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**TULSA COUNTY**

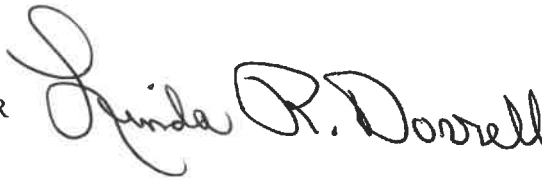
**PURCHASING  
DEPARTMENT**

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# MEMO

**DATE:** JUNE 7, 2017

**FROM:** LINDA R. DORRELL  
PURCHASING DIRECTOR



**TO:** BOARD OF COUNTY COMMISSIONERS

**SUBJECT:** BID RECOMMENDATION- RENTAL OF UNIFORMS, SHOP TOWELS AND MISC. ITEMS

IT IS THE RECOMMENDATION OF THE TULSA COUNTY PURCHASING DEPARTMENT AND ALL USING TULSA COUNTY DEPARTMENTS AND RELATED AGENCIES TO AWARD THE BID FOR **RENTAL OF UNIFORMS, SHOP TOWELS AND MISC. ITEMS** TO THE FOLLOWING VENDOR:

**UNIFIRST**

ALTHOUGH THEY WERE NOT THE LOWEST VENDOR, UNIFIRST PROVIDED ALL OF THE DOCUMENTATION THAT WAS REQUIRED AT TIME OF BID SUBMISSION. THE PRICING THEY HAVE PROVIDED IS WITHIN OUR BUDGET EXPECTATIONS.

THIS BID IS GOOD FOR A ONE YEAR PERIOD BEGINNING JULY 15, 2017 TO JULY 14, 2018.

THIS RECOMMENDATION IS RESPECTFULLY SUBMITTED FOR YOUR APPROVAL.

LRD/arh

**ORIGINAL:** MICHAEL WILLIS, COUNTY CLERK, FOR THE JUNE 13, 2017, AGENDA.

**COPIES:** COMMISSIONER JOHN M. SMALIGO  
COMMISSIONER KAREN KEITH  
COMMISSIONER RON PETERS  
JOHN FOTHERGILL, CHIEF DEPUTY  
VICKI ADAMS, CHIEF DEPUTY

**TULSA  
COUNTY  
Engineering  
Division**

## **MEMORANDUM**

**DATE:** June 7, 2017

**TO:** Linda Dorrell, Purchasing Director

**FROM:** Tom Rains, County Engineer



**SUBJECT:** Bid review for Uniform Rental

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**This office has reviewed the bids received for uniform rental and would recommend awarding the bid to UniFirst. Due to the other bidder not submitting information regarding the definitions of “normal wear, tear or discoloration”, this was the lowest overall bid received.**

**TR: bd**



**Dan Belding, Director**  
**Building Operations**

A Department of the Board of County Commissioners  
Tulsa County Administration Bldg. 500 South Denver  
Tulsa, OK 74103-3832 (918) 596-5000

**DATE:** June 5, 2017

**TO:** Linda Dorrell, Purchasing Director

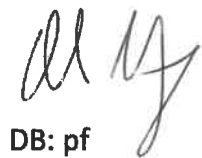
**FROM:** Dan Belding

**RE:** Bid Recommendation

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It is the recommendation of Tulsa County Building Operations to award the bid for  
Rental of Uniforms, Shop Towels and Misc. Items to:

UniFirst

  
DB: pf

VENDOR: UniFirst  
REPRESENTATIVE: Jason Arrowood & Austin Burgess  
ADDRESS: 2100 N. Beech Ave. Broken Arrow  
REMITTANCE ADDRESS: 2100 N. Beech Ave. Broken Arrow  
TELEPHONE NUMBER: (918) 251-4334  
FAX NUMBER: (918) 251-2765  
EMAIL ADDRESS: Jason - Arrowood@uniFirst.com  
BID NAME: RENTAL OF UNIFORMS, SHOP TOWELS & MISCELLANEOUS

## CONDITIONS

### INTENT

The intent of this bid is to secure a contract for all Tulsa County departments and related agencies for the **rental of shop towels, automobile fender drapes, cleaning dust mop heads, entrance mats, grill towels, bib aprons, shop aprons, roll towel service, uniforms, coveralls, and small kitchen towels.** The initial contract will begin 30 days from date of award for a one (1) year period with additional one (1) year annual renewal options upon mutual agreement of both parties providing there are no changes to the terms.

