

# OZARKS TECHNICAL COMMUNITY COLLEGE

Facilities and Grounds  
1001 E Chestnut Expressway  
Springfield, MO 65802

Telephone: 417.447.4801  
Facsimile: 417.447.4804  
Email: maintenance@otc.edu

## Invitation to Bid

Date: 2/14/2020

### BPFY2038 Uniform Rental Services FY21

This document constitutes a request for **Sealed** bids from qualified offerors for Uniform Rental Services for Ozarks Technical Community College in accordance with the requirements, terms and conditions of this Invitation to Bid.

**Date and Time Returnable: 3/13/2020 9 a.m.**

**Completed Invitation to Bid** must be priced, signed, **SEALED**, and submitted electronically through ION Wave (<http://otc.ionwave.net/Login.aspx>.) Submissions will only be received through ION Wave.

Contact: Lesley Cash

Email: maintenance@otc.edu

The offeror hereby agrees to furnish items and/or services pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order from Ozarks Technical Community College, or when this document is countersigned by Ozarks Technical Community College as a binding contract. The offeror further agrees that the language of this document shall govern in the event of a conflict with the offeror's bid. Payment will occur no sooner than 30 days after receipt and acceptance of items and/or services or receipt of correct invoice whichever is later.

Company Name		Date
Mailing Address		Telephone
City	State Code	Zip Facsimile
Email		
Printed Name	Authorized Signature	Title

**The College reserves the right to select the lowest responsible bid that serves the best interest of the college and to award a contract or to reject any and/or all bids.** The College may also waive any informality in bids received. In the event of a tie the winning bid will be determined by the time bids were submitted. Any bids over \$9,999.99 will require additional information upon request. Bids submitted must be good for ninety (90) days after opened by Ozarks Technical Community College.

The Ozarks Technical Community College believes fully in equal opportunity in the provision of supplies, equipment, construction, and services. Positive steps should be taken to assure that small businesses, minority businesses, and women's businesses are given ample opportunity to provide the above-mentioned services when economically feasible.

**General Requirements:** Ozarks Technical Community College (the "College") requires that all bids be signed by a duly authorized representative of the bidder and received via submitting online through Ionwave at <https://otc.ionwave.net/Login.aspx> on or before the time and date of the bid opening specified or their BID MAY BE REJECTED.

The College retains the right to accept or reject any and all bids in part or in whole and to determine what constitutes the lowest responsible and responsive bid and is in the best interest of the College. "By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions, and all other articles produced, manufactured, made or grown within the state of Missouri" RSMo. § 34.060. If bidders offer alternate products in their bid, they must include complete written specifications or their bid may be rejected. Bidders must also include copies of all applicable documents such as, but not limited to, contracts, sales agreements and licenses. The College retains the right to include these documents in the evaluation of the bid and to reject any bid where they are in conflict with the College's specifications, terms or conditions of purchase. Bidders may submit more than one response to this bid request. The College will accept no changes, additions or deletions to a bid after the time and date of the bid opening stated below. By signing and submitting this bid, the bidder is offering to provide the specified items and services at the price quoted, under the terms and conditions set forth in their bid response. If this bid is accepted by the College, it becomes a binding contract and the successful bidder will be required to honor all prices, terms and conditions specified therein. Failure to comply with this requirement will result in forfeiture of the bid award and may also result in suspension from the College's list of bidders in good standing.

**Insurance Requirements:** The Service Provider shall, at all times during the term of this Agreement and any extension(s), at Service Provider's sole cost and expense, obtain and maintain policies of insurance as shown in paragraphs (a) through (e) below. No such insurance policy is to be cancelled, non-renewed or materially changed without at least thirty (30) days written notice to OTC by Service Provider by certified mail to OTC's notice address specified herein. All policies of insurance required of Service Provider under this Agreement shall be obtained from reputable insurers licensed to do business in the State of Missouri and have an A.M. Best rating of at least A-VIII. A Certificate of Insurance on all insurance policies required

of Service Provider under this Agreement, shall be deposited with OTC promptly on or before the commencement of the term of this Agreement.

