



## ***PROCUREMENT DEPARTMENT***

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**Teria G. Sheffield**  
**Procurement Director**

**SOLICITATION TYPE:** Invitation for Bids

**DATE:** 2/19/2025

**ID Number:** 2959      **Title:** Uniform Rental for County Employees

**Due Date/Time:** March 12, 2025 at 3:00 p.m.

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

**Opening Location:**

Government Center Building  
Room 3401  
6 S. Congress St., York, SC 29745

**Point of Contact:** Bryant Cook, Procurement Manager

**Questions Deadline:** March 6, 2025 by 4:00 p.m.

**Tentative Date of Award:** April 7, 2025

## **SECTION 1 SCOPE OF WORK AND SPECIFICATIONS**

### **1.1 Description**

York County is interested in contracting with a professional uniform Bidder to provide work rental uniforms for county employees. The Bidder shall provide only first quality, professionally designed uniforms for the duration of the contract. The Bidder also shall be responsible for picking up soiled uniforms, completely cleaning the uniforms, repairing and/or replacing uniforms as needed and returning them to the employee(s).

The successful Bidder must guarantee quoted price for a period of three (3) years. After that time, and at York County's discretion, the contract may be extended, without a price increase, or a negotiated fair market increase, for an additional two (2) one year extensions. However, York 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 a thirty (30) day written notice stating the reasons therefore.

The Procurement Department intends that responses to this Request will be used to determine the relative qualifications of various Bidders to perform the work and tasks specified. It is anticipated that an agreement for professional services will be offered to the Bidder who is determined to best meet the needs of the County for the specified services of this Request.

The County's current uniform contract expires June 30, 2025. A contract with the successful Bidder will become effective July 1, 2025.

### **1.2 Scope**

- a. Uniforms furnished shall be new from the start date of the contract.
- b. Most departments require eleven (11) uniform sets for each employee. Only one department requires thirteen (13) sets.
- c. Rotation of five (5) uniform sets on a weekly basis, unless specified differently.
- d. All cleaned uniforms shall be delivered on hangers and be ready to wear.
- e. All uniforms shall be repaired at no charge to the County for items considered normal rental usage; small tears, holes, missing buttons, etc.
- f. Any garment shall be replaced at no charge to the County when as a result of normal rental usage it no longer projects a professional business-like image (excessive "normal rental usage" repairs, excessive wear, worn-out appearance, excessively faded, etc.).
- g. Repairs and necessary or requested garment replacements shall be made within seven (7) days from the date of submitting such requests.
- h. Most uniform shirts will require two identification patches; employee's first name on one, the county department name on the other.
- i. Repair request tags shall be provided at no extra cost for tagging uniforms in need of repair.

- j. All weekly service receipts requiring signature shall be signed by a supervisor only.
- k. Replacement and repair costs for a garment will be paid by the County only when the County is clearly responsible for the damage or loss (loss per missing garment or irreparable damage). It is understood that at times, and for differing reasons, County employees will not submit all uniforms for laundering at the appointed weekly service interval. It is understood that this does not require the garment(s) to be replaced. However, when the issue of replacing a missing garment arises, either the County or Service Provider must be able to clearly indicate they are not responsible for such. If clear indication of non-responsibility cannot be made by either party, the County and Service Provider may equally share the replacement cost.
- l. It is the responsibility of the Service Provider to be aware of the condition and quantity of garments before they are removed from the County's premises at every service interval. An actual missing, untagged loss-damage, or untagged non-regular rental related repair garment must be brought to the attention of the using department's supervisor and noted on the weekly service receipt. Costs related to such items not reported to the supervisor and not indicated on the weekly service receipt will not be borne by the County.
- m. The bids shall include all charges and applicable taxes, F.O.B. destination, to several locations throughout the county.
- n. The Bidder shall provide new uniforms to employees every twenty-four months.
- o. Newly hired county employees will be added on a periodic basis throughout the contract period. Uniforms supplied after the initial order shall be added at the contracted price and they shall match other departmental uniforms in color and style.
- p. Along with uniforms, the county will also require that for various departments, mats, scrapper mats, and shop rags will be required.

### **1.3 Deliveries**

- a. Deliveries shall be made at least once per week.
- b. There are seven pick-up and delivery locations for uniforms as follows:
- Equipment Maintenance Shop, 521 Complex Lane, York, SC 29745
  - Government Center Building, 6 South Congress St., York, SC 29745
  - Moss Justice Center, 1675 York Hwy, York, SC 29745
  - Public Works, 220 Public Works Rd, York, SC 29745
  - Heckle Complex, 1070 Heckle Blvd, Rock Hill, SC 29732
  - Ebenezer Park, 4490 Boatshore Rd, Rock Hill, SC 29732
  - Allison Creek Park, 2499 Viesta Rd, York SC 29745
- c. There are three additional locations which require mats as follows:
- Sheriff's Office Clover, 1475 E Hwy 55, Suite 200; Clover, SC 29710
  - Sheriff's Law Enforcement Training Center, 92 Stoneybrook Dr; York, SC 29745
  - Animal Shelter – 713 Justice Blvd; York, SC 29745

d. All deliveries shall be scheduled for a specific day, or days as agreed to by the Bidder and the using department, with normal delivery being made between 8:00 a.m. & 3:00 p.m. A common delivery/pick-up form shall be used by the Bidder for the delivery and pick-up of uniforms.

