



LEGAL NOTICE

**REQUEST FOR BID
SEALED BID 13-014**

For

Work Clothing

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Work Clothing**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

BID INSTRUCTIONS

One original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked "**13-014 Work Clothing**" with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in **blue** ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 12/27/2012 at 2:00 PM, in Room 523 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Department at purchasing@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **4:00 PM** on **12/18/2012**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid [or Proposal] Inquiries", concerning this request is prohibited PRIOR TO BID [OR PROPOSAL] OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications prior to Bid [or Proposal] Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

BID SPECIFICATIONS

WORK CLOTHING

St. Charles County is seeking bids for various items of work clothing for the Highway and Parks Departments.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in this specification are descriptive, **not restrictive**. The bidder may offer any product that meets or exceeds the applicable specifications. The bidder must demonstrate comparability, by including appropriate catalog materials, literature, specifications, test data, etc. **The County shall determine in its sole discretion whether a product is acceptable as an equivalent.**

The Bidder must supply representative samples with the bid for Items 1, 4, 7, 10, 13, 16, 18, 26, 28, 32, and 33. These items are indicated with “ # ”. Samples of additional items may be requested after the bid and must be provided without any additional charge. All samples will be returned after orders are placed.

The items marked with * must include required County logo and/or embroidery.

Item #	Item	Feature Description	Meets	Exceeds	Not available or does not meet spec
1)	Denim Jeans #	Relaxed fit, stone washed, 15 oz 100% cotton, heavy-duty brass zipper (state sizes up to size 50)			
2)	Denim Jeans	Carpenter style fit (state sizes up to size 50)			
3)	Denim Jean Shorts	Same specs as the denim jeans			
4)	Pocket T-Shirts #	5.3-5.6 oz., preshrunk, 50/50 blend, double-stitched hemmed sleeves and bottom Colors: Orange & Florescent Yellow			
5)	Pocket T-Shirts (Parks)	6.1 oz., preshrunk, 100% cotton, double-stitched hemmed sleeves and bottom S/S Green w/ screened, 1-color Logo			
6)	Pocket T-Shirts (Parks)	6.1 oz., preshrunk, 100% cotton, double-stitched hemmed sleeves and bottom L/S Green w/screened, 1-color Logo			
7)	Denim Shirts* #	100% Cotton, button-down collar, patch pocket, stonewashed & faded denim Short-sleeved			
8)	Denim Shirts*	100% Cotton, button-down collar, patch pocket, stonewashed & faded denim			

		Long-sleeved			
9)	Denim Shirts*	100% Cotton, button-down collar, patch pocket, stonewashed & faded denim Long-sleeved-tall sizes			
10)	Twill Shirts* #	100% cotton, garment washed, patch pocket button-down collar., State available colors Short-sleeved			
11)	Twill Shirts*	100% cotton, garment washed, patch pocket button-down collar., State available colors-Long-sleeved			
12)	Twill Shirts*	100% cotton, garment washed, patch pocket button-down collar., State available colors-Long-sleeved-tall sizes			
13)	Polo Shirts* #	100% combed cotton, garment washed, collared, 3 button, State available colors, With pockets			
14)	Polo Shirts*	100% combed cotton, garment washed, collared, 3 button, State available colors Without pockets			
15)	Polo Shirts* (Parks)	100% combed cotton, pique 7 oz., relaxed fit, striped neck tape, bar tacked side vents. Indicate available colors - w/o pockets			
16)	Jacket* #	100% nylon with polyester fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband, with hood Colors: Navy, Forest Green, Black			
17)	Jacket*	100% nylon with polyester fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband, with hood Colors: Navy, Forest Green, Black Tall sizes			
18)	Safety Jacket* #	100% nylon with polyester fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband, Colors: Orange & Florescent Yellow			
19)	Safety Jacket*	100% nylon with polyester fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband, with hood Colors: Orange & Florescent Yellow Tall sizes			
20)	Jacket* (Parks)	100% nylon with polyester fleece lining, double needle stitched armholes, zip front, rib-knit cuffs and waistband, without hood Colors: Forest Green			
21)	Jacket* (Parks)	100% nylon with polyester fleece lining, double needle stitched armholes, zip front, rib-knit cuffs and waistband, without hood Colors: Forest Green Tall sizes			
22)	Windshirts *	100% nylon with polyester fleece lining, Colors: Navy, Forest Green, Black			

