

Pittsburg County, Oklahoma  
**COUNTY PURCHASING OFFICE**  
 Pittsburg County Court House  
 McAlester, Oklahoma  
 Phone: (918) 423-4934

**INVITATION TO BID**

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE  
 SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED	<b>8-Nov-21</b>
PAGE 1 OF	

BID NUMBER <b>BID # 7</b>	BID CLOSING DATE AND HOUR <b>December 3rd, 2021 @ 10:00am</b>	REQUIRED DELIVERY DATE Days after award of Purchase Order
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TERMS:	DATE OF DELIVERY:
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Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p><b>Board of County Commissioners wish to advertise for the following:</b></p> <p><b>Uniform &amp; Floor Mat Service</b></p> <p><b>See Specifications Attached</b></p> <p><b><u>PLEASE MARK CLEARLY ON FRONT OF SHIPPING ENVELOPE BID &amp; BID NUMBER</u></b></p>		

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Pittsburg County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm for the duration of the bid (up to three years).

(DATE)

6.1291E+19

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_ (seal)

Firm: \_\_\_\_\_

My commission expires \_\_\_\_\_ Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

(MANUAL SIGNATURE OF UNDERSIGNED)

\_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

NOTARY PUBLIC (CLERK OR JUDGE)

City: \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

NOTE: Other terms and conditions can be added at the discretion of the county officers.

RESOLUTION  
22-122  
To Advertise

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, November 8, 2021.

WHEREAS, the Board of County Commissioners wish to advertise for the following:

Uniform & Floor Mat Service

A bid package containing complete specifications and an "Invitation to Bid" are available at the Pittsburg County Clerk's Office, 115 E. Carl Albert Pkwy, Room 103, McAlester, Oklahoma 74501 or online at [pittsburg.okcounties.org](http://pittsburg.okcounties.org).

THEREFORE, each competitive bid submitted to the County must be accompanied with an affidavit for filing with the competitive bid form, as required by 19 O.S. § 421.1(C).

Sealed bids will be received and filed with the Pittsburg County Clerk until Friday, December 3 2021 at 10:00 a.m. All bids received after 10:00 a.m. on Friday, December 3, 2021 WILL NOT BE OPENED. Bids will be opened on Monday, December 6, 2021 at 10:00 a.m. in the Board of County Commissioners Conference Room, 115 E. Carl Albert Pkwy, McAlester, Oklahoma. The Board of County Commissioners, Pittsburg County, reserves the right to reject any and all bids and re-advertise.

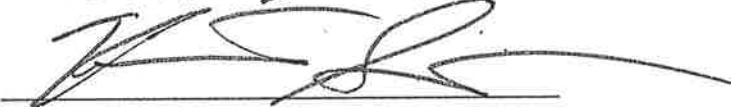
BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN



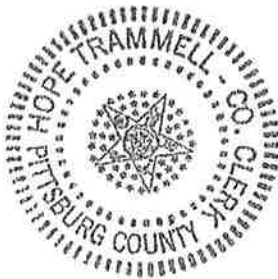
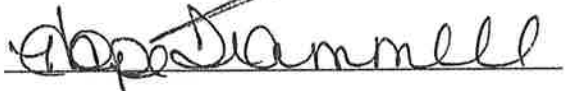
VICE CHAIRMAN



MEMBER



COUNTY CLERK



UNIFORM & FLOOR MAT SERVICE  
BID SPECIFICATIONS  
FOR  
PITTSBURG COUNTY, OKLAHOMA

It is the intent of these specifications to describe all services required by Pittsburg County, Oklahoma for Uniform and Floor Mat Services.

Pittsburg County, Oklahoma reserves the right to reject any and all bids.

Vendor must complete bid proposal, options and affidavit contained in this bid or bid will be considered incomplete and rejected.

### GENERAL TERMS

This bid will be for the duration of one year, renewable up to two consecutive years beginning January 1, 2022, 2023, 2024. All bid prices shall be firm for the duration of the bid (up to three years).

The number of uniforms required is based upon the number of employees in each department . The number of floor mats is based on layouts of the buildings. The quantities stipulated in these specifications are on a more or less basis and should not be considered to be an absolute number or quantity. The Board reserves the right to reject any and all bids. Awards will be made to the lowest or best bidder. All garments must be U.S.A. manufactured products.

All uniforms shall bear one (1) standard embroidered emblem on the front identifying the district (District 1, District 2, District 3) or department. Successful bidder shall measure and fit all employees individually.

Prices shall be bid on a per employee, per week basis for each delivered clothing group. The bid price per employee per week shall include all services provided by bidder under this contract, except for payment for lost/damaged garments stated under "Replacement and Repair". In addition, prices will be provided for uniform rental, excluding cleaning service as indicated on the Bid/Proposal Page.

Invoices shall be based on items delivered to the district/department on a monthly basis. Invoices shall also be specific to the individual district/department.

Employees may choose long or short sleeve shirts at the time of the original fitting. All uniforms provided pursuant to these specifications shall be new as of the beginning of the contract period. All new employees hired, during the contract period shall receive new uniforms and uniforms will be delivered within 14 days of order.

Vendor will keep all uniforms in good repair, cleaned and properly pressed, packaged and identified.

Pick up and delivery will be on a weekly basis. The successful bidder will provide laundry hampers for soiled uniforms.

Vendor will provide each district/department a list of employees that will clean their own uniform(s). The initial list will be furnished when the new uniforms are delivered and will be updated on a quarterly basis.

## REPLACEMENT AND REPAIR

All repairs and replacements are the responsibility of the vendor. All replacements must be new garments, and uniforms will be replaced before they have a worn-out appearance, but no less than every 24 months. All uniforms lost or damaged beyond repair (other than ordinary wear and tear), or not returned, at the termination of this contract, shall be paid at prices that will be included in this bid, on a depreciated basis. Proof of lost or damaged garments must be given to each district/department head before payment will be made.

