

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

RFP NUMBER: 2009-01

RELEASE DATE: February 27, 2009

RFP DUE DATE AND TIME: March 24, 2009, 2:30 PM

SUBMIT RFP TO: Nassau County School Board
Finance Office
1201 Atlantic Avenue
Fernandina Beach, Florida 32034

RFPs must be delivered to the Finance Office prior to RFP DATE and TIME. All RFPs must be clearly identified with the RFP Number on the outside of the mailing package.

FAX BIDS ARE NOT ACCEPTABLE.

CONTACT PERSON: Susan Farmer
Executive Director of Business Services

GENERAL CONDITIONS are a part of this RFP request and are included herein. All bidders are advised to send full descriptions and information. No bidder is authorized to bid sizes or qualities less than the minimum specifications.

REQUIRED ITEMS:

1. Three Reference Forms
2. Non-Collusion Affidavit
3. Public Entities Crimes Form
4. Pricing Sheet
5. Uniform Samples
6. Quality Control Procedures
7. Copies of Delivery Ticket, Repair Ticket, Service Order, Performance Rating Forms
8. Invoice Copy

GENERAL CONDITIONS

1. REF REQUIREMENTS: The RFP Response Form on which the bidder actually submits a bid and any pages upon which information is required to be inserted must be completed and submitted with the RFP response. RFP Responses that fail to comply with these submittal requirements may not be considered for award.
 - (a.) BIDDER'S RESPONSIBILITY: It is the responsibility of the bidder to be certain that all pages of the bid and all required attachments thereto are received; and all addenda released are received prior to submitting a bid. All RFP's are subject to the conditions specified herein on the attached documents, and on any addendum issued thereto.
 - (b.) RFP SUBMITTED: Completed RFP must be submitted sealed in an envelope. RFPs must be time stamped in the Finance Department prior to the bid opening time on the date due. No RFP will be considered if not time stamped in the Finance Department prior to the stated bid opening time. Bids submitted by telegraphic or facsimile transmission will not be accepted.
 - (c.) Each bid must be submitted in a sealed envelope with the RFP number clearly identified on the outside of the mailing package.
 - (d.) Paragraph (2)(a) of Section 298.133, Florida Statutes states: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on contract to provide any foods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months form the date of being placed on the convicted vendor list."
 - (e.) EXECUTION OF BID: All bids must be completed in ink or typewritten. Any illegible entries will not be considered for award. The original bid conditions and specifications cannot be changed or altered in any way by the bidder.
2. SPECIFICATIONS used are intended to be open and nonrestrictive. Any reference to brand name or number shall not be construed as restricting to that manufacturer, but is used as a minimum standard of quality. The Board, through its Finance Department, shall be the sole judge in making the determination as to the quality of the product/item bid.
3. PRICES QUOTED: Price submitted shall include all shipping, handling, insurance any other costs associated with the delivery of the product. Prices must be stated in units to quantity specified in the bid.
4. MISTAKES: Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the bidders risk.

GENERAL CONDITIONS

5. **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of this bid) unless otherwise stated. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
6. **BIDDER'S CONDITIONS:** The Board specifically reserves the right to reject any conditional bid submitted by bidders.
7. **NONCONFORMANCE TO CONTRACT CONDITIONS:** items offered may be tested for compliance with bid conditions and specifications. Items delivered, not conforming to bid conditions and specifications, may be rejected and returned at the vendor's expense. Goods and services not delivered as per delivery date in bid and or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
8. **SAMPLES:** Sample items, when required, must be furnished free of expense by bid due date unless otherwise stated and, if not destroyed, will upon request be returned at the bidder's expense. Bidders will be responsible for the removal of all samples furnished within 30 days after the bid opening. All samples will be disposed of after 30 days. Each individual sample must be labeled with bidder's name. Bid number, and item number. Failure of bidder to either deliver required samples **or to CLEARLY identify sample** as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the Finance Office of the Nassau County School Board, 1201 Atlantic Avenue, Fernandina Beach, Florida, 32034.
9. **DELIVERY:** Delivery should be within the normal business hours of the user, Monday – Friday, excluding holidays. Typical hours are 8:00am to 3:30pm. Back orders will be made only when specifically authorized to do so.
10. No corrections of any apparent ambiguity, inconsistency, or error therein, will be made to any bidder orally. Every request for such interpretation or correction should be in writing, prior to bid date, addressed to the school district personnel responsible for the bid. All such interpretations and supplemental instructions will be in the form of written Addenda to the Bidding Documents. Only the interpretation or correction so given by the school district representative **in writing** shall be binding and prospective bidder are advised that no other source is authorized to give information concerning, or to explain or interpret the bid documents.
11. **AWARDS:** In the best interest of the School Board, the Board reserves the right to reject any and all bids and to waive any irregularity in bids received; to accept any item or group of items; to acquire additional quantities at prices quoted on this invitation unless additional quantities are not acceptable, in which case the bid sheets must be noted "BID IS SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes.
12. **PROTEST PROCEDURE:** Failure to file a protest as outlines in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
13. **OTHER GOVERNMENTAL AGENCIES:** It is the intent of this solicitation to obtain bids to furnish the product/services herein specified to the School Board of Nassau County, Florida. Other school boards or governmental agencies may

