



James Island Public Service District

Dedicated to Public Service Excellence

THE JAMES ISLAND PUBLIC SERVICE DISTRICT
REQUEST FOR PROPOSALS (RFP)

ISSUE DATE: May 22, 2023

BID DELIVERY DUE DATE: June 6, 2023, by 1:00 PM (EST)

BID OPENING DATE & TIME: June 6, 2023, at 3:00 PM (EST)

BID DELIVERY LOCATION: James Island Public Service District
1739 Signal Point Road
Charleston, SC 29412

PROCUREMENT FOR: Uniform Rental Services

DIRECT ALL INQUIRES: Walter Desmond, Director of Solid Waste Services
Email: desmondw@jipsd.org or Phone: 843-998-6191

The James Island Public Service District (District) reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the District. ***Responding to the RFP acknowledges your company agrees to using the terms and conditions detailed in the Professional Services Contract (Exhibit B) detailed below as the basis to establish a contractual relationship with the District.*** Only the company names, company representatives, the agreed upon terms of consideration for the services, and the identification of the contract documents will be modified to establish the contractual relationship with the District.

This solicitation does not commit James Island Public Service District to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each proposer to see that the bids are received on, or before, the date and time specified. No bid will be accepted thereafter. The District assumes no responsibility for delivery of bids that are mailed and reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

All proposals must be submitted under sealed cover and **mailed or hand delivered** at the location and time stated herein and will be opened thereafter:

MAILING ADDRESS:

James Island Public Service District
ATTN: Ed Kilcullen
Director of Finance
Post Office Box 12140
Charleston, SC 29422-2140

STREET ADDRESS:

James Island Public Service District
ATTN: Ed Kilcullen
Director of Finance
1739 Signal Point Road
Charleston, SC 29412

Responding to the RFP acknowledges that your company agrees to using the terms and conditions detailed in the Professional Services Contract in Appendix D as the basis to establish a contractual relationship with the James Island Public Service District. Only the company names, company representatives, the agreed upon terms of consideration for the services, and the identification of the contract documents will be modified to establish the contractual relationship with the James Island Public Service District.

Deadline for Questions: It shall be the proposers' responsibility to contact the District's with questions regarding this solicitation, in writing, no later than the date indicated in the Bid Timeline on page 1 of this document. Inquiries received after this date and time will not be considered. Verbal questions are not permitted.

Each sealed envelope containing a proposal shall be marked on the outside with the Offeror's complete name, address, and proposal number.

If the Offeror chooses not to respond to this solicitation, you are encouraged to return the "No Bid" Response Form attached herein.

Part I. GENERAL TERMS AND CONDITIONS

PUBLIC RECORD

After an award is made, copies of the proposals will be available for public inspection, under the supervision of the District's Administration Division from 8:00 a.m. to 5:00 p.m., Monday through Thursday, at 1739 Signal Point Road, James Island, South Carolina 29412.

BACKGROUND CHECK

The District reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting a proposal to the District, the proposer consents to such an inquiry and agrees to make available to the District such books and records as the District deems necessary to conduct the inquiry.

JURISDICTION

This agreement shall be governed by the laws of the state of South Carolina.

FORCE MAJEURE

The successful firm shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the consultant, unless otherwise specified in the contract.

FAILURE TO ENFORCE

Failure by the District at any time to enforce the provisions of the contract shall not be construed as a waiver of any provisions. The failure to enforce shall not affect the validity of the contract or any part or the right of the District to enforce any provision at any time in accordance with its terms.

FAILURE TO DELIVER

In the event of failure of the successful firm to deliver services in accordance with the contract terms and conditions, the District, after due oral or written notice, may procure the services from other sources and hold the successful firm responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the District may have.

RIGHTS RESERVED BY DISTRICT

The right is reserved by the District to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to award the contract based on the established criteria and according to the proposal which best serves the interest of the District.

NON-RESIDENT TAXPAYER REGISTRATION AFFIDAVIT

Nonresident proposers receiving income from business conducted in South Carolina are required to pay taxes to the state on that income. To facilitate this requirement, a nonresident proposer must register with the South Carolina Secretary of State or the South Carolina Department of Revenue. In compliance with South Carolina Code Section 12-8-540 and 12-8-550, a proposer located outside of South Carolina that receives a contract from the District, must furnish to the District Form 1-312 (Rev.10/5/07), Nonresident Taxpayer Registration Affidavit Income Tax Withholding, properly executed and signed.

