

Scott County, Iowa Administration - Purchasing Division
600 West Fourth Street, Davenport, IA 52801-1030

REQUEST FOR QUOTATION

Scott County Requisition No. 19633

Submission Due Date: Friday, December 8, 2023

No Later Than: 10:00 AM

Qty	Description
	The Scott County Secondary Roads Department is requesting proposals for Work Apparel, Floor Mat, Towel, and First Aid Services at our maintenance facility. located at 950 E. Blackhawk Trail in Eldridge, Iowa. The facility houses an automotive and heavy equipment maintenance and repair shop, offices, and restrooms. Scott County welcomes proposals from Service Providers to provide diesel mechanic work apparel, floor mat, towel, and first aid services.
	Specifications Attached Pages (7 pages)
	All vendors must register at www.publicpurchase.com .
	Please submit questions to Angie Kersten, County Engineer 563-326-8640, angela.kersten@scottcountyiowa.gov
	All vendors should be registered with Sam.gov and must have a Unique Entity ID. SAM.gov Home . Scott County does not do business with debarred or suspended vendors and may be verified on Sam.gov.
	Price quotation good for 60 days/ Delivery Included

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote Submitted by:

Name/Title

Company

Date

Phone

Email

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2) The volatility affects the marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 11/20/2023
TIME: 4:30 PM

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.gov
WEB SITE - www.scottcountyiowa.gov



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

Scott County Secondary Roads Department

Request for Proposal #19633

Work Apparel, Floor Mat, Towel, and First Aid Services

Introduction

The Scott County Secondary Roads Department (Scott County) is requesting proposals for **Work Apparel, Floor Mat, Towel, and First Aid Services** at our maintenance facility. The Scott County Secondary Roads maintenance facility is located at 950 E. Blackhawk Trail in Eldridge, Iowa. The facility houses an automotive and heavy equipment maintenance and repair shop, offices, and restrooms. Scott County welcomes proposals from Service Providers to provide diesel mechanic work apparel, floor mat, towel, and first aid services.

This Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Any expenses for preparing a proposal or interview expenses (including travel) will not be reimbursed by Scott County. Following the selection of the Service Provider, if any, Scott County will negotiate a contract including a finalized scope of services and fee.

Scope of Services

The intent of this solicitation is to enter into a contract with a Service Provider that will provide diesel mechanic work apparel, commercial floor mat services, automotive/heavy equipment maintenance/repair shop towel services, and first aid services. Services would include, but may not be limited to, the following:

Work Apparel Services

1. Provide work pants suitable for diesel mechanic work. Carhartt carpenter denim jean or equivalent.
2. Provide work shirts suitable for diesel mechanic work. Carhartt or Dickies Performance short sleeve button down shirt or equivalent. Tan or gray in color.

3. Each employee shall be individually measured and fitted by trying on sample uniforms to determine proper sizing, including any unusual sizes necessary to insure comfortable wear and first-class appearance, prior to first delivery of garments.
4. Furnish brand new never been worn pants and shirts for starting inventory, within 14 calendar days after fitting measurements have been taken.
5. During the first two weeks of service, Service Provider shall make necessary adjustments and provide necessary replacements at no additional cost.
6. Assign eleven (11) uniforms to each employee. A uniform shall consist of one (1) work pant and one (1) work shirt.
7. Each week, pick up five (5) dirty uniforms from the Scott County Secondary Roads maintenance facility.
8. Inspect uniforms for wear and tear. Repair uniforms as appropriate. Launder uniforms.
9. Each week, deliver five (5) clean uniforms to each employee to the Scott County Secondary Roads maintenance facility.
10. Replace all irreparably damaged, or permanently stained, or worn-out uniforms with all brand new ones within 7-14 calendar days of pick up.
11. Uniforms shall be provided for three (3) employees.
12. The Scott County logo is required to be embroidered or sewn on as a patch on the work shirt. Scott County will provide the Service Provider with a digital file of the Scott County logo. The logo shall be embroidered in white threading. The logo shall be located on the left breast pocket or area.
13. Provide a garment control identification tag for each employee uniform that includes the employee name, department, location, date uniform was placed into service, and service record of pick up, delivery, and repairs. A monthly report should be supplied to designated Scott County staff.
14. Uniforms that are worn out, dingy in color, damaged, lost, or stained from cleanings or exchanges shall be replaced at the Service Provider's sole expense and Scott County has the right to request these uniforms. Uniforms that are damaged beyond repair, permanently visibly stained, or lost due to employee's misuse, shall be replaced at the prorated uniform costs. Replacement uniforms requested by Scott County due to change of color, style, etc. shall be replaced at the prorated uniform costs. Uniforms that are replaced, shall be replaced with brand new never been worn uniforms only.

