City of Anderson Police Department
401 South Main Street, Anderson, SC 29624-2301
Jim Stewart, Chief of Police

REQUEST FOR PROPOSALS FOR

Linen Service Contract with the Detention Center

FOR THE

City of Anderson Police Department

Contact:
Captain Doyle Carpenter
City of Anderson Police Department
401 South Main Street
Anderson, SC 29624-2301
(864) 332-5722
E-mail : dcarpenter@cityofandersonsc.com
(Note: The preferred method of contact is email)

I. Statement of Need

There is a need to provide a weekly supply of clean linen (sheets) for the inmates of the City of Anderson Detention Center. The average daily population of the Detention Center is 100-110 inmates. The inmate population can trend upward or downward depending on various factors. The vendor must be reasonably flexible to adjust the weekly sheet count depending on changes to the inmate population and/or needs of the detention center. It is understood that any total bottom-line pricing may be affected by changes to the sheet count to meet the detention center's needs. The vendor providing the linen shall ensure that it is laundered in a sanitary fashion meeting all DHEC standards, and any standards required by federal, state or local laws and regulations.

II. Specifications

A. Required format for bid

1. Vendors must submit bids in required format as described in final section of this RFP.

2. The first page must be the entire bid summarized with the bottom line price for everything clearly noted on the bid with no ambiguity.

   a. The next section must be Section II, notated as required.

   b. References should follow Section II.

   c. All other materials & documentation should follow the references & be cross-referenced with section II or other parts of the bid.

3. Proposal must be submitted on vendor's official company letterhead.

   a. The letterhead must include both the street address of the vendor and the mailing address.

4. All other formatting requirements that are specified under the section titled "Required format for Proposal" must be followed.

B. Bid must be for all services combined. Partial bids will not be awarded.

C. Vendors must include this section (Section II) immediately after page 1 of their bid. Do not re-create or re-type this section. There are page breaks before and after this section so that it can be printed separately from the rest of the RFP. Vendors can copy these pages after printing them but the words and formatting must not be altered in any fashion. If problems and/or mistakes are noted in the processing of these specifications, make the necessary notations in the left margin(s) next to the respective point(s).

1. Each numbered and lettered item such as A, B, C, 1, 2, 3, a, b, c, (1), (2), (3), (a), (b), (c) etc, and every heading, point or sub-point in this section should be marked immediately to the left of the heading, number, letter, point or sub-point with the words "Yes" if the product complies with that particular spec.

2. If the bidder does not comply and/or if the bidder is unsure, the heading, point or sub-point should be marked "No".

3. Each of the bid specification sheet pages must then be stamped or otherwise titled in ink at the top/center of the page immediately under the header with the Vendor's name as listed on the letterhead and signed in blue ink and dated in the top right-hand corner by the authorized company representative who signed page 1.

4. Any part of this section (heading, number, letter, point or sub-point) left unmarked (with either a "Yes" or a "No") or if it is unclear to which heading, number, letter, point or sub-point to which a "Yes" or "No" refers, will be considered as not meeting that particular spec.

D. The vendor who appears to have the successful bid will be required to provide an extensive and complete package listing all the capabilities of the product and/or services to the City of Anderson Police Department. A complete on-site demo at the City of Anderson Police Department and/or a location convenient to the City of Anderson Police Department will also be a requirement prior to the award of a contract.

1. If a vendor's package-listing all the capabilities of the product and/or services appear less than satisfactory to the City of Anderson Police Department, the agency will move down the list to the next bidder.

2. If a vendor's demonstration of the products, equipment, services and capabilities appears less than satisfactory to the City of Anderson Police Department, the agency will move down the list to the next bidder.

3. The agency will make the final decision as to which package is deemed finally acceptable.

E. References

The bid must contain a listing of other law enforcement agencies or companies that have purchased the same or similar product from the vendor. The reference sheet must contain the agency or company names, contact names and contact numbers of persons who can verify the information. Place that sheet immediately after section II.

F. Personnel:

The City retains the right to thoroughly investigate any current or prospective vendor employees assigned to the Detention Center. Such employees must pass a security clearance and submit to activity control by the City Chief of Police. No vendor employee will be permitted to work in the facility without clearance from the City Chief of Police or his designee.