GENERAL CONDITIONS

- purchase from this solicitation if permitted by the contractor or supplier. Said product or services are to be furnished in accordance with the contract resulting from this solicitation.
14. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board of Nassau County, Florida. Further all bidders must disclose the name of any Board Employee who owns directly or indirectly, an interest of five per cent (5%) or more of the total assets of capital stock in the bidder's firm.
 15. **LEGAL REQUIREMENTS:** Federal, State, County, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.
 16. **OSHA:** The bidder warrants that the product supplied to the School Board of Nassau County, Florida shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered a breach of contract.
 17. **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual bids. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
 18. **LIABILITY, INSURANCE, LICENSES, and PERMITS:** Where bidders are required to enter or go onto School Board property to deliver materials or perform work or services as a result of a bid award, the bidder agrees to the Hold Harmless Agreement stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The bidder shall be liable for any damages or loss the Board occasioned by negligence of the bidder (or agent) or any person the bidder has designated in the completion of the contract as a result of their bid.
 19. **CANCELLATION:** In the event any of the provisions of this bid are violated by the contractor, the Superintendent or Designee shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within five (5) days, recommendation will be made to the School Board for immediate cancellation. The School Board of Nassau County, Florida reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.
 20. **BID TABULATIONS:** Bidders desiring a copy of bid tabulation may request same by enclosing a self addressed, stamped envelope with sufficient amount of postage on the envelope when submitting the bid.
 21. **HOLD HARMLESS AGREEMENT:** During the term of this bid the bidder shall indemnify, hold harmless, and defend the School Board of Nassau County, Florida its agents, servants and employees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and recovery costs, court costs and all other sums which the Board, its agents, servants and employees, may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or actions founded,

GENERAL CONDITIONS

thereon, arising or alleged to have arisen out of products, goods or services furnished by the bidder, his agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the Board for the purpose of performing services, delivering products or goods, installing equipment, or otherwise transacting business, whether such claim or claims be for damages, injury to person or property, including the Board's property, or death of any person, group or organization, whether employed by the bidder or the Board or otherwise.

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

SPECIAL CONDITIONS

1. **INTENT:** The intent of this Request for Proposal is to establish the requirements and secure pricing for the rental of uniforms for identified employees.
2. **CONTRACT PERIOD:** Prices shall hold firm for a contract period of approximately two (2) years. The effective contract period shall be from July 1, 2009 to June 30, 2011. The anticipated Board approval date is April 23, 2009. The School Board shall have the option to renew the contract for two (2) additional twelve (12) month periods.
3. **RENEWAL:** The Board reserves the right to renew this bid or any portion thereof upon mutual agreement in writing by both parties.
4. **AWARD:** This shall be an all or none contract award. The award will be made in the best interest of the Board. All items may not be purchased depending on availability and cost. The award shall be based upon the quality and design of the uniform (30%), service (20%), price (20%) and meeting uniform specifications (30%). Recommendation of the award will be made through an evaluation process to select the bid that best meets the needs of the Board.
5. **QUANTITY:** The quantities outlined in the bid are approximate quantities only and in no way obligate the Board to purchase this amount. Acceptance is based on sufficient budget allocations. Each employee shall be issued **11 shirts and 11 pants if laundry service is used or 6 shirts and 6 pants if laundry service is not used. (Uniforms for Painters, maximum of four (4) painters, shall be replaced as needed at no additional charge. As needed shall be defined as not less than six (6) months use.)**
6. **SAMPLES:** Required samples of items must be furnished free of expense to the Board and if not destroyed during evaluation, may be returned, upon request, at vendor's expense. Request to return samples must be made within seven (7) working days following opening bids. Each sample shall be labeled with vendor's name, bid request number and bid item number. **Failure to submit samples may be reason for rejection of bid.**

