



# SHAWNEE COUNTY REQUEST FOR QUOTES (RFQ)

**Quotation Number:** 061-22      **Vendor Name:** \_\_\_\_\_  
**Date Issued:** 11-14-2022      **Address:** \_\_\_\_\_  
**Closing Date:** 11-28-2022, 2:00pm      **Phone Number:** \_\_\_\_\_

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## THIS IS NOT AN ORDER

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1. In communications, always refer to the above quotation number.
2. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
3. Shawnee County reserve the right to accept or reject any part of, or all of, any bid or proposal.
4. All prices quoted are to be less Federal Excise Tax and Kansas Sales Tax.
5. Price quoted shall remain firm for the 2023 calendar year.

### **\*SHAWNEE COUNTY HAS A NEW ELECTRONIC BID SYSTEM\***

All vendors are required to create an online portal account ([www.snco.us/purchasing](http://www.snco.us/purchasing)) in order to receive or submit bid requests.

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### **ITEM AND DESCRIPTION**

Shawnee County is soliciting bids for inmate clothing and supplies per the following minimum specifications. See attached list.

#### **General Bidding Information**

Prices are to remain firm for the 2023 calendar year.

We will order each item from the lowest bidder for that item, size, etc.

All prices are to include screen printing and freight charges.

## DESCRIPTION

Coveralls/Jumpsuits are to be made from a cotton/poly blend or heavy duty twill industrial finish fabric, triple needle stitching, heavy duty snap front unless otherwise noted, raglan short sleeves, hemmed sleeves and bottoms. They may or may not have elasticized waistband and breast pocket. Each will have screenprinted on the back SHAWNEE COUNTY JAIL (three lines) in visible ink color.

[illegible]

Yellow	snap	medium	\$		\$		\$
Yellow	snap	Large	\$		\$		\$
Yellow	snap	X-Large	\$		\$		\$
Yellow	snap	2 X-Large	\$		\$		\$
Yellow	snap	4 X-Large	\$		\$		\$
Yellow	snap	6 X-Large	\$		\$		\$
Yellow	snap	8 X-Large	\$		\$		\$
Yellow	snap	10 X-Large	\$		\$		\$
Maroon/Red	Velcro	medium	\$		\$		\$
Maroon/Red	Velcro	Large	\$		\$		\$
Maroon/Red	Velcro	X-Large	\$		\$		\$
Maroon/Red	Velcro	2 X-Large	\$		\$		\$
Maroon/Red	Velcro	4 X-Large	\$		\$		\$
Orange	snap	medium	\$		\$		\$
Orange	snap	Large	\$		\$		\$
Orange	snap	X-Large	\$		\$		\$
Orange	snap	2 X-Large	\$		\$		\$
Orange	snap	4 X-Large	\$		\$		\$
Orange	snap	6 X-Large	\$		\$		\$
Orange	snap	8 X-Large	\$		\$		\$
Orange	snap	10 X-Large	\$		\$		\$
Tan	snap	medium	\$		\$		\$
Tan	snap	Large	\$		\$		\$
Tan	snap	X-Large	\$		\$		\$
Tan	snap	2 X-Large	\$		\$		\$
Tan	snap	4 X-Large	\$		\$		\$
Tan	snap	6 X-Large	\$		\$		\$
Tan	snap	8 X-Large	\$		\$		\$
Tan	snap	10 X-Large	\$		\$		\$

## 2. V-Neck Work Shirt

Work shirts are to be made from a cotton/poly blend or heavy duty twill industrital finish fabric, triple needle stitching, raglan short sleeves, hemmed sleeves and square bottom. Each will have screenprinted on the back SHAWNEE COUNTY JAIL (three lines) in visible ink color.

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
Gold	Medium		\$		\$		\$	
Gold	Large		\$		\$		\$	
Gold	X-Large		\$		\$		\$	
Gold	2X-Large		\$		\$		\$	
Gold	4X-Large		\$		\$		\$	
Gold	6X-Large		\$		\$		\$	
Gold	8X-Large		\$		\$		\$	

**3. Elastic Waist Inmate  
Pant**

Inmate pants are to be made from a cotton/poly blend or heavy duty twill industrial finish fabric, triple needle stitching, slip on with mock fly. Heat resistant elastic waist.

