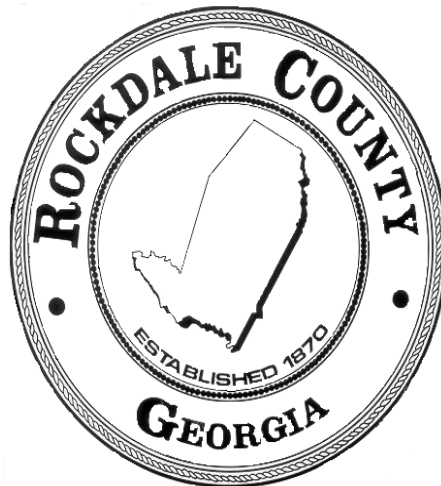


**REQUEST FOR PROPOSALS  
No. 15-34**

**ROCKDALE COUNTY, GEORGIA**

**October 5, 2015**

**Uniform Rental and Cleaning for Rockdale  
County Department of Transportation  
(RDOT), Water Resources, and Fleet  
Services**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

Rockdale County is requesting Competitive Sealed Proposals for **Uniform Rental and Cleaning for Rockdale County Department of Transportation (RDOT), Water Resources, and Fleet Services**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Procurement Officer at the following address:

Rockdale County Finance Department  
Procurement Division  
Attn: Tina Malone, CPPO, CPPB  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7552, Fax: (770) 278-8910  
E-mail: [tina.malone@rockdalecounty.org](mailto:tina.malone@rockdalecounty.org)

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

**PROPOSAL COPIES FOR EVALUATION:**

Four (4) hard copies and one (1) original hard copy and one (1) CD's in Adobe PDF format will be required for review purposes. *(With the original clearly marked "Original" and the Copies clearly marked "Copies.")* . CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

**DUE DATE:**

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, October 29, 2015**. Proposals received after this time will not be accepted.

**PRE-PROPOSAL CONFERENCE:**

N/A

**QUESTIONS AND CLARIFICATIONS:**

You should submit your questions and/or requests for clarifications about this RFP no later than **2:00 p.m., local time, Thursday, October 22, 2015**. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Proposers should check the website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/ Current Bids frequently during the process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

### **QUANTITIES**

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

### **CONTRACT TERM:**

The Contract Term will be one year with the option to renew four (4) additional one year terms, renewable each year.

Because this contract contains four (4) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions that became evident during the previous year's operations). The County will review the price increases and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

### **LOCAL VENDOR PREFERENCE POLICY**

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bids and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitation to Bids. A copy of the Policy may be downloaded from the County website at [www.rockdalecounty.org](http://www.rockdalecounty.org), under Finance/Purchasing.

The Local Vendor Preference Policy: will  / will not  apply to this RFP.

### **ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY**

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bid Announcements, and scrolling down to the bottom of the page.

**QUALIFICATIONS OF OFFERORS:**

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

**PROPRIETARY INFORMATION**

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**FINANCIAL STABILITY**

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

**EVALUATION CRITERIA:**

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale Water Resources. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Product Quality – **(35%)**
- Experience/Performance – past performance on contracts of similar nature and complexity as the proposed contract.**(45%)**
- Responsiveness – Completeness, adequacy and responsiveness to the required information of the request for proposals. **(10%)**
- Cost – **(30%)**

**INTERVIEWS**

Interviews may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

**INSURANCE:**

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
 General Liability/Professional Liability	 \$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**AWARD OF CONTRACT**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

**GENERAL INFORMATION**

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

**WITHDRAWAL OF PROPOSAL:**

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF PROPOSAL:**

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

**INTEREST OF:**

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.



## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, **15-34** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
  - i. Federal I.D. #58-6000882
  - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

## **SCOPE OF WORK:**

### **DESCRIPTION**

The successful contractor shall furnish all labor, equipment, supplies, transportation and all things necessary for the rental of work shirts, pants, coveralls, and jackets, in accordance with the minimum specifications.

The contractor shall be responsible to supply a minimum of eleven (11) new uniforms, to each employee participating in the uniform rental program.

The contractor shall be responsible to pick up and deliver clothing to individual departments at least once a week on hangers. A list of departments, contact names and locations will be provided to the successful contractor. The color of the garments shall be selected by the individual department.

