

Request for Proposals

Uniform Rental and Laundering Services

The Town of Goffstown, NH Department of Public Works is requesting pricing information and availability on the rental and cleaning services for staff uniforms. Bid proposals containing the attached sheet should be returned in a sealed envelope clearly labeled "Uniform Bids" to the Town Administrator's Office at 16 Main Street, Goffstown, NH 03045 before 1:00 PM on March 2nd, 2016. The bids will be opened at that time. Specifications and general information is as follows:

The Town will consider service and quality as well as price in its determination of the successful vendor. The Town of Goffstown shall enter into a three (3) year contract contingent on funding appropriation in the budget. The Town reserves the right to eliminate certain items from the contract if it is deemed that direct purchase would be more cost effective for the Town. The contract period will be from approximately April of 2016 through April of 2019. Upon the anniversary of the contract signing, the Town of Goffstown reserves the right to modify the quantities and specifications of uniforms, should any new collective bargaining agreement come into effect during the contract period. Any proposals or related documents received after the deadline will not be considered.

Different options or configurations are being requested as follows:

ITEM ONE – Uniform rental and cleaning service for thirty-two (32) employees, more or less.

ITEM TWO – Rental and cleaning of floor mat/runners at the Department of Public Works and the Goffstown Solid Waste Facility.

RENTAL – Shall include furnishing shirts, pants, tee shirts, sweatshirts, and jackets. 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 at no cost to the Town. Uniforms shall be delivered to the Department of Public Works and the Solid Waste Facility on hangers, wrinkle free, and ready to wear. Any uniform that is not up to these standards will be rejected. Rejected garments will be accompanied by a document explaining the reason for return. The Town shall not be charged prep/emblem fees for new employees or when replacement items are issued for current employees.

Any lost items will be replaced by the responsible party. The Town of Goffstown will not be responsible for replacing any uniforms that are lost by the vendor. At the end of the contract or in the case of termination of the contract, uniforms will not be required to be returned to the vendor. Tee shirts that are replaced annually also do not have to be returned to the vendor at the end of each contract year.

UNIFORM EMBLEM SPECIFICATIONS - First name and department emblem for each shirt issued shall be furnished and affixed to the garment by the vendor. Emblems must be approved by the Town prior to affixing to garments. The logo and wording (no name) will be stitched into polo shirts.

CLEANING – In accordance with modern standard practices, 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 employee's cleaned garments shall be identified to facilitate issuing of uniforms. *Employees reserve the right to wash their own uniforms, in which case the vendor shall apply a weekly discount per item for this option.*

PICK UP AND DROP OFF LOCATIONS – Uniforms will be picked up and dropped off once a week, at both the Department of Public Works Facility and at the Solid Waste Facility at 404 Elm Street.

EMPLOYEE TERMINATION OR NEW HIRE – The Town of Goffstown reserves the right to deviate from the approximate number of employees, and shall notify the vendor of termination or new hires by verbal or written notice. No charges shall be made for the rental of the terminated employee once 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 prior to the expiration of the term by the Town of Goffstown, if in the opinion of the Town, the quality and service is sufficiently unsatisfactory. In the event of such a decision, the town will provide the vendor a thirty (30) day written notice of its intent. Termination is contingent on performance; the Town of Goffstown will be inclined to terminate the contract if more than three (3) issues arise with the quality of product, cleaning services, and delivery provided. The Town of Goffstown shall not be held responsible for any lost or missing items at the end of the contract period.

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

SAMPLE GARMENTS – Samples of all garments will be provided to the Department of Public Works by February 25th, 2016 1:00 PM to allow pre-qualification prior to a proposal being accepted. Vendors will be notified by the Department if garments submitted meet requirements for submittal of proposal, and given the opportunity to resubmit sample garments by March 1st, 2016. Bidder agrees to furnish samples of items offered at no expense to the Department of Public Works. All samples provided shall be clearly labeled with Bidder's name.

