



# Ottawa County

## Request for Proposal 24-020 Dry Cleaning and Related Services

The County of Ottawa, on behalf of the Sheriff's Office and Human Resources Department, is requesting proposals from experienced and qualified vendors for dry-cleaning and related services for Uniform Coats, Jackets, Shirts, Pants, and other articles of clothing.

By responding to this RFP, the Proposer agrees to perform in accordance with the terms and conditions set forth herein.

RFP Issue Date:	Thursday, June 6, 2024
<b>Questions Deadline:</b>	<b>Tuesday, June 18, 2024</b>
Addendum Issuance:	Thursday, June 20, 2024
<b>RFP Deadline:</b>	<b>By 2:00 PM (ET) Thursday, June 27, 2024</b>
Evaluation Timeline (Estimated):	June 28 <sup>th</sup> through July 12 <sup>th</sup>
Intent to Award (Estimated):	Monday, July 15, 2024
Contract Start (Estimated):	To Be Determined

RFP Administrator: Janice McLaren, Procurement Specialist, 616-738-4670,  
[purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org)

All requests for additional information or questions should be directed to the RFP Administrator.

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## Section 1: Information Summary

### General Information:

The County of Ottawa distributes solicitation documents through the Michigan Intergovernmental Trade Network (MITN), website at <http://www.bidnetdirect.com/mitn> and through the Purchasing page of the County of Ottawa's website located at <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Copies of proposal documents obtained from any other sources are not considered official copies, and may result in failure to receive addenda, corrections or other revisions that may be issued.

For purposes of this RFP, the term "Contractor," "Vendor," "Proposer," "Respondent," or "Bidder" are considered to have the same meaning, all referring to the person or company responding to this RFP. Additionally, the terms "County," "Client," or "Owner" refers to the County of Ottawa.

### Proposal Submission:

Proposals must be received by **2:00 PM (ET) on Thursday, June 27, 2024**. Proposals received after this time will not be considered. Proposals may be withdrawn at any time prior to the scheduled proposal deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP Deadline. Proposals should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Proposals will be reviewed to determine if submission requirements are met. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information may be rejected as non-responsive. Vendor assumes responsibility for meeting the submission requirements and addressing all necessary technical and operational issues to meet the project objectives.

All proposals must include completed, signed copies of all required attachments. Vendor assumes all risks associated with electronic submission (including possible technical issues). Attachments must be filled out in full and signed by an authorized Company representative.

### Proposal Response:

Proposal response must contain completed, signed copies of each of the following required attachments:

- Attachment A – Cover Sheet for Proposal
- Attachment B – Vendor References
- Attachment C – Proposal Response / Pricing Form

Proposals will be accepted by e-mail submission only, as follows:

Respondents will submit an electronic response (preferably single-file PDF format) by e-mail to: [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org) with subject line of: "RFP 24-020 Dry Cleaning and Related Services." The County can receive email attachments up to 25 megabytes. Proposal documents larger than 20 megabytes should be sent in multiple emails with subject line of: "RFP 24-020 – 1 of 2", etcetera. It will be the Proposers' responsibility to ensure that their proposal has been appropriately delivered and received.

### Modification:

Prior to the date and time set forth as the Proposal Receipt Deadline, proposals may be modified or withdrawn by the Proposer's authorized representative. After the submission deadline, responses may not be modified or withdrawn without written consent of the County.

### Pre-Proposal Conference:

No pre-proposal conference scheduled.

### Questions:

Vendors may submit questions and requests for clarification relating to this RFP to the RFP Administrator by the stated deadline. Responses to all questions and inquiries received by the County will be issued in the form of an Addendum and posted on the MITN and the County's website, as needed. Only answers to questions submitted prior to the submission deadline and released in the form of an Addendum will be considered official and final. Any remarks or explanations made by phone, email, or in-person will be considered draft and will be non-binding.

## Section 2: Scope of Work

The County of Ottawa, on behalf of the Sheriff's Office and Human Resources Department, is requesting proposals from experienced and qualified vendors for dry-cleaning, laundry, pressing and other related services for Uniform Coats, Jackets, Shirts, Pants, and other articles of clothing.

