FRANKLIN COUNTY
PURCHASING DEPARTMENT
INVITATION FOR BID (IFB) COVER PAGE

IFB NO: 201718

TITLE: Uniforms and Accessories

Bid Schedule & Deadlines:

October 11, 2017
October 11, 18, 25, 2017
October 27, 2017, 2:00 pm
November 6, 2017 at 9:00 AM
November 6, 2017 at 10:00 AM

Bid Release Date
Advertising Period
Deadline for Submitting Questions
Deadline to Submit Bids
Bid Opening Date / Time

BID responses must be received no later than “Deadline to Submit Bids”

November 6, 2017 at 9 am

*Awarding is good for one year, January 1, 2018 through December 31, 2018. *

Kathy Hardeman, Purchasing Agent, Phone: 636-583-6356
Ann Struttman, Assistant Purchasing Agent, Phone: 636-584-6279

Email: purchasing@franklinmo.net

Submittal Instructions: Print this BID Packet in its entirety and complete all pages per instructions. Print the SEALED BID LABEL found in Attachment 1 of this packet and attach to the front of your envelope.
BID SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the IFB cover page
_____ I have read ALL Terms and Conditions and Bid documents closely
(Located at www.franklinmo.org/bidopps)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A BID

USE THESE FORMS ONLY

_____ IFB Cover page
_____ Contractual Terms and Conditions Acknowledgement (page 5)
_____ Affidavit for Work Authorization is completed and Notarized (page 6&7)
_____ Current, signed W-9 is included in Bid (page 8)
_____ Completed Affidavit of Paid Property Taxes and Notarized (page 9)
_____ Completed Vendor Information Request and Website Information Forms (page 10&11)
_____ Bid Pricing Form completed and signed (page 12)
_____ I have one original and two copies that are labeled accordingly
_____ Envelope is sealed and label attached (page 13)
SCOPE OF WORK

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Franklin County Entity. The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder’s response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate section of Pricing, page 12 of IFB.
SPECIFIC REQUIREMENTS

1. Contractor must be able to provide Uniforms and Accessories, which meets or exceeds the specifications contained in this document.
2. Uniforms are for both men and women, brands and colors may vary.
3. Contractor must provide alterations either on site or through a third party.
4. Alterations to include hemming, embroidery, attaching chevrons, patching, insignias and/or anything Franklin County may need.
5. Items include but are not limited to:
   - Short sleeve polos, Long sleeve polos, Jeans-Wrangler U-bottom cut,
   - Short sleeve shirts with double pockets-brown and white in color
   - Long sleeve shirts with double pockets-brown and white in color
   - Pants-dark brown with light brown striping
   - Tactical pant, Felt hat, Felt hat, Hat pins
   - Hat acorns, Duty belt, Magazine pouch, Open top mace carrier,
   - Asp and asp holder – 26 inch, Handcuff case or strap, Rubber glove pouch
   - Custom badge, Collar brass set, Whistle chain, Name tag – 3/8”
   - Set of belt keepers, Clip on tie – brown, Turtlenecks and/or dickies
   - Tie tack, Hat carrier (Brim Press), Rain cover for hat, Belt buckle-brass
   - Rain jacket – trench coat style (longer style, not short)
   - Chevrons, Gun holster for Glock 22, 23, or 27
   - Magazine pouch for Glock pistol magazines, Handcuffs, Keyring holder
   - Handcuff holster, Streamlight Stinger DS HPL flash light, TLR-1S tac light
   - Point Blake Alpha Elite Bullet Resistant Vest – with 1 carrier, Thor
   - Shield, and soft trauma plate
   - Vest carrier (black in color) with the following pouches: handcuff,
   - pistol magazine, rifle magazine, radio pouch, and customized
   - wording of “Sheriff” in white letters
   - Utility pouch, Flashlight holder, 511 BDU pants
   - Badge holder with lanyard or belt clop – Officer preference
   - Nylon jacket with pull down identifiers, Clip on badge holder for suit jacket
   - And/or anything that Franklin County will need.

