

COUNTY OF ORANGE

COUNTY PROCUREMENT OFFICE



REQUEST FOR PROPOSAL (RFP)

FOR

CORRECTIONS SUPPLIES AND RELATED PRODUCTS AND

SERVICES

RFP No. RFP-017-2716603-JL

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/ocgov>



**County of Orange
County Procurement Office
Procurement and Contract Services
400 W. Civic Center Dr.
Santa Ana, CA
92701**

**PROPOSALS MUST BE RECEIVED ON
OR BEFORE**

Friday, June 20, 2025

2:00 pm

SCHEDULE OF ACTIVITIES

| | |
|-------------------------------------|-----------------------|
| Release Project Date | May 16, 2025 |
| Question Submission Deadline | June 2, 2025, 2:00pm |
| Question Response Deadline | June 2, 2025, 2:00pm |
| Proposal Submission Deadline | June 20, 2025, 2:00pm |
| Contractor Selection Date | Tentative 7/1/2025 |

SECTIONS

- SECTION 1. INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS
- SECTION 2. SCOPE OF WORK
- SECTION 3. WRITTEN PROPOSAL SCORING FORMAT
- SECTION 4. PRICING AND COMPENSATION
- SECTION 5. PRICING PROPOSAL
- SECTION 6. PROPOSAL RESPONSE REQUIREMENTS
- SECTION 7. OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS

Attachments:

- A - GovMVMT RFP Compliance Packet-Attachment D-Final Doc
- B - Correction Supplies RFP_ ATTACHMENT A Discount Form
- C - RFP-017-2716603-JL Corrections Supplies Govmvt

SECTION 1. INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS

1.1 INTRODUCTION

1.1 Scope of national cooperative contract

The County of Orange, California, County Procurement Office (hereinafter referred to as the “County”) (herein after referred to as “Lead Public Agency”), on behalf of itself and the GovMVMT Purchasing Cooperative, the members of the Advisory Council and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (hereinafter referred to as “Participating Public Agencies”) is soliciting proposals from qualified firms (hereinafter referred to as “Respondents”) to enter into a Contract for a complete offering of Correction Supplies and Related Products and Services. Respondents must meet the County Lead qualifications and requirements as set forth within the RFP and be capable of providing services identified in the Scope of Work herein.

All Products offered must be new, unused, latest design and technology unless otherwise specified.

1.2 OBJECTIVES

- Provide a comprehensive competitively solicited and awarded Contract offering Products and Services covered by this solicitation to Participating Public Agencies;
- Establish a Contract as the Respondents primary offering to Participating Public Agencies;
- Achieve cost savings for Respondent and Participating Public Agencies through a single competitive solicitation process that reduces the Respondents need to respond to multiple solicitations and Public Agencies’ need to conduct their own solicitation process.
- Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

1.3 GENERAL DEFINITIONS OF PRODUCTS AND SERVICES

The County is interested in receiving proposals from firms that are able to provide the broadest possible selection of products and services in the below categories and have demonstrated experience in providing said products. The intent of this solicitation is to provide Participating Public Agencies with a comprehensive offering of products and services to meet their extensive and diverse needs. Proposers are not required to provide products for all listed categories, nor is this intended to be an exhaustive list.

- A. **Bedding and Linens:** a complete and comprehensive offering including, but not limited to, mattresses, pillows, mattress covers, sheets and pillowcases, blankets, towels and washcloths, and any additional related products offered by Proposer.

- B. **Laundry and Shower:** a complete and comprehensive offering including, but not limited to, laundry products (detergent, fabric softener, laundry bags, kangaroo carts, canvas trucks, laundry nets), shower products (shower caps, safety mats, shower curtains, curtain rings), and any additional related products offered by Proposer.
- C. **Inmate Uniforms and Clothing:** a complete and comprehensive offering including, but not limited to, tops, bottoms, jumpsuits, outerwear, workwear, sweats, pajamas, undergarments, accessories (caps, gloves, socks, belts), and any additional related products offered by Proposer.
- D. **Hygiene and Health Care Products:** a complete and comprehensive offering including, but not limited to, soaps, toothpaste and toothbrushes, deodorants, shampoo, feminine hygiene products, health care (allergy relief, laxatives, bedbug/lice/dust mite sprays, cough drops, stomach relief, face masks, aspirin), and any additional related products offered by Proposer.
- E. **Recreational Supplies:** a complete and comprehensive offering including, but not limited to, board games, puzzles, books, playing cards, exercise equipment, sports equipment, and any additional related products offered by Proposer.
- F. **Furniture and Storage:** a complete and comprehensive offering including, but not limited to, underbed storage containers, desk, game tables, beds, storage locker, shelves, wall rack, chairs, and any additional related products offered by Proposer.
- G. **Footwear:** a complete and comprehensive offering including, but not limited to, boots, sandals, tennis shoes, slippers and step-ins, flip flops, accessories, and any additional related products offered by Proposer.
- H. **Related Products and Services:** a complete range of related products and services offered by the Proposer.

1.4 GOVMVMT PURCHASING COOPERATIVE

GovMVMT Purchasing Cooperative (herein “GovMVMT”) assists Participating Public Agencies to reduce the cost of purchased goods through strategic sourcing that combines volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein “Lead Public Agencies”). The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

Innovative Government Services Association

Innovative Government Services Association (IGSA) is designed to provide best-in-class competitively bid contracts to public and nonprofit agencies. The founders have a long history of providing successful programs and services in these sectors and founded IGSA to continue the

non-profit mission of providing value-added programs and services while giving back to the communities that we live and work in.

GovMVMT is IGSA's premier national cooperative purchasing program designed exclusively for public agencies and nonprofits.

Participating Public Agencies

The Respondent(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of purchase order, contractual disputes, invoicing, payments, etc.

The Lead Public Agency is acting as "Contracting Agency" for the Participating Public Agencies and shall **not** be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency. Participating Public Agency releases Lead Public Agency, GovMVMT, and any other Participating Public Agencies, including their respective agents, directors, employees or representatives from any acts, liabilities, damages, etc., incurred by Participating Public Agency.

Use of the Contract by any Public Agency is preceded by their registration with GovMVMT as a Participating Public Agency in the GovMVMT Purchasing Cooperative program.

Registration is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA). MICPA outlines the terms and conditions that allow access to the Lead Public Agencies' Contracts. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of MICPA is attached as (Attachment D – Exhibit D).

By using the Contract, any such Participating Public Agency agrees that it is registered with GovMVMT, whether pursuant to the terms of the MICPA or as otherwise agreed to. The terms and pricing established in the resulting Contract between Respondent and the Lead Public Agency will be the same as that available to Participating Public Agencies through GovMVMT.

Estimated Volume

The estimated dollar volume of Products and Services purchased under the proposed Contract is one hundred Million Dollars (\$100,000,000) annually. While no minimum volume is guaranteed to Respondent, the estimated volume is based on the current annual volumes of the Lead Public Agency and other Participating Public Agencies that are anticipated to utilize the resulting Contract to be made available to them through GOVMVMT as well as through volume growth into other Public Agencies employing a coordinated marketing approach between Respondent and GOVMVMT.

Marketing Support

GOVMVMT provides marketing support for each Respondents products through the following:

- Sales and marketing personnel that directly promote the GOVMVMT Respondent to Participating Public Agencies through public agency meetings, webinars, direct mail, email, online and print advertising, social media, articles, and exhibiting and presenting at national and local trade shows.
- GOVMVMT provides Respondent government sales training, and a host of online marketing and sales management tools to effectively increase sales through GOVMVMT.

Multiple Awards

Multiple awards may be issued as a result of this solicitation. Multiple awards will ensure that any ensuing Contracts fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

The Lead Public Agency reserves the right to award the contract locally and/or nationally in the aggregate, by section, multiple awards, primary, secondary, and tertiary, whichever is in the best interest of the Lead Public Agency and Participating Public Agencies as a result of this solicitation.