- (a) Commercial General Liability – with a limit of not less than \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Service Provider hereunder involves or affects in any way the roof of any building) for each occurrence and a \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Service Provider hereunder involves or affects in any way the roof of any building) general aggregate limit. The General Liability policy should name OTC Parties as Additional Insureds on a primary and non-contributing basis with respects to the Service Providers on-going and completed operations using the Insurance Services Office Additional Insured form or its equivalent. The General Liability policy should include an endorsement that includes property damage coverage for property in the care, custody or control of the Service Provider. In the instances where Service Provider's services include the use of "pollutants" as defined by the General Liability policy, the policy must include an endorsement removing the absolute pollution exclusion and adding broadened pollution coverage for bodily injury and property damage resulting from the discharge, dispersal, seepage, migration, release or escape of "pollutants", and providing coverage on behalf of the "additional insured" including ongoing and completed operations. In the absence of the General Liability carrier providing this coverage, this requirement may be met by the purchase of a Contractor's Pollution Liability policy that provides Additional Insured status for OTC on a primary and non-contributing basis.
- (b) Commercial Automobile Liability – in the amount of \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned, or hired automobiles used in the course of the Contractor's business. The Automobile Liability policy should name OTC Parties as Additional Insureds on a primary and non-contributing basis with respects to the Service Providers operations using the Insurance Services Office Additional Insured form or its equivalent.
- (c) Workers' Compensation – in compliance with any and all statues requiring such coverage in the State of Missouri.
- (d) Employer's Liability – in a minimum amount of \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy aggregate.
- (e) Such other insurance as may be required from time to time by Owner.

**Waiver of Lien:** Waiver of lien contractor, for himself and for all subcontractors, mechanics, journeymen, laborers, materialmen and suppliers, does hereby waive the right to hold, claim, assert, file or enforce any mechanic's lien or materialmen's lien or any lien rights whatsoever against Owner, any building, improvement, or real estate owned by Owner, nor cause, suffer or permit any mechanic's lien, materialmen's lien or any lien rights whatsoever to be filed against

the Owner. Contractor shall indemnify and hold Owner and any real estate, buildings and improvements owned by Owner harmless from and against any such liens for labor and materials. Neither contractor nor any subcontractor, mechanic, journeyman, laborer, materialman, supplier or any person, firm or corporation, for any cause whatsoever, shall have any right to hold, claim, assert, file or enforce any mechanic's lien, materialmen's lien, or any lien rights whatsoever against the Owner for any services, labor, materials, or equipment furnished therein.

The successful bidder shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the contractor. These certificates shall evidence waivers of subrogation in favor of the contractor and the College, and shall be made available to the College upon request. Questions concerning insurance coverage may be directed to J'Neal McCoy, at (417) 447-4817.

The successful bidder must possess or obtain City, State and Local license appropriate to conduct business as required.

**E-Verify:** At the Bid Opening, Bidder shall furnish an affidavit affirming their company is enrolled in and participates in the Department of Homeland Security (DHS) E-Verify Program for Employment Verification and stating the business does not knowingly employ illegal aliens. At the award of Bid and at the Contract Execution, the successful Bidder shall provide the E-Verify Memorandum of Understanding (MOU) and the Company Profile Page.

**Evaluation Factors for Award:** Bids must be complete and convey all of the information requested in order to be considered responsive. If the bid fails to conform to the essential requirements of the IFB, the College will determine whether the variance is significant enough to consider the bid as susceptible to being made acceptable and therefore, a candidate for further consideration or award.

After review of the bids received, a request for additional information or clarification of ambiguity may be requested of one or more bidders. At the College's discretion, an award may be made without discussion on the basis of the bids initially submitted or after discussions with those bidders who, in the College's judgment, are within a competitive range.