All returned garments must be in good appearance (neat creases; no lint, no hair, no stains to the extent possible) and not incur unwarranted wear or fading inconsistent with garments age, usage, and manufacturers' expectations.

As a result of this RFP, it is the intention of Ottawa County to enter into a contract with one (1) vendor for dry-cleaning and related services for an initial contract period of three (3) years with an option to renew the contract for two (2) twenty-four (24) month terms. Prices quoted must remain firm for the period covered by the contract, unless price escalation is herein specified.

### A. Services Required

Vendor shall provide two (2) times per week pickup of soiled uniforms and other clothing and two (2) times per week delivery of cleaned uniforms and other clothing. Locations are as provided in Exhibit 1 – Pickup and Delivery Locations. Times and days of the week for schedule will be as agreed upon with awarded vendor.

1. Current Uniform Types , Other Articles of Clothing and Materials Requiring Cleaning Services: (list provided is an example of items and not a comprehensive list of all items that may be presented for cleaning)

- Uniform Shirts, Long and Short Sleeve

- Uniform Pants

- Uniform Jackets (lightweight)

- Uniform Jackets (heavyweight / winter)

- Honor Guard Jackets

- Uniform Tie

- Standard Dress Shirts, Long and Short Sleeve (Dry Cleaned or Laundered)

- Standard Dress Pant

- Standard Suit (Blazer and Pant)

- Standard Sport Jacket

- Standard Dress Skirt

- Standard Dress (polyester)

- Standard Sweater (Wool / Acrylic)

- Standard Dress Tie

- Judges Robes

- Tablecloths – 4', 6' and 8' lengths

2. Cleaning Estimates:

The County cannot guarantee a number of uniform pieces or other articles of clothing to be cleaned in a given contract year, but offers these numbers as an estimate of required services.

We estimate approximately three hundred fifty (350) to four hundred fifty (450) various uniform pieces shall require cleaning services per year, per officer. There are currently a total of 207 uniformed Sheriff Command Staff and Officers which may utilize these services. This total count may vary and may increase or decrease during the contract term and is only an estimate and not a guarantee. There is no available information on the number of Ottawa County Employees that currently use a dry-cleaning service.

3. Accounting, Invoicing and Customer Service

Vendor is required to provide separate accounting for each and every item cleaned as part of provided services.

For services provided to the Sheriff's Office:

On a monthly basis, vendor to provide a detailed accounting of cleaning to the Sheriff's Office using employee first initial and last name. Monthly statements are to list, using employee first initial and last name, their total monthly charges. Separate invoices are to accompany each monthly statement and provide additional detail for each employee. Invoices are to clearly state the type of service provided, description of item(s) cleaned, unit pricing for each item cleaned and a total cost of service provided per employee.

For services provided to Ottawa County Employees for personal items:

On a regular basis, vendor to directly invoice any Ottawa County Employee that has provided personal items to be cleaned. The awarded vendor will work directly with Human Resources on the creation of Dry-Cleaning starter kits for employees. Example of items or information contained in a starter kit are order forms, price list, payment authorization form, payment envelope or other items relevant to services provided. Payment for personal items cleaned shall be the responsibility of the employee. Cleaning services for employees personal items would be considered a stand-alone agreement with the employee and not part of any contract vendor would enter into with Ottawa County.

4. Pickup Requirements

Vendor shall provide laundry bag(s) of adequate sized for each office to contain dirty uniforms or other items, for pick-up.

## 5. Delivery Requirements

Vendor shall return all uniforms, garments or other items on hangers and hang in designated drop-off locations. All uniforms, garments or other items are to have identifiable tags indicating employee or owner of said items. If there are a large quantity of items belonging to one employee, they are to be grouped together. All uniforms, garments or other items shall arrive at the delivery location in a wrinkle free state.

## 6. General Requirements

All items will be dry cleaned unless other cleaning method is authorized by the Sheriff's Office (to also be dependent on garment manufacturers labeled cleaning instructions).

