



## **REQUEST FOR PROPOSALS**

**Solicitation No: 19-0029**

For the Provision of

**Uniform Rental and Laundry Services**

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RFP Closing (Due Date & Time):

**December 5, 2019 at 2:00 PM Pacific Time**

Issued by:

**Beaverton School District 48J**

**16550 SW Merlo Road**

**Beaverton, Oregon 97003**

**November 8, 2019**

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**REQUEST FOR PROPOSAL (RFP)**

Solicitation No: RFP 19-0029

**Summary**

The purpose of this Request for Proposals (Solicitation) is to obtain competitive Proposals from qualified Proposers interested in the provision of Uniform Rental and Laundry Services.

Interested Proposers must submit proposals via electronic email to [Contracts@beaverton.k12.or.us](mailto:Contracts@beaverton.k12.or.us)

**NOT LATER THAN:**

**SOLICITATION DUE DATE AND TIME (CLOSING):**

**December 5, 2019 at 2:00 PM Pacific Time**

No public opening will occur. Proposals will be opened and recorded. The number of Proposals received, the identity of Proposers, or the contents of any proposal will not be disclosed to the public until all proposals have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

**Proposers are solely responsible for ensuring that the Beaverton School District receives its Proposal.  
LATE PROPOSALS WILL NOT BE ACCEPTED.**

Prospective Proposers must register with ORPIN – <http://orpin.oregon.gov/> to obtain the solicitation documents.

**All questions and comments regarding this solicitation must be directed ONLY IN WRITING and submitted via email to Victoria Le, Senior Purchasing Agent, by email to: [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us)**

**PROPOSALS MUST BE PURSUANT TO THE PROVISIONS OF THIS SOLICITATION.**

**THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS.**

SECTION II – STATEMENT OF WORK  
Solicitation No: RFP 19-0029  
Uniform Rental and Laundry Services

**1. INTRODUCTION:**

This Solicitation is issued pursuant to ORS 279A, ORS 279B and the Oregon Attorney General Model Rules Divisions 46 and 47.

**2. DEFINITIONS:**

The term "District" or "Owner" throughout this document means the Beaverton School District (District). The term "Proposer" means the person or firm that submits a Proposal in response to this Solicitation. The term "Proposal" or "Offer" means a written response to provide Goods or Services in response to this Solicitation. "Closing" means the date and time specified in the Solicitation as the deadline for submitting Proposals. "Contractor", "Supplier", or "Provider" means the firm awarded a Contract as a result of this Solicitation.

**3. SOLICITATION REVIEW:**

Proposers must carefully review the Solicitation documents and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention in writing pursuant to QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST in Section III, protests or appeals based on such defects, ambiguities, omissions or errors received after issuance of the Notice of Intent to Award (NOI) may not be favorably considered.

**4. BACKGROUND:**

- a. The Beaverton School District encompasses approximately 57 square miles in northwestern Oregon in Washington County. The District, located in the Portland, Oregon metro area, is the third largest School District in Oregon.
- b. The Beaverton School District has approximately 4,600 employees. The District is responsible for educating approximately 40,860 students in kindergarten through grade 12 at thirty-four (34) Elementary Schools, eight (8) Middle Schools, six (6) High Schools, five (5) Options Schools, and nineteen (19) Options Programs.
- c. Potential work is to be performed on an as needed basis, or as otherwise directed, at these sites and any future properties or interests of the District.

**5. SCOPE OF WORK:**

The District is seeking the services of qualified firms for the provision of District-wide uniform, mats and garment rental laundry services.

**6. CONTRACT:**

The successful Proposer, selected by the District, will receive a Master Price Agreement. A sample is enclosed (see SECTION V - ATTACHMENTS).

- a. Proposers are advised to thoroughly review and familiarize themselves with the standard contract. Certain contract terms reflect state statute and District requirements. Any changes by a proposer to the Terms and Conditions must be submitted to and accepted by the District in writing prior to contract award or negotiations may be terminated and the District may open negotiations with a lower ranked proposer.
- b. The Contractor will be expected to promptly sign a contract including all standard and/or negotiated terms and conditions contained in the sample contract. The District will execute the Contract only after it has obtained all applicable required documents and approvals.

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**7. AMENDMENTS:**

The District may unilaterally amend the Contract resulting from this solicitation without additional competition.

**8. CONTRACT PERIOD/EXTENSION:**

- a. Selected Proposer will be issued a Contract effective upon full execution, through June 30, 2020.
- b. Should the District elect to extend the Contract for an additional one (1) year term, the District will send correspondence to the Contractor on or about two (2) months prior to Contract End Date for each consecutive contract period.
- c. The District may elect to extend the Contract for a total of four (4) one (1) year terms. In no event will the contract be extended beyond June 30, 2024.
- d. The Supplier's Pricing and Rates as proposed in their response to this solicitation must remain firm through June 30, 2020. Any changed rates must remain effective through June 30 of each contract period, when extended.
- e. Pricing/rates may be adjusted only once in any contract period and only with written agreement by the District. Prices/rates may be increased by not more than the CPI increase unless the contractor can effectively demonstrate an actual cost increase exceeding the CPI.

**9. CONTRACT ADMINISTRATOR:**

The Contract Administrator for this Master Contract will be the Purchasing Manager, or designee.

**10. DISTRICT REPRESENTATIVE:**

The District will assign a District Representative from each of the primary use divisions: Nutrition Services, Maintenance, Custodial Services, and Transportation Services.

**11. SOLICITATION SCHEDULE:**

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. The District reserves the right to deviate from this schedule.

**Solicitation Milestone**

Deadline for Questions  
Submit Proposals  
Contract execution

**Completion Date**

December 2, 2019 at 2:00 PM (PST)  
December 5, 2019 at 2:00 PM (PST)  
January 22, 2020

**12. CONTACT DURING SOLICITATION:**

Questions must be submitted in writing via email to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us) as indicated on the Summary page of this Solicitation. No other contact regarding this solicitation during the solicitation process is permitted. Unauthorized contact regarding this solicitation may subject the offender's Proposal to rejection.

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**1. PURPOSE AND INTRODUCTION:**

The District is seeking the services of qualified firms for the provision of District-wide uniform and garment rental and laundry services. Services consist of uniform, towels, oven mitts, hot pads, and other garment rental, weekly on-site pickup and delivery of laundered uniforms and other garments; towels, dust mops (with handles and frames), mats, oven mitts, and hot pads as required. These services must include all labor, materials, travel, fees, and equipment necessary to provide the services.

**2. PRODUCT SPECIFICATIONS:**

The following are examples of the items to be provided. Indicated sizes are approximate. Proposer must state on the Price Schedule submittal the brand, model, colors available and actual sizes offered that approximate the specified sizes.