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
Gold	Medium		\$		\$		\$	
Gold	Large		\$		\$		\$	
Gold	X-Large		\$		\$		\$	
Gold	2X-Large		\$		\$		\$	
Gold	4X-Large		\$		\$		\$	
Gold	6X-Large		\$		\$		\$	
Gold	8X-Large		\$		\$		\$	

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
Khaki	Small		\$		\$		\$	
Khaki	Medium		\$		\$		\$	
Khaki	Large		\$		\$		\$	
Khaki	X-Large		\$		\$		\$	
Khaki	2X-Large		\$		\$		\$	
Khaki	3X-Large		\$		\$		\$	
Khaki	4X-Large		\$		\$		\$	
Khaki	5X-Large		\$		\$		\$	

**4. Polo Shirt**

50/50 cotton/polyester pre-shrunk jersey with stain resistant finish

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
Forest Green	Small		\$		\$		\$	
Forest Green	Medium		\$		\$		\$	
Forest Green	Large		\$		\$		\$	
Forest Green	X-Large		\$		\$		\$	
Forest Green	2X-Large		\$		\$		\$	
Forest Green	3X-Large		\$		\$		\$	
Forest Green	4X-Large		\$		\$		\$	
Maroon	Small		\$		\$		\$	
Maroon	Medium		\$		\$		\$	
Maroon	Large		\$		\$		\$	
Maroon	X-Large		\$		\$		\$	
Maroon	2X-Large		\$		\$		\$	
Maroon	3X-Large		\$		\$		\$	
Maroon	4X-Large		\$		\$		\$	

**5. T-Shirts**

100% cotton or cotton/poly blend. Economy grade. Fully tanked crew neck. Hemmed short sleeve.  
 Damaged items will not be accepted.

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
White	Medium		\$		\$		\$	
White	Large		\$		\$		\$	
White	X-Large		\$		\$		\$	
White	2 X-Large		\$		\$		\$	
White	3 X-Large		\$		\$		\$	
White	4 X-Large		\$		\$		\$	
White	5 X-Large		\$		\$		\$	
White	6 X-Large		\$		\$		\$	

**6. Boxer Shorts**

100% cotton or cotton/poly blend. Elastic waist and fly front. Economy grade.

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
White	Medium		\$		\$		\$	
White	Large		\$		\$		\$	
White	X-Large		\$		\$		\$	
White	2 X-Large		\$		\$		\$	
White	3 X-Large		\$		\$		\$	
White	4 X-Large		\$		\$		\$	
White	6 X-Large		\$		\$			

**7. Panties**

Brief-style, Cotton/Poly blend. Double panel crotch, elastic waist and leg bands. Economy grade.

		Item #	Price	Per/each	Price	Per/doz	Price	Per/
White	5		\$		\$		\$	
White	6		\$		\$		\$	
White	7		\$		\$		\$	
White	8		\$		\$		\$	
White	9		\$		\$		\$	
White	10		\$		\$		\$	
White	11		\$		\$		\$	
White	12		\$		\$		\$	
White	13		\$		\$		\$	
White	14		\$		\$		\$	

8. Sport Bra		Cotton/lycra or cotton/spandex blend. No metal or plastic. Pullover style.						
		Item #	Price	Per/each	Price	Per/doz	Price	Per/
White	S/34		\$		\$		\$	
White	M/36		\$		\$		\$	
White	L/38		\$		\$		\$	
White	XL/40		\$		\$		\$	
White	2X/42		\$		\$		\$	
White	3X/44		\$		\$		\$	
White	4X/46		\$		\$		\$	
White	5X/48		\$		\$		\$	
White	6X/50		\$		\$		\$	
White	7X/52		\$		\$		\$	

9. Socks - tube	Grey tube socks. 80% cotton. One size fits all.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

10. Socks - ankle	White athletic ankle socks. 80% cotton. One size fits all.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

11. Shorts - athletic		100% polyester mesh. Pull-on style without pockets, elastic wasteband with no drawstring. 9" inseam. Orange color.						
		Item #	Price	Per/each	Price	Per/doz	Price	Per/
	Medium		\$		\$		\$	
	Large		\$		\$		\$	
	X-Large		\$		\$		\$	
	2 X-Large		\$		\$		\$	
	3 X-Large		\$		\$		\$	

12. Boots		Leather upper, steel toe, non-marking, oil resistant outsole, 6" high wood shank, black color with tan sole.						
		Item #	Price	Per/each	Price	Per/doz	Price	Per/
		8	\$		\$		\$	
		9	\$		\$		\$	
		10	\$		\$		\$	
		11	\$		\$		\$	
		12	\$		\$		\$	
		13	\$		\$		\$	
		14	\$		\$		\$	

**13. T-Shirt**

Crewneck pocket tee, ribbed crew collar, short sleeve, hemmed sleeves and bottom. Safety Green color with "Neighborhood Action Team" (3 lines) screenprinted on back in black ink.