- a. All articles to be dry cleaned and / or laundered shall be done in accordance with the accepted standards of the American Institute of Laundering / best standard commercial methods.
- b. All sleeves are to be sharply creased in the middle of the sleeve.
- c. All trousers are to be sharply creased in the middle of the pant leg.
- d. All dry cleaning and laundering shall be handled in such a manner as to prevent undue shrinkage.
- e. Chemical injurious to fabric shall not be used.
- f. All work is to be performed under good sanitary conditions.
- g. All articles returned as cleaned, are to be free from solvent, soapy or other objectional odors.
- h. All articles to be dry cleaned shall be spot cleaned for stains or conditions resistant to dry cleaning solvent.
- i. For any articles and garments which the vendor deems unserviceable or warranting additional services, vendor will communicate with the Sheriff's Office on recommended next steps and receive approval for any additional services.
- j. All articles to be dry cleaned or laundered will be subject to inspection, and any articles showing unsatisfactory workmanship will be returned to the vendor for necessary adjustments at no extra cost.
- k. Vendor will stamp or identify each article of officer's uniform and accessories.
- l. Should a vendor damage, lose or misplace uniforms, garments or accessory items, responsibility for replacement lies with vendor. Replacements must be made within four weeks of notification or compensation at an agreed upon amount provided.

7. Security of Uniforms:

Sheriff's Office uniform security is of the utmost importance while in vendor possession. Vendor shall maintain a high level of security of Sheriff Office uniforms while in their possession. Uniforms shall be kept in a secure area away from the general public. The Sheriff's Office may perform an on-site visit prior to contract award. Vendor shall perform dry-cleaning or laundering services within their immediate premises. Uniforms shall not be sent to an off-site location for cleaning services.

B. Alternate – Repair Services

All items are to be examined for minor repairs. Vendors are encouraged to provide pricing, on the proposal form, for the following minor repairs:

1. Open Seams: All open seams (such as arm, leg, or seat seams) shall be sewn.
2. Loose buttons: To be tightened
3. Missing buttons: Using approved buttons that conform to uniform standard, vendor to replace missing buttons.
4. Loose accessories: Loose patches, hash marks, and chevrons to be stitched if they become loose.
5. Belt Loops: Reattach at original attachment points.
6. Minor repair: Mending of small tears or rips.

C. Vendor Qualifications and Mandatory Requirements

Vendor shall demonstrate they have the resources and capacity to provide all required services; accounting, invoicing, pickup and delivery and all other services as described in Scope of Work.

1. Vendors must demonstrate they have been in the business providing similar services for at least three (3) years.
2. Vendors are to provide three (3) comparable references of similar work performed of similar volume and frequency.
3. Vendor must have a service location within a 20-mile radius from 12220 Fillmore, West Olive, MI 49460.
4. Awarded vendor shall carry insurance at all times to protect Ottawa County from loss in case of accident, fires, etc. Vendors must be able to meet all insurance requirements in regard to Workers' Compensation Insurance, Commercial General Liability Insurance and Automobile Insurance as outlined in RFP



5. Vendor employee shall be in a vendor supplied uniform easily identifying them to County personnel as vendor employee.
6. All persons entering and leaving the county buildings are required to meet security guidelines. The Contractor is required to comply with security standards set forth by the Ottawa County Sheriff's Office and may include a background check of any employee who will be serving the County for this contract. The County further reserves the right to request that a Vendor's employee be removed from servicing this contract for failure to provide professional, courteous service in the performance of contract.
7. A vendor's transport vehicle shall be clearly marked as an identifying vehicle belonging to vendor.
8. Awarded vendor shall provide two (2) cleaner bags/garment bags per officer. The County will be responsible for the replacement cost of any lost or damaged (not attributable to normal wear and tear) bags during the course of the contract.

#### D. Pricing, Escalation, and Renewal Increases

Proposed / quoted pricing is to remain firm for the initial three (3) year contract period.

