

HARRIS COUNTY
INVITATION TO BID
Cover Sheet

Job No. 00/0239

Date Due: **August 1, 2000**

DUE NO LATER THAN 1:00 P.M.

*Bids received later than the date and time
above will not be considered.*

BID FOR: Term Contract for Automated Kitchen and Laundry Detergent and Dispensing Equipment for Harris County (For one year beginning approximately October 1, 2000)

OFFERORS NOTE!!

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples.

Please return bid in the envelope provided or in a comparable size envelope. Be sure that return envelope shows the Job Number, Description and is marked "SEALED BID."

RETURN BID TO:
HARRIS COUNTY PURCHASING AGENT
1001 PRESTON AVENUE, SUITE 670
HOUSTON, TEXAS 77002

For additional information, contact DeWight Dopslauf at (713) 755-4656

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Total Amount of Bid: \$ _____

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No. _____ FAX No. _____ e-mail _____

Print Name: _____

Signature: _____

[Your signature attests to your offer to provide the goods and/or services in this bid according to the published provisions of this Job. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

ACCEPTED BY: _____

HARRIS COUNTY JUDGE ROBERT ECKELS

Date: _____

TABLE OF CONTENTS

Items checked below represent components which comprise this bid/proposal package. If the item **IS NOT** checked, it is **NOT APPLICABLE** to this bid/proposal. Offerors are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately.

It is the Offeror's responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your bid packet.

- 1. **Cover Sheet**
Your company name, address, the total amount of the bid/proposal, and your signature (**IN INK**) should appear on this page.
- 2. **Table of Contents**
This page is the Table of Contents.
- 3. **General Requirements**
You should be familiar with all of the General Requirements.
- 4. **Special Requirements/Instructions**
This section provides information you must know in order to make an offer properly.
- 5. **Specifications**
This section contains the detailed description of the product/service sought by the County.
- 6. **Pricing/Delivery Information**
This form is used to solicit exact pricing of goods/services and delivery costs.
- 7. **Attachments**
 - a. **Residence Certification**
Be sure to complete this form and return with packet.
 - b. **Bid Guaranty & Performance Bond Information & Requirements**
This form applies only to certain bids/proposals. Please read carefully and fill out completely.
 - c. **Bid Check Form**
This form applies only to certain forms. Please read carefully and fill out completely.
 - d. **Vehicle Delivery Instructions**
Included only when purchasing vehicles.
 - e. **Minimum Insurance Requirements**
Included when applicable (does not supersede "Hold Harmless" section of General Requirements).
 - f. **Workers' Compensation Insurance Coverage Rule 110.110**
This requirement is applicable for a building or construction contract.
 - g. **Financial Statement**
When this information is required, you must use this form.
 - h. **Reference Sheet**
 - i. **Other**
From time to time other attachments may be included.

Revised 01/00

GENERAL REQUIREMENTS
FOR BIDS{PRIVATE }

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

General Requirements apply to all advertised bids; however, these may be superseded, whole or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS OR OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your bid package is complete.

GOVERNING LAW

This invitation to bid is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Harris County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

BID FORM COMPLETION

Fill out and return to the Harris County Purchasing Department ONE (1) complete bid form, using the envelope provided. An authorized representative of the offeror should sign the Cover Sheet. The contract will be binding only when signed by Harris County, funds are certified by the County Auditor and or the Hospital District, as applicable, and a Purchase Order issued.

BID RETURNS

Offerors must return all completed bids to the Harris County Purchasing Department reception desk at 1001 Preston Avenue, Suite 670, Houston, Texas **before 1:00 P.M.** on the date specified. Late bids will not be accepted.

GOVERNING FORMS

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Harris County's interpretation shall govern.

ADDENDA

When specifications are revised, the Harris County Purchasing Department will issue an addendum addressing the nature of the change. Offerors must **sign and include it in the returned bid package.**

HOLD HARMLESS AGREEMENT

Contractor, the successful offeror, shall indemnify and hold Harris County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.