- a. **Towels** (*provide a different color for each area, ex. yellow for Custodial, and white with green stripe for Nutrition Services*):
  - i. **Custodial:** 16" X 19", minimum 32 oz weight
  - ii. **Custodial Microfiber Towels:** 16" X 19"
  - iii. **Health Room Towels:** 13" X 13", minimum 32 oz weight (***needs to be clean and sanitized***)
  - iv. **Nutrition Services:** Terry cloth 15" X 14", minimum 32 oz weight
  - v. **Special Education Independent Skills Center (ISC):** 16" X 27", 32 oz weight
  - vi. **Transportation Glass Towels:** 12" X 24"
  - vii. **Transportation Terry Cloth Towels:** 12" X 24"
  - viii. **Transportation Shop Towels:** 12" X 12", red
  - ix. **Maintenance Shop Towels:** 8" X 8", red
- b. **Dust Mops:**
  - i. Synthetic, 100% nylon, non-treated, 24", 36", 48", 60"
  - ii. Dust Mop Handles: Comparable to AmSan "Swivel Snap #62720"
  - iii. Collapsible Frames
- c. **Fender Covers: Heavy duty Cloth to lay over a fender to protect the vehicle from grease, 4'X5'.**
- d. **Trousers:** Industrial, wrinkle resistant District staff must have the option of either:
  - i. 100%-cotton, or 65%-polyester/35%-cotton
- e. **Full Coverage Oven Mitt:** Must cover the entire hand and wrist
- f. **Oven Pad:** 11" X 8", 100% cotton, back hand strap
- g. **Floor Mats:** 3' X 5', 3' X 5' Scraper, 3' X 10', and 4' X 6'
- h. **Shirts:** Sizes Small – XXL, District staff must have the option of either:
  - i. Industrial, wrinkle resistant, long or short sleeve, 2-pocket work-shirts (100%-cotton, or 65%-polyester/35%-cotton), or
  - ii. Polo shirt, single pocket, short sleeve (100%-cotton, or 65%-polyester/35%-cotton)
- i. **Shop Coat:** Medium weight, permanently lined, slash pockets, offer 26" (regular), and 29" (tall) lengths
- j. **Shop Coveralls:** Industrial, wrinkle resistant, 100%-cotton, or 65%-polyester/35%-cotton
- k. **Wiper Bag:** Bag for holding used towels to be picked up for laundering
- l. **Bag Rack:** Rack for holding Wiper Bag

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**3. QUANTITIES:**

The District's requirements may increase or decrease, the District reserves the right to increase or decrease quantities at its sole discretion. The District must not be liable for any anticipatory inventories maintained by the Provider. Currently there are approximately 250 District employees utilizing these requested services at approximately 60 locations (estimate only, no minimum amount is guaranteed or implied). Certain locations may have more than one delivery point.

- a. Maintenance - 2180 SW 170th Avenue, Beaverton, OR 97003
  - i. **Shirts:** 100 staff members
  - ii. **Coveralls:** 25 staff members
  - iii. **Dust Mops:**
  - iv. **Cleaning Rag:**
  - v. **Special Education Independent Skills Center (ISC)**
  - vi. **Health Room Towels:**
- b. Custodial and Courier Services – multiple sites:
  - i. **Shirts:** 260 staff members
  - ii. **Coveralls:** 25 staff members
- c. Transportation – 1270 NW 167th Place Beaverton, OR 97006, and 10420 SW Allen Blvd Beaverton, OR 97005. Demand are on a weekly rotation basis. 5 changes per week.
  - i. **Fender Covers:** 4 covers
  - ii. **Shirts:** 7 staff members
  - iii. **Shop Coats:** 7 staff members
  - iv. **Shop Coveralls:** 9 staff members  
Provider will replenish weekly usage to always maintain the total towels needed on handed, as indicated below:
    - v. **Glass Towels:** 450 towels (12"x24", white)
    - vi. **Shop Towels:** 300 towels (18" X 20", red)
    - vii. **Terry Cloth Towels:** 500 towels (12" X 24", yellow or blue)
  - viii. **Trousers:** 7 staff members
  - ix. **Mats:** 3 (4x6)
- d. Nutrition Services – 52 school sites. Weekly demand is detailed in Exhibit B
  - i. **Terry Cloth Towels:** all sites
  - ii. **Floor Mats:** all sites
  - iii. **Oven Pads:** all sites
  - iv. **Oven Mitt:** sites as requested

**4. PROVIDER'S RESPONSIBILITIES:**

- a. General:
  - i. The Provider must supply a comprehensive price list of all the fees associated with Rental and cleaning services at the time of submission.
  - ii. The Provider must pick up all soiled specified items and deliver cleaned, sanitized, dried, and properly fitted items at each designated location once per week as further detailed in Exhibit B, District Weekly Estimated Usage. District will confirm designated location addresses once contract is awarded.
  - iii. Provider must replace any specified items with new as needed due to normal wear and tear at no additional charge to the District.
  - iv. Provider must replace any District owned item with comparable new item for any item lost or destroyed by Provider.

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- b. Delivery:
- i. All pick-ups and deliveries must be consistent and on the same day of each week except for District holidays. Deliveries around holidays must be made on a mutually agreed date.
  - ii. Proof of Delivery (POD) for specified items supplied must list the quantity picked up from each designated site, the quantity delivered, and must have the receiving agents' signature.
    - A. The receiving agent will perform a quick inspection on each delivery prior to signing the POD. The receiving agent's signature on the delivery ticket represents only the verification of quantity and does not signify acceptance of the items. The District will have until the end of the next working day to notify the Provider by phone or email of any items which are unacceptable due to a worn condition, excessive wrinkles, requested repairs that have not been completed, or poorly cleaned. The District reserves the right to deduct the rental cost for these items from the invoice.
    - B. If deliveries are made during mealtimes or times when receiving agents are otherwise unavailable to inspect or sign for the goods, the Provider must deliver the ordered goods into the appropriate designated area and acquire signatures for the proof of delivery; POD must be marked "Not Counted". In the event of any discrepancies between the delivery slip and the actual count of items delivered, the Provider shall be responsible by bearing the cost of the missing or damaged items, and sending replacement items within (1) one business day if it is determined the product is needed before the next scheduled delivery day.
    - C. Provider must have the receiving agent name printed and signatures on all POD documents.
  - iii. The pick-up and delivery must be made at each respective building location.
  - iv. The District will not pay fuel surcharges, travel time, or mileage charges.
- c. Other: Provider must:
- i. Deliver all invoices to Accounts Payable via email to [ap@beaverton.k12.or.us](mailto:ap@beaverton.k12.or.us) with the exception of Nutrition Services invoice email to [NS-Accounting@beaverton.k12.or.us](mailto:NS-Accounting@beaverton.k12.or.us). Each invoice must be sent as individual PDF files. **Proof of Delivery document is not substitute for invoice.**
  - ii. Provide weekly invoice, itemized by location and delivery dates for Nutrition Services and Maintenance/Custodial
  - iii. Implement quantity adjustments made by the District within two (2) delivery cycles.
  - ~~iv.~~ Provide new garments with proper fitting to new employees at the District's request.
  - v. New employees must be properly fitted within five (5) working days after notification that this service is needed.
  - vi. Label each garment with the employee name and location for easy identification.

