



**UNIFORMS  
REQUEST FOR BID**

Duckett Creek Sanitary District (the District) is soliciting competitive bids from qualified vendors to provide Uniforms. The vendor must guarantee the bid prices for a period of one year on an as needed basis in accordance with specifications. The term of the agreement shall be a one-year period with the option to renew for two (2) additional one-year extensions under the same terms and conditions. The District reserves the right to terminate the agreement thirty (30) days after providing written notification to the successful bidder.

## 1. INSTRUCTION TO BIDDERS

### 1.1 BID DELIVERY, INQUIRIES AND CLARIFICATIONS

One (1) signed original quote must be received either via email to [submittals@duckettcreek.com](mailto:submittals@duckettcreek.com) or in an envelope marked “Uniforms Bid” dropped off at our office or mailed to Duckett Creek Sanitary District, Attn: Sarah Beckmann, 3550 Hwy K, O’Fallon MO, 63368.

For any questions, please contact **Sarah Beckmann** at [beckmann@duckettcreek.com](mailto:beckmann@duckettcreek.com). All questions must be received no later than **2:00 pm (CST) on Tuesday, February 18, 2025**. Any questions received after this deadline may not be answered.

### 1.2 ESTIMATED SCHEDULE

Publication of RFB: **February 4, 2025**

Bid Due Date and Time: **2:00 pm (CST) on Friday, February 28, 2025**

## 2. TERMS AND CONDITIONS

- The District reserves the right to reject any and all bids, or parts of a bid, and waive technicalities and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges shall be included in the Freight on Board (F.O.B.) destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to the District and must be excluded.
- The District complies with all federal, state and local laws and regulations.
- Bidders are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids.
- All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections printed or typed adjacent and must be initialed in ink by the person signing the bid.
- Bids received after the designated time of the receipt of the bids will be considered as “No Bid” and “Void” and will not be considered.
- The District reserves the right to defer the acceptance of any bid and the execution of a Contract for a period not exceeding one hundred twenty (120) days after the date of bid opening.
- Bids will be evaluated based on the lowest responsive and responsible vendor complying with all of the provisions of the solicitation, provided the quote is reasonable, and it is in the best interest of the District to accept it.

## 3. INTRODUCTION

### 3.1 SPECIFICATION

The District is looking to do a direct purchase of uniform items. Any other services such as washing, rental program, etc. are not required nor needed. This information is provided for illustrative purposes only, and the District does not guarantee any minimum order quantities or annual spend amounts. **All pricing submitted on the Bid Form provided shall include the uniforms, embroidery/screen printing and delivery.** The District will not pay any shipping or delivery charges when submitted with invoices.

The bidder shall provide the following information with their bid submission: detailed information and examples of order forms, return policy, invoicing, etc.

The District will not accept inferior products. The District may request samples of uniforms prior to the award of bid. If after the award of bid, the uniforms being supplied are not of the quality and specifications requested, the District has the opportunity to end the contract and consider other vendors. No substitutions shall be allowed, unless approved by the District.

**T-shirts need to be silkscreened, and the other garments need to be embroidered.** A sample of garments is attached in Appendix A. All dress shirts, pullovers and jackets are embroidered with the logo as well as the first name of the employee. Supervisors will also have their titles embroidered below their name. For the embroidery, we currently use Upper/Lower Script for the font and Imperial Blue for the font color. Embroidery should match the print versions of the logo as close as possible in terms of letter and shape thickness, etc.. The District will require sew-out samples of the District logo to ensure that the embroidery for clothing matches the print version of the logo as close as possible before moving forward with the vendor created orders. Samples will be reviewed for consistency, color, size and quality. The District may add and/or delete logos through the term of any contract. All set-up fees should be included on the Bid Form.

The awarded vendor shall provide uniforms for employees to try on, or fitting services, within St. Charles County. The District employees must be given the opportunity to be able to determine fit prior to placing orders for uniforms.

## UNIFORMS BID FORM

### Business Information

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Federal Tax ID: \_\_\_\_\_

### Price Description:

The form with last years' usage is attached in Appendix B. The quantities may/will change. The annual estimated usage is for informational purposes only.

	Description	Unit Cost S-XL (or indicate other sizing if applicable)	Unit Cost 2X (or indicate other sizing if applicable)	Unit Cost Above 2X (or indicate other sizing if applicable)
1	L/S* Orange Cotton T-Shirt with Pocket	\$	\$	\$
2	L/S Tan Cotton T-Shirt	\$	\$	\$
3	S/S Tan Heavy-Weight Cotton T-Shirt with Pocket	\$	\$	\$
4	S/S Tan Regular-Weight Cotton T-Shirt with Pocket	\$	\$	\$
5	S/S Orange Regular-Weight Cotton T-Shirt with Pocket	\$	\$	\$
6	S/S Tan Poly/Cotton Blended T-Shirt	\$	\$	\$
7	L/S Tan Poly/Cotton Dress Uniform Shirt with Flap Pockets	\$	\$	\$
8	S/S Tan Poly/Cotton Dress Uniform Shirt with Flap Pockets	\$	\$	\$
9	S/S Tan Cotton Polo	\$	\$	\$
10	Navy Poly/Cotton Uniform Pant	\$	\$	\$
11	Navy Poly/Cotton Cargo Style Uniform Pant	\$	\$	\$
12	Orange Hooded Pullover Fleece Sweatshirt	\$	\$	\$
13	Black Hooded Pullover Fleece Sweatshirt	\$	\$	\$
14	Black Front Full-Zip Hooded Sweatshirt	\$	\$	\$