WAIVER OF SUBROGATION

Offeror and offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Harris County as an indirect party to any suit arising out of personal or property damages resulting from offeror's performance under this agreement.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

BONDS

If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's check are not acceptable.

TAXES

Harris County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Harris County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Harris County Purchasing Agent.

FISCAL FUNDING

A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the offeror from the using department without penalty of any kind or form to Harris County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

PRICING

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror MUST indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

SUPPLEMENTAL MATERIALS

Offerors are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.

MATERIAL SAFETY DATA SHEETS

Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", an offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any bid applying thereto.

NAME BRANDS

Specifications may reference name brands and model numbers. It is not the intent of Harris County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Harris County shall act as sole judge in determining equality and acceptability of products offered.

COLOR SELECTION

Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, NOT colors which require upcharges or special handling. Unspecified fabrics or vinyls should be construed as medium grade. If offeror fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.

EVALUATION

Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Harris County Purchasing Department and recommendation to Harris County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. **Pricing is NOT the only criteria for making a recommendation.** The Harris County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid.

INSPECTIONS

Harris County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.

TESTING

Harris County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.

DISQUALIFICATION OF OFFEROR

Upon signing this bid document, an offeror offering to sell supplies, materials, services, or equipment to Harris County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by an offeror and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that offeror will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

AWARD

Harris County reserves the right to award this contract on the basis of LOWEST AND BEST BID in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. In the event the lowest dollar offeror meeting specifications is not awarded a contract, the offeror may appear before the Commissioners Court or Hospital District Board of Managers, as applicable, and present evidence concerning his responsibility after officially notifying the Office of the Purchasing Agent of his intent to appear.

ASSIGNMENT

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Harris County Commissioners Court.

TERM CONTRACTS

If the contract is intended to cover a specific time period, the term will be given in the specifications under SCOPE.

MAINTENANCE

Maintenance required for equipment bid should be available in Harris County by a manufacturer-authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If Harris County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

CONTRACT OBLIGATION

Harris County Commissioners Court must award the contract and the County Judge or other person authorized by the Harris County Commissioners Court must sign the contract before it becomes binding on Harris County or the offerors. Department heads are NOT authorized to sign agreements for Harris County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

TITLE TRANSFER

Title and Risk of Loss of goods shall not pass to Harris County until Harris County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this bid package and/or on the Purchase Order as a "Deliver To:" address.

WARRANTIES

Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the bid. Offerors may not limit or exclude any implied warranties. Offeror warrants that product sold to the County shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Harris County may return the product for correction or replacement at the offeror's expense. If offeror fails to make the appropriate correction within a reasonable time, Harris County may correct at the offeror's expense.

PURCHASE ORDER AND DELIVERY

The successful offeror shall not deliver products or provide services without a Harris County Purchase Order, signed by an authorized agent of the Harris County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the offeror in the proper place on the Pricing/Delivery Information form. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped **F.O.B. INSIDE DELIVERY** unless otherwise stated in the specifications. This

shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Harris County without prejudice to other remedies provided by law. **Where delivery times are critical, Harris County reserves the right to award accordingly.**

CONTRACT RENEWALS

Renewals may be made ONLY by written agreement between Harris County and the offeror. Any price escalations are limited to those stated by the offeror in the original bid.

INVOICES AND PAYMENTS

Offerors shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for good and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Harris County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

TERMINATION

Harris County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Harris County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Harris County's satisfaction and/or to meet all other obligations and requirements. Harris County may terminate the contract without cause upon thirty (30) days written notice.

RECYCLED MATERIALS

Harris County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Harris County will be the sole judge in determining product preference application.

