

EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS
Hidalgo County
“Rental of Industrial Uniforms”
Bid No. 2020-041-XX-XX-ABV

PURPOSE:

The purpose of these specifications/requirements and bidding documents is to execute a Service Contract(s) for “RENTAL OF INDUSTRIAL UNIFORMS” for Hidalgo County for a two(2) years with the county’s option to renew one(1) additional year

SCOPE

Hidalgo County is hereby requesting bids to select a service uniform program, and/or value leasing for “UNIFORMS” on an as needed basis. The contract will cover all services, travel, labor, and materials necessary to provide Hidalgo County with the specified “UNIFORMS” service. The vendor will pick up garments; launder, repair, and deliver to various County locations on a weekly basis

SPECIFICATIONS/REQUIREMENTS:

Please read you specifications/requirements and bidding documents thoroughly and is sure that the services offered comply with all specifications/requirements. Any variation from the specifications/requirements must be clearly indicated by attaching a letter to your bid referencing variations on a point-by-point basis. If no exception are noted, and you are the successful vendor, it will be required that the SERVICES be provided as specified.

ALL UNIFORM SHIRTS AND PANTS SHALL BE PROVIDED IN BOTH MEN’S CUT AND LADIES’ CUT STYLES.

There shall be no additional charge or cost for uniforms considered extra size, extended size, big & tall size, plus size, small size, or any other size which may mean to be outside the “normal” size.

1) The awarded vendor will be required to meet each department’s uniform rental service to determine actual and any special needs.

2) UNIFORM SETS

For a full service uniform program, **eleven (11) sets of “New”** uniforms are required to be provided to each individual employee within their department. For a value leasing program, **six (6) sets of “New”** uniforms are required to be provided to each individual employee within their department. New Uniforms must be in comparable quality, fabric content style and color to existing uniforms. Including 100 % cotton short & long sleeve shirts. All available colors, sizes and plus sizes shall be provided to Hidalgo County to meet the department’s needs.

3) UNIFORMS MEASUREMENTS:

a) The successful vendor will be required to measure each individual employee within a fifteen (15) working day period after notification by Hidalgo County of contract award and must deliver the uniforms within twenty (20) days after measurement of all employees. New uniforms are to be issued every year to each individual employee regardless the condition of the uniform.

- b) New hires within the contract year are to be measured within five (5) working day(s) and are to be provide new uniforms within ten (10) working day(s) after notification by Hidalgo County, unless the new hire occurs thirty (30) days prior to the yearly anniversary date of the contract. In that event, the new hire would receive the new uniforms no later than the anniversary date of contract.
- c) Due to the differences in the number of the employees utilizing this service, the awarded firm will be required to supply a reasonable range of sizes to accommodate the needs of the employees.
- d) If an employee has gained or lost weight and their uniforms no longer fit, the Service Representative shall measure the employee and return the next week to replace the garment to the proper size at no additional cost.

4) Awarded vendor must provide coveralls at no additional cost to Hidalgo County.(Refer to Questionnaire, #5)

5) LAUNDERING and MAINTENANCE

Vendor(s) must provide professional cleaning & make regular deliveries (same day each and every week) for the full service uniform program. Vendor must also be able to pick up the soiled uniforms and deliver newly cleaned uniforms, however; if cleaned uniforms appear to be overly soiled (visible oil & grease spots) uniforms shall be replaced with clean uniforms & delivered immediately at no additional cost to Hidalgo County. All uniforms will be washed and cleaned thoroughly to remove production chemicals in order to prevent potential causes of irritation or skin rash from affecting employees.

6) Vendor must submit forms for requests for comments, problems and repair needs will be sent to the employees at least on a six (6) month basis.

