

RESOLUTION NO: 2016 - 48

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD AND EXECUTE AN AGREEMENT FOR BID NO: 16-22 SUPPLY OF UNIFORMS, FLOOR MATS, FENDER COVERS AND SHOP TOWELS FOR ST. JOHNS COUNTY.

RECITALS

WHEREAS, the County desires to enter into a contract with UniFirst Corporation to supply uniforms, floor mats, fender covers and shop towels for various the St. Johns County Departments; and

WHEREAS, the scope of the service shall include providing supply uniforms, floor mats, fender covers and shop towels through rental or leasing services or direct purchases as necessary and most cost effective for each SJC Department; and

WHEREAS, through the County's formal bid process, UniFirst Corporation was the lowest bidder, and was determined to be a responsive, responsible bidder to enter into a contract with the County to perform the work referenced above; and

WHEREAS, the contract is being funded by the SJC Departments: Building Operations, Facility Management, Recreation and Parks, Sheriff's Complex Maintenance Office, Road & Bridge, Fleet Maintenance, Traffics Operations, and Utility Departments; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into the contract serves a public purpose.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award Bid No: 16-22 to UniFirst Corporation.

Section 3. The County Administrator, or designee, is further authorized to execute a contract in substantially the same form and format as attached hereto to UniFirst Corporation on behalf of the County for supply of uniforms, floor mats, fender covers and shop towels as specifically provided in the Bid Documents for Bid No 16-22.

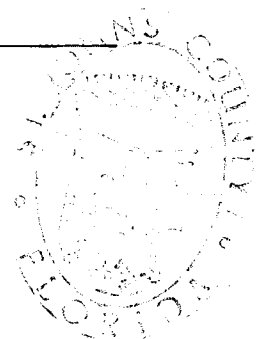
Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 16th day of February, 2016.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: Jeb S. Smith
Jeb S. Smith, Chair

ATTEST: Hunter S Conrad, Clerk
By: Pam Halterman
Deputy Clerk



RENDITION DATE 2/18/16



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Dawn Cardenas, Purchasing Manager
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Dawn R Cardenas*

Date *1/14/16*

Budget Amount *\$ 72,000 FY 2016*

Account Funding Title *Various / see attached*

Funding Charge Code *Various / see attached*

Award to *Uno First Corp.*

Award Amount *\$ 70,978.00*



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Dee Boone, Facility Management
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Michael Decker*

Date 1/19/16

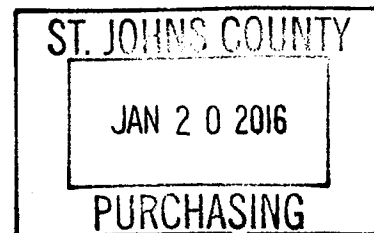
Budget Amount \$8,652.⁰⁰

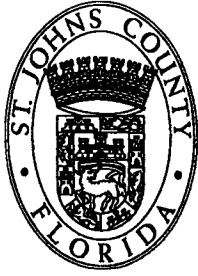
Account Funding Title 53120 Contractual

Funding Charge Code 0031-53120

Award to Unigest Corp.

Award Amount \$8,652.⁰⁰





ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Katie Diaz, Building Operations
FROM: Leigh Daniels, CPPB, Senior Buyer *LAD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Katie Diaz*

Date 1/14/15

Budget Amount 11,768⁰⁰

Account Funding Title Contractual services

Funding Charge Code 0032, 0033, 0034, 0103, 0108, - 53120

Award to *Christfirst Corp*

Award Amount _____





**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Jayne Delany, Recreation and Parks
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *[Signature]*

Date 1-19-16

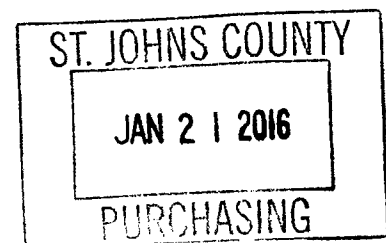
Budget Amount \$8,000.00

Account Funding Title Contractual Svcs.

Funding Charge Code 0080-53120

Award to Uni-First Corp.

Award Amount _____





**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Niki Johnson, Sheriff's Complex Maintenance Office
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Michael D. White*

Date 1/19/16

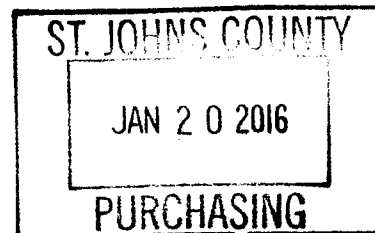
Budget Amount 2500.00

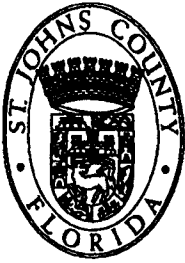
Account Funding Title 53120 - Contractual

Funding Charge Code 0105/53120

Award to *Unifast Corp.*

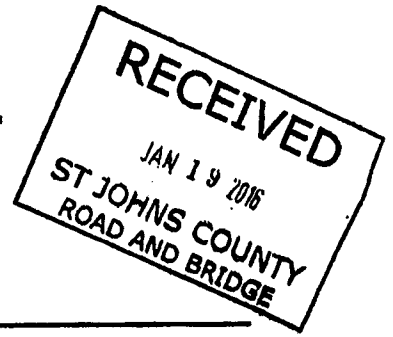
Award Amount _____





ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084



INTEROFFICE MEMORANDUM

TO: Jennifer Kinlaw, Road & Bridge
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval _____

Date 1/26/15

Budget Amount \$5300 *Approved by Dept to spend*

Account Funding Title uniforms

Funding Charge Code 1122-55214

Award to Unifirst Corp.

Award Amount Man Growth

(All amounts for only FY)



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Jean Perseo, Fleet Maintenance
FROM: Leigh Daniels, CPPB, Senior Buyer *LD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *[Signature]*

Date 1-20-16

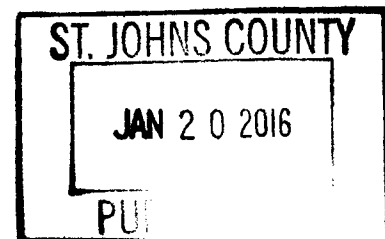
Budget Amount 3500.00

Account Funding Title Contract Service

Funding Charge Code 1123-53120

Award to Unifirst Corp.

Award Amount _____





ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

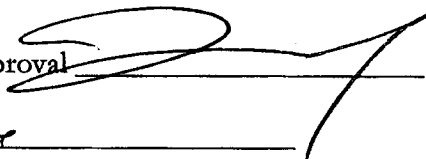
INTEROFFICE MEMORANDUM

TO: Tammy Bradford, Traffic Operations
FROM: Leigh Daniels, CPPB, Senior Buyer
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval 
Date 4/19/14

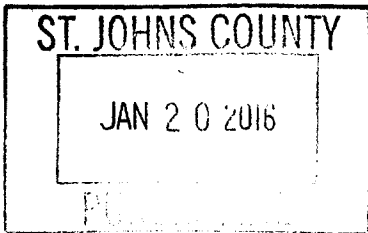
Budget Amount \$ 500.00

Account Funding Title Uniforms

Funding Charge Code 1125-55214

Award to Unifast Corp.

Award Amount _____





ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Kathy Kelshaw, Utility
FROM: Leigh Daniels, CPPB, Senior Buyer *LAD*
SUBJECT: Transmittal of Bids Received for Bid No. 16-22, Supply of Uniforms, Floor Mats,
Fender Covers and Shop Towels
DATE: January 6, 2016

Attached are copies of the bid proposals received for the above mentioned
along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project.
Also, indicate the budgeted amount for this item along with the appropriate
charge code and return at your earliest convenience. We will prepare the agenda
item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *C. J. Kuntz*

Date *1/20/16*

Budget Amount	_____ →	<i>4409-53120 \$500</i>
		<i>4411-53120 \$4840</i>
Account Funding Title	<u><i>Contractual Services</i></u>	<i>4413-53120 \$4920</i>
		<i>4415-53120 \$9100</i>
Funding Charge Code	_____ →	<i>4416-53120 \$3500</i>
		<i>4485-53120 \$208</i>
Award to	<u><i>Unipost Corp.</i></u>	<i>4490-53120 \$500</i>
		<i>4470-53120 \$600</i>
Award Amount	_____	<i>4471-53120 \$1,440</i>
		<i>4472-53120 \$1,560</i>
		<i>4473-53120 \$3,000</i>
		<i>4474-53120 \$1,200</i>

ST. JOHNS COUNTY
JAN 20 2016
PURCHASING

BID TITLE SUPPLY OF UNIFORMS, FLOOR MATS, HENDER COVERS AND SHOP TOWELS

BID NUMBER 16-22
 OPENING DATE/TIME 01/06/16 2:00 PM

POSTING DATE/TIME 01/06/16 3:00 PM
 FROM UNTIL 01/11/16 3:00 PM

ANY BIDDERS APPROACHED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY BID, SHALL FILE WITH THE PURCHASING DEPARTMENT FOR ST. JOHNS COUNTY, A WRITTEN NOTICE OF OR PRESENT FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE BID TABULATION. PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.

OPENED BY DAWN CARBERNE
 TABULATED BY LINDA HARTLAND
 VERIFIED BY *[Signature]*
 Revised 1/11/16

Products	UNIRPRST CORP	UNIRPRST CORP	UNIRPRST CORP	Replacement Cost					
	Weekly Price Per Garment FULL SERVICE	Weekly Price Per Garment LEASE ONLY							
SHIRTS									
Shirt, SS Mirco Check, Men's/Women's	\$0.15	\$0.15	\$16.00						
Shirt, LS Mirco Check, Men's/Women's	\$0.15	\$0.15	\$16.00						
Shirt, SS 65/35, Men's/Women's	\$0.13	\$0.13	\$15.00						
Shirt, LS 65/35, Men's/Women's	\$0.13	\$0.13	\$15.00						
Shirt, SS Casual Dress 65/35, Men's/Women's	\$0.21	\$0.21	\$18.00						
Shirt, LS Casual Dress 65/35, Men's/Women's	\$0.18	\$0.18	\$18.00						
Shirt, SS Moisture Management Men's Polo	\$0.18	\$0.18	\$18.00						
Shirt, SS Moisture Management Women's Polo	\$0.18	\$0.18	\$18.00						
Shirt, LS Poplin Dress Women's	\$0.21	\$0.21	\$18.00						
Shirt, SS Mirco Pique 50/50 Polo Men's	NB	NB	NB						
Shirt, T Men's 100% Preshrunk Cotton	NB	\$0.14	\$5.99						
Shirt, T Men's 50/50 Preshrunk Cotton w/Pocket	NB	\$0.14	\$5.99						
Shirt, T SS ANSI Class III High Visibility w/Reflective Stripes, Lime Green	\$0.32	\$0.32	\$28.00						
Shirt, Work Shirt, Button UP, ANSI Class III High Visibility w/Reflective Stripes, Lime Green	\$0.43	\$0.43	\$39.00						

OFFICIAL COUNTY BID FORM
WITH ATTACHMENTS

BID NO: 16-22

OFFICIAL COUNTY BID FORM
ST. JOHNS COUNTY, FLORIDA

PROJECT: Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: 1/6/2016

BID PROPOSAL OF

UNIFIRST CORPORATION

Full Legal Company Name

1446 HAINES ST. JACKSONVILLE, FL 32206 904 353 4121 904 353 4175
Mailing Address Telephone Number Fax Number

Bidders: Having become familiar with requirements of the project, and having carefully examined the Bidding Documents and Specifications entitled for Bid No: 16-22: Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to comply with the Contract Documents for the following bids quoted in this Bid Proposal summarized as follows:

UNIT PRICE BIDS:

Each Bidder shall type or print legibly, the Unit Price for each item listed for all categories. Any and all direct and indirect costs associated with providing the items listed below, including transportation, administrative and any other costs related to these services shall be included in the Unit Prices as submitted below. If the County is unable to determine the figure being submitted due to illegible handwriting, the County reserves the right to consider that Unit Price a "No Bid".