#### **1.4 Outfitting**

a. Initial outfitting of uniforms shall be new. After the initial outfitting of uniforms, if any additional personnel are hired, they shall be furnished with uniforms of the same style, approximate age and condition as those uniforms in service at that time. The Bidder shall have thirty (30) days after notification of award to complete fitting and furnish all employees with new uniforms. The Bidder will be required to do all fittings on county grounds. All personnel shall be fitted with care to ensure proper sizing and first class appearance. The Bidder is responsible for measuring all employees covered in this contract and shall guarantee proper fit at the time of the contract start date.

#### **1.5 Rate**

a. A basic rental rate shall be charged for laundering and service of uniform sets on a weekly basis. The total costs shall be inclusive of all charges, surcharges, fees and taxes, including start up and replacement of garments, etc. The rental rate shall apply to any period that an employee may be away from work due to vacation or temporary illness, but such rental does not apply to any absence of greater than one (1) week or after an employee resigns, retires or employment is terminated for any reason. Uniforms will be returned to the Bidder at no cost to York County. All uniforms will be the property of the Bidder. The using department will return uniforms to the Bidder for employees who are terminated.

#### **1.6 Uniform Requirements**

a. The Procurement Department estimates 160 employees that it shall be necessary to furnish approximately:

- 1,584 shirts
- 1,570 pants
- 254 jackets
- 32 coveralls
- 17 mats
- 275 shop rags

***Note: These numbers are subject to change based upon staffing and other factors***

b. The Bid Form serves as a chart with information regarding shirt and pant types and quantities. York County reserves the right to increase or decrease the quantity of uniforms required at the same bid price, except that if the quantity is increased to a level at which a price break applies, the price will be adjusted accordingly. The Bidder shall be responsible for all measuring and proper fit of the uniforms. Costs shall be based on provision and laundering of eleven (11) sets of uniforms (5 day work week) per employee and/or thirteen (13) sets where noted.

## **1.7 Name Patches**

a. Name patches, shall be provided by the Bidder at no cost to the county departments. The name patches shall be sewn or attached on all shirts and jackets. Name patches shall have the first name or "nickname" of the employee. Name patches shall be embroidered, or stamped, and shall be a complimentary color to the appropriate uniform. Names shall also be in colors as specified by the using department. Each shirt and jacket shall have one name patch with employee's name and one name patch with department designation (i.e. York County ProcurementDepartment).

## **1.8 Labeling**

a. Each shirt and pair of pants shall have the employee's name sewn inside to ensure the return of the cleaned garments to the wearer.

## **1.9 Maintenance Costs**

The successful Bidder shall provide the following service:

a. Launder/clean all uniforms exclusively in the Bidders own plants in accordance with all State and Federal regulations. All uniforms must be treated for mildew prevention. All uniforms must be laundered using detergents or cleaners that leave the garment odor free. Uniforms that retain an offensive smell or residual odor after laundering will not be acceptable.

b. Keep garments in a presentable condition at all times. If solely in the opinion of the using department, garments are worn or are unsatisfactory, they shall be replaced immediately. There shall be no rental charge if there is failure to provide replacement garments.

c. All uniforms must be neatly pressed and delivered on a hanger. Pressing of uniforms shall be in accordance with industry standards.

d. The Bidder shall be responsible for normal wear of the uniforms and maintain them in an excellent state of repair at all times. Garment life shall be based on a normal wear basis; replacement shall be provided as required to allow for a first class appearance at all times.

e. Repair all general cuts, tears, and damage to uniforms caused by normal wear and tear of the employee's work (i.e. vehicle fleet maintenance, bleaches and other cleaning chemicals) at no additional cost to the County. Garments damaged beyond repair, solely in the judgment of the using department, by employees carelessness, will be replaced and charged to the using department. All garments in need of repair shall be delivered on the next scheduled delivery.

## **1.10 Bidder Representative**

a. The Bidder will provide departments with the name of a person who will represent the Bidder in the administration of this Contract. The person must be within the level of management capable of acting without recourse in making decisions with respect to this agreement. This person must be able to meet with York County management on a regular basis, if necessary, thus, ensuring compliance with the Contract terms.