### GENERAL

Tulsa County requests that suppliers provide pricing for the rental method in order to satisfy the County's uniform requirements.

Supplier must maintain a facility in the Tulsa County area.

Supplier will be required to provide uniforms, launder and press uniforms and perform any necessary repairs for five (5) day workweeks. Uniforms to be delivered on a weekly basis, date to be determined by the vendor. Variance and/or changes of the scheduled delivery day will require a two (2) week written notice to receiving locations. Uniforms will be checked in and out at each location.

## **TERMS:**

1. Supplier will furnish each employee **new uniforms** which includes eleven (11) pants, eleven (11) shirts and two (2) jackets at the beginning of the original contract period. Supplier will provide sufficient clean uniforms to permit a change of uniform every day.
2. Supplier is to prep each shirt prior to installation with name tag and County logo.
3. Supplier will visually inspect clothing before returning items to Tulsa County to ensure best quality.
4. There will be no charge for size changes by employees.
5. Supplier will mend, alter, or replace said garments to the extent necessitated by normal wear and tear, based on normal industry standards. Garments deemed unpresentable (holes, tears, stains, rips, missing buttons, loose patches or name tags) and returned to supplier for replacement at no cost, if an employee refuses the garments, within 48 hours of delivery by the Supplier.
6. There will be no charge for replacement of garments due to normal wear, tear or discoloration associated with work. Replacements must be made within two (2) pick up periods. **\*Note: Must supply an attached sheet with your bid with a description of "normal wear, tear or discoloration" and what is not "normal wear, tear or discoloration". If it is not included in your bid packet, your bid will be disqualified.**
7. There will be no delivery charge by supplier.
8. At a minimum on a quarterly basis, the Supplier Representative will meet with Tulsa County Representative to discuss any issues or concerns, unless an earlier meeting is deemed necessary.
9. Supplier will guarantee fit of every employee. Liquidated damages of one week's uniform cost per employee shall be imposed if replacements, repairs, or sizing problems are not corrected within two (2) pickup periods. Liquidated damages will continue on a weekly basis until corrections are completed.
10. Supplier will provide locker(s) or bulk collector(s) for soiled uniforms and hanger rack(s). Bulk collector will be reasonably theft proof and ventilated.
11. Substitution of uniform part due to special order will be allowed for up to eight **(8) additional weeks**.

12. Deliver should be within two (2) weeks of notification for new employees that are standard sizes with like quality uniforms.
13. Supplier must provide replacement cost of each garment.
14. Provide a letter of reference from three (3) government accounts.

**EXCEPTION TO OR DEVIATION FROM THE SPECIFICATIONS SET FORTH IN THIS BID SHALL BE CLEARLY DESCRIBED IN THE BIDDER'S PROPOSAL. NO DEVIATION ON FABRIC CONTENT WILL BE PERMITTED.**

**UNIFORM FITTING:** The successful bidder will do actual fit sizing by appointment with each designated delivery location after the bid is awarded. Fit sizing will include physical measurements. The successful bidder for actual fit sizing and uniform preparation will use the time period from the date of award notification until the initial installation date. Each county department will provide successful bidder with contact name, phone number, and address.

Each Tulsa County Department will provide an initial installation inventory count for the shop towels, automobile fender drapes, cleaning dust mop heads, entrance mats, grill towels, small kitchen towels, and bib aprons.

Charges for cleaning shop towels, automobile fender drapes, grill towels, and bib aprons will be for number of dirty items cleaned each week only.  
**There will be no minimum inventory charges.**

Each bidder will submit a letter of reference from three (3) like accounts (government). **Each bidder will provide samples of Tulsa County logo emblem and generic name emblem per specifications.**

#### **FIRM PRICES:**

Prices are to remain firm for the one (1) year bid period. If at any time during the period of the bid, awardee cannot adhere to his committed bid price, Tulsa County shall re-advertise for bids or use the next ranking vendor that was established at the time of the bid award. **Prices shall be inclusive of all costs. No additional fees shall be billed.**

#### **INITIAL INSTALLATION**

The successful bidder will install shop towels, automobile fender drapes, cleaning dust mop heads, entrance mats, grill towels, bib aprons, roll towel service, uniforms, coveralls, and small kitchen towels at the time the one (1) year bid period becomes effective.

