

TECHNICAL SPECIFICATIONS

I. INTRODUCTION

- A. The purpose of this bid is to purchase inmate hygiene supplies, linens, clothing, and jail supplies. This bid will be used by the Sheriff's Office and Juvenile Services.

II. BACKGROUND

- A. Tarrant County is seeking vendors to provide inmate hygiene supplies, linens, clothing and jail supplies.
- B. Tarrant County Jail maintains an average daily population of approximately 4300 inmates, and can house up to 5000 inmates currently. Tarrant County Juvenile Detention Center's capacity is 120.
- C. Items should be durable enough to withstand a jail or detention center environment and comply with jail standards. Bidders are to submit bids for this solicitation with the correctional environment in mind.

III. DELIVERIES

- A. Delivery requirements are as follows.
 - 1. Deliveries must be made during the following hours.
 - a. Deliveries for Juvenile Services must be between the hours of 7:30 AM CST and 4:30 PM CST Monday through Friday only.
 - b. Deliveries for Sheriff's Warehouse must be between the hours of 6:30 AM CST and 2:00 PM CST Monday through Friday only.
 - 2. Delivery personnel must obtain a signature from the department requesting the delivery.
 - 3. All deliveries are to be made inside the building; do not stack boxes outside. A delivery must never be dropped-off and left unattended. Any result in damaged boxes or merchandise inside the boxes will be replaced at the expense of the vendor.
 - 4. Delivery personnel must call the appropriate department before attempting the delivery for specific instructions and location.
 - a. Juvenile Services 817-698-7002, 817-838-4600 ext. 0754, or 817-698-7001. Do not contact anyone in the Court Offices.
 - b. Sheriff's Warehouse 817-531-7638.
- B. Deliveries are not to be made on County observed holidays.
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Good Friday

- e. Memorial Day
- f. Juneteenth
- g. Independence Day
- h. Labor Day
- i. Veterans Day
- j. Thanksgiving Day
- k. Day After Thanksgiving
- l. Christmas Eve
- m. Christmas Day

C. Delivery Expense

- 1. All delivery/freight/tariff/travel/fuel/material/service call costs to be included in the unit pricing.

IV. SPECIFICATION SHEETS

- A. Brand name listed is for description purposes only. Offered product must be equal to or equivalent to the brand listed.
- B. Bidders submitting responses with alternate items to those specified must include the following with their bid response:
 - 1. Specifications sheet of the alternate product that includes the following information at a minimum:
 - a. Product Dimensions
 - b. Product Volume (if applicable)
 - c. Product Brand
 - d. Product Model Number
 - 2. Color image of the product when the originally referenced item calls for a specific color.

V. ITEM SPECIFICATIONS

- A. Descriptions are noted for each item on the line item tab of the bid solicitation.
- B. Acceptable examples of manufacturers and manufacturer's item numbers are listed in the description.
- C. Vendor offered items must meet or exceed the description listed and manufacturers example item.
- D. Pre-Assembled Hygiene Kits are to be assembled by successful bidder and packaged in a clear resealable bag. Labor cost for assembly and packaging is to be included in unit pricing.

VI. SAMPLES

- A. Tarrant County reserves the right to request samples.
- B. Any samples provided by the vendor are the property of Tarrant County at no additional charges to Tarrant County.
- C. Tarrant County is not responsible for shipping expenses related to sample delivery.

VII. ESTIMATED QUANTITIES

- A. Listed estimated quantities on the line items tab are based on the estimated purchases made by Tarrant County in a given year.
- B. Tarrant County orders all items on an as needed basis and may place orders for a single item at a time.

VIII. PRODUCT AVAILABILITY

- A. Tarrant County may require immediate inmate hygiene supplies. In the event that the primary awarded vendor is unable to deliver items requested in a timely manner, Tarrant County will proceed to contact the secondary awarded vendor. If the Primary and Secondary awarded vendors are unable to deliver items requested in a timely manner, Tarrant County will proceed to the contact the alternate awarded vendor.

IX. AWARD

- A. Award is based on low bid meeting specifications.
- B. Bid will be awarded by line item.
- C. Tarrant County intends to award Primary, Secondary and Alternate awards.
- D. Contract Terms: Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. Prices must remain firm for the entire contract.
- E. Renewal Options: Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month period(s), provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation
- F. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.