G. Equal Employment Opportunity:

The vendor agrees that it shall not discriminate against any employee or applicant for employment, hire, tenure, terms, conditions, or privilege of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, sexual preference, national origin, physical or mental handicap where relevant to the job, height, weight, age, marital status, or other criteria made illegal by state or federal law or city policy. In addition, the vendor agrees to take affirmative steps to ensure that applicants are employed, and that employees are treated during employment without regard to the criteria listed above. Any breach of this provision may be regarded as material breach of this agreement.

H. Insurance:

The vendor shall furnish to the City a certificate of insurance in a form acceptable to the City, certifying that the vendor carries workers' compensation, and general comprehensive (including product's liability insurance affording coverage for both bodily injury and property damage) in such amounts as are acceptable to the City.

The City and the vendor hereby agree that each shall be responsible for any direct loss or damage caused by each to the property of the other, but shall not be responsible for any consequential damages, which may occur in connection therewith, except for the negligence of either party. It is expressly understood that the vendor shall not be responsible for damages caused by inmates.

I. Statutes:

It is mutually agreed that each party hereto will comply with all federal, state and local laws, statutes, lawful ordinances, regulations and requirements applicable to their activities hereunder. The City will provide adequate physical security at all times for the vendor employees, suppliers, management, and other authorized visitors.

J. Licenses, Fees, and Permits:

The vendor shall secure and pay all Federal, State, and local licenses, permits, and fees required for the provision of the linen service provided hereunder. During the period of the Agreement, if it is deemed by taxing authorities that all or a portion of the services provided hereunder are subject to a sales or similar tax which has not been collected by the vendor, such taxes as then or as may be assessed will be the responsibility of the City and the City agrees to reimburse the vender therefore.

K. Financial Agreements and Termination:

a. The vendor shall submit to the City a detailed invoice once per week with total costs for the week with linen counts for that period. The vendor shall provide a quarterly report with linen counts for the period and total costs.

b. The vendor will provide the following for the agreed upon contract price:

- Sanitary linen service to the City of Anderson Detention Center;
- Payment of all permits, licenses and insurances costs;
- A supply of linen to have on reserve at the Detention Center;

c. Cancellation of this Agreement may be instituted by either party giving written notice a minimum of ninety (90) days prior to the required cancellation date.

This Agreement is for one year and will automatically renew for two (2) additional one-year periods unless notice to terminate is provided at least ninety (90) days prior to the end of the contract year. The annual increase will be based on the Consumer Price Index.

If a vendor's services are discontinued, the agency will move down the list to the next vendor as ranked subsequent to this RFP for the remainder of the contract period.

Q. Liability

The vendor's company assumes all liability for injuries or damages incurred from the use of the company's machines, vehicles and/or equipment.

R. Opening of bids to be considered a public gathering.

1. The bid opening session will be a public event.

2. Although for logistical purposes, or purposes of convenience, a private and/or semi-private area of the City of Anderson Police Department may be selected and/or utilized for bid openings, bidders must understand and agree that for purposes of applicable state law, the opening of the bids will be considered a public gathering and all state laws that apply to public gatherings will apply.

S. If selected, the vendor's bid will be subject to public review.

III. Evaluation of Proposals

Interested vendors are requested to submit their proposals to the address listed below. The Agency will evaluate all proposals and determine which, if any, meet the stated needs. The Agency will make such determination and carefully consider the amount of the bid, but all vendors are hereby notified that the Agency is NOT REQUIRED to choose the lowest bidder if it appears that the vendor does not have the ability to deliver the requested products and services in a timely manner or does not meet all of the requested specifications.

IV. Prohibition of Gratuities

It shall be unethical for any person to offer, or give, or agree to give any current or former Department employee, or for any current or former Department employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereafter.

V. Proposals will be Judged by the Following Criteria:

Bid Amount
Responsiveness to this RFP.
Adherence to requirements as listed in this RFP.
Perceived ability of the proposal to meet the Agency's needs.
The Agency's prior experience with similar type projects from the vendor.
The vendor's prior experience with similar type projects with the City of Anderson and/or other cities or companies.
Error rates as reported by other law enforcement agencies or companies that use the vendor's service & equipment.
Demonstrated ability to meet project schedules.