Item	Description	Mfr./Style #	Weekly Price Per Garment FULL SERVICE	Weekly Price Per Garment LEASE ONLY	Replacement Cost
	SHIRTS				
1	Shirt, SS Mirco Check, Men's/Women's	UNIFIRST 04UM	.15	.15	16.00
2	Shirt, LS Mirco Check, Men's/Women's	UNIFIRST 03UM	.15	.15	16.00
3	Shirt, SS 65/35, Men's/Women's	UNIFIRST 0202	.13	.13	15.00
4	Shirt, LS 65/35, Men's/Women's	UNIFIRST 0102	.13	.13	15.00
5	Shirt, SS Casual Dress 65/35, Men's/Women's	EDWARDS 0636	.21	.21	18.00
6	Shirt, LS Casual Dress 65/35, Men's/Women's	EDWARDS 0820	.21	.21	18.00
7	Shirt, SS Moisture Management Men's Polo	UNIFIRST 04MM	.18	.18	18.00
8	Shirt, SS Moisture Management Women's Polo	UNIFIRST 05MM	.18	.18	18.00
9	Shirt, LS Poplin Dress Women's	EDWARDS 0966	.21	.21	18.00

	Item	Mfr./Style #	Weekly Price Per Garment FULL SERVICE	Weekly Price Per Garment LEASE ONLY	Replacement Cost
10	Shirt, T Men's 100% Preshrunk Cotton	SANMAR 02FT		.14	5.99
11	Shirt, T Men's 50/50 Preshrunk Cotton w/Pocket	SANMAR 04TG		.14	5.99
12	Shirt, T SS ANSI Class III High Visibility w/Reflective Stripes, Lime Green	INTEX 06H2	.32	.32	28.00
13	Shirt, Work Shirt, Button UP, ANSI Class III High Visibility w/Reflective Strips, Lime Green	UNIFIRST 06PH	.43	.43	39.00
	SHORTS				
14	Shorts, 65/35 Men's/Women's	UNIFIRST 1034	.16	.16	18.00
15	Shorts, Cargo 65/35 Men's	UNIFIRST 1271	.16	.16	18.00
16	Shorts, 65/35 Women's CARGO	EDWARDS 10A9	.16	.16	18.00
	PANTS				
17	Pants, 65/35 Men's	UNIFIRST 1002	.16	.16	18.00
18	Pants, 65/35 Pleated Men's	UNIFIRST 3122	.16	.16	18.00
19	Pants, 65/35 Women's	BOB KAP 12AG	.16	.16	18.00
20	Pants, 65/35 Cargo Men's	UNIFIRST 10AI	.16	.16	18.00
21	Pants, Comfort (Dickie Type) Men's	UNIFIRST 1002	.16	.16	18.00
22	Pants, Western Style	UNIFIRST 1060	.16	.16	18.00
	JACKETS				
23	Jacket, Quilt Lined	UNIFIRST 1506	.35	.35	26.00
24	Jacket, Light Weight Lined	UNIFIRST 1507	.35	.35	26.00
	CAPS/VISORS				
25	Ballcap, Adjustable, Poly/Cotton w/County Logo	PACIFIC HEADWEAR 9028			6.00
26	Visor, Poly/Cotton w/County Logo	PACIFIC HEADWEAR 9699			7.00
27	Initial Set-up Fee (One time only charge)		0	0	
28	Replacement Patch Charge		1.50	1.50	
29	Size Exchange Charge		0	0	
30	Add County Logo to T-Shirts		2.50	2.50	

Item	Description	Mfr./Style #	Est. Quantity	Weekly Price for FULL SERVICE PER PIECE
MATS				
31	Floor Mat, 3X5 Scraper	UNIFIRST 5338	4	1.25
32	Floor Mat, 4X6 Scraper	UNIFIRST 5339	13	1.75
33	Floor Mat, 3X5 Carpet	UNIFIRST 76A2	110	1.80
34	Floor Mat, 4X6 Carpet	UNIFIRST 76A2	84	2.16
35	Floor Mat, 3X10 Carpet	UNIFIRST 76AR	2	2.86
36	Floor Mat, 3X5 Spring Step	UNIFIRST 7751	1	1.95
37	Floor Mat, 3X5 Anti-Fatigue	UNIFIRST 7751	1	1.95
TOWELS				
			380	
38	18X18 Wipers	3023	32	.65
FENDER COVERS				
39	36 X 60 Fender Covers w/Soft Backing	7521	16	.50
MISCELLANEOUS				
40	Automatic Air Freshener	2800	12	1.00

Each Bidder shall also provide pricing for one-time fees for sewing names, attaching patches, emblems, logos, etc at the beginning of the contract. \$0 - ALL NAMED AT INITIAL INSTALL

During the preparation of the Bid, the following addenda, if any, were received:

No.: _____ Date Received: _____

No.: _____ Date Received: _____

No.: _____ Date Received: _____

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned are interested, in this proposal, as principals, and that this proposal is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the Bid Documents and Project Specifications.

We have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown therewith are approximate only, and that we will fully complete all requirements therein as prepared by the Owner, within the same time limit specified in the Bid Documents as indicated above.

If the Undersigned is notified of the acceptance of this Bid Proposal by the Board within ninety (90) calendar days for the time set for the opening of Bids, the Undersigned further agrees, to execute a contract for the above work within ten (10) days after notice that his Bid has been accepted for the above stated compensation in the form of a Contract presented by the Owner.

CORPORATE/COMPANY

Full Legal Company Name: UNIFIRST CORPORATION (Seal)

By: [Signature] CHAD LUCOVSKY SALES MANAGER
Signature of Authorized Representative (Name & Title typed or printed)

By: [Signature] JAMES D. McLAMMACK General Manager
Signature of Authorized Representative (Name & Title typed or printed)

Address: 1446 HAINES ST. JACKSONVILLE, FL 32206
Telephone No.: (904) 353 4121 Fax No.: (904) 353 4175

Email Address for Authorized Company Representative: CHAD.LUCOVSKY@UNIFIRST.COM
Federal I.D. Tax Number: 04 210 3460 DUNS #: 10 186 3389
(if applicable)

INDIVIDUAL

Name: [Signature] _____
(Signature) (Name typed or printed) (Title)

Address: _____
Telephone No.: () _____ Fax No.: _____
Email Address: _____
Federal I.D. Tax Number: _____

- Submittal Requirements:
- Official County Bid Form
 - Attachment "A" - Affidavit
 - Attachment "B" - List of Sub-Contractors/Franchise Agreements
 - Attachment "C" - License/Certification List
 - Attachment "D" - Deviations from Specifications

Fully Acknowledged Addenda Applicable to this bid

Official County Bid Form. Attachments "A", "B", "C", and "D" must be completed, along with a fully acknowledged copy of each Addendum applicable to this Bid and submitted with each copy of the Bid Proposal. One (1) original and two (2) copies of all required forms must be submitted.

ATTACHMENT "A"

ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS AFFIDAVIT

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY,
ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared CHAD LUCOVSKY who being duly sworn, deposes and says he is SALES MANAGER (Title) of the firm of UNIFIRST CORPORATION Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 16-22. Supply of Uniforms. Floor Mats. Fender Covers and Shop Towels, in St. Johns County, Florida.

The affiant further states that no more that one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

UNIFIRST CORPORATION
(Bidder)
By: [Signature]
SALES MANAGER
(Title)

Sworn and subscribed to me this 6 day
of Jan., 2016.

Notary Public:
[Signature]
Signature
Melissa Pauley
Printed

My commission Expires: October 20, 2019



BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.

ATTACHMENT B

LIST OF PROPOSED SUB-CONTRACTORS/FRANCHISE AGREEMENTS

Any and all sub-contractors or participants in franchise agreements are subject to approval by the County. Each Bidder shall submit any and all proposed sub-contractors for any portion of the work described herein on this form. The required information for each sub-contractor includes: company/individual name, address, representative name, title phone number and email address, as well as the portion of work the sub-contractor shall be performing and the percentage of total work under this Contract that shall be performed by the sub-contractor.

List of Sub-Contractors/Franchise Agreements: **NONE**

1. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

2. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

3. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

4. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

5. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

6. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

7. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

8. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____



2015-2016 BUSINESS TAX RECEIPT

MICHAEL CORRIGAN, DUVAL COUNTY TAX COLLECTOR

221 E. FORSYTH STREET, SUITE 130, JACKSONVILLE, FL 32202-3370

Phone: (904) 630-1916, option 3; Fax: (904) 630-1432

Website: www.coj.net/tc; Email: taxcollector@coj.net

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business.

This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 1, 2015 through September 30, 2016.

UNIFIRST CORPORATION
RONALD CROATTI
68 JONSPIN RD
WILMINGTON, MA 18870

ACCOUNT NUMBER: 4505
LOCATION ADDRESS: 3029 MERCURY RD
JACKSONVILLE, FL 32207-7314

DESCRIPTION: PUBLIC SERVICE OR REPAIR, NOT SPEC

COUNTY RECEIPT DESC:	PUBLIC SERVICE OR REPAIR, NOT SPEC	COUNTY TAX:	93.75
MUNICIPAL RECEIPT DESC:	MC 772.326-15	MUNICIPAL TAX:	146.25
		TOTAL TAX PAID:	240.00

VALID UNTIL September 30, 2016

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

PAID-3477040.0001-0001 M01 10/05/2015 240.00

ATTACHMENT "D"

DEVIATIONS FROM SPECIFICATIONS

Each Bidder must provide explanations for any and all deviations from the specifications described herein. All information may be typed on additional pages and attached hereto as Attachment "D".

