

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT903116</u>	OPENING DATE (1:00 p.m.) <u>JANUARY 11, 2016</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DOT001	BID NOTICE DATE 12/17/15	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF TRANSPORTATION, 1980 West Broad Street Columbus, OH 43223, as applicable</u>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u> RENTAL AND LAUNDERING OF WORK GARMENTS FOR THE OHIO DEPARTMENT OF TRANSPORTATION			
TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>03/01/16</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>01/31/19</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.			
<u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.			
INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/ . Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.			
		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIAL CONTRACT TERMS AND CONDITIONS

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

DELIVERY OF SERVICES: The services for the rental including cleaning or laundering of garments and other items as specified in this contract shall be delivered on a weekly fixed schedule or on a schedule specified by each location using the services provided by the awarded contractor.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". Additionally DAS will multiply the estimated number of users for each type garment specified times the Bid Price for weekly rental, including laundering, pick-up and delivery of a set of eleven (11) of each garment. DAS will then multiply the resulting total by 52 weeks to obtain each Bidder's estimated annual total rental cost for each type or garment and add all garments to obtain the estimated annual cost for rental of all garments. DAS will then multiply the Bidder's replacement cost for each garment times the item's estimated annual loss quantity to arrive at the total the estimated annual loss cost for each garment and sum this for all garments. DAS will then add the estimated annual cost of garment rental to the estimated annual cost for loss of garments to obtain the total estimated annual cost for each Bidder. Failure to bid all items in this Bid shall deem the Bidder not responsive and result in disqualification from consideration of a Contract award.

CONTRACT AWARD: A Contract will be awarded to one lowest cost responsive and responsible bidder by Low Lot Total. Failure to bid all items in this Bid will result in a Bidder being deemed not responsive.

DESCRIPTIVE LITERATURE: The Bidder should submit descriptive literature of the supplies or services being offered as part of their Bid Response. The literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid Response, the Bidder shall provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the State of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their Bid Response or within the time specified herein will deem the Bidder not responsive.

PRODUCT SAMPLES: The Bidder will be required to submit samples of supplies being offered. Samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder shall provide the samples within seven (7) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples may be retained by the State and used as a basis for comparison with actual product or services delivered under Contract. Any variation between the samples and product or service being delivered will be considered an event of default. Any variation between the samples and actual product being delivered that are due to manufacturer changes may be acceptable but shall require prior written approval from DAS and the Ohio Department of Transportation Office of Employee Health and Safety as indicated in the SUBSTITUTION OF ITEMS clause on page #5 of this Bid/Contract.

BIDDER QUALIFICATIONS: For consideration of award of a contract, Bidders are required to have been in the garment rental, laundering and delivery business, providing the type of garment rental/laundry services as required by this Bid, for a minimum of five (5) years. Bidders should submit documentation of this minimum requirement including their company background and supportive information as well as how they propose to serve the 105 ODOT locations listed in Appendix I. If not included with the Bid Response, the Bidder must provide such supporting documentation within seven (7) calendar days after request/notification by the Office of Procurement Services.

BIDDER REFERENCES: The Bidder should supply three (3) references from organizations where the Bidder has supplied similar services. References provided by the Bidder must agree to be interviewed by DAS concerning the Bidder's services. The Bidder's reference list shall include company name, address, telephone number, contact person, number of years providing service, and description of the services provided. If not included with the Bid Response, the Bidder must provide references as required within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to submit references as requested may result in the Bidder being deemed not responsive.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, minimum order charge, single item charge, make up charge, minimum delivery charge or any other unspecified additional charge that is not specifically mentioned in this Bid or authorized by a subsequent Contract awarded pursuant to this Bid. The Contractor must provide services in the unit quantity(s) as indicated in this Bid and resulting Contract.

SUBMISSION OF INVOICES: Invoices shall be submitted to the location serviced on a weekly or monthly basis or as required by the serviced location's rental garment coordinator. The Contractor shall submit a "proper invoice", unless otherwise requested by the ordering agency, in triplicate, directly to the ordering agency indicated on the purchase request. A "proper invoice" is defined as being free from defects, discrepancies, errors, or other improprieties and shall include, but may not be limited subject to individual agency requirements to:

- 1) Contractor's name and address as listed on the Contract;
- 2) Contractor's remittance address as listed on the Contract;
- 3) Exact purchase order or purchase request number assigned by the agency;
- 4) The wearer's name and exact description, quantity, unit price, total price, etc. as appears on the purchase order or purchase request and on this contract.

