

## **Bid Specifications for Uniform Rental and Laundering Service**

The Town of Pembroke is accepting bids for Uniform Rental and Laundering Services of work uniforms for the labor and management staff at the Public Works Department. Bid proposals should be returned in a sealed envelope clearly labeled "Uniform Bids" to the Town Hall at 311 Pembroke Street, Pembroke, NH 03275 before 1:00 PM on Friday, April 2, 2010. The specifications and general information is as follows:

The Town of Pembroke shall enter into a three (3) year contract contingent on funding appropriation in the budget. The contract period will be from June 21, 2010 through June 20, 2013. Different options or configurations are being requested as follows:

ITEM ONE: Standard uniform cleaning and rental service for nine (9) employees, more or less.

ITEM TWO: Mechanic uniform cleaning and rental service for one (1) employee, more or less.

ITEM THREE: Executive uniform cleaning and rental service for one (1) employee, more or less.

ITEM FOUR: Rental and cleaning of coveralls for three (3) employees, more or less.

ITEM FIVE: Rental and cleaning of mat/runners at the Department of Public Works.

ITEM SIX: Rental and cleaning of shop rags for the Mechanic.

RENTAL - shall include furnishing shirts, pants, jackets, coveralls, mats and shop rags. Fittings are required and will be at a time determined by the department head and successful bidder. All uniforms supplied during term of contract are to be new (not used). Shirts and jackets shall have two emblems each: one name and one Town Seal with the words "Pembroke Department of Public Works". Emblems must be approved by the Town prior to affixing to garments. Jackets are to have reflective striping sewn around the bottom of jacket and across the upper chest of jacket as well as two stripes across the upper back of the jacket. The logo and wording will be embroidered into the shirts for the executive uniforms. Repair of garments or replacement of worn, badly stained or excessively repaired garments, as determined by the Town, shall be provided for as needed with new garments for those to be replaced.

CLEANING – In accordance with modern standard practices and the state of the art. Any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the Town. Garments to be cleaned shall be picked up and returned weekly. Each person's cleaned garment shall be identified to facilitate issuing of uniforms.

PICK UP AND DROP OFF LOCATION – Uniforms will be picked up and dropped off at both the Department of Public Works at 8 Exchange Street, Pembroke, NH 03275.

EMPLOYEES TERMINATION, LEAVE OR NEW HIRE – The Town of Pembroke shall notify the contractor of termination, leave or new hires by verbal or written notice. Garments of terminated employees shall be given to the pick up driver within two (2) weeks of notice. No charges shall be made for the rental of the terminated employee once notified. No charges shall be made for employees on consecutive leave in excess

of three (3) weeks when properly notified. New hires shall be treated under all terms and conditions of this contract without any installation charge.

TERMINATION OF CONTRACT – This contract may be terminated by the Town of Pembroke, if in the opinion of the Town, the quality and service is sufficiently unsatisfactory, by giving the contractor a thirty (30) day written notice of its intent.

QUALITY CONTROL – Contractor to fully describe quality control methods used in the rental/cleaning of employee uniforms.

## **PROPOSAL:**

### **ITEM ONE – STANDARD UNIFORMS**

This contract shall be for the cleaning and rental of uniforms per week, per person as follows:

#### **BASE BID:**

|  |             |
|--|-------------|
| Shirts   | Eleven (11) |
| Pants  | Eleven (11) |
| Jacket w/ insulated liner & reflective stripes | Two (2)     |

#### **UNIFORM SPECIFICATIONS:**

##### **GENERAL**

All uniforms shall bear a sewn-in mill label showing the mill name and fabric content. Red Cap SP 14 and SP 24 industrial shirt and pant are indicative of the quality desired, but not restricted thereto. All uniforms shall be capable of withstanding industrial laundry care for not less than one (1) year. The contractor shall supply suitable containers for soiled clothing.

**TROUSERS** – Blue jeans and dickie-type trousers must be offered. At a minimum the dickie-type trousers should be 7.5 oz., 65% poly/35% cotton permanent press twill with heavy duty brass zipper and bar tacks at stress points. Please provide garment samples with your bid form.

**SHIRTS** – Long sleeve and short sleeve shirts must be offered, color to be selected by the Town. At a minimum they should be 4.5 oz., 65% poly/35% cotton permanent press poplin; long tails, two (2) pocket button-through. Seven (7) button front, top closure can be snapped on. Please provide garment samples with your bid form.

**JACKET** – Color shall be selected by the Town; minimum 7.5 oz., 65% poly/35% cotton permanent press twill. Hip length permaline with solid brass zipper, two (2) breast pockets and a button-through flap, liner to be 100% polyester quilted to 1/8" parathion foam. 65% poly/35% jackets must have reflective striping as selected by the Town. Please provide garment samples with your bid form.

## ITEM TWO – MECHANIC UNIFORMS

This contract shall be for the cleaning and rental of uniforms per week, per person as follows:

### BASE BID:

|                           |             |
|---------------------------|-------------|
| Shirts                    | Eleven (11) |
| Pants                     | Eleven (11) |
| Jacket w/ insulated liner | Two (2)     |

### UNIFORM SPECIFICATIONS:

#### GENERAL

All uniforms shall bear a sewn-in mill label showing the mill name and fabric content. All uniforms shall be capable of withstanding industrial laundry care for not less than one (1) year. The contractor shall supply suitable containers for soiled clothing.