### **NUMBER OF UNIFORMS**

Approximately 90 employees will be furnished uniforms. However, Rockdale County reserves the right to deviate from this approximate number during the contract period as personnel and work changes warrants.

The Contractor will be required to furnish garments for rental to include laundry service, a combination of work pants or carpenter pants and work shirts (long and short sleeve); executive pants and shirts and uniform service jackets.

### **DELIVERY**

Uniforms shall be delivered on hangers, pressed, wrinkle free and ready to wear. Alternate methods of pressing or finish treatments may be utilized, with the prior approval of Rockdale County. Any uniform delivered otherwise will be rejected and no rental fee paid.

### **UNIFORM STYLE**

The uniforms will be the pants and shirt type. The color for uniforms will be determined and will vary among departments.

The Contractor shall provide delivery of 5 (five) short sleeve shirts during warm months and 5 (five) long sleeve shirts during cooler months. The Contractor shall offer the employee the option of selecting long and/or short sleeve shirts in accordance with department policy.

All uniform pants required to have boot like cut as steel toed boots are required footwear of most employees.

### **LAUNDRY**

Contractor shall provide each employee with at least one (1) laundry bag to return clothes worn the previous week.

Contractor shall launder each garment to the highest industry standards with hypoallergenic detergents, neatly pressed and returned to each employee. The department shall be the sole

judge as to whether garments are being satisfactorily maintained. The requesting department shall refuse payment for uniforms that are not neat or are otherwise unsatisfactory.

All uniform pants and shirts provided must have option of laundry by vendor although individual employee may choose to launder themselves.

### **UNIFORM MATERIALS**

The uniform materials for work uniforms shall conform to the following criteria or approved comparable or higher quality material:

Work Jacket - 65% polyester - 35% cotton, 7.5 ounces per square yard, twill weave, permanent press, soil release finish, permanent quilted lining.

Carpenter Pants – 60% cotton - 40% polyester ring spun cotton/polyester blend, 11 ounces garment, loose fit , seven pockets for functionality, triple needs seam construction, generous front pocket, reinforced back pockets, 19 inch boot like cut, deep front pockets, wide belt loops, functional utility pockets.

Work Pants – 65 % polyester – 35 % cotton blend, relaxed fit pattern.

Work Shirts – 60% cotton – 40 % polyester blend, ring spun cotton/polyester, 5.5 ounces, triple needle construction, double needle in collar, cuffs, and placket, back center pleat, comfortable pattern for ease of movement, contrast color branded color, two front pockets with button closures, functional tradesman left chest pocket with pencil stall.

The uniforms for Executive Wear shall conform to the following criteria:

Executive Pants - 65% polyester - 35% cotton, plain or pleated front, 7.5 ounces per square yard, comfort flex material, 11% mechanical stretch, relaxed fit pattern, brushed cotton, durable press, soil release finish.

Executive Shirt – 55% cotton – 45% polyester blend, wrinkle resistant material, button down collar, loose cut –added room in shoulders, chest, and sleeves for flexibility and comfort.

Coveralls- Light Weight – 65/35 poly/cotton twill- 7.5 Oz. – Functional coverall with two-way zipper, chest pocket, and side pockets

### **UNIFORM MARKINGS**

Each uniform work shirt, jacket, shall have Rockdale County seal attached to garment. Sample emblems and specifications will be provided with award of bid. Rockdale County shall be provided sample garments (displaying the County Seal) and shall have final approval of any garment prior to production of the order.

The uniform rental fee shall include the cost for complying with the above.

The County Logo and the department name “Rockdale Department of Transportation”,

“Watershed Resources”, or “Fleet Services” shall be sewn over the left breast on all shirts, coveralls, etc. unless specified by department. All jackets are to be provided with County seal and or Emblems. Emblems shall be furnished by the contractor. Emblems and name tags shall be embroidered and require sewing in place for some departments. Iron on emblems/logo and name tags may also be used depending upon the preference of the departments.

### **UNIFORM MAINTENANCE**

All uniforms furnished at the beginning of the contract shall be new and unused. New employees added to the service after the beginning of the contract shall also be furnished with new uniforms. During the contract period, the Contractor shall inspect all soiled uniforms for rips, tears, lost or broken buttons, defective mechanical fasteners, etc., and necessary repairs shall be made before they are returned to the employee with no additional cost to Rockdale County. Where such repairs, as determined by Rockdale County, destroy or seriously impair the appearance of the uniform, the Contractor shall replace the garment with a new garment including prepping, and emblem logo at no additional cost to the County. Any uniform delivered otherwise will be rejected and no rental fee paid.