Evaluation of Proposals

Proposals will be evaluated by the Lead Public Agency in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

Other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Respondent(s) whose response(s) affirmatively meets the requirements of this Request for Proposals and provides the best overall value will be eligible for a contract award. GOVMVMT reserves the right to make available or not make available Contracts awarded by a Lead Public Agency to Participating Public Agencies.

1.5 Contract term:

This contract will begin on the Date of Award for an initial term of five (5) years. The County reserves the right to renew the contract for two (2) additional two-year periods, if agreeable to all parties. Contract renewals must be authorized by and coordinated through the County's Department of Procurement.

1.2 INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

- A. Proposals are to be uploaded via the [County's Online Bidding System at https://procurement.opengov.com/portal/ocgov](https://procurement.opengov.com/portal/ocgov)

Note: This is a fully electronic Request for Proposals (RFP). Respondents must submit their proposals online via County's online bidding system. Only electronic proposals will be accepted. Facsimile and e-mail proposals will NOT be allowed. For assistance on uploading proposals via County's online bidding system, please contact procurement-support@opengov.com or <https://help.procurement.opengov.com/en/>

- B. Examine the Contract Documents and the site of the proposed work carefully before submitting a Proposal for the work contemplated. Investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of all Contract Documents. The County has attempted to provide all information available. It is the responsibility of each Respondent to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. If any person contemplating submitting a response to this Request for Proposals is in doubt as to the true meaning of any part of the solicitation documents attached hereto or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification/interpretation to the County Deputy Purchasing Agent (DPA) via the County's online bidding system under the bid page for this solicitation. If clarification or interpretation of this solicitation is considered necessary by County, an addendum shall be issued, and the information will be posted via the County's online bidding system. Any interpretation of, or correction to, this solicitation shall be issued by the DPA. It is the responsibility of each Respondent to periodically check the County's online bidding system to ensure that they have received and reviewed any and all addenda to this solicitation. The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information. If an addendum is issued, proposers must acknowledge the addendum via the County's eProcurement Portal. All questions or requests for interpretations must be received on Monday, June 2, 2025, before 2:00 pm as specified in the solicitation. Respondents are not to contact other County personnel with any questions or clarifications concerning this RFP. The DPA will provide all official communication concerning this RFP. Any County response relevant to this RFP other than through or approved by the DPA is unauthorized and will be considered invalid.
- C. Proposals must be valid for a period of at least three hundred sixty-five (365) calendar days from the closing date and time of receipt. No Proposal may be withdrawn after the submission date.
- D. Each Respondent must submit their proposal electronically via the County's eProcurement Portal.
- E. All pages must be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in the Proposal Response Requirements Section. It is imperative that all Respondents comply, exactly and completely, with the instructions set forth herein. All responses to this RFP shall be type written or word-processed (except where otherwise provided or noted), concise,

straightforward, and must fully address each requirement and question. Although not as a substitute for a complete written response, additional material, such as technical documents, may be referenced in any response if the material is included in the same section as additional information.

- F. **Proposals are not to be marked as confidential or proprietary.** The County may refuse to consider any Proposal so marked. All Proposals and supporting documents will be subject to the provisions of the California Public Records Act (California Code Government Code 6250 et seq.) (PRA) and will be disclosed or withheld in accordance therewith. The County shall not be liable in any way for disclosure of any such records. Additionally, all Proposals shall become the property of the County. The County reserves the right to make use of any information or ideas in the Proposals submitted. Respondents should not request that certain information be treated as exempt, and statements in the Proposals should not be marked as confidential or proprietary. In the event that any information is marked as confidential or proprietary, as it may be absolutely necessary, Respondents have the sole responsibility of obtaining any applicable injunctive reliefs to prevent the disclosure of such confidential proprietary information in connection with any request made to County pursuant to PRA or a subpoena for disclosure of such information.
- G. Each Respondent shall exercise reasonable care and diligence to avoid submitting a Proposal that could result in a conflict of interest if Respondent were to be selected. This obligation shall apply to the Respondent, the Respondent's employees, agents, and relatives, sub-contractors, and third parties associated with accomplishing work and services in Proposal. In the event Respondent has done work for the County on this Project in the past or has reason to believe that a conflict of interest may exist for Respondent in regard to this Project, Respondent should consult with its legal counsel prior to responding to this RFP. Any Respondent who is found to have an actual conflict of interest may have its Proposal rejected on that ground. Respondent, its employees and/or consultants may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose any financial interest that may be materially affected by services provided under this Contract, (2) prohibits such persons from making, or participating in making, decisions that could reasonably affect such interest; and (3) may require the filing a Statement of Economic Interest (Form 700). If subject to the Act, Respondent shall conform to all requirements of the Act. Failure to do so shall constitute a material breach and is grounds for immediate termination of the Contract by County. Respondent shall indemnify and hold harmless County for any and all claims for damages resulting from Respondent's violation of this Section.

- H. By submitting a Proposal, the Respondent represents that it thoroughly examined the County's requirements, is familiar with the services required under this RFP and is qualified and capable of providing the services to achieve the County's objectives.
- I. Each Respondent must submit its Proposal in strict accordance with all requirements of this RFP and compliance must be stated in the Proposal. **Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items on additional information section for the County's consideration as specified in the Proposal Response Requirements Section, "Statement of Compliance."**
Note: Allow sufficient time to upload all required files. The County's eProcurement Portal will not allow any uploads after the due date and time specified herein, e.g., if Part 1 and 2 uploaded successfully at 1:58:38 P.M. and Part 3 is in progress of being uploaded at 2:00:01 P.M., Part 3 will not upload successfully.
- J. County reserves the right to request proposal revisions and hold discussions and negotiations with any Respondent as necessary to serve the best interests of the County. Any Proposal may be rejected if it is conditional, incomplete or deviates from specifications in this RFP. The County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects or other improprieties which the County deems reasonably correctable or otherwise not warranting rejection of the Proposal. Any waiver will not excuse a proponent from full compliance.
- K. Pre-contractual expenses are not to be included in the Cost Proposal, Attachment B, Pricing and Compensation. Pre-contractual expenses are defined as including, but not limited to, expenses incurred by the Respondent in: a) preparing its Proposal in response to this RFP; b) submitting that Proposal to the County; c) negotiating with the County any matter related to the Respondent's Proposal; and d) any other expenses incurred by the Respondent prior to the date of award and execution, if any, of the Contract.
- L. Any Proposal may be construed as non-responsive and ineligible for consideration if it does not comply with the requirements of the RFP. Failure to comply with the technical features and acknowledgment of receipt of addenda are common causes for holding a Proposal nonresponsive.
- M. Where two or more Respondents desire to submit a single Proposal in response to this solicitation, they must do so on a prime/subcontractor basis rather than as a joint venture. The County intends to contract with a single firm that may subcontract with multiple firms (team) but not with multiple firms doing business as a joint venture.
- N. County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

- O. The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at www.dnb.com. If you are unable to provide/obtain a D-U-N-S number, please indicate so in your proposal/bid submission response.
- P. If applicable, the County requires a valid UEI number prior to Contract Award. If needed, your company may obtain one at no cost at www.usfcr.com. *If you are unable to provide/obtain a UEI number, please indicate so in your proposal submission response.*
- Q. County reserves the right to: a) negotiate the final Contract with any Respondent(s); b) withdraw this RFP in whole or part at any time without prior notice (the County makes no representations that any Contract will be awarded to any Respondent responding to this RFP); c) award its total requirements to one Respondent or to apportion those requirements among two or more Respondents; d) reject any Proposal if it is conditional, incomplete or deviates significantly from the services requested in this RFP; and/or e) request Best and Final Offer from any Respondent determined to be within the competitive range. Unless requested by the County, late Best and Final Offers will not be accepted by the County for any reason. In addition, negotiations may or may not be conducted with Respondents. Therefore, Proposals submitted shall contain the Respondent's most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent.