If your firm is not presently registered with the appropriate state office, you may indicate the intent to do so should your firm be awarded a contract. Questions concerning this form may be directed to the South Carolina Department of Revenue.

NON-APPROPRIATION

Any contract entered into by the District resulting from this RFP shall be subject to cancellation without damages or further obligation when funds are not appropriate or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

Please submit the following forms on or before 1:00 pm on June 6, 2023:

- 1. Proposal Submission Form**
- 2. Authorization Form**
- 3. Exceptions Page**

NOTE: Please check our website for any addendums to this solicitation prior to submitting bid.

Part II. SPECIFICATIONS

NOTE: Please review our website at www.jipsd.org for any amendments to this solicitation prior to submitting your proposal on stated date and time.

1. DEFINITIONS

“Services Agreement” “Agreement” “Contract” means the Professional Services Contract that will be issued between the District and the successful Offeror and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Offeror’s response and acceptance by the District.

“District” “Owner” means James Island Public Service District.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the District to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Offeror” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services.

“Offeror” means responder or proposer to this Request for Proposals.

“Proposal” means the submission by the Offeror.

“Request for Proposals” (RFP) shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“**Services Works**” means and includes the provision by the successful Offeror of all services, work, duties and expectations as further described in this RFP and as Exhibit A “Scope of Services” to the Professional Services Contract. This will also mean the whole of the work, tools, materials, labor, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

2. PROJECT DESCRIPTION

The James Island Public Service District (District) requests proposals from qualified and experienced contractors for providing and cleaning of rental uniforms and shop towels for approximately 45 employees of the District on a weekly basis. Exact colors, sizes and types will be outlined on the Bid Form below.

2.1. Prices

All Prices shall remain **FIRM** and shall include the provision of all tools, equipment, labor, transportation, supervision, management, overhead, materials, services and all other things necessary for the commencement, performance and completion of services as described.

2.2. Minimum specifications for services

- a. Initial uniforms must be new and thereafter replaced with only top grade uniforms.
- b. New employees will be fitted for new uniforms within two weeks of employment.
- c. Weekly delivery.
- d. Each garment must be bar-coded and electronically tracked with detailed printed receipts at delivery and pickup.
- e. Items should be inspected and any discrepancies in appearance or needing repairs will be rejected and indicated as such directly on the receipt before leaving the facility.
- f. Repair tags should be provided to each department to easily identify those items that need to be repaired prior to next delivery.
- g. Un-repairable or ruined garments should be replaced at no additional charge within one week.
- h. Garments not returned within one business week will be credited each week until garment is delivered.
- i. Uniforms age 1 year or older turned in by a terminated employee and deemed unusable by the vendor will be charged back at a pro-rated amount.

2.3. Minimum specifications for uniforms

- a. Clean and free of wrinkles.
- b. Measurements should fit each employee.
- c. Each uniform should have (1) employee name, and (2) emblem sown on the outside of the shirt tag and jacket. (Emblems may be provided by vendor.)
- d. At any such time as a new or additional employee is added to the program, uniforms shall be provided within two weeks from date of request.
- e. Button Shirts: 65/35 poly cotton blend. 4.75oz. Banded dress shirt collar with sewn in stays. Seven button front with melamine “no break” buttons. Two-button through chest pockets with bar tacks at stress points. Pencil stall in left chest pocket. High visibility yellow with ANSI Class 2 reflective striping.
- f. Pants: 65/35 poly cotton blend. 7.75oz. Flat front with no roll waistband cargo pants. Button closure with heavy duty brass zipper. Quarter top front pockets and set in back pockets.

Item	Department			TOTAL (45)
	Solid Waste (24)	Wastewater (13)	Maintenance (3)	
Cargo Pants	216	117	27	360
Button Shirts	216	117	27	360
Coveralls	0	26	4	30
Winter Jacket Lined Hip	48	26	6	80
Shop Towels (18 x 18)	0	0	100	100
Polo Shirts with Emblem	8	25	0	20

2.2. Evaluation Criteria

The criteria for evaluation of the Proposals includes but is not limited to:

- Completion of the Proposal Submission Form provided
- Adherence to Specifications
- References
- Offeror's qualifications, experience, and demonstrated performance

2.3. Irrevocability & Acceptance of Proposals

The District requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time. The District reserves the right to waive formalities in, accept or reject any or all Proposals or accept the Proposal deemed most favorable in the interest of the District. The District will be under no obligation to proceed further with any submitted Proposal and should the District decide to abandon the same, it may, at any time, invite further Proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the District.