7) REPLACEMENT/REPAIRS:

- a) Vendor must provide County employees with the “Continuous Replacement System”, for damaged, worn out, permanently soiled, or size change uniforms. No depreciation schedule will be used in replacing used uniforms. No additional charge will be placed on replacing uniforms or emblems.
- b) Any of the garments which will need repairs (examples: missing buttons, tears in clothing, and damaged patches) must be repaired prior to acceptance of delivery of uniforms. **The vendor shall be available during the contract period to perform exchange services of worn out uniforms.**
- c) Any uniform which cannot be repaired to a good condition when damaged must be replaced with items in comparable condition with those previously supplied at no cost to Hidalgo County Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.

8) GARMENT CONTROL

Vendor(s) shall maintain inventory control for each employee so that the Hidalgo County knows at all times how many uniforms have been assigned. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employee has adequate work clothes.

9) MONITORING OF CONTRACT:

- a) The awarded vendor will be required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. The forms must show, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week. This form should also reflect an addition, deletions, and transfers effective the next week. A copy of the check-in/check-out form shall be retained by both the driver and the user department, upon delivery at each

location.

b) Hidalgo County reserves the right to add or delete additional employees, or locations at any time during this contract. These additions or deletions shall be at **no extra charge**, except for the weekly uniform costs involved.

c) DELIVERIES:

Deliveries shall be made **once per week** to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

	DEPARTMENT	ADDRESS	CITY	CONTACTS	PHONE
1.	Hidalgo County Facilities Management Office	3100 S. Bus 281 P.O Box 1356	Edinburg, TX 78539	Daniel Flores	(956)287-7850
2.	Hidalgo County Precinct No. 1	1902 Joe Stephens Ave.	Weslaco, TX 78596	Amy Saenz-Smith/Saul Garcia	(956)-968-8733
3.	Hidalgo County Precinct No. 2	4011 S. Veterans Blvd.	San Juan, TX 78589	Jorge Hinojosa	(956)-787-1891
4.	Hidalgo County Precinct No. 3	724 N. Breyfogle Rd. (Administration Office)	Mission, TX 78574	Norma Ceballos	(956)-585-4509
		8310 W. Mile 7 Rd. (Pct 3 –Motor pool)	Mission, TX 78574	Louie Mendoza	(956)-585-4509
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd.	Penitas, TX 78576	Norma Ceballos	(956)-585-4509
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494	Mission, TX 78574	Norma Ceballos	(956)-585-4509
5.	Hidalgo County Precinct No. 4	1124 N “M” Road.	Edinburg, TX 78541	Tony Forina	(956) 383-3112
6.	Hidalgo County Sheriff’s Office	711 El Cibolo Road	Edinburg, TX 78539	Capt. David Friedlein	(956)383-8114
7.	Hidalgo County Health & Human Services	1304 S. 25 th Street	Edinburg, TX 78539	Josie Garces	(956) 383-6221

Other Hidalgo County Departments may require this service in the future if so, additional information will be forwarded to awarded vendor. Garments are to be delivered on hangers.

UNIFORM COSTS:

Costs shall be based on provision and laundering of (11) eleven uniform sets (five day work week), and six (6) uniform sets (value lease program). These costs shall be inclusive of all charges including all environmental fees, delivery fees, prep fees, installation fees, setup fees, measurement fees and emblems charges; not only for the initial order, but also for employees added anytime during the contract period or any extension period.