WOMEN'S SHORTS WILL BE CARGO ONLY.

UNIFORM AVAILABLE IN 100% COTTON ONLY.

THIS SPACE INTENTIONALLY LEFT BLANK.

SPECIFICATIONS

BID NO: 16-22: SUPPLY OF UNIFORMS, FLOOR MATS, FENDER COVERS AND SHOP TOWELS

MINIMUM SPECIFICATIONS & CONDITIONS

The scope of work for which the Contractor is responsible includes, but is not limited to: furnishing work uniforms for male and female employees, floor mats, fender covers and shop towels for various departments in St. Johns County. The County shall determine whether rental or leasing services are used for the items included in this bid, or if items will be purchased by the County at the prices submitted. Rental services shall include pickup of soiled uniforms, mats, fender covers and shop towels, delivery of laundered items, and laundry services once a week. Leasing services does not include laundry services and will not require weekly pickup and delivery of items.

DEPARTMENT REQUIREMENTS

For: Building Operations:	Coordinator – Katie Diaz	Phone: (904) 209-0653
1. Floor Mats	3 x 5 Dark Gray	Judicial Center/Admin Bldg
2. Floor Mats	4 x 6 Dark Gray	Judicial Center/Admin Bldg
3. Floor Mats	3 x 10 Dark Gray	Judicial Center/Admin Bldg
4. Scraper Mats	4 x 6 Dark Gray	Judicial Center/Admin Bldg
5. Floor Mats	3 x 5 Tan	Administration Building
6. Floor Mats	4 x 6 Tan	Administration Building
7. Floor Mats	3 x 5 Dark Gray	Ponte Vedra Annex
8. Floor Mats	4 x 6 Black	Ponte Vedra Annex
9. Floor Mats	3 x 5 Dark Gray	Julington Creek Annex
10. Floor Mats	4 x 6 Dark Gray	Julington Creek Annex
11. Scraper Mats	3 x 5 Dark Gray	Southeast Annex
12. Floor/Scraper Mats	4 x 6 Dark Gray	Southeast Annex
13. Floor Mats	3 x 5 Dark Gray	Southeast Annex

18 Employees wear uniforms in Building Operations

Items 1-6 – Deliver to 4010 Lewis Speedway (Richard O. Watson Judicial Center) & 4030 Lewis Speedway (Service Center) and 500 San Sebastian View (Admin Building)

Items 7 & 8 – Deliver to 99 N Palm Valley Road, Ponte Vedra, FL

Items 9 & 10 – Deliver to 725 Flora Branch Blvd, St. Johns, FL 32259

Items 11-13 – Deliver to 6658 US 1 South, St. Augustine, FL 32086

Deliveries must be made between 8AM and 5PM Mon-Fri. Driver(s) will be escorted by Security where necessary.

For: Facilities Management	Coordinator – Dee Boone	Phone: (904) 209-0404
1. Floor Mats	4 x 6 Black	
2. Floor Mats	3 x 5 Carpet	
3. Shop Towels	18 x 18, Red	

33 Employees wear uniforms in Facilities Management

All items for Facilities Management delivered to 2416 Dobbs Road between 8AM and 5PM Mon-Fri

For: Fleet Maintenance	Coordinator – Jean Williams	Phone: (904) 209-0285
1. Fender Covers	36 x 60 Red Vinyl w/ Soft Backing	
2. Shop Towels	18 x 18 Red	
3. Floor Mats	3 x 5 Blue	

11 Employees wear uniforms in Fleet Maintenance

All items for Fleet shall be delivered to 2740 Industry Center Road between 8AM and 5PM Mon-Fri.

For: Health & Human Services	Coordinator – Katie Diaz	Phone: (904) 209-0653
1. Floor Mats	4 x 6 Dark Gray Scarper	
2. Floor Mats	3 x 5 Dark Gray Carpeted	

All items for Health & Human Services shall be delivered to 200 San Sebastian View, St. Augustine, FL before 7PM Mon-Fri

For: Recreation & Parks Coordinator – Jayne Delany Phone: (904) 209-0329

1. Floor Mats 3 x 10 Dark Blue Carpet
2. Floor Mats 3 x 5 Dark Blue Carpet

52 Employees wear uniforms in Recreation and Parks

All items for Recreation & Parks shall be delivered to 2175 Mizell Road, St. Augustine, FL 8AM-5PM Mon-Fri.

For: Road & Bridge Coordinator – Jennifer Kinlaw Phone: (904) 209-0246

58 Employees wear uniforms in Road & Bridge

All items for Road & Bridge shall be delivered to 2740 Industry Center Road, St. Augustine, FL 8AM-5PM Mon-Fri.

For: Sheriff's Complex Maintenance Office Coordinator – Niki Johnson Phone: (904) 209-0428

6 Employees wear uniforms in Sheriff's Complex Maintenance Office

All items for Sheriff's Complex Maintenance Office shall be delivered between 7AM-4PM Mon-Fri

For: Traffic Operations Coordinator – Tammy Bradford Phone: (904) 209-0170

3 Employees wear uniforms in Traffic Operations

All items for Traffic Operations shall be delivered to 2740 Industry Center Rd, St. Augustine, FL 7AM-4PM Mon-Fri

For: Utility Department Coordinator – Kathy Kelshaw Phone: (904) 209-2712

1. Floor Mats 3 x 5 Black
2. Floor Mats 3 x 5 Blue
3. Floor Mats 3 x 5 Scraper

100 Employees wear uniforms for the entire Utility Department.

All items for Utility shall be delivered to 1205 State Road 16, St. Augustine, FL 8AM-5PM Mon-Fri

For: CR 214 Mainland Water Treatment Plant (Utility) Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for CR 214 Mainland WTP shall be delivered to 2160 Water Plant Road, St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: Marsh Landing Wastewater Treatment Plant (Utility) Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for Marsh Landing WWPT shall be delivered to 166 Marsh Cove Dr., St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: Utility Warehouse Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for Utility Warehouse shall be delivered to 2104 Arc Dr., St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: Anastasia Island Wastewater Treatment Plant (Utility) Coordinator: Kathy Kelshaw Phone: (904) 209-2712

All items for Anastasia Island WWTP shall be delivered to 850 W 16th St, St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: Sawgrass Wastewater Treatment Plant (Utility) Coordinator: Kathy Kelshaw Phone: (904) 209-2712

All items Sawgrass WWTP shall be delivered to 10042 Sawgrass Dr. W., Ponte Vedra, FL 7:30AM-11:30AM Mon-Fri

The above listed quantities for the Departments are estimated and are subject to change at any time. It shall be at the discretion of each Department to determine the method of acquiring items included herein, whether through rental, lease or purchase. This shall be determined upon award of Contract(s).

COLORS

All items listed above must be made available by the Contractor in multiple colors even if a specific color is listed with an item. Each respondent shall provide the information regarding color availability of each item with the submitted bid. If any item is only available in specific colors, sizes, length, etc., then the Respondent shall be responsible for providing that information in the bid.

SPECIFICATIONS FOR UNIFORM RENTAL

The Contractor shall furnish work uniforms for male and female employees for a period of three (3) years with two (2) available one (1) year extension options. In addition, the Contractor shall provide mats, fender covers and shop towels as specified herein. Deliveries shall be made once each week to various locations provided herein. St. Johns County shall not be bound by any exact quantity and reserves the right to increase or decrease the quantity of any item in any department at any time throughout the duration of the contract at no additional cost to the County.

All uniforms shall be new (not used or reconditioned) at the time of original issue.

Rental service shall include pickup of soiled items, delivery of laundered items and laundry service once each week. Any and all costs associated with delivery and laundry services shall be included in the submitted unit price for each item on the Official County Bid Form.

Deliveries shall be made to the locations listed above unless otherwise determined by the department(s) upon award of contract. St. Johns County reserves the right to change, add or delete locations as necessary to best serve the departments. Delivery/Pickup days and times shall be as agreed upon by the County and the Contractor. Delivery shall be made within two (2) hours of agreed time. Changes to the schedule as needed due to holidays shall be announced two (2) weeks prior to the change.

St. Johns County reserves the right to add or delete user departments at any time as needed throughout the duration of the contract.

All uniforms must comply with the following requirements:

- All shirts are to be preshrunk
- Both male and female styles must be available
- Supply pricing including quantity breaks and size breaks up to a XXXL size

Uniforms shall be delivered on hangers and have the appearance of being pressed. Upon delivery, uniforms shall be grouped by department and by employee name and number. Uniform styles may vary within each department. Uniform sets shall include shirt/blouse and trousers/slacks/shorts, and shall total eleven (11) sets per employee (1 being worn, 5 being laundered, 5 ready to wear). Specialty uniforms (coveralls, sweatshirts, jackets, caps, hats) shall be available upon request by department.

A minimum of six (6) sets of uniforms shall be available for new staff within one (1) week after notification by County. After the first week, five (5) sets of uniforms will be delivered to provide new staff with eleven (11) sets of uniforms total.

For uniform rental services, the Contractor shall be responsible for providing eleven (11) sets of uniforms (11 shirts & 11 pants/shorts) to each employee in the County Department who will be issued uniforms. Initial delivery will consist of six

(6) sets of uniforms (6 shirts & 6 pants/shorts) so that each employee will have one (1) set to wear when the first set of five (5) uniforms (5 shirts & 5 pants/shorts) is picked up for laundry services.

Each Bidder must take this into consideration when submitting Unit Pricing.

Uniform Measurements

Measurements must be taken within two (2) weeks of notification of award of a Contract. It shall be the Contractor's responsibility to supply on-site services to measure each individual employee to ensure proper fit of garments. If an employee cannot wear standard sizes, the Contractor shall be required to supply clothing from any acceptable source in order to provide uniforms for all personnel who require them, at no additional charge to St. Johns County. Uniforms that do not fit properly will not be accepted and shall be returned to the Contractor for replacement at no additional charge to St. Johns County.

Uniforms shall be tailored for both male and female employees. Substituting a man's style cut uniform for a woman, or vice versa will not be acceptable.

The Contractor shall supply sizing garments, which are made in the same styles as the garments to be rented. Sizing garments shall be washed prior to fittings for St. Johns County.

Replacements

Replacements shall be the same style as the uniform that is being replaced. If a style change is being made, it is the Contractor's responsibility to properly fit the employee with the new style uniform. St. Johns County reserves the right to determine if replacement uniforms are acceptable.

