

OUTAGAMIE COUNTY

REQUEST FOR BID

FOR

**INDUSTRIAL FLOOR MATS, CUSTODIAL CLEANING TOWELS, MECHANIC SHOP TOWELS &
UNIFORM SERVICES**

FOR

MAINTENANCE DEPARTMENT

Due Date: April 16, 2024, 1:00 pm CT

1.0 Specifications

Outagamie County is seeking bids from qualified contractors to provide industrial floor mat rental services, custodial cleaning towel services, mechanic grade shop towel service and uniform service at our various buildings in Appleton, WI. The industrial floor mats, custodial cleaning towels, mechanic grade shop towels & uniform service shall meet or exceed the specifications of the product being serviced currently at Outagamie County. See attachment 1 labeled "3.20.24 Floor Mats Map RFB" for pictures and a map of the existing floor mat plan within our buildings.

Scope of Service

Scope of work shall include the following:

- Provide floor mats at or equivalent to Commercial Floor Brush Mats, which shall be:
 - Nylon pile on Nitrile and/or rubber vinyl backing to resist curling, cracking and sliding on all types of floor during all types of weather
 - Extra course fibers to trap, hide and hold debris and moisture brought in from the outside
 - ADA compliant, ANSI and NSFI High Traction Rated
 - Professionally laundered mats being laid down fresh each service, bi-weekly
- Service shall include mainly bi-weekly (E/O, every other week, on attachment 1) and some monthly rotations of professionally laundered, commercial brush floor mats of various sizes, including but not limited to 3x5, 4x6, 4x8, 3x10, 4x12, 4x15 (all in feet) being laid down, replacing the dirty mats which are picked up for laundering.
 - Include unit pricing of all sizes of mats on the bid form below
- Allow the county to add or subtract any quantity or location of mats at any time throughout the length of the contract
- Provide separate accounts & invoices for all buildings and locations
- Contracted employees are required to wear company provided uniform while on site that displays company name and employee name
- All freshly laid Brush mats shall have no ripples, waves or bumps when laid on the ground
 - If fresh mats are unsatisfactory, the company shall come replace at no charge or fee to the county, which must be done within 8 business hours of contacting the provider
- Provide high quality, professionally laundered reusable custodial cleaning towels which shall not leave a lint or fuzz, any type of residue nor scratch cleaning surfaces on a bi-weekly rotational basis. Approximate size of towels, 12" x 24". A quantity to be determined upon service agreement
 - Include unit pricing of custodial cleaning towels on the bid form below
- Provide laundered uniform services with weekly rotations to include the following:
 - Short sleeve gray work shirts
 - Shop pants
 - Standard, mechanic grade shop towels
 - Include unit pricing of all three (3) bullet points above on the bid form

below

- Extra fees are not allowed. All fees and costs shall be included in the unit pricing.
- Any and all service shall be completed during normal business hours, 7:00am-4:30pm

2.0 **Site Visit**

There will not be a formal site visit. If you would like to tour the site, contact Amanda Peterson (contact information in Section 6.0) to arrange a time. Note, vendor's showing up without arranging a time will not be accommodated.

3.0 **Contract Term**

The contract term shall commence on June 3, 2024 and continue for 2 years. There will be the option of two 2-year renewals. Pricing shall remain firm for the initial 2-year agreement. Contractors will state their not to exceed percentage for the each renewal term on the bid form.

The quantities represented in this RFP are based upon current needs and the lump sum monthly price reflects the current needs for mat service. Towel and uniform service will be billed at actual usage. We reserve the right during the course of the agreement to add or deduct quantities on any items as needed and the monthly price will be adjusted based upon the unit price provided. The unit pricing will also remain firm for the course of the agreement.

We will be opening up a new 911 center in late 2024 and mats will be added for that location (Sheriff's Department site) under this RFP.

4.0 **Requirements of the Awarded Contractor**

The following are requirements of the awarded contractor –

- Maintain insurance and indemnification as outlined in Attachment A
- Confidentiality is required by all personnel that will be onsite due to the nature of some of the areas
- All supervisors and employees that will be onsite will be subject to a successful background check performed by the County Sheriff's Department (at no cost to the contractor)
- All supervisors and employees that will be onsite for the AG Services Building are subject to a Federal background check. It will be the awarded contractor's responsibility to ensure all staff who will have access to the site complete the process for getting fingerprinted as required by the USDA-FSA. Information to the process will be provided to the awarded contractor. The cost of the fingerprinting will be the contractor's responsibility. Only individuals who have been cleared by the USDA will be authorized to enter the AG Services Building.

5.0 References

Provide a minimum of three and maximum of five references for similar sized agencies you are currently providing a similar service to. Include customer name, location, contact name, email and phone number.

6.0 Contact Information

Site Information

Amanda Peterson
Custodial Supervisor, Outagamie County
(920) 832-2466
Amanda.Peterson@outagamie.org

Purchasing Policy & Procedure Information

Nicole Schoultz
Procurement Coordinator, Outagamie County
(920) 832-6083
Nicole.Schoultz@outagamie.org

7.0 Clarification and/or Revisions to the Specifications and Requirements

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the bidder to provide its professional (experience and expertise with regard to industry standards for the project being bid). If bidder believes specifications are not within industry standards, bidder must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at www.outagamie.org then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at www.outagamie.org then Bids / Proposals.

8.0 County Reservation

- a. This bid request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.
- b. The bid will become part of Outagamie County's files without any obligation on

- Outagamie County's part.
- c. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
 - d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
 - e. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
 - f. Outagamie County reserves the right to request clarifications for any bid.

9.0 Closing Date

Outagamie County will receive bids up to 1:00 p.m. CT April 16, 2024.

Email bids to: Nicole.Schultz@outagamie.org

10.0 Method of Procurement

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances.

11.0 Taxes

Effective January 1, 2016 all materials used on this project are tax-exempt under Wisconsin State Statute 77.54(9m).

OUTAGAMIE COUNTY BID FORM
INDUSTRIAL FLOOR MATS & HUCK TOWELS
Page 1 of 2

Bid Due: April 16, 2024 – 1:00 pm CT

Email Bid To: Nicole.Schoultz@outagamie.org

Lump Sum Monthly Charge for Mat Service \$ _____

Note: Rate will be firm during the initial 2-year agreement.

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Name/Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____

**OUTAGAMIE COUNTY BID FORM
INDUSTRIAL FLOOR MATS & HUCK TOWELS**

Page 2 of 2

Referenced pricing below will shall remain firm during the length of the initial agreement

Floor mat pricing by size:

3' x 5' \$ _____

4' x 6' \$ _____

4' x 8' \$ _____

3' x 10' \$ _____

4' x 12' \$ _____

4' x 15' \$ _____

Bulk reusable custodial cleaning towel pricing, per unit: \$ _____

Uniform services, short sleeve shirts: \$ _____

Uniform services, shop pants: \$ _____

Uniform services, mechanic grade shop towels: \$ _____

1st 2-year extension, rates will not increase more than _____% over initial term.

2nd 2-year extension, rates will not increase more than _____% over 1st extension.