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
Large		\$		\$		\$	
X-Large		\$		\$		\$	
2 X-Large		\$		\$		\$	
3 X-Large		\$		\$		\$	
4 X-Large		\$		\$		\$	

**14. Sweatshirt, hooded**

50/50 poly/cotton blend, double lined hood with grommets and matching drawstring. Double stitched pocket, set-in sleeves, ribbed cuffs and cover seamed waistband. Screenprinted with "Neighborhood Action Team" (3 lines) on back in black ink. Safety green color.

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
Large		\$		\$		\$	
X-Large		\$		\$		\$	
2 X-Large		\$		\$		\$	
3 X-Large		\$		\$		\$	
4 X-Large		\$		\$		\$	

**15. T-Shirt**

Crewneck pocket tee, ribbed crew collar, short sleeve, hemmed sleeves and bottom. Safety Orange color with "Jail Work Crew" (3 lines) screenprinted on back in black ink.

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
Large		\$		\$		\$	
X-Large		\$		\$		\$	
2 X-Large		\$		\$		\$	
3 X-Large		\$		\$		\$	
4 X-Large		\$		\$		\$	

**16. Sweatshirt, hooded**

50/50 poly/cotton blend, double lined hood with grommets and matching drawstring. Double stitched pocket, set-in sleeves, ribbed cuffs and cover seamed waistband. Screenprinted with "Jail Work Crew" (3 lines) on back in black ink. Safety orange color.

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
Large		\$		\$		\$	
X-Large		\$		\$		\$	
2 X-Large		\$		\$		\$	
3 X-Large		\$		\$		\$	
4 X-Large		\$		\$		\$	

17. Mesh Baseball Cap	Polyester foam front, lightweight mesh back. Adjustable snap closure. One size fits all.							
		Item #	Price	Per/each	Price	Per/doz	Price	Per/
		Kelly Green	\$		\$		\$	
		Orange	\$		\$		\$	

18. Rubber Boots		Slip-On, No Eyelets, No Metal, Rubber Outsole, Slip Resistant, Knee Length						
		Item #	Price	Per/each	Price	Per/doz	Price	Per/_____
		7	\$		\$		\$	
		8	\$		\$		\$	
		9	\$		\$		\$	
		10	\$		\$		\$	
		11	\$		\$		\$	
		12	\$		\$		\$	
		13	\$		\$		\$	
		14	\$		\$		\$	

19. Gloves, leather palm	Long safety cuffs, cotton lined interior, leather shoulder and fingertips. One size fits all.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

20. Gloves, jersey	100% cotton jersey gloves with knitted wrist. One size fits all.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

21. Work Jeans	14oz, 100% cotton, front and back pockets, all points of strain reinforced, heavy-duty brass zipper, button waist.								
	waist	length	Item #	Price	Per/each	Price	Per/doz	Price	Per/
	29	30		\$		\$		\$	
	29	32		\$		\$		\$	
	30	30		\$		\$		\$	
	30	32		\$		\$		\$	
	30	34		\$		\$		\$	
	32	30		\$		\$		\$	
	32	32		\$		\$		\$	
	32	34		\$		\$		\$	

34	32	\$		\$		\$	
34	34	\$		\$		\$	
34	36	\$		\$		\$	
36	32	\$		\$		\$	
36	34	\$		\$		\$	
36	36	\$		\$		\$	
38	32	\$		\$		\$	
38	34	\$		\$		\$	
38	36	\$		\$		\$	
40	32	\$		\$		\$	
40	34	\$		\$		\$	
40	36	\$		\$		\$	
42	32	\$		\$		\$	
42	34	\$		\$		\$	
42	36	\$		\$		\$	
44	32	\$		\$		\$	
44	34	\$		\$		\$	
44	36	\$		\$		\$	
46	32	\$		\$		\$	
46	34	\$		\$		\$	
46	36	\$		\$		\$	