### **1.11 Reasonable Wear/Repair/Lost Garments**

a. Reasonable wear of garments is expected and is to be included in the Bidder's cost proposal. York County expects the Bidder to replace any and all garments that by reason of wear do not present the proper image York County wishes to maintain. This replacement shall be done at no additional costs to the County. Minor repairs such as, but not limited to, button replacement, zipper replacement and small tear patching will be provided by the Bidder at no cost to the County. Tear patching must not be readily noticeable. York County, on a pro rate basis, will pay for garments requiring replacement due to damage caused by the employee not attributable to normal wear and tear. In that all garments remain the property of the Bidder, a loss charge may be levied for a lost garment. Written notification must be submitted to the County prior to issuing replacement charges on an invoice.

### **1.12 Uniform Return**

a. At the termination of this Contract, all rental uniforms will be returned to the Bidder within fifteen (15) days. Any shortage will be reimbursed to the Bidder by the County. The Bidder will prorate the cost of uniform replacement by attributing a value to the garments over the 12 month period of the contract. If a uniform is replaced because of damage by the employee or at the request of a county department, or for reasons other than normal wear and tear, York County will pay the prorated fee.

### **1.13 Rental Service Requirements**

a. Price per item includes all rental costs, environmental fee, the cost of the original fitting, attachment and/or removal of patches (name and department designation), cleaning, exchange replacement due to wear, minor repairs, delivery and pick-up, etc.

b. No added charges or resizing fees shall be levied provided the employee does not change sizes more than once in a year.

c. The Bidder shall not levy added surcharges of any kind due to increases in operating expenses for three (3) years.

d. All garments originally issued will be new. All uniforms shall be to the satisfaction of the using department. The Bidder will immediately replace any uniform not meeting standards of neat appearance, on the continuous basis at no additional costs to the County.

### **1.14 Monitoring of Contract**

a. The successful Bidder will be required to establish a check-in/check-out inventory system at all locations being serviced. It is suggested that the Bidder shall submit forms to be used for this purpose with their bid. The forms should show at a minimum the quantity of each item turned in by each employee and the number of items delivered each week. This form should also reflect additions, deletions and transfers effective the next week. The Bidder's driver and the county department, upon completion of delivery at each location, shall retain a copy of the check-in/check-out form. The County reserves the right to add or delete additional employees and rental services and locations at any time during the term of this contract. These additions or deletions shall be made at no extra charge, except for the weekly costs involved. The County also reserves the right to add additional departments at any time during the term of this Contract.

### **1.15 Complaints**

It is the responsibility of the successful Bidder to respond to complaints within forty eight (48) hours with a reasonable and acceptable solution. The Bidder shall be required to rectify any problems within ten (10) days of said notification.

### **1.16 Inspections**

York County may make such reasonable investigations as deemed appropriate and necessary to determine the ability of the Bidder to provide the services, permits, facilities, equipment and expertise to perform as requested, and bidder shall furnish the County all such information and data for this purpose as may be requested. The County reserves the right to inspect transportation equipment and cleaning facility prior to selecting a Bidder.

### **1.17 References**

References shall be required with the submittal of a Bid price. Provide names, contact person, telephone number, and email of three companies for which your Firm is presently providing uniform services.

### **1.18 Drivers/Employees**

All delivery drivers must have a current driver's license. The County reserves the right to discontinue the use of any driver for failure to perform in a satisfactory manner.

Because drop off points are in close proximity to a detention facility and other county office buildings, the successful Bidder's drivers should not egress into other buildings, and should refrain from contact with county employees not associated with uniform services and/or the county inmate population.

York County reserves the right to reject the Bidder's personnel who, in the County's judgment, are not adequately qualified to perform the work or for just cause (lack of courtesy, profanity, repeated lack of compliance with operating procedures, unsafe operation). The Bidder shall make arrangements for a replacement within twenty-four (24) hours.

The Bidder's employees shall consistently show the highest levels of customer service and courtesy.

The Bidder's employees shall display professional attitudes and behavior, and be dressed in clean uniforms at all times.

The Bidder shall maintain the highest level of communications with designated county representatives in all aspects of the operation.

The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Bidder.

## 1.19 Assignments

The successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of the Contract, or his rights, title, or interest in or to the same of any part thereof, without previous consent, in writing to the County.