Escalation Clause: Should market conditions prevail which dictate an increase, the awarded vendor may submit documentation requesting permission to increase pricing 60 days before scheduled contract renewal. Escalation may only occur at the time of renewal and only upon securing the approval of the County in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the vendor's cost, not profits.

Price Increases Upon Renewal: If approved by the County, the Vendor shall modify the rates charged by the Vendor to reflect any changes shown in the comparative pricing statement as delivered to the County. The maximum increase allowed under this provision shall be four percent (4%) per year. The County shall have authority, in its reasonable discretion, to determine the validity of any change in Vendor's rates.

### Section 3: Proposal Selection and Award Process

An Evaluation Committee(s) consisting of representatives from various County Departments will be established by the County to review the proposals and to make recommendation for contract award(s).

A Proposer may not contact any member of the Evaluation Committee except at the RFP Administrator’s direction. Purchasing will notify vendors of relevant steps and status throughout the evaluation process.

Proposals will be evaluated based on the following criteria:

Criteria	<u>Max Points: 50</u>
• Vendor Overall Price for Services	25 points
• Vendor References / Experience in Providing Required Services	10 points
• Demonstrated Vendor Ability to Provide Required Services	10 points
• Vendor Past Experience with the County	5 points

As part of the proposal evaluation process, the finalist vendor(s) may be invited to attend an in-person or virtual interview. The County reserves the right to interview any number of qualifying vendor(s) as part of the evaluation and selection process. The County reserves the right to award a contract without an interview, as determined in the best interest of the County.

The County of Ottawa reserves the right to select and subsequently recommend for award the proposal that best meets its required needs, quality levels, and budget constraints. The lowest priced response does not guarantee recommendation for contract award. The County reserves the right to award by item, group, or total proposal.

The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided to the representative(s) designated in the proposal response.

## Section 4: Contract Terms, Period, Procedures and Use

The County of Ottawa's intent is to award a contract that will cover an initial period of three (3) years in which the County, at its discretion and if in the best interest of both parties, may elect to exercise an option to renew the contract for two (2) twenty-four (24) month terms. The County will automatically renew the contract on each option year unless notice is given to the Contractor that the contract is not renewed.

This contract will not be enforced until both parties have agreed and signed as accepted. The Vendor must execute and perform said Agreement.

The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become part of the contract. Proposal pricing reflects a commitment to the terms indicated. As part of the contract negotiation process, the County reserves the right to delete or modify any task from the scope of services and reserves the right to modify the scope of services during the course of the contract. Any changes in pricing or payment terms proposed by the Vendor resulting from the requested changes are subject to acceptance by the County.

When a contract is awarded to a new incoming vendor, the outgoing Vendor will provide transition training for a period of time as specified by the Contract Administrator. This period of time may be from one week up to three weeks.

In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with the other responsive, qualified vendors to provide service as referenced under the negotiation process.

Contractors are not to start work until receipt of an Ottawa County Purchase Order, authorizing work to begin. The County's obligation will commence only following the parties' execution of the Contract and the County Board of Commissioners' approval. Upon written notice to the Contractor, the County may set a different starting date for the Contract. The County will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even if such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the County.

This contract is for use only by the County, including departments, agencies, or courts of the County of Ottawa.

## Section 5: RFP Terms and Conditions

By submitting a response, vendors confirm that they have read and will comply with the solicitation and all specified RFP terms and conditions listed below.

### Cancellation of RFP:

The County may, at its discretion and if in the best interest of the County, cancel any proposal or request for proposal or other solicitation in whole or in part. The RFP Administrator will notify vendors of any cancellation.

### Confidentiality:

All responses in entirety, produced by the Proposer, that are submitted to the County will become property of the County and may be considered public information under applicable law. Michigan FOIA requires the disclosure, upon request, of all public records; therefore, confidentiality of information submitted in response to this RFP is not assured.

### Incurred Expenses:

The County will not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to the execution of an agreement. This includes any legal fees for work performed or representation by the proposer's legal counsel during any and all phases of the RFP process, any appeal or administrative review process, and prior to County Board approval of a contract award.