The review of bids received based upon the following criteria:

- Total Cost-40%
- Support and Maintenance-20%
  - Criteria 1-Responsive to call-backs
- Installation, Training & Documentation-20%
- References-20%
  - Criteria 1-Experience
  - Criteria 2-Reliability

Submission of a bid indicates Vendor's acceptance of the College's evaluation factors and the Vendor's recognition that judgments will be made by the College during the evaluation process.

**Law Governing this Contract:** This contract shall be construed according to Missouri law, which is interpreted without regard to its conflicts of laws principles. The offeror is hereby advised that, upon completion of the evaluation process, all proposals and associated documentation will be made public pursuant to the “Open Records” law of the State of Missouri (RSMo 610.021). Please do not include statements of confidentiality or proprietary information in your bid. All bids are required to become a matter of public record according to state law. Allowable exclusions under state law are “software codes for electronic data processing and documentation thereof” and “records relating to scientific and technological innovations in which the College has a proprietary interest.”

The successful bidder will note that the College pays by invoice on each Friday of the month. If you have any questions concerning billing, contact our accounts payable office at (417) 447-4829.

## PRE-BID MEETINGS

### PRE-BID MEETING & SITE VISITS

**A Mandatory pre-bid meeting is required for first-time bidders to attend.**

Sites will be available for pre-bid inspections using the following schedule:

*OTC Facilities Office located at 933 E. Central Springfield, MO to answer questions regarding the upcoming bids.*

Springfield Main Campus                      Thursday, February 27, 2020 at 9:00 a.m.

If you have any questions concerning this bid or site visits contact Lesley Cash at (417) 447-4801.

## GENERAL SPECIFICATIONS

### QUALITY ASSURANCE

- Performance Reviews - OTC's College Director of Facilities and Grounds will perform quarterly performance reviews of all areas assigned to contractors. The purpose of this review is to insure assigned task are being performed at least to a minimum college standard.

### BIDDER'S STATEMENT OF QUALIFICATIONS

In addition to completing the Bidder Qualification Form below, the apparent low bidder must also:

- Upon request provide a Certificate of Insurance Document evidencing your insurance coverage and policy expiration date within five working days or less.

## BIDDER QUALIFICATION FORM

(Firm must prepare this statement in the form shown)

The undersigned bidder certifies that the information herein is true, correct, complete and accurate. (Elaboration on the following information or additional information deemed to be useful for evaluation of bidder's capabilities or to prevent misleading representations may be attached to this form.)

Date: \_\_\_\_\_

Bidder: \_\_\_\_\_

(Legal Name of Firm)

State of Missouri current registration or license number: \_\_\_\_\_

Federal ID No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_/FAX Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

President: \_\_\_\_\_ (or Managing Partner, etc.)

Dun and Bradstreet No.(if any) \_\_\_\_\_

Years in business under present name: \_\_\_\_\_

List all other names under which your business has operated in last 10 years:



Insurance Company:

Insurance Agent:\_\_\_\_\_ Phone:

Total staff employed by firm: \_\_\_\_\_(Break down by Managers and Trades.)

Contracting Specialty (indicate trades in which bidder performs.)

Union affiliations: Local\_\_\_\_\_ National \_\_\_\_\_

Years performing work specialty:

% work performed by Firm's own forces:

Is Bidder in compliance with all applicable EEO requirements?

Yes\_\_\_\_ No\_\_\_\_ (If the answer is no, please attach summary of details on a separate sheet.)

Bank references:

Address:

Contact name:

Contact phone #:

Has firm or predecessor firm been involved in a bankruptcy or reorganization?

Yes \_\_\_\_ No \_\_\_\_ (If the answer is yes, please attach summary of details on a separate sheet.)

GSA/Government Contract number \_\_\_\_\_

Bidder should have successfully completed (substantially on-schedule, on-budget) at least three projects of similar size and nature for which they are submitting qualifications. (List projects on a separate sheet with the following information on each and attach hereto.)

List below any/all Contract(s) awarded to Bidder which it has failed to complete: (If applicable, attach separate sheet.)