In accordance with Section 126.30, Revised Code, and any applicable rules thereto, the Ohio Department of Transportation shall make prompt payment for all supplies or services acquired from the Contractor. Upon receipt of a "proper invoice", payment, subject to the foregoing provision and, unless otherwise stated in the Bid/Contract, payment shall be made in accordance with the payment terms of this Contract. "Improper invoices" shall be returned to the Contractor noting areas of discrepancy. When an invoice is returned, the required payment date will be thirty (30) days from the day of receipt of the corrected "proper invoice".

TRANSPORTATION CHARGES: The Contractor will be responsible for all transportation charges incurred in the pick-up and delivery of materials and/or services specified in this Bid and ensuing Contract.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective sixty (60) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be fully supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. The Contractor shall provide detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

EXCEPTIONS TO BID SPECIFICATIONS: Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications and the requirements of the using Agency. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder an unfair advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

REFERENCES TO ALTERNATE TERMS: Any reference, which may appear on any price list or descriptive literature or any other document furnished or provided by a Bidder or Contractor, to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, or any other Charge(s) not specifically mentioned in this bid or subsequent Contract awarded pursuant to this Bid will be disregarded by the State of Ohio.

STIPULATED WEIGHTS AND BLENDS: Where a weight is referenced, whether on a per square or linear yard of material or per piece or package of an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "50/50 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. [A minor variation will generally be within +/- 10% of the stated blend.] If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.

SWEATSHOP FREE: By the signature affixed to this ITB, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

SUBSTITUTION OF ITEMS: During the term of any ensuing contract in the event of the discontinuance of an item offered in a bid, the awarded Bidder/Contractor may provide alternate Manufacturer Brand/Style/Items other than those indicated in the Contract Item Specifications or on the Bid or Contract Price page. Prior to the provision of any alternate however, the contractor must notify and obtain written permission from the state of Ohio DAS Office of Procurement Services and the Ohio Department of Transportation Office of Employee Health and Safety. DAS may require samples prior to the approval of any alternate item(s). Unauthorized substitutions may result in suspension or cancellation of the contract.

USAGE REPORTS: In addition to the Contractor Quarterly Sales Report above, every six (6) months the Contractor must submit a report (written or on electronic media or via email in Excel format) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider, walter.schneider@das.state.oh.us

SPECIFICATIONS

I. Scope:

The Ohio Department of Transportation (ODOT) seeks to implement a contract with an established, experienced, first rate garment rental provider for a work garment program which ODOT will provide on a voluntary cost shared basis to various classifications of ODOT field employees within the State of Ohio. ODOT's 2,500 eligible field employees are assigned to 105 ODOT district offices and county garages within the State of Ohio. Appendix I is a list of all locations which will serviced by a Contract awarded pursuant to this Bid.

The specifications below cover the rental of work garments as specified for ODOT's field employees at the named ODOT locations. Each location named shall designate an individual hereafter referred to as the using location's "rental garment coordinator" who shall be responsible for the State's functions indicated in this contract. All new and laundered garments delivered must conform to the requirements of this Bid/Contract and be acceptable to the using location rental garment coordinator.

SPECIFICATIONS (Continued)