**5. QUALITY OF SERVICE AND PRODUCTS:**

- a. Provider must make all reasonable efforts to avoid delays in pickup, delivery, proper fitting, or repairs of garments. Any delays must be communicated via phone to the District's designated staff as soon as known by the Provider.
- b. The appearance and function of products are very important.
  - i. A Provider must provide industry-standard for cleaning, sanitizing, dried, damage-free, unwrinkled, products at all times.
  - ii. Towels and garments must be laundered using hypo-allergenic detergents or cleaners which leave the product odor and irritant free.
  - iii. The Provider will replace rental towels or credit the District the towel rental fee for torn or worn out towels when they exceed:
    - A. (2) towels for locations whose weekly inventory is 50 towels or less.
    - B. (3) towels for locations whose weekly inventory 51 to 100 towels.
    - C. (4) towels for locations whose weekly inventory 101 to 150 towels.

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- D. (5) towels for locations whose weekly inventory 151 to 200 towels.
- E. (3) three percent of the total number of towels for locations whose weekly inventory is greater than 200 towels.
- iv. Products which cannot be repaired to a good, presentable condition must be replaced with new items at no additional charge to the District.
- v. Products rejected and requiring re-cleaning/re-pressing/repair/replacement must be returned to the District location at the next regular delivery at no cost to the District.
- vi. All other rental or District owned products received in an unacceptable condition must be replaced within (1) business day or another agreed upon time frame at no cost to the District.
- vii. District will require the Provider to develop and implement a mutually agreeable program which tracks and reports when and how product or delivery issues are reported and solved.

**6. DISTRICT OWNED PRODUCTS:**

The District reserves the right to purchase some of the products offered in this Solicitation. These products may not require weekly laundering as they may be rarely worn or used by District personnel (e.g. coveralls for a building custodian that only wears them once per month). Should the District purchase such items cleaning services only may be charged on an as needed basis.

**7. ADDITIONAL REQUIREMENTS:**

- a. **Background Checks.** All personnel on-site will be required to be badged and must be subject to a background check per District Standards. See sample Contract attached to this Solicitation.
- b. Contractor must employ only persons duly licensed by the State of Oregon to perform the Work required under this Contract for which applicable Oregon Law requires a license.
- c. Upon contract execution, all communications will need to be facilitated with District's designated staff. District will provide a list of contacts prior to start of service.



SECTION III – INSTRUCTIONS TO PROPOSERS  
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**1. PROPOSALS ARE OFFERS:**

A Proposal submitted in response to this Solicitation is the Proposer's offer to enter into a Contract.

- a. By signing and submitting a Proposal, the Proposer acknowledges it has read, understands and agrees to be bound by the terms and conditions contained in this Solicitation.
- b. The Proposal is a "firm offer" and must be held open by the Proposer for the District's acceptance for no less than sixty (60) days.
- c. The District's Award of a Contract constitutes acceptance of the Proposal and binds the Proposer to the Contract.
- d. The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.

**2. PROPOSAL PREPARATION:**

A Proposer must sign and submit its Proposal in accordance with the instructions set forth in this Solicitation. Failure to submit Proposals in accordance with the provisions of this Solicitation will be grounds to declare the Proposal as non-Responsive. Proposers must:

- a. Submit a complete Proposal (a Proposal that meets all requirements of this Solicitation);
- b. Provide the District with all required and requested documents and descriptive literature;
- c. Initial any corrections or erasures to their Proposal prior to Closing;
- d. Identify (on the Proposer Certification) whether the Proposer is/is not a "resident Proposer", as defined in ORS 279A.120(1);
- e. Provide (on the Proposer Certification) certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4); and
- f. Provide (on the Proposer Certification) Written acknowledgment of receipt of all Addenda.

**3. PROPOSAL SUBMISSION:**

- a. To ensure proper and quick submission, Proposals must be submitted via email to [contract@beaverton.k12.or.us](mailto:contract@beaverton.k12.or.us) with subject line title "RFP 19-0029 submitted by Proposer name"
- b. Proposal document must be in WORD or editable PDF format and pricing must be in Excel. The Proposal will not be accepted outside of the Proposal Submission Requirements as stated above.
- c. The District is not responsible for Proposals submitted in any manner, format or to any delivery point other than as required in this Solicitation.
- d. Proposers are solely responsible for ensuring that the District receives their Proposal prior to Closing.

**4. COOPERATIVE PROCUREMENT:**

This Solicitation is a Permissive Cooperative Procurement.

- a. Authorized Agencies may utilize a Permissive Cooperative Contract pursuant to ORS 279A.215.  
Generally:
  - i. Authorized Agencies may establish a Contract with the Supplier to purchase the Goods and Services awarded by this Solicitation;
  - ii. Authorized Agencies may not Materially Change or alter the terms, conditions, or prices from the Original Contract between the Supplier and the District.
- b. Proposers must state (on the Proposer Certification) that it will/will not extend the terms, conditions and prices to any Participating Agency that desires to establish a Contract awarded to the Supplier resulting from this Solicitation. Potential volumes of other agencies are not included in this Solicitation.

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**5. ADDENDA:**

- a. **Issuance; Receipt.** The District may change this Solicitation only by Written Addenda. A Proposer must provide written acknowledgement of receipt of all issued Addenda in the space provided on the Proposer Certification.
- b. **Notice and Distribution.** The District will publish notice of any and all Addenda on the ORPIN (Oregon Procurement Information Network) website. Addenda may be downloaded from the ORPIN website. It is the Proposers' responsibility to inquire about Addenda.
- c. **Timelines; Extensions.** The District will issue Addenda within a reasonable time to allow prospective Proposers to consider the Addenda in preparing their Proposal. The District may extend the Closing if the District determines prospective Proposers need additional time to review and respond to Addenda. Except to the extent required by public interest, the District will not issue Addenda less than 72 hours before the Closing unless the Addendum also extends the Closing.
- d. **Request for Change or Protest.** Unless a different deadline is set forth in the Addendum, a Proposer may submit a Written request for change or protest to the Addendum by the close of the District's next business day after issuance of the Addendum, or up to the last day allowed to submit a request for change or protest. If the date established in the previous sentence falls after the deadline for receiving requests for change or protests to the Solicitation Document, then the District may consider a Proposer's request for change or protest to the Addendum only, and the District will not consider a request for change or protest to matters not added or modified by the Addendum.