SCANNED OR RE-TYPED RESPONSE

If in its bid response, offeror either electronically scans, re-types, or in some way reproduces the County's published bid package, then in event of any conflict between the terms and provisions of the County's published bid specifications, or any portion thereof, and the terms and provisions of the bid response made by offeror, the County's bid specifications **as published** shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

FLOPPY DISK

If offeror obtained the bid specifications on a floppy disk in order to prepare a response, **the bid must be submitted in hard copy** according to the instructions contained in this bid package. If, in its bid response, offeror makes any changes whatsoever to the County's published bid specifications, the County's bid specifications **as published** shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

YEAR 2000 COMPLIANCE

All products and/or services furnished as part of this contract must be year 2000 compliant. This applies to all computers including hardware and software as well as all other commodities with date sensitive embedded chips.

SPECIAL REQUIREMENTS/INSTRUCTIONS{PRIVATE }

The following requirements and instructions supersede General Requirements where applicable.

1. Application

Should this contract apply to other governmental entities, references to "Harris County" and the "Harris County Commissioners Court" may apply to one or more of the following:

- "Harris County Flood Control District" governed by "Harris County Commissioners Court"
- "Harris County Hospital District" governed by its "Board of Managers"
- "Harris County Community Supervision and Corrections Department" governed by its Standing Committee for Probation Matters"
- "Greater Harris County 9-1-1 Emergency Network" governed by its "Board of Managers"

2. Bid Requirements

Each bidder should submit as a bid this entire ITB, completed where necessary, for example, the ITB cover sheet, the Price Sheets, Residence Certification, etc. Use the envelope provided with the ITB, or a comparable one, clearly indicating on the outside the Job Number, Job Description, and marked "SEALED BID". Harris County shall not be responsible for any effort or cost expended in the preparation of a response to this ITB. All protests should be coordinated through the Purchasing Office prior to award recommendation to Commissioners Court.

3. Delivery

If delivery is required, all items must be packaged so as to be protected from damage during shipping and handling. Any item(s) damaged in shipping must be replaced in kind, or repaired, by the contractor, at the discretion of, and at no additional charge to, Harris County.

4. Payment

Harris County will pay original invoices that clearly itemize the goods and/or services provided as to quantity, part number, description, price, applicable discount (if any), labor charges showing time differential, if applicable and if previously agreed to, and delivery, installation, and set-up costs, if applicable and if previously agreed to. Only charges as stated on the Price/Delivery Information Sheet(s) submitted as a part of the bid will be considered.

Invoices must indicate Harris County or Harris County Hospital District, as applicable, the address to which the product(s) and/or service(s) were delivered, and the applicable purchase order number. Invoices will be matched to delivery tickets prior to payment, therefore, all delivery tickets should have an accurate description of the product(s) and/or service(s).

5. Usage Reports

Harris County reserves the right to request, and receive at no additional cost, up to two (2) times during the contract period, a usage report detailing the products and/or services furnished to date under a contract resulting from this ITB. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by Harris County department, description of each item purchased, including manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

SPECIFICATIONS

{PRIVATE }Term Contract for Automated Kitchen and Laundry Detergent and Dispensing Equipment for Harris County

SCOPE

The intention of this Harris County Invitation to Bid (ITB) is to solicit bids for a term contract to provide detergents, bleaches, additives, drying agents, etc. to clean towels, clothes, dishes, kitchen utensils, etc., and to furnish, install, and maintain new automatic dispensing equipment, to be used in conjunction with the existing washing equipment, in order to dispense the required detergents, bleaches, and additives. The contract will be for Harris County Sheriff's Department for one year beginning approximately October 1, 2000.

A pre-bid conference is scheduled for July 25, 2000 at 9:00 a.m. in the conference room of the Office of the Purchasing Agent, 1001 Preston, Suite #670, Houston, TX. Attendance is not mandatory, but all bidders should attend in order to have a better understanding of the requirements of this ITB. Persons with disabilities requiring special accommodations should contact the Office of the Purchasing Agent at (713) 755-5036 at least two (2) days prior to the conference. In addition, following the pre-bid conference, bidders shall be provided with a site inspection of the locations described in the ITB. This will give the bidders a complete understanding of the Sheriff's Departments requirements and assist in bid preparation.

