

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	19-Jan-16
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BID NUMBER Bid # 14	BID CLOSING DATE AND HOUR February 1, 2016 @ 10:00AM	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>Board of County Commissioners, Pittsburg County, wishes to advertise for the following:</p> <p>UNIFORMS & UNIFORM MAINTENANCE MATS & MAT MAINTENANCE MOPS & MOP MAINTENANCE</p> <p>See Specification attached</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 until one year from date awarded.

(DATE)

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)

My commission expires _____ Signed by: _____ Title: _____
(MANUAL SIGNATURE OF UNDERSIGNED)

NOTARY PUBLIC (CLERK OR JUDGE)
Address: _____ Phone: _____
City: _____ State _____
Zip _____

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

RESOLUTION #16-151
To Advertise

The Board of County Commissioners, Pittsburg County, met in regular session on Tuesday, January 19, 2016.

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

UNIFORMS & UNIFORM MAINTENANCE
MATS & MAT MAINTENANCE
MOPS & MOP MAINTENANCE

A bid package containing complete specifications and an "Invitation to Bid" are available at the Pittsburg County Clerk's Office, 115 E. Carl Albert Parkway, Room 103, McAlester, Oklahoma 74501 or online at 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 61 O.S. § 138.

Sealed bids will be received and filed with the Pittsburg County Clerk and opened on Monday, February 1, 2016 at 10:00 a.m. in the Board of County Commissioners Conference Room, Pittsburg County Courthouse, 115 E. Carl Albert Parkway, McAlester, Oklahoma. Contract will be awarded to the lowest or best bidder. The Board of County Commissioners reserves the right to reject any and all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA


CHAIRMAN


VICE CHAIRMAN


MEMBER

ATTEST:




COUNTY CLERK

SPECIFICATIONS

For

UNIFORMS, MATS & MOPS MAINTENANCE

Uniforms will be required for the following personnel at the following locations

Highway District #1 Employees 200 Craig Ave. Haileyville, Oklahoma	Highway District #2 Employees 615 Pittsburg Rd. Pittsburg, Oklahoma
Highway District #3 Employees 1906 N. 15 th St. McAlester, Oklahoma	Pittsburg County Courthouse Maintenance Employee(s) 115 E. Carl Albert Pkwy. McAlester, Oklahoma

County Commissioners reserve the right to add or remove personnel at their discretion.

Mat maintenance will be required at the following locations:

Highway District #1 200 Craig Ave. Haileyville, Oklahoma	Highway District #2 615 Pittsburg Rd. Pittsburg, Oklahoma	Highway District #3 1906 N. 15 th St. McAlester, Oklahoma
Pittsburg County O.S.U. Extension Center 707 W. Electric Ave. McAlester, Oklahoma	Pittsburg County Animal Shelter 1206 N. West St. McAlester, Oklahoma	Pittsburg County Courthouse 115 E. Carl Albert Pkwy. McAlester, Oklahoma

Mop maintenance will be required at the following locations:

Pittsburg County O.S.U. Extension Center 707 W. Electric Ave. McAlester, Oklahoma	Pittsburg County Courthouse 115 E. Carl Albert Pkwy. McAlester, Oklahoma
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All Deliveries are requested on a weekly basis and should always fall on the same day of the week. On holiday weeks, if a day must be changed, please notify the office the week before of the day change so that we may continue to follow proper purchasing procedures.

Initial set up for all services must be approved by the County Commissioner. Highway District orders will be handled at the District shops as outlined above. Courthouse, Animal Shelter and Extension Center initial orders can be handled at the Courthouse during the set up process. Vendor is responsible for making the proper appointments by calling the Board of County

Commissioners office upon awarding of bid. Uniform Color and types will be at the discretion of the County Commissioner.

Uniforms will be replaced as needed or no less than every 24 months. Each County Commissioner should have the authority to request uniform replacement when item is deemed "worn out" by the Commissioner or when an item is damaged severely enough that repairs are unfeasible. When an employee leaves, uniform buy back should be pro-rated based on how old the uniforms ^{are}. Example: If an employee wears a uniform for one year and leaves the employment of Pittsburg County, no more than 50% of the original cost of the uniforms will be charged.

All prices prepared for this bid should be prepared at a weekly price, except for initial setup fee for emblems. Bid Prices are not subjected to change without prior approval from the Board of County Commissioners. Price increases must be made in writing to the Board of County Commissioners in advance with notice of no less than one month.

Contract will be for one year from the date awarded. Vendor will be required to provide the necessary paperwork to the Board of County Commissioners before the contract expiration date of each year and may be approved by the Board in yearly increments at the Board's discretion.