**6. QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST:**

Proposers may request changes or clarifications to, or protest, any provision, specification or Contract term contained in this Solicitation:

- a. **Questions, Clarifications, Changes.** All questions regarding this Solicitation must reference the Solicitation number and must be submitted in writing via e-mail to the attention of the person indicated on the Summary page of this Solicitation. No oral questions will be accepted other than at the pre-Proposal conference (if any). Questions received by the District prior to deadline, which in the District's sole discretion require an answer, will be answered in written addenda.
- b. **Protest.** A prospective Proposer may protest the Procurement Process, or the Solicitation Document for a Contract solicited under this solicitation. Written protests must include:
  - i. A detailed statement of the legal and factual grounds for the change, clarification, or protest;
  - ii. A description of the resulting prejudice to the Proposer; and
  - iii. A statement of the form of relief requested or any proposed changes to the Solicitation provisions, specifications, or contract terms and conditions.Written protests must be clearly marked with the Solicitation number and submitted in writing to the Purchasing Manager by email to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us), hand delivered or mailed to the attention of Purchasing at 16550 SW Merlo Rd, Beaverton, OR 97003.
- c. **Deadline.** Questions, changes, clarifications, or protests must be received by the District by noon Pacific Time not later than ten (10) calendar days prior to the date Proposals are due, or as stated in Section I SOLICITATION SCHEDULE. The District will not consider any protest or request for change to this solicitation that is submitted after the submission deadline.
- d. **Response.** Responses to questions/clarifications and notice of the District's protest determination will be provided in written addenda pursuant to ADDENDA above. The District's response to a Proposer, whether orally or in Writing, does not change the Solicitation and is not binding on the District unless the District amends the Solicitation by written Addendum.
- e. Protesters must exhaust all administrative remedies before seeking judicial review.

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**7. PRE-CLOSING MODIFICATION OR WITHDRAWAL OF PROPOSALS:**

A Proposer may modify or withdraw its Proposal by submitting a request in writing via email to [contract@beaverton.k12.or.us](mailto:contract@beaverton.k12.or.us) only prior to Closing. Modification or withdrawal must:

- a. Be clearly marked in the email subject line, "Proposal Modification" or "Proposal Withdrawal"
- b. Include the Proposer's statement that the modification amends and supersedes the prior Proposal; Proposers are responsible for ensuring that the District receives its modification or withdrawal.

**8. RECEIPT, OPENING, AND RECORDING OF PROPOSALS:**

- a. The District will electronically timestamp each Proposal and any modification upon receipt of proposal via email submission. In the event a Proposal is too large to be sent in one email, a separate email can be sent following the first email.
- b. The District will not be responsible for the premature opening or failure to open a Proposal that is not properly addressed and/or identified.
- c. Proposals will be opened and recorded. The number of Proposals received, and the identity of Proposers will be available and published within 7 days. The contents of any Proposal will not be disclosed to the public until all Proposals have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

**9. LATE PROPOSALS, LATE WITHDRAWALS, AND LATE MODIFICATIONS:**

Any Proposal received after Closing is late. A Proposer's request for withdrawal or modification of a Proposal received after Closing is late. The District will not consider late Proposals, withdrawals or modifications except as permitted in MISTAKES below. The District reserves the right to consider Proposals that have been delayed or mishandled by the District.

**10. MISTAKES:**

To protect the integrity of the competitive Procurement process and to assure fair treatment of Proposers, the District will carefully consider whether to permit waiver, correction or withdrawal of Proposals for certain mistakes. The District will not allow a Proposer to correct or withdraw a Proposal for an error in judgment. If mistakes in a Proposal are discovered after Opening, but before Award of the Contract, the District may take the following action:

- a. The District may waive, or permit a Proposer to correct, a minor informality. A minor informality is a matter of form rather than of substance that is evident on the face of the Proposal, or an insignificant mistake that can be waived or corrected without prejudice to other Proposers.
- b. The District may correct a clerical error if the error is evident on the face of the Proposal, or other documents submitted with the Proposal, and the Proposer confirms the District's correction in writing.
- c. The District may permit a Proposer to withdraw a Proposal based on one or more clerical errors in the Proposal only in accordance with OAR 137-47-0470(2)(c) and (d).
- d. The District will reject any Proposal in which a mistake is evident on the face of the Proposal and the intended correct information is not evident or cannot be substantiated from documents accompanying the Proposal.

**11. AWARD:**

- a. Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the District reserves the right to cancel any Solicitation at no penalty.
- b. If awarded, the District will award a Master Trade Services Contract to the Responsible Proposer(s) that submitted the most advantageous and responsive Proposal(s), and that meets the minimum requirements of this Solicitation.

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- c. The District may Award multiple Contracts if beneficial to the District for adequate availability, delivery, service, competition, pricing, product capabilities, or other factors deemed significant by the District. This notice of Multiple Awards does not preclude the District from awarding a single Contract.
- d. The District may award a Contract for parts of the Solicitation for which acceptable Proposals have been received.
- e. The District may award all or none Offers if the evaluation shows an all or none Award to be the most Advantageous or in the best interest of the District.
- f. The District may reject all and issue a new Solicitation on the same or revised terms, conditions and Specifications.
- g. If Proposals are identical the District must Award the contract Pursuant to OAR 137-046-0300.

The District will provide a written Notice of Intent to Award (NOI) to all Proposers at least seven (7) calendar days before the Award of a Contract, unless the District determines that circumstances require prompt execution of the Contract. The District's Award will not be final until the later of the following:

- a. SEVEN (7) calendar days after the date of the NOI, or
- b. Until the District provides written response(s) to all timely filed protest(s) denying the protest(s) and affirming the Award.

**12. PROPOSAL REJECTION.**

- a. The District may reject any Proposal as set forth in ORS 279B.100:
  - i. When the rejection is in the best interest of the District.
  - ii. When the Proposal is contingent upon the District's acceptance of terms and conditions (including Specifications) that differ from the Solicitation.
  - iii. When the Proposal takes exception to terms and conditions (including Specifications) set forth in the Solicitation.
  - iv. That attempts to prevent public disclosure of matters in contravention of the terms and conditions of the Solicitation or applicable law.
  - v. That fails to meet the Specifications of the Solicitation.
  - vi. That is submitted late.
  - vii. Not in substantial compliance with the Solicitation or with all prescribed public procurement procedures.
  - viii. Not in compliance with ORS 279B.120, 279B.130, OAR 137-046-0210(3), 279A.105, ORS 279A.110(4).
  - ix. When the Proposer is not Responsible pursuant to ORS 279B.110.
- b. The District may reject all Proposals as set forth in ORS 279B.100. The District will notify all Proposers of the rejection, along with the reasons for rejection. Proposals may be rejected based upon the following criteria:
  - i. The content of or an error in the Solicitation or the Procurement Process unnecessarily restricted competition for the Contract.
  - ii. The price, quality or performance presented by the Proposers are too costly or of insufficient quality to justify acceptance of any Proposal.
  - iii. Misconduct, error, or ambiguous or misleading provisions in the Solicitation threaten the fairness and integrity of the competitive process.
  - iv. Causes other than legitimate market forces threaten the integrity of the competitive process, such as collusion, corruption, unlawful anti-competitive conduct, and/or inadvertent or intentional errors in the Solicitation.
  - v. The District cancels the Solicitation in accordance with OAR 137-047-0660.
  - vi. Any other circumstance indicating that awarding the Contract would not be in the public interest.