For information regarding the bid process, contact DeWight Dopslauf of the Office of the Purchasing Agent at (713) 755-4656, or, for technical information concerning the products and/or services described in this ITB and the site inspection, contact Capt. John Hart of the Harris County Sheriff's Department at (713) 755-6891.

DESCRIPTION

The contractor will provide to the Harris County Sheriff's Department jail facilities located at 1301 Franklin, 701 North San Jacinto, and 1307 Baker Street detergents, bleaches, additives, etc. to clean towels, clothes, dishes, kitchen utensils, etc., and to furnish, install, and maintain new automatic dispensing equipment, to be used in conjunction with the existing washing equipment, in order to dispense the required detergents, bleaches, and additives.

A. Cleaning Products - The contractor shall furnish, on an as needed basis, all **liquid** detergent, bleaches (sanitizers), additives, drying agents, etc. as required to clean the towels, clothes, dishes, pots, pans, utensils, etc. during the normal operations of the facilities described herein. All products shall be delivered in original, unopened packages or containers labeled with the manufacturer's name, product name, product number, and measurement of contents. Any damaged products shall not be accepted and must be replaced at no additional charge. All products shall be of commercial grade and comply with all local, state and federal requirements, and all bleach shall be EPA registered. The contractor shall certify that the existing applicable ambient environment is suitable for storage for all products.

1. Cleaners for white and colored laundry to be used in existing washing machinery:

- a. The liquid detergent shall be 100% active, soluble in both 120 and 180 degrees Fahrenheit water and contain a balanced concentration of detergents/additives that will clean, sanitize and not damage washables.
 - b. The bleach for washing machines shall be liquid, chlorinated for use in institutional on-premise laundry operations, usable as a de-stainer, instantly activated to prevent weakening of fabric and suitable for manufactured blends of health care linens.
 - c. additive #1-as bid by the contractor
 - d. additive #2-as bid by the contractor
2. Cleaners for dishes, kitchen utensils, etc. for use in existing warewashers and pot sinks:
- a. The liquid detergent shall be an industrial strength, non-chlorinated, with metal inhibitors, defoamers, degreasing agent, descaling agent, formulated for both hard and soft water, and meet both USDA and EPA standards.
 - b. The sanitizer for warewashers is used as a back up at all locations when water temperature of 180 degrees Fahrenheit is not attainable. The product shall be a liquid sodium hypochlorine sanitizer. Bleach level shall be constant at a minimum of 8% concentration, having an EPA registration and a minimum of 50 ppm in the final rinse. All products used in the kitchen must meet USDA standards.
 - c. Drying agent (liquid) shall be EPA registered to promote fast drying and eliminate spots and film.
 - d. Liquid pot sink detergent shall be industrial strength, emulsifies grease, sequesters food particles, and meet both USDA and EPA standards.
 - e. Quaternary ammonia shall be liquid, stable and USDA and EPA approved to achieve and maintain a minimum of 200 ppm.

B. Dispensing Equipment - The contractor shall furnish, deliver, install, and maintain new automatic, metered dispensing equipment for use in conjunction with the existing warewashers, pot sinks and washing machines at the locations described herein. The dispensing equipment provided by the contractor must automatically and properly dispense detergent, bleach (sanitizer), additives etc., into each warewasher and washing machine without external assistance. Both a visual and audible signal is required notifying when a product is low or empty, or when dispensing equipment is malfunctioning. All dispensing equipment shall be repaired and in good working condition during the term of the contract. The contractor shall coordinate installation, deliveries, maintenance, and repairs with the designated representative of the Sheriff's Department's site access security.

