

Request for Proposal



UNIFORM SERVICE

The Lincoln County Highway Department is seeking to contract with an individual or entity to supply shop uniforms, supplies, mats and other project materials.

Specifications and instructions may be obtained from John Hanz, Lincoln County Highway Commissioner at the Highway Department (100 S. Cooper Street, Merrill), or online at www.co.lincoln.wi.us Proposals must conform to the requirements of the specifications and instructions.

Proposals must be received by the Highway Department on or before 3:00 PM on Tuesday, February 4, 2020 and will be publicly opened at the Highway Department Office located at 100 S. Cooper Street, Merrill at 3:15 PM that day.

INSTRUCTIONS

1. PROPOSALS.

All proposals will be addressed to Lincoln County Highway Department (Attn: John Hanz), 100 S. Cooper Street, Merrill, WI 54452, and delivered to the Lincoln County Highway Department. Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labeled "Highway Department Uniform Service". Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed (by the individual or by a duly authorized representative of the entity) and dated. Proposals must remain firm for a period of ninety (90) days.

Issuance of this request for proposal does not confer any rights to any prospective proposer and does not obligate Lincoln County to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the proposal.

Any confidential or proprietary information should be clearly marked as such. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Wisconsin's Public Records Law.

Once submitted, the proposals and any supplementary documents become the property of Lincoln County.

2. LATE PROPOSALS

Proposals that are not timely received will not be accepted. Late proposals will not be opened nor returned to the bidder. Proposals by email or fax will NOT be accepted. Actual receipt is required.

3. COMPETITIVE PROPOSAL/BID.

This is a competitive proposal/bid. The contract shall be awarded to the lowest qualified and responsible proposer/bidder.

4. QUALIFICATIONS OF INDIVIDUAL OR ENTITY

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services/work contemplated. Lincoln County may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the services/work. Lincoln County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services/work contemplated.

Lincoln County may, in its' sole discretion, require proposers to submit sworn statements as to financial ability, equipment and experience in the work/services prescribed AND other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid proposals are strongly encouraged to incorporate such information (and references for recent, similar work performed) in their bids.

5. CONSIDERATION/AWARD OF CONTRACT

Lincoln County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects. This solicitation may be cancelled.

The award of this contract shall be to the lowest responsible and qualified individual or entity offering the most advantageous bid to Lincoln County, so long as the bid is deemed compliant.

A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its' terms. Lincoln County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity.

Lincoln County and/or its' designee may choose to conduct interviews of qualified and responsible proposers and/or contact current and former customers of proposer.

6. SITE VISIT AND PRE-BID CONFERENCE - not applicable for this project

Proposers/bidders assume responsibility for carefully examining the RFP and specifications for the work contemplated; investigating the conditions to be encountered; being satisfied as to the character, quality, and quantities of work to be performed and any materials to be furnished; understanding the requirements of the specifications, special provisions, and contract. Submission of a proposal shall be considered conclusive evidence that the bidder has made such examination.

7. CONTRACT

The successful individual or entity shall execute an Independent Contractor Agreement within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications and proposal in their entirety form the primary basis of the agreement and will be made part of the agreement.

8. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification, accreditation (and any fee therefor) shall be the responsibility of the successful individual or entity.

9. ETHICS/CONFLICT OF INTEREST

It shall be unethical for any person to offer, give or agree to give any elected official, employee or former employee or to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, a purchase request, influencing the contents of any specification or procurement standards, rendering any advice, investigation, auditing, or in any other advisory capacity in any proceedings or application request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

10. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.

11. INSURANCE

The selected individual or entity shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor is covered by the following types and amounts of coverage:

Type	Limits
Worker's compensation & Employer's Liability	Coverage A: \$ Statutory; Coverage B: \$100,000 Employers Liability
CGL/General liability (Bodily injury/Personal injury, Property damage)	\$1,000,000 each occurrence, Combined single limit \$2,000,000 each occurrence, Combined single limit (excavating/underground/collapse, if applicable to project) \$5,000,000 each occurrence, Combined single limit (if asbestos is involved in project)
Automobile liability - owned/hired/non-owned vehicles (Bodily injury/Property damage)	\$1,000,000 each occurrence, Combined single limit
Umbrella excess liability insurance	\$1,000,000 each occurrence, Combined single limit

Failure of County to demand such certificates or other evidence of full compliance with these insurance requirements or failure of contractor to identify a deficiency from evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Contractor shall maintain insurance for the duration of the contract.

The certificate shall list the Certificate Holder and address as follows: Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

Insurance shall include under the General Liability and Automobile Liability Policies "Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions" as "Additional Insured's".

All insurance shall include a thirty (30) day notice to the County prior to cancellation or material policy change.

Contractor shall require sub-supplier, if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

12. NO ASSIGNMENT

Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing in advance.

13. DISPOSAL OF PROJECT-RELATED MATERIALS

Disposal of all materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

14. TAX EXEMPT STATUS.

Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.

SPECIFICATIONS

1. PROJECT NARRATIVE

The project is a 36 month uniform service with an option to renew (for an additional period up-to-60 months). The service shall consist of:

Providing clean, serviceable uniforms in good repair, mats, coveralls and other project materials on a weekly/on-time basis. Items included are: (60) Cotton Carpenter Pants; (83) Cotton Shirts; (40) Cotton Coveralls; (45) 65/35 Shirts; (10) 65/35 Pants; (100) Denim Carpenter Pants; (50) Denim 5 Pocket Pants; (2) 4x12 Mat; (4) 4x6 Mat; (16) 3x10 Mat; (6) 3x5 Mat; (2) 3x5 Scraper Mat; (350) Shop Towel Plain White 18x18; (210) Shop Towel Plain Red 18x18; (6) Fender Cover; Other Charges: Name Tag, Prep, Emblem, Start-up Fee or make-up charges, special sizing to include a wear guard or easy care charge per garment and alteration costs/charges, if any.