**22. Coat, denim blue** 100% cotton denim or orange shell, acrylic/poly blanket lining, hip length, four front pockets, machine washable  
**Denim or Orange** corduroy collar. Screen print on back "JAIL/Work/Crew" (3 lines)

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
46-48		\$		\$		\$	
50-52		\$		\$		\$	
54-56		\$		\$		\$	
58-60		\$		\$		\$	

**23. EVA Step-In Shoe** One Piece molded shoe, 100% EVA, slip resistant, tear resistant. Non-skid, non-marking outsole - ORANGE

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
Small		\$		\$		\$	
Medium		\$		\$		\$	
Large		\$		\$		\$	
X-Large		\$		\$		\$	
2X-Large		\$		\$		\$	
3X-Large		\$		\$		\$	

**23. Plain Toe Boots** PU Upper, Laces, No Eyelets, No Shank, No Metal, Rubber Outsole, Slip Resistance, Mark Resistance, Oil Resistance

	Item #	Price	Per/each	Price	Per/doz	Price	Per/
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7		\$		\$		\$	
8		\$		\$		\$	
9		\$		\$		\$	
10		\$		\$		\$	
11		\$		\$		\$	
12		\$		\$		\$	
13		\$		\$		\$	
14		\$		\$		\$	

## SCHEDULE OF PRICES - PERSONAL HYGENE PRODUCTS

1. Comb	5" black pocket style	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
2. Femine Hygene Pads	Beltless maxi-pads with adhesive strip, powder free, individually wrapped	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
3. Disposal Bags	Paper disposal bags for feminine hygene products	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
4. Razor	Orange handle, single stanless steel blade, removable safety cap.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
5. Soap, bar	Unwrapped, antibacterial/deodorant, .5oz bar	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
6. Soap, individual packet	All-in-one packet, soap/shampoo, liquid, single use	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
7. Toothbrush, security Ultra-flex Thumb	Thumb style, ultra-flex security	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	
8. Toothbrush, short handle	2"-3" handle, ivory or orange color.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

<b>9. Toothpaste</b>	Maximum security clear gel with flouride, with or without mint flavor, .85 oz clear tube.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

<b>10. Finger nail clippers</b>	Finger nail clippers without file.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

<b>11. Toe nail clipper</b>	Toe nail clippers without file.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

<b>12. Tweezers</b>		Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

<b>13. Disposable Briefs</b>	Unisex sizing, machine washable, white.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		Regular	\$		\$		\$	
		X-Large	\$		\$		\$	

<b>14. Nitrile Gloves</b>	Powder free, non-sterile	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		Small	\$		\$		\$	
		Med	\$		\$		\$	
		Large	\$		\$		\$	
		X-Large	\$		\$		\$	

<b>15. Deodorant</b>	Maximum security stick deodorant, .5oz, alcohol free, clear.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

## SCHEDULE OF PRICES - MISCELLANEOUS ITEMS

1. Blanket, Security	Minimum size 54" x 80", made with 1" box stitches, quilted, flame resistant and water resistant. Machine washable. Green or Black color.																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$								
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	
2. Blanket, Polyester	Minimum size 66" x 90", woven polyester or polyester blend, machine washable, overstitched ends, fire retardant. Gray or blue color.																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$								
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	
3. Mattress with built-in pillow, security clear	Size 30" x 75" x 4" (pillow end to measure 5") - <b>Clear flame resistant vinyl</b> , bacteria resistant. Core to be made of 100% polyester batting, fire resistant, mildew and moisture resistant.																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$			\$		\$		\$	
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	
	\$		\$		\$																	
4. Smock, security	Made with 1" box stitches, quilted, flame resistant and water resistant. Machine washable. Hook and loop velcro closures on the shoulders and bottom. Green or black color.																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$			\$		\$		\$	
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	
	\$		\$		\$																	
5. Towel	20" x 40", white, economy grade (4.5 lbs. Per doz), 100% cotton.																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$								
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	
6. Washcloth, white	12" x 12", white, economy grade																					
	<table><tr><td>Item #</td><td>Price</td><td>Per/each</td><td>Price</td><td>Per/doz</td><td>Price</td><td>Per/</td></tr><tr><td></td><td>\$</td><td></td><td>\$</td><td></td><td>\$</td><td></td></tr></table>	Item #	Price	Per/each	Price	Per/doz	Price	Per/		\$		\$		\$								
Item #	Price	Per/each	Price	Per/doz	Price	Per/																
	\$		\$		\$																	