Floor Mat Services

1. Provide floor mats suitable for a secondary roads maintenance facility.
2. Each week, deliver clean floor mats and pick up all dirty floor mats from the Scott County Secondary Roads maintenance facility.
3. Inspect floor mats for wear and tear. Repair and replace as necessary. Launder floor mats.
4. Provide the following floor mats:
 - a. One (1) 3 ft. x 5 ft. scraper floor mat. Gray or black in color.
 - b. Five (5) 3 ft. x 10 ft. carpet high traffic floor mat. Gray or black in color.
 - c. One (1) 3 ft. x 5 ft. carpet high traffic floor mat. Gray or black in color.

- d. One (1) 4 ft. x 6 ft. logo carpet high traffic floor mat (Scott County Secondary Roads logo). Background, gray or black in color. Logo, blue and green in color.
 - e. Two (2) 4 ft. x 6 ft. carpet high traffic floor mat. Gray or black in color.
5. Floor mats shall be color coordinated.

Towel Services

1. Provide strong, absorbent, and reusable towels suitable for an automotive and heavy equipment maintenance and repair facility.
2. Each week, deliver clean towels and pick up dirty towels from the Scott County Secondary Roads maintenance facility.
3. Inspect towels for wear and tear. Repair and replace as necessary. Launder towels.
4. Monitor inventory levels each week to maintain one hundred (100) towels at the Scott County Secondary Roads maintenance facility.

First Aid Services

1. Furnish, install, and maintain a Type I, Class B, First Aid Kit that meets ANSI/ISEA Z308.1-2021 performance specifications and is suitable for a secondary roads maintenance facility.
2. Each month, review first aid service program with designated Scott County staff. Check product quantities and expiration dates. Stock and replace products as needed.

Submittal Requirements

An authorized representative of the respondent shall sign the proposal. **Proposal must be submitted no later than 10:00 a.m., Friday, December 8, 2023.** Respondent shall submit proposal to www.publicpurchase.com.

Changes, Questions, and Inquiries

Any and all questions regarding this RFP shall be directed to the County Engineer no later than Monday, December 4 at 4:30 PM. Any questions submitted after this time may not be answered.

Angie Kersten, County Engineer
Scott County Secondary Roads Department
(563) 326-8640
Email: angela.kersten@scottcountyiowa.gov

No person has the authority to verbally alter the terms of this RFP. Any changes to this RFP will be made in the form of an Addendum which will be made available online at www.publicpurchase.com. **It shall be the responsibility of the interested proposers to check the website for addenda up to the proposal submission deadline.**

Proposals received after the close date will not be accepted. All proposals shall become property of Scott County and will not be returned. Scott County reserves the right to reject any and all proposals received.

Qualifications and Experience

To be considered for selection, respondents must submit a complete response to this RFP. Failure to submit all information requested may result in the rejection of the incomplete proposal.

The following list is the minimum Service Provider qualification requirements:

- At least three (3) years of experience providing services as detailed herein.
- At least three (3) references for clients currently or previously served.

Proposal Requirements

The proposal should be as thorough and detailed as possible so that Scott County may properly evaluate the capabilities of the Service Provider to provide the requested services. Respondents are required to submit the following items for a complete proposal:

- A statement of the respondent's understanding of the services to be performed. Include a description of your company's general understanding of the project and scope of services.
- A company profile. Include a brief description of the company, its history, and services offered.
- A brief description of the company's experience in providing the requested services.
- Listing of existing or previous clients that may be contacted as reference. The respondent shall submit a minimum of three (3) client references. Include client name and contact information with telephone number.
- Proposer should submit any supporting documentation available and identify and list all special services offered.
- Detailed fee schedule (see Service Provider's Fee section below)
- Proposal must remain valid for sixty (60) days.