SECTION III – INSTRUCTIONS TO PROPOSERS  
Solicitation No: RFP 19-0029  
Uniform Rental and Laundry Services

**13. SOLICITATION CANCELLATION:**

The District may cancel, delay or suspend a solicitation, or reject all Proposals, in accordance with ORS 279B.100 when it is in the best interest of the District as determined by the District. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection.

**14. PROPOSAL COSTS:**

Proposers responding to solicitations are responsible for all costs they may incur in connection with submitting Proposals.

**15. CONTRACT AWARD PROTEST:**

- a. Proposers may protest the Award of a Contract, or the intent to Award a Contract if the conditions set forth in ORS 279B.410(1) are satisfied. Proposers must deliver a written protest to the District within seven (7) Days after the issuance of the NOI.
- b. The Proposer's protest must be in writing and must specify the grounds for the protest to be considered by the District pursuant to ORS 279B.410(2). A protest must be submitted to the Purchasing Manager and may be e-mailed to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us), or hand delivered or mailed to 16550 SW Merlo Rd, Beaverton, OR 97003. The Proposer is responsible for ensuring the District receives the protest.
- c. The District will not consider any protest that is submitted after the submission deadline.
- d. Resolution of Protests. The District's Purchasing Manager will settle or resolve a written protest submitted in accordance with the requirements of this Rule and will issue a written decision on the protest in a timely manner as set forth in ORS 279B.410(4).
- e. Decision. If a protest is not settled, the Superintendent, or designee, has the authority to resolve the protest.
- f. Proposers must exhaust all administrative remedies before seeking judicial review. Judicial review of this decision will be in accordance with ORS 279B.415.
- g. If the District upholds the protest, in whole or in part, the District may in its sole discretion either Award the Contract to the successful Protestor or cancel the Procurement or Solicitation.

**16. ADDITIONAL REQUIREMENTS:**

- a. The District reserves the right to seek clarifications of submitted Proposals, which may or may not affect the evaluation scoring.
- b. The District reserves the right to negotiate a final Contract that is in the best interest of the District.
- c. Failure of the District to insist on strict performance will not constitute a waiver of any of the provisions of this Solicitation or resulting Contract or waiver of any other default of the Proposer.

**17. CONFIDENTIALITY OF PROPOSALS:**

The District is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. The District may withhold from disclosure confidential information pursuant to ORS 192.501 or 192.502.

- a. The District will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations.
  - i. All pages containing the records exempt from disclosure must be marked "confidential" and segregated in the following manner:
    - A. It must be clearly marked in bold and on each page of the confidential document.

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFP 19-0029

Uniform Rental and Laundry Services

- B. It must be kept separate from the other Proposal documents in a separate envelope or package and electronic folder.
  - C. Where this specification conflicts with other formatting and response instruction specifications, this specification will prevail.
  - D. Where such conflict (in C. above) occurs, the Proposer is instructed to respond with the following: “Refer to confidential information enclosed.” This statement “Refer to confidential information enclosed.” must be inserted in the place where the requested information was to have been placed.
- b. Proposers who desire that additional information be treated as confidential must mark those pages as “confidential”, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. The entire Proposal must not be marked confidential. Should a Proposal be submitted in this manner, no portion of it will be held as confidential unless that portion is segregated in the above manner and meets the above criteria.
  - c. Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will notify the Proposer. If the Proposer disagrees with the District decision, the District may, but is not required to, enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney’s fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

SECTION IV – RESPONSE AND EVALUATION  
Solicitation No: RFP 19-0029  
Uniform Rental and Laundry Services

**1. INTRODUCTION:**

This section prescribes the mandatory format for the presentation of a Proposal in response to this Solicitation. The purpose of this format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each Proposal. Failure to provide any information requested in this Solicitation may result in rejection of the Proposal.

**2. PROPOSAL FORMAT:**

A Proposer's submitted Proposal:

- a. Must be submitted in WORD format or editable PDF document.
- b. Must be submitted as an EXCEL format document for Price Schedule.
- c. There is no page limit for proposals, but the District encourages brevity.

**3. PROPOSAL CONTENT REQUIREMENTS:**

Proposers must provide a reply to each of the following items. The Proposer Certification Form (see Attachments) must be completed and submitted as the cover of the Proposer's response. Proposers are cautioned to provide in their Proposals, in a brief and concise manner, as much detail as possible pertaining to their capabilities and experience in providing the services requested in this Solicitation. Do not assume the District has any prior knowledge of the Proposer.

Proposers must present a Proposal containing the specific information requested and submit all attachments as required, in the order listed below:

a. **REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS:** See SECTION V – ATTACHMENTS, PROPOSAL SUBMISSION CHECKLIST.

**b. DETAILED PROPOSAL CONTENT REQUIREMENTS:**

i. INSURANCE REQUIREMENT.

- A. Provide a statement of agreement to the insurance clause in the sample Master Price Agreement (see SECTION V – ATTACHMENTS).

ii. EXPERIENCE AND QUALIFICATIONS.

- A. Provide a brief narrative of the Proposer's history and capabilities.
- B. Provide a description of the Proposer's experience in providing uniform rental and laundry services for a large, multi-location client. Experience with K-12 school districts similar in size and scope to the District are preferred.
- C. State the number of years Proposer has provided uniform rental and laundry services.

iii. STAFFING AND KEY PERSONNEL.

- A. Provide a company organization chart showing the proposed staffing approach for this account.
- B. Provide a description of staffing levels.
- C. Provide details of the Proposer's standards for staff training.

iv. APPROACH AND OPERATIONS.

- A. Describe in detail how the services will be provided. Address each item in SECTION II – STATEMENT OF WORK. Proposer should focus on the Proposer's ability to perform all of the required tasks. Include policy and procedural manuals if available.
- B. Provide a sample invoice, along with available invoice options, such as customizable line item details.

v. SUSTAINABILITY.

## SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0029

Uniform Rental and Laundry Services

- A. Does your firm hold the Textile Rental Services Association’s (TRSA) Clean Green Certification?
- B. Describe in detail how your company contributes to environmental stewardship.
- C. Describe in detail the three principle of sustainability and how it applies in your company
  - (i) Economic:
  - (ii) Social:
  - (iii) Environment:

### vi. REFERENCES.

- A. Provide five (5) professional references from projects similar to the scope of this Solicitation, and from accounts of similar size and complexity. K-12 school district references similar in size and scope to the District are preferred. Use of the provided Proposer Reference Form (see SECTION V – ATTACHMENTS) is required.
  - 1. Provide the name, telephone number, and email address of the client for each of these five (5) references. These contacts will be used by the District for reference checks.