7. Washcloth, brown	12" x 12", brown, economy grade	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

8. Sheets	54" x 90" flat white sheet. Poly/cotton blend.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

9. Pencil, golf	3" pre-sharpened pencil without eraser	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

10. Pencil, security	Flexible, soft rubber pencil	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

11. Pen, security	Flexible, soft rubber pen, black ink	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

12. TranzPort Hood	No straps or ties, one size, deters spiting and biting.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

13. Basketball	Indoor/outdoor, official size.	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

14. Volleyball	Official size & weight	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

  

15. Soccer ball	Official size & weight	Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

16. Playing cards	Plastic coated playing cards						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

17. Chess	Full size board and 32 pieces.							
		Item #	Price	Per/each	Price	Per/doz	Price	Per/
			\$		\$		\$	

18. Checkers	Full size board and 25 pieces.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

19. Monopoly game	Original "Monopoly" Board game.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

20. Uno cards	Original "UNO" card set.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

21. Connect 4 game	Original "Connect 4" game or similar game. (Specify if game is not Original)						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

22. Dominos	Plastic pieces, double 6 dominos, minium 28 pieces per set.						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

23. Phase 10 Card game	Original "Phase 10" card set						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

24. Laundry Soap, ALL	Single load 2 oz packets. ALL brand, Phosphate-free, Biodegradable						
	Item #	Price	Per/each	Price	Per/doz	Price	Per/
		\$		\$		\$	

## **BID RESPONSE**

**Closing Date:** Bids will be received until 2:00 p.m. CDT on the scheduled closing date. The online bid portal will not accept any new bids after this time.

**Signature of Bids:** Each bid must show in the space provided the complete business or mailing address of the bidder and must be signed by him/her with his/her usual signature.

**Withdrawal of Bids:** Bids already submitted may be withdrawn upon proper identification of bidder and provided request is received prior to time of closing. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal after the time set for closing of bids.

**Register Your Company:** For a *mandatory* pre bid meeting, you *must* be registered in our bid portal for us to record you as an attendee. If you are not marked as attended, the system will not allow you to download a bid. It will also stop you from downloading your bid if you are not registered. Also, you will need to subscribe to the bid types you can provide. The portal will automatically send you bid requests for those items/services in the future.

**Please Submit Your Bids Early:** In case you have problems getting your bid to download and need assistance, we suggest you do not wait until the last minute. Our system will not allow any bids to be downloaded after 2:00 pm. If your pricing changes, you can replace your bid in the system any time before the 2:00 closing.

**Bid Openings:** All bids submitted before the specified bid closing time shall be opened and properly recorded on the bid tabulation sheet. Subsequent to the bid opening, all bids shall be thoroughly evaluated and a determination made as to their compliance with applicable specifications. The appropriate County department head shall make this determination. Upon completion of the above determination, an analysis of all bids submitted shall be prepared and formally presented to the Board of County Commissioners for acceptance and approval of the lowest and/or best bid. The Board of County Commissioners reserves the right to accept or reject any and/or all bids and to waive any irregularities or informalities therein.

**Notice to Successful Bidders:** The successful bidder will be notified by email or telephone as soon as possible after bids have been opened, tabulated, and analyzed.

**Notice to Unsuccessful Bidders:** Unsuccessful bidders will not be notified.

## **TERMS AND CONDITIONS**

In the event that goods or services delivered by the vendor are unsatisfactory and remain unsatisfactory after a notice and an opportunity to correct the deficiencies, the County reserves the right to purchase substitute goods or services from the other bidders.

Shawnee County reserves the right to negotiate separately with any vendor after the opening of this RFQ when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counteroffer on the part of the County.

Shawnee County interprets the term “lowest responsible and best bidder” as requiring Shawnee County to:

- A. Choose between the kinds of materials, goods, wares, or services subject to the proposal, and
- B. Determine which proposal is most suitable for its intended use or purpose. Shawnee County can consider among other factors such things as labor cost, service and parts availability and maintenance costs of items upon which proposals are received. Shawnee County can determine any differences or variations in the quality or character of the material, goods, wares or services performed or provided by the respective vendors.

