



Rockingham County
Engineering & Maintenance Services
116 North Road — Brentwood, NH 03833-6614
Telephone: 603 679-2256, ext. 9150
Fax: 603 679-9380
www.co.rockingham.nh.us

REQUEST FOR PROPOSAL
Institutional Products/Linens
23 July 2018

You are hereby invited to submit a sealed proposal to enter into a contract for the purpose of supplying institutional products/linens for the Rockingham County Department of Corrections and the Rehabilitation & Nursing Center, located at the Rockingham County Complex, in Brentwood, NH.

Please specify if you interested in entering into a one or two year contract.

Rockingham would like awarded vendors to extend the contract pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham. Please specify if this is something you would be willing to do.

The technical specifications and the information necessary to complete the proposal(s) are listed in Attachments "A & B" of this Request for Proposal.

Questions on bidding procedures can be directed to the Commissioner's Office at (603) 679-9350. Questions on the specifications of the Request for Proposal may be addressed to Jude Gates, Director of Facilities, Planning & IT at 603-679-9375, jgates@co.rockingham.nh.us. Questions on product specifications may be directed to individual departments as noted in Attachment "B".

Proposal Instructions:

Two (2) copies of the proposal should be submitted in a **sealed envelope** marked "RFP-Institutional Products/Linens" and addressed and delivered to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Monday, 20 August, 2018** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked "RFP-Institutional Products/Linens". An electronic copy of the proposal via thumb drive submitted with your sealed proposal will be accepted. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings:

Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on Wednesday, 22 August, 2018 at 10:00am. Proposals will be taken

under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://www.rockinghamcountynh.org>

RFP Prices:

RFP prices are to remain in effect for a period of forty five (45) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/ Rockingham County shall have the option of canceling the proposal.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal

injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance:

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. The insurance certificate submitted **must** show the certificate holder as:

The Rockingham County
119 North Road
Brentwood, N.H. 03833

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A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,



Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT

ATTACHMENT A

ROCKINGHAM COUNTY SPECIFIC REQUIREMENTS

I. General Requirement for Proposing and Instructions to Providers

A. INTRODUCTION AND BACKGROUND

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, Rehabilitation and Nursing center, and a correctional facility.

Rockingham is seeking written proposals from qualified professionals to enter into one or two year contract with the purpose of supplying such materials as noted in Section B.

Rockingham would like awarded vendors to extend the awarded pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham.

B. SPECIFICATIONS

You are hereby invited to submit a sealed proposal for the supply only of institutional products/linens as specified in Attachment "B" for each individual department involved.

Pricing shall include delivery cost to Brentwood, NH.

Pricing will commence on 01 September, 2018, and remain firm through the end of the contract.

Each Department shall be responsible for placing their own orders on an as needed basis throughout this period, delivery and invoicing shall be directed separately to each department as noted on Attachment "B".

Please specify if you would be willing to extend the awarded pricing to our local town offices, SAU school districts etc., located within the County of Rockingham.

General

Please provide as part of your proposal samples as requested and specifications for all products quoted.

C. NOTICE

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate, but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT
Rockingham County Complex
116 North Road
Brentwood, NH 03833
(603) 679-9375

D. PREPARATION OF PROPOSALS

Following the review and screening of all proposals, providers may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham.

E. DELIVERY OF PROPOSALS

Your written proposal must be received by Rockingham County no later than 3:00 p.m., Monday 20 August, 2018, addressed and delivered to the attention:

Board of Rockingham County Commissioners
119 North Road
Brentwood, NH 03833
"RFP –Institutional Products/Linens"

F. ADDITIONAL TERMS AND CONDITIONS

1. Rockingham County may award the contract to multiple providers.
2. Any changes to the above Specifications shall meet the approval of the Board of Rockingham County Commissioners.
3. Should you have any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal. Upon satisfactory completion of the above noted work, payment is subject to the County's standard accounts payable process.

ATTACHMENT B

Any questions on specific products, please contact the person noted for each individual department.

***Bill and Ship to:**

Rockingham County Department of Corrections
99 North Road
Brentwood, NH 03833

Contact: Jayne Jackson (603) 679-2256 ext. 9451
E-mail: jjackson@co.rockingham.nh.us

Proposal prices are to remain firm effective 01 September, 2018 through the end of the contract whether it be a one or two year contract. Supplies may be ordered as needed for the period of the contract. Prices are to include shipping and handling to Brentwood, NH. Orders guaranteed to be delivered within 60 days of Purchase Order receipt.

We supply an inmate population of up to 250.

Send Samples

Colors needed (unless noted): Red, Navy, Orange, Khaki Tan, and Spruce/Forest Green