II. General Requirements:

- A. Service: The successful Contractor shall furnish eleven (11) of each required garment for each participant named by each location's "rental garment coordinator". Garments are to be "first quality" and garment rental shall include laundry service on a firm schedule as specified by the using location rental garment coordinator. First Quality means that items provided at issue will be new and unused and sufficient in all aspects for the purpose intended, of superior quality, without defect, cleaned, laundered, pressed, delivered on time and in the quantity ordered. The Bidder/Contractor(s) agrees to provide the State of Ohio with apparel rental, and laundering service equal to the highest industry standards. Termination of this Contract may be exercised by DAS if the Contractor is unable to reasonably resolve any service deficiency, reported in writing by an ODOT facility location, within thirty (30) days of receipt of such written notification.
- B. Minimum Garment Rental Period: The garment rental and laundering services required by this contract are offered to ODOT field employees on a voluntary, cost shared basis. The State (ODOT) will pay the awarded Contractor for the garment rental and laundry services provided and ODOT will internally charge the participating employee for a portion of the total cost of the service. Once enrolled, ODOT employees shall be required to participate in the program for a minimum of forty (40) continuous weeks before being able to voluntarily exit the program. If an ODOT employee elects to discontinue the program after the minimum forty (40) week period, the location rental garment coordinator will notify the Contractor in writing. Within seven (7) days of the date of written notification, the contractor will remove that employee's garments from the location and all charges for rental of the affected garments will cease. For ODOT employees who during the forty (40) week period are terminated due to quit, retirement, permanent disability or other reason, upon written notification from the facility rental garment coordinator, the Contractor will pick up that employee's garments and cease billing within one week of said written notification.
- C. Penalty: The State will not pay for the delivery of improper, soiled, torn or excessively worn garments or for garments in substandard condition or for scheduled deliveries not made or garments which do not comply with the Contract specifications. A penalty of twenty (20%) percent of the contract price shall be assessed by the using location rental garment coordinator for late delivery of garments covered by this Contract or for garments in substandard condition or which do not meet the Contract item specifications. This penalty may be assessed by offset(s) to the invoiced price. Repeated violations may be cause for termination of this Contract.
- D. Commencement of Service: Upon award of a contract, DAS/ODOT will provide the awarded Contractor a complete list of contacts and contact information for each ODOT location participating in this contract. Within fourteen (14) calendar days after receipt of this list, the successful Contractor shall contact each agency location listed to arrange meetings concerning the location's requirements and use of the Contract/ Or upon notification or contact from a using agency/location on the list, the Contractor shall meet with such location(s) within seven (7) calendar days of contact. Each participating individual at each using location shall be sized or fitted for new garment items as designated by the agency/using location within seven (7) calendar days of first meeting. The Contractor shall deliver all required garments and to the using agency within thirty (30) calendar days after sizing/fitting.
- E. Control Documents: The Contractor shall furnish control documents, showing the number of items picked up and delivered for each employee and/or using location for each delivery. The rental garment coordinator shall review, approve and sign each control document prior to any item(s) accepted or leave the agency location. A copy of the control document shall be retained by the rental garment coordinator at each location. All items are to be checked in and out and count is to be verified in writing by the location's rental garment coordinator. Any shortage, overage, damage loss, need for replacement or repair shall be noted on the control document. The using agency will not be responsible for charges for shortage, loss, damage, replacement or other issues which are not noted and approved on control documents. The state will not honor any invoice which is not supported by the signature of the location rental garment coordinator. Garments will not be replaced and the using agency will not be responsible for the cost of items replaced without a control document record and the approval of the location's rental garment coordinator.
- F. Contractor Visits: The Contractor shall assign representatives to make scheduled visits to each ODOT location using the Contractor's uniform or garment rental services, at least once every ninety (90) days for the express purpose of resolving any issues and to review/inventory all garments. Review is defined as checking condition of garments and checking the quantity on hand.

SPECIFICATIONS (Continued)