Shawnee County will award the bid. If the successful vendor refuses or fails to make deliveries of the materials/services within the times specified in the RFQ, purchase order or contractual agreement, Shawnee County may by written notice, terminate the contract OR purchase order. The successful vendor will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.

The vendor hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this RFQ, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements and conditions of the RFQ, and documents. The vendor further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope for the project as aforesaid.

Shawnee County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee the information will not be made public. As a governmental entity, Shawnee County is subject to making records available for disclosure pursuant to the Kansas Open Records Act. Any confidential or proprietary information should be clearly marked.

Shawnee County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A.79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.

The vendor certifies that this proposal is submitted without collusion fraud, or misrepresentation as to other vendors, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.

This RFQ, responses thereto and any contract documents will be governed by the law of the State of Kansas. Any dispute arising out of the same will be litigated only within the courts of the State of Kansas.

Vendor agrees that all data, documents, and information, regardless of form that is generated as a result of this RFQ are the property of Shawnee County. The County shall not be liable to reimburse any vendor for the costs of creating, compiling or delivering the same to the County.

By submission of a response, the proposer agrees that at the time of submittal, it: 1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of proposer's services, or 2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Board of Shawnee County Commissioners of the County of Shawnee, Kansas. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County may reject their proposal at its sole discretion.

No gifts or gratuities of any kind shall be offered to any County employee at any time.

The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing.

The County is exempt from the payment of Federal and excise taxes and from Kansas sales tax.

Vendor credit agreements are prohibited. Unless otherwise stated in this document, payment will be made from vendor-submitted invoice(s) via ACH transfer, check, or credit card, net 30 days. Shawnee County will not complete any credit application or agree to credit terms supplied by vendor.

**Nondiscrimination:** Shawnee County is committed to the concept of equal employment opportunity. All bidders and contractors are expected to comply with the provisions of K.S.A. 44-1030 and 44-1031, copies of which are attached and shall be a part of this contract and other applicable Federal and Kansas laws governing equal employment opportunity.

In accordance with K.S.A 44-1030, vendor hereby agrees to the following:

- A. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability.
- B. In all solicitations or advertisements for employees, he or she will include the phrase, "Equal Opportunity Employer", or a similar phrase to be approved by the Kansas Commission on Human Rights.
- C. If he or she fails to comply with the manner in which he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Shawnee County, Kansas.
- D. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Shawnee County, Kansas; and,

- E. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor of vendor.

**Provisions of K.S.A. 44-1030 Statute:**

Mandatory provisions applicable to contracts of the state and other political subdivisions; cancellation, when; application to subcontract; non-application to certain contract. (a) Except as provided by subsection (c) of this session, every contract for or on behalf of the state or any county or municipality or other political subdivision of the state or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission.
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1032, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, whole or in part, by the contracting agency.
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.
5. The contractor shall include the provisions of paragraphs one (1) through four (4) inclusively of this sub-section (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. (b) The Kansas commission on civil rights shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas act against discrimination. (c) The provisions of this section shall not apply to a contract entered into by a contractor: (1) Who employs fewer than four (4) employees during the term of such contract; or (2) Whose contracts with the governmental entity letting such contract cumulatively total five thousand dollars (\$5,000) or less during the fiscal year of such governmental entity.

**Provisions of K.S.A. 44-1031 Statute:**

Same; personnel to be used in performing contracts; reports; non-application to certain contractors. Every person, as defined in subsection (a) of K.S.A. 44-1002, who wishes to enter into a contract which is covered by the provisions of K.S.A. 44-1030 shall upon request of the commission, inform the commission in writing of the manner in which such person shall recruit and screen personnel to be used in performing the contract. The report shall be made on forms to be supplied by the commission. The provisions of K.S.A. 44-1030 and of this section shall

not apply to any contractor who has already complied with the provisions of such sections by reason of holding a contract with the federal government or a contract involving federal funds.

History: L.1972, ch.184, & 15; L. 1975, ch. 264, & 8; L. 1977, ch. 183, & 2; July 1.

**All questions regarding this bid should be posted on the online Electronic Bid System.**

**For problems with the online Electronic Bid System, please contact:**

Michele Hanshaw, Purchasing Specialist

e-mail: [Michele.Hanshaw@snco.us](mailto:Michele.Hanshaw@snco.us) phone: (785) 251 – 4039

**The undersigned agrees with all terms and conditions stated above:**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_