All worn out uniforms shall be replaced with new, proper fitting uniforms as needed. Determining whether a uniform is worn out shall be the sole discretion of St. Johns County. Worn out uniforms shall be replaced by the Contractor as needed at no additional cost to St. Johns County. Replacements shall be provided within one (1) week from the date of determination for replacement.

The Contractor shall be responsible for insuring that uniforms maintain their basic colors, shapes and sizes. Uniforms that fade, shrink, stretch, or otherwise lose the original shape shall be replaced for new, proper fitting uniforms at the Contractor's expense. Replacements shall be provided within one (1) week from the date of determination for replacement. If replacement is not completed within this time frame, the rental charge will be deducted from the invoice prior to County approval or payment.

Replacement of uniforms due to loss or irreparable damage by County employees shall be paid for by St. Johns County.

Exchanges of uniforms necessitated by promotions or position changes for employees shall be provided within one (1) week at the County's discretion and shall be at no additional cost to St. Johns County.

Alterations/Repairs

Repairs of zippers, buttons, tears, holes split seams, and other minor repairs and alterations of defective garments and the maintenance of all garments in a presentable condition at all times shall be the responsibility of the Contractor at no additional cost to the County. The Contractor shall inspect clothing upon pickup and record any and all defects or needed repairs and complete the required task. Any garments with holes 3/8" or less may be patched, but garments with holes greater exceeding 3/8" must be replaced. Repairs shall be completed within one (1) week. If a repair is not completed within this time frame, the rental charge will be deducted from the invoice prior to the County's approval or payment.

Shortages

Shortages shall be defined as less laundered items being delivered to the County than were picked up the prior week. Any occurrence of a shortage shall be corrected within one (1) week after the Contractor has been notified of the shortage. A tally sheet of soiled garments picked up and laundered garments delivered shall be provided by the Contractor at the time of delivery/pickup.

Warranty

The Manufacturer's standard warranty shall apply from the date of acceptance by St. Johns County. Information regarding

the Manufacturer's warranty shall be provided to the department(s) by the Contractor at the beginning of the contract.

Service During Warranty Period

The Contractor shall be responsible for providing material(s) and service to maintain all item(s) provided under this Contract. The Contractor must provide any required maintenance services and/or materials within twenty four (24) hours of notification during the warranty period. If repairs cannot be made at the Department's location, the Contractor shall pick up the item, perform any necessary repairs and return the item to the correct Department.

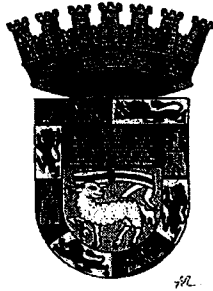
Laundry Services

The Contractor shall only use cleaning materials which are accepted by the industry as the least likely to present allergic reactions and are environmentally sensitive. The use of starch shall be the minimum necessary to provide an acceptable appearance.

Any garments worn during the handling of hazardous materials shall be isolated by the County and the vendor shall launder them separately.

SPECIFICATIONS FOR LEASING & PURCHASE OF ITEMS

For leasing services, all aforementioned specifications remain the same, with the exception of requirements related to weekly delivery/pickup of garments and laundry services. Repairs and replacements shall be handled the same as with rental services, please see sections above regarding Replacements and Alterations/Repairs.



**Board of County Commissioners
St. Johns County, Florida**

BID NO: 16-22

**SUPPLY OF UNIFORMS, FLOOR MATS,
FENDER COVERS AND SHOP TOWELS**

**BID DOCUMENTS
PROJECT SPECIFICATIONS**

St. Johns County Purchasing Department

500 San Sebastian View

**St. Augustine, FL 32084
904.209.0150**

Final: 12/15/15

TABLE OF CONTENTS

FRONT END BID DOCUMENTS

Notice to Bidders

Instruction to Bidders

Official County Bid Form

Attachments:

“A” – Affidavit

“B” – List of Sub-Contractors/Franchise Agreements

“C” – License/Certification List

“D” – Deviations from Specifications

PROJECT SPECIFICATIONS

Notice is hereby given that sealed bids will be received until 2:00 P.M. on Wednesday, January 6, 2016 by the St. Johns County Purchasing Department, located at 500 San Sebastian View, St. Augustine, Florida 32084 for Bid No: 16-22; Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels. Bids will be opened promptly after the 2:00 P.M. deadline. Note: Bids delivered or received in the Purchasing Department after the 2:00 P.M. deadline shall not be given consideration and shall be returned to the sender unopened.

The purpose of this bid is to solicit pricing from interested and qualified vendors shall be responsible for providing uniforms, floor mats, fender covers, and shop towels to St. Johns County through rental or leasing services, and shall provide purchase pricing for all items. As part of the rental services, the Contractor shall provide cleaning services for items rented by various County Departments. For uniform rental services, the Contractor shall be responsible for providing eleven (11) sets of uniforms (11 shirts & 11 pants/shorts) to each employee in the County Department who will be issued uniforms. Initial delivery will consist of six (6) sets of uniforms (6 shirts & 6 pants/shorts) so that each employee will have one (1) set to wear when the first set of five (5) uniforms (5 shirts & 5 pants/shorts) is picked up for laundry services.

Bid Documents may be obtained from Onvia DemandStar, Inc., at their website www.demandstar.com by requesting Document # 16-22. For technical assistance with this Website please contact Onvia Supplier Services at 1-800-711-1712. A link to the Onvia DemandStar website is available through the St. Johns County Purchasing Website by clicking on the following link: www.sjcfl.us/BCC/Purchasing/Open_Bids.aspx. Check the County's site for download availability and any applicable fees. Bid Documents may also be requested, in writing, from Leigh A. Daniels, CPPB, St. Johns County Purchasing, via email to ldanielsl@sjcfl.us or fax to (904) 209-0155.

Any and all questions related to this project shall be directed, *in writing*, to Leigh A. Daniels, CPPB, Senior Buyer, SJC Purchasing Department, via email to ldanielsl@sjcfl.us or fax to (904) 209-0155. Questions are due no later than four o'clock (4:00PM) on **Monday, December 28, 2015**, so that any necessary addenda may be issued in a timely manner. Any questions received after the deadline will not be answered unless previously approved by the SJC Purchasing Manager or other designated County Representative.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications. St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
HUNTER CONRAD, CLERK

BY: _____
Deputy Clerk

FRONT END BID DOCUMENTS

INSTRUCTION TO BIDDERS

OWNER: The Board of County Commissioners of St. Johns County, Florida ("County")

PROJECT: BID NO.: 16-22; Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels

DEFINITIONS

All definitions set forth in the General Conditions of the Contract or in other Contract Documents are applicable to the Bidding Documents.

Addenda are written or graphic instruments issued by the Purchasing Department prior to the time and date for receiving Bids that modify or interpret the Bidding Documents by addition, deletion, clarification, or corrections.

Base Bid is complete and properly signed proposal to do the work, or designated portion thereof, for the sums stipulated therein supported by data called for by the Bidding Documents.

Bid An offer, as a price, whether for payment or acceptance. A quotation, specifically given to a prospective purchaser upon its request, usually in competition with other vendors

Bid (Formal or Sealed) A request for firm prices by Advertised Legal Notice. Prices are submitted in sealed envelopes and in conformance with a prescribed format, all of which are opened in public on an appointed hour and date as advertised.

Bid Bond A good faith monetary commitment which a bidder or surety forfeits to the County of the bidder refuses, or is unable to enter into a contract after submitting a bid, or the bidder cannot furnish the required bonds, usually five percent (5%) of the bid proposal price.

Bidder is a firm or individual who submits a Bid to the Owner for the work described in the proposed Contract Documents.

Bidding Documents include the Advertisement/Notice to Bidders, Front End Bid Documents, Contract Agreement, Specifications and Plans including any Addenda issued prior to receipt of Bids.

Contract A delivered agreement between two or more parties, legally binding and enforceable, to perform a specific act or acts or exchange goods for consideration. A purchase order becomes a contract when accepted by a vendor. A unilateral contract is one in which only one party promises performance. A bilateral contract is one in which both parties promise performance.

Contractor An individual or firm having a contract to provide goods, service or construction for a specified price

County St. Johns County, a political subdivision of the State of Florida (F.S. 217.73)

Responsible Bidder A bidder capable of performing in all respects to fulfill the contract requirements. This includes having the ability to perform, the experience, reliability, capacity, credit, facilities and equipment to meet the contractual obligation.

Responsive Bid, Responsive Proposal, or Responsive Reply A bid, proposal, or reply submitted by a responsive and responsible vendor conforming in all material respects to the solicitation.

Specifications A clear, complete and accurate statement of the physical, functional or technical requirements descriptive of an item and if applicable, the procedure to be followed to determine if the requirements are met.

Subcontractor A party who contracts with a prime contractor to perform all or any part of the prime contractor's obligations.

Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or services as described in the

contract documents which shall include all labor, materials, equipment and any other item/s essential to accomplish the scope of work of the Unit Price.

BIDDER'S REPRESENTATION

Each Bidder, by marking his Bid, represents that he has read and understands the Bidding and Contract Documents and his Bid is made in accordance herewith: he has visited the Site and has familiarized himself with the local conditions under which the Work is to be performed; and his Bid is based upon the materials, systems and equipment described in the Bidding Documents without exceptions.

BIDDING DOCUMENTS

Bidding documents may be obtained from www.demandstar.com or SJC Purchasing, in the number and for the purchase sum if any as stated in the Advertisement or Invitation - Notice to Bidders. Complete sets of Bidding Documents shall be used in preparing the Bid Proposal. St. Johns County shall not assume any responsibility for errors or misinterpretations resulting from the use of complete or incomplete sets of Bidding Documents. The Owner, in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the Work and do not confer a license or grant for any other use.

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidders shall promptly notify the Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Bidding Documents or of the site and local conditions. Bidders requiring clarification of interpretation of the Bidding Documents shall make a written request to the Owner at least **fourteen (14) days** prior to the date for receipt of Bids.

An interpretation, correction, or change of the bidding Documents will be made by Addendum. Interpretation, corrections, or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretation, corrections, and change. No change will be made to the Bidding Documents by the Owner or its Representative **seven (7) days** prior to Bid receiving date, however, the Owner reserves the authority to decrease this time depending on the necessity of such change.

SUBSTITUTIONS

The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Bidder and has been received by the Owner at least **fourteen (14) days** prior to the date for receipt of Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The project director's approval or disapproval of a proposed substitution shall be final.

If County Staff approves any proposed substitution, such approval will be set forth in an Addendum. Bidders shall **not** rely upon approval made in any other manner.