VI. Sealed Bids

In order to be considered, a proposal must be submitted to the official identified below not later than 12:00 noon on Wednesday, August 23rd, 2017. The actual/physical bids must be "in-hand" by that time. **Postmarks do not count.** Bids will be opened on Thursday, August 24th, 2017, at 10:00 AM in the conference room of the City of Anderson Police Department at 401 South Main Street in Anderson, SC. Persons wishing to record an audio or audio/visual of the proceedings must bring their own equipment. Proposals received after the specified time will not be considered.

This solicitation does not commit the Anderson Police Department to award a contract, pay any costs incurred in the preparation of a proposal, or to procure or contract for any goods or services. The agency reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified vendors, or to cancel in part or in its entirety this proposal if doing so is in the best interests of the agency. While the bid amount is a determinate, the quality and comprehensiveness of a proposal shall weigh in the selection process.

Subsequent to review, when a decision is made, the winning bidder will be listed on the agency's website.

Additional Requirement: Prior to any purchase, the entire bid process must be reviewed, accepted and approved by the City of Anderson Police Department and the agency's governing body (city council).

VII. Bidder's Right to Appeal the Award

Vendor(s) who are not selected may appeal the award. Appeals must be received within three business days of the public posting of the award. Appeals must be addressed to the official designated at the end of this RFP. The appeal must state, in detail, the reasons for the appeal and be supported by reasoning that is quantifiable based upon this Request for Proposal(s).

VIII. Required format for proposal

a. Proposal must be submitted on your official company letterhead. The letterhead must include both the street address of the vendor and the mailing address.
b. Proposal must be signed in blue ink by an individual who is authorized to bind the vendor on page 1.
c. Proposal must indicate that the proposal is firm for 90 days.
d. Proposal must state that the bid will be firm for the duration of the contract period after acceptance.
e. Proposal must reference "Linen Services" at the top of page 1.
f. Page 1 must be the top page and must contain an itemized listing of all item(s) quoted and an itemized listing of all services to be provided. Page 1 must show the "bottom line" total bid for a year's worth of service and be divided by 12 for the recurring monthly payment amount that will be submitted to the agency.
g. The proposal must include a statement on page 1 that the agency will not be charged back for any costs incurred by the vendor for any reason.
h. The immediate pages after page 1 shall include all pages in section II, s*pecifications*, of this bid request. Each numbered and lettered item such as 1, 2, 3, (1), (2), (3), A, B, C, (a), (b), (c), etc, and every heading, point or sub-point in section II should be marked immediately to the left of the number, letter, heading, point or sub-point with the words "Yes – Comply" if the bidder's product and/or service complies with that particular spec. If the bidder does not comply and/or if the bidder is unsure, it should be marked "No". Each page of section II must then be stamped or otherwise titled in ink at the top/center of the page immediately under the header with the name of the bidding company as listed on the letterhead as required in VII-a and signed and dated in blue ink in the top right-hand corner by the authorized company representative who signed page 1. Any section left unmarked (with either a "Yes – Comply" or a "No") or if it is unclear to which heading, number, letter, point or sub-point to which a "Yes" or "No" refers, will be considered as not meeting that particular spec.
i. Proposals will be considered complete as submitted.
j. Proposal must state that the items will be set up & operational by the start of the contract period.
k. Proposal must state that vendor assumes all liability for all charges including but not limited to shipping charge(s) to & from the agency.
l. Proposal must be exact and free of any and all ambiguity as related to products, service and delivery.
m. Proposal must indicate the relevant Product Manufacturers. This should be included immediately after section II. The literature should cross-reference to which heading, point, sub-point, number or letter in section II it refers and notes in the margins of section II next to the particular heading, point, sub-point, number or letter should also refer to the included literature.
n. Emailed and/or faxed proposals will not be accepted. Everything that the bidder wishes for the agency to consider must be included in the bid package.
o. Proposals should be transmitted via FedEx, United States Postal Service, United Parcel Service, or other relevant mailing concern that ships "hardcopy" paperwork. Bidder can ask for a delivery receipt. However, approximately 5 days after transmitting the package, bidder should email the official listed below for confirmation that the package has arrived.
p. Proposals must be submitted in a sealed envelope/container addressed to:

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