- a) and alteration costs/charges (if any).
- b) Simple, accurate and predictable billing.
- c) Image guard and/or easy-care history to be reviewed on a 6 month basis and adjusted only as needed based on the 6 month review.
- d) No additions or changes to service/project without Highway Commissioner or Office Manager written approval in advance.

2. SPECIFICATIONS/SCOPE OF SERVICES

These specifications/scope of services/project narrative are intended to be primarily goal-oriented versus prescriptive in nature. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

3. GENERAL REQUIREMENTS, PERMITS, CODES AND STANDARDS

- A. All work under this contract shall be done in strict accordance with State of Wisconsin DNR & DWD, Federal Environmental Protection Agency (EPA) Clean Air Act, Occupational Safety and Health Administration (OSHA) worker safety codes and regulations, and all applicable Federal, State and local regulations, standards and codes governing lead and asbestos abatement and any other trade work done in conjunction with this project. All applicable codes, regulations and standards are adopted into this specification and will have the same force and effect as this specification.
- B. The contractor shall apply for and have on-site all required permits and licenses to perform the work as required by Federal, State and Local regulations.
- C. It is the contractor's responsibility to provide all materials, equipment and labor necessary to achieve any clearance or approval to both do the work and to put the work into service.
- D. It is the contractor's responsibility to provide and maintain protection for the public from any hazards caused by this work.
- E. Contractor will need to be responsible for providing their own ladders, scaffolding, lifts or other equipment necessary for the proper performance of the work.
- F. Contractor will be responsible for providing any necessary containment measures to protect occupants, workers and property.
- G. Contractor will be responsible for assuring that employees are provided with and wear any protective gear as required by any regulatory agency.
- H. Contractor shall provide a schedule indicating the approximate dates of all the key functions for the job.
- I. Contractor shall be responsible for the safe handling and transportation of all waste generated by this contract to the Lincoln County Solid Waste Landfill. Tipping fees shall be the responsibility of the contractor.
- J. Contractor shall assure that the project area is free of refuse/repared or replaced to the satisfaction of the County.
- K. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of the work, with respect to hire

tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

4. COMPENSATION

The contractor is to provide a fixed price/monthly lump sum for the service/project.

Payment will be 30 days net following receipt of an itemized invoice.

5. PROJECT SCHEDULE

EVENT	SCHEDULED DATE	TIME (all CST)
Release of RFP	Wednesday, January 15, 2020	7:00 a.m.
Written Questions, if any	Monday, January 27, 2020	4:00 p.m.
Written Answers, if applicable (posted online)	Tuesday, January 28, 2020	4:00 p.m.
Proposals Due	Tuesday, February 4, 2020	3:00 p.m.
Proposals Opened	Tuesday, February 4, 2020	3:15 p.m.
Committee Action on Bid (anticipated)	Thursday, February 6, 2020	To be determined
Completion Date	36 month term with option to extend up to 60 months	

6. QUALIFICATIONS

A. Relevant Experience: Experience supplying and servicing uniforms/supplies; high level of customer satisfaction with uniforms, products, service, delivery.

B. Contractor Information

- i. Letter of introduction that includes name of contact person and contact information.
- ii. Office location(s), ownership and affiliation, size of entity/company
- iii. Entity's objective in relation to this project
- iv. Key project personnel including responsibilities and qualifications to do this work.
- v. References – provide client name, contact name/title/address/phone of at least three clients that have been or are currently being provided similar service within the last five (5) years

LINCOLN COUNTY HIGHWAY DEPARTMENT

100 COOPER STREET

MERRILL, WISCONSIN 54452

TELEPHONE NO. (715) 536-0352

FAX. NO. (715) 536-2901

TO: Lincoln County Highway Department
100 Cooper Street
Merrill, WI 54452

We, the undersigned, proposed to furnish to the Lincoln County Highway Department, Merrill, Wisconsin, the following as herein specified by us in accordance with the NOTICE OF PROPOSALS, PROPOSAL PROCEDURE, AND SPECIFICATIONS hereto attached:

- A. (60) Cotton Carpenter Pants: \$_____/per unit/week
- B. (83) Cotton Shirts: \$_____/per unit/week
- C. (40) Cotton Coveralls: \$_____/per unit/week
- D. (45) 65/35 Shirts: \$_____/per unit/week
- E. (10) 65/35 Pants: \$_____/per unit/week
- F. (100) Denim Carpenter Pants: \$_____/per unit/week
- G. (50) Denim 5 pocket Pants: \$_____/per unit/week
- H. (2) 4x12 Mat: \$_____/per unit/week
- I. (4) 4x6 Mat: \$_____/per unit/week
- J. (16) 3x10 Mat: \$_____/per unit/week
- K. (6) 3x5 Mat: \$_____/per unit/week
- L. (2) 3x5 Scraper Mat: \$_____/per unit/week
- M. (350) Shop Towel Plain White 18x18: \$_____/per unit/week
- N. (210) Shop Towel Plain Red 18x18: \$_____/per unit/week
- O. (6) Fender Cover: \$_____/per unit/week

January 14, 2020

Other charges listed such as Name Tag, Prep, Emblem, Start-up fee or make-up charges, special sizing to include a wear guard or easy care charge per garment and alteration costs/charges, if any.

Name of Supplier

By _____ (Signature) _____ (Date)

Title _____

Address _____

Phone _____ Fax _____

Delivery Date _____