Dispensing equipment shall have been manufactured in accordance with all applicable federal, state and local government code requirements and safety regulations, the Texas Commission Jail Standards, and be approved by the Harris County Sheriff's Department prior to installation. If the contractor agrees to renewal option years, as described later in the ITB, it is understood that all dispensing equipment must be in good operable condition in accordance with manufacturer's specifications at the beginning of each renewal year.

Prior to installation, the contractor shall inspect the existing Harris County Sheriff's Department warewashers and washing machine equipment and report, in writing, to the Harris County Sheriff's Department designated representative any unsatisfactory or unsafe conditions. Installation may proceed only after the Harris County Facilities and Property Management has made corrective repairs. Installation shall be made by a manufacturer approved dealer/service company, and existing equipment shall comply with all manufacturers' requirements for equipment to receive automatic dispensing systems.

The contractor shall be responsible for the complete installation of dispensing system including, but not limited to, all power and control wiring, plastic tubing, in rigid metal conduit where exposed to abuse and any miscellaneous and/or incidental items required from control box/device to any wash equipment. The Harris County Sheriff's Department shall make a thorough inspection and approve installation prior to startup.

C. Training - The contractor shall perform all on the job training of Sheriff's department personnel in the proper and safe use of dispensing equipment (and all cleaning supplies). A minimum of four hours total training time during the first week of the contract shall be spent at the Sheriff's Department training and instructing key department personnel. In addition, regular monthly training sessions shall be scheduled and coordinated with the Harris County Sheriff's Department designated representative as needed. Continuous updating of safety and operating procedures shall be provided to the Harris County Sheriff's Department designated representative.

D. Maintenance - The contractor shall make at least one regularly scheduled service (1) visit per month to each laundry and kitchen, thoroughly inspecting all equipment, descaling dishwashers (vendor will provide descaling products), testing and documenting water hardness, etc. Monthly inspection should be conducted during regular business hours Monday-Friday, 7:00 AM to 4:00 PM. Written documentation of inspection and testing shall be provided monthly. Emergency calls shall be answered by the contractor within four (4) working hours, seven (7) days per week. Once service call has been completed, a service call receipt shall be provided to Capt. Hart or his designated representative at each location. Each regularly scheduled and emergency service call must be confirmed by written report to the Harris County Sheriff's Department designated representative, detailing the condition of the equipment and/or repairs required or suggested, and offer suggestions to improve the operation as necessary. Such reports shall be submitted within one (1) week of the visit. A quarterly report of product usage by location/area will be provided.

All costs associated with the dispensing equipment, including the repair, maintenance, and training of appropriate county personnel, shall be included in the price of the detergents, bleaches, additives, etc. as bid. No additional charges will be accepted.

ADDITIONAL REQUIREMENTS

For consideration for award, each bidder shall, as requested after opening of bids but prior to award, provide the following:

1. Shop drawings detailing:
 - present floor plan showing existing equipment and new dispensing equipment
 - proposed location of new rigid metal conduit and new product containers
2. Information sheet(s) detailing:
 - type of electrical wiring to be used
 - installation instructions
 - manufacturer's general recommendations on use of dispensing equipment
 - a line diagram of dispenser system and manufacturer's proposed service plan
 - any special conditions that apply to the operation of the equipment
3. Three (3) copies of the manufacturer's data including equipment and product specifications.

4. One (1) complete set of Material Safety Data Sheets and EPA registration numbers for each cleaning product bid.
5. Samples of each cleaning product bid. The samples of the successful bidder shall be kept and compared to the products delivered. No deviation between the sample products and the delivered products shall be acceptable without written authorization from the Harris County Sheriff's Department. Unauthorized products shall be returned for full credit.

Failure to include the above documentation may render the bid incomplete and invalid.

PERFORMANCE REQUIREMENTS:

Contractor shall be able to program all Washex washers to insure proper dispensing and be able to furnish any equipment necessary to program. Products, dispensers, usage cost and employee training shall be monitored by the Harris County Sheriff's Department to ascertain actual performance under everyday working conditions. The contractor shall have sixty (60) days to demonstrate satisfactory performance and compliance of equipment with usage cost figures submitted in the bid. Non-performance/non-compliance of the equipment and/or products with the usage figures shall be grounds for termination.