1.3 PROTEST PROCEDURES:

All protests shall be typed under the protestor's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- A. The name, address, and telephone number of the protestor.
- B. The signature of the protestor or the protestor's representative.
- C. The solicitation or contract number.
- D. A detailed statement of the legal and/or factual grounds for the protest; and,
- E. The form of relief requested.
- F. **Protest of Bid/Proposal Specifications:** All protests related to proposal specifications must be submitted to the Deputy Purchasing Agent no later than five (5) business days prior to the RFP Closing Date for proposals. Protests received after the five (5) business-day deadline will not be considered by the County. In the event the protest of specifications is denied, and the protestor wishes to continue in the solicitation process, the protestor must still submit a proposal prior to the close of the solicitation in accordance with the proposal submittal procedures provided in this RFP.

G. Protest of Award of Contract: In protests related to the award of a contract, the protest must be submitted no later than five (5) business days after the notice of intent award is provided by the DPA. Protests relating to a proposed contract award which are received after the five (5) business day deadline will not be considered by the County.

H. Protest Process

1. In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the DPA renders a decision on the protest.
2. Upon receipt of a timely protest, the DPA will, within ten (10) business days of receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
3. The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protestor's right to the protest procedures outlined herein.
4. If the protestor disagrees with the decision of the, DPA the protestor may submit a written appeal to the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

I. Appeal Process

1. If the protestor wishes to appeal the decision of the DPA, the protestor must submit, within three (3) business days from receipt of the DPA's decision, a written appeal to the Office of the County Procurement Officer.

Written appeals must be sent by mail to the address below with a courtesy copy by email;

County of Orange/County Executive Office
County Procurement Office
400 W. Civic Center Drive, 5th Floor
Santa Ana, CA 92701
Attn: County Procurement Officer
CPOAppeals@ocgov.com

2. Within fifteen (15) business days, the County Procurement Officer will review all materials in connection with the grievance, assess the merits of the protest and provide

a written determination that shall contain his or her decision on whether the appeal shall be forwarded to the Procurement Appeals Board.

3. The decision of the County Procurement Officer will be final and there shall be no right to any administrative appeals of this decision.

1.4 EVALUATION PROCESS AND CRITERIA

Proposals deemed to meet all minimum RFP requirements will be scored based on the established criteria, and will be assigned points that measure the responsiveness to each identified criterion. The total number of points earned will be tallied for each Proposal, based upon the Respondent(s) submitted written materials.

Proposals shall be evaluated by an Evaluation Panel of job knowledge experts on the basis of the responsiveness to the requirements in this RFP. The County may request clarifications, or otherwise verify the contents of the Proposal, including information about the Respondent, Contractors and sub-contractors. The County reserves the right to seek publicly available information about the Respondents.

The scoring is based on evaluation of the Proposal as measured against the Scoring Criteria. Proposals will be evaluated from the most advantageous to the least advantageous to the County.

***Please note: These minimum qualifications must be verified for the Proposal to be deemed responsive. Any Proposal may be construed as non-responsive and ineligible for consideration if it does not comply with the requirements of the RFP.**

Minimum Qualifications/Requirements: Respondent's Proposal shall meet the following minimum requirements and qualifications to proceed to the evaluation and scoring process:

Proposer must meet the following minimum requirements listed below:

- A. Complete all required sections of the County's RFP and Attachment D "GovMVMT RFP Compliance Packet"

1.5 SELECTION/AWARD PROCESS

Upon the completion of the evaluation process, the Evaluation Committee will make a recommendation for an award to DPA. Final award determination shall be subject to reference checks and past performance and may be subject to approval(s) by the County Board of Supervisors. In addition, County reserves the right to verify and validate any information prior to the Contract Award and during the entire term of the Contract.

The Model Contract contained herein this RFP is the Contract proposed for execution. It may be modified to incorporate negotiated items and other pertinent terms and conditions set forth in this RFP, including special conditions and requirements and those added by addendum, necessary

attachments, and to reflect Respondent's Proposal and qualifications. Any additional exceptions to the terms and conditions made by any Respondent after submission of its Proposal may result in its elimination from further consideration.

Negotiations may or may not be conducted with the finalist(s); therefore, the Proposal submitted should contain Respondent(s) most favorable terms and conditions, since the selection and award may be made without further discussion or need for clarification. Any additional exceptions to the terms and conditions made by any Respondent(s) after submission of its proposal may result in elimination from further consideration.

If a satisfactory Contract cannot be negotiated in a timely manner, County, in its sole discretion, may terminate negotiations with the selected Respondent and begin negotiations with the next Respondent.

Exceptions to the terms and conditions of the proposed Contract or the statements regarding Respondent's inability to comply with any of the provisions thereof are to be declared in the response to the RFP in the Section below titled: "PROPOSAL RESPONSE REQUIREMENTS" subsection titled: "Statement of Compliance".

1.6 TITLE VI SOLICITATION NOTICE

The County of Orange, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

1.7 DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE FORM W-9 REQUIREMENTS

Effective June 3, 2006, all Contractors, entering into a Contract with County, who are not already established in Countywide ERP System as an Auditor-Controller vendor, will be required to submit to County a federal Form W-9, or form W-8 for foreign vendors. County will inform Contractor, at the time of award, if the Form W-9 or W-8 will be required.

In order to comply with this County requirement, within ten (10) days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to Contract administrator, DPA, or the agency/department deputy purchasing agent the required W-9 or W-8.

1.8 COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE POLICIES:

- A. **OCLSB:** Effective January 1, 2020, the Orange County Board of Supervisors adopted the OCLSB Preference policy. Implementation of the OCLSB Preference policy supports local businesses, the local economy and the development of the County's tax base. To be certified as a Local Small Business by the County of Orange, a business shall meet (1) and (2) below:

1. Local Business requirements:
 - a. Maintains their principal center of operations (i.e. headquarters) within Orange County, and;
 - b. Has:
 - i. a business address located in the County of Orange that is not a post office box, or
 - ii. a valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.
2. Small Business Requirements:
 - a. Must be certified as a Small Business by the State of California Department of General Services (DGS); and,
 - b. DGS Small Business requirements must be valid at the time of bid/proposal submittal.

B. **DVBE:** Effective January 1, 2021, County of Orange Board of Supervisors adopted the DVBE Preference policy. The DVBE Preference policy supports local business opportunity, economy and the development of the County's tax base, and in addition recognizes the service and sacrifice given by the men and women of our Armed Forces. To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (1) and (2) below:

1. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
2. DGS DVBE requirements must be valid at the time of bid/proposal submittal.

To participate as an OCLSB and/or DVBE please read and follow the process outlined in EXHIBIT Titled - COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION REQUIREMENTS.

SECTION 2. SCOPE OF WORK

2.1 GENERAL INFORMATION:

The County of Orange is comprised of 22 Departments and over 18,000 employees located throughout the County. The County's core businesses are public safety, public works, construction management, public health, environmental protection, regional planning, public assistance, social services, and aviation.

