



LEGAL NOTICE

INVITATION FOR FORMAL BID

IFB 26-084

For

Uniform Service for Highway Maintenance Facilities

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Uniform Service for Highway Maintenance Facilities**. The vendor must guarantee the quoted prices for a period of three (3) years. The County shall have the option for two (2) one-year extensions under the same terms and conditions.

BID INSTRUCTIONS

One [1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked with the title, date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 6/29/2026 at 10:00 AM , in **Room 115** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website at <http://www.sccmo.org/Bids.aspx> click on “**show Closed/Awarded/Cancelled bids**”, **select bid and click on “related documents”**. **No phone calls please**. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail to:

Lenore Moore
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
lmoore@sccmo.org

For questions or inquiries concerning the specifications please contact:

Ted Dunkmann, Highway Superintendent
St. Charles County Government
301 North Third St
St. Charles, Missouri 63301
Fax: (636)949-7307
Teddunkmann@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **6/22/2026**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://www.sccmo.org/Bids.aspx>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid Inquiries", concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County 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 must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors 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, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using, in any form or medium, the names of St. Charles County or any other public agency of St. Charles County

Government for public advertising unless express written permission is granted.

- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- The County will make its award to the lowest responsive, responsible bidder unless additional criteria is established herein. When payments are to be made to the County, the County will award based on payments unless these documents establish additional criteria. As used for this award, “responsive” shall mean a bid that conforms in all respects with the terms and conditions of the County’s requirements. As used for this award, “responsible” shall mean that the bidder has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

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 St. Charles County 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 St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**** 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://everify.uscis.gov/account/enroll>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

_____ "YES" our company has a veteran friendly employment policy.

_____ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

BID SPECIFICATIONS

St. Charles County Government is seeking bids for a Vendor to supply and service uniforms for eleven (11) employees of the Highway Maintenance Facilities Department at the following locations:

Central District Shed – 2480 St. Peters Howell Rd, St. Peters, Mo. 63376 (3 employees)
Eastern District Shed – 2550 Bethman Rd, St. Charles, Mo. 63301 (3 employees)
Southern District Shed – 176 Sprock Rd, Wentzville, Mo. 63385 (2 employees)
Western District Shed – 121 Freymuth Rd, Wentzville, Mo. 63385 (3 employees)

The Vendor shall provide the uniforms and provide the associated service as per the following specifications:

General Conditions

- The Vendor shall possess the appropriate business licenses for the proposed services.
- The Vendor shall comply with all Federal and State Employment / Labor regulations including those from the U.S. “Occupational Safety and Health Administration”.
- The Vendor shall provide all applicable Insurance Certificates to the County upon the award of the bid.
- The County will evaluate all bids by projecting an annual cost based upon the County’s current personnel and operations.
- The Vendor shall pick up and deliver all uniforms on a weekly basis to locations within the Highway Maintenance Facilities Department. The Vendor shall maintain a regular route schedule and provide the County with a minimum of one day advance notice of the need for the Vendor to deviate from the regular route schedule.
- Vendor shall recognize the published Holiday schedule for the County.
- The Vendor shall provide sufficient product literature with their proposal for the County to evaluate the bids submitted. The Vendor shall also disclose the composition of all fabrics proposed to the County.
- The successful bidder shall provide physical samples (styles, fabrics, and colors) of all proposed clothing to the County before the bid is awarded by the County.

Uniform Specifications

- The Vendor shall provide button down shirts with collars, short and long sleeves, and two chest pockets. The shirts shall be made from a “comfort weave”, “accordion weave”, or any comparable form of polyester / cotton fabric that transports moisture away from the employee’s skin while providing durable service.
- The Vendor shall provide a durable emblem over the left shirt pocket to identify the employee as a member of the County’s staff. The graphic and text design of this emblem shall be mutually agreed upon by both the Vendor and the County.
- The Vendor shall provide non-pleated pants with two front pockets, two rear pockets, and a front zipper. The pants shall be made from a polyester / cotton fabric that delivers comfort while providing durable service.
- The Vendor shall provide non-pleated short pants with two front pockets, two rear pockets, and a front zipper. The short pants shall be made with the same fabric as the pants.

- The Vendor shall provide long-sleeve and short-sleeve shirts in sizes up to and including “5XL” without applying an oversize surcharge.
- The Vendor shall provide pants and short pants with waist sizes up to and including “50 inches” without applying an oversize surcharge.
- The Vendor shall provide an insulated winter coat up to “5XL”.
- The Vendor shall clearly state the life expectancy for every type of clothing article under the rental program with the County. The County shall not be held accountable for any damage to an article of clothing that has been in service past this predefined life expectancy. The Vendor shall provide a serial number on each article of clothing maintained under a lease or a rental program in order to trace the service life of each article of clothing.