QUESTIONS

Any and all questions related to this project shall be directed, *in writing*, to Leigh A. Daniels, CPPB, Senior Buyer, SJC Purchasing Department, via email to ldaniels@sjcfl.us or fax to (904) 209-0155. Questions are due no later than four o'clock (4:00PM) on **Monday, December 28, 2015**, so that any necessary addenda may be issued in a timely manner.

ADDENDA

Addenda will be distributed to all who are known by the entity responsible for distribution of the complete set of Bidding Documents. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued, and he **shall** acknowledge their receipt in the space provided in the Bid Proposal Form and attach a fully acknowledged copy of each addendum issued for the applicable bid with this bid proposal. Failure to provide fully acknowledged copies may result in a bid proposal being deemed non-responsive.

FORM AND STYLE OF BIDS

Bids shall be submitted in **TRIPLICATE** (one (1) original and two (2) copies) on the required forms provided herein. All blanks on the Bid Form shall be filled in by typewriter or manually in blue or black ink. Bidders are not required to submit a copy of this Bid Document with their bid proposals. The bidders are required to submit, at a minimum, the Bid Proposal Attachments listed on p. 15 of this Document.

Bid proposals must be placed in an envelope, sealed and placed in a second envelope or container, plainly marked on the outside addressed to St. Johns County Purchasing Department, with the bidder’s return address in top left hand corner and recite: “**BID NO: 16-22 - SEALED BID FOR SUPPLY OF UNIFORMS, FLOOR MATS, FENDER COVERS, AND SHOP TOWELS**”.

See Example Below:

ABC Company, Inc. 123 Aviles Street St. Augustine, FL 32084	St. Johns County Purchasing Department 500 San Sebastian View St. Augustine, FL 32084 BID NO.: XX-XX – SEALED BID FOR SAMPLE PROJECT
---	--

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount expressed in words shall govern. Any interlineations, alteration or erasure must be initialed by the signer of the Bid, failure to do so may cause the Bidder’s proposal to be considered non-responsive. Bidder shall make no stipulation on the Bid Form nor qualify his Bid in any manner, to do so will classify the Bid as being non-responsive.

Each copy of the Bid Proposal shall include the company name, address, telephone number and legal name of Bidder and a statement whether Bidder is sole proprietor, a partnership, a corporation or any other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporation seal affixed.

A Bid submitted by an agent shall have a current Power of Attorney attached certifying agent’s authority to bind the Bidder.

SUBMISSION OF BIDS

All copies of the Bid, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope or container.

The envelope or container shall be addressed as required in the “Instruction to Bidders”, and shall be identified with the Bid Number, Project Name, the Bidder’s Name, and return address, and portion of the project or category of work for which the Bid is submitted. The envelope containing the above Bid Documents shall be enclosed in an outer envelope and identified in the same manner as shown above.

Bidder shall assume full responsibility for timely delivery at location designated for receipts of Bids. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated in the Advertisement/Notice to Bidders, or any time extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned to the sender unopened.

Oral, telephonic, telegraphic or electronic Bids are invalid and will not receive consideration.

MODIFICATION OR WITHDRAWAL OF BID

A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting his Bid.

Prior to time and date designated for receipt of Bids, a Bid submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

Such notice shall be in writing over the signature of the Bidder. If by telephone, written confirmation over the signature of Bidder must be mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid. Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders. Bid Security shall be in the amount of five percent (5%) of the Bid as modified or resubmitted.

CONSIDERATION OF BIDS

Opening of Bids: Unless stated otherwise in an Addenda to the Advertisement/Notice to Bidders, the properly identified Bids received on time will be opened publicly as specified in the Advertisement and a tabulation of the bid amounts of the Base Bids and major Alternates, if any, will be made available to Bidders. The Bid Tabulation will be posted on the Purchasing Department bulletin board for seventy two (72) hours.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the Owner's Purchasing Manual. All of the terms and conditions of the Owner Purchasing Manual are incorporated by reference and are fully binding.

Rejection of Bids: The Owner reserves the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

Acceptance of Bid (Award): The Owner shall have the right to reject any or all Bids or waive any minor formality or irregularity in any Bid received. If the Contract is awarded, it will be awarded within a minimum of ninety (90) days from the date of the Bid opening, or as designated in the Bid Documents.

It is the intent of the Owner to award a contract to the vendor who submits the lowest responsive, responsible Total Annual Price Bid, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to be reasonable, and does not exceed the funds budgeted for the Project.

The County may consider award to multiple vendors, if awarding contracts by group is more cost effective than awarding a single contract based on pricing for the County as a whole.

QUALIFICATION OF CONTRACTORS

Minimum Qualifications: Bidders must be licensed to do business in the State of Florida, and in St. Johns County, FL, and must have been in business a minimum of one (1) year prior to bid submission.

Each Bidder must complete Attachment "D" – License/Certification List and submit a copy of any and all listed licenses and certificates with each copy of the submitted Bid Proposal, along with documentation proving the required qualifications stated above. Upon award, and prior to the execution of a Contract Agreement, the awarded firm will be required to show proof of a Local Business Tax Receipt for St. Johns County.

SAMPLES

Each Bidder shall submit with his Bid, samples of the product(s) being submitted along with complete specifications and/or descriptive literature for each product. The make, model, and manufacturer shall be listed on the Official County Bid Form with the Unit Price for each item. Each sample must be plainly marked with Bid #16-22 and the vendor's name. Upon execution of a contract with the awarded firm, the samples that are marked plainly with the vendor's name(s) will be returned. If samples are not marked, it will be the responsibility of the vendor to pick them up or arrange to have them sent back to the vendor.

Each vendor shall submit one (1) sample of emblems with colors to remain at the SJC Purchasing Department for review.

The emblem design and colors for each department shall be determined after award of the contract, as each department may have a different logo.

Failure to comply with this requirement may be cause for rejection of a vendor's bid

SUB-CONTRACTORS

Each Bidder shall submit to Owner a list of Subcontractors and major materials suppliers to be used if awarded the contract. A copy of the form, Attachment "B", is provided in the Bidding Documents. If no Subcontractors or major material suppliers are required, so state there on. Upon request by the Owner, the successful Bidder shall within seven (7) days thereafter, submit all data required to establish to the satisfaction of the Owner, the reliability and responsibility of the proposed Subcontractors to furnish and perform the work described in the Sections of the Specifications pertaining to such proposed Subcontractor's respective trades.

Prior to the award of the Contract, the Owner will notify the Bidder in writing if either the Owner, after due investigation, has reasonable and substantial objection to any person or organization proposed as a Subcontractor. The Bidder then may, at his option, withdraw his Bid without forfeiture of Bid Security or submit an acceptable substitute at no increase in Bid price. If the Bidder fails to submit an acceptable substitute within seven (7) days of the original notification, the Owner then may, at his option, disqualify the Bidder, at no cost to the Owner. The Owner reserves the right to disqualify any Contractor, Subcontractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Subcontractors and other persons and organizations proposed by the Bidder and accepted by the Owner, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the Owner. No more than forty nine percent (49%) of the services provided under this contract shall be sub-contracted to another individual or business entity either through a sub-contract agreement or vendor franchise agreement.

FRANCHISE AGREEMENTS

A Franchise Agreement is where the vendor grants authority to another individual or business entity who will be "Doing Business As" a single company, individual or entity to provide services mutually through a Franchise Agreement. If the Bidder will sub-contract any portion of the contract for any reason, he must include in writing, the name, address and contact information, including phone and email address of the sub-contractor, as well as the extent and percentage of work to be performed by the sub-contractor. This information shall be submitted on Attachment "B" provided herein.

FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

Form to be Used: Unless otherwise provided in the Bidding Documents, the Agreement for Work will be written on the St. Johns County Standard Master Continuing Contract Agreement for Contractors.

EXECUTION OF CONTRACT DOCUMENTS

The awarded Contractor shall return signed copies of the Contract Agreement to the SJC Purchasing Department within ten (10) consecutive calendar days of receipt of Notice of Award. St. Johns County shall return a fully executed original copy of the Contract Agreement to the Contractor no later than seven (7) consecutive calendar days after the return of the signed copies from the Contractor.

CONTRACT DURATION & RENEWAL

If awarded, the initial contract term shall be for a period of one (1) calendar year, providing satisfactory performance has been maintained by the Contractor, and availability of funding. The contract may be renewed in one (1) year increments, for a maximum of four (4) one-year renewals. These contract renewals shall be contingent upon the availability of funds, satisfactory performance by the Contractor, and approval by the appropriate St. Johns County representatives. The County is under no obligation to exercise any of the available renewals. All renewals available under this contract are optional to the County.

OSHA REQUIREMENTS & COMPLIANCE

Each Bidder warrants that the products supplied to St. Johns County shall conform in all respects to the standards set forth in the Occupational Safety & Health Act of 1970, as amended. The Contractor shall further warrant that all uniforms, entrance door mats, fender covers and shop towels shall be cleaned/launched in an OSHA-approved, Environmental Safe Facility, and that St. Johns County shall be held harmless against any unsafe conditions.

Each Bidder certifies that all items contained in this Bid meets all OSHA requirements. The Contractor shall further certify that if the items delivered are subsequently found to be deficient in any OSHA requirement in effect on the date of deliver, all costs necessary to bring the item(s) into compliance with these requirements shall be the sole responsibility of the Contractor.

INDEMNITY

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, its officials, and employees, from and against liability, claims, damages, losses and expenses including attorney's fees arising out of or resulting from performance of the work, provided that such liability, claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part, by negligent acts or omissions of the Contractor, a Subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefits acts.

TERMINATION

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein St. Johns County shall provide written notification of any and all items of non-compliance. The Contractor shall then have five (5) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action has not been taken within the five (5) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving fourteen (14) consecutive calendar days written notice to the Contractor.

The County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Contractor of intention to do so.

If, at any time, the Contract Agreement with the awarded vendor is terminated by the County, whether for cause or for convenience, the County may, at its sole discretion, negotiate with the second lowest, responsible, responsive bidder for the required services in order to enter into a contract with that vendor to prevent a gap in services for the County, if it serves the best interest of the County to do so.

PRICING

The pricing under this Bid shall remain firm throughout the duration of the initial term of this Contract Agreement. No pricing increases will be permitted during the first year. Price increases shall only be considered at the time Contract Renewals are issued. The Contractor shall submit any requests for increases in pricing no later than sixty (60) days prior to the effective date of the Contract Renewal. Requested price increases must be justified by the Contractor by providing proof of a cost increase to the Contractor in such major areas as cost of supplies, material, fuel, or changes in governmental regulations. The cost of an increase must not be offset by a corresponding decrease in another area. Negotiated increases shall not exceed prior twelve (12) months CPI, unless otherwise approved by the County. Should the requested price increase be considered excessive or determined not to be competitive for the services, the County reserves the right to deny the requested price increase, or terminate the Contract Agreement, and re-bid for these services. All prices shall remain firm for the period of each Contract Renewal term.