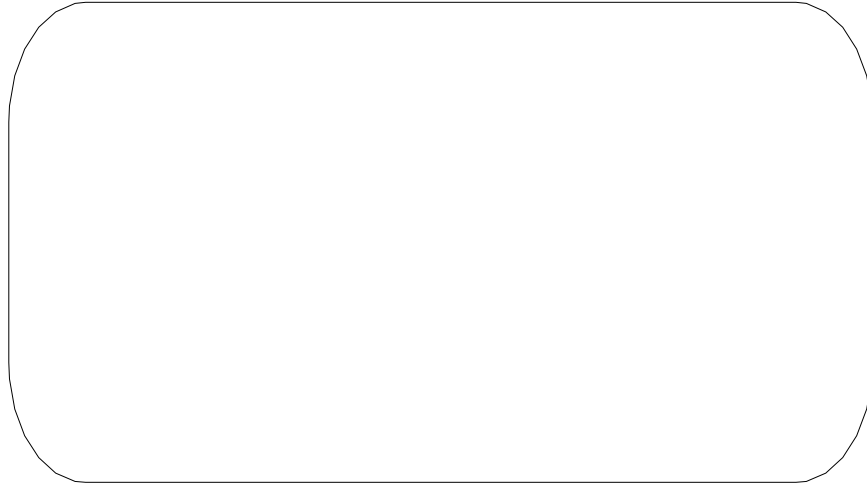
Price(s) must be based on weekly rate; per employee.

NO EXTRA OR ADDITIONAL CHARGES WILL BE ALLOWED TO SUCCESSFUL VENDOR

On the bid form, vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

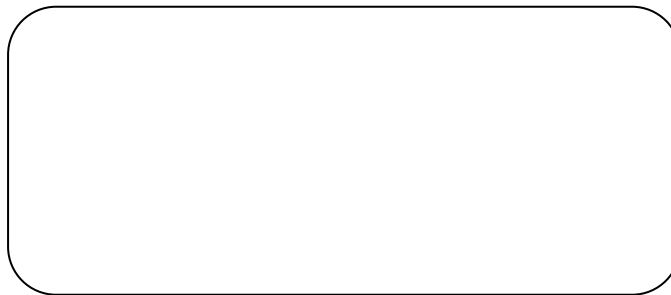
EMBLEMS:

Each uniform shall be provided with embroidered emblems, with County logo and employee name. The placement of the emblems on the front of the uniforms shall be:



SIZE OF PATCHES:

ROUNDED CORNERS / BLOCKED LETTERS
COUNTY LOGO (LEFT CHEST SIDE)
½" W X 2 ½" H, APPROXIMATELY



EMPLOYEE NAME TAG (RIGHT CHEST SIDE)
3 ½" W x 1 ½" H, APPROXIMATELY

- 1) **LOGO TO BE PROVIDED ON POLO SHIRTS (EMBROIDERED) APPROPRIATE SIZE & COLOR OF LOGO TO BE DETERMINED BY USER DEPARTMENT(S).**
- 2) The cost for these emblems shall be the vendor's responsibility. Hidalgo County desires to have its emblems sewn to the uniforms. **On the bid price page indicate how your firm applies emblems to uniforms.**
- 3) Vendors should be aware that various departments may choose different logo emblems. Vendor shall indicate on the price page, the cost, if any, for the vendor to provide and install these logo emblems. Hidalgo County will work with the awarded vendor to attain an approved design. Actual samples of the finished patches must be provided for approval.

OUTFITTING OF UNIFORMS:

- 1) Initial outfitting of uniforms shall be new. As additional personnel hired, they shall be furnished with new uniforms.
- 2) Additional uniforms for “New Hire” employees shall be provided with eleven (11) or six (6) sets of “New” uniforms, depending on the program. Uniforms for new employees must be delivered within (10) working days after notification.

VENDOR REQUIREMENTS:

- 1) The vendor should maintain a permanent office within the Rio Grande Valley, operated by a full time staff.
- 2) If the awarded vendor is located out of the local calling area, it is required that the vendor have a toll free number.
- 3) Vendors shall issue separate invoices for each County Department that accesses this contract, based on individual purchase orders. The invoices must have the following: purchase order, contract number, employee names and the number of uniforms cleaned and returned for each employee.
- 4) Vendors shall be required to rectify any problem that he is made aware of, within ten days of said notice.

REQUIRED SUBMITTALS:

The following items **must be submitted**, and must be acceptable, in order for your bid to be considered.

- 1) Vendor(s) are required to submit a brief history of their company. Vendor shall also submit the names, addresses, phone numbers, and contact person of at least three businesses that utilize their firm’s services as a reference.