15	Orange Front Full-Zip Hooded Sweatshirt	\$	\$	\$
16	Black Quilt-Lined Hooded Canvas Work Jacket	\$	\$	\$
17	Brown Uniform Belt 1 ¼"	\$	\$	\$
18	Black Uniform Belt 1 ¼"	\$	\$	\$
19	Navy Team Jacket (no collar)	\$	\$	\$
20	Navy Slash Jacket (with collar)	\$	\$	\$
21	Black Insulated One-Piece COVERALL	\$	\$	\$
22	Black Insulated Bib Overall Zip Leg-to-Hip	\$	\$	\$

\* L/S: Long Sleeve, S/S: Short Sleeve

Cost for Embroidery (2-colors: green and blue) \$ \_\_\_\_\_

Cost for Silkscreen Only on T-Shirts (2-colors: green and blue) \$ \_\_\_\_\_

Set-up Fees for the District Logos \$ \_\_\_\_\_

The District is very interested in being able to have each employee's garments bundled, labeled and shipped together. If this delivery feature is available, please list the price per employee below. If pricing for this type of delivery or if similar or alternate delivery options are available, please provide pricing on a separate page if it is not per employee.

Delivery Price per Employee \$ \_\_\_\_\_

**Acknowledgement**

The undersigned offers to furnish and deliver the articles or services as specified, at the prices and terms stated, and in accordance with the specifications, instructions and general conditions of this "Request for Bid" which have been read and understood, and all of which are made part of this order. The undersigned takes responsibility for obtaining and reviewing all quote addenda and including same in the preparation and pricing of their bid response.

Authorized Representative (Signature): \_\_\_\_\_

Type or Print Signed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

APPENDIX A



**APPENDIX B**

<b>Description</b>	<b>Ordered</b>
L/S Orange Cotton T-Shirt with Pocket	20
L/S Tan Cotton T-Shirt	24
S/S Tan Heavy-Weight Cotton T-Shirt with Pocket	0
S/S Tan Regular-Weight Cotton T-Shirt with Pocket	59
S/S Orange Regular-Weight Cotton T-shirt with Pocket	90
S/S Tan Poly/Cotton Blended T-Shirt	30
L/S Tan Poly/Cotton Dress Uniform Shirt with Flap Pockets	5
S/S Tan Poly/Cotton Dress Uniform Shirt with Flap Pockets	21
S/S Tan Cotton Short Sleeve Polo	28
Navy Poly/Cotton Uniform Pant	22
Navy Poly/Cotton Cargo Style Uniform Pant	66
Orange Hooded Pullover Fleece Sweatshirt	9
Black Hooded Pullover Fleece Sweatshirt	23
Black Front Full-Zip Hooded Sweatshirt	14
Orange Front Full-Zip Hooded Sweatshirt	6
Black Quilt-Lined Hooded Canvas Work Jacket	5
Brown Uniform Belt 1 ¼"	11
Black Uniform Belt 1 ¼"	11
Navy Team Jacket (no collar)	3
Navy Slash Jacket (with collar)	4
Black Insulated 1-Piece COVERALL	1
Black Insulated Bib Overall Zip Leg-to-Hip	4

## **LIABILITY AND INSURANCE REQUIREMENTS**

The vendor shall assume all risk and liability for accidents and damages that may occur to persons or property during the execution of work under this agreement. The vendor shall file with Duckett Creek Sanitary District a certificate of insurance evidencing the following coverage(s) together with a copy of the required endorsement prior to commencement of any work.

a. Workers Compensation Employer's Liability and Professional Liability:

Statutory Workers Compensation limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employer's Liability in an amount of no less than \$1,000,000. In addition, professional liability, also known as errors and omissions coverage, in the amount of \$1,000,000 is required.

b. Automobile, General liability and Property Damage:

The Consultant shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract:

- \$3,000,000 for bodily injury and property damage per occurrence for automobile and general liability. This combined single limit of \$3,000,000 can be accomplished through the use of a combination of primary and umbrella coverage.
  - Automobile coverage must include non-owned vehicles.
  - The Automobile & General Liabilities policies shall be endorsed to include the District as an additional insured and provide for 30 days advance written notice of any material change.
- c. A Waiver of Subrogation in favor of the District shall be endorsed on each of the policies.
- d. The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the District.
- e. It shall be the contractor's responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.

## **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED (MISSOURI REVISED STATUTES SECTION 285.530)**

As a condition for the award of any Contract or grant in excess of five thousand dollars by Duckett Creek Sanitary District to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with Duckett Creek Sanitary District shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Bidder shall email, drop-off or mail the notarized affidavit and E-Verify MOU signature page **prior to award of Contract** to:

Duckett Creek Sanitary District  
Attn: Sarah Beckmann  
3550 Hwy K  
O'Fallon, Missouri 63368

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for one year from the date of the notarized affidavit. Please contact our office if you need assistance with the 1) E-Verify notarized affidavit or 2) E-Verify MOU signature page.

**PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the **E-Verify Memorandum of Understanding**, completed and signed by the Contractor, and the Department of Homeland Security-Verification Division. The online address to enroll in the E-verify program is: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**AFFIDAVIT OF WORK AUTHORIZATION**

The Contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (name of Business Entity Authorized

Representative) as \_\_\_\_\_ (Position/Title) first being duly

sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the service related to contract(s) with the district for the duration of the contract(s), if awarded in accordance with

subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

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

\_\_\_\_\_  
Authorized Representative's Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

Subscribed and sworn to me this \_\_\_\_\_ (day) of \_\_\_\_\_ (month/year).

I am commissioned as a notary public within the County of \_\_\_\_\_, \_\_\_\_\_ (County/State) and my commission expires on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date