### Independent Contractor:

The awarded vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of Ottawa County. The vendor will have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and will be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant, or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.

### Laws:

This RFP and subsequent contract will be governed by and construed in accordance with the laws of the State of Michigan and any service or product herein will so comply. All persons providing goods and/or services to Ottawa County will comply with all applicable local, State and Federal laws, rules and regulations specifically including, but not limited to, State of Michigan Executive Orders.

### Ownership of Data:

All information provided by the County and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to any agreement resulting from this RFP, will become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data will be delivered to the County or its designee upon completion of any work performed or at such other times as the County or its designee may request.

### Proposal Acceptance, Rejection, and Withdrawal:

The County also reserves the right to accept or reject any and all proposals submitted if in the best interest of the County.

The County reserves the right to negotiate with the Proposer(s) within the scope of the RFP. The County further reserves the right to award the contract to more than one Contractor, if in the best interest of the County to provide adequate delivery, services, and/or product availability. The County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a proposer's compliance with the requirements of the solicitation.

The County reserves the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Vendor an advantage or benefit not afforded to other Vendors. The County may waive any requirements that are not material.

The County reserves the right to reject any or all proposals, or any part thereof; and to waive any minor defects in the proposals if this is to the advantage of the County. The County's waiver of a minor defect will in no way modify the RFP document or excuse the vendor from full compliance with its specifications if the vendor is awarded the contract. The County reserves the right to let separate contracts on any aspect of the work.

After the proposal deadline, proposals may not be withdrawn without the written consent of the County after submission deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP deadline. Any fees proposed are considered firm and cannot be altered.

Retained Rights:

The County reserves the right to use ideas presented in reply to this process notwithstanding selection and rejection of proposals and/or bids. The County reserves the right to make changes to and/or withdraw this request at any time.

Subcontractors:

Since the contract is made pursuant to the proposal submitted by the awarded vendor and in reliance upon the vendor's qualification and responsibility, the vendor will not sublet or assign the contract, nor will any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

## Section 6: General Terms and Conditions

By submitting a response, the Vendors confirm that they have read and will comply with all the general terms and conditions listed below.

Conflict of Interest:

By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest."

Debarment and Suspension:

The Contractor certified to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false

statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

#### Default

If Vendor defaults on the resulting contract, after the designated Cure Period, the County may do one or more of the following: (A) Exercise any remedy provided by law; (B) Terminate the resulting contract and any related contracts or portions thereof; (C) Impose liquidated and other damages; or (D) Suspend vendor from receiving future solicitations.

#### Equal Employment and Opportunity:

Every contract or purchase order issued by the County is entered into under provisions requiring the contract, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, religion, sex, color, national origin, height, weight, familial status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

Contractors and their subcontractors, as required by law, will not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, familial status, age, sex, height, weight, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Vendor will adhere to applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination.

#### Force Majeure:

Neither party to the resulting agreement will be held responsible for delay or default caused by fire, flood, civil disobedience, court order, labor dispute, acts of God and/or was which is beyond that party's reasonable control. If either party is unable wholly or in part to carry out its obligations under any resulting agreement, then such party will give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event. Such non-performance will not constitute grounds for default.

### Insurance:

Vendor agrees to indemnify, defend, and hold harmless the County from any and all liability arising out of or in any way related to the Vendor's performance of services related any Contract agreed to as a result of the RFP, including any liability resulting from intentional or reckless or negligent acts or the acts of the employees or agents of Vendor. Vendor will provide proof of the following coverages: worker's compensation, employer's liability, comprehensive general liability and if applicable, automobile, and professional malpractice. Coverage limits are to be statutory and if no statute is applicable, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers. These coverages will protect the vendor, and County and their employees, agents, representatives, invitees, and subcontractors against claims arising out of work performed or products provided. The County and its elected officials, officers, employees, agents, and volunteers are to be additional insureds and a thirty-day notice is required to the County in the event of coverage termination.