LOCATIONS AND EQUIPMENT

Laundry will be classified accordingly:

- A. Whites consisting of towels of 100% cotton, sheets of cotton/polyester blend.
- B. Colors (orange) consisting of two (2) piece inmate uniforms of cotton/polyester blends.
- C. Blankets of polyester blend and assorted heavy soiled clothing.
- D. Contaminated clothing consisting of any clothing, sheets, blankets, etc. contaminated with body fluids, blood or excrement. (These items require maximum water temperature and maximum chlorination.)

The existing kitchen and laundry equipment by location includes:

A. Harris County Jail located at 1301 Franklin Street:

1. Kitchen facility includes two (2) Hobart Model FT-822-5-8-9 warewashers, operating a minimum of 8 hr./day, 365 day/yr., with water with 0-5 ppm hardness at a minimum temperature of 140 degrees F.
2. Laundry facility includes six (6) Washex 48/36 FLAOPT washers, each with a full load capacity of 250 lb., operating 24 hr./day, 365 day/yr., with water with 0-5 ppm hardness at a maximum temperature of 180 degrees F.

B. Harris County Jail located at 701 North San Jacinto:

1. Kitchen facility includes two (2) Stero STW-110 warewashers, one (1) Stero STBUW-27 utility washer and a two compartment pot sink operating a minimum of 8 hr./day, 365 day/yr., with water with 0-5 ppm hardness at a minimum temperature of 140 degrees F and a maximum of 180 degrees F.

2. Laundry facility includes four (4) Washex 46/57-FLA-P-Z washers, each with a full load capacity of 350 lb., and two (2) WASCOMAT EXSM230, each with a full load capacity of 65 lb., operating 24 hr/day, 365 day/yr., with water with 0-5 ppm hardness at a maximum temperature of 180 degrees F.

C. Harris County Jail located at 1307 Baker Street:

1. Kitchen facility includes one (1) Hobart CSR-66A warewasher and a three compartment pot sink operating a minimum of 8 hr/day, 365 day/yr., with water with 140 ppm hardness at a maximum water temperature of 180 degrees F.
2. Laundry facility includes two (2) Washex 42/42 LRV washers, each with a full load capacity of 125 lb., and one (1) Washex 36/21 LRV with a full load capacity of 85 lb., operating 8 hr./day, 5 day/wk, 52 wk./yr., with untreated water at a temperature of 120 degrees F.

PRICING/DELIVERY INFORMATION

I. **Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Harris County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs. Harris County reserves the right to award by item, group, overall, or otherwise, as best serves the county's interest.