### vii. INVOICING:

- A. What type of document does your company use as “Proof of delivery”?
- B. Describe in detail how your company adjusts disputed invoices.
- C. Will your company provide monthly statements in Excel Format, detailing deliveries and adjustments per invoice?

### viii. PRICE SCHEDULE.

- a. Use of the provided Price Schedule (see SECTION V – ATTACHMENTS), is required. Additional notes may be made at the bottom of the schedule by the Proposer if necessary.
- b. Pricing will be compared among all responsive Proposals submitted. The lowest overall priced proposal will receive the full points available. All other proposal pricing scores must be weighed against the lowest price proposal (Lowest price scores the highest. All other higher priced proposals are weighted against the lowest priced proposal).

### ix. QUALITY OF PROPOSAL.

- a. Provide a proposal that is responsive to the Solicitation requirements, terms, conditions, and is presented in a manner that is easily readable, neat, clear, logical, reasonable, and professional.

## 4. **EVALUATION CRITERIA:**

The District will score each Proposal by reviewing and evaluating the Proposal content requirements outlined above. The following table indicates how the total points in the scoring will be assigned by required Proposal item. Failure to meet minimum requirements for any individual item may disqualify the Proposal regardless of the total points scored for the other items. Each item will be evaluated as follows:



SECTION IV – RESPONSE AND EVALUATION  
Solicitation No: RFP 19-0029  
Uniform Rental and Laundry Services

EVALUATION CRITERIA MATRIX		Maximum Points Possible
i.	Insurance Requirement	Pass / Fail
ii.	Experience and Qualifications	15
iii.	Staffing and Key Personnel	15
iv.	Approach and Operations	20
v.	Sustainability	10
vi.	References	10
vii.	Invoicing	5
viii.	Price Schedule	25
xi.	Quality of Proposal	Pass / Fail
<b>TOTAL</b>		<b>100</b>

**5. PROPOSAL EVALUATION:**

- a. RESPONSIVENESS AND RESPONSIBILITY:** The District will utilize the following objective factors to determine if Proposals are Responsive and Proposers are Responsible:
  - i. **RESPONSIBILITY OF PROPOSER (OAR 137-047-0500).** Before awarding a Contract, the District shall determine that the Proposer submitting the most Advantageous Proposal is Responsible. The District shall use the standards set forth in ORS 279B.110 and OAR 137-047-0640(1)(c)(F) to determine if a Proposer is Responsible. In the event the District determines a Proposer is not Responsible, it shall prepare a written determination of non-Responsibility as required by ORS 279B.110 and shall reject the Proposal.
- b. CONTINGENT PROPOSALS.** The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.
- c. NON-RESIDENT PROPOSERS.** In determining the most Advantageous Responsible Proposal, the District shall apply the reciprocal preference set forth in ORS 279A.120(2)(b) and OAR 137-046-0310.
- d. IDENTICAL PROPOSALS.** When one or more Proposals are identical under OAR 137-046-0300, the District shall award a Contract in accordance with the procedures set forth in OAR 137-046-0300.
- e. RECYCLED MATERIALS.** The District may give preference for Recycled Materials as set forth in ORS 279A.125 and OAR 137-046-0320.
- f. CLARIFICATION OF PROPOSALS.** After Opening, the District may conduct Discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the Proposal.
- g. NEGOTIATION.** The District may only conduct Discussions or Negotiate with Proposers. After Award of the Contract, the District may only modify an awarded Contract in accordance with OAR 137-047-0800.
- h. OBJECTIVE CRITERIA.** The District may allow, at its discretion, certain other objective evaluation criteria. Examples of such criteria include but are not limited to conversion costs, transportation cost, volume weighing, trade-in allowances, cash discounts, depreciation allowances, cartage penalties, ownership or lifecycle cost formulas.

- 6. EVALUATION COMMITTEE:** The Proposals will be evaluated by the Evaluation Committee consisting of not less than three (3) knowledgeable individuals (Evaluators) to review and score Proposals according to the evaluation criteria set forth in this Solicitation. The District may assign certain Evaluators to evaluate specific Proposal categories in keeping with the Evaluators' area of expertise. Working as a Committee or

## SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0029

Uniform Rental and Laundry Services

independently (at the discretion of the District) with copies of the submitted Proposals, the Evaluators will independently assign scores to each Proposal received in accordance with the evaluation criteria defined herein. Evaluators will utilize the criterion (as objectively as possible) to measure the merit of each Proposal received in accordance with the subjective evaluation criteria to determine which Proposals(s) will provide the District with the most advantageous and best overall value. The recommendations of this committee will be a consensus and will be final.

SECTION V – ATTACHMENTS  
Solicitation No: RFP 19-0029  
Uniform Rental and Laundry Services

**PROPOSAL SUBMISSION CHECKLIST**

**ALL CERTIFICATIONS, FORMS, AFFIDAVITS AND DETAILED PROPOSAL CONTENT REQUIREMENTS  
AS SPECIFIED IN SECTION IV MUST BE INCLUDED IN PROPOSALS.**

**\_\_\_\_\_ REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS**

The following certifications and forms must be completed and signed by the person authorized to represent the Proposer regarding all matters related to the Proposal and authorized to bind the Proposer to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

- PROPOSER CERTIFICATION. (Attachment A) This serves as the cover sheet for your Proposal.
- INDEPENDENT CONTRACTOR CERTIFICATION. (Attachment B)
- AFFADAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS. (Attachment C)
- NON-CONFLICT OF INTEREST CERTIFICATION. (Attachment D)
- PROPOSER RESPONSIBILITY FORM – All Pages. (Attachment E)
- PROPOSER REFERENCE FORMS – (Attachment F)
- PRICE SCHEDULE – Both Pages. (Attachment G)

**\_\_\_\_\_ DETAILED PROPOSAL CONTENT REQUIREMENTS**

Detailed Proposal Content Requirements are specified in SECTION IV – RESPONSE AND EVALUATION.

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The following attachment(s) are **NOT** to be returned with the Proposal. The content of these attachment(s) must be reviewed by the Proposer. The terms and conditions are incorporated in this Solicitation and will apply to the Contract to be executed for the work.