Should your Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents will be utilized to document the agreement fully and completely.

2.4. Subletting

If awarded, the Offeror will not, without the written consent of the District, assign, sublet or transfer any subsequent contract or any part thereof.

3. AWARD OF CONTRACT

3.1. Notification of Award

The District will notify the successful Offeror (“Contractor”) in writing of its decision to award the project.

4. PROPOSAL SUBMISSION

Offerors are required to complete and submit the information following the format found on the Proposal Submission Form.

5. EXAMINATION OF PROPOSAL DOCUMENTS

The Offeror must carefully examine the Proposal Documents. The Offeror may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the District. There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the District, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

6. GENERAL INFORMATION

Offerors are advised that submissions are subject to the Freedom of Information and Protection of Privacy Acts.

The District will not assume any responsibility or liability for any costs incurred by the Offeror in the preparation of a Proposal.

Wherever possible, the District wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

7. TERM OF CONTRACT

The term of the contract shall be for one year, with four optional one-year periods upon mutual agreement by both parties.

JAMES ISLAND PUBLIC SERVICE DISTRICT

PO Box 12140 / 1739 Signal Point Road

Charleston, SC 29422

Phone (843) 795-9060 / Fax (843) 762-5240

Proposal Submission Form

DESCRIPTION: Uniform Rental Services

OPENING DATE/TIME: June 6, 2023 @ 3:00 pm

LOCATION: Conference Room @ 1739 Signal Point Road, Charleston, SC 29412

ITEM	PRICE PER ITEM S, M, L, 2XL, 3XL, 4XL	9% TAX	TOTAL PRICE PER ITEM
Button Shirt			
High-Visibility Button Shirt			
Polo Shirt			
Cargo Pants			
Coveralls			
Jacket			
High-Visibility Jacket			
Shop Towel			
Setup or Prep Fee			

- No minimum charges
- No miscellaneous charges on billing without pre-authorization and signature

Note: Please visit our website for any addendums to this solicitation prior to submitting.

Company Name

Federal ID #

Mailing Address

Print Name/Title

Contact Number

Authorized Signature

Date

JAMES ISLAND PUBLIC SERVICE DISTRICT
PO Box 12140 / 1739 Signal Point Road
Charleston, SC 29422
Phone (843) 795-9060 / Fax (843) 762-5240

Authorization Form

DESCRIPTION: **Uniform Rental Services**

1. Location of Service Facilities: _____

2. Exceptions to the minimum specifications outlined above:

3. Provide 2 entities currently using this same or similar service.

<u>Company/Organization</u>	<u>Contact Name</u>	<u>Phone Number</u>
-----------------------------	---------------------	---------------------

a) _____	_____	_____
b) _____	_____	_____

The undersigned, having fully familiarized itself with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the District, which it verifies to be true and correct to the best of its knowledge. The undersigned further certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. The undersigned agrees to be bound by all conditions set forth in this solicitation and certifies it has signature authority to bind the company listed herein.

Company Name

Federal ID #

Mailing Address

Print Name/Title

Contact Number

Authorized Signature

Date

JAMES ISLAND PUBLIC SERVICE DISTRICT

PO Box 12140 / 1739 Signal Point Road

Charleston, SC 29422

Phone (843) 795-9060 / Fax (843) 762-5240

“No Bid” Response Form

DESCRIPTION: Uniform Rental Services

Please check statement(s) applicable to your “No Bid” response:

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

Comments:

Company Name

Federal ID #

Mailing Address

Print Name/Title

Contact Number

Authorized Signature

Date

JAMES ISLAND PUBLIC SERVICES DISTRICT

**STANDARD FORM OF AGREEMENT BETWEEN DISTRICT AND PROFESSIONAL
FOR UNIFORM RENTAL SERVICES**

PROFESSIONAL SERVICES CONTRACT

This is a Contract Agreement (the “AGREEMENT”), by and between the JAMES ISLAND PUBLIC SERVICE DISTRICT, a South Carolina Special Purpose District, whose mailing address is 1739 Signal Point Road, Charleston, SC 29412, hereinafter referred to as the “DISTRICT”, and “INSERT NAME OF THE COMPANY,” a South Carolina Corporation, whose address is “INSERT STREET ADDRESS,” hereinafter referred to as “PROFESSIONAL.”