2.2 SCOPE OF WORK

Contract Overview: Corrections Supplies and Related Products and Services

This contract is established to provide essential supplies and related services for correctional facilities, ensuring the safety, security, and operational efficiency of these institutions. The scope of the contract includes, but is not limited to, the procurement of the following:

- A. **Bedding and Linens:** a complete and comprehensive offering including, but not limited to, mattresses, pillows, mattress covers, sheets and pillowcases, blankets, towels and washcloths, and any additional related products offered by Proposer.
- B. **Laundry and Shower:** a complete and comprehensive offering including, but not limited to, laundry products (detergent, fabric softener, laundry bags, kangaroo carts, canvas trucks, laundry nets), shower products (shower caps, safety mats, shower curtains, curtain rings), and any additional related products offered by Proposer.
- C. **Inmate Uniforms and Clothing:** a complete and comprehensive offering including, but not limited to, tops, bottoms, jumpsuits, outerwear, workwear, sweats, pajamas, undergarments, accessories (caps, gloves, socks, belts), and any additional related products offered by Proposer.
- D. **Hygiene and Health Care Products:** a complete and comprehensive offering including, but not limited to, soaps, toothpaste and toothbrushes, deodorants, shampoo, feminine hygiene products, health care (allergy relief, laxatives, bedbug/lice/dust mite sprays, cough drops, stomach relief, face masks, aspirin), and any additional related products offered by Proposer.
- E. **Recreational Supplies:** a complete and comprehensive offering including, but not limited to, board games, puzzles, books, playing cards, exercise equipment, sports equipment, and any additional related products offered by Proposer.
- F. **Furniture and Storage:** a complete and comprehensive offering including, but not limited to, underbed storage containers, desk, game tables, beds, storage locker, shelves, wall rack, chairs, and any additional related products offered by Proposer.

G. **Footwear:** a complete and comprehensive offering including, but not limited to, boots, sandals, tennis shoes, slippers and step-ins, flip flops, accessories, and any additional related products offered by Proposer.

H. **Related Products and Services:** a complete range of related products and services offered by the Proposer.

The contract ensures competitive pricing, reliable delivery schedules, and quality assurance for all products and services offered. Vendors are required to comply with all local, state, and federal regulations related to correctional facility standards. The contract is designed to accommodate the diverse needs of both small and large-scale facilities, supporting the overall function of correctional institutions.

2. **ADDITIONAL WORK CLAUSE:**

A. **Additional Work:**

1. Upon County request, Contractor shall submit supplemental proposals for Additional Work not called for under the Scope of Work of this Contract. Contractor must obtain County Project Manager's written approval prior to commencing any additional work.
2. County reserves the right to obtain supplemental proposals from, and use, alternate sources for completion of the additional work and to utilize the data provided under this Contract to obtain necessary services.
3. If County authorizes work by an alternate source, Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period.
4. Contractor shall continue to provide services to all areas not affected by work provided by alternate sources.
5. Upon completion of any additional work, whether by Contractor or an alternative source, County's Project Manager or designee and Contractor will inspect the finished product at no additional cost to County. Upon mutual acceptance of the additional work, Contractor shall again be responsible for all services originally covered under this Contract and the work performed under this section.

3. **Miscellaneous Clause:**

- A. Miscellaneous commodities may be obtained at County's request. Contractor shall provide a written quote and obtain authorized County approval. Contractor under no circumstance shall provide any commodities without prior written authorized County

approval. Additional delivery locations may be added or deleted at any time with no penalty to County. Miscellaneous item purchases shall not exceed \$5,000.00, per item, including tax and other expenses, except when ordering the same items multiple times. Total order amount shall not exceed \$25,000.00.

- B. County may elect to accept substitute like commodities, commodities of equal or better quality and/or brand, costing equal or less than the original contracted commodities as set forth in this Contract with written authorized County approval. Substitute like commodities that cost more will require prior authorized approval from County before any substitution will take place.

SECTION 3. WRITTEN PROPOSAL SCORING FORMAT

3.1 PHASE 1

| No. | Evaluation Criteria | Scoring Method | Weight (Points) |
|-----|--|----------------|--------------------------------|
| 1. | <p>National Commitments</p> <p>Respondent must provide Written Proposal Scoring information in the RFP in order for the Lead Public Agency to determine Respondent’s qualifications to extend the resulting Contract to Participating Public Agencies thru GovMVMT.</p> <p>Please provide a written narrative of your understanding and acceptance of the Respondent Representations and Covenants in Section 1 of the RFP.</p> | Points Based | 150 <i>(16.7% of Total)</i> |
| 2. | <p>Company</p> <p>Due to character limitation, for this section please complete Exhibit B.</p> | Points Based | 125 <i>(13.9% of Total)</i> |
| 3. | <p>Order Processing and Distribution</p> <p>Due to character limitation, for this section please complete Exhibit B.</p> | Points Based | 175 <i>(19.4% of Total)</i> |
| 4. | <p>Sales and Marketing</p> <p>Due to character limitation, for this section please complete Exhibit B.</p> | Points Based | 50 <i>(5.6% of Total)</i> |

| | | | |
|----|--|--------------|--------------------------------|
| 5. | <p>Additional Information</p> <p>1. Please use this opportunity to describe any other offerings your organization can provide that you feel will provide additional value and benefit to a Participating Public Agency.</p> | Points Based | 125 <i>(13.9% of Total)</i> |
| 6. | <p>Compliance with the County Model Contract</p> <p>*Note: Respondents submitting exceptions to the County Model Contract of this RFP, may receive a score of “0” for this criterion.</p> | Points Based | 50 <i>(5.6% of Total)</i> |
| 7. | <p>Attachment D- GovMVM T RFP Compliance Packet</p> <p><i>The contractor must complete Attachment D – GovMVM T RFP Compliance Packet *</i></p> | Points Based | 225 <i>(25% of Total)</i> |

3.2 PHASE 2

| No. | Evaluation Criteria | Scoring Method | Weight (Points) |
|-----|---------------------|----------------|-----------------|
|-----|---------------------|----------------|-----------------|

| | | | |
|----|--|--------------|------------------------|
| 1. | <p>Cost Proposal/Category Discount</p> <p>A. Respondent shall provide a sealed Cost Proposal and Category Discount see "Attachment B-National Discount Form" for additional information but complete the Pricing Proposal with the RFP. The Cost Proposal/Category Discount will be evaluated as follows: Lowest price and Highest Discount receives the full score of 100 points. Contractors may include additional product categories in their Discount Pricing Proposal that are not listed in the Pricing Proposal. Although these categories will not be evaluated during the initial scoring, the County may consider them for inclusion in the final agreement if they are deemed relevant, offer competitive discounts, and provide added value to County operations.</p> <p>B. Please detail any additional pricing incentives or rebates that may be available such as large volume purchases or annual spend.</p> | Points Based | 100 (100% of Total) |
|----|--|--------------|------------------------|

SECTION 4. PRICING AND COMPENSATION

4.1 COMPENSATION:

This is a commodities Contract between County and Contractor to provide Corrections Supplies and Related Products and Services as set forth in the Scope of Work Section.

The Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **The County shall have no obligation to pay any sum in excess of the *Fixed Percentage Discount* and Total Contract Amount specified herein unless authorized by amendment in accordance with the County Contract Terms and Conditions, which may require approval by the County Board of Supervisors.**

4.2 BOARD OF SUPERVISORS APPROVAL:

Approval by the Board of Supervisors is required for all service contract contracts where for any year of the contract, the annual value to any one contractor exceeds \$200,000

Approval by the Board of Supervisors is required for all service contracts where the total contract value exceeds or is anticipated to exceed \$1,000,000 when all contract years are taken into consideration for multi-year contracts

4.3 PRICE INCREASE/DECREASES:

No price increases will be permitted during the first year/term of the Contract. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 180 days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to the County of Orange. The County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor's profit will not be allowed.

4.4 FIRM DISCOUNT AND PRICING STRUCTURE:

Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. The contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

If the Contractor is unable to supply the services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the services from the Contractor's supplier(s). An additional profit margin as a result of supplying services during an emergency or a declared disaster shall not be permitted.

4.5 CONTRACTOR'S EXPENSE:

The Contractor will be responsible for all costs related to photocopying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.