- 6.1 **Samples shall be sent and will be accepted until 2:30P.M. on March 20, 2009. Mark items as "SAMPLE" with appropriate RFP number and send to:**

**Nassau County School Board
Finance Department
1201 Atlantic Avenue
Fernandina Beach, FL 32034**

7. **TERMINATION OF CONTRACT:** The Board shall provide sixty (60) days written notification of termination of the contract. The termination shall be based upon the substantiated occurrence of any of the following events or conditions:

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

7.1 The Board's lack of available funds due to the budget allocations.

7.2 Vendor's failure to perform.

8. **PRICE:** Price submitted by vendors shall include all shipping, handling, insurance and any other costs associated with the delivery of the product. Price bid shall include the cost of any logo(s). Should there be any additional charges associated with this product/service, vendor shall indicate such charge(s) on the bid response form.
9. **EQUIVALENT:** The specifications are for the purpose of stating a quality garment and detailed workmanship in order to give vendors a basis from which to bid a like and/or acceptable product. Consideration will be given to other styles and construction if the quality of the uniform matches the standardized look of uniforms currently being considered. **The acceptance of the like and/or equivalent uniform shall be at the sole discretion of the Board.**
10. **SHORTAGES:** Uniforms returned from cleaning must equal the number of uniforms picked up the preceding week. Shortages must be noted on the delivery sheet at the time of delivery. The Vendor shall be responsible for replacing any undeliverable uniform within one week. If shortages continue to be a problem, the vendor may be required to provide a weekly individual count by employee until the shortages are resolved.
11. **INVOICE:** Vendor shall provide a copy of their invoice with the RFP response. The awarded vendor shall submit two (2) copies of each invoice to appropriate school/department personnel.
12. **REFERENCES:** Vendors shall furnish reference from three (3) customers with multiple delivery locations. Vendors shall provide one copy of their quality control procedures with their RFP response form.
13. **TRACKING FORMS:** Vendor shall provide a copy of tracking forms, to include the following, with their RFP Response:
- 13.1 Delivery Ticket (form used to show what items were delivered to employees at a given site.)
 - 13.2 Repair Ticket (form used to return uniforms to vendor needing repairs)
 - 13.3 Service Order (form used to request services not addressed in items 13.1 and 13.2 above.)
 - 13.4 Performance Rating (form used by the end user to rate the service provided)
14. **PERFORMANCE EVALUATION:** To evaluate the performance of the awarded vendor, the District will distribute an annual rental uniform survey (see ATTACHMENT C) to all employees utilizing the rental uniform RFP. The awarded vendor will be sent the results of the survey.
15. **INSURANCE:** The successful bidder shall purchase and furnish certificated of insurance and maintain the following insurance for the life of the contract:

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

- 15.1** Worker's Compensation: Statutory requirement of Chapter 440, Florida Statutes.
- 15.2** Commercial Liability Insurance
- 15.3** Business Automobile Insurance
- 15.4** The School Board of Nassau County shall be named as an additional insured on the successful bidder's policies.
- 15.5** The successful bidder shall furnish the School Board of Nassau County Finance Department certificates evidencing that required insurance is in effect before beginning work. Certificates shall be received in the Finance Department within ten (10) working days after notification of award of the contract.