Scott County, with notification, reserves the right to change the amount of uniforms due to additions and deletions of employees, floor mats, towels and/or first aid services at our discretion without monetary penalties from the Service Provider, including option to terminate contract if service is unsatisfactory.

Service Provider's Fee

Provide a detailed fee schedule. All rates and fees must be listed. Describe how and when the fees apply. Scott County will not be responsible for paying any fees not

specifically listed. The fees and charges presented shall remain firm for the original term of agreement.

Provide fee schedule for services related and unrelated to this RFP. Describe the basis on which the fees are calculated. Identify and list all special services and identify charges pertaining to such service.

Selection of Service Provider

Proposals will be evaluated and ranked by Scott County. Scott County will consider the completeness of a proposal and how well the proposal meets the needs of Scott County. Proposals will be evaluated and tabulated for comparison based on the service fees, the completeness of the proposal, the quality of the Service Provider's goods and services, and the extent to which the goods and services meet the needs of Scott County.

Scott County shall enter into negotiations with the successful proposer. Scott County will require the selected Service Provider to prepare a five (5) year contract for services. Should negotiations be unsuccessful, Scott County shall enter into negotiations with the next, highest ranked Service Provider. The process shall continue until an agreement is reached with a qualified Service Provider.

This RFP does not commit Scott County to enter into an agreement to pay any costs incurred in the preparation of a proposal or in any subsequent negotiations. Scott County reserves the right to negotiate the final fee prior to recommending any Service Provider for a contract. Scott County reserves the right to perform some or all of the services described in this RFP with its own workforce.

Insurance

The Service Provider shall secure and maintain such primary insurance policies as will protect himself or his Subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this contract whether such operations be by himself or by any Subcontractor or anyone employed by them directly or indirectly.

The Service Provider shall have in force during the period of this contract, insurance as listed below. Scott County must be identified as a certificate holder and shall be named as an additional insured under General Liability.

(1) General Liability

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products Completed	\$1,000,000

(2) Auto Liability

Any Auto, Hired & Non-Owned	
Combined Single Limit	\$1,000,000

(3) Excess Liability Umbrella \$1,000,000

THE ABOVE INSURANCE SHALL BE PRIMARY AND NON-CONTRIBUTORY

(4) Statutory Worker's Compensation with waiver of subrogation in favor of Scott County

Certificates of Insurance

Certificates of Insurance, acceptable to Scott County indicating insurance required by the Contract is in force, shall be filed with the County prior to approval of the Contract by the County. The Service Provider shall insure that coverages afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to the County. The Service Provider will accept responsibility for damages and the County's defense in the event no insurance is in place and the County has not been notified.

Indemnification

To the fullest extent permitted by the law, the Service Provider shall defend, indemnify, and hold harmless the County, its officials and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to, all attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense

- (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom; and
- (2) is caused in whole or in part by any negligent act or omission of the Service Provider, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the County, its officials or any of its agents or employees by any employee of the Service Provider, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Service Provider or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Signature by Responsible Party

All proposals must be signed with the Service Provider name and by a responsible officer or employee authorized to transact business on behalf of the Service Provider. No Service

Provider may assign or transfer any legal or equitable interest in their proposal after the date and hour set for the receipt of the proposals.

Scott County's Rights Reserved

Scott County reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgement of Scott County is most advantageous to Scott County and to re-advertise if desired.

Conflict of Interest

The Service Provider agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its service hereunder. The Service Provider further agrees that in the performance of the agreement, no person having any such interest shall be employed.

Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agent or employee of Scott County, either before, during or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the Service Provider to any additional compensation or consideration whatsoever under the terms of this RFP.

Proposals Not Confidential

Under Iowa Open Records Law, Chapter 22 of Iowa Code; Disclosure of Proposal Content, "Examination of Public Records," all records of a governmental body are presumed to be public records, open to inspection by members of the public. Service Providers are encouraged to familiarize themselves with these laws before submitting a proposal.

Compliance Actions

Scott County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Service Providers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

All vendors should be registered with Sam.gov and must have a Unique Entity ID. [SAM.gov | Home](https://sam.gov). Scott County does not do business with debarred or suspended vendors and may be verified on Sam.gov.