- G. Repair Policy: Each Bidder should submit with their Invitation to Bid a document delineating their policy regarding repair and upkeep of garments. Garments designated for repair or replacement are to be returned repaired on the next regular delivery. If not submitted with the Bid, repair policy documents shall be provided within seven (7) calendar days after requested by DAS. Failure to submit repair policy documents within the time specified may result in the Bidder being determined not responsive.
- H. Repair Tags: The Contractor shall provide repair tags. It is the responsibility of the individual wearing the rental garment(s) to report any damage to garments or repair needed to the using location's rental garment coordinator. It is the responsibility of the rental garment coordinator to provide completed repair tags and coordinate repair of the garment with the Contractor's representative.
- I. Repairs/Replacement: Acceptance of repaired garments by the agency/using location shall be approved by the location's rental garment coordinator. Damaged garments designated for repair or replacement shall be replaced or repaired within seven (7) calendar days when, in the opinion of the using location designated coordinator, the garment or item is not acceptable for its intended use. Failure to repair or replace garments or items in accordance with this clause may be cause for the location's rental garment coordinator to invoke the penalty described in II. B. above.
- J. Responsibility For Repair and Replacement: There will be no charge to the State for repair of items or garments. The State will not be responsible for replacement of items or garments which have been damaged by the Contractor during the time the garment is in the care of the Contractor. The State will be responsible for garments which are lost or damaged beyond repair due actions by a representative of the State. Replacement cost will be as indicated in the "Charges for Lost or Missing Garments/Items" section of the Contract/Bid price pages. The location's rental garment coordinator must approve all replacement cost charges.
- K. Garments For New Employees: The Contractor shall complete fitting/sizing and delivery of new garments for new participants in ODOT's work garment program within thirty (30) days of written notification of same. Upon written notification of termination of ODOT's work garment program for any employee eligible for same, the Contractor shall remove garments assigned to such person from the ODOT facility and cease billing within one week of the written notification. The ODOT location rental garment coordinator shall be responsible for notifying the Contractor, in writing of the above circumstances.
- L. Garment Condition: All garments delivered are to be new upon initial issue and thereafter properly pressed free of wrinkles and delivered folded or on hangers as required by the using location.
- M. Hanger Lockers, Repair Bin and Garment Return Bags: If requested by the using agency, at the request of the location rental garment coordinator, the Contractor shall furnish, at no cost to the State of Ohio, "Steiner" or "O' Day" type hanger lockers (or hanger lockers whose specifications meet or exceed "Steiner" or "O-Day" hanger lockers) in sufficient number, one (1) per employee and one (1) repair bin per location and garment return bags for soiled/used garments.
- N. Locations To Be Serviced Under This Contract: Authorized users of this contract are, ODOT locations as indicated in Appendix I to this Bid. With reasonable notice, DAS and ODOT may add or change additional locations by contract amendment as required during the term of this contract.
- O. Employee Transfers: ODOT from time to time may transfer employees who are participating in their rental garment program between ODOT facilities. When an employee is transferred permanently to a different facility it is the responsibility of the rental garment coordinators at both facilities to coordinate the transfer and notify the contractor upon such transfer in writing. It is the responsibility of the awarded Contractor to execute the transfer of garment items between facilities appropriately within one week (7 calendar days) of written notification of the transfer.
- P. Estimated Usage: The usage estimates in this Bid are based upon information supplied by the Ohio Department of Transportation. Usage may vary and be either more or less than estimated. The State is not responsible for accuracy of these estimates and makes no guarantee of volume based upon the estimates.
- Q. Colors: Bidders shall offer all colors required by this Bid/Contract.

SPECIFICATIONS (Continued)

- R. Required Sizes: Bidders shall offer unisex T-Shirt sizes regular and tall, small (SM) through 6 extra-large (6XL) or corresponding numeric sizes. Trousers shall be provided in men's regular and tall even waist sizes 30 through 56 waist and 28 through 36 even and extended (Tall) inseam and women's sizes 2 through 24.
- S. Employee Time Off: The Contractor will not assess rental service charges for garments for periods of vacation, sick leave, military leave, short or long term disability or similar circumstances exceeding two successive weeks (14 calendar days) of employee absence. It is the responsibility of the location rental garment coordinator to notify the Contractor in writing of employees who will be away from the job under the above circumstances for more than two successive weeks. Said notification shall be in writing and shall take place at least seven (7) days prior to the first week of employee absence for waiver of rental charges for successive weeks. Rental charges will cease upon the fourteenth calendar day of the employee's absence and resume upon notification from location rental garment coordinator that the absent employee has returned to work.
- T. Stipulated Weights and Blends: Where a weight is referenced in the specifications on a per square or linear yard of material or per piece or package on an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "50/50 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. (A minor variation will generally be within 10% of the stated blend.) If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.
- U. Exceptions To Specifications: Any exception(s) to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.
- V. Termination of Service: If an item or service provided by this contract is terminated for a participating employee, the Contractor will remove the item(s) and cease services within one week of notification in writing from the location rental garment coordinator. Charges for that/those item(s) and/or services will cease the week following the date of such notification.
- W. Settlement for Lost, Destroyed or Missing Garments: Settlement with the using agency location for lost, destroyed or missing garments or other items subject to this contract shall be conducted annually during the month of March and during the first month after the expiration or termination of this contract. During the first week of the specified settlement month, the Contractor shall provide a list of lost, destroyed and/or missing garments or items and the contractually authorized charges for same to the using location's rental garment coordinator. The location's rental garment coordinator will audit the Contractor's list for accuracy and correctness. After agreement on the settlement amount, payment will be made within 30 days after the presentation of a proper invoice for same. "Proper invoice" is defined in the SUBMISSION OF INVOICES clause on page 4 of this Bid/Contract.