			Bidder:		
Item	Description	UM	Qty	\$/UM	Ext \$
A	1301 Franklin, Jail				
1	Cleaner(s) for white laundry(washing machines)				
	a. Detergent	250 lb. ld.	4,904		
	b. Chlorine(Sanitizer)	250 lb. ld.	4,904		
	c. Additive #1	250 lb. ld.	4,904		
	d. Additive #2	250 lb. ld.	4,904		
2	Cleaner(s) for color laundry(washing machines)				
	a. Detergent	250 lb. ld.	7,356		
	b. Chlorine(Sanitizer)	250 lb. ld.	7,356		
	c. Additive #1	250 lb. ld.	7,356		
	d. Additive #2	250 lb. ld.	7,356		
3	Cleaner(s) for warewashers(dishes)				
	a. Detergent	80 gal. ld.	1,423		
	b. Chlorine(Sanitizer)	2,736 gal./day	20		
	c. Pot & Pan Detergent	40 gal. ld.	2,847		
	d. QA Sanitizer pot sink	40 gal. ld.	2,847		
	Subtotal Item A 1-3				
B	701 N. San Jacinto, Jail				
1	Cleaner(s) for white laundry(washing machines)				
	a. Detergent	65 lb. ld.	500		
	b. Chlorine(Sanitizer)	65 lb. ld.	500		
	c. Additive #1	65 lb. ld.	500		
	d. Additive #2	65 lb. ld.	500		
2	Cleaner(s) for color laundry(washing machines)				
	a. Detergent	65 lb. ld.	750		
	b. Chlorine(Sanitizer)	65 lb. ld.	750		
	c. Additive #1	65 lb. ld.	750		
	d. Additive #2	65 lb. ld.	750		
3	Cleaner(s) for white laundry(washing machines)				
	a. Detergent	350 lb. ld.	3,576		
	b. Chlorine(Sanitizer)	350 lb. ld.	3,576		
	c. Additive #1	350 lb. ld.	3,576		
	d. Additive #2	350 lb. ld.	3,576		
4	Cleaner(s) for color laundry(washing machines)				
	a. Detergent	350 lb. ld.	7,259		
	b. Chlorine(Sanitizer)	350 lb. ld.	7,259		
	c. Additive #1	350 lb. ld.	7,259		
	d. Additive #2	350 lb. ld.	7,259		
5	Cleaner(s) for warewashers(dishes)				
	a. Detergent	204 gal./ld.	1,423		
	b. Chlorine(Sanitizer)	2,736 gal./day	20		

Item	Description	UM	Qty	\$/UM	Ext \$
	c. Pot & Pan Detergent	40 gal.ld.	2,847		
	d. QA Sanitizer pot sink	40 gal.ld.	2,847		
	Subtotal Item B 1-3				
C	1307 Baker Street, Jail				
1	Cleaner(s) for white laundry(washing machines)				
	a. Detergent	85 lb. ld.	635		
	b. Chlorine(Sanitizer)	85 lb. ld.	635		
	c. Additive #1	85 lb. ld.	635		
	d. Additive #2	85 lb. ld.	635		
2	Cleaner(s) for color laundry(washing machines)				
	a. Detergent	85 lb. ld.	847		
	b. Chlorine(Sanitizer)	85 lb. ld.	847		
	c. Additive #1	85 lb. ld.	847		
	d. Additive #2	85 lb. ld.	847		
3	Cleaner(s) for white laundry(washing machines)				
	a. Detergent	125 lb. ld.	900		
	b. Chlorine(Sanitizer)	125 lb. ld.	900		
	c. Additive #1	125 lb. ld.	900		
	d. Additive #2	125 lb. ld.	900		
4	Cleaner(s) for color laundry(washing machines)				
	a. Detergent	125 lb. ld.	1,300		
	b. Chlorine(Sanitizer)	125 lb. ld.	1,300		
	c. Additive #1	125 lb. ld.	1,300		
	d. Additive #2	125 lb. ld.	1,300		
5	Cleaner(s) for warewashers(dishes)				
	a. Detergent	20 gal. ld.	1,423		
	b. Chlorine(Sanitizer)	2,736 gal./day	20		
	c. Drying Agent	2,736 gal./day	475		
	d. Pot & Pan Detergent	40 gal. ld.	2,847		
	e. QA Sanitizer pot sink	40 gal. ld.	2,847		
	Subtotal Item C 1-5				
	Grand Total Items A-C				

II. Payment Discount: Indicate the payment discount(s) available depending on when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc.

III. Renewal: If requested by the Office of the Purchasing Agent, and approved by Harris County Commissioners Court, contractor agrees to renew the original contract, as amended from time to time, at the same terms, conditions, and pricing for the following periods:

Renewal 2001-2002: yes no

Renewal 2002-2003: yes no

Renewal 2003-2004: yes no

Renewal 2004-2005: yes no

IV. This sheet shall be completely filled out in ink or typewritten with any necessary supplemental information.

ITEM NO. **DESCRIPTION**

Laundry Detergents/Additives

1. Laundry Detergent

Brand Name: _____

Packaging: _____

Price Per Pkg. \$ _____

Usage Per 85# Load:

Whites--Lt.-Med. Soiled: _____ Oz

Colors--Heavily Soiled: _____ Oz

Usage Per 125# Load:

Whites--Lt.-Med. Soiled: _____ Oz.