16. CONTACT INFORMATION:

Please submit written bid specification questions to: Susan Farmer,
Executive Director of Business Services
Nassau County School Board
1201 Atlantic Avenue
Fernandina Beach, FL 32034

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

RENTAL SPECIFICATIONS

1. **RENTAL SERVICE:** The rental service shall include pickup of soiled clothing and delivery of the same clothing laundered and repaired (as needed). The route driver will have the designated employee from each department/school sign the garment check sheet and leave a copy at each location. Some employees prefer to launder their own garments, 50% - 60%. Please provide an alternate fee for those employees as provided on the tabulation sheet. (Employees not receiving laundry service will receive six (6) sets of uniforms.)
2. **EMBLEM:** The vendor shall provide up to three (3) emblems per shirt. Emblems shall be made of twill material. Emblem may be attached to the uniform by steam or stitching. However, stitching shall **not** be with monofilament thread. Employee's name and department can be either on one (1) emblem or two (2) emblems. Another emblem shall show School Board of Nassau County. A title emblem may be required for select employees. Executive shirts shall be embroidered with the employee's name and title above the left pocket. **Please provide one sample of the emblem attached to a sample uniform to be reviewed for method of attachment.**
3. **MEASUREMENTS/FITTINGS: TIME IS OF THE ESSENCE ON THIS RFP.** It shall be the responsibility of the awarded vendor to measure each employee to ensure proper fit. Uniforms that do not fit properly will not be accepted and shall be returned to the vendor at no cost to the Board. Time for measuring is at the discretion of the school/department administrator. Normal working hours vary per school/department and no measuring will be done outside working hours. After notification of award, vendor shall confirm working hours with school/department administrator and make arrangements to plan times and dates for fitting employees. Initial measurements shall be completed and uniforms ordered by June 1, 2009.
4. **SITE LOCATIONS:** Uniforms shall be provided to employees at approximately **24** locations throughout Nassau County. SEE ATTACHMENT D for listing of locations with addresses.
5. **REPAIRS:** Repair (zippers, buttons, tears, holes, split seams, etc.) or replacement of defective (no longer presentable condition) garments shall be the responsibility of the vendor. Any uniform with holes that are one inch (1") or less shall be stitched and uniforms with holes exceeding one inch (1") shall be replaced with a like-new garment. It is the responsibility of the employee to tag each repair with a completed service request tag, provided by the vendor. If the garment has been properly tagged and the repair is not completed within one week time frame, the rental charge for the garment will be deducted from the invoice.
6. **COLORS:** All standards colors shall be available. Department personnel will select the color of the rental uniform.

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

7. **DEFECTS:** The garments provided by awarded vendor during initial start-up shall be NEW and FREE from defects.
 - 7.1 After initial start-up any defective garment will be replaced at no additional cost to the Board with a like-new garment.
 - 7.2 Any worn out garment will be replaced with a good, serviceable, proper-fitting like-new garment during the term of the contract.
 - 7.3 Garments with excessive spots or stains, during the term of the contract, that were not caused by the employee will be replaced at no extra cost to the Board with a like-new garment.
 - 7.4 Garments with excessive spots and stains, during the term of the contract, that were caused by employee negligence will be replaced at the Board's expense with a like-new garment.
8. **LAUNDERING OF UNIFORMS:** It is the responsibility of the awarded vendor to make sure uniforms are laundered by the appropriate method and shall be clean, reasonably stain-free, odor-free, and wrinkle-free upon delivery.
9. **DISCONTINUED STYLES:** Should a style be discontinued during the contract period, the awarded vendor shall locate and recommend a comparable style to the Finance Department within five (5) working days after notification of discontinued style. A sample will be provided for approval by the uniform committee.
10. **SPECIAL SIZED GARMENTS:** It shall be the responsibility of the awarded vendor to provide garments for all employees. If an employee cannot wear the style or standard sizes known within the industry the vendor will provide garments, as needed, from any acceptable source in order to provide uniforms for all personnel who require them. The school/department administrator shall approve all special sized garments and any additional cost incurred to obtain them.
11. **LOST, DAMAGED UNIFORMS:** Uniforms lost or intentionally damaged by School Board employees will be replaced by the vendor at the Board's expense. The charge for these items shall be no more than one-half the cost of the garment. Vendor shall supply written verification that the school/department administrator has been notified of loss and/or damage.
12. **RETURNS/EXCHANGES:** Prior to providing returns/exchanges for employee uniforms, vendor needs to verify that employee requesting return/exchange has obtained administrative approval. Employees may not request that their uniforms be replaced with a different fabric. In extreme cases, a doctor's note must be furnished requesting a specific fabric type and the employer must pay the cost difference. Any such request MUST have administrative approval.

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

13. WORKSHIRTS:

Men's Polyester Cotton Blend

Long or short sleeve style, button front, full cut with long tails, double stitched seams and pockets with button. Fabric is to be polyester/cotton blend (65/35) with no less than 4.25 oz. Poplin per square yard. Employee will have a choice of long or short sleeves, not a combination of both.