## **PRICE ADJUSTMENT OPTION**

The price paid for a commodity under this contract shall not change during the term of this contract. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal periods, a change in price may be allowed in a renewal of this contract if the following criteria are met:

- 1) The bidder includes a formula, to be used to calculate a change in price at the time of renewal, **in the bid for the initial contract**. Such formula shall be reasonable, objective and capable of measurement.
- 2) The contractor notifies the county, in writing, no later than 60 days prior to the expiration of the initial contract period, or any renewal period, of its intent to exercise the right to escalate or de-escalate prices under the contract. The notice shall include a calculation of the price increase or decrease requested including the formula used.

## **DELIVERY**

**The prices are to include freight, prepaid to the requesting departments.**

## **BILLING AND CREDITS (INVOICES)**

1. Invoices will be delivered to each receiving department and must be signed by an authorized employee of Tulsa County and the delivery driver. Monthly statements will be submitted to each receiving department. A clear clarification on any charges for replacement of lost and/or damaged uniform parts is required.
2. If an employee is on leave for a period of three (3) weeks or more, Tulsa County will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work.

## **CANCELLATION**

Cancellation of services shall be exercised with thirty (30) day notice from either Tulsa County or supplier.

**ALL BIDS SHALL BE IN STRICT CONFORMITY WITH THE INSTRUCTIONS TO BIDDERS AND SHALL BE SUBMITTED ON THE BID BLANKS FURNISHED BY TULSA COUNTY. QUOTATIONS MUST BE TYPEWRITTEN OR WRITTEN IN INK AND CORRECTIONS MUST BE INITIALED. ANY ITEM NOT FILLED OUT WILL BE CONSIDERED "NO BID".**

## TECHNICAL SPECIFICATIONS

### EMBLEMS

Each uniform will have a patch with Tulsa County's logo and "TULSA COUNTY" above the left breast pocket.

Each uniform will have a patch with the employee's first name above the right breast pocket.

Emblems must be 100% Swiss embroidered.

Sample of Tulsa County logo is attached.

Emblems must be stitched on.

### Executive Uniforms:

**Shirts** – Executive Line (i.e. – Knit, Dress, Dress Casual, and Denim). All shirts will be embroidered with Tulsa County logo and name. Red Kap brand or equivalent. Color to be at the discretion of the user.

11 uniforms per person, 5 changes per week

7700 016 0001

Long-Sleeved, 100% cotton, wrinkle resistant, per each

.23

7700 016 0082

Replacement cost of above shirt

#13.75

7700 016 0002

Short-sleeved, 100% cotton, wrinkle resistant, per each

.22

7700 016 0083

Replacement cost of above shirt

#13.05

7700 016 0003

Long-Sleeved, 65% polyester/35% cotton, per each

.18

7700 016 0084

Replacement cost of above shirt

#13.10

7700 016 0004

Short-Sleeved, 65% polyester/35% cotton, per each

.17



7700 016 0085  
Replacement cost of above shirt

#12.45

**Pants** – Dress pant in pleated and plain front. Red Kap brand or equivalent. Color to be at the discretion of the user.

11 uniforms per person, 5 changes per week

7700 016 0005  
Pleated dress slacks, per each

.23

7700 016 0086  
Replacement cost of above slacks

#15.40

7700 016 0006  
Regular work pants, per each

.19

7700 016 0087  
Replacement cost of above pants

#14.05

7700 016 0007  
Jeans, Men's Regular Denim, per each

.27

7700 016 0088  
Replacement cost of above denim

#14.70

7700 016 0008  
Jeans, Men's 'Relaxed Fit' denim, per each

.30

7700 016 0089  
Replacement cost of above denim

#17.65

**Uniforms and Coveralls:**

**Shirts –**

**Choice 1:** 65% polyester/35% cotton featuring TouchTex™ soft hand poplin, and soil release with superior wickability, a lined collar with stays, and two button-thru pockets. Specification of long sleeve or short sleeve will be made by employee at time of fit sizing. Also, an employee can change from long sleeve to short sleeve or short sleeve to long sleeve upon notifying delivery person, only at the time of renewal of bid or uniform upgrade (ie-replacement of unserviceable uniforms). Additional features to include: six (6) buttons; gripper at neck; pencil slot in the left pocket; and stitched down front facing. Red Kap brand, product code SP24.