## SECTION 2 GARMENT DESCRIPTIONS

### 2.1 Shirts

Shirts shall be of similar material, design, and construction to the following:

- a. **Item #1 - Exxon Shirt Long and Short Sleeve:** Durable uniform shirts that resist wrinkling, button-through pockets, pencil stall on left pocket. Full cut for ease of movement. Soil resistant and moisture-wicking fabric. Comfort collar with sewn-in stays with blended cotton-poly lining, and lined cuffs, reinforced at all stress points. 4.25-oz. 65/35 poly/cotton poplin.
- b. **Item #2 -100% Cotton Short Sleeve Shirt:** All-cotton workwear preshrunk and breathable 5-oz. 100% cotton work shirt. banded dress collar, seven-button front, button-through front pockets.
- c. **Item #3 - 65/35 Work Shirt Long and Short Sleeve:** 4.25-oz. blend of 65/35 polyester and ringspun cotton banded collar with sewn-in stays. Seven-button front for a no-gap closure. Two large button-through chest pockets (left with pencil stall), and a two-piece back yoke for ease of movement. The long sleeve lined cuffs shall have a single button closure.
- d. **Item #4 - 65/35 Polo Shirt:** Blend of 65/35 polyester and ringspun double needle stitching throughout. Set-in hemmed sleeves, tag-free taped neck, side vents, flat knit collar with three-button placket, and dyed-to-match buttons.
- e. **Item #5 - 100% Polyester Polo with or without Pocket Short Sleeve Shirt:** Moisture management double needle stitching throughout. Set-in hemmed sleeves, tag-free taped neck, side vents, flat knit collar with three-button placket, and dyed-to-match buttons. 3.8 oz. snag-resistant polyester tricot.
- f. **Item #6 - Microcheck Long and Short Sleeve Shirt:** Breathable 4-oz. 65/35 poly/cotton. Subdued check pattern, banded dress-shirt collar with sewn-in collar stays, woodtone melamine buttons, plus large button-through chest pockets (pencil stall on left). Short sleeve shall have double-turned hems.
- g. **Item #7 - Class 2 High Visibility Long and Short Sleeve Shirt:** 360° visibility protection featuring 3M® Scotchlite® or equivalent reflective striping on front, back, and sleeves. 65/35 poly/cotton. ANSI type R or P, Class 2.
- h. **Item #8 - Class 3 High Visibility Long and Short Sleeve Shirt:** 360° horizontal stripes, 2" silver striping over the shoulders and around the sleeves. 65/35 poly/cotton. ANSI Type R or P, Class 3.



- i. **Item #9 - Enhanced Visibility Long and Short Sleeve Work Shirts:** 360° visibility protection. Retroreflective Enhanced Visibility trim on front, back, and sleeves. Industrial styling with traditional fit and durability. 4.25 oz. 65/35 poly/cotton.
- j. **Item #10 - Lightweight Shirt with Reflective Striping:** Woven shirt, lightweight and breathable. Features larger chest pockets and full underarm gussets. Banded, button-down collar with double-needle topstitched placket, and topstitched adjustable cuffs. Enhanced 360-degree visibility with 2" yellow-silver-yellow reflective striping. 5.5 oz. 50/25/25 aramid/lyocell/modacrylic TenCate® Evolv™ FR fabric. ATPV 8.5, PPE 2
- k. **Item #11 - High Visibility Ripstop Work Shirts Long and Short Sleeve:** 360° visibility protection with retroreflective striping on front and back. Strategically placed color-matched stretch panels on the back add mobility and breathability while the lightweight ripstop fabric engineered with an exclusive OilBlok finish offers unique stain control for even the toughest oils and liquids, Concealed-snap front; two button-through hex-style chest pockets (pencil stall on left); and durable press for wrinkle resistance. 4.2 oz. 65/35 poly/cotton ripstop. Mimix panels: 4.2 oz. performance mesh, 100% polyester. ANSI Type R, Class 3

## 2.2 Pants

Pants shall be of similar material, design, and construction to the following:

- a. **Item #12 - Cargo Pants:** Two large pleated patch pockets with concealed snaps on flaps (right has inner cell phone pocket), quarter-top front pockets, and set-in back pockets (left has a button). Made of 8-oz. 65/35 poly/cotton fabric with a durable press finish that resists wrinkles.
- b. **Item #13 - Pleated Pants:** 7.75-oz. 65/35 poly/cotton, double-pleated front with heavy-duty brass zipper, single hook-and-eye closure, dress-style waistband, quarter-top front pockets, and two set-in hip pockets.
- c. **Item #14 - Relaxed Fit Jeans:** 14.5-oz. Heavy-Duty 100% cotton denim prewashed for comfort. Sturdy brass zipper, metal button closure, riveting at the stress points and reinforced seams, relaxed cut in the legs and seat. Extra-large leg openings to accommodate work boots.
- d. **Item #15 - Side Elastic Pants:** 7.5-oz. 65/35 poly/cotton twill, heavy-duty brass zipper and button closure; and reinforced bartacked pockets, belt loops, and seams.
- e. **Item #16 - Women's Cargo Pants:** Natural waistline with two cargo pockets in addition to two front pockets and a set-in back pocket. Constructed of 65/35 poly/cotton 7.5-oz. twill with a heavy duty brass zipper and button closure.
- f. **Item #17 - Wrangler® or Equivalent Jeans:** Wrangler® or equivalent relaxed fit jeans made of 14.5 ounce, preshrunk cotton denim, brass zipper, button closure, five-pocket styling, extra-deep front pockets, U-fit crotch, and larger leg openings for boots.