III. CLASSIFICATION OF ITEMS

Category A – Laundering, Pick-Up and Delivery of Rental Garments

SPECIFICATIONS (Continued)

IV. SPECIFIC REQUIREMENTS:

A. Category A. – Laundering, Pick-Up and Delivery of Rental Garments

1. ANSI/ISEA 107-210 Class 3 Compliant Short Sleeve Safety T-Shirt, Unisex
 - a. 100% Moisture Wicking Polyester, Jersey Knit
 - b. Fabric Weight: 5.6 Ounces Per Sq. Yd.
 - c. Crew Neck
 - d. Short Sleeves
 - e. Double Needle Hemmed Sleeves and Bottom
 - f. Trim: 3M™ Scotchlite™ High Visibility Reflective Material – 8906 Silver Fabric Trim 2” Retroreflective Tape with 360 Degree Reflective Coverage (or equivalent)
 - g. Reflective Trim Shall be on the front and back of the T-shirt perpendicular on the left and right sides of the front and back and around the middle of the torso.
 - h. Color: High Visibility Lime Green
 - i. Sizes Required: Small (SM) through 6 Extra Large (6XL) and Tall Sizes
 - j. Unit of Measure: Charge per Week for Rental of Eleven (11) Garments
2. ANSI/ISEA 107-2010 Class 3 Compliant Long Sleeve Safety T-Shirt, Unisex
 - a. 100% Moisture Wicking Polyester, Jersey Knit
 - b. Fabric Weight: 5.6 Ounces Per Sq. Yd.
 - c. Crew Neck
 - d. Long Sleeves with Ribbed Cuffs
 - e. Double Needle Hemmed Bottom
 - f. Trim: 3M™ Scotchlite™ High Visibility Reflective Material – 8906 Silver Fabric Trim 2” Retroreflective Tape with 360 Degree Reflective Coverage (or equivalent)
 - g. Reflective Trim Shall be on the front and back of the T-shirt perpendicular on the left and right sides of the front and back and around the middle of the torso.
 - h. Color: High Visibility Lime Green
 - i. Sizes Required: Small (SM) through 6 Extra Large (6XL) and Tall Sizes
 - j. Unit of Measure: Charge per Week for Rental of Eleven (11) Garments
3. Men’s Denim Work Trouser with High Visibility and Reflective Striping
 - a. 100% Cotton Denim
 - b. Minimum 13 Oz. Sq. Yd.
 - c. Boot Cut Legs, Men’s Cut Pattern
 - d. Heavy duty Brass Zipper
 - e. Reflective Trim: Trousers shall contain one ½” (one half inch) retroreflective strip around each leg, between two (2) ½” (one half inch) High Visibility Lime Green color stripes located below the knee and above the bottom hem of the trouser horizontally around the lower leg of the trouser
 - f. Color: Blue
 - g. Sizes Required: Waist 28 – 56 even sizes, Inseam 28 – 36, even and Tall (inseam) sizes
 - h. Unit of Measure: Per Week for Rental of Eleven (11) Garments
4. Women’s Denim Work Trouser with High Visibility and Reflective Striping
 - a. 100% Cotton Denim
 - b. Minimum 13 Oz. Sq. Yd.
 - c. Boot Cut Legs, Women’s Cut Pattern
 - d. Heavy Duty Brass Zipper
 - e. Reflective Trim: Trousers shall contain one ½” (one half inch) retroreflective strip around each leg, between two (2) ½” (one half inch) High Visibility Lime Green color stripes located below the knee and above the bottom hem of the trouser horizontally around the lower leg of the trouser
 - f. Color: Blue
 - g. Sizes Required: Women’s Sizes 2 – 24
 - h. Unit of Measure: Per Week for Rental of Eleven (11) Garments