Mechanics Uniforms, 11 uniforms per person,  
5 changes per week, includes 2 jackets:

|   |               |
|---|---------------|
| 7700 016 0009 Shirt (short sleeved), per each | <u>.12</u>    |
| 7700 016 0090 Replacement cost of above shirt | <u>#8.75</u>  |
| 7700 016 0010 Shirt (long sleeved), per each  | <u>.14</u>    |
| 7700 016 0091 Replacement cost of above shirt | <u>#10.45</u> |

**Choice 2:** Wrinkle Resistant 100% Cotton, lined collar and cuffs, two button-thru pockets with pencil stall in left pocket. Additional features include: solids have six matching buttons w/gripper at the neck; stripes have tortoise shell buttons w/button at the neck; stitched down front facing; no pressing required.

Mechanics uniforms, 11 uniforms, 5 changes per week,  
Includes 2 jackets:

|   |               |
|---|---------------|
| 7700 016 0016 Shirt (short sleeved), per each | <u>.22</u>    |
| 7700 016 0092 Replacement cost of above shirt | <u>#13.05</u> |
| 7700 016 0017 Shirt (long sleeved), per each  | <u>.23</u>    |
| 7700 016 0093 Replacement cost of above shirt | <u>#13.75</u> |

**Pants** – each employee/division will have the choice of different styles.

Mechanics Uniforms, 11 uniforms per person,  
5 changes per week, includes 2 jackets:

**Choice 1:** Men's side elastic waist industrial pants, 65% polyester/35% combed cotton twill. Additional features to include: side elastic waist inserts; slack style front pockets; and two set-in hip pockets; button closure on left. Red Kap brand, product code PT60.

|   |               |
|---|---------------|
| 7700 016 0011 Pants, elastic waist, per each  | <u>.16</u>    |
| 7700 016 0094 Replacement cost of above pants | <u>#13.05</u> |

**Choice 2:** Red-E-Prest® Jean Cut Pants, 8 ¼ oz. special twill in 65%/35% combed cotton blend. Additional features include: frontier style front pockets; and, two double needle patch hip pockets. Red Kap brand; product code PT50.

7700 016 0012 Pants, twill, per each

.19

7700 016 0095 Replacement cost of above pants

#14.05

**Choice 3:** Men's full cut 100% cotton twill. Additional features include: quarter top front pockets; two single welted hip pockets w/StaDown pocket construction, left w/button closure; French waistband w/button closure; pressing recommended. Color to be dark navy blue except for painter's uniforms, which will be white.

7700 016 0018 Pants, per each

.29

7700 016 0096 Replacement cost of above pants

#17.90

**Choice 4:** Men's Regular Denim Jean, Durashield denim, 5-pocket style, Rivets at stress points, Decorative stitching across back pocket, Leatherette back patch with brand logo, 13.75 oz., 100% cotton pre-washed denim. **Colors:** prewashed indigo, prewashed black. (See # 7700 016 0019)

7700 016 0019 Price per each

.27

7700 016 0097 Replacement cost of above denim

#14.70

**Choice 5:** Men's Relaxed Fit denim.

7700 016 0020 Price per each

.30

7700 016 0098 Replacement cost of Men's Relaxed Fit denim

#17.65

**Choice 6:** Wrangler jeans.

7700 016 0021 Price per each

.34

7700 016 0099 Replacement cost of Wrangler jeans

#22.00

**Choice 7:** Dickie's brand Men's Cargo Pant, 65% polyester/35% cotton twill.

7700 016 0022 Price per each .25

7700 016 0100 Replacement cost of Cargo Pant \$18.00

**Choice 8:** Dickie's Men's Carpenter Pocket Jeans, relaxed fit, 100% cotton.

7700 016 0023 Price per each .25

7700 016 0101 Replacement cost of Carpenter Pocket jeans \$15.85

**Jackets** – each employee/division will have the choice of two (2) different lightweight styles.

Mechanics Uniforms, 11 uniforms per person,  
5 changes per week, includes 2 jackets:

**Choice 1:** Men's Team Jacket, 65% polyester/35% combed cotton, athletic look for rugged wear. Additional features to include: rib knit collar, cuffs and waistband; two roomy inset welted slash pockets; and permanently lined. Red Kap brand, product code JT36.