- |           |                                 |
|-----------|---------------------------------|
| EXHIBIT A | Sample Master Price Agreement   |
| EXHIBIT B | District Estimated Weekly Usage |
-

SECTION V – ATTACHMENTS  
ATTACHMENT A  
Solicitation No: RFP 19-0029

**PROPOSER CERTIFICATION**

Legal Name of Proposer (Firm): \_\_\_\_\_

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

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

The Proposer certifies and agrees:

1. The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer relating to: the intention to submit a Proposal, or the methods or factors used to calculate the prices Proposed.
2. The Proposer has read and understands all terms and conditions of this Solicitation.
3. The Proposer agrees to provide insurance as required in the sample Contract Terms and Conditions (see Attachments).
4. The Proposer has, or has available, the equipment, personnel, materials, equipment, facilities, and equipment as well as the technical and financial ability necessary to complete and execute all Work in a sound and suitable manner for the use specified and intended.
5. The Proposer agrees to execute the formal Contract within ten (10) days from date of Notice of Intent to Award.
6. The Proposer acknowledges that the person that signs this Certification is fully authorized to sign on behalf of the Proposer listed and to fully bind the Proposer to all conditions and provisions thereof.
7. The Proposer certifies that Proposer has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this Proposal.
8. The Proposer, pursuant to ORS 279A.120 (1), (check one) is \_\_\_\_ / is not \_\_\_\_ a resident Proposer.  
If not, indicate State of residency\_\_\_\_\_.
9. The Proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055 in obtaining any required subcontract.
10. The Proposer agrees to comply with Oregon tax laws in accordance with ORS 305.385.
11. The Proposer acknowledges receipt of the following addenda: (list by number and date appearing on addenda.)

Addendum Number	Date	Addendum Number	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. The Proposer (check one) \_\_\_\_ will / \_\_\_\_ will not extend the terms, conditions and prices to any Participating Agency that intends on establishing a Contract awarded to the Proposer resulting from this Solicitation.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

SECTION V – ATTACHMENTS  
ATTACHMENT B  
Solicitation No: RFP 19-0029

**INDEPENDENT CONTRACTOR CERTIFICATION**

Proposer: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

**If Proposer signs Part A, the remainder of this Certification Statement does not need to be completed.**

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**Part A. Proposer is a Corporation:**

The Proposer/Firm is a corporation authorized to do business in the State of Oregon.

Proposer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part B. Proposer is an Independent Contractor:**

I, under penalties of perjury, certify that I am an independent contractor as defined in ORS 670.600 and that the following statements are true and correct:

1. I have filed Federal and State income tax returns in the name of my business or a business Schedule C as part of the personal income tax return, for the previous year, or expect to file federal and state income tax returns, for labor or services performed as an independent contractor in the previous year.
2. I will furnish the tools or equipment necessary for the contracted labor or services.
3. I have the authority to hire and fire employees who perform the labor or services.
4. I represent to the public that the labor or services are to be provided by my independently established business as four (4) or more of the following circumstances exist.

(Please check all that apply):

- A. The labor or services are primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence, which is set aside as the location of the business.
- B. Commercial advertising or business cards are purchased for the business, or I have a trade association membership with \_\_\_\_\_.
- C. Telephone listing is used for the business that is separate from the personal residence listing.
- D. Labor or services are performed only pursuant to written contracts.
- E. Labor or services are performed for two or more different persons or agencies within a period of one year.
- F. I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omissions insurance or liability insurance relating to the labor or services to be provided.

Proposer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION V – ATTACHMENTS  
ATTACHMENT C  
Solicitation No: RFP 19-0029

**AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS**

\_\_\_\_\_  
(Proposer)

I state that:

- (1) The correct taxpayer identification numbers are:  
A. Federal Employer ID Number (EIN): \_\_\_\_\_ B. Employer's Oregon ID Number: \_\_\_\_\_
- (2) Proposer is not subject to backup withholding because (i) Proposer is exempt from backup withholding, (ii) Proposer has not been notified by the IRS that Proposer is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Proposer that Proposer is no longer subject to backup withholding;
- (3) The price(s) and amount of this Proposal must be arrived at independently and without consultation, communication or agreement with any other Supplier, Proposer or potential Proposer, except as disclosed on the attached appendix.
- (4) That neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, will be disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Contract award.
- (5) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this Solicitation, or to submit any noncompetitive Proposal or other complementary Proposal.
- (6) The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Proposal.
- (7) \_\_\_\_\_ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as described in the attached appendix.

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Beaverton School District in awarding the contract(s) for which this Proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and will be treated as fraudulent concealment from the Beaverton School District of the true facts relating to the submission of Proposals for this contract. I am authorized to act on behalf of Proposer, and have authority and knowledge regarding Proposer's payment of taxes, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, those tax laws listed in ORS 305.380(4), the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Oregon Department of Revenue under ORS 305.620.

\_\_\_\_\_  
(Affiant's Signature)

STATE OF OREGON

County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_  
(date) (Affiant's name)

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NON-CONFLICT OF INTEREST CERTIFICATION**

**Issuing Agency:** Beaverton School District

I, \_\_\_\_\_ hereby certify I have read the statement defining conflict of interest as quoted below; that I understand the statement; that no conflict of interest exists as therein defined, which precludes an impartial Bid/Proposal to be submitted by myself or the entity/company for which the Bid/Proposal is submitted, and that if such a conflict should arise, I will immediately notify the Beaverton School District and disqualify my Bid/Proposal.

**"NO OFFICER, EMPLOYEE, OR AGENT OF THE BIDDER/PROPOSER HAS ANY PERSONAL FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THE OPERATION OF THE BEAVERTON SCHOOL DISTRICT OR WITH ANY PARTY CONNECTED WITH THE OREGON SCHOOL AND DISTRICT IMPROVEMENT NETWORK, DIRECTLY OR INDIRECTLY."**

\_\_\_\_\_  
Proposer Name (signature)

\_\_\_\_\_  
Proposer Name (printed)

\_\_\_\_\_  
Proposer Title (printed)

\_\_\_\_\_  
Entity/Company Name (printed)

\_\_\_\_\_  
Date

**PROPOSER RESPONSIBILITY FORM  
(PROPOSER’S QUALIFICATIONS AND FINANCIAL INFORMATION)**

**DECLARATION AND SIGNATURES**

The undersigned hereby declares that the he or she is duly authorized to complete and submit this Proposer Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the District of Proposer non-responsibility.

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

By: \_\_\_\_\_  
(Signature of authorized official)

Name: \_\_\_\_\_  
(Please type or print)

Title: \_\_\_\_\_  
(Please type or print)

For: \_\_\_\_\_  
(Firm’s name) (Please type or print)

**Instructions**

- 1. The information provided in this form is part of the District inquiry concerning proposer responsibility. Please print clearly or type.**
- 2. If you need more space, use plain paper. Submit completed form with Proposal response.**
- 3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that the Proposer is not a responsible Proposer.**



SECTION V – ATTACHMENTS  
ATTACHMENT E  
Solicitation No: RFP 19-0029

**RELIABILITY**

Has your company ever been declared in breach of any contract for unperformed or defective work?  Yes.  No.