Styles: Short Sleeve - Cintas Micro Pattern 935, or equal.

Long Sleeve - Cintas Micro Pattern 935, or equal.

Minimum Colors Available: Green, Tan or Brown, Blue, Slate or Gray (all microcheck pattern)

Women's Polyester Cotton Blend Smock

Women's smock shall be styled and cut for women. Fabric is to be polyester/cotton blend (65/35) with no less than 4.25 oz poplin per square yard. Collarless or collared blouse, front button/snap closure, taper front placket seam, two (2) front pockets.

Styles: Cintas 675, or equal.

Minimum Colors Available: Light Blue and Navy

Women's Polyester Cotton Blend Shirt

Women's shirts shall be styled and cut for women. Long or short sleeve style, front button closure, stitched down front, tapered bottom, button-thru reinforced pocket, lined collar and cuff. Fabric is to be polyester/cotton (65/35) blend with no less than 4.25 oz. Poplin per square yard.

Styles: Short sleeve - Cintas 531, or equal.

Minimum Colors Available: Green, Tan or Brown, Blue, Slate or Gray

Polo Shirt

Short sleeve, 100% polyester.

Style: Cintas 299, or equal.

Minimum Color Available: Light Blue

14. WORK PANTS:

Men's Jeans

Men's classic cut or relaxed fit jeans, 100% pre-washed.

Styles: Cintas 894 (Dickies), or equal.

Minimum Color Available: Navy or Medium Blue

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

Women's Jeans

Women's fit jeans, 100% pre-washed.
Styles: Cintas 70202/70203 (Levi), or equal.

Minimum Color Available: Navy or Medium Blue

Men's Polyester/Cotton Blend Pants:

Men's plain-front pants, with brass zipper, and two slack-styled reinforced front pockets with extra stitching at all stress points. Fabric shall be polyester/cotton (65/35) blend with no less than 7 oz. twill per square yard.
Style: Cintas 945, or equal.

Minimum Color Available: Navy

Women's Polyester/Cotton Blend Pants:

Women's pants shall have side elastic waistband in all sizes or shall be offered in multiple cuts for correct women's sizing, with brass zipper, and two slack-styled reinforced front pockets with extra stitching at all stress points. Fabric shall be polyester/cotton (65/35) blend with no less than 7oz twill per square yard.
Styles: Cintas 546, Cintas390/395, or equal.

Minimum Color Available: Navy

- 15. EXECUTIVE UNIFORMS:** Executive uniforms shall be provided to designated employees only. School/departament administrators will determine which employees will receive this type of uniform.

Men's Executive Shirt

Long or short sleeve style, Oxford style, button front, yarn dyed cotton-rich blend, top-stitched button down banded collar, tailored sleeve placket, spade style chest pocket. Fabric is to be yarn-dyed cotton/polyester (60/40) blend. Employee will have a choice of long or short sleeves, not a combination of both.
Style: Long Sleeve - Cintas 374, or equal.
Short Sleeve - Cintas 374, or equal.

Minimum Colors Available: White, Light Blue, White with burgundy or red stripes, White with blue stripes

Men's Executive Pant

Double pleated, 65/35 polyester/cotton blend, brass zipper, two front slash pockets, two rear pockets with left rear pocket with button closure.
Style: Cintas 865, or equal.

Minimum Colors Available: Tan, Navy, Black

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

16. PICKUP/DELIVERY: The pickup/delivery day and estimated arrival time shall be as agreed upon by the vendor and each school/departement using the rental uniform services. Once established, the agreed upon day and estimated time for pickup and delivery (under normal circumstances) shall not change without prior mutual agreement. Holidays or a change in work hours may cause the pickup/delivery day to change temporarily. Pickup/delivery shall be made one (1) time per week at each designated location. **Initial delivery of uniforms to employees shall be no later than June 30, 2009.**

16.1 Delivery tickets shall accompany each weekly delivery and shall include, but not be limited to, the employee's name, identification number, garment inventories, sizes, soil pick-up and clean delivery amounts. Designated school board employees must sign the delivery tickets and a copy is to be left at each location.

16.2 The delivery person shall provide and maintain a log, at each site, showing how many garments are picked up and how many are delivered. Failure to maintain this log will result in a breach of this agreement and the School Board shall not be held accountable for lost garments.