4.6 PAYMENT TERMS: PAYMENT IN ARREARS

Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Contractor shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with Contractor.

Billing shall cover services and/or goods not previously invoiced. Contractor shall reimburse County of Orange for any monies paid to Contractor for goods or services not provided or when goods or services do not meet Contract requirements.

Payments made by County shall not preclude the right of County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

4.7 PAYMENT – INVOICING INSTRUCTIONS:

Contractor will provide an invoice on the Contractor’s letterhead for services rendered. Each invoice will have a number and will include the following information:

- A. Contractor’s name and address
- B. Contractor’s remittance address, if different from A. above
- C. Contractor’s Taxpayer ID Number
- D. Name of County Agency/Department
- E. Delivery/service address
- F. Master Agreement (MA) or Purchase Order (PO) number
- G. Agency/Department’s Account Number
- H. Date of invoice
- I. Product/service description, quantity, and prices
- J. Sales tax, if applicable
- K. Freight/delivery charges, if applicable
- L. Total

Invoice and support documentation are to be forwarded to:

| | | | | |
|---|-------------|----------|----------|---------|
| County | Procurement | Office: | Accounts | Payable |
| Attn: | | Accounts | | Payable |
| 601 | North | | Ross | Street |
| 6th | | | | Floor |
| Santa | Ana, | | CA | 92701 |
| Email: einvoice@occr.ocgov.com | | | | |

4.8 ELECTRONIC FUNDS TRANSFER (EFT):

County of Orange offers Contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request an EFT form, please contact the DPA.

SECTION 5. PRICING PROPOSAL

1.1 COST PROPOSAL INSTRUCTIONS

The Proposer must submit the following information as part of the cost proposal:

- i. Provide the proposed **fixed percentage (%)** discount off catalog or manufacturer’s list price, or other objectively verifiable criteria by Product Category (Attachment A-National Pricing Structure). Multiple discounts may be provided for each product category.
- ii. Provide the reference to the catalog, manufacturer’s list price, or other verifiable criteria used to determine discounts and pricing. Copies of the relevant price lists must be included in Proposal response.
- iii. Provide (Market Basket Pricing) the price for each item based on the discount proposed in Attachment A.
- iv. Detail any additional pricing incentives or rebates that may be available such as for large volume purchases or annual spend.
- v. Provide pricing for any additional related products and services offered.