### Iran Linked Business:

Pursuant to State of Michigan, Iran Economic Sanctions Act, 2012 P.A. 517, MCL 129.311 seq., the Contractor certifies, under civil penalty or false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business."

### Material Safety Data Sheets:

All County purchases require a Material Safety Data Sheet (MSDS) where applicable in compliance with MIOSHA "Right to Know" Law. Vendor will forward all relevant Material Safety Data Sheets to the designated County Representative upon request.

### Payment Terms:

Payment terms will be Net 30 unless otherwise mutually agreed upon by all parties.

### Right to Audit:

The Vendor will maintain such financial records and other records as may be prescribed by Ottawa County or by applicable federal and state laws, rules, and regulations. The Vendor will retain these records for a minimum period of three years after final payment, or until they are audited by the County of Ottawa, whichever event occurs first. These records will be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by Ottawa County, its designees or other authorized bodies.



Safety:

All Contractors and Subcontractors performing services for the County are required to and will comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around work site area under this Contract.

Tax Exempt Entity:

The County is exempt from Federal Excise and State Sales Tax. Do not include such taxes in the proposal. The County will furnish the successful proposer with tax exemption certificate when requested.

Warranty:

Vendor warrants that the goods and/or services supplied will be good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for the intended use. Awarded vendor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf.



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### Exhibit 1 – County Pick up and Delivery locations

Currently anticipating services to be provided at listed locations, two (2) times per week.  
Final locations and schedule to be agreed upon with awarded vendor.

The following locations are Ottawa County facilities:

- Grand Haven Court House and Related County Offices, 414 Washington Ave., Grand Haven, MI 49417
- Grand Haven Public Health Building, 1207 S. Beechtree, Grand Haven, MI 49417
- Grand Haven Human Services Building, 1111 Fulton, Ave., Grand Haven, MI 49417
- Community Mental Health – Ottawa County (CMHOC), Building A, 12265 James St., Holland, MI 49424
- CMHOC and Juvenile Justice Institute, Building B, 12263 James St., Holland, MI 49424
- Ottawa County Public Health and Related Offices, Building C, 12251 James St., Holland 49424
- Michigan Department of Health and Human Services, Building D, 12185 James St., Holland 49423
- Ottawa County 58<sup>th</sup> District Court and Related County Offices, 85 West 8<sup>th</sup> St., Holland 49423
- Ottawa County 58<sup>th</sup> District Court and Related County Offices, 3100 Port Sheldon Road, Hudsonville, MI 49426
- Ottawa County Family Justice Center, 12240 Fillmore St., West Olive, MI 49460
- Ottawa County Administration Building and Related Offices, 12220 Fillmore St., West Olive, MI 49460

The following are locations of Ottawa County Sheriff's Office Community Partnerships: :

- Allendale Charter Township, 6676 Lake Michigan Drive, Allendale, MI 49401
- Chester Township, 3509 Sehler St., Conklin, MI 49403
- City of Coopersville, 289 Danforth St., Coopersville, MI 49404
- City of Ferrysburg, 106 N Fruitport Rd., Spring Lake, MI 49456
- City of Hudsonville, 3275 Central Blvd., Hudsonville, MI 49426
- Holland Charter Township, 353 North 120<sup>th</sup> Ave., Holland MI 49424
- Georgetown Charter Township, 1515 Baldwin St., Jenison, MI 49429
- Grand Haven Charter Township, 13300 – 168<sup>th</sup> Ave., Grand Haven, MI 49417
- Jamestown Charter Township, 2380 Riley St., Hudsonville, MI 49426
- Park Township, 52 – 152<sup>nd</sup> Ave., Holland, MI 49424
- Polktown Charter Township, 6900 W. Arthur St., Coopersville, MI 49404
- Spring Lake Township, 101 S. Buchanan St., Spring Lake, MI 49456
- Village of Spring Lake, 102 W Savidge St., Spring Lake, MI 49456
- Tallmadge Charter Township, 0-1451 Leonard St., NW, Grand Rapids, MI 49534
- Zeeland Charter Township, 6582 Byron Road, Zeeland, MI 49464