Part No.	Description
	Institutional Trousers (Size S, M, L, XL, XXL) No Pockets, Elastic Waistband, no drawstring, hemmed bottoms, pull-on style, perm-press, industrial/cotton/poly blend (SEND SAMPLE) – Stenciled on LEG “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional Trousers (Size 3XL, 6XL, 8XL) No Pockets, Elastic Waistband, no drawstring, hemmed bottoms, pull-on style, perm-press, industrial/cotton/poly blend (SEND SAMPLE) – Stenciled on LEG “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional V-Neck Shirt (Size L, XL, XXL) Raglan short sleeves, hemmed sleeves and bottoms, one breast pocket, per-press, industrial/cotton/poly blend (SEND SAMPLE) – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional V-Neck Shirt (Size 3XL, 6XL, 8XL) Raglan short sleeves, hemmed sleeves and bottoms, one breast pocket, per-press, industrial/cotton/poly blend (SEND SAMPLE) – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional Jumpsuit, Orange (Size L, XL, 2XL) Industrial finish cotton/polyester blend, perm press, one breast pocket, raglan short sleeve, elastic waistband, stainless steel snaps, hemmed sleeves and bottoms (SEND SAMPLE) – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – in black
	Institutional Jumpsuit, Orange (Size 3XL, 4XL 6XL, 8XL) Industrial finish cotton/polyester blend, perm press, one breast pocket, raglan short sleeve, elastic waistband, stainless steel snaps, hemmed sleeves and bottoms (SEND SAMPLE) – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – in black
	Gym Shorts (Size M, L, XL, 2XL) Cotton/polyester blend, permanent press, pull-on style, elastic waistband gym shorts (SEND SAMPLE)
	Men’s Briefs (Size M, L, XL, 2XL) White Polyester/Cotton (irregular okay) (SEND SAMPLE)

Part No.	Description
	Woman's Panties (Size S, M, L, XL, 2XL White Polyester/Cotton (irregular okay) (SEND SAMPLE)
	Women's Sport Bras, White (Size M, L, XL, 2XL, 3XL) – qty. 12/pkg.
	Tube Socks: 80% Cotton, 20% Polyester (SEND SAMPLE)
	Sweatshirts (Size XL, 2XL, 3XL) – Spruce/Forest Green - Stenciled on BACK "ROCKINGHAM COUNTY DOC" – in black Crew Neck, raglan sleeves, 50/50 blend medium weight
	Bathrobe, lightweight, cotton polyester blend, one pocket, one size fits all (SEND SAMPLE)
	Work Coats (Size 36,38,40,42,44,46,48,50,52) – Brown and Denim 100% heavyweight cotton outer shell, shrink resistant blanket linings, brass button front, and machine washable (SEND SAMPLE)
	Hats: Watch Caps, high bulk acrylic yarn – Orange and Navy only
	Thermal Drawers (Size L, XL, 2XL, 3XL, 4XL) – White Only 50% cotton/ 50% polyester blend, guaranteed not to shrink out of size, reinforced flat seamed construction (SEND SAMPLE)
	Velcro Canvas Shoes (Size 8,9,10,11,12,13,14) – White Only Men's Velcro low top canvas shoes, all plastic loopholes, canvas uppers, full cushion insoles, non-marking rubber soles. (SEND SAMPLE)
	Black Leather Work Boots (Size 8,9,10,11,12,13,14) – Black only Plain leather toe, pvc sole, full cushion insole, 10 eyelets, 6" height (SEND SAMPLE)
	Laundry Bags – 30"x40" – white, red, blue, yellow Laundry Net bags, 100% polyester net – heavy weight (SEND SAMPLE)
	Bath Towels, Turkish – White 24"x48" 100% Cotton, 8lb 24x48 (irregular okay) by the bale
	Thermal Blankets – Blue 62x90 (SEND SAMPLE)
	Wool Blankets – Gray 62x80 (SEND SAMPLE)
	Sheets – White 54x90 (irregular okay) (SEND SAMPLE)
	Pillow Cases – White Standard size (irregular okay) (SEND SAMPLE)
	Pillows – Standard size staph check 20x26
	Mattresses – Polyester – 25x75x4

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 Attachment "B"
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Bill and Ship to:

Rockingham County Rehabilitation & Nursing Center
 117 North Road
 Brentwood, N.H. 03833

Environmental Services

Contact: William Connolly (603) 679-5335 ext. 9323
 E-mail; wconnolly@co.rockingham.nh.us

Product Description	Estimated Annual Usage	Product No.	Price Quoted
Hand Towels / 1888 mills 16273BLVD 16 x 27 / 3 lbs. / white / 86/14 blend Or international 16 x 27 / 3 pound / 86/14 12S yarns domestic quality box packaging	250 dozen		
Bath Towels / 1888 mills 2040BLVD 20 x 40 / 5.5 pounds / white/86/14 blend Or international 20 x 40 5.5 pounds, 86/14 12S yarns domestic quality, box packaging	30 dozen		
Wash Cloths / 1888 mills 12121BLVD 12 x 12 / 1 lb. white 86/14 blend or International 12 x 12 1 lb. 86/14 12S yarns domestic quality box packaging	2000 dozen		
Flat Sheets Thomaston or 1888 mills 66 x 104 / percale 50/50 / T180 / white / domestic or international – 66x104 T-180 single pick construction, 55/45 blend, crease resistant finish, ring spun yarns, tuck selvages white percale sheets	40 dozen		
Draw Sheets Thomaston or 1888 mills 54 x 81 white percale 50/50 / T180 / Domestic or White Atlas 55/45 – T180 or equal	40 dozen		
Pillow Cases Thomaston or 1888 mills 42 x 34 white percale 50/50 / T180 / Domestic or White Atlas 55/45 – T180 or equal	60 dozen		
Patient Gowns 62" sweep / 46" length overlap Tie / print	50 dozen		
Bed Pads 36 x 36 / Quilted Brushed Poly Face, Rayon soaker Heavy weight Vinyl Barrier / Submit sample	80 dozen		

Product Description	Estimated Annual Usage	Product No.
Fitted sheets – 36x81x14 19 oz. knitted fitted sheet with green thread	30 dozen	
Patient Bibs Becks/ 18 x 34 / cotton white terry bib / Velcro close, submit sample	200 dozen	
Thermal Blankets – white, non-snag; 60 X 90 Domestic only	70 each	