## SERVICE

If service is unsatisfactory, the County will give supplier thirty (30) days to correct the problem to the County's satisfaction. If service remains unsatisfactory, the County may cancel the rental agreement at no expense or consequence at thirty (30) day written notice to the vendor from the Board of County Commissioners.

## NOTICES

Upon delivery of any potential non-compliance on the part of the County, including but not limited to, allegedly missing uniforms, the supplier shall notify the County on the non-compliance within forty-five (45) days of discovery. Failure to properly notify the County will cause the Vendor to forfeit its claim.

## ADDITIONAL CHARGES

None of the following will be allowed:

1. No installation or prep charges
2. No makeup charges assessed per garment for "change over" in employees, size, Color, or style.
3. No fuel adjustments or handling charges.
4. No additional charges will be assessed during the contract period, except when Indicated by a written change order signed by the vendor and accepted by the County. Any change orders must be signed by the vendor and approved during a regular or special meeting of the Pittsburgh County Board of County Commissioners.

## IMPLEMENTATION PLAN

Vendor to include a full implementation plan and dates including, but not limited to; sizing employees, delivery of uniforms, and deploying the uniforms into service. All sizing, ordering and receipt of all products in this bid must be complete and ready for use no later than January 31, 2022.

A detailed list of individual items is to be provided to the County by the successful bidder. The list shall include the description of the item, and its replacement cost. The replacement cost will be depreciated accordingly and used to determine the value of any items not returned at the end of the contract or if items are lost during the contract term.

## CONTINGENCY PLAN

Vendor to state contingency plan(s) in the event the facility or equipment has a failure that would prevent the Vendor from weekly delivery.

## DELIVERY POINTS

Delivery shall be made to the following addresses for each department. Delivery locations identified are not intended to be exclusive. Vendor will be notified of any additions or changes that may occur during the course of the rental agreement.

1. Pittsburg County Courthouse  
115 E. Carl Albert Parkway  
McAlester, Oklahoma
2. Pittsburg County Highway District #1  
200 Craig Avenue  
Haileyville, Oklahoma
3. Pittsburg County Highway District #2  
615 Pittsburg Road  
Pittsburg, Oklahoma
4. Pittsburg County Highway District #3  
1906 N. 15th Street  
McAlester, Oklahoma
5. Pittsburg County Animal Shelter  
1206 N. West Street  
McAlester, Oklahoma
6. Pittsburg County Emergency Management  
705 EOC Drive  
McAlester, Oklahoma
7. Pittsburg County OSU Extension Center  
707 W. Electric Avenue  
McAlester, Oklahoma
8. Pittsburg County Expo Center  
4500 W. US-270  
McAlester, Oklahoma

## PRODUCTS

### A. GROUP 1

Floor Mats: 100% Nylon pile on Nitrile rubber backing  
3x5, 3x5 scraper, 4x6

4x6 mats -

### B. GROUP 2

#### Uniform Pants

- Option 1 - Wrangler Cowboy Cut Jean or equivalent, 14.75 oz. pre-washed denim
- Option 2 - Dungarees or equivalent
- Option 3 - Denim bib overalls, Denim
- Option 4 - Relaxed fit jean, denim
- Option 5 - Carpenter jean, denim

#### Uniform Shirts

- Option 1 - Long sleeve, button down
- Option 2 - Short sleeve, button down
- Option 3 - T-shirt, high-visibility
- Option 4 - T-shirt
- Option 5 - Dress Shirt, long sleeve

#### Coveralls

- Option 1 - Navy twill, long sleeve

C. GROUP 3

Housekeeping Supplies

Dust Mops - 24", 30", 36"

Wet Mops - Large

Terry Towels, White

Shop towels, Red



**BID PROPOSAL**

BID NAME: UNIFORM & FLOOR MAT SERVICE

BID DUE DATE: FRIDAY, DECEMBER 3, 2021 BY 4:00 P.M.

<b>GROUP 1 - FLOOR MATS</b>		
DESCRIPTION	COST PER WEEK <u>WITHOUT</u> CLEANING SERVICE	COST PER WEEK <u>WITH</u> CLEANING SERVICE
3x5		
3x5 Scraper		
4x6		

<b>GROUP 2 - CLOTHING</b>		
DESCRIPTION	COST PER WEEK <u>WITHOUT</u> CLEANING SERVICE	COST PER WEEK <u>WITH</u> CLEANING SERVICE
Uniform Bottoms		
Option 1 - Wrangler Cowboy Cut or equivalent		
Option 2 - Dungarees or equivalent		
Option 3 - Denim bib overalls		
Option 4 - Relaxed fit jean		
Option 5 - Carpenter jean		
Uniform Tops		
Option 1 - Long sleeve, button down		
Option 2 - Short sleeve, button down		
Option 3 - Tshirt, High Visibility		
Option 4 - Tshirt		
Option 5 - Dress Shirt, long sleeve, button down		
Coveralls		
Navy twill, long sleeve		

GROUP 3 - HOUSEKEEPING SUPPLIES		
DESCRIPTION	COST PER WEEK <u>WITHOUT</u> CLEANING SERVICE	COST PER WEEK <u>WITH</u> CLEANING SERVICE
24" DUST MOP		
30" DUST MOP		
36" DUST MOP		
WET MOP, LARGE		
TERRY TOWELS, WHITE		
SHOP TOWELS, RED		

- The Implementation Plan is to be attached to this Bid/Proposal form.
- The Depreciation Schedule is to be attached to this Bid/Proposal form.

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

Address/City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_