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|-----------------------------|---|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| Uniform and Clothing | | | | | | | | | | |
| 1 | Stenciled Orange Shirt Large | 250 | Each | | | | | | | |
| 2 | Stenciled Orange Shirt 2XL | 1,000 | Each | | | | | | | |
| 3 | Stenciled Orange Shirt 5XL | 800 | Each | | | | | | | |
| 4 | Stenciled Orange and White Striped Shirt Med | 100 | Each | | | | | | | |
| 5 | Stenciled Orange and White Striped Shirt XL | 800 | Each | | | | | | | |
| 6 | Stenciled Orange and White Striped Shirt 2 XL | 500 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|-----------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 7 | Stenciled Orange and White Striped Shirt 6 XL | 300 | Each | | | | | | | |
| 8 | Stenciled Orange Unisex Pants small - XL | 3,000 | Each | | | | | | | |
| 9 | Stenciled Orange Unisex Pants 2XL | 400 | Each | | | | | | | |
| 10 | Stenciled Orange Unisex Pants 3XL | 150 | Each | | | | | | | |
| 11 | Stenciled Orange Unisex Pants 4XL | 150 | Each | | | | | | | |
| 12 | Stenciled Navy Blue Unisex Pants small - XL | 3,000 | Each | | | | | | | |
| 13 | Non Stenciled Navy Blue Unisex Pants 2XL | 500 | Each | | | | | | | |
| 14 | Non Stenciled Navy Blue Unisex Pants 5XL | 100 | Each | | | | | | | |
| 15 | Non Stenciled Unisex white knitted short sleeve polo shirt sm-XL | 500 | Each | | | | | | | |
| 16 | Non Stenciled Unisex white knitted short sleeve polo shirt 3XL | 200 | Each | | | | | | | |
| 17 | Stenciled Unisex White Thermal Shirt XL | 500 | Each | | | | | | | |
| 18 | Stenciled Unisex White Thermal Shirt 2XL | 200 | Each | | | | | | | |
| 19 | Stenciled Unisex White Thermal Shirt 3XL | 300 | Each | | | | | | | |
| 20 | Stenciled Unisex White Thermal Shirt 4XL | 100 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|---------------------------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 21 | Men's White Basic Briefs Medium | 200 | Dozen | | | | | | | |
| 22 | Men's White Basic Briefs 2XL | 1,000 | Dozen | | | | | | | |
| 23 | Men's White Basic Briefs 4XL | 800 | Dozen | | | | | | | |
| 24 | Women's Panties White sizes 5-13 | 2,000 | Dozen | | | | | | | |
| Footwear | | | | | | | | | | |
| 25 | Men's Shoes, Gum Soled | 40 | Pair | | | | | | | |
| 26 | Men's Deck Shoes w/toe cap | 10,000 | Pair | | | | | | | |
| 27 | Women's Deck shes, gum soled | 50 | Pair | | | | | | | |
| 28 | Work Boots with laces | 25 | Pair | | | | | | | |
| 29 | V-Strap Thong sandals | 3,000 | Pair | | | | | | | |
| 30 | Disposable Foam Slippers | 100 | Pair | | | | | | | |
| 31 | Canvas Deck Shoe | 12,000 | Pair | | | | | | | |
| Bedding and Linens | | | | | | | | | | |
| 32 | Sealed Seam Polyester Mattress 38x80x6 | 5,000 | Each | | | | | | | |
| 33 | Sewn Polyester Mattress 38x75x6 | 1,000 | Each | | | | | | | |
| 34 | Sealed TPU Foam Mattress 38x80x6 | 4,000 | Each | | | | | | | |
| 35 | Sewn Cotton Mattress 38x75x6 | 3,000 | Each | | | | | | | |
| 36 | Flame Resistant Vinyl Mattress Cover 36x80 | 5,000 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|--------------------------------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 37 | Heavy Duty Cloth Mattress Cover 30x75x4 | 3,000 | Each | | | | | | | |
| 38 | Twin Flat Sheets Poly/cotton 130 thread count Navy | 10,000 | Each | | | | | | | |
| 39 | Twin Fitted Sheet poly/cotton 180 thread count Brown | 10,000 | Each | | | | | | | |
| 40 | Disposable Sheets, white 54x90 | 2,500 | Case | | | | | | | |
| 41 | Woven wool blanket 70% wool 62x80 | 4,000 | Each | | | | | | | |
| 42 | Economy grade hand towels 15x25 2.25lbs | 8,000 | Case | | | | | | | |
| 43 | Economy grade bath towels 24x48 cotton terry | 14,000 | Case | | | | | | | |
| 44 | Premium grade white washcloths 12x12 | 15,000 | Case | | | | | | | |
| Hygiene and Health Care | | | | | | | | | | |
| 45 | Dial Bar Soap 4.0 oz 36 per case | 25,000 | Case | | | | | | | |
| 46 | Dial Antibacterial Liquid Hand Soap 12 per case | 20,000 | Case | | | | | | | |
| 47 | GoJo Plastic Soap Dispenser | 10,000 | Each | | | | | | | |
| 48 | Suave Cocoa butter lotion 10 oz 6 per case | 4,000 | Case | | | | | | | |
| 49 | Colgate Regular Toothpaste 4 oz 24/case | 12,000 | Case | | | | | | | |
| 50 | Playtex Sport Tampons Regular, Unscented 216/case | 8,000 | Case | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|------------------------------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 51 | Personal Admission Kit (toothbrush/paste/comb/soap 144/cs | 18,000 | Case | | | | | | | |
| 52 | GoodSense Cough Drops Cherry 24/case | 5,000 | Case | | | | | | | |
| 53 | 50 person First Aid Kit | 5,000 | Each | | | | | | | |
| 54 | Ibuprofen, generic single dose packets 125/cs | 10,000 | Case | | | | | | | |
| 55 | Paper Dispenser Cups 1 oz 5000/cs | 3,000 | Case | | | | | | | |
| 56 | Drug Test Panel 6 iCups 25/case | 15,000 | Case | | | | | | | |
| 57 | Power free Blue Nitrile exam gloves Xlarge 100/box | 20,000 | Box | | | | | | | |
| 58 | Nitrile Examination Gloves Blue Xlarge 100/box | 20,000 | Box | | | | | | | |
| Recreational Supplies | | | | | | | | | | |
| 59 | Pickleball Champion Set (4 paddles/3 balls/bag/net) | 2,500 | Set | | | | | | | |
| 60 | Basketball 29.5" indoor/outdoor use | 6,000 | Each | | | | | | | |
| 61 | Economy Playing Cards 12 decks/case | 3,000 | Case | | | | | | | |
| 62 | Silicone Checkers Set pliable material, lightweight board and pieces | 2,000 | Each | | | | | | | |
| 63 | Silicone Chess Set | 1,500 | Each | | | | | | | |
| 64 | Sit Up Board Heavy Duty surface mounting | 800 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|------------------------------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 65 | Pull up & dip station 150 lbs, 44" x 40" 92" no removable parts, no electric | 300 | Each | | | | | | | |
| 66 | Replacement Basketball Net | 3,000 | Each | | | | | | | |
| 67 | Football molded rubber indoor/outdoor use | 3,000 | Each | | | | | | | |
| 68 | Volleyball 25.5" indoor/outdoor use | 5,000 | Each | | | | | | | |
| Furniture and Storage | | | | | | | | | | |
| 69 | Table 42" Round durable molded construction resist stains | 1,000 | Each | | | | | | | |
| 70 | Swing Arm Desk 10 gauge Steel top 12" diameter, floor mount | 500 | Each | | | | | | | |
| 71 | Heavy Duty Metal Double Bunk Beds with rail and ladder bolt legs | 2,000 | Each | | | | | | | |
| 72 | Stackable single bunk bed welded 32x76x32 10 gauge | 15,000 | Each | | | | | | | |
| 73 | Stackable Metal Bunk ladder 32"L 12"W 1.5" rungs powder coat finish | 1,000 | Each | | | | | | | |
| 74 | Footlocker 23"L x 16"H x 11" D Hasp Lock floor mount, 10 gauge steel | 800 | Each | | | | | | | |
| 75 | Stackable Gun Locker 16 gauge all welded steel 2 keys | 500 | Each | | | | | | | |
| 76 | Wall Mount Table or Seat 7 gauge steel bar brace | 2,000 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|-----------|---|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 77 | 7 gauge steel food pass door panel 5"H x 15"L opening stainless steel | 3,000 | Each | | | | | | | |
| 78 | Armless stackable chair grey one piece inject molded no break polypropylene | 10,000 | Each | | | | | | | |
| 79 | 10 guage solid steel bench all welded 8 foot | 500 | Each | | | | | | | |
| 80 | Flexible Silicone 5 compartment food tray orange 12/cs | 18,000 | Case | | | | | | | |
| 81 | Flexible Spoon 100/case microwave/dishwasher safe | 2,000 | Case | | | | | | | |
| 82 | Flexible Silicone bowl 11 fl oz microwave/dishwasher safe 48/case | 12,000 | Case | | | | | | | |
| 83 | Food Storage Containers, Clear 2 Qt 6/case | 10,000 | Case | | | | | | | |
| 84 | Anti-fatigue mat 3' x 5' x 1" molded rubber, openings for water | 3,000 | Each | | | | | | | |
| 85 | Disposable Food Handling Gloves 1000/box Large | 8,000 | Box | | | | | | | |
| 86 | Thumb handle mini Spork, Orange lightweight polypropylene 100/cs | 5,000 | Case | | | | | | | |
| 87 | Disposable Polyethylene Aprons 24" x 42" individually bagged 1000/cs | 8,000 | Case | | | | | | | |
| 88 | Stainless Steel Utility Cart 200lb capacity 3 shelf 3.5" rubber wheels | 1,500 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|-----------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 89 | Clear flexible mugs 12 oz polyethylene 48/case | 12,000 | Case | | | | | | | |
| 90 | Polycarbonate rimless cereal bowl 15 oz 12/cs | 8,000 | Case | | | | | | | |
| 91 | Insulated Beverage Server 5 gal drip proof spigot | 1,200 | Each | | | | | | | |
| 92 | Underbed Storage Box 13 gal 26"L x 18"W x 9"H 6/case | 3,000 | Case | | | | | | | |
| 93 | UniVault Property Bags 14"x20" Heavy guage poly, permanent tape close 200/case | 5,000 | Case | | | | | | | |
| 94 | Storage Rack for Mattresses 10 guage steel 76"L x 32"W 4 posts | 1,200 | Each | | | | | | | |
| 95 | Overflow Bunk 96" x 30" x12" for short term use 1000lb capacity | 5,000 | Each | | | | | | | |
| 96 | Convex Security Mirrors 26 in | 2,500 | Each | | | | | | | |
| 97 | Toilet Tissue 2 ply 4.1" x 3.1" 500 sheets white 96 roll/case | 14,000 | Case | | | | | | | |
| 98 | Lysol Disinfecting Wipes 80/pack lemon/lime scent | 15,000 | Packs | | | | | | | |
| 99 | Stainless Steel Chrome Frame Mirror 8 x10 20 gauge stainless steel | 3,000 | Each | | | | | | | |
| 100 | Flat Screen LCD TV Enclosure 14 guage steel 1/4" face wall mount 32"-42" | 800 | Each | | | | | | | |

| Line Item | Item Description | Estimated Annual Quantity | Unit of Measure | Unit Cost | Total | Vendor ID/Catalog Number | Vendor Catalog Unit Cost | Proposed Discount | Proposed Unit Cost | Net Extended Cost |
|--------------|--|---------------------------|-----------------|-----------|-------|--------------------------|--------------------------|-------------------|--------------------|-------------------|
| 101 | Picnic Table 30x96x54 heavy duty 10 gauge top and benches | 500 | Each | | | | | | | |
| 102 | Drop Box 18" x 14.5" x 9" 16 gauge welded steel 1"x10" drop slot | 300 | Each | | | | | | | |
| TOTAL | | | | | | | | | | |

| Line Item | Description | Unit of Measure | Percentage |
|-----------|--------------------------------|-----------------|------------|
| 1 | Bedding & Linens | Each | |
| 2 | Laundry & Shower | Each | |
| 3 | Inmate Uniforms & Clothing | Each | |
| 4 | Hygiene & Health Care Products | Each | |
| 5 | Recreational Supplies | Each | |
| 6 | Furniture & Storage | Each | |
| 7 | Footwear | Each | |
| 8 | Related Products | Each | |
| 9 | Services | Each | |

SECTION 6. PROPOSAL RESPONSE REQUIREMENTS

Proposals must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Note: Proposals that exceed the page limit noted above may be disqualified from further consideration.

Proposals must be electronically organized into three (3) sections and must be indexed in the order outlined below. List questions and your responses and/or attachments as numbered and listed within each section.

6.1 COMPLIANCE STATEMENTS (PART 1)

Some *required questions might not be applicable to your company. Do not leave any required fields blank. Please indicate "N/A" when necessary. A required field that is left blank will prohibit your response from being submitted.

*indicates that it is required.