- g. **Item #18 - Women's Straight Leg:** Interlined waistband, slack-style front pockets, and a heavy-duty brass zipper. Made of 7.5-oz. durable-press 65/35 polyester/cotton twill, these feature a double-pleated front, Ban-Roll® waistband, and hook-and-eye closure.
- h. **Item #19 - 65/35 Work Pants:** 7.75-oz. 65/35 poly/cotton. Smooth front, quarter-top front pockets, set-in hip pockets, bartacked belt loops and button-front closure.

## 2.3 Jackets

Jackets shall be of similar material, design, and construction to the following:

- a. **Item #20 - 65/35 Work Jacket:** 65/35 poly/cotton twill shell with a quilted permanent lining, solid brass zipper, left sleeve pencil pocket, adjustable side tabs, slash pockets, and button cuffs.
- b. **Item #21 - High Visibility Jacket:** 65/35 poly/cotton Jacket in Navy with 2.5" enhanced visibility trim in Yellow around chest and sleeves. Optional Liner.

## 2.4 Coverall

Coverall shall be of similar material, design, and construction to the following:

- a. **Item # 22 - 65/35 Coverall:** 7.5-oz. 65/35 poly/cotton fabric coveralls, concealed two-way brass zipper; hemmed sleeves; reinforced seams; an action back; and seven pockets that include two hip, two side, two chest (left has pencil stall) and a rule pocket.

## 2.5 Miscellaneous

- a. **Item #23 – Shop Rags 18 x 18**
- b. **Item #24 – Mat 3 x 5 Scraper**
- c. **Item #25 – Mat 3 x 5 HD**
- d. **Item #26 – Mat 4 x 6 HD**

## 2.5 Required Garment Type by Department

Solid Waste Disposal 330 Public Works Rd; York, SC 29745 – Employees 14

Item Number	Description	# of Employees	Garments per Employee	Quantity
9	Enhanced Visibility Long Sleeve Work Shirts	8	7 with 5 1 with 11	46
9	Enhanced Visibility Short Sleeve Work Shirts	12	7 with 6 5 with 11	97
19	65/35 Work Pants	4	11	44
12	Cargo Pants	8	11	88
17	Wrangler® or Equivalent Jeans	2	11	22
21	High Visibility Jacket	12	2	24
22	65/35 Coverall	9	2	18
25	Mat 3 x 5 HD	NA	NA	4

Equipment Maintenance – 521 Complex Ln; York, SC 29745 – Employees 11

Item Number	Description	# of Employees	Garments per Employee	Quantity
6	Microcheck Long Sleeve Shirt	3	1 with 13 2 with 7	27
6	Microcheck Short Sleeve Shirt	11	9 with 13 2 with 6	129
19	65/35 Work Pants	6	13	78
12	Cargo Pants	1	11	11
17	Wrangler® or Equivalent Jeans	5	13	65
20	65/35 Work Jacket	11	2	22
22	65/35 Coverall	7	2	14
23	Shop Rags 18 x 18	NA	NA	225

PW Collection and Recycling – 220 Public Works Rd; York, SC 29745 – Employees 29

Item Number	Description	# of Employees	Garments per Employee	Quantity
3	65/35 Work Shirt Short Sleeve	1	11	11
10	Lightweight Shirt with Reflective Striping	2	1	2
5	100% Polyester Polo without Pocket Short Sleeve Shirt	1	11	11
6	Microcheck Short Sleeve Shirt	3	8	24
5	100% Polyester Polo with Pocket Short Sleeve Shirt	1	11	11
7	Class 2 High Visibility Short Sleeve Shirt	6	1 with 8 2 with 6 1 with 1 1 with 9 1 with 11	41
7	Class 2 High Visibility Long Sleeve Shirt	4	1 with 2 1 with 3 2 with 5	15
8	Class 3 High Visibility Short Sleeve Shirt	12	4 with 11 3 with 6 5 with 7	97
8	Class 3 High Visibility Long Sleeve Shirt	8	3 with 5 5 with 4	35
19	65/35 Work Pants	1	11	11
12	Cargo Pants	19	17 with 11 2 with 5	197
15	Side Elastic Pants	1	5	5
14	Relaxed Fit Jeans	1	11	11
17	Wrangler® or Equivalent Jeans	3	1 with 5 1 with 6 1 with 11	22
20	65/35 Work Jacket	2	2	4
21	High Visibility Jacket	20	2	40
23	Shop Rags 18 x 18	NA	NA	50

PW Road Maintenance – 220 Public Works Rd; York, SC 29745 – Employees 32

Item Number	Description	# of Employees	Garments per Employee	Quantity
7	Class 2 High Visibility Long and Short Sleeve Shirt	32	7	224
19	65/35 Work Pants	32	7	224
21	High Visibility Jacket	32	2	64