17. NEW EMPLOYEES: Any new employees shall be provided new uniforms for their initial fitting of uniforms, for the duration of this contract at no additional charge. Uniforms shall be provided to new employees. The Board's designee will notify the route driver of the fitting date for each new employee. All initial –issue uniforms for new employees shall be new and free from defects upon delivery. Delivery shall be within four (4) weeks after receipt of order.

18. PURCHASED ITEMS: Additionally, The Board would like quotes to purchase the following items:

SHORTS: Dickies 11" Denim Utility Shorts. (These shall be available for purchase individually by the employee.)

JACKET:

1. Short waisted twill jacket with quilted lining.
Style: Cintas 971 or equal
2. Twill sport jacket with quilted lining.
Cintas 677 or equal
3. Hip-length twill jacket with quilted lining.
Cintas 970 or equal
4. Waterproof or three-season microfiber jacket.
Cintas 80569 or equal

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

RFP # 2009-01

RENTAL UNIFORM PRICES		<u>11 Uniform Sets</u>	<u>6 Uniform Sets</u>
Item #1	Price per uniform Men's short sleeve/jeans	<hr/>	<hr/>
		Per Week	Per Week
Item #2	Price per uniform Men's long sleeve/jeans	<hr/>	<hr/>
		Per Week	Per Week
Item #3	Price per uniform Men's short sleeve/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #4	Price per uniform Men's long sleeve/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #5	Price per uniform Women's short sleeve/jeans	<hr/>	<hr/>
		Per Week	Per Week
Item #6	Price per uniform Women's short sleeve/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #7	Price per Executive uniform short sleeve/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #8	Price per Executive uniform long sleeve/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #9	Price per uniform Women's smock/pants	<hr/>	<hr/>
		Per Week	Per Week
Item #10	Price per uniform Women's smock/jeans	<hr/>	<hr/>
		Per Week	Per Week
Item #11	Price per uniform Polo Shirt/Executive pants	<hr/>	<hr/>
		Per Week	Per Week

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

RFP # 2009-01

PURCHASE PRICES

Item #12 Short Waisted Twill Jacket _____

Item #13 Sport Twill Jacket _____

Item #14 Hip-Length Twill Jacket _____

Item #15 Waterproof or Three Season Microfiber Jacket _____

Item #16 Dickies 11" Denim Utility Shorts or equal _____
(to be purchased by employee)

SETUP FEE

Item #17
Cost of setup fee AFTER the initial install of uniforms _____

(When and how would this fee be applied.) _____

COST OF REPLACEMENT GARMENTS

(Charges for items shall be no more than one-half of the cost of the garment.)

Item #1
Price per uniform Men's Short Sleeve _____

Item #2
Price per uniform Men's Long Sleeve _____

Item #3
Price per uniform Women's Short Sleeve _____

Item #4
Price per Executive Uniform Short Sleeve _____

Nassau County School Board
Request for Proposal
Uniform Rental Service
February 2009

Item #5	Price per Executive Uniform Long Sleeve	_____	_____
Item #6	Price per Women's Smock	_____	_____
Item #7	Price per Men's Jean	_____	_____
Item #8	Price per Women's Jean	_____	_____
Item #9	Price per Men's Pants	_____	_____
Item #10	Price per Women's Pants	_____	_____
Item #11	Price per Executive Pants	_____	_____
Item #12	Price per Polo Shirt	_____	_____

All required forms attached? _____YES _____NO

Is this bid available for piggybacking by other governmental agencies? ____YES ____NO

COMPANY _____

Name _____ Signature _____

Address _____

_____ Telephone _____



The School Board of Nassau County, Florida

John L. Ruis, Ed.D.
Superintendent of Schools

1201 Atlantic Avenue
Fernandina Beach, Florida 32034
(904) 491-9900

STATEMENT OF REQUIRED FORMS

Before an award can be considered for your firm, the attached “Non-Collusion Affidavit” and “Public Entity Crimes” forms must be properly completed and returned.

If you presently have a statement on file with us, just write “on file” on the front, sign and date the form, and return with your bid.