7700 016 0013 Price per each .39

7700 016 0102 Replacement cost of above jacket \$26.95

**Choice 2:** Men's Perma-Lined Panel Front Jacket, 65% polyester/35% combed cotton. Lined collar with sewn-in stays. Additional features include: two (2) inset on-seam pockets; two-position adjustable button cuffs; patch pocket on left sleeve; and, 26" or 29" length. Red Kap brand. Color to be dark navy blue.

7700 016 0014 Price per each .38

7700 016 0103 Replacement cost of above jacket \$26.80

**Heavy Jacket-** Men's Brown hooded jacket, water-repellent cotton duck shell, numerous pockets, 3-piece lined hood, full zipper, quilted nylon lining with polyfill insulation, Dickie's brand, product code TJ718D.

7700 016 0080 Price per each

.66

7700 016 0104 Replacement cost of heavy jacket

\$39.05

**Coveralls** – 65% polyester/35% combed cotton featuring topstitched collar and hemmed sleeves. Sized to be worn over clothes. Additional features to include: two-way brass zipper with gripper at top of zipper and at lapel; two front pockets, two breast pockets, two patch hip pockets; and side vent openings. Red Kap brand. Color to be dark navy blue except for painter's uniforms, which will be white. Substitution of equal quality or like kind is acceptable.

7700 016 0015 Coveralls, 2 sets per week per person

.58

7700 016 0105 Replacement cost of coveralls

\$43.90

**Laboratory Coats:**

7700 016 0024

Men's lab coat, light blue, item #KP14LB, 80/20 poly/cotton, full Length with long sleeves, one chest pocket and two side patch Pockets, front closure with snaps or buttons, 3 per week

.27

7700 016 0025

Male size 44R, light blue laboratory coat, 80/20 poly/cotton full Length with long sleeves, one chest pocket and two side patch Pockets, front closure with snaps or buttons, 1 per week

.25

7700 016 0026

Male size 52R, light blue laboratory coat, 80/20 poly/cotton full Length with long sleeves, one chest pocket and two side patch Pockets, front closure with snaps or buttons, 1 per week

.25

7700 016 0027

Light blue bib aprons, visa, pencil type pocket, 4 per week

.15

**Shop Towels:** 100% Virgin Cotton for maximum absorbency and durability in color specified by each receiving department. **Must be free of metal shavings.**