PW Water and Sewer – 220 Public Works Rd; York, SC 29745 – Employees 31

Item Number	Description	# of Employees	Garments per Employee	Quantity
8	Class 3 High Visibility Short Sleeve Shirt	31	11	341
19	65/35 Work Pants	31	11	341
21	High Visibility Jacket	31	2	64

Parks Ebenezer Park – 4490 Boat Shore Rd; York, SC 29745 – Employees 6

Item Number	Description	# of Employees	Garments per Employee	Quantity
5	100% Polyester Polo with Pocket Short Sleeve Shirt	6	11	66
12	Cargo Pants	6	11	66

Parks Allison Creek Park – 2499 Viesta Rd; York, SC 29745 – Employees 3

Item Number	Description	# of Employees	Garments per Employee	Quantity
5	100% Polyester Polo with Pocket Short Sleeve Shirt	3	11	33
12	Cargo Pants	3	11	33

RH Facilities Maintenance – 1070 Heckle Blvd; Rock Hill, SC 29732 – Employees 2

Item Number	Description	# of Employees	Garments per Employee	Quantity
5	100% Polyester Polo with Pocket Short Sleeve Shirt	2	11	22
12	Cargo Pants	2	11	22
20	65/35 Work Jacket	2	2	4

Facilities Maintenance GC - 6 S Congress St; York, SC 29745 – Employees 8

Item Number	Description	# of Employees	Garments per Employee	Quantity
5	100% Polyester Polo without Pocket Short Sleeve Shirt	8	11	88
12	Cargo Pants	2	11	22

17	Wrangler® or Equivalent Jeans	2	11	22
15	Side Elastic Pants	3	11	33
19	65/35 Work Pants	1	11	11
20	65/35 Work Jacket	6	2	12

MJC Facilities Maintenance - 1675-2A York Hwy; York, SC 29745 – Employees 22

Item Number	Description	# of Employees	Garments per Employee	Quantity
5	100% Polyester Polo without Pocket Short Sleeve Shirt	22	11	242
12	Cargo Pants	6	11	66
17	Wrangler® or Equivalent Jeans	6	11	66
15	Side Elastic Pants	7	11	77
19	65/35 Work Pants	3	11	33
20	65/35 Work Jacket	9	2	18

Procurement – 6 S. Congress St.; York, SC 29745 – Employees 2

Item Number	Description	# of Employees	Garments per Employee	Quantity
6	Microcheck Short Sleeve Shirt	2	11	22
19	65/35 Work Pants	2	11	22
20	65/35 Work Jacket	2	1	2

Sheriff Clover – 1475 E Hwy 55, Suite 200; Clover, SC 29710

Item Number	Description	# of Employees	Garments per Employee	Quantity
24	Mat 3x5 Scraper	NA	NA	1
26	Mat 4x6	NA	NA	4

Sheriff York – 92 Stoneybrook Dr; York, SC 29745

Item Number	Description	# of Employees	Garments per Employee	Quantity
24	Mat 3x5 Scraper	NA	NA	1
26	Mat 4x6 HD	NA	NA	3

Animal Shelter – 713 Justice Blvd; York, SC 29745

Item Number	Description	# of Employees	Garments per Employee	Quantity
24	Mat 3x5 Scraper	NA	NA	1
25	Mat 3 x 5 HD	NA	NA	3

***Quantities and garment type are subject to change with addition or subtraction of employees***

## **SECTION 3 INSTRUCTIONS TO BIDDERS**

### **3.1 Submittal Requirements**

Electronic submittals shall be uploaded in PDF format via the Getall online portal which can be accessed via <https://www.yorkcountygov.com/217/Procurement> under the Active Bids link. To ensure that an electronic submittal is received by the due date and time, it is recommended that submittals are uploaded allowing sufficient time prior to deadline. An email confirmation of submittal will be received after clicking on the Confirm Bid button in the GetAll system. If confirmation email is not received, contact GetAll support at [support@getall.com](mailto:support@getall.com) to confirm submittal was successful. Proposals received after specified time and date will be considered as non responsive and will be rejected accordingly. Faxed information is not acceptable.

The Bidder shall be responsible for confirming that submittal is received by the deadline. Any submittal received after the closing date and time deadline will not be considered.

For step by step instructions on how to submit a response, select Help and then Quick Reference in the [Getall](#) portal.

Proposals must include all requested information. Failure to respond to any requested item may cause a Proposal to be deemed non-responsive.

