tears, split seams, etc.) must be repaired or replaced before being returned to County department and/or employees. Vendor shall tag all repaired items in a way that is clearly identifiable. Tag shall state the date item was retrieved, name of employee, type of damage, repair method, and return date. Items retained for damage repair shall be returned the following week with normal delivery. Documentation of repaired garments must be submitted with the invoice to the appropriate office personnel.

3.4.5 Uniform garments that no longer fit County employees shall be replaced with the correct size within 15 days after receipt of notification from the County. Each employee will be given up to one (1) size change during each contract period with no additional charge(s). All size changes are to be preapproved in writing by appropriate office personnel of the Cole County Department of Public Works.

3.5 **CLOTHING SPECIFICATIONS.** All garments shall be 100% cotton or 65% polyester/35% cotton blend or equivalent as specified below. **** PLEASE INCLUDE WITH YOUR BID SUBMISSION ILLUSTRATIVE MATERIAL INDICATING THE EXACT GARMENT(S) BID AND WHAT COLOR OPTIONS ARE AVAILABLE FOR EACH TYPE OF GARMENT BID.**** Samples of garments bid in available colors may be requested for inspection by Cole County Public Works prior to awarding a contract to ensure the County's standards for acceptable quality, especially with regard to durability and comfort, are met.

3.5.1 ROAD & BRIDGE DEPARTMENT GARMENTS

- Pants, Blue Jeans (Carpenter and Regular) - Pre shrunk 100% cotton straight leg pants, with pockets
- Long Sleeve Shirt – 65% polyester and 35% cotton, button down front, with pockets, colors to be selected after award.
- Short Sleeve Shirt – 65% polyester and 35% cotton, button down front, with pockets, colors to be selected after award.
- Class II short sleeve T-Shirt – short sleeve T shirt, 50% polyester and 50% cotton, Orange or Lime Green with reflective stripes. If reflectivity is defective, vendor must replace item(s) at no additional charge.
- Jackets – Long sleeve with zipper front, 65% polyester/35% cotton twill. Two-piece top stitched collar and adjustable cuffs on hip-length and slash pocket jacket.

3.5.2 PLANNING DEPARTMENT GARMENTS

- Pants, Dress Work - brushed twill slacks, double pleated, front and back pockets 7.5 oz. 65% polyester 35% cotton brushed twill.
- Casual Short Sleeve Shirt, Classic Knit - 5.5 oz. 50% Cotton and 50% polyester with chest pocket, colors to be selected after award.
- Casual Long Sleeve Shirt, Executive button down shirt - 4.6 oz. 60% cotton 40% polyester yarn dyed oxford with box pleated back and one pocket, colors to be selected after award.
- Casual Short Sleeve Shirt, Executive button down shirt - 4.6 oz. 60% cotton 40% polyester yarn dyed oxford with box pleated back and one pocket, colors to be selected after award.

3.6 **EMBLEMS.** Bidder is to include one iron-on Cole County emblem and one iron-on name tag emblem for each shirt at no charge. Emblem is to be three colors- black, red and white and is to be approximately 1"x3", see Attachment A. T-shirts will not have emblems. Please include any charges for emblems with the price of replacement garments on the Bidder Response Form.

3.7 **RENTAL PROGRAM.** Each Road and Bridge Department employee and Planning Department employee electing to be on the rental program shall be supplied a total of eleven (11) items of each garment as ordered by each employee on a weekly basis plus 2 jackets per employee. The eleven (11) garments for Road and Bridge Department personnel include: jeans (carpenter or regular), long sleeve shirts, short sleeved shirts or Class II short sleeve T-shirts. An employee may elect to have both long sleeve and short sleeve shirts available simultaneously. The eleven (11) garments for the Planning Department personnel include: dress work pants, casual short sleeve classic knit shirt or casual short sleeve executive style shirt, and casual long sleeve executive style shirt. An employee may elect to have both long sleeve and short sleeve shirts available simultaneously. The quantity of eleven (11) of each garment, except the jacket, is to insure that each employee would have possession of five (5) of each garment to wear for a week, and the cleaning service would have up to five (5) of each garment for cleaning each week and each employee would have one (1) of each garment each week to wear on day of exchange. The rental program includes pickup of dirty garments, laundering services, and delivery of clean garments weekly to Cole County Public Works, 5055 Monticello Road, Jefferson City, MO 65109.

3.8 **LEASE PROGRAM.** Each Road and Bridge Department employee and Planning Department employee electing to be on the lease program shall be supplied a total of seven (7) items of each garment as ordered by each employee on a weekly basis plus 2 jackets per elected employee. The seven (7) garments for the Road and Bridge Department personnel include: jeans (carpenter or regular), long sleeve shirts, short sleeved shirts or Class II short sleeve T-shirts. The seven (7) garments for the Planning Department personnel include: dress work pants, casual short sleeve classic knit shirt or casual short sleeve executive style shirt, and casual long sleeve executive style shirt. An employee may elect to have both long sleeve and short sleeve shirts available simultaneously. The lease program is a garment rental program which includes no laundering. New clothing for lease shall be delivered to Cole

County Public Works, 5055 Monticello Road, Jefferson City, MO 65109 at the beginning of each contract.

**** Any exceptions to any terms and conditions stated herein must be clearly noted per Section 2.6 in a separate section of the bidder's response with the heading "EXCEPTIONS". ****

Number of Road and Bridge Department personnel – Currently 34 requiring uniform garments. Currently there are 7 in the Lease Program and 27 in the Rental Program.

Number of Planning Department personnel – Currently 2 requiring Lease Program of uniform garments.

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

My Commission expires: _____

BIDDER RESPONSE FORM

COLE COUNTY BID NO. 2016-29: UNIFORM GARMENTS RENTAL & LEASE

Quantities = approximate current number of garments

		Approximate Lease Quantities	Weekly Lease Cost per Garment	Approximate Rental Quantities	Weekly Rental Cost per Garment
1	Pants- Blue Jeans, Regular	7	\$	143	\$
2	Pants- Blue Jeans, Cargo	28	\$	165	\$
3	Pants- Dress Work	6	\$	 	
4	Shirt- Long Sleeve	35	\$	187	\$
5	Shirt- Short Sleeve	21	\$	209	\$
6	Shirt- Short Sleeve Class II- T Shirt	14	\$	88	\$
7	Shirt- Casual Short Sleeve, Knit	6	\$	 	
8	Shirt- Casual Long Sleeve	6	\$	 	
9	Shirt- Casual Short Sleeve	6	\$	 	
10	Long Sleeve Coats	14	\$	24	\$

		Replacement Costs Leased Items	Replacement Costs Rented Items
11	Pants- Blue Jeans, Regular	\$	\$
12	Pants- Blue Jeans, Cargo	\$	\$
13	Pants- Dress Work	\$	\$
14	Shirt- Long Sleeve	\$	\$
15	Shirt- Short Sleeve	\$	\$
16	Shirt- Short Sleeve Class II- T Shirt	\$	\$
17	Shirt- Casual Short Sleeve, Knit	\$	\$
18	Shirt- Casual Long Sleeve	\$	\$
19	Shirt- Casual Short Sleeve	\$	\$
20	Long Sleeve Coats	\$	\$

**All replacement costs for shirts and coats are to include cost of emblem*

Time Required from Award to Commencement of Service: _____ days

Please explain your policy and the associated charges for garments on the rental program that are not turned in for laundering.

Is the County still charged for those garments?

Contact Person

Phone No. & Email

Company Name