7700 016 0028  
18" x 18" Blue Shop Towels (weekly), per each .06

7700 016 0029  
18" x 18" White Shop Towels (weekly), per each .06

7700 016 0030  
18" x 18" Red Shop Towels (weekly), per each .06

7700 016 0031  
18" x 18" New White Shop Towels (weekly), per each .06

7700 016 0032  
Replacement Cost for Lost Towels (weekly), per each 28

**Automobile Fender Drapes & Shop Aprons**

7700 016 0033  
Automobile Fender Drapes 36" x 36" (weekly) .54

7700 016 0034  
Shop Apron .30

**Walk-Off Mats:** Nylon pile with rubber back in color specified by each receiving department.

7700 016 0035  
3' x 5' Doorway Entrance Mats (weekly) \$1.25

7700 016 0036  
3' x 5' Doorway Entrance Mats (bi-weekly) \$1.87

7700 016 0037  
4' x 6' Doorway Entrance Mats (weekly) \$2.00

7700 016 0038  
4' x 6' Doorway Entrance Mats (bi-weekly) \$3.00

7700 016 0039  
3' x 10' Doorway Entrance Mats (weekly) \$2.50

7700 016 0040  
3' x 10' Doorway Entrance Mats (bi-weekly) \$3.75

7700 016 0041  
3' x 4' Safety Walk-On Mats (weekly) \$1.12

7700 016 0042  
3' x 4' Safety Walk-On Mats (bi-weekly) \$1.68

**Logo Mats:** Nylon pile with rubber back in color specified by each receiving department with Tulsa County logo.

7700 016 0043  
3' x 5' Doorway Entrance Mats (one-time purchase) \$63.90

7700 016 0044  
3' x 5' Doorway Entrance Mats (weekly cleaning charge) \$2.03

7700 016 0045  
4' x 6' Doorway Entrance Mats (one-time purchase) \$91.95

7700 016 0046  
4' x 6' Doorway Entrance Mats (weekly cleaning charge) \$3.25

7700 016 0047  
3' x 10' Doorway Entrance Mats (one-time purchase) \$128.30

7700 016 0048  
3' x 10' Doorway Entrance Mats (weekly cleaning charge) \$4.06

**Dust Mops:** Includes quick release handles, treated with linseed oil or untreated.

7700 016 0049  
24" Frame Size Cleaning Dust Mop Head (weekly) .38

7700 016 0050  
36" Frame Size Cleaning Dust Mop Head (weekly) .56

**Grill Towels and Small Kitchen Terry Towels:** White, 100% cotton

7700 016 0051  
Ribbed Grill Towels (weekly) .09

7700 016 0076  
Replacement cost of lost/damaged Bar Rib Towels 2%

7700 016 0052  
17" x 20" Small Terry Kitchen Towels (weekly) .09

7700 016 0053  
17" x 20" Small Terry Kitchen Towels (one-time purchase) .55 ea.

7700 016 0077  
Replacement cost of lost/damaged Small Kitchen Terry Towels 28

**Table Cloth, Linen Napkins and Lint-Free Towels:**

7700 016 0054  
Table cloth, to fit 72" diameter round table \$3.00

7700 016 0055  
Table cloth, to fit rectangular table 110" length by 51" width \$3.00

7700 016 0056  
Linen napkins, 18.25" by 19.25", black .20

7700 016 0057  
Linen napkins, 18.25" by 19.25", maroon .20

7700 016 0058  
Lint free bar towels .08

**Bib Aprons:** Visa fabric, pressed, no frayed and/or repaired aprons, with color specified by each receiving department.

7700 016 0059  
Bib Apron, Hunter Green (weekly) .20

7700 016 0060  
Bib Apron, Burgundy (weekly) .20

7700 016 0078  
Replacement cost of Bib Aprons \$7.45

**Roll Towel Service:**

7700 016 0061  
Cabinet Rental \$0

7700 016 0062  
Service every two (2) weeks \$0

7700 016 0063  
Extra Roll Charge (to be changed by department) \$41.75/case  
6 rolls/case



7700 016 0064

No. 3 Throw Away Red Shop Towels, per pound (weekly)

\$5.00

**Miscellaneous Charges:**

7700 016 0069

Additional Tulsa County Logo patches

\$1.25

**TULSA COUNTY LOGO EMBLEM & NAME EMBLEM**

**PLEASE SUBMIT TWO (2) SAMPLES OF LOGO AND NAME EMBLEMS  
BASED UPON THE FOLLOWING SPECIFICATIONS:**



**SIZE: 2" X 4"**

**EMBLEM 1: WHITE BACKGROUND**

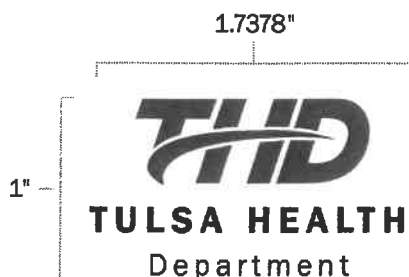
**LOGO: BLACK, WHITE & SHADE'S OF GRAY**

**EMBLEM 2: WHITE BACKGROUND**

**LOGO: BLACK, BEIGE, 3 SHADES OF BRICK RED & 3 SHADES OF TEAL**

**AND NAME EMBLEMS TO MATCH ABOVE SPECIFICATIONS**

Please submit one sample of logo and name emblem based upon the following specifications:



**Size:**

logo should be a minimum of 1" high and 1.7378" wide

Logo should always be embroidered as a single-color (no outline) in a contrasting color to the uniform

*example: a white logo on a blue shirt*

Add name emblems to match. Name emblem embroidery should always be in the same color as the logo.

## Jason Arrowood

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**From:** Cyndi Burgess  
**Sent:** Tuesday, May 23, 2017 10:43 AM  
**To:** Jason Arrowood  
**Subject:** Tulsa County Color



*Thank you,*

*Cyndi Burgess*

Unifirst  
Location 824  
Customer Service Rep  
918-251-4334



Route ~~111~~ 5820  
SKN 1000 407164



Route 5820

SKU 1000 407165