ARTICLE 1. SERVICES OF PROFESSIONAL

A. Scope of Services

- i. PROFESSIONAL shall provide, or cause to be provided, the services set forth in Article 1B below and as set forth in *Exhibit A* (“Services”).
- ii. The PROFESSIONAL will provide Services and perform all obligations necessary thereto as described in this AGREEMENT.
- iii. “Services” shall at all time relevant hereto means performance of a task, assistance, support or access to resources under this AGREEMENT and deliverable of such as delineated herein or as expressly listed in *Exhibit A*.

B. *Description of Services.* PROFESSIONAL will provide Uniform Rental Services to the DISTRICT.

ARTICLE 2. METHOD OF PAYMENT FOR SERVICES

A. *Contract Sum.* The consideration for Services provided pursuant to this AGREEMENT shall be the lump sum amount of \$XX,XXX.XX per year for a period of twelve (12) months starting MONTH, DAY, YEAR through MONTH, DAY, YEAR by DISTRICT to PROFESSIONAL based on monthly (\$X,XXX.XX) terms.

B. *Payment.* Consideration payments are paid in arrears and shall be made on a monthly (\$X,XXX.XX per month) basis and paid on or before the ____ day of every month for Services provided and accepted the previous month.

C. *Commencement.* The AGREEMENT shall become effective upon full execution of both parties hereto and PROFESSIONAL shall begin rendering Services on _____.

ARTICLE 3. CONTRACT DOCUMENTS

A. *Documents.* The documents which form the basis for this contractual understanding between DISTRICT and PROFESSIONAL are as follows:

- i. This Agreement
- ii. A letter submitted by PROFESSIONAL to DISTRICT dated MONTH DAY, YEAR.
- iii. Proposal submitted by PROFESSIONAL to DISTRICT dated MONTH DAY, YEAR.

B. *Conflicts.* To the extent any conflicts arises within the documents set forth in Article 3A, the terms as set forth in this AGREEMENT shall govern. If this AGREEMENT does not address the language in conflict, the stricter application of the requirement or obligation shall apply.

ARTICLE 4. STANDARDS OF PERFORMANCE

- A. *Standard.* The standard of care for all Services performed or furnished by PROFESSIONAL under this AGREEMENT will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality.
- B. *Compliance.* PROFESSIONAL does hereby agree to engage in the work as described herein and perform same in a manner to be commonly expected of someone performing the services as generally described below and herein.
- C. *Consultants.* PROFESSIONAL may employ such consultants as PROFESSIONAL deems necessary to assist in the performance or furnishing of the Services, subject to reasonable and timely objections by the DISTRICT.
- D. *Regulations and Standards.* PROFESSIONAL shall comply with all applicable Laws, Regulations and industry standards for the Services being provided as of the date of Commencement.

ARTICLE 5. INSURANCE

- A. PROFESSIONAL shall procure and maintain insurance, including policy limits and necessary endorsements, to meet the requirements set forth in *Exhibit B*, “Insurance” to this AGREEMENT.

ARTICLE 6. INDEMNIFICATION

- A. The PROFESSIONAL shall indemnify, protect and hold harmless DISTRICT, its Commissioners, officers, directors, partners, employees, agents, and consultants of each from and against all claims, costs, losses, and damages (including reasonable attorneys fees and charges of engineers, architects and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Services, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of PROFESSIONAL, or any consultant, subcontract and/or supplier within PROFESSIONAL’s control to provide Services or for whose acts any of them may be liable.
- B. In any and all claims against DISTRICT or any of its respective Commissioners, consultants, agents, officers, directors, partners, or employees by any employee (or the survivor or personal representative of such employee) of PROFESSIONAL, consultant, supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Services, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by an limitation on the amount or type of damages, compensation, or benefits payable by or for the PROFESSIONAL or any such consultant, Supplier or individual or entity under workers’ compensation acts, disability benefits acts, or other employee benefit acts.
- C. The PROFESSIONAL’s indemnity obligations under this Paragraph shall also specifically include, without limitation, all fines, penalties, damages, liability, costs, expenses (including, without limitation, reasonable attorneys’ fees and court costs) and punitive damages (if any) arising out of, or in connection with, any (1) violation of or failure to comply with any law, statute, ordinance, rule, regulation, code or requirement of public authority that bears upon the performance of the Services by PROFESSIONAL, or any person or entity for which the PROFESSIONAL is liable, (2) means, methods, procedures, techniques, or sequences of execution of performance of the Services, and (3) failure to secure for permits, fees, approvals, licenses, and inspections as required under the Contract Documents.