Colors--Heavily Soiled: _____ Oz.

Usage Per 250# Load:

Whites--Lt.-Med. Soiled: _____ Oz.

Colors--Heavily Soiled: _____ Oz.

Usage Per 300# Load:

Whites--Lt.-Med. Soiled: _____ Oz.

Colors--Heavily Soiled: _____ Oz.

2. Chlorine Sanitizer (Bleach)

Brand Name: _____

Packaging: _____

Price Per Pkg. \$ _____

Usage Per 85# Load:

Whites--Lt.-Med. Soiled: _____ Oz

Colors--Heavily Soiled: _____ Oz.

Usage Per 125# Load:

Whites--Lt.-Med. Soiled: _____ Oz.

Colors--Heavily Soiled: _____ Oz.

Usage Per 250# Load:

Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 300# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Laundry Detergents/Additives

If System requires product additives other than Items 1 and 2, bidder shall supply all pertinent information as it applies, i.e. identification, function, etc.

3. Additive #1 (Identify):

Function: _____

Brand Name: _____

Packaging: _____

Price Per Pkg.: \$ _____

Usage Per 85# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 125# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 250# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 300# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

4. Additive #2 (Identify):

Function: _____

Brand Name: _____

Packaging: _____

Price Per Pkg.: \$ _____

Usage Per 85# Load:

Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 125# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 250# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Usage Per 300# Load:
Whites--Lt.-Med. Soiled: _____ Oz.
Colors--Heavily Soiled: _____ Oz.

Warewasher Detergent

5. Warewasher Detergent

Brand Name: _____

Packaging: _____

Price Per Pkg.: \$ _____

Usage Per 20 Gal. Ld.: _____

Usage Per 80 Gal. Ld.: _____

Usage Per 80 Gal. Ld.: _____

6. Chlorine Sanitizer (Sanitizer)

Brand Name: _____

Packaging: _____

Price Per Case: \$ _____

Usage per 2,736 Gal. per day: _____

7. Drying Agent

Brand Name: _____

Packaging: _____

Price Per Case: \$ _____

Usage per 2,736 Gal. per day: _____

8. Pot and Pan Detergent

Brand Name: _____

Packaging: _____

Price Per Case: \$ _____

Usage Per 20 Gal. Ld.: _____

9. QA Sanitizer for Pot Sink

Brand Name: _____

Packaging: _____

Price Per Case: \$ _____

Usage Per 40 Gal. Ld.: _____

Minimum Insurance Requirements

- The contractor shall, at all times during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.
- All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.
- Upon request, certified copies of original insurance policies shall be furnished to Harris County.
- The County reserves the right to require additional insurance should it be deemed necessary.

A. Workers' Compensation (with Waiver of subrogation to Harris County) Employer's Liability, including all states, U.S. Longshoremen, Harbor Workers and other endorsements, if applicable to the Project.

Statutory, and Bodily Injury by Accident: \$100,000 each employee. Bodily Injury by Disease: \$500,000 policy limit \$100,000 each employee. Harris County shall be named as "additional insured" on workers' compensation policy.

B. Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse, and explosions, blowout, cratering and underground damage.

\$300,000 each occurrence Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations Aggregate Limit \$500,000 Per Job Aggregate \$300,000 Personal and Advertising Injury Limit. Harris County shall be named as "additional insured" on commercial general liability policy.

C. Automobile Liability Coverage:

\$300,000 Combined Liability Limits. Bodily Injury and Property Damage Combined. Harris County shall be named as "additional insured" on automobile policy.