CITY OF PERRY, GEORGIA

BID SPECIFICATION PACKAGE

FOR

UNIFORM RENTAL SERVICES

INVITATION TO BID #2015-23

BIDS DUE:

MARCH 31, 2015 2:00 PM

Invitation to Bid
Uniform Rental Services
Bid Number 2015-23
Due Date March 31, 2015

The City of Perry Finance Department requests sealed competitive bids from uniform companies that provide weekly rental of employee uniforms, rugs and other items listed in the specifications. **Three copies of the Bid shall be submitted in a sealed envelope with the name and bid number clearly marked on the front of the package. Competitive sealed bids will be received at the City of Perry Department of Administration, 1211 Washington Street, P O Box 2030, Perry GA 31069, no later than 2 PM, Wednesday, March 31, 2015.** Bids received after the required time or in any other location other than the Department of Administration will not be accepted.

Bids may be withdrawn by written request only if the request is received prior to the time and date set for the opening of the bids. Negligence on the part of the bidder in preparing his/her bid confers no right of withdrawal or modification of his/her bid after bid has been opened. No bid may be withdrawn for a period of sixty days after the time and date of opening of bids.

The City of Perry reserves the exclusive right to determine which Bidder should be awarded the Contract. The City of Perry also reserves the right to waive and irregularity or informality in a bid, and accepts or rejects any item or combination of items, when to do so would benefit The City of Perry. Also the City of Perry may reject bids that do not contain all elements and information requested. The City of Perry will not be liable for any cost/losses incurred by bidders throughout this process. The City of Perry does not discriminate on the basis of race, religion, color, sex, national origin, age or disability.

The bidder will indemnify, defend and hold harmless the City of Perry from and against any and all claims, damages, losses and expenses including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Bidder or anyone whom the Bidder is responsible.

Rental Work Uniform – Specifications

Scope

The purpose of this bid is to provide uniform rental with weekly laundry service for various department and divisions throughout the City of Perry. There are currently thirty-four (26) employees utilizing this service and they will require eleven (11) uniform changes (five day work week). There are several other locations that require rug service. These numbers are given for vendor's guidance only; no minimum amount is guaranteed or implied.

The City of Perry reserves the right to add or delete additional employees or locations at anytime during the term of the contact. These additions or deletions shall be at no extra charge, except of the weekly uniform cost and make up charges involved.

Deliveries

Deliveries shall be made once per week to each location requiring service. A list of locations is attached.

Uniform Costs

Cost shall be based on provision and laundering of eleven uniform sets (five day work week). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.

On the Bidder Response From vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

Emblems

Each shirt shall be provided with embroidered logo emblems, with employee's first name and work location. The placement of the emblems on the front of the uniforms shall be as follows: name on right and work location on left.

Uniform Technical Information

Initial outfitting of uniforms shall be new.

Each set to include employee name and City logo and department identification at no added cost. Initial allocations are to be new garments for all employees on the following:

A. Industrial Work Shirts

a. Shirts shall be minimum of 5 oz/sq yard, 100% combed cotton permanent press for mechanics/welders and 65% polyester and 35% cotton permanent press for others.
b. Collars shall be lined with color stays or button down collar.
c. Shirts shall have button fronts
d. Option of short or long sleeve or combination, employee choice.
e. Shirts shall have two pockets, with button and buttonhole on both pockets.
f. Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
g. All points of stress shall be bar tacked.

B. Industrial Trousers

a. Trousers shall be a minimum of 7 oz/sq. yard, 100% combed cotton permanent press for mechanics/welders and twill washable permanent press fabric of 65% polyester and 35% cotton for others.
b. Option of jeans or regular uniform, employee's choice.
c. Pants shall have pockets on the front and rear.
d. Pants shall have no cuffs.
e. Pants shall have zippered fly. The zipper shall be heavy duty brass and capable of withstanding a minimum of 100 commercial launderings.
f. Belt loops shall be wide enough to accommodate 2 ¼" belts.
g. All fabric edges shall be overstitched, serged or chemically sealed.
h. Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
i. All points of stress shall be bar tacked, with particular attention to belt loops and pockets.

C. Executive Shirts

a. Shirts shall be a washable permanent press fabric of 65% polyester and 35% cotton.
b. Collars shall be lined with collar stays of button down collars.
c. Shirts shall have button fronts
d. Option of short or long sleeve or combination, employee choice.
e. Shirts shall have two front pockets
f. Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
g. All points of stress shall be bar tacked.

D. Executive Trousers

a. Trousers shall be a washable, permanent press fabric of 65% polyester and 35% cotton.
b. Option of jean type or regular uniform, employee choice.
c. Shall have pockets on front and rear.
d. Pants shall have no cuffs.
e. Pants shall have zippered fly. The zipper shall be heavy duty brass and capable of withstanding a minimum of 100 commercial launderings.

f. Belt loops shall be wide enough to accommodate 2 ¼" belts.
g. All fabric edges shall be overstitched, serged or chemically sealed.
h. Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
i. All points of shall be bar tacked, with particular attention to belt loops and pockets.

E. Jackets
a. Jackets shall be 7.5 oz twill, 65% polyester and 35% cotton.
b. Quilted lined with polyurethane fill
c. Slash front pockets
d. Heavy duty brass zipper front closure.
e. Elastic cuffs
f. All felled seams

F. Knit Polo Style Shirts
a. 100% cotton
b. Full cut for men and tapered for women
c. Double needle stitching
d. Three button on the placket.