- D. PROFESSIONAL shall indemnify and hold harmless the DISTRICT, its Commissioners, officers, directors, partners, employees, and agents from and against any costs and expenses, (including reasonable attorneys' fees and court costs) incurred by any of them in enforcing any of the PROFESSIONAL's defense, indemnity and hold harmless obligations under the AGREEMENT.

ARTICLE 7. TERMINATION

- A. DISTRICT may terminate this AGREEMENT with or without cause at any time, upon seven (7) days prior written notice to the PROFESSIONAL. Upon such termination, DISTRICT shall pay PROFESSIONAL all amounts due and owing under this AGREEMENT for all Services provided up to the effective date of termination.

ARTICLE 8. DISPUTE RESOLUTION

- A. *Mediation.* DISTRICT and PROFESSIONAL agree to mediate all disputes between them in good faith prior to the commencement of legal action. Each party shall be responsible for their own attorneys' fees and costs associated with mediation.
- B. *Jurisdiction.* If the parties fail to resolve a dispute through mediation, then all disputes shall be filed in the Court of Common Pleas for Charleston County, South Carolina.

ARTICLE 9. EMPLOYMENT PRACTICES

- A. *Equal Opportunity Employment.* PROFESSIONAL shall comply with all state and federal Anti-discrimination laws in its operations and in providing Services pursuant to this AGREEMENT.
- B. *Immigration Reform and Control Act Compliance.* PROFESSIONAL shall comply with all requirements imposed on employers under the Immigration Reform and Control Act ("IRCA") with regard to every employee who will perform Services for PROFESSIONAL related to this AGREEMENT. PROFESSIONAL further agrees that PROFESSIONAL is the "employer" as that term is defined at 8 C.F.R. Section 274(a) 1(g), and that the DISTRICT is not the "employer" as so defined, with regard to such employees.
- C. *Indemnity.* PROFESSIONAL agrees that if it fails to comply with the requirements of the laws referenced in Article 9 herein, or it is determined by any governmental agency that an employee providing services under this AGREEMENT is not authorized for employment in the United States, PROFESSIONAL shall indemnify and hold harmless the DISTRICT from any liability or costs (including reasonable attorneys' fees) incurred by the DISTRICT as a result thereof.

ARTICLE 10. GENERAL TERMS AND CONDITIONS

- A. *Modifications.* Any modifications to this AGREEMENT or additional obligations assumed by either party in connection with this AGREEMENT, shall be binding only if evidenced in writing, and signed by each party or an authorized representative of each party.
- B. *Authority to Contract.* Each party warrants and represents that it has authority to enter into this AGREEMENT and that the statements herein shall bind all heirs, successors, and assigns of both parties.
- C. *Governing Law.* The services provided by this AGREEMENT shall be governed by the laws of the State of South Carolina.
- D. *Severability.* If any provision of this AGREEMENT is deemed to be invalid, it shall not effect the other remaining valid provisions hereof.
- E. *Notices.* Any notices to be sent to either party are to be sent to those addresses as set forth in the first paragraph of this AGREEMENT.
- F. *Incorporation of Agreement.* This document is to be a total incorporation of all agreements and representations of and between each party hereto to the exclusion of any prior verbal representations.
- G. *Assignability.* Any rights provided for in this Agreement, to any party hereto, are not assignable.
- H. *Non-waiver.* The failure of DISTRICT to insist, in any one or more instances, upon strict performance of any of the terms, covenants, or conditions of the contract documents, shall not be construed as a waiver or relinquishment of the rights of DISTRICT to insist on the future performance of any such terms covenants, or conditions, but the obligations of the PROFESSIONAL with respect to such future performance shall continue in full force and effect.

JAMES ISLAND PUBLIC SERVICE AGREEMENT

Dated:

Signed By: Dave Schaeffer

Its: District Manager

INSERT COMPANY NAME OF PROFESSIONAL

Dated:

Signed By: **Insert Name of Representative**

Its: **Insert Title of Representative**

EXHIBIT A

“Scope of Services”

The James Island Public Service District (District) requests proposals from qualified and experienced contractors for providing and cleaning of rental uniforms and shop towels for approximately 45 employees of the District on a weekly basis. Exact colors, sizes and types is outlined below. Bids will be accepted for a five (5) year contract for providing and cleaning of rental uniforms and shop towels for approximately 45 employees of the District on a weekly basis. Exact colors, sizes and types will be outlined on the Bid Form below.