6.1.1 Validity of Proposal *

The County requires that all Proposals be valid for at least three hundred sixty-five (365) calendar days. Submissions not valid for at least three hundred sixty-five (365) days will be considered nonresponsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid below:

Please state 365 calendar Days if your proposal will be valid for that period of time. If your proposal will be valid for a different period of time please list the appropriate number of calendar days.

Maximum response length: 100 characters

*Response required

6.1.2 Certification of Understanding *

The County assumes no responsibility for any understanding or representation made by any of its officers, employees or agents during or prior to the execution of any Contract resulting from this solicitation unless:

- A. Such understanding or representations are expressly stated in the Contract; and
- B. The Contract expressly provides that the County therefore assumes the responsibility.

Representations made but not expressly stated and for which liability is not expressly assumed by the County in the Contract shall be deemed only for the information of the Respondent.

Respondent certifies that such understanding has been considered in this response.

Please confirm

*Response required

6.1.3 Minimum Qualifications/Requirements Statement*

Respondent shall certify that it meets all minimum qualifications and requirements set forth herein.

Please confirm

*Response required

6.1.4 Certificate of Insurance *

The Respondent shall certify its willingness and ability to provide the required insurance coverage and certificates as set forth in the Model Contract.

Please confirm

*Response required

6.1.5 W-9 Requirements *

The Respondent shall certify its willingness and ability to provide W-9 Requirements as indicated in this RFP (will obtain at the time of award).

Please confirm

*Response required

6.1.6 Department of the Treasury, Internal Revenue Service Form W-9 Requirements

Effective June 3, 2006, all Contractors, entering into a Contract with County, who are not already established in Countywide Accounting and Personnel System (CAPS) as an Auditor-Controller vendor, will be required to submit to County a federal Form W-9, or form W-8 for foreign vendors. County will inform Contractor, at the time of award, if the Form W-9 or W-8 will be required.

In order to comply with this County requirement, within ten (10) days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to Contract administrator, DPA, or the agency/department deputy purchasing agent the required W-9 or W-8.

You may upload the appropriate form here or comply within the ten (10) days as described above.

6.1.7 Conflict of Interest *

Respondent must certify and select option 1 or 2 below:

A. Respondent certifies current/past financial, business or other relationship(s) with the County exist/existed as follows:

- A. Disclose any financial, business or other relationship with the County, any other entity that the County Board of Supervisors governs, or any County Board member, officer or employee, which may have an impact, affect or influence on the outcome of the services you propose to provide. Provide a list of current clients, employees, principals or shareholders (including family members) who may have a financial interest in the outcome of services you propose to provide.
- B. Disclose any financial, business or other relationship within the last three (3) years with any firm or member of any firm who may have a financial interest in the outcome of the work.

2. Respondent certifies that no relationships exist/existed as outlined in item 1 above.

Respondent certifies current/past financial, business or other relationship(s) with the County exist/existed as follows.

Respondent certifies that no relationships exist/existed as outlined in item 1 above.

*Response required

6.1.8 Statement of Compliance*

A statement of compliance with all parts of this RFP or a listing of exceptions and suggested changes must be submitted in response to this RFP.

- Yes: This response is in strict compliance with said RFP, including, but not limited to, the terms and conditions set forth in the Contract and its Attachments, and **no exceptions thereto are proposed.**
- No: If there are any proposed exceptions, Respondent shall answer "No" to this question and proceed to attach a list any and all exceptions in accordance with the instructions provided after "No" is selected.

Yes

No

*Response required

When equals "No"

6.1.9 Attachment for each proposed exception must include:*

- A. The RFP page number and section of the provision Respondent is taking exception to;
- B. The complete provision Respondent is taking exception to;
- C. The Respondent's suggested rewording;
- D. Reason(s) for submitting the proposed exception; and
- E. Any impact the proposed exception may have on cost, scheduling, or other areas.

*Response required

6.1.10 Non-Collusion Affidavit*

Each Respondent must execute the Non-Collusion Declaration contained in the RFP and submit it with the Proposal.

The County of Orange may require that the Respondent, before awarding any subcontract, secure Non-Collusion Declarations from proposed Subcontractors. The County of Orange does not conduct business with Respondents who engage in the act of Collusion.

- [Non-Collusion Affidavit.docx](#)

*Response required

6.1.11 Non-Collusion Declaration - A*

Has your firm ever initiated discussions with competing consulting firms about the payment structure of an existing or potential future contract with the County of Orange? **Respondent must select one (1). If Respondent selects Yes answer, Respondent must provide a brief explanation below. A “Yes” answer may preclude you from moving forward in the RFP Process. Respondent must certify both questions below:**

- Yes
- No

*Response required

When equals "Yes"

6.1.12 Reason for Collusion:*

*Response required

6.1.13 Non-Collusion Declaration - B*

If not, has your firm participated in any discussions with competing firms in an effort to influence the payment structure for existing or potential County contracts? **Respondent must select one (1). A “Yes” answer may preclude you from moving forward in the RFP Process.**

- Yes
- No

*Response required

When equals "Yes"

6.1.14 Provide names of competing firms: *

*Response required

6.1.15 Litigation against County of Orange in the past seven (7) years*

Respondent must certify either Yes or No:

A. (Yes) Respondent certifies current/past litigation as follows:

1. Respondent shall provide detailed information regarding litigation (court and case number), liens, or claims involving Respondent, or any company that holds a controlling interest in Respondent, against County of Orange in the past seven (7) years.

B. (No) Respondent certifies that Respondent or any proposed subcontractors do not have any past or current litigation described above.

- Yes
- No

*Response required

When equals "Yes"

6.1.16 Respondent shall provide detailed information regarding litigation (court and case number), liens, or claims involving any proposed subcontractors, or any company that holds a controlling interest in subcontractor firm(s), against County of Orange in the past seven (7) years.*

*Response required

6.1.17 Name/Ownership Changes:*

Respondent must certify either Yes or No below:

- A. (Yes) Respondent certifies past company name changes and/or ownership changes, for Respondent's firm and any proposed subcontractor firm, as follows:
1. Respondent shall provide detailed information regarding any company name changes (including legal business names) in the past seven (7) years.
- B. (No) Respondent certifies that Respondent or any proposed subcontractors have not had any company name change or ownership changes in the past seven (7) years.

Yes

No

*Response required

When equals "Yes"

6.1.18 Respondent shall provide detailed information regarding any company ownership changes (including legal business names) in the past seven (7) years. *

*Response required

6.1.19 The Levine Act: County of Orange Campaign Contribution Disclosure*

The Levine Act compliance is a minimum submittal requirement of this solicitation.

Please complete and sign the County of Orange Campaign Contribution Disclosure Form attached hereto. A proposer's failure to provide a completed and signed copy will render its proposal as incomplete and nonresponsive.

- [CAMPAIGN CONTRIBUTION DISCL...](#)

*Response required

6.1.20 Statement of Economic Interest (Form 700)*

If subject to the Act, Respondent shall conform to all requirements of the Act. Failure to do so shall constitute a material breach and is grounds for immediate termination of the Contract by County. Respondent shall indemnify and hold harmless County for any and all claims for damages resulting from Respondent's violation of this Section.