If “yes”, explain.

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Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract?  Yes.  No.

If “yes,” explain.

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Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?  Yes.  No.

If “yes,” explain.

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Has your company or any employee or agent of your company been convicted under state or federal antitrust laws?  Yes.  No.

If “yes,” explain.

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Has any Officer or Partner of your organization ever been an Officer or Partner of another Organization that failed to complete a construction contract?  Yes.  No.

If “yes,” explain.

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SECTION V – ATTACHMENTS  
ATTACHMENT E  
Solicitation No: RFP 19-0029

**FINANCIAL RESOURCES**

Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case?  Yes.  No.

If “yes,” explain.

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Does your firm have any outstanding judgments pending against it?  Yes.  No.

If “yes,” explain.

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In the past ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded \$10,000?  Yes.  No.

If “yes,” explain. (Include court, case number and party names.) \_\_\_\_\_

---

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In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to payment to subcontractors or work performance on a contract? Check “yes” even if the matter proceeded to arbitration or mediation without court litigation.  Yes.  No.

If “yes,” explain. (Include court, case number and party names.)

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Have you or any of your affiliates discontinued business operation with outstanding debts?  Yes.  No.

If “yes,” explain.

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SECTION V – ATTACHMENTS  
ATTACHMENT E  
Solicitation No: RFP 19-0029

**KEY PERSONNEL**

List the principal individuals of your company, their current job title, the total years of experience they have in the industry and their current primary responsibility for your company. Corporations list current officers and those who own 5% or more of the corporation’s stock. Limited liability companies list members who own 5% or more of the company. Partnerships list all partners. Joint ventures list each firm that is a member of the joint venture and the percentage of ownership the firm has in the joint venture.

ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	

Person who will be in direct charge of work if your company is awarded this Contract:

ITEM	PERSON IN DIRECT CHARGE
A. Name	
B. Position	
C. Years in Position	
D. Largest Project Supervised - \$	
E. Largest number of employees ever supervised	

**PROPOSER REFERENCE FORM**

**PROPOSER REFERENCE FORM FOR** \_\_\_\_\_  
(Insert Name of Proposer)

*Proposer must provide five (5) references and must use a separate copy of this form for each reference.*

Date(s) Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value of Project(s): \$ \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Method: Subjective Evaluation

Each reference may be checked for, but not limited to, adherence to contract terms and conditions, timelines, quality standards, overall customer service, project being of similar size, scope and complexity.

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**PRICE SCHEDULE**

Proposer must provide pricing for the following products. Proposer must state the brand, model, colors available and actual sizes offered that approximate the specified sizes. All prices quoted must be FOB Destination.

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**PRICE SCHEDULE**

PRODUCTS	RENTAL PRICE – CLEAN ITEMS ONLY	CLEANING PRICE – DISTRICT OWNED	UNIT / PERIOD	REPLACEMENT PRICE
<b>Dust Mops:</b>				
24"	\$		each / weekly	\$
36"	\$		each / weekly	\$
48"	\$		each / weekly	\$
60"	\$		each / weekly	\$
Handle	\$		each	\$
Collapsible frame	\$		each	\$
<b>Fender Covers:</b>	\$		each	\$
<b>Floor Mats:</b>				
3' X 5'	\$		each / weekly	\$
3' X 10'	\$		each / weekly	\$
4' X 6'	\$		each / weekly	\$
3' X 5' Scraper	\$		each / weekly	\$
<b>Oven Mitt:</b>	\$		each	\$
<b>Oven Pad</b>	\$		each	\$
<b>Shirts Long-Sleeve (Small – XXL):</b>				
100% cotton	\$		each / weekly	\$
65%-polyester/35%-cotton	\$		each / weekly	\$
<b>Shirts Short-Sleeve (Small – XXL):</b>				
100% cotton	\$		each / weekly	\$
65%-polyester/35%-cotton	\$		each / weekly	\$
<b>Shirts Polo (Small – XXL):</b>				
100% cotton	\$		each / weekly	\$
65%-polyester/35%-cotton	\$		each / weekly	\$
<b>Trousers:</b>				
100%-cotton	\$		each / weekly	\$
65%-polyester/35%-cotton	\$		each / weekly	\$
<b>Shop Coat:</b>				
26" (regular) length	\$		each / weekly	\$
29" (tall) length	\$		each / weekly	\$
<b>Shop Coveralls:</b>	\$		each / weekly	\$
<b>Towels:</b>				
Shop Towels: 12x12, red	\$		each / weekly	\$

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**PRICE SCHEDULE**

PRODUCTS	RENTAL PRICING	UNIT / PERIOD	REPLACEMENT PRICE
<b>Towels:</b>			
Custodial: 16" X 19"	\$	each / weekly	\$
Health Room: 13" X 13"	\$	each / weekly	\$
Nutrition Services: 16" X 19"	\$	each / weekly	\$
ISC: 16" X 27"	\$	each / weekly	\$
Hand Towels:	\$	each / weekly	\$
<b>Dust Mops:</b>			
24"	\$	each / weekly	\$
36"	\$	each / weekly	\$
48"	\$	each / weekly	\$
60"	\$	each / weekly	\$
Handle	\$	each	\$
Collapsible frame	\$	each	\$
<b>Fender Covers:</b>	\$	each	\$
<b>Trousers:</b>			
100%-cotton	\$	each / weekly	\$
65%-polyester/35%-cotton	\$	each / weekly	\$
<b>Oven Mitt:</b>	\$	each / weekly	\$
<b>Oven Pad:</b>	\$	each / weekly	\$
<b>Floor Mats:</b>			
3' X 5'	\$	each / weekly	\$
3' X 10'	\$	each / weekly	\$
4' X 6'	\$	each / weekly	\$
<b>Shirts Long-Sleeve (Small – XXL):</b>			
100% cotton	\$	each / weekly	\$
65%-polyester/35%-cotton	\$	each / weekly	\$
<b>Shirts Short-Sleeve (Small – XXL):</b>			
100% cotton	\$	each / weekly	\$
65%-polyester/35%-cotton	\$	each / weekly	\$
<b>Shirts Polo (Small – XXL):</b>			
100% cotton	\$	each / weekly	\$

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**PRICE SCHEDULE**

65%-polyester/35%-cotton	\$	each / weekly	\$
<b>Shop Coat:</b>			
26" (regular) length	\$	each / weekly	\$
29" (tall) length	\$	each / weekly	\$
<b>Shop Coveralls:</b>	\$	each / weekly	\$
<b>Shop Towels:</b>	\$	each / weekly	\$

**NOTES:**



SECTION V – EXHIBIT A  
SAMPLE OF MASTER PRICE AGREEMENT  
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See separate attachment

SECTION V – ATTACHMENT B  
DISTRICT ESTIMATED WEEKLY USAGE  
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See separate attachment