Prices

All Prices shall remain **FIRM** and shall include the provision of all tools, equipment, labor, transportation, supervision, management, overhead, materials, services and all other things necessary for the commencement, performance and completion of services as described.

Minimum specifications for services

- a. Initial uniforms must be new and thereafter replaced with only top grade uniforms.
- b. New employees will be fitted for new uniforms within two weeks of employment.
- c. Weekly delivery.
- d. Each garment must be bar-coded and electronically tracked with detailed printed receipts at delivery and pickup.
- e. Items should be inspected and any discrepancies in appearance or needing repairs will be rejected and indicated as such directly on the receipt before leaving the facility.
- f. Repair tags should be provided to each department to easily identify those items that need to be repaired prior to next delivery.
- g. Un-repairable or ruined garments should be replaced at no additional charge within one week.
- h. Garments not returned within one business week will be credited each week until garment is delivered.
- i. Uniforms age 1 year or older turned in by a terminated employee and deemed unusable by the vendor will be charged back at a pro-rated amount.

Minimum specifications for uniforms

- a. Clean and free of wrinkles.
- b. Measurements should fit each employee.
- c. Each uniform should have (1) employee name, and (2) emblem sown on the outside of the shirt tag and jacket. (Emblems may be provided by vendor.)
- d. At any such time as a new or additional employee is added to the program, uniforms shall be provided within two weeks from date of request.
- e. Button Shirts: 65/35 poly cotton blend. 4.75oz. Banded dress shirt collar with sewn in stays. Seven button front with melamine “no break” buttons. Two-button through chest pockets with bar tacks at stress points. Pencil stall in left chest pocket. High visibility yellow with ANSI Class 2 reflective striping.

- f. Pants: 65/35 poly cotton blend. 7.75oz. Flat front with no roll waistband cargo pants. Button closure with heavy duty brass zipper. Quarter top front pockets and set in back pockets.

Item	Department			TOTAL (45)
	Solid Waste (24)	Wastewater (13)	Maintenance (3)	
Cargo Pants	216	117	27	360
Button Shirts	216	117	27	360
Coveralls	0	26	4	30
Winter Jacket Lined Hip	48	26	6	80
Shop Towels (18 x 18)	0	0	100	100
Polo Shirts with Emblem	8	25	0	20

EXHIBIT B

“Insurance”

Insurance

- A. PROFESSIONAL is agreeing to assume the responsibility for the Services as described above and herein, and shall maintain, at a minimum, the following insurance coverages:
- i. Professional and General Liability
 - a. Each Occurrence: \$1,000,000.00
 - b. General Aggregate: \$2,000,000.00

 - ii. Workman’s Compensation Insurance in compliance with the statutes of the State of South Carolina or the state which has jurisdiction over the PROFESSIONAL’s employees with a minimum limit of Five Hundred Thousand and 00/100 Dollars (\$500,000.00).

 - iii. Automobile Liability Insurance (owned, non-owned, or hired units) with a minimum combined single coverage limit of One Million Dollars and 00/100 (\$1,000,000.00).

 - iv. Umbrella/Excess Liability
 - a. Each Occurrence: \$
 - b. General Aggregate: \$
- B. PROFESSIONAL shall provide an actual endorsement indicating thereon that the DISTRICT has been named as an additional named insured at the time in which this AGREEMENT is signed by PROFESSIONAL. Coverage under the additional insured endorsement shall be considered primary.
- C. If any Services are to be performed by a subcontractor, consultant, or other entity or individual under the control of PROFESSIONAL or for whom PROFESSIONAL is liable for, PROFESSIONAL shall require the same to comply with all provisions of this AGREEMENT, including but not limited to these insurance provisions.
- D. Before DISTRICT is to execute this AGREEMENT, the PROFESSIONAL shall submit evidence that all required insurance policies are in effect, along with the required additional insured endorsement, and that the insurance company(s) providing such coverage will be noticed of the need to maintain the insurance coverage as provided above and herein, for the duration of this AGREEMENT, and same will not be modified and/or canceled, without the insurance company(s) giving thirty (30) days advance notice of same to DISTRICT.