### **3.2 Information**

York County reserves the right to reject any or all responses, waive any technicalities and select the Bidder who is determined to best meet the needs of the County for this Request. To assure clarity, all Bidders may contact the appropriate county officials as listed in the Inquiries section of this solicitation, via email and ask pertinent questions regarding the requirements/specifications of this Request. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Bids will be given consideration unless otherwise specified on cover page. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, posted on the County's website <https://www.yorkcountygov.com>. Each Bidder must acknowledge receipt of such addenda in the space provided in the Bid document. In case any Bidder fails to acknowledge receipt of such addenda or addendum, the Bid will nevertheless be construed as though it had been received and acknowledged and the submission of the Bid will constitute acknowledgement of the receipt of same. It is the responsibility of each Bidder to verify that he has received all addenda issued before Bids are opened. Questions received less than five (5) days prior to the date for opening of Bids may not be answered unless otherwise specified on cover page. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

### **3.3 Inquiries**

General questions about this solicitation should be submitted through the [Getall](#) portal, by selecting the questions icon in the corresponding Q&A column.

## **SECTION 4 BID EVALUATION, AWARD, AND CONTRACT**

### **4.1 General**

Bid will be awarded to the most responsible Bidder who meets the requirements and evaluation criteria set forth in the Invitation for Bids and are either the lowest Bid price or lowest evaluated Bid price.

### **4.2 Determination of Lowest Bidder**

Bids must be evaluated to determine which Bidder offers the lowest cost in accordance with the criteria set forth in the Invitation for Bids.

### **4.3 Modification of Bids**

York County does not allow modification of Bids after submittal.

### **4.4 Award**

The County must award this Bid to the lowest responsible and responsive Bidder who best meets the terms and conditions of the Bid. The award will be made on basis of price, product evaluation, and prior history of service and capability. York County reserves the right to reject any or all Bids and to make an award to the most advantageous Bidder. Upon determination of the lowest Bidder, review of Bid for responsiveness, and satisfaction that the Bidder is responsible, then upon approval of the York County Council, a Purchase Order will be issued to that Bidder.

### **4.5 Terms of Contract**

The contract term shall be effective from time of award through delivery and acceptance. The Contract must be valid from the date of the initial Purchase Order and must remain valid for the duration of term mentioned above.

### **4.6 Termination of Contract**

- a. Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing thirty (30) days written notice to the other party.
- b. Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of York County without the required (30) days advance written notice, then York County must negotiate reasonable termination costs, if applicable
- c. Cause: Termination by York County for cause, default or negligence on the part of the Bidder must be excluded from the foregoing provisions; termination costs, if any must not apply. The thirty (30) days advance notice requirement is waived and the default provision listed herein must apply.

d. Default: In case of default of Bidder, York County reserves the right to purchase/lease any or all items or all items/services in default open market, charging Bidder with any excessive costs.

#### **4.7 Non-Appropriation Clause**

Notwithstanding any other provision of this request/agreement, all obligations of the County under this solicitation which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

#### **4.8 Protest**

Any prospective bidder, offeror, contractor or subcontractor aggrieved in connection with the solicitation of a contract shall protest to the Procurement Director within seven days, but not thereafter, of the date of issuance of the invitation for bids, request for proposals or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual bidder, offeror, contractor or subcontractor aggrieved in connection with the intended award or award of a contract shall protest to the appropriate Procurement Officer within seven days, but not thereafter, of the date notification of award is posted. A protest shall be in writing, submitted to the Procurement Director, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received within the time provided.

### **SECTION 5 TERMS AND CONDITIONS**

#### **5.1 Acceptance and Deviations**

Each Bidder must meet all of the specifications and bid terms and conditions. By virtue of the bid submission, the Bidder acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the BID. Non-substantial deviations may be considered provided that the Bidder submits a full description and explanation of and justification for the proposed deviations in the Exceptions form provided in Section 6.3. Whether any proposed deviation is non-substantial will be determined by York County in its sole discretion.

#### **5.2 General Requirements**

All Bidders including the employees of the Bidder must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the Bidder to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.



### **5.3 Title VI of the Civil Rights Act of 1964**

Bidders shall comply with Title VI of the Civil Rights Act of 1964. York County strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project.

### **5.4 Conflict of Interest**

The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of York County and who are providing services involving this request or services similar in nature to the scope of this request to the County. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any York County employee who has participated in the making of a contract until at least two years after his/her termination of employment with York County.

### **5.5 Indemnification and Hold Harmless**

The successful firm shall agree to protect, defend, indemnify, and forever hold harmless, the County, its agents, officers, and employees, from and against any and all claims, liabilities, damages, costs, actions, proceedings, of any nature whatsoever, however alleged or termed, or in any lawsuits, arising in any manner out of any action or failure to act, by the firm, its officers, agents, and employees, or relating to or arising out of the performance or failure to perform, by the firm, its officers, agents, and employees, any obligations arising under its agreement with the County, or any other type claim/lawsuit whatsoever, however alleged or termed, which may arise at any time as a result of or related to the provision of service(s) for the County by the successful firm, without regard to the source, nature, or validity of the claim/lawsuit. Losses, liabilities, expenses and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, loss of use and/or services, claims for injury, damage, disability, property damage, or death, injury to real or personal property, and attorneys' fees, costs, and expenses incurred by the County or any of its agents, officers, and employees. The County shall not be precluded from receiving the benefits of any insurance the firm may carry which provides for indemnification for any loss or damage to property in the firm's custody and control, where such loss or destruction is to County property. The firm shall do nothing to prejudice the County's right to recover against third parties for any loss, destruction or damage to County property.