MAT MAINTENANCE

Pittsburg County wishes to receive bids for the following size mats:

- 2x3 Wet Area Mat
- 3x5 Scraper Mat
- 3x5 Anti-Fatigue Mat
- 3x5 Entrance Mat
- 4x6 Entrance Mat
- 3x10 Entrance Mat

MOP MAINTENANCE

Pittsburg County wishes to receive bids for the following size dust mop heads:

- 24" Economy Dust/Dry Mop Head
- 24" Deluxe Dust/Dry Mop Head
- 36" Economy Dust/Dry Mop Head
- 36" Deluxe Dust/Dry Mop Head
- 48" Economy Dust/Dry Mop Head
- 48" Deluxe Dust/Dry Mop Head
- 16 oz. Heavy Duty Wet Mop Head
- 24 oz. Heavy Duty Wet Mop Head
- 32 oz. Heavy Duty Wet Mop Head

UNIFORMS

Awarded vendor will supply each employee with 11 bottoms and 11 tops. Jackets will be at the discretion of each County Commissioner.

Pants: Flat Front 7.75 oz. 65/35 Polyester/Cotton Twill
Flat Front 8.5 oz. Preshrunk Cotton Twill
Wrangler – Cowboy Cut Jeans or equivalent
Wrangler – Relaxed Fit Jeans or equivalent
Denim Jeans – off brand
Denim Overalls

Shirts: Long Sleeve 65/35 Polyester/Cotton Blend	Short Sleeve 65/35 Polyester Cotton Blend
Long Sleeve Cotton	Short Sleeve Cotton
Long Sleeve Chambray	Short Sleeve Chambray
Long Sleeve T-Shirt	Short Sleeve T-Shirt
Long Sleeve High Visibility	Short Sleeve High Visibility

Jackets: High Visibility
Zip In/Zip Out Liners

Coveralls: Cotton Blend Zip Front

Please use the bid sheets that are provided on the following pages. If you do, however, decide not to use the provided bid sheets, please be advised that Pittsburg County does reserve the right to reject bids in any other format.

MAT MAINTENANCE BID

MAT SIZE	RENTAL PRICE PER WEEK
2 x 3 Wet Area Mat	
3 x 5 Scraper Mat	
3 x 5 Anti-Fatigue Mat	
3 x 5 Entrance Mat	
4 x 6 Entrance Mat	
3 x 10 Entrance Mat	
Weekly Service Fee	

MOP MAINTENANCE

MOP DESCRIPTION	RENTAL PRICE PER WEEK
24" Economy Dust/Dry Mop Head	
24" Deluxe Dust/Dry Mop Head	
36" Economy Dust/Dry Mop Head	
36" Deluxe Dust/Dry Mop Head	
48" Economy Dust/Dry Mop Head	
48" Deluxe Dust/Dry Mop Head	
16 oz. Economy Wet Mop Head	
16 oz. Heavy Duty Wet Mop Head	
24 oz. Economy Wet Mop Head	
24 oz. Heavy Duty Wet Mop Head	
32 oz. Economy Wet Mop Head	
32 oz. Heavy Duty Wet Mop Head	
Weekly Service Fee	

UNIFORMS

UNIFORM DESCRIPTION	RENTAL PRICE PER WEEK
PANTS – Flat Front 7.75 oz. 65/35 Poly/Cotton Twill	
PANTS – Flat Front 8.5 oz. Preshrunk Cotton Twill	
PANTS – Wrangler, Cowboy Cut Jeans or equivalent	
PANTS – Wrangler, Relaxed Fit Jeans or equivalent	
PANTS – Denim Jeans, off brand	
PANTS – Denim Overalls	
SHIRTS – Long Sleeve 65/35 Polyester/Cotton Blend	
SHIRTS – Long Sleeve Cotton	
SHIRTS – Long Sleeve Chambray	
SHIRTS – Long Sleeve T-Shirt	
SHIRTS – Long Sleeve Polo	
SHIRTS – Long Sleeve High Visibility	
SHIRTS – Short Sleeve 65/35 Polyester/Cotton Blend	
SHIRTS – Short Sleeve Cotton	
SHIRTS – Short Sleeve Chambray	
SHIRTS – Short Sleeve T-Shirt	
SHIRTS – Short Sleeve Polo	
SHIRTS – Short Sleeve High Visibility	
JACKETS – High Visibility	
JACKETS – Zip In/Zip Out Liner	
COVERALLS – Cotton Blend Zip Front	
SETUP CHARGE	
EMBLEM SETUP CHARGE	
WEEKLY SERVICE FEE	