

CITY OF SPRINGFIELD
UNIFORM RENTAL SERVICE CONTRACT BID SPECIFICATIONS

Overview- The objective of the Request for Quote (RFQ) is to enable the City of Springfield (the City) to enter into a three (3) year agreement with a vendor to provide work uniform lease services for various departments in the City. The City estimates that there will be a requirement to lease from six (6) to eleven (11) sets of uniforms for approximately 90 to 100 employees.

A. REGULAR WORK UNIFORMS

Shirts 65% polyester and 35% cotton Long sleeved or short sleeved.
Full cut with long tail, button front, double stitched seams with two (2) large reinforced, button through pockets with bar tacked top corners. No metal snaps. Collars should be reinforced.
Fabric should be no less than 4 ½ ounce.

Pants 65% polyester and 35% cotton
Full cut with set in crotch and all points of strain reinforced. No cuff. Four (4) pockets front and two (2) back. Waistband shall be lined. Heavy duty metal zipper fly closure. Fabric shall be of good quality.

B. FLAME RESISTANT FABRIC UNIFORMS

Shirts 88% cotton and 12% nylon
Full cut with long tail, button front, double stitched seams with two (2) large reinforced, button through pockets with bar tacked top corners. No metal snaps. Collars should be reinforced.
Garment should be rated a Level 2, 8 Calorie or better.

Pants 88% cotton and 12% nylon
Full cut with set in crotch and all points of strain reinforced. No cuff. Four (4) pockets front and two (2) back. Waistband shall be lined. Heavy duty metal zipper fly closure. Fabric shall be of good quality.
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C. OXFORD SHIRTS/KHAKI PANTS

Shirts Cotton/polyester blend permanent press fabric. Short sleeved or long sleeved. Men's and Women's sizes.

Pants Cotton/polyester blend permanent press fabric. Men's and Women's sizes.

GENERAL SPECIFICATIONS

1. Each employee, designated by the City, shall receive eleven (11) uniforms.
2. Each employee shall be authorized five (5) uniform changes per week.
3. All uniforms, on initial order to employees, shall be new.
4. There will be no service or preparation charges on initial uniform order.
5. The vendor will measure all current and subsequent employees. Uniforms that do not fit properly shall not be accepted and shall be returned to the successful bidder at no additional charge to the City. Allowances shall be made for shrinkage when sizing garments to insure the best possible fit after washing.
6. All standard colors shall be available. Leased uniforms will likely not be in the same colors. It shall be the responsibility of the City to select the style and color of the uniforms. The vendor shall be responsible for insuring that the uniforms maintain their basic colors. Availability of color selected by the City must be maintained during the length of the contract period by the vendor.
7. City/Utility Identification tags and employee name tags will be provided by the vendor and sewn on garment per the City's specification (Work Uniform and FR Uniforms Only) at no additional charge to the City.
8. The vendor shall furnish uniforms to new employees within fifteen (15) working days from the placement of the order.
9. Uniform shirt sleeve length shall be determined when initial departmental orders are placed with the successful bidder.
10. All alterations, mending and size exchanges on all uniforms shall be provided by the vendors at no additional cost to the City. Repairs shall include, but not be limited to zippers, buttons, tears, holes split seams, etc.
11. All uniforms deemed "unserviceable" by the City shall be replaced with presentable uniforms by the vendor at no cost to the City.
12. Uniforms that are lost or destroyed shall be replaced by the vendor at no cost to the City.

13. Bid price quoted must be for five (5) uniform changes per week.
14. Bids must be for costs per employee, per week.
15. Vendor must sign and date bid form.
16. Bids are good for forty-five (45) days from the date of the bid opening.
17. Successful bidder will be required to sign a letter agreeing to abide by the specifications.
18. Bidders shall provide at the request of the City and at the expense of the bidder samples of the requested items. Each individual sample must be labeled with the bidder's name. Requests for return of samples must be received at the time of the sample with return instructions, shipping authorization and name of carrier.

DELIVERIES

1. All uniform deliveries shall be once per week except Fridays. Deliveries shall be on the same day each week. Holiday adjustments may be made.
2. All garments shall be delivered on hangers.
3. The vendor shall provide each employee an accounting of uniforms turned in for service and returned from service each week.
4. The vendor shall provide Uniform Problem Cards at all distribution and collection points to provide for prompt correction of individual problems.
5. Deliveries shall be made to approximately ten (10) different City department locations.

CONTRACT PERIOD

This contract shall be for a period of three (3) years commencing on or around **April 1, 2016** and ending on or around **March 30, 2019**.

QUALITY ASSURANCE

The vendor agrees to provide goods and services of a standard and quality comparable to that of other industrial laundries providing a similar service in the area.

UNSATISFACTORY SERVICE

In the event that the City of Springfield receives deliveries of unsatisfactory service that are not quickly and routinely corrected using normal channels of communication between the receiving personnel and the

service personnel, the vendor shall have fifteen (15) calendar days from receipt of written notice from the City Recorder to resolve said problem(s). If said problems are not resolved by the vendor, the City of Springfield may then terminate this agreement for non-performance with fifteen (15) days' written notice.

TIME IS OF THE ESSENCE

Time is of the essence in the delivery and repair of the uniforms.

NON-PAYMENT

The vendor may terminate this agreement for non-payment by the City of Springfield by giving the City of Springfield sixty (60) calendar days written notice of termination.

BID REJECTION

The City of Springfield reserves the right to reject any and all bids and to accept in whole or part such bid or bids as may be deemed in the best interest of the City.

REFERENCES

A minimum of three (3) customer references must accompany bid.

CITY CONTACT INFORMATION

Contact Lisa Crockett, Finance Director/City Recorder, City of Springfield, with questions at 615-382-2200 x 1515.

BID SUBMITTAL INFORMATION

BID NUMBER-965

OPENING DATE/TIME-March 10, 2016 10:00 A. M. CST

Proposal should be submitted in a sealed envelope with "Bid Number 965" on the outside. Bids should be addressed to:

**Lisa Crockett
Finance Director/City Recorder
City of Springfield
405 N. Main St.
Springfield, TN 37172**

Bids received after the day/time above will be returned unopened.

The City reserves the right to reject any and all bids.

Bidder's Response:

A. REGULAR WORK UNIFORMS

Shirts 65% polyester and 35% cotton Long sleeved or short sleeved.
Full cut with long tail, button front, double stitched seams with two (2) large reinforced, button through pockets with bar tacked top corners. No metal snaps. Collars should be reinforced.
Fabric should be no less than 4 ½ ounce.

Per Employee Cost for 11 Uniforms: \$_____per employee per week

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Notes:

- 1) Any exceptions to bid specifications should be noted in this response.
 - 2) All Leased prices quoted are to be weekly, per employee. Prices shall include pickup and delivery, weekly laundering, repairs, and upgrades and replacements.
 - 3) Any additional charges should be noted_____
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- 4) No increases in lease charges shall be allowed at any time during the term of this contract.
- 5) The agreement will constitute all agreements and understandings between Bidder and the City. All other agreements or sections thereof conflicting herewith are considered void.

The undersigned have read this agreement and will comply.

Company Name _____

Signatures:

Bidder Date

City of Springfield Date