CONVICTED VENDOR LIST STATEMENT

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

*Our mission is to develop each student as an inspired life-long learner and problem-solver
with the strength of character to serve as a productive member of society.*

AN EQUAL OPPORTUNITY EMPLOYER

NON-COLLUSION AFFIDAVIT

State of _____

Contract/Bid No. _____

County of _____

I state that I am _____ of _____
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractors, bidder, or potential bidder.
- 2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

- 5) _____, its affiliated, subsidiaries, officers,
(Name of my firm)

directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Non-Collusion Affidavit (Attachment A)

Part 2

I state that _____ understands and
(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on
by _____
(Name of public entity)

in awarding the contract(s) for which this bid is submitted. I understand and my firm
understands that any misstatement in this affidavit is and shall be treated as fraudulent
concealment from _____
(Name of public entity)

of the true facts relating to submission of bids for this contract.

Name and Company Position _____

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public _____

My Commission expires _____

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

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

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 any agency or political subdivisions of 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 a jury verdict, non-jury 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:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of 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.

5. 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 a 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.
6. Based on information and belief, the statement that 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 THIS FORM IS VALID THROUGH 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 and subscribed before me this _____ day of _____, 20_____.

Personally known _____ Notary Public, State of _____

OR Produced Identification _____ My commission expires _____

Type of Identification

(Printed typed or stamped commissioned name
of notary public)

ANNUAL RENTAL UNIFORM SURVEY

FOR FISCAL YEAR _____

The district is interested in your comments regarding the rental of uniforms from our current vendor.

Please return this completed survey to Sharyl Wood, Executive Director of Administrative Services, no later than _____.

Thank you for your time and response to this survey.

1. Do you have your uniforms laundered by the current vendor? YES _____ NO _____
If your answer is no because you launder your own uniforms, please skip down to question 4.

2. When you turn in your uniforms, what percentage of the time do you get the same number back the following week? (circle one answer)

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

3. What percentage of the time are your uniforms returned clean, reasonably stain- and wrinkle-free? (circle one answer)

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

4. If you had to have repairs, including but not limited to zippers replaced, buttons sewn on, holes one inch (1") or less patched, or split seams sewn, was the uniform repaired and returned within one week in a presentable condition? YES _____ NO _____ I haven't had any repairs _____

Comments: _____

5. If you had to have a uniform replaced because either the repairs were excessive, as in holes more than one inch (1"), or the garment was worn out, was it replaced within one (1) week with a good, serviceable, proper-fitting uniform? YES _____ NO _____ I haven't had a uniform replaced _____

Comments: _____

6. Did you receive the correct number of proper-fitting uniforms within two (2) weeks of the initial measurements/ittings? YES _____ NO _____