6. Method of delivery shall be determined at the time of order and will not exceed Franklin County boundaries.
7. Contractor must be able to provide supplies to any requesting department in Franklin County. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with each requesting department. County observed holidays will be provided upon request.
CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

http://www.franklinmo.org/bidopps

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

_________________________  ________________________
Vendor/Contractor Signature  Date

_________________________
Vendor/Contractor Name and Title
AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now ____________________________ (Name of Business Entity Authorized Representative) as ____________________________ (Position/Title)

first being duly sworn on my oath, affirm ____________________________ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to ____________________________ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that ____________________________ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to ____________________________ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative’s Signature     Printed Name

Title ________ Date ________

Subscribed and sworn to before me this ________ day of ____________________, I am commissioned as a notary public within the County of ____________________, State of ____________________ and my commission expires on Date ________

Signature of Notary     Date
AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _________________ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

<table>
<thead>
<tr>
<th>Authorized Business Entity Representative’s Name (Please Print)</th>
<th>Authorized Business Entity Representative’s Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Entity Name</th>
<th>Date</th>
</tr>
</thead>
</table>

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: [http://www.dhs.gov/e-verify](http://www.dhs.gov/e-verify); Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company’s/individual’s enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee’s, subgrantee’s, contractor’s, or subcontractor’s name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee’s, subgrantee’s, contractor’s, or subcontractor’s name, then no additional pages of the MOU must be submitted).
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Single-member LLC
   - Limited liability company. Enter the tax classification (C = corporation; S = S corporation, P = partnership).

   Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for
   the tax classification of the single-member owner.

   □ Other (see instructions)

4. Exemptions (codes apply to certain entities, not individuals; see instructions on page 3).
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   - (Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid
backup withholding. For individuals, this is generally your social security number (SSN). However, for a
resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other
entities, it is your employer identification number (EIN). If you do not have a number, see How to get a
TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for
guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue
   Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage
   interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA),
   and generally, payments other than interest and dividends, you are not required to report the information. If you are not subject to backup withholding, and
   also:

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding
because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage
interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA),
and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See
the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requestor) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer
identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-B (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)

- Form 1099 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject
to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of
   any partnership income from a U.S. trade or business is not subject to the
   withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on
   page 2 for further information.
AFFIDAVIT OF PAID PROPERTY TAXES

I certify that ________________________________ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

Authorized Representative’s Signature  Printed Name

Title  Date

Subscribed and sworn to before me this ______ Day of ______________________. I am

commissioned as a notary public within the County of ______________________, State of

____________________ and my commission expires on Date

Signature of Notary  Date
VENDOR REQUEST FOR INFORMATION

Company Name________________________________________

Mailing Address_____________________________________

_________________________________________________

Phone number______________________________________

Contact Name_______________________________________

Contact Name Title__________________________________

Email Address_______________________________________

May we send Bid Packet and Bid Information via email? ________
WEBSITE INFORMATION

Does your company have a website? _______________________

If yes, please provide the website address below:

__________________________________________

Can products be ordered from the website? _______________________

Can we receive the pricing you have quoted us when ordering from the website?

__________________________________________

What form of payment is accepted on the website?

__________________________________________
BID PRICING FORM

201718 Uniforms and Accessories

PRICING TABLE: REQUIRED PRICING

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

All invoices must reflect discounts applied to final order.

Store or Catalog Discount ____________________________%

Company Name _____________________________________

Authorized Signature ________________________________

Printed name and title _______________________________

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder’s expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.
ATTACHMENT 1
SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED
DELIVER TO:
Purchasing Department
400 East Locust St, Rm 206
Union, MO 63084

BID # 201718    DATE: 11/06/2017
DESCRIPTION: Uniforms and Accessories

Vendor Name: ________________________________

Vendor Address: ________________________________