METHOD OF PAYMENT

The Contractor shall bill each County Department each month for services performed for that department. The Contractor shall send invoices to the respective departments at the address provided below with attention to the designated department representative listed. The County has Net 30 day terms. Pricing submitted indicating a discount if paid within

a certain number of days will not be acceptable.

County Department Invoicing List:

Recreation & Parks
2175 Mizell Road
St. Augustine, FL 32080
ATTN: Jayne Delany

Road & Bridge
2740 Industry Center Road
St. Augustine, FL 32084
ATTN: Jennifer Kinlaw

Health & Human Services
500 San Sebastian View
St. Augustine, FL 32084
ATTN: Katie Diaz

Facilities Management
2416 Dobbs Road
St. Augustine, FL 32086
ATTN: Dee Boone

Judicial/Admin Locations
500 San Sebastian View
St. Augustine, FL 32084
ATTN: Amanda Kiesel

Utility Department
1205 State Road 16
St. Augustine, FL 32084
ATTN: Kathy Kelshaw

Fleet Maintenance
2740 Industry Center Road
St. Augustine, FL 32084
ATTN: Jean Williams

Traffic & Transportation
2740 Industry Center Road
St. Augustine, FL 32084
ATTN: Tammy Bradford

Sheriff's Complex Maintenance Office
2416 Dobbs Road
St. Augustine, FL
ATTN: Niki Johnson

St. Johns County Payment Terms: Net 30 Days per 218.74(2) Florida Statutes

At a minimum, all invoices shall contain the following basic information:

- Vendor Information (Full Legal Name, Address, Phone, Fax)
- Date of Invoice, Invoice Number
- SJC Purchase Order Number, Master Contract Number, Bid Number
- Unit Price of product, Total Price of Invoice
- Description of Services Performed

DELIVERY

Any and all associated costs with delivery shall be included in the Unit Price for each item. The Contractor shall be responsible for placing any and all item(s) delivered in the designated area for each delivery location as specified by each Department Representative. No personnel or equipment shall be supplied by St. Johns County to handle or unload any items being delivered by the Contractor.

The initial delivery of uniforms, as specified herein, shall be made within two (2) weeks after the completion of measurements for each department. All items must be delivered by the specified delivery time. If the Contractor is unable to deliver an item or items by the specified time, this is to be stated with his Bid.

Deliveries shall be made between the hours of 8:00AM and 3:00PM on the days selected by each County Department. The departments may negotiate a different schedule with the Contractor as needed to suit the County's needs. No services shall be required or permitted on weekends or County observed holidays, stated herein. If a delivery time falls on a County Holiday, the County and Contractor shall make arrangements for an alternative delivery day.

Deliveries by the Contractor shall be coordinated with the individual Departments listed herein.

County Holidays:	New Year's Day	Memorial Day	Thanksgiving Day
	Martin Luther King Jr Day	Independence Day	Day after Thanksgiving
	President's Day	Labor Day	Christmas Day
	Good Friday	Veteran's Day	Day after Christmas

REPORTING

Along with the monthly invoice, the Contractor shall be required to submit a monthly report detailing all services performed as reflected on the invoice. The report shall be submitted according to the requirements stated in the

specifications provided herein. Failure by the Contractor to properly submit report(s) as required, may result in a delay of payment of the submitted invoice. The County reserves the right to hold an invoice for payment until any and all required documentation and/or reporting is provided by the Contractor. The County shall notify the Contractor Representative immediately, via email, upon receipt of any invoice that is not accompanied by the required reporting documentation.

TAXES – Project is subject to Federal Excise and Florida Sales Taxes, which must be included in Bidder's proposal. No fuel or transportation surcharges, or any other fees or costs shall be paid in addition to the prices submitted below.

INSURANCE

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

GOVERNING LAWS & REGULATIONS

The Contractor shall be responsible for being familiar and complying with any and all federal, state, and local laws, ordinances, rules and regulations that, in any manner, affect the work required under this contract. The agreement shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

END OF SECTION

**OFFICIAL COUNTY BID FORM
WITH ATTACHMENTS**

BID NO: 16-22

**OFFICIAL COUNTY BID FORM
ST. JOHNS COUNTY, FLORIDA**

PROJECT: Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: _____

BID PROPOSAL OF

Full Legal Company Name

Mailing Address

Telephone Number

Fax Number

Bidders: Having become familiar with requirements of the project, and having carefully examined the Bidding Documents and Specifications entitled for Bid No: 16-22; Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to comply with the Contract Documents for the following bids quoted in this Bid Proposal summarized as follows:

UNIT PRICE BIDS:

Each Bidder shall type or print legibly, the Unit Price for each item listed for all categories. Any and all direct and indirect costs associated with providing the items listed below, including transportation, administrative and any other costs related to these services shall be included in the Unit Prices as submitted below. If the County is unable to determine the figure being submitted due to illegible handwriting, the County reserves the right to consider that Unit Price a "No Bid".

Item	Description	Mfr./Style #	Weekly Price Per Garment FULL SERVICE	Weekly Price Per Garment LEASE ONLY	Replacement Cost
	SHIRTS				
1	Shirt, SS Mirco Check, Men's/Women's				
2	Shirt, LS Mirco Check, Men's/Women's				
3	Shirt, SS 65/35, Men's/Women's				
4	Shirt, LS 65/35, Men's/Women's				
5	Shirt, SS Casual Dress 65/35, Men's/Women's				
6	Shirt, LS Casual Dress 65/35, Men's/Women's				
7	Shirt, SS Moisture Management Men's Polo				
8	Shirt, SS Moisture Management Women's Polo				
9	Shirt, LS Poplin Dress Women's				

Bid No: 16-22

	Item	Mfr./Style #	Weekly Price Per Garment FULL SERVICE	Weekly Price Per Garment LEASE ONLY	Replacement Cost
10	Shirt, T Men's 100% Preshrunk Cotton				
11	Shirt, T Men's 50/50 Preshrunk Cotton w/Pocket				
12	Shirt, T SS ANSI Class III High Visibility w/Reflective Stripes , Lime Green				
13	Shirt, Work Shirt, Button UP, ANSI Class III High Visibility w/Reflective Strips, Lime Green				
	SHORTS				
14	Shorts, 65/35 Men's/Women's				
15	Shorts, Cargo 65/35 Men's				
16	Shorts, 65/35 Women's				
	PANTS				
17	Pants, 65/35 Men's				
18	Pants, 65/35 Pleated Men's				
19	Pants, 65/35 Women's				
20	Pants, 65/35 Cargo Men's				
21	Pants, Comfort (Dickie Type) Men's				
22	Pants, Western Style				
	JACKETS				
23	Jacket, Quilt Lined				
24	Jacket, Light Weight Lined				
	CAPS/VISORS				
25	Ballcap, Adjustable, Poly/Cotton w/County Logo				
26	Visor, Poly/Cotton w/County Logo				
27	Initial Set-up Fee (One time only charge)				
28	Replacement Patch Charge				
29	Size Exchange Charge				
30	Add County Logo to T-Shirts				

Item	Description	Mfr./Style #	Est. Quantity	Weekly Price for FULL SERVICE
	MATS			
31	Floor Mat, 3X5 Scraper		4	
32	Floor Mat, 4X6 Scraper		13	
33	Floor Mat, 3X5 Carpet		110	
34	Floor Mat, 4X6 Carpet		84	
35	Floor Mat, 3X10 Carpet		2	
36	Floor Mat, 3X5 Spring Step		1	
37	Floor Mat, 3X5 Anti-Fatigue		1	
	TOWELS		380	
38	18X18 Wipers		32	
	FENDER COVERS			
39	36 X 60 Fender Covers w/Soft Backing		16	
	MISCELLANEOUS			
40	Automatic Air Freshener		12	

Each Bidder shall also provide pricing for one-time fees for sewing names, attaching patches, emblems, logos, etc at the beginning of the contract.

During the preparation of the Bid, the following addenda, if any, were received:

No.: _____ Date Received:

No.: _____ Date Received:

No.: _____ Date Received:

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned are interested, in this proposal, as principals, and that this proposal is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the Bid Documents and Project Specifications.

We have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown therewith are approximate only, and that we will fully complete all requirements therein as prepared by the Owner, within the same time limit specified in the Bid Documents as indicated above.

If the Undersigned is notified of the acceptance of this Bid Proposal by the Board within ninety (90) calendar days for the time set for the opening of Bids, the Undersigned further agrees, to execute a contract for the above work within ten (10) days after notice that his Bid has been accepted for the above stated compensation in the form of a Contract presented by the Owner.

CORPORATE/COMPANY

Full Legal Company Name: _____ (Seal)

By: _____
Signature of Authorized Representative (Name & Title typed or printed)

By: _____
Signature of Authorized Representative (Name & Title typed or printed)

Address: _____
Telephone No.: (____) _____ Fax No.: (____) _____

Email Address for Authorized Company Representative: _____
Federal I.D. Tax Number: _____ DUNS #: _____
(if applicable)

INDIVIDUAL

Name: _____
(Signature) (Name typed or printed) (Title)

Address: _____
Telephone No.: (____) _____ Fax No.: _____
Email Address: _____
Federal I.D. Tax Number: _____

- Submittal Requirements:
- Official County Bid Form
 - Attachment "A" – Affidavit
 - Attachment "B" – List of Sub-Contractors/Franchise Agreements
 - Attachment "C" – License/Certification List
 - Attachment "D" – Deviations from Specifications

Fully Acknowledged Addenda Applicable to this bid

Official County Bid Form, Attachments "A", "B", "C", and "D" must be completed, along with a fully acknowledged copy of each Addendum applicable to this Bid and submitted with each copy of the Bid Proposal. One (1) original and two (2) copies of all required forms must be submitted.

ATTACHMENT "A"

ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS AFFIDAVIT

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY,
ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared _____ who being duly sworn, deposes and says he is _____ (Title) of the firm of _____ Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 16-22, Supply of Uniforms, Floor Mats, Fender Covers and Shop Towels, in St. Johns County, Florida.

The affiant further states that no more that one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

(Bidder)

By: _____

(Title)

Sworn and subscribed to me this _____ day
of _____, 20____.

Notary Public:

Signature

Printed

My commission Expires: _____

BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.