INSTRUCTIONS TO BIDDERS:

1. Bidders must submit all bids in United States Dollars (\$USD)
2. Bid amounts in \$ USD must contain no more than three (3) places to the right of the decimal point. DAS will disregard any numbers more than three places to the right of the decimal point.
3. Bidders shall indicate the Bidder's catalog item number, stock number or style for each item offered. Upon award of a contract, the catalog item number, stock number or style number offered will become the only authorized items. If during the term of the contract, the awarded Contractor has need to offer alternate items, the SUBSTITUTION OF ITEMS clause on page # 5 shall apply.

BID PRICES

CATEGORY A. – RENTAL GARMENTS – Rental Garment Unit of Measure shall be for a set of eleven garments for each garment user. Rental Garment Bid Price shall be the weekly charge for the provision of a set of eleven (11) of each garment for each garment user.

Bid Item #	UNSPSC#	Description	Unit of Measure (UoM) Average Number of Weekly Garment Users	Estimated Annual Loss (# of Garments)	Bidder's Catalog Item, Stock or Style Number	Weekly Bid Price for Rental of Eleven (11) Garments (\$USD)
1.	91101800	ANSI/ISEA 107-2010 Compliant Short Sleeve Safety T-Shirt, Unisex, As Specified	500	800		
2.	91101800	ANSI/ISEA 107-2010 Compliant Long Sleeve Safety T-Shirt, Unisex, As Specified	500	800		
3.	91101800	Men's Denim Work Trouser with High Visibility Reflective Stripe, As Specified	800	1300		
4.	91101800	Women's Denim Work Trouser with High Visibility Reflective Stripe, As Specified	200	300		

All garments are the property of the Contractor. Garments which are lost, damaged or destroyed through no fault of the Contractor or which are damaged by the wearer and cannot be repaired by the contractor shall be paid for by the using agency at the price listed below (Bidder shall indicate charges for lost or missing garments as indicated).

Bid Item #	Description	Bidder Catalog Item, Stock or Style Number	Replacement Price Each (\$ USD)
1.	ANSI/ISEA 107-2010 Compliant Short Sleeve Safety T-Shirt, Unisex, As Specified		
2.	ANSI/ISEA 107-2010 Compliant Long Sleeve Safety T-Shirt, Unisex, As Specified		
3.	Men's Denim Work Trouser with High Visibility Reflective Stripe, As Specified		
4.	Women's Denim Work Trouser with High Visibility Reflective Stripe, As Specified		

BIDDER SHALL COMPLETE THE FOLLOWING

BIDDER COST ALLOCATION CATEGORIES – CATEGORY A. GARMENTS					
As a baseline for evaluation of price adjustment requests for this category, Bidders shall indicate the percentage of total costs for the following cost elements. The sum of all percentages must equal one hundred percent. Bidders may add additional cost categories if necessary.					
Cost of Goods	Labor Cost	Utilities	Transportation	Other	Overhead
%	%	%	%	%	%

The above cost allocation categories will not be a part of the Bid evaluation, however failure to complete the above may deem your bid not responsive.

ITEMS IN THIS BID CONTAIN RECYCLED MATERIALS (Y/N) _____.IF SO _____.%. The foregoing will not be a part of the bid evaluation.