### **5.6 Drug-Free Workplace**

During the performance of this request, the firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the request.

## **5.7 Applicability/Jurisdiction of South Carolina Law and Courts**

Upon award of a contract under this request the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful firm from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed proposal, the firm agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

## **5.8 Certificate of Insurance**

Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability prior to commencing work.

## **5.9 Assignment**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the County.

## **5.10 Ownership of Material**

All proposals and supporting materials (including all data, material, and documentation) originated and prepared for York County pursuant to this solicitation and including correspondences relating to this solicitation shall, belong exclusively to York County.

## **5.11 Prime Responsibilities**

The successful firm will be required to assume sole responsibility for the complete effort as required by this solicitation. York County will consider the successful firm to be the sole point of contact with regard to contractual matters.

## **5.12 Subcontracting**

If any part of the work covered by this solicitation is to be subcontracted, the successful firm shall identify the subcontracting organization and the contractual arrangements made therewith. All subcontractors must be approved by York County. The successful firm will also furnish the corporate or company name.

## **5.13 Records Retention and Right to Audit**

The County shall have the right to audit books and records of the successful firm as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract. The County may conduct, or have conducted, performance

audits of the successful firm. The County may conduct, or have conducted, audits of specific requirements of this solicitation as determined necessary by the County. Pertaining to all audits, successful firm shall make available to the County access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the successful firm shall be made available for auditing purposes at no cost to the County.

#### **5.14 Public Access to Procurement Information**

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this SOLICITATION which is deemed privileged and confidential by the Bidder, will not be disclosed. Such privileged and confidential information should be clearly marked as such and includes information which if disclosed, might cause harm to the competitive position of the Bidder supplying the information. All Bidders, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their proposal which such Bidders consider to contain proprietary or other privileged information. Additionally, all Bidders shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their proposal which Bidders deem to be so exempt and shall further be solely responsible for any consequences that might arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. York County hereby disclaims any responsibility for not disclosing information identified by any Bidder as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Bidder's failure to visibly mark it as "CONFIDENTIAL" or to improperly mark it as "confidential". Bidder must identify specific parts of the proposal package as confidential. Failure to do so or to mark the entire proposal package as confidential may result in disclosure of that information.

#### **5.15 Non-Collusion Bidding Certification and Disqualification**

By submission of a bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the Bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other Bidder or to any competitor.

No attempt has been or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition

One Bid: Only one Bid from an individual firm, partnership, company, or corporation under the same or under different names will be considered. If OWNER believes that a Bidder submitted more than one Bid for the work involved, all Bids submitted by that Bidder will be rejected.

## **5.16 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The Bidder certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this qualification statement (if applicable) that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, it must attach an explanation to this solicitation/bid.

## **5.17 Certification Regarding Immigration Reform and Control**

The Bidder certifies, by submission of this document or acceptance of a contract, that all Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages. The Contractor certifies that, should it be awarded a contract by the County, the Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. The Contractor further certifies that it will remain in compliance throughout the term of the contract. At the County's request, the Contractor is expected to produce to the County any documentation or other such evidence to verify the Contractor's compliance with any provision, duty, certification, or the like under the contract. The Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

## **5.18 Chain of Communication**

To ensure the integrity of the competitive process, a strict chain of communication shall apply to each Invitation for Bids, Request for Proposals, Request for Qualifications, or any other competitive solicitation during the period between publication of the solicitation and final award. Bidders or its agents may not communicate by any means, directly or indirectly, with York County public officials, employees, its agents, or representatives or any person not otherwise listed on this document, regarding any aspect of this procurement activity. All communications must be solely with the Procurement Officer. In the sole determination of the Procurement Officer and/or York County, violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

## **5.19 Prohibition of Donations and Gratuities**

Bidders are restricted from making donations to any York County governmental entity with whom they have or seek to have a contract. The Bidder represents that his/her offer discloses any gifts made, directly or through an intermediary, by the Bidder or the Bidder's named subcontractors or subconsultants to or for the benefit of York County, its agents, or representatives during the period

beginning eighteen months prior to the Opening Date. No Bidder, or any person, firm, or corporation employed by the Bidder in the performance of this request, may offer or give any gift, money or anything of value or any promise for future reward or compensation to any York County employee.

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