Size changes will be made as needed at no additional cost to Rockdale County.

The Contractor should provide a suitable and convenient method for the employee to report needed uniform repairs and alterations. (i.e.: Card form to be placed on or attached to the returned garment.)

All repairs shall be neatly done with thread and/or material of the same matching color. The contractor shall replace, at no additional charge, any uniform item that does not fit due to material shrinkage.

### **RENTAL CHANGES**

The Contractor's route representative shall be notified when any employee is terminated and the employee's name shall immediately be deleted from the billing ticket and rental payments stopped. Uniform rental will be paid for an employee who is absent from work for two (2) weeks or less. When an employee is absent from work for more than two (2) weeks, the Contractor's route representative shall be notified and rental payments stopped. Uniforms will be returned by the County.

When a new employee is to be provided with uniforms, the Contractors' route representative shall be notified and a complete set of new uniforms (name and “logo” emblems included) shall be provided within fourteen (14) calendar days.

### **LOST UNIFORMS**

Rockdale County agrees to use all reasonable precautions to prevent the loss of the Contractor's uniforms, and will cooperate by returning those uniforms turned in by terminated employees. However, Rockdale County will not be responsible for replacing any lost uniform that has been determined to be lost by the Contractor. Replacement clothing may be new or used clothing if acceptable by the County. Rockdale County will be responsible if clothing is

determined to be lost by a county employee. The cost to the County shall be prorated based on the age of the clothing.

**UNIFORM MEASUREMENTS**

Upon the award of contract, the Contractor shall promptly arrange to measure all designated employees who are to be furnished uniforms. The Contractor shall provide qualified personnel to take measurements, and will insure that all designated employees are measured.

Measurement and delivery of uniforms shall be completed within thirty (30) days of contract award.

Women's uniforms are to be a contoured fit for females; County will not accept male-cut clothing for female employees.

**REPLACEMENT:**

Uniforms are to be free of stains and tears upon return to employees. Any stains larger than 2 inches that cannot be removed through the laundering process shall require a replacement. Uniforms that are significantly faded, torn, stained, worn out, and or otherwise unsuitable for service will also require a replacement. One week prompt service is required in replacing uniforms when required.

**RETURN OF UNIFORMS:**

Uniform rental charges for personnel out on leave in excess of five (5) working days will cease upon notification to contractor until employee reports back to work. The Contractor shall be promptly advised by the County of all terminated employees. These employees will be required to return the rented uniforms to their supervisors upon termination of employment. Uniforms shall be returned to the contractor within thirty (30) days of termination. The contractor shall not invoice the County for services effective the date of notice of termination by the County.

# PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

## PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

### PRICE SCHEDULE

Item No.	COMMODITIES OR SERVICES	Unit Description	Frequency	UNIT PRICE	AMOUNT
1.	Work Jacket - 65% polyester - 35% cotton, 7.5 ounces per square yard, twill weave, permanent press, soil release finish, permanent quilted lining.  _____ (Manufacturer's Name & Number)	Each	Weekly Rental With laundry  Weekly Rental no laundry	\$ _____  \$ _____	\$ _____  \$ _____  -
2.	Carpenter Pants - 60% cotton - 40% polyester ring spun cotton/polyester blend, 11 ounces garment, loose fit, seven pockets for functionality, triple needs seam construction, generous front pocket, reinforced back pockets, 19 inch boot like cut, deep front pockets, wide belt loops, functional utility pockets.  _____ (Manufacturer's Name & Number)	Each	Weekly Rental With laundry  Weekly Rental no laundry	\$ _____  \$ _____	\$ _____  \$ _____
3.	Work Pants - 65 % polyester - 35 % cotton blend, relaxed fit pattern.  _____ (Manufacturer's Name & Number)	Each	Weekly Rental With laundry  Weekly Rental no laundry	\$ _____  \$ _____	\$ _____  \$ _____