Color and sizing are to be determined after an award. Successful vendor will be responsible for taking employee measurements and insuring proper fit while at various department locations.

Pricing for oversized garments must be stated separately if applicable.

Charges for damaged uniform items are to be based on reduced cost reflecting deterioration of the material from normal washing/wearing (not full value) in instances where the City of Perry employee has caused damage to garment.

Cleaning and Laundering

All uniforms must be washed in full accord with the State of Georgia requirements governing commercial and industrial laundries. All uniforms must be treated for mildew preventions. All uniforms must be laundered using detergents or cleaners which leave the garment odor free. Uniforms which retain and offensive smell or residual odor after laundering will not be accepted and will be returned. No rental charges will be paid until the uniforms are returned in acceptable condition.

All uniforms must be neatly pressed and delivered one set, per hanger and covered in a protective plastic wrap. Pressing of uniforms shall be in accordance with acceptable standards and the best practices of the industry.

The awarded vendor shall maintain all rental uniforms in a reasonable condition; this includes the replacement of buttons and sewing of all rips. The interpretation and

definition of reasonable condition, as used herein, shall be unconditionally that the City of Perry and said interpretations shall be unconditionally accepted by the vendor.

Repair tags shall be provided to each location at start-up of the contract, and as needed throughout the term of the contract. Any uniform tagged for repairs, shall be returned in a repaired condition, or shall be replaced, within one week (next delivery) at no cost to the City of Perry. All replacement of uniforms shall be with new garments. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charges will be paid for that item until it is returned in an acceptable condition.

The contract shall supply new uniforms with the start of the contract. Thereafter, uniforms must be replaced every two years with new items, unless the employee has received new clothing within nine (9) months of the contract renewal date. The clothing for the mechanics/welders must be replaced at least two (2) times a year.

As additional personnel are hired, they shall be furnished with new uniforms of the same style as those uniforms already in service and must be delivered within ten (10) working days of said notice.

Credit shall be issued for uniform service while employees are on sick leave, vacations and other leaves of absence.

Required Submittals

The following items must be submitted and must be acceptable, in order for your bid to be considered:

A. Vendors are required to submit a brief history of their company. Vendors shall also submit the name, address, phone number and contact person of at least three businesses of comparable size to the City of Perry that currently utilize their firm's services.

B. Vendors shall submit, under separate cover, samples, identical in style and fabric of items to be provided under this bid. Samples must be submitted at no charge to the City of Perry. Each sample shall be clearly labeled with the vendor's name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Finance and after the evaluation has been completed.

C. Vendors shall submit a color chart, showing uniform colors available.

D. Vendors shall submit the size ranges (male & female) that are available for all items.

E. Vendors shall indicate their firm's criteria for determining when a uniform needs to be replaced.

Questions

Questions about these specifications shall be directed in writing to: Brenda King, Director of Administration, P O Box 2030, Perry GA 31069 or emailed to brenda.king@perry-ga.gov. Questions must reach the above recipient within 3 days of bid opening. An addendum, if necessary, will be issued.

Award

The bid will be awarded to the vendor who provides the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in this invitation to bid. All bidders will be notified of the results after the award has been made. Vendor will have thirty (30) days from notification of award to complete the fittings and furnish all employees with new uniforms.

Prices bid shall be firm for two years from the contact date.

The bids will be evaluated. A recommendation will be provided to the City of Perry Council for their approval. A notice of award will be sent to the bidder when all the above steps have been completed. All bidders will be notified of the results.

Delivery Locations

City of Perry
Public Works
500 Ball Street
Perry GA 31069

City of Perry
City Hall
1211 Washington Street
Perry GA 31069

City of Perry
Recreation Department
1060 Keith Drive
Perry GA 31069

Bidder Response Form

The undersigned agrees, if this bid is awarded, to furnish all labor and equipment in accordance with the terms and conditions of this Invitation to Bid.

The undersigned agrees that the bid prices below are the full cost FOB Destination to the various departments in the City of Perry, Georgia.

Item Description	Weekly Rate	Replacement Cost
11 sets work shirts/pants		
11 sets work shirt/jeans		
11 sets knit shirts/jeans		
11 sets knit shirts/pleated pants		
11 sets executive shirts/pleated pants		
11 sets 100% cotton shirts		
11 knits shirts only		
Jeans only		
Pleated pants only		
Shop towels		
3 x 5 blue mat		
3 x 5 red mat		
4 x 6 blue mat		
4 x 6 red mat		

Please List any additional fees including service fees, oversized garments, make up charges, emblem fees, etc.

The following statement must be signed and submitted with bid. Failure to sign this statement will render the bid invalid.

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respect fair and without collusion or fraud. I understand that collusion bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. (O.C.G.A. 50-5-67) I further certify that the provisions of the official code of Georgia annotated 45-10-20 et. Seq. has not and will not be violated in any respect."

This _____ day of _____, 2015.

Company Information	**Authorized Signer**
_____	_____
Name	Name
_____	_____
Address	Title
_____	_____
City	Signature
_____	_____
State Zip	Phone Number
_____	_____
Fax Number	E-mail Address