Project: (Name & Location)

Contract w/:

Brief explanation of cause & resolution:

List on a sheet attached hereto all judgments, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all lawsuits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

## E-VERIFY AFFIDAVIT

Project Name: Uniform Rental Services  
Ozarks Technical Community College  
Springfield, Missouri (Greene)

Contractor

\_\_\_\_\_, being first  
duly sworn, deposes and says that he/she is \_\_\_\_\_ of  
\_\_\_\_\_ (sole owner, a partner, president, secretary, etc..) the  
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)  
E-Verify program for Employment Verification. The Bidder has full understanding of the requirements set  
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ  
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide  
Ozarks Technical Community College with the following documentation:

1. E-Verify Memorandum of Understanding (MOU)
2. E-Verify Company Profile Page

Signed:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Company ID Number

State of

County of

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public,  
personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged that he/she/they executed the same for the  
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

\_\_\_\_\_  
Notary Public

## E-VERIFY AFFIDAVIT

Project Name: Uniform Rental Services  
Ozarks Technical Community College  
Ozark, Missouri (Christian)

Contractor

\_\_\_\_\_, being first  
duly sworn, deposes and says that he/she is \_\_\_\_\_ of  
\_\_\_\_\_ (sole owner, a partner, president, secretary, etc..) the  
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)  
E-Verify program for Employment Verification. The Bidder has full understanding of the requirements set  
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ  
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide  
Ozarks Technical Community College with the following documentation:

1. E-Verify Memorandum of Understanding (MOU)
2. E-Verify Company Profile Page

Signed:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Company ID Number

State of

County of

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public,  
personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged that he/she/they executed the same for the  
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

\_\_\_\_\_  
Notary Public

## E-VERIFY AFFIDAVIT

Project Name: Uniform Rental Services  
Ozarks Technical Community College  
Hollister, Missouri (Taney)

Contractor

\_\_\_\_\_, being first  
duly sworn, deposes and says that he/she is \_\_\_\_\_ of  
\_\_\_\_\_ (sole owner, a partner, president, secretary, etc..) the  
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)  
E-Verify program for Employment Verification. The Bidder has full understanding of the requirements set  
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ  
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide  
Ozarks Technical Community College with the following documentation:

3. E-Verify Memorandum of Understanding (MOU)
4. E-Verify Company Profile Page

Signed:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Company ID Number

State of

County of

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public,  
personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged that he/she/they executed the same for the  
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

\_\_\_\_\_  
Notary Public

Indicate below a minimum of three (3) references similar in size (public entities and/or education preferred) who may be contacted by Ozarks Technical Community College where Vendor has supplied services similar to the services requested in this RFP.

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

## RENTAL UNIFORM BID SPECIFICATIONS

Bids will be accepted for a three (3) year contract for furnishing rental uniforms, and cleaning of such uniforms to Ozarks Technical Community College campuses located in Springfield, Ozark, and Hollister, Missouri. The types of uniforms and numbers shall be furnished in accordance with each department's choice of type and color. **UNIFORMS SHALL BE NEW AT THE BEGINNING OF THE CONTRACT AND REPLACED WITH ONLY TOP GRADE UNIFORMS. NEW AND OR REPLACEMENT EMPLOYEES WILL BE FITTED WITH NEW AT TIME OF FITTING.**

### GENERAL SPECIFICATIONS:

Individual employees may choose short sleeve, long sleeve, or a combination of both, according to department guidelines. Jacket type and color per their department supervisor's choice. Changes and/or replacements may only be done when authorized by Department's Supervisor, signed in advance.

Each employee uniform will be individually tagged with account number, route number, and any identifying number assigned by the successful vendor.

Each employee uniform will be hung individually on hangers and bagged separately.

Uniforms will be delivered on a once-per-week basis. Successful bidder will clean all uniforms and guarantee customer clean uniforms each week.

Successful bidder will supply inventory count sheet of uniforms picked up and delivered each week before departure from premises.

Successful bidder will take individual measurements and guarantee a proper fit.