BID AUTOMOBILE LIABILITY CHECKLIST:

Bidder/Contractor shall indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker (“The Contractor”) or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

Bidders Shall Complete and Sign the Following and submit the completed, signed copy with your Bid

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name) (Address, City, State, Zip)

STANDARD AFFIRMATION AND DISCLOSURE FORM

Contractor also affirms, understands and agrees that Contractor and its subcontracts are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The state has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is part of any Contract that Contract may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____

APPENDIX 1
List of ODOT Locations Served by This Bid/Contract

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
ODOT District 1 HQ		1885 N. McCullough St, Lima, OH 45801-0040
1	Allen	123 E. Chapman Road, Lima, OH 45801
1	Defiance	2340 Baltimore Road, Defiance, OH 43512
1	Hancock	1645 Lima Ave, Findlay, OH 45840
1	Hardin	13052 US 68, Kenton, OH 43326
1	Paulding	833 W Wayne St., Paulding, OH 45879
1	Putnam	617 11th Street, Ottawa, OH 45875
1	Van Wert	10238 Van Wert-Decatur Road, Van Wert, OH 45891
1	Wyandot	10976 CR 121, Upper Sandusky, OH 43351
ODOT District 2 HQ		317 East Poe Rd, Bowling Green, OH 43402
2	Fulton	989 North Shoop Ave, Wauseon, OH 43567
2	Henry	9733 SR 110, Napoleon, OH 43545
2	Lucas	4080 Technology Dr, Maumee, OH 43537
2	Northwood Outpost	200 Lemoyne Rd. Northwood, Oh 43619
2	Ottawa	307 South Railroad St, Oak Harbor, OH 43449
2	Sandusky	1111 Oak Harbor Rd, Fremont, OH 43420
2	Seneca	3390 South SR 100, Tiffin, OH 44883
2	Williams	1825 Magda Dr, Montpelier, OH 43543
2	Wood	955 Mitchell Rd, Bowling Green, OH 43402
ODOT District 3 HQ		906 North Clark Avenue, Ashland, OH 44805
3	Ashland	946 North Clark Avenue, Ashland, OH 44805
3	Crawford	311 W Irving Street, Bucyrus, OH 44820
3	Erie	165 S Huron Street, Milan, OH 44846
3	Huron	760 Dublin Road, Norwalk, OH 44857
3	Lorain	405 West Lorain Street, SR 511, Oberlin, OH 44074
3	Medina	3220 Medina Rd, SR 18, Medina, OH 44256
3	Richland	1256 West Fourth Street, Mansfield, OH 44906
3	Wayne	1661 Geyers Chapel Rd, Wooster, OH 44691
ODOT District 4 HQ		2088 S Arlington Rd, Akron, OH 44306
4	Ashtabula	492 Seven Hills Rd, Ashtabula, OH 44004
4	Mahoning	401 W Main Street, Canfield, OH 44406
4	Portage	701 Oakwood St, Ravenna, OH 44266
4	Stark	4505 Atlantic Blvd NE, Canton, OH 44705
4	Summit	6155 Chittenden Rd, Hudson, OH 44236
4	Trumbull	310 Second St, Cortland, OH 44410
ODOT District 5 HQ		9600 Jacksontown Rd, Jacksontown, OH 43030
5	Coshocton	233 Rivercrest Dr, Coshocton, OH 43812
5	Fairfield	3265 West Fair Ave, Lancaster, OH 43130
5	Guernsey	6490 Glenn Hwy, Cambridge, OH 43725-9755
5	Knox	505 Harcourt Rd SW, Mt Vernon, OH 43050
5	Licking	9600 Jacksontown Rd, Jacksontown, OH 43030
5	Muskingum	3399 East Pike, Zanesville, OH 43701
5	Perry	2405 SR 13 NW, New Lexington, OH 43764

APPENDIX 1
List of ODOT Locations Served by This Bid/Contract (Continued)