**TROUSERS** – Dickie-type trousers must be 100% flame resistant treated cotton. At a minimum the cotton trousers should have heavy duty brass zipper and bar tacks at stress points. Please provide garment sample with your bid form.

**SHIRTS** – Long sleeve shirts must be 100% flame resistant treated cotton, color to be selected by the Town. At a minimum they should have long tails, two (2) pocket button-through. Seven (7) button front, top closure can be snapped on. Please provide garment samples with your bid form.

**JACKET** – Jackets must be 100% flame resistant treated cotton, color to be selected by the Town. Hip length with solid brass zipper, two (2) breast pockets and a button-through flap. Please provide garment sample with your bid form.

## ITEM THREE - EXECUTIVE UNIFORMS

**SHIRTS** – The rental and cleaning of eleven (11) shirts for each employee. The employee will be given a choice between oxford type shirts and polo shirts in any combination that they choose. The shirts shall be stitch embroidered with the Town of Pembroke logo and the “Pembroke Department of Public Works” on one side of the breast and the employees name on the other side of the breast. Please provide garment samples with your bid form.

**PANTS** – The rental and cleaning of eleven (11) pants. The employee will be given a choice between denim jeans and docker-type pants in any mixture that the employee chooses. Please provide garment samples with your bid form.

**JACKET** – Color shall be selected by the Town; minimum 7.5 oz., 65% poly/35% cotton permanent press twill. Hip length permaline with solid brass zipper, two (2) breast pockets and a button-through flap, liner to be 100% polyester quilted to 1/8” parathion foam. Please provide garment sample with your bid form.

#### ITEM FOUR – COVERALLS

Three (3) sets of coveralls in various sizes will be provided. The rental and cleaning of the coveralls will be included in this item. Please provide garment sample with your bid form.

#### ITEM FIVE – FLOOR MAT/RUNNERS

The following size mats and locations shall be provided:

- 2 - 3' x 4'
- 1 - 3' x 4' with Town Logo
- 1 - 3' x 10'

#### ITEM SIX – SHOP RAGS

One Hundred (100) 18" x 18" shop rags will be provided weekly for the fleet mechanic. The rental and cleaning of these shop rags will be included in this item.

***Bidders must provide samples of the garments they will be providing at the time the bids are due.***

**If you do not intend to bid on this contract please notify the Town in writing at Pembroke Town Hall, 311 Pembroke Street, Pembroke, NH 03275 or email David Jodoin at [djodoin@pembroke-nh.com](mailto:djodoin@pembroke-nh.com).**

Successful bidder shall provide at no charge 5 tee shirts (screen printed) and 1 sweatshirt (screen printed) per year of contract for each employee of the Department of Public Works. The shirt colors will be chosen by the Department of Public Works.

Bids will be inclusive of all charges, no additional charges will be allowed for set-up, size change, decreasing of rented uniforms, pickup and delivery, repair/replacement, cancellation, environmental charges, fuel charges, restocking, exchange charge or direct embroidery. Prices will be fixed for full contract term, no automatic price increases allowed. Bid prices will be based on per week, per item pricing. Replacement cost of missing items will be included in bid price. Any hidden costs shall be cause for bid rejection.

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Pembroke, Pembroke, NH

The contractor will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of New Hampshire; broad-form comprehensive general liability insurance in an amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount no less than \$1,000,000 combined single limit per occurrence. The Town of Pembroke shall be named as Certificate holder on all policies.

Sealed bids, specification sheets marked "Uniform Bids", and garment samples will be accepted until 1:00 pm Friday, April 2, 2010 at the Pembroke Town Hall, 311 Pembroke Street, Pembroke, NH 03275 at which time they will be opened and publicly read. Any

questions concerning bid specifications may be directed to the Public Works Director's office at 485-4422.

The Town of Pembroke reserves the right to reject any and all bids and award the bid in the best interest of the Town of Pembroke.

# BID FORM

## UNIFORM RENTAL AND CLEANING

### PEMBROKE DEPARTMENT OF PUBLIC WORKS

| <u>ITEM</u> | <u>WRITTEN COST PER WEEK</u> | <u>FIGURES</u> |
|-------------|------------------------------|----------------|
| ITEM 1      | _____                        | \$ _____       |
| ITEM 2      | _____                        | \$ _____       |
| ITEM 3      | _____                        | \$ _____       |
| ITEM 4      | _____                        | \$ _____       |
| ITEM 5      | _____                        | \$ _____       |
| ITEM 6      | _____                        | \$ _____       |

It is understood that the price holds for the full three years of the contract. If the contractor would rather have an annual CPI escalator please provide the \_\_\_\_\_% escalator hear. It is understood that this adjustment will be made each June 21st during the duration of the contract.

Submitted By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Price holds for: \_\_\_\_\_ days

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_