Number of uniforms issued to Maintenance staff will be eleven (11) sets with two (2) jackets.  
**Employees choice of long or short sleeve shirts (with a choice of both)**

Each uniform will have the name of the employee and/or department indicated on outside of shirt tag (selected by department).

Monthly billing will be by each individual division within each department and will be for actual number of uniforms rented. A Monthly Statement combining all individual divisions will be issued and the Ozarks Technical Community College will pay by said statement. Additional employees and or departments may be added during the life of this contract at the same contract prices.



Uniforms that are not clean, neat, or do not have a good appearance as specified will be rejected and no charge made. Successful bidder will mend, patch, and replace buttons as needed to maintain a good appearance at no charge to College. Uniforms will be replaced with TOP GRADE Uniforms only and only after department supervisor signed approval. Uniform piece being replaced for damage must be presented to individual department for inspection before replacement and becomes the property of the Ozarks Technical Community College upon damage fee charge.

#### ESTIMATED TOTAL EMPLOYEES PER DEPARTMENT

##### MAINTENANCE AND GROUNDS DEPARTMENT

###### Delivery Location:

931 E. Central Springfield, MO (Maintenance-Ten (10) sets) (Custodial-Thirty-four (40) Jackets only)  
3369 W. Jackson Ozark, MO (Maintenance-Two (2) sets) (Custodial-Three (3) Jackets only)  
10698 Historic Hwy 165, Hollister MO (Maintenance-Two (2) sets) (Custodial-Two (2) Jackets only)

ABOVE ARE ESTIMATES: SUCCESSFUL BIDDER WILL TOUR EACH DEPARTMENT AREA AT THE DESIGNATED APPROPRIATE TIME.

## CONTRACTOR USE OF PREMISES

- General: Limit use of the premises to immediate area being serviced; allow for owner occupancy and use by the public.
  - a) Premises available July 1, 2020 and continuing until June 30, 2022. Normal operating hours are weekdays 7:00 a.m. to 4:00 p.m., unless noted otherwise.
  - b) Contractor shall coordinate with Owner for location of specific areas for parking, material storage, loading areas.

## SMOKING AND TABACCO POLICY

*Smoking or the use of tobacco products in any form will not be allowed on any of the Ozarks Technical Community College owned properties.*

## IDENTIFICATION:

Each employee of the contractor assigned to perform work at any of the Ozarks Technical Community College locations must display a form of identification (I.D.) at all time. The I.D. must be displayed at all times. Photo identification must include a minimum of the following:

- Company name
- Employee photo
- First and last name

BILLING:

Individual invoices are required for each college location. Ozarks Technical Community College will pay by said statement.

Send to:

Ozarks Technical Community College  
Facilities Office  
1001 E. Chestnut Expressway  
Springfield MO, 65802

or e-mail

[maintenance@otc.edu](mailto:maintenance@otc.edu)

## BID PROPOSAL (Springfield)

TO: OZARKS TECHNICAL COMMUNITY COLLEGE

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

PRICE PER WORK SHIRT SHORT SLEEVE	\$ _____
PRICE PER WORK SHIRT LONG SLEEVE	\$ _____
PRICE PER WORK PANT	\$ _____
PRICE PER JACKET	\$ _____
SERVICE CHARGE	\$ _____

PRICE PER SET-UP (PREP CHARGE) (Not on initial set up of contract or new employee add)	\$ _____
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-NO MINIMUM CHARGES

-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY  
SIGNATURE OF DEPARTMENTAL SUPERVISOR

EXCEPTIONS:

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THREE YEAR CONTRACT TO BEGIN JULY 1, 2020 AND TO END JUNE 30, 2022.

**SATISFACTION OF SERVICE IS REQUIRED TO MAINTAIN CONTRACT; NINTY DAYS NOTICE IS  
REQUIRED FOR CANCELLATION OF CONTRACT BY EITHER PARTY.**

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED SPECIFICATIONS FOR THIS  
CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE  
CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY**  
WRITTEN NOTICE.