Service Specifications

- The Vendor shall pick up and drop off uniforms on a weekly basis. The Vendor shall accommodate the County’s holiday schedule to ensure uninterrupted service for any week containing a published holiday.
- The Vendor shall deliver uniforms sorted and separated by County employee.
- The Vendor shall provide uniforms that are in good condition, clean, and free of wrinkles such that they are ready to wear at the time that they are delivered.
- The Vendor shall supply laundry baskets, lockers, or other suitable means on County premises for County employees to return their uniforms to the Vendor for service or repair.
- The rental program shall be defined by the following:
 - The Vendor shall provide eleven (11) short-sleeve shirts and eleven (11) pairs of pants for every employee specified by the County. The County’s employees shall return all dirty or damaged articles of rented clothing to the Vendor. The Vendor shall inspect and wash all articles of rented clothing returned by the County’s employees. The County may request an additional quantity of long-sleeve shirts, short pants and insulated coats to be added to the standard rental program for a specific employee. As such, the County will compensate the Vendor for the quoted amount for each pair of short pants, long-sleeve shirt and coat rented.
- The Vendor shall maintain rented uniforms in a manner that promotes a professional appearance for the County’s employees. If an article of clothing can no longer be repaired satisfactorily, the Vendor shall automatically replace that article of clothing with a new article in a timely manner without causing a shortage of uniforms for any County employee.
- The Vendor may request that the County reimburse the Vendor for the actual cost of an article of clothing that the Vendor replaced as the result of a reckless or malicious activity by an employee of the County. The Vendor shall supply the article of clothing to the County such that the County can inspect the damage to authorize or deny said reimbursement.

Contract Administration

- For bidding purposes only, the County anticipates providing uniforms for Eleven (11) employees under this agreement.
- The County reserves the right to reduce or increase the number of employees serviced by the uniform agreement as required for changes in staff and operations.
- The County shall not be penalized under this agreement for changes in uniform sizes as long as a uniform size has not increased past the oversize thresholds previously stated within these specifications.
- The County shall not be penalized under this agreement for employee changes as a result of employee attrition. The County shall notify the Vendor of all applicable employee roster changes. The Vendor shall supply uniforms to the County and the County shall return uniforms to the Vendor in a timely manner.
- The Vendor shall provide the County with a weekly document stating the number of uniforms picked up from the County as well as those returned to the County. The Vendor shall generate this document on site and provide this document to a representative of the County at the time that the uniforms are picked up and / or returned to the County.
- The Vendor shall include weekly itemizations of all uniform charges to support every invoice submitted to the County by the Vendor. This weekly itemization shall allow the Vendor to offer a flexible program to serve the needs of the County.
- The weekly itemization shall include the number of uniforms picked up, repaired, and delivered to the County under the terms of the rental agreement. All itemizations shall be sorted by employee name such that the weekly itemizations can be verified by the County.
- All charges assessed to the County shall be based upon the actual uniforms rented as per the weekly itemization. Weekly itemizations will be verified by the County before payment is authorized by the County. The Vendor shall act promptly in response to any uniform changes requested by the County.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

BID FORM

26-084

Uniform Service for Highway Maintenance Facilities

(Bidder name)

Submits the following bid for this project:

Weekly Unit Charge for Uniform Rental:

Description	Weekly Charge for Year 1-3 2027-2030	Weekly Charge for Year 4 2031	Weekly Charge for Year 5 2032
Each full uniform set (11 long-sleeve shirts and 11 pants plus 11 Seasonal short sleeve shirts and shorts)			
Seasonal coat rental			
Replacement charge for long-sleeve shirt			
Replacement charge for pants			
Replacement charge for short-sleeve shirt			
Replacement charge for shorts			
Replacement charge for coat			

The Bidder acknowledges and agrees that, if selected by the County, it shall be bound by all terms and conditions of this IFB.

Authorized signature

Date _____

Bid Response from (please complete)

Name of Company or individual

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/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 services related to contract(s) with the County 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

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

**ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

Section A – All Products Are Manufactured or Produced In U.S.

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Anti-Discrimination Against Israel Act Certification

1. Pursuant to Section 34.600 of the Revised Statutes of Missouri, St. Charles County shall not enter into a contract to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
2. This requirement shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.
3. Vendor affirms they have reviewed the requirements and definitions contained in RSMo. § 34.600.

Vendor hereby certifies they have complied with the terms of RSMo § 34.600, as applicable to this agreement, and will comply for the duration of the contract period.

Vendor

Date