4.	<p>Work Shirt - 60% cotton - 40 % polyester blend, ring spun cotton/polyester, 5.5 ounces, triple needle construction, double needle in collar, cuffs, and placket, back center pleat, comfortable pattern for ease of movement, contrast color branded color, two front pockets with button closures, functional tradesman left chest pocket with pencil stall.</p> <hr/> <p>(Manufacturer's Name &amp; Number)</p>	Each	<p>Weekly Rental With laundry</p> <p>Weekly Rental no laundry</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>
5.	<p>Executive Pants - 65% polyester - 35% cotton, plain or pleated front, 7.5 ounces per square yard, comfort flex material, 11% mechanical stretch, relaxed fit pattern, brushed cotton, durable press, soil release finish.</p> <hr/> <p>(Manufacturer's Name &amp; Number)</p>	Each	<p>Weekly Rental With laundry</p> <p>Weekly Rental no laundry</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>
6.	<p>Executive Shirt - 55% cotton - 45% polyester blend, wrinkle resistant material, button down collar, loose cut -added room in shoulders, chest, and sleeves for flexibility and comfort.</p> <hr/> <p>(Manufacturer's Name &amp; Number)</p>	Each	<p>Weekly Rental With laundry</p> <p>Weekly Rental no laundry</p>	<p>\$ _____</p>	<p>\$ _____</p>
7.	<p>Coveralls- Light Weight - 65/35 Poly/cotton twill- 7.5 Oz. - Functional coverall with two-way zipper, chest pocket, and side pockets, in accordance with minimum specifications. Bidding On:</p> <hr/> <p>(Manufacturer's Name &amp; Number)</p>	Each	<p>Weekly Rental With laundry</p> <p>Weekly Rental no laundry</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>

8.	2 x 3 Spring Mat		Weekly Rental	\$ _____	\$ _____
9.	3 x 5 Scraper Mat		Weekly Rental	\$ _____	\$ _____
10.	3 x 10 Mat		Weekly Rental	\$ _____	\$ _____
11.	4 x 6 Mat		Weekly Rental	\$ _____	\$ _____
12.	Cost for Specialty Items above 5X-Large.		Each	\$ _____	
13.	Upsize cost for 2XL, 3XL, 4XL		Each	\$ _____ .	
14.	Cost of Sewing on Emblems.		Each	\$ _____ .	

### PRICE SCHEDULE

ITEM NO.	COMMODITIES OR SERVICES	UNIT	AMOUNT
15.	Up charge for Embroidery instead of patch	Each	\$ _____
16.	Administrative Cost to set-up New Employee.	Each	\$ _____
17.	Initial cost for Employees Laundry Bags.	Each	\$ _____



### Notes to Supplier

**NOTE 1:** Due to the nature of the departments and the variety of different occupational jobs some of the work uniforms may have greasy soil and oil stains that require removal. Vendor shall be International Organization for Standardization (ISO) and provide a copy of said certification with bid.

**NOTE 2:** Vendor state if their company is certified in Hyper Allergenic process and provide a copy of said Certification with bid.  
Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE 3:** All vendors will be required to provide test uniforms for two employees with their bid. Each contractor will provide a set of two (2) uniforms per employee to wear during the testing period (two shirts and two pants). Uniforms provided during the wear test will be the same uniforms that will be outlined in this bid. The wear tests will last two weeks, **Contractors that do not participate in the wear test will not be considered.**

**NOTE 4:** Vendors shall provide historical portfolio of services provided to other customers of the same size as Rockdale County or larger. References are to include: company name, contact name and title, phone number and email.

**PART II: Addenda Acknowledgements (if applicable)**

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

**PART III: Vendor Information:**

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

**PART IV. COMPANY EXPERIENCE – SIMILAR SERVICES**

- A. List three clients of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those services.

**Client #1**

Company Name: \_\_\_\_\_

Date of Contract: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contract still active:      Yes                  No  
\_\_\_\_\_**Client #2**

Company Name: \_\_\_\_\_

Date of Contract: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contract still active:      Yes                  No  
\_\_\_\_\_

**Client #3**

Company Name: \_\_\_\_\_

Date of Contract: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contract still active: Yes                      No

**ROCKDALE COUNTY BOARD OF COMMISSIONERS  
NON-COLLUSION AFFIDAVIT OF VENDOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

## Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

### Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_



## Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**Affidavit Verifying Status  
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\*  
\_\_\_\_\_

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

\_\_\_\_\_