2) UNIFORM SAMPLES

Vendor must submit, under separate cover, samples, identical in style and fabric to items to be provided under this bid. Samples must be submitted at no charge to Hidalgo County. Each sample shall be clearly labeled with the vendor’s name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Purchasing, after the evaluation has been completed.

- 3) Vendor(s) must submit a color chart, showing uniform colors available. Each Department will decide what colors and styles (executive, industrial, short or long sleeve, etc) that they require based on the samples submitted.
- 4) Vendor(s) must submit the size ranges (male and female) that are available for all items.
- 5) Vendor(s) must submit a **sample check-in/check-out form**.
- 6) Vendor(s) must submit a procedure for employee to begin, discontinue, or transfer uniform services from one location to another.
- 7) Vendor(s) must indicate their company criteria for determining when a uniform needs to be replaced. **(See Attachment A)**

UNIFORM RETURN:

At the termination of this contract all rental uniforms will be returned to the vendor within 20 days. Any shortages will be reimbursed by the County at the prices, as listed on the bid price form.

➤ ***Uniform Replacement Policy:***

Policy for lost or unreturned uniforms must be stated on **Attachment A**.

➤ ***Uniform Credit Policy:***

Credit for uniform service while employees are on sick leave, vacations and other leaves of absence and/or terminated /resigned employees must be stated on **Attachment A**.

➤ ***Uniform Loss or unreturned Policy:*** **Attachments A**

It is the responsibility of the successful vendor to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution.

BASIS OF AWARD:

The basis of award will be overall lowest vendor meeting all specifications and requirements for each option. Option 1 (Full Service Uniform Program), Option 2 (Value Lease). It shall be at Hidalgo County's sole discretion to elect the most advantageous option. Hidalgo County reserves the right to award to one or more vendors whichever is in the best interest of the County.

TERM AND CONDITIONS:

- 1) Prices will be firm for a period of two (2) years with the County's option to renew one (1) additional year. **If awarded vendor incurs any additional expenses during the term of the contract, those additional expenses shall not be charged to Hidalgo County throughout the duration of the contract.**
- 2) Hidalgo County reserves the right to continue this bid for an additional sixty (60) day Grace Period at the end of the contract term due to unforeseen delay in award of the next contract term.
- 3) The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by Hidalgo County within a thirty (30) day written notice prior to cancellation. The successful vendor must state therein the reasons for such cancellation. Hidalgo County reserves the right to award canceled contract to next lowest vendor as it deems to be in the best interest of the County.
- 4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
- 5) Hidalgo County reserves the right to award to one or more vendors whichever is in the best interest of the County.

ADDITIONAL INFORMATION:

- 1) Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding the bid (RFB) to be addressed to, **Martha L. Salazar, CPPB, Purchasing Agent, Attn: Alexandra Vela, 2812 So. Business 281 (New Administration Bldg), Edinburg, Texas 78539.** Telephone inquiries will not be accepted.

RFB Questions & Answers:

- 2) ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO **alexandra.vela@co.hidalgo.tx.us** by NO LATER THAN, **Wednesday, March XX, 2020 by 5:00 pm.** RESPONSES will be emailed by no later than, **5:00 p.m., Friday, Friday, March XX, 2020.**

- 3) All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the vendor and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

ATTACHMENT A

(Uniform, Replacement, Credit Lost-Unreturned policies)

1) UNIFORM REPLACEMENT POLICY:
2) UNIFORM CREDIT POLICY:
3) UNIFORM LOSS OR UNRETURNED POLICY:

QUESTIONNAIRE

1. Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?

2. Will your company be capable of depicting actual charges?

3. Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?

4. If contract is awarded to your company, the prices will be in effect for the length of the contract.

5. Please list any warranties and any other policies not described in Attachment A.

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides.

1) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____

2) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____

3) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____