23)	Windshirts *	100% nylon with polyester fleece lining, Colors: Navy, Forest Green, Black Tall sizes			
24)	Windshirts * (Parks)	100% nylon cross over knit, V neck collar, knit cuffs, half elastic back waist band, side seam pockets, cotton flannel body lining, water resistant. Colors: Navy, Forest Green, Black			
25)	Windshirts * (Parks)	100% nylon cross over knit, V neck collar, knit cuffs, half elastic back waist band, side seam pockets, cotton flannel body lining, water resistant. Colors: Navy, Forest Green, Black Tall sizes			
26)	Sweatshirts * #	Attached hood with adjustable drawstring, zip front sweatshirt, must be cotton/polyester fleece blend Colors- Florescent Yellow, Safety Orange			
27)	Sweatshirts * (Parks)	Crew neck pull-over, must be cotton/polyester fleece blend Colors-Green, Safety Orange			
28)	Coat* #	Carhartt (or acceptable equal) Colors: Brown, Black, Moss Green, Blanket lined Chore Coat, 12 oz. 100% cotton duck outer fabric and 60/40 acrylic/poly blanket lining, corduroy top collar, five metal-button closure, metal rivets at stress points and plenty of pockets, four patch, one inside safety			
29)	Hood	Carhartt (or acceptable equal) Colors: Brown, Black, Moss Green Hood			
30)	Bib Overalls	Shell: 100% cotton, Lining: 100% polyester Filler: 100% polyester Colors: Brown, Black (state availability of sizes to 5XL)			
31)	Coveralls	Shell: 100% cotton, Lining: 100% polyester Filler: 100% polyester Colors: Brown, Black (state availability of sizes to 5XL)			
32)	Baseball caps* #	Low or medium profile, structured 6-panel with logo, cotton, brass buckle, sewn slot adjuster, fabric strap. Colors: Navy, Khaki, Black, Florescent Yellow, Safety Orange			
33)	Safety Vests #	ANSI-approved Class II zippered vest Florescent Yellow mesh with pockets Sizes M-6X			

All responses of **Exceeds or Not Available or does not meet spec** shall be explained on the *Exception Sheet* included in this packet. Cite the corresponding Item Number of the feature involved.

The bid should include all shipping charges.

The bidder should list any restocking charges on return items that may apply.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

BID FORM 13-014***For Work Clothing*****BID OPENING DATE: 12/27/2012 at 2:00 PM**

(Bidder name)**Submits the following bid for this project:**

Item #	Item	Est. Quantity	Unit Price	Extended Price
1)	Denim Jeans Relax fit	80		
2)	Denim Jeans Carpenter style	85		
3)	Denim Jean Shorts	80		
4)	Pocket T-Shirts	335		
5)	Pocket T-Shirts (Parks) S/S Green	80		
6)	Pocket T-Shirts (Parks) L/S Green	50		
7)	Denim Shirts Short Sleeve*	21		
8)	Denim Shirts Long Sleeve*	45		
9)	Denim Shirts Long Sleeve Tall*	9		
10)	Twill Shirts Short Sleeve*	15		
11)	Twill Shirts Long Sleeve*	15		
12)	Twill Shirts Long Sleeve Tall*	2		
13)	Polo Shirts With Pockets*	6		
14)	Polo Shirts Without Pockets*	31		
15)	Polo Shirts (Parks)*	5		
16)	Jacket*	22		
17)	Jacket Tall*	0		
18)	Safety Jacket*	16		
19)	Safety Jacket Tall*	0		
20)	Jacket (Parks)*	15		
21)	Jacket (Parks) Tall*	2		
22)	Windshirts*	6		
23)	Windshirts Tall*	0		
24)	Windshirts (Parks)*	10		
25)	Windshirts (Parks) Tall*	2		
26)	Sweatshirts*	60		
27)	Sweatshirts (Parks)*	25		
28)	Coat*	7		
29)	Hood	5		
30)	Bib Overalls	6		
31)	Coveralls	0		
32)	Baseball caps*	9		
33)	Safety Vests	49		

*Prices for these items must include required County logo and/or embroidery.

Specify if there are additional costs for certain sizes for any item bid.

The estimated quantities are based on purchases made last year. Orders for each individual item may be more or less and are provided as a guide for bidding, not a guaranteed purchase quantity.

All bids shall be in effect until new bids are let in 2014.

The bids are scheduled to be awarded at the first County Council meeting in February. Please take this into consideration when submitting your bid.

Authorized signature

Date _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____