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
ODOT District 6 HQ		400 E William St, Delaware, OH 43015
6	Delaware	1150 US 42 North, Delaware, OH 43015
6	Fayette	2331 US 22 SW, Washington Court House, OH 43160
6	Franklin	4730 E Dublin-Granville, Westerville, OH 43081
6	Madison	6640 SR 29, West Jefferson, OH 43162
6	Marion	1775 Marion-Williamsport Rd East, Marion, OH 43302
6	Morrow	5560 US 42, Mount Gilead, OH 43338
6	Pickaway	150 Highland Avenue, Circleville, OH 43113
6	Union	402 Chesnut St, Marysville, OH 43040
ODOT District 7 HQ		1001 St Marys Avenue, Sidney, OH 45365-0969
7	Auglaize	511 Commerce Dr, Wapakoneta, OH 45895
7	Champaign	217 S Edgewood Ave, Urbana, OH 43078
7	Clark	1630 W First Street, Springfield, OH 45504
7	Darke	1144 Martin Street, Greenville, OH 45331
7	Logan	149 Northview Dr, Bellefontaine, OH 43311
7	Mercer	4444 SR 29 W, Celina, OH 45822
7	Miami	2423 W SR 55, Troy, OH 45373
7	Montgomery	300 Smith Dr, Englewood, OH 45315
7	Shelby	2190 SR 29, Sidney, OH 45365
ODOT District 8 HQ		505 S State Route 741, Lebanon, OH 45036-9518
8	Butler	4560 Kyles Station Rd, Liberty Township, OH 45011
8	Clermont	3600 St Rt 132, Amelia, OH 45102
8	Clinton	3382 US 68, Wilmington, OH
8	Greene	622 St Rt 380, Xenia, OH
8	Hamilton	1400 E Seymour Ave, Cincinnati, OH
8	Preble	234 Quaker-Trace Rd, West Alexandria, OH
8	Warren	1790 Cornett Dr, Lebanon, OH
ODOT District 9 HQ		650 Eastern Ave, Chillicothe, OH 45601
9	Adams	11700 State Route 41, West Union, OH 45693
9	Brown	5124 State Route 125, Georgetown, OH 45121
9	Highland	521 E Main Street, Hillsboro, OH 45133
9	Jackson	2251 Rice Rd, Jackson, OH 45640
9	Lawrence	450 Commerce Dr, Ironton, OH 45638
9	Pike	5591 Wakefield Mound Rd, Piketon, OH 45661
9	Ross	255 Larrick Lane, Chillicothe, OH 45601
9	Scioto	9187 US 23, Lucasville, OH 45648
ODOT District 10 HQ		338 Muskingum Dr, Marietta, OH 45750
10	Athens	700 W Union Street, Athens, OH 45701
10	Gallia	2397 Jackson Pike, Bidwell, OH 45614
10	Hocking	13176 State Route 664 S, Logan, OH 43138
10	Meigs	34449 State Route 7, Pomeroy, OH 45769
10	Monroe	47028 State Route 26, Woodsfield, OH 43793
10	Morgan	4205 Monestary Rd, McConnelsville, OH 43756
10	Noble	17229 Hunkadora Rd, Caldwell OH 43724
10	Vinton	35269 State Route 93 S, Hamden, OH 45634
10	Washington	1650 Greene Street, Marietta, OH 45750

APPENDIX 1
List of ODOT Locations Served by This Bid/Contract (Continued)

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
	ODOT District 11 HQ	2201 Reiser Ave, New Philadelphia OH 44663
11	Belmont	41061 Bond Dr, Belmont, OH 43718
11	Carroll	258 Kensington Rd, Carrollton, OH 44615
11	Columbiana	36606 US Rt 30, Lisbon, OH 44432
11	Harrison	43041 S Industrial Park Rd, Cadiz, OH 43907
11	Holmes	1800 S Washington St, Millersburg, OH 44654
11	Jefferson	575 CR 43, Steubenville, OH 43952
11	Tuscarawas	384 Stonecreek Rd, New Philadelphia, OH 44663
	ODOT District 12 HQ	5500 Transportation Blvd, Garfield Hts, OH 44125
12	Cuyahoga	25609 Emery Rd, Warrensville Hts 44128
12	Cuyahoga (Cleveland Yard)	5430 Lake Court, Cleveland Oh 44144
12	Cuyahoga (Riveredge Yard)	4940 Old Grayton Rd. Cleveland OH 44135
12	Cuyahoga (Independence Yard)	5469 Old Brecksville RD. Independence OH 44131
12	Cuyahoga (Euclid Yard)	25500 St. Clair Avenue, Euclid OH 44117
12	Geauga	13595 West Center Street, Burton, OH 44021
12	Lake	10 Blackbrook Rd, Painesville, OH 44077