Please confirm

*Response required

6.1.21 Is your firm a County Of Orange Local Small Business (OCLSB) or a Disabled Veteran Business Enterprise (DVBE)?*

To participate as an OCLSB and/or DVBE, the requirements in the [OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS](#) must be met

- Yes
- No

*Response required

When equals "Yes"

6.1.22 OC Local Small Business (OCLSB) Preference And Disabled Veteran Business Enterprise (DVBE) Certifications*

Instructions are located here: <https://cpo.ocgov.com/doing-business-oc/preference-policies>

- [Local Small Business \(OCLSB...](#)

*Response required

6.1.23 Contractor Safety*

Contractor shall comply with [County's Safety and Loss Prevention Policy and Procedure #306 \("Contractor Safety Responsibilities"\)](#) and submit a copy of its Injury and Illness Prevention Program (IIPP) and [Contractor Safety-Activity Checklist](#) to the designated County Procurement staff as part of the solicitation and/or contract process. Contractor will notify County Project Manager of any revisions to the Safety-Activity Checklist and will provide a new Safety-Activity Checklist upon County request. The IIPP shall comply with California Code of Regulations, Title 8, Section 1509 or 3203 (whichever applies). Contractor shall submit other safety programs that pertain to the type of job that will be performed on site. County reserves the right to conduct inspections and audits as necessary for the purpose of evaluating any aspect of safety performance under this Contract.

*Response required

6.1.24 Safety Data Sheets (SDS)*

Contractor is required to provide a Safety Data Sheet (SDS) compliant with California Code of Regulations, Title 8, Section 5194, for each hazardous substance that is provided, used or created as part of the goods or services provided by Contractor to County. The SDS for each substance must be sent to either the County Project Manager, as specified in the "Notices" provision of this Contract, or to the place of shipment or provision of goods/services.

*Response required

6.1.25 Upon recommendation of contract award, Respondent will be required to submit the following documents within ten (10) days of County notification, unless otherwise specified in the RFP:*

- A. Insurance Certificate(s) including additional Insured Endorsement(s) (see Model Contract).

- B. Current signed form W-9 (Taxpayer Identification Number & Certification) which includes Respondent's-legal business name(s).
- C. Signed Contract – Selected Respondent will be required to sign a contract upon award. If selected Respondent is a corporation, signature will be provided in accordance with the corporation's code as specified in this solicitation.

Please confirm

*Response required

6.1.26 I HAVE READ, UNDERSTOOD AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.*

Please confirm

*Response required

6.2 COMPANY PROFILE & REFERENCES (PART 2)

Some *required questions might not be applicable to your company. Do not leave any required fields blank. Please indicate "N/A" when necessary. A required field that is left blank will prohibit your response from being submitted.

*indicates that it is required.

6.2.1 Company Legal Name:*

*Response required

6.2.2 Company Legal Status (corporation, partnership, etc.):*

*Response required

6.2.3 Active licenses issued by the California State Contractor's License Board:*

Enter License Number

*Response required

6.2.4 DIR Registration No:*

*Response required

6.2.5 DVBE Certification No:*

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (1) and (2) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid/proposal submittal.

*Response required

6.2.6 SBA Certification No:*

*Response required

6.2.7 Local Business Address:*

(If more than one, include all)

*Response required

6.2.8 Telephone Number:*

*Response required

6.2.9 Fax Number:*

*Response required

6.2.10 Email Address:*

*Response required

6.2.11 Length of time Respondent has been in business:*

*Response required

6.2.12 Length of time at current location:*

*Response required

6.2.13 Is your firm a sole proprietorship doing business under a different name?:*

Yes

No

*Response required

When equals "Yes"

6.2.14 If yes, please indicate sole proprietor's name and the name you are doing business under:*

*Response required

6.2.15 Is Respondent incorporated?:*

Yes

No

*Response required

When equals "Yes"

6.2.16 If yes, State of Incorporation:*

*Response required

6.2.17 UEI number *

If applicable, the County requires a valid UEI number prior to Contract Award. If needed, your company may obtain one at no cost at www.usfcr.com.

*Response required

6.2.18 Federal Taxpayer ID Number:*

*Response required

6.2.19 D-U-N-S Number *

Please provide your company's DUNS number.

The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at www.dnb.com. If you are unable to provide/obtain a D-U-N-S number, please indicate so in lieu of the number.

*Response required

6.2.20 Regular business hours:*

*Response required

6.2.21 Regular holidays and hours when business is closed:*

*Response required

6.2.22 Contact person in reference to this RFP:*

Please include the following information in this response:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:
- D. Email Address:
- E. Mobile Number:

*Response required

6.2.23 Contact person for Accounts Payable:*

Please include the following information in this response:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:
- D. Email Address:
- E. Mobile Number:

*Response required

6.2.24 Name of Project Manager:*

Please include the following information in this response:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:

D. Email Address:

E. Mobile Number:

*Response required

6.2.25 In the event of an emergency or declared disaster, the following information is required:*

Please include the following information in your response:

A. Name of contact during non-business hours:

B. Telephone Number:

C. Fax Number:

D. Email Address:

E. Mobile Number:

*Response required

6.2.26 References*

Respondent must demonstrate successful prior performance of comparable services in the public sector arena and provide a minimum five (5) references with three (3) references from public sector entities and clients that are comparable to the County of Orange for which these types of services have been performed within the past five (5) years.

Please provide the following information for each of the five references:

- Company Name
- Contact Name
- Email
- Telephone number
- Address
- Contract Effective Dates
- Contract Amount
- Brief Contract Description

*Response required

6.3 RESPONDENT'S PROPOSAL (PART 3)

Some *required questions might not be applicable to your company. Do not leave any required fields blank. Please indicate "N/A" when necessary. A required field that is left blank will prohibit your response from being submitted.

*indicates that it is required.

6.3.1 Respondent's Proposal*

Please provide complete response to Written Proposal Scoring Format of the RFP.

*Response required

6.3.2 Additional Information

Please provide any additional required documentation here.

6.3.3 Lead

Please confirm

SECTION 7. OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS

County of Orange Local Small Business (OCLSB) Preference and Disabled Veteran Business Enterprise (DVBE) Preference Policies Certification Requirements

7.1 OCLSB:

OCLSB: Effective January 1, 2020, County of Orange Board of Supervisors adopted the OCLSB Preference policy. Implementation of the OCLSB Preference policy supports local businesses, the local economy and the development of the County's tax base.

To be certified as a Local Small Business by the County of Orange, a business shall meet (1) and (2) below:

A. Local Business Requirements:

1. maintains their principal center of operations (i.e. headquarters) within Orange County, and;
2. has:
 - a. a business address located in the County of Orange that is not a post office box, or
 - b. a valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.

B. Small Business Requirements:

1. Must be certified as a Small Business by the State of California Department of General Services (DGS): and,
2. DGS Small Business requirements must be valid at the time of bid submittal.

7.2 DVBE:

Effective January 1, 2021, County of Orange Board of Supervisors adopted the DVBE Preference policy. The DVBE Preference policy supports local business opportunity, economy and the development of County's tax base, and in addition recognizes the service and sacrifice given by the men and women of our Armed Forces.

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (A) and (B) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid submittal.

To participate as an OCLSB and/or DVBE please read and follow the process outlined in **COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION REQUIREMENTS** in the [VENDOR QUESTIONNAIRE](#).

7.3 OCLSB/DVBE CERTIFICATION REQUIREMENTS:

County Of Orange Local Small Business (OCLSB) Preference And Disabled Veteran Business Enterprise (DVBE) Certification Requirements

1. To participate as an OCLSB and/or DVBE the following requirements must be met:
 - a. Must be certified with State of California the Department of General Services (DGS) as a Small Business - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 - b. Must be certified with DGS as a DVBE - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 - c. maintains their principal center of operations (i.e. headquarters) within Orange County
 - d. Certification must be valid at the date/time solicitation is closed, and it shall remain in effect at the time of contract award. County reserves the right to verify and/or reject incomplete documents.
 - e. Complete and sign the Affirmation form attached herein. The signed Affirmation form and the OCLSB Certification are required and must be returned with the solicitation response.
2. OCLSB or DVBE Preference provides for the following:
 - a. Invitation for Bid – IFB
 - b. Request for Proposal - RFP
4. Dual OCLSB and DVBE Preference provides for the following:
 - c. Business Certified as OCLSB and DVBE

5. Subcontractors