7. Please rate the overall performance of service the current vendor is providing by circling one of the ratings below:

Excellent

Good

Fair

Needs Improvement

8. Do you recommend using this same vendor in the future? YES _____ NO _____

9. Do you have any other comments? _____

Name (Optional) _____ School/Department (Optional) _____

**Request for Proposal
Uniform Service
RFP # 2009-01**

	SCHOOL	STREET ADDRESS	CITY	STATE	ZIP	<u>CUSTODIANS</u>		<u>OTHER</u>				TOTAL
						Women	Men	Exec- utive	Tech- nology	Mainte- nance	Mech- anic	
1	Bryceville Elementary	6504 Church Avenue	Bryceville	FL	32009	2	1	-	-	-	-	3
2	Callahan Elementary	449618 US Highway 301	Callahan	FL	32011	3	2	-	-	-	-	5
3	Callahan Intermediate	34586 Ballpark Road	Callahan	FL	32011	5	1	-	-	-	-	6
4	Callahan Middle	450121 Old Dixie Highway	Callahan	FL	32011	5	1	-	-	-	-	6
5	West Nassau High	1 Warrior Drive	Callahan	FL	32011	6	2	-	-	-	-	8
6	Callahan Bus Garage	45015 Musselwhite Road	Callahan	FL	32011	-	-	-	-	4	2	6
7	Atlantic Elementary	1205 Atlantic Avenue	Fernandina Beach	FL	32034	2	2	-	-	-	-	4
8	Emma Love Hardee Elem.	2200 Susan Drive	Fernandina Beach	FL	32034	1	3	-	-	-	-	4
9	Fernandina Beach Middle	315 Citrona Drive	Fernandina Beach	FL	32034	3	3	-	-	-	-	6
10	Fernandina Beach High	435 Citrona Drive	Fernandina Beach	FL	32034	3	5	-	-	-	-	8
11	Southside Elementary	1112 Jasmine Street	Fernandina Beach	FL	32034	2	2	-	-	-	-	4
12	County Office	1201 Atlantic Avenue	Fernandina Beach	FL	32034	1	1	5	6	-	-	13
13	Fernandina Bus Garage	1201 Atlantic Avenue	Fernandina Beach	FL	32034	-	-	-	-	3	1	4
14	Hilliard Elementary	27568 Ohio Street	Hilliard	FL	32046	4	2	-	-	-	-	6
15	Hilliard Middle-Senior High	1 Flashes Avenue	Hilliard	FL	32046	6	1	-	-	-	-	7
16	Hilliard Bus Garage	27637 Ohio Street	Hilliard	FL	32046	-	-	-	-	1	1	2
17	Yulee Elementary	86063 Felmor Road	Yulee	FL	32097	4	1	-	-	-	-	5
18	Yulee High	85375 Miner Road	Yulee	FL	32097	4	4	-	-	-	-	8
19	Yulee Middle	85439 Miner Road	Yulee	FL	32097	4	3	-	-	-	-	7
20	Yulee Primary	86426 Goodbread Road	Yulee	FL	32097	4	2	-	-	-	-	6
21	Yulee Community Ed. Center	850935 US Highway 17 N.	Yulee	FL	32097	2	-	-	-	-	-	2
22	Facilities Department	86334 Goodbread Road	Yulee	FL	32097	-	-	5	-	31		36
23	Yulee Bus Garage	86260 Goodbread Road	Yulee	FL	32097	-	-	1	-	-	5	6
24	Nassau Children/Family Ed. Center (Full Service School)	86207 Felmor Road	Yulee	FL	32097	-	1	-	-	-	-	1
	GRAND TOTALS					61	37	11	6	39	9	163

REFERENCE # 1

FOR: _____
(Bidder's Name)

Name of Reference _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Private Sector: _____ Yes _____ No Public Sector: _____ Yes _____ No

School/University: _____ Yes _____ No Annual Dollar Volume _____

If School/University, please name: _____

Please state if services rendered by vendor were obtained by RFP, bid, contract,
agreement or other (specify):

Length of Account: _____ Months _____ Years

State if bid, contract, agreement has been renewed. _____ Yes _____ No

If bid, contract, agreement has been renewed, state length of time:

_____ Months _____ Years

If bid, contract agreement has not been renewed, state the reason for non-renewal:

=====

THIS SPACE FOR NASSAU COUNTY SCHOOL BOARD USE ONLY

Additional information provided by reference: _____

BIDDER _____ DATE _____

REFERENCE # 2

FOR: _____
(Bidder's Name)

Name of Reference _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Private Sector: _____ Yes _____ No Public Sector: _____ Yes _____ No

School/University: _____ Yes _____ No Annual Dollar Volume _____

If School/University, please name: _____

Please state if services rendered by vendor were obtained by RFP, bid, contract,
agreement or other (specify):

Length of Account: _____ Months _____ Years

State if bid, contract, agreement has been renewed. _____ Yes _____ No

If bid, contract, agreement has been renewed, state length of time:

_____ Months _____ Years

If bid, contract agreement has not been renewed, state the reason for non-renewal:

=====

THIS SPACE FOR NASSAU COUNTY SCHOOL BOARD USE ONLY

Additional information provided by reference: _____

BIDDER _____ DATE _____

REFERENCE # 3

FOR: _____
(Bidder's Name)

Name of Reference _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Private Sector: _____ Yes _____ No Public Sector: _____ Yes _____ No

School/University: _____ Yes _____ No Annual Dollar Volume _____

If School/University, please name: _____

Please state if services rendered by vendor were obtained by RFP, bid, contract, agreement or other (specify):

Length of Account: _____ Months _____ Years

State if bid, contract, agreement has been renewed. _____ Yes _____ No

If bid, contract, agreement has been renewed, state length of time:

_____ Months _____ Years

If bid, contract agreement has not been renewed, state the reason for non-renewal:

=====

THIS SPACE FOR NASSAU COUNTY SCHOOL BOARD USE ONLY

Additional information provided by reference: _____

BIDDER _____ DATE _____