ATTACHMENT B

LIST OF PROPOSED SUB-CONTRACTORS/FRANCHISE AGREEMENTS

Any and all sub-contractors or participants in franchise agreements are subject to approval by the County. Each Bidder shall submit any and all proposed sub-contractors for any portion of the work described herein on this form. The required information for each sub-contractor includes: company/individual name, address, representative name, title phone number and email address, as well as the portion of work the sub-contractor shall be performing and the percentage of total work under this Contract that shall be performed by the sub-contractor.

List of Sub-Contractors/Franchise Agreements:

1. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
2. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
3. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
4. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
5. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
6. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
7. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____
8. Company Name: _____ Address: _____
Representative Name & Title: _____
Phone #: _____ Email: _____
Portion/Percentage of Work: _____

ATTACHMENT "D"

DEVIATIONS FROM SPECIFICATIONS

Each Bidder must provide explanations for any and all deviations from the specifications described herein. All information may be typed on additional pages and attached hereto as Attachment "D".

THIS SPACE INTENTIONALLY LEFT BLANK.

SPECIFICATIONS

BID NO: 16-22; SUPPLY OF UNIFORMS, FLOOR MATS, FENDER COVERS AND SHOP TOWELS
MINIMUM SPECIFICATIONS & CONDITIONS

The scope of work for which the Contractor is responsible includes, but is not limited to: furnishing work uniforms for male and female employees, floor mats, fender covers and shop towels for various departments in St. Johns County. The County shall determine whether rental or leasing services are used for the items included in this bid, or if items will be purchased by the County at the prices submitted. Rental services shall include pickup of soiled uniforms, mats, fender covers and shop towels, delivery of laundered items, and laundry services once a week. Leasing services does not include laundry services and will not require weekly pickup and delivery of items.

DEPARTMENT REQUIREMENTS

For: Building Operations:	Coordinator – Katie Diaz	Phone: (904) 209-0653
1. Floor Mats	3 x 5 Dark Gray	Judicial Center/Admin Bldg
2. Floor Mats	4 x 6 Dark Gray	Judicial Center/Admin Bldg
3. Floor Mats	3 x 10 Dark Gray	Judicial Center/Admin Bldg
4. Scraper Mats	4 x 6 Dark Gray	Judicial Center/Admin Bldg
5. Floor Mats	3 x 5 Tan	Administration Building
6. Floor Mats	4 x 6 Tan	Administration Building
7. Floor Mats	3 x 5 Dark Gray	Ponte Vedra Annex
8. Floor Mats	4 x 6 Black	Ponte Vedra Annex
9. Floor Mats	3 x 5 Dark Gray	Julington Creek Annex
10. Floor Mats	4 x 6 Dark Gray	Julington Creek Annex
11. Scraper Mats	3 x 5 Dark Gray	Southeast Annex
12. Floor/Scraper Mats	4 x 6 Dark Gray	Southeast Annex
13. Floor Mats	3 x 5 Dark Gray	Southeast Annex

18 Employees wear uniforms in Building Operations

Items 1-6 – Deliver to 4010 Lewis Speedway (Richard O. Watson Judicial Center) & 4030 Lewis Speedway (Service Center) and 500 San Sebastian View (Admin Building)

Items 7 & 8 – Deliver to 99 N Palm Valley Road, Ponte Vedra, FL

Items 9 & 10 – Deliver to 725 Flora Branch Blvd, St. Johns, FL 32259

Items 11-13 – Deliver to 6658 US 1 South, St. Augustine, FL 32086

Deliveries must be made between 8AM and 5PM Mon-Fri. Driver(s) will be escorted by Security where necessary.

For: Facilities Management	Coordinator – Dee Boone	Phone: (904) 209-0404
1. Floor Mats	4 x 6 Black	
2. Floor Mats	3 x 5 Carpet	
3. Shop Towels	18 x 18, Red	

33 Employees wear uniforms in Facilities Management

All items for Facilities Management delivered to 2416 Dobbs Road between 8AM and 5PM Mon-Fri

For: Fleet Maintenance	Coordinator – Jean Williams	Phone: (904) 209-0285
1. Fender Covers	36 x 60 Red Vinyl w/ Soft Backing	
2. Shop Towels	18 x 18 Red	
3. Floor Mats	3 x 5 Blue	

11 Employees wear uniforms in Fleet Maintenance

All items for Fleet shall be delivered to 2740 Industry Center Road between 8AM and 5PM Mon-Fri.

For: Health & Human Services	Coordinator – Katie Diaz	Phone: (904) 209-0653
1. Floor Mats	4 x 6 Dark Gray Scarper	
2. Floor Mats	3 x 5 Dark Gray Carpeted	

All items for Health & Human Services shall be delivered to 200 San Sebastian View, St. Augustine, FL before 7PM Mon-Fri

For: **Recreation & Parks** Coordinator – Jayne Delany Phone: (904) 209-0329
1. Floor Mats 3 x 10 Dark Blue Carpet
2. Floor Mats 3 x 5 Dark Blue Carpet

52 Employees wear uniforms in Recreation and Parks

All items for Recreation & Parks shall be delivered to 2175 Mizell Road, St. Augustine, FL 8AM-5PM Mon-Fri.

For: **Road & Bridge** Coordinator – Jennifer Kinlaw Phone: (904) 209-0246

58 Employees wear uniforms in Road & Bridge

All items for Road & Bridge shall be delivered to 2740 Industry Center Road, St. Augustine, FL 8AM-5PM Mon-Fri.

For: **Sheriff's Complex Maintenance Office** Coordinator – Niki Johnson Phone: (904) 209-0428

6 Employees wear uniforms in Sheriff's Complex Maintenance Office

All items for Sheriff's Complex Maintenance Office shall be delivered between 7AM-4PM Mon-Fri

For: **Traffic Operations** Coordinator – Tammy Bradford Phone: (904) 209-0170

3 Employees wear uniforms in Traffic Operations

All items for Traffic Operations shall be delivered to 2740 Industry Center Rd, St. Augustine, FL 7AM-4PM Mon-Fri

For: **Utility Department** Coordinator – Kathy Kelshaw Phone: (904) 209-2712
1. Floor Mats 3 x 5 Black
2. Floor Mats 3 x 5 Blue
3. Floor Mats 3 x 5 Scraper

100 Employees wear uniforms for the entire Utility Department.

All items for Utility shall be delivered to 1205 State Road 16, St. Augustine, FL 8AM-5PM Mon-Fri

For: **CR 214 Mainland Water Treatment Plant (Utility)** Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for CR 214 Mainland WTP shall be delivered to 2160 Water Plant Road, St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: **Marsh Landing Wastewater Treatment Plant (Utility)** Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for Marsh Landing WWPT shall be delivered to 166 Marsh Cove Dr., St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: **Utility Warehouse** Coordinator – Kathy Kelshaw Phone: (904) 209-2712

All items for Utility Warehouse shall be delivered to 2104 Arc Dr., St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: **Anastasia Island Wastewater Treatment Plant (Utility)** Coordinator: Kathy Kelshaw Phone: (904) 209-2712

All items for Anastasia Island WWTP shall be delivered to 850 W 16th St, St. Augustine, FL 7:30AM-11:30AM Mon-Fri

For: Sawgrass Wastewater Treatment Plant (Utility) Coordinator: Kathy Kelshaw Phone: (904) 209-2712

All items Sawgrass WWTP shall be delivered to 10042 Sawgrass Dr. W., Ponte Vedra, FL 7:30AM-11:30AM Mon-Fri

The above listed quantities for the Departments are estimated and are subject to change at any time. It shall be at the discretion of each Department to determine the method of acquiring items included herein, whether through rental, lease or purchase. This shall be determined upon award of Contract(s).

COLORS

All items listed above must be made available by the Contractor in multiple colors even if a specific color is listed with an item. Each respondent shall provide the information regarding color availability of each item with the submitted bid. If any item is only available in specific colors, sizes, length, etc., then the Respondent shall be responsible for providing that information in the bid.

SPECIFICATIONS FOR UNIFORM RENTAL

The Contractor shall furnish work uniforms for male and female employees for a period of three (3) years with two (2) available one (1) year extension options. In addition, the Contractor shall provide mats, fender covers and shop towels as specified herein. Deliveries shall be made once each week to various locations provided herein. St. Johns County shall not be bound by any exact quantity and reserves the right to increase or decrease the quantity of any item in any department at any time throughout the duration of the contract at no additional cost to the County.

All uniforms shall be new (not used or reconditioned) at the time of original issue.

Rental service shall include pickup of soiled items, delivery of laundered items and laundry service once each week. Any and all costs associated with delivery and laundry services shall be included in the submitted unit price for each item on the Official County Bid Form.

Deliveries shall be made to the locations listed above unless otherwise determined by the department(s) upon award of contract. St. Johns County reserves the right to change, add or delete locations as necessary to best serve the departments. Delivery/Pickup days and times shall be as agreed upon by the County and the Contractor. Delivery shall be made within two (2) hours of agreed time. Changes to the schedule as needed due to holidays shall be announced two (2) weeks prior to the change.

St. Johns County reserves the right to add or delete user departments at any time as needed throughout the duration of the contract.

All uniforms must comply with the following requirements:

- All shirts are to be preshrunk
- Both male and female styles must be available
- Supply pricing including quantity breaks and size breaks up to a XXXL size

Uniforms shall be delivered on hangers and have the appearance of being pressed. Upon delivery, uniforms shall be grouped by department and by employee name and number. Uniform styles may vary within each department. Uniform sets shall include shirt/blouse and trousers/slacks/shorts, and shall total eleven (11) sets per employee (1 being worn, 5 being laundered, 5 ready to wear). Specialty uniforms (coveralls, sweatshirts, jackets, caps, hats) shall be available upon request by department.

A minimum of six (6) sets of uniforms shall be available for new staff within one (1) week after notification by County. After the first week, five (5) sets of uniforms will be delivered to provide new staff with eleven (11) sets of uniforms total.

For uniform rental services, the Contractor shall be responsible for providing eleven (11) sets of uniforms (11 shirts & 11 pants/shorts) to each employee in the County Department who will be issued uniforms. Initial delivery will consist of six

(6) sets of uniforms (6 shirts & 6 pants/shorts) so that each employee will have one (1) set to wear when the first set of five (5) uniforms (5 shirts & 5 pants/shorts) is picked up for laundry services.

Each Bidder must take this into consideration when submitting Unit Pricing.

Uniform Measurements

Measurements must be taken within two (2) weeks of notification of award of a Contract. It shall be the Contractor's responsibility to supply on-site services to measure each individual employee to ensure proper fit of garments. If an employee cannot wear standard sizes, the Contractor shall be required to supply clothing from any acceptable source in order to provide uniforms for all personnel who require them, at no additional charge to St. Johns County. Uniforms that do not fit properly will not be accepted and shall be returned to the Contractor for replacement at no additional charge to St. Johns County.