NO YEARLY PRICE INCREASES UNLESS FIRST AUTHORIZED BY THE OZARKS TECHNICAL  
COMMUNITY COLLEGE. PRICE INCREASES ARE TO BE SUBMITTED TO THE COLLEGE WITH AN  
EXPLANATION AS TO WHAT FACTOR IS CAUSING THE INCREASE. COLLEGE MAY OPT TO ACCEPT  
OR DENY SUCH INCREASE AS IT DEEMS NECESSARY.

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NAME OF FIRM

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ADDRESS

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AUTHORIZED SIGNATURE

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PHONE/FAX NO.

## BID PROPOSAL (Richwood Valley)

TO: OZARKS TECHNICAL COMMUNITY COLLEGE

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

PRICE PER WORK SHIRT SHORT SLEEVE	\$ _____
PRICE PER WORK SHIRT LONG SLEEVE	\$ _____
PRICE PER WORK PANT	\$ _____
PRICE PER JACKET	\$ _____
SERVICE CHARGE	\$ _____

PRICE PER SET-UP (PREP CHARGE) (Not on initial set up of contract or new employee add)	\$ _____
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-NO MINIMUM CHARGES

-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY  
SIGNATURE OF DEPARTMENTAL SUPERVISOR

EXCEPTIONS:

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THREE YEAR CONTRACT TO BEGIN JULY 1, 2020 AND TO END JUNE 30, 2022.

**SATISFACTION OF SERVICE IS REQUIRED TO MAINTAIN CONTRACT; NINTY DAYS NOTICE IS  
REQUIRED FOR CANCELLATION OF CONTRACT BY EITHER PARTY.**

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NO YEARLY PRICE INCREASES UNLESS FIRST AUTHORIZED BY THE OZARKS TECHNICAL  
COMMUNITY COLLEGE. PRICE INCREASES ARE TO BE SUBMITTED TO THE COLLEGE WITH AN  
EXPLANATION AS TO WHAT FACTOR IS CAUSING THE INCREASE. COLLEGE MAY OPT TO ACCEPT  
OR DENY SUCH INCREASE AS IT DEEMS NECESSARY.

---

NAME OF FIRM

---

ADDRESS

---

AUTHORIZED SIGNATURE

---

PHONE/FAX NO.

## BID PROPOSAL (Hollister)

TO: OZARKS TECHNICAL COMMUNITY COLLEGE

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

PRICE PER WORK SHIRT SHORT SLEEVE	\$ _____
PRICE PER WORK SHIRT LONG SLEEVE	\$ _____
PRICE PER WORK PANT	\$ _____
PRICE PER JACKET	\$ _____
SERVICE CHARGE	\$ _____

PRICE PER SET-UP (PREP CHARGE)	\$ _____
(Not on initial set up of contract or new employee add)	

-NO MINIMUM CHARGES

-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY  
SIGNATURE OF DEPARTMENTAL SUPERVISOR

EXCEPTIONS:

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THREE YEAR CONTRACT TO BEGIN JULY 1, 2020 AND TO END JUNE 30, 2022.

**SATISFACTION OF SERVICE IS REQUIRED TO MAINTAIN CONTRACT; NINTY DAYS NOTICE IS  
REQUIRED FOR CANCELLATION OF CONTRACT BY EITHER PARTY.**

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED SPECIFICATIONS FOR THIS  
CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE  
CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY**  
WRITTEN NOTICE.

NO YEARLY PRICE INCREASES UNLESS FIRST AUTHORIZED BY THE OZARKS TECHNICAL  
COMMUNITY COLLEGE. PRICE INCREASES ARE TO BE SUBMITTED TO THE COLLEGE WITH AN  
EXPLANATION AS TO WHAT FACTOR IS CAUSING THE INCREASE. COLLEGE MAY OPT TO ACCEPT  
OR DENY SUCH INCREASE AS IT DEEMS NECESSARY.

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NAME OF FIRM

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ADDRESS

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AUTHORIZED SIGNATURE

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PHONE/FAX NO.