Uniforms shall be tailored for both male and female employees. Substituting a man's style cut uniform for a woman, or vice versa will not be acceptable.

The Contractor shall supply sizing garments, which are made in the same styles as the garments to be rented. Sizing garments shall be washed prior to fittings for St. Johns County.

Replacements

Replacements shall be the same style as the uniform that is being replaced. If a style change is being made, it is the Contractor's responsibility to properly fit the employee with the new style uniform. St. Johns County reserves the right to determine if replacement uniforms are acceptable.

All worn out uniforms shall be replaced with new, proper fitting uniforms as needed. Determining whether a uniform is worn out shall be the sole discretion of St. Johns County. Worn out uniforms shall be replaced by the Contractor as needed at no additional cost to St. Johns County. Replacements shall be provided within one (1) week from the date of determination for replacement.

The Contractor shall be responsible for insuring that uniforms maintain their basic colors, shapes and sizes. Uniforms that fade, shrink, stretch, or otherwise lose the original shape shall be replaced for new, proper fitting uniforms at the Contractor's expense. Replacements shall be provided within one (1) week from the date of determination for replacement. If replacement is not completed within this time frame, the rental charge will be deducted from the invoice prior to County approval or payment.

Replacement of uniforms due to loss or irreparable damage by County employees shall be paid for by St. Johns County.

Exchanges of uniforms necessitated by promotions or position changes for employees shall be provided within one (1) week at the County's discretion and shall be at no additional cost to St. Johns County.

Alterations/Repairs

Repairs of zippers, buttons, tears, holes split seams, and other minor repairs and alterations of defective garments and the maintenance of all garments in a presentable condition at all times shall be the responsibility of the Contractor at no additional cost to the County. The Contractor shall inspect clothing upon pickup and record any and all defects or needed repairs and complete the required task. Any garments with holes 3/8" or less may be patched, but garments with holes greater exceeding 3/8" must be replaced. Repairs shall be completed within one (1) week. If a repair is not completed within this time frame, the rental charge will be deducted from the invoice prior to the County's approval or payment.

Shortages

Shortages shall be defined as less laundered items being delivered to the County than were picked up the prior week. Any occurrence of a shortage shall be corrected within one (1) week after the Contractor has been notified of the shortage. A tally sheet of soiled garments picked up and laundered garments delivered shall be provided by the Contractor at the time of delivery/pickup.

Warranty

The Manufacturer's standard warranty shall apply from the date of acceptance by St. Johns County. Information regarding

the Manufacturer's warranty shall be provided to the department(s) by the Contractor at the beginning of the contract.

Service During Warranty Period

The Contractor shall be responsible for providing material(s) and service to maintain all item(s) provided under this Contract. The Contractor must provide any required maintenance services and/or materials within twenty four (24) hours of notification during the warranty period. If repairs cannot be made at the Department's location, the Contractor shall pick up the item, perform any necessary repairs and return the item to the correct Department.

Laundry Services

The Contractor shall only use cleaning materials which are accepted by the industry as the least likely to present allergic reactions and are environmentally sensitive. The use of starch shall be the minimum necessary to provide an acceptable appearance.

Any garments worn during the handling of hazardous materials shall be isolated by the County and the vendor shall launder them separately.

SPECIFICATIONS FOR LEASING & PURCHASE OF ITEMS

For leasing services, all aforementioned specifications remain the same, with the exception of requirements related to weekly delivery/pickup of garments and laundry services. Repairs and replacements shall be handled the same as with rental services, please see sections above regarding Replacements and Alterations/Repairs.



MASTER CONTINUING CONTRACT AGREEMENT

BID NO: _____;

Master Contract #: _____

This Contract Agreement is made as of this _____ day of _____, 2015, by and between **St. Johns County, FL**, a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as "St. Johns County" or "County", and _____, authorized to do business in the State of Florida, hereinafter referred to as the "Contractor", with mailing address _____, Phone: (____) - _____, Fax: (____) - _____ and email: _____.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

ARTICLE 1 – DURATION and RENEWAL

This Contract Agreement shall become effective on _____, shall be in effect for an initial contract term of _____ () calendar year, and may be renewed for up to a maximum of _____ () _____ () year periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Contract Agreement may be renewed as stated in this Article, it is expressly noted that St. Johns County is under no obligation to renew or extend this Contract Agreement. It is further expressly understood that the option of renewal is exercisable only by St. Johns County, and only upon the County's determination that the Contractor has satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Contract Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Contract Agreement.

ARTICLE 3 - SERVICES

The CONTRACTOR's responsibility under this Contract Agreement is to provide all labor, materials, and equipment necessary to perform _____ for the SJC _____ Department in accordance with Bid No: _____ and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of the St. Johns County _____ Department, or an authorized designee, who shall act as St. Johns County's representative, along with the SJC Purchasing Department representative during the performance of this Contract Agreement.

ARTICLE 4 – SCHEDULE

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the authorized designee(s) in each respective SJC Department, throughout the duration of the contract. No changes to said schedule shall be made without prior written authorization from one of St. Johns County's representatives.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. St. Johns County shall compensate the Contractor based upon _____, as submitted in the proposal, accepted by the County, and provided herein on Exhibit A-1. The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by the St. Johns County _____ Department, unless additional funds become available, or are properly transferred, for services satisfactorily performed in accordance with the Contract Documents.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor's compensation shall be based upon the Contractor's adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor's compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. The County

reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily performed.

- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. Unless otherwise notified, bills/invoices should be delivered to:
- F. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Contract by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

ARTICLE 7 – TERMINATION

- A. This Contract may be terminated by the County without cause upon at least _____ () calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least _____ () calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 8 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Contractor fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than _____ () consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Contract.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Contract, such action shall constitute cause for termination of this Contract.
- C. Consistent with other provisions in this Contract, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 9 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or

have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 10 – SUBCONTRACTING

St. Johns County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 11 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Contract Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Contract Agreement.

ARTICLE 12 – AVAILABILITY OF FUNDS

St. Johns County's obligations under this Contract Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Contract Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 13 - INSURANCE

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum

limits of ~~\$1,000,000 per occurrence, \$2,000,000~~ aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

ARTICLE 14 - INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officers, and employees, from all liabilities, damages, losses, and costs arising under this Contract Agreement, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, act, or omission of the Contractor or any other person employed or utilized by the Contractor, whether intentional or unintentional.

ARTICLE 15 - SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 16 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 17 - CONFLICT OF INTEREST

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify St. Johns County, in writing, by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Contract Agreement.

ARTICLE 18 - EXCUSABLE DELAYS

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's omissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, St. Johns County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 19 - ARREARS

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract Agreement.

ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Contract Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by St. Johns County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Contract Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 21 - INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Contract Agreement, an independent contractor, and not an employee, agent, or servant of St. Johns County. All persons engaged in any of the work or services performed pursuant to this Contract Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to St. Johns County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 22 - CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract Agreement.

ARTICLE 23 - ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract Agreement. St. Johns County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 24 - NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Contract Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Contract Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Contract Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 26 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 27 - AUTHORITY TO PRACTICE

The CONTRACTOR hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 28 - SEVERABILITY

If any term or provision of this Contract Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Contract Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 29 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Contract Agreement shall be valid unless in writing and signed by each of the parties.

St. Johns County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon Contractor's receipt of notification from the County of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Contract Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 30 - FLORIDA LAW & VENUE

This Contract Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract shall be held in St. Johns County, Florida.

ARTICLE 31 - ARBITRATION

The Owner shall not be obligated to arbitrate or permit any arbitration binding on the Owner under any of the Contract

Documents or in connection with the project in any manner whatsoever.

ARTICLE 32 - NOTICES

All notices required in this Contract Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, CPPB, Contract Administration Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

ARTICLE 33 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Contract Agreement, or affect its meaning, construction or effect.

ARTICLE 34 – PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor’s performance under this Agreement constitutes an act on behalf of the County, Contractor shall provide access to all public records made or received by Contractor in conjunction with this Agreement. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
 - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services described herein;
 - (2) Provide the public with access to public records related to this Agreement on the same terms and conditions that the County would provide the records, and at a cost that does not exceed the costs provided in Chapter 119, Florida States, or as otherwise provided by applicable law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public disclosure are not disclosed except as authorized by applicable law; and
 - (4) Meet all requirements for retaining public records, and transfer at Contractor’s sole cost and expense, all public records in the possession of Contractor upon termination of this Agreement. Contractor shall destroy any duplicate records that are exempt or confidential and exempt from public disclosure requirements in accordance with applicable State and Federal provisions. Any public records stored electronically must be provided to the County in a format that is compatible with information technology systems maintained by the County.
- C. Failure by Contractor to grant such public access shall be grounds for immediate, unilateral termination of this Agreement by the County. Contractor shall promptly provide the County notice of any request to inspect or copy public records related to this Agreement in Contractor’s possession and shall promptly provide the County a copy of Contractor’s response to each such request.

ARTICLE 35 – NO THIRD PARTY BENEFICIARIES

Both the County and the Contractor explicitly agree, and this Contract explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 36 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 37 – SURVIVAL

It is explicitly noted that the following provisions of this Contract Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

IN WITNESS WHEREOF, authorized representatives of the County, and Contractor have executed three (3) original copies this Contract Agreement on the date and year below noted.

ST. JOHNS COUNTY, FL:

CONTRACTOR:

Dawn Cardenas, Purchasing Manager

Company Name

Date

Name (Type or Print)

LEGALLY SUFFICIENT:

Signature

Assistant County Attorney

Title

Date of Execution

Date

**ATTEST:
CLERK OF COURT**

Deputy Clerk

Date

EXHIBIT "A"

BID NO: _____ ;

BASIS OF COMPENSATION

Basis of compensation shall be made in accordance with _____ as submitted on the proposal and approved by the County. The Price shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County *prior* to any work being implemented and shall be added to the applicable Contract Amendment.

Pricing adjustments will be considered on an annual basis at the time of contract renewal and must be mutually accepted by both the Contractor and the Owner. Price adjustment requests shall be based upon the Consumer Price Index (CPI) in affect at the time of renewal. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

EXHIBIT "A-1"

BID NO: _____ ;

PRICING

EXHIBIT "B"

BID NO: _____ ;

CONTRACT SCHEDULE

The Contract Period for this scope of work shall be as follows:

Initial Contract – Shall become effective on _____, and shall remain in effect for a period of _____ () year, or until funds may become exhausted.

Contract Renewal/s – The contract may be renewed for _____ (), _____ () year terms upon satisfactory performance by the Contractor, mutual agreement by all parties, the availability of funds and the continued need of the County for services.