INSURANCE – The vendor must provide Certificates of Insurance within five (5) working days of contract award. These shall include proof of liability in the amount of \$1,000,000 with the town named as additional insured, worker's compensation, and automobile insurance.

REFERENCES - The Town is requesting that three customer references be provided with each proposal submittal.

MEASUREMENTS – The vendor will be responsible for providing qualified personnel to take actual measurements of employees at both locations and shall make arrangements for a mutually agreed time to do so. These measurements along with the first delivery shall be completed within thirty (30) days of the contract acceptance. Employees shall be able to make one uniform size change each year if needed at no cost to the Town.

Special sizes including long/extra long and oversize garments must be made available and extra fees stated on the Bid Sheet.

BILLING – Invoices shall be submitted monthly. Each invoice shall provide listing of all employees. Invoices for DPW and Sewer employees shall be invoiced separately. All invoices will be submitted to: Department of Public Works, 404 Elm Street, Goffstown, NH 03045.

DEVIATIONS – Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. Quotations shall include any and all miscellaneous fees or charges. Additional charges not included in the bid will be considered invalid for the contract period.

PROPOSAL:

1. UNIFORM ALLOCATION

This contract shall be for the cleaning and rental of uniforms per piece, per week for thirty-two (32) employees, more or less, as follows:

BASE BID:

Long sleeve shirts/tees/polos	Eleven (11)
Pants	Eleven (11)
Tee Shirts	Eleven (11)
Sweatshirts	Two (2)
Jackets w/insulated liner	Two (2) – if selected

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 vendor shall supply suitable containers for soiled clothing.

TROUSERS

Both blue jeans (Wrangler, Carpenter or other comparable brand name) and Dickies-type trousers must be offered. At a minimum the Dickies-type trousers should be 7.5 oz., 65% poly/35% cotton permanent press twill with heavy duty brass zipper and bartacks at stress points.

SHIRTS

Long sleeve shirt, 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. Shirts for the three (3) mechanics shall be 100% cotton. Seven (7) button front, top closure can be snapped on. 100% cotton long sleeve tee shirts with breast pocket shall be provided as an employee option in place of the button front shirts. Tee shirts must also have a screen printed Town Seal.

Supervisors shall be given an option between long sleeve shirts or 100% cotton polo shirts in any color combination that they choose. The shirts shall be stitch embroidered with the public works logo and the "Goffstown Public Works" on one side of the breast and the employees name on the other side of the breast. The polo shirts will be replaced on an annual basis (at a minimum).

TEE SHIRTS

Tee shirts (short sleeve) shall be provided. Tee shirts must be 100% cotton with a breast pocket. Tee shirts will be replaced on an annual basis (at a minimum). Tee shirts must also have a screen printed Town Seal.

SWEATSHIRTS

Long sleeve sweatshirt, color to be selected by the Town. Sweatshirts must be 70/30 cotton/poly blend, 10 oz at a minimum.

JACKETS

Jackets must be provided if requested by the employee. 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, with quilted liner.

COVERALLS

Flame-retardant coveralls will be provided to approximately three (3) employees that regularly work on equipment in the garage. One (1) set of coveralls will be provided for each employee. The rental and cleaning of the coveralls will be included in this item.

2. FLOOR MATS/RUNNERS

The following size mats and locations shall be provided:

- 2 - 68" x 44"
- 2 - 36" x 48"
- 2 - 96" x 48" runner
- 2 - 57" x 34"

Bid Sheet
Uniform Rental and Cleaning
Goffstown Department of Public Works

<i>Item</i>	<i>Description</i>	<i>Total quantity (more or less)</i>	<i>Rental Rate per Item per week</i>	<i>Per-item discount for employee laundry, per week</i>
ITEM ONE	Uniform cleaning and rental service for 32 employees			
	Pants - blue jeans or Dickies-type trousers	(352)	\$	\$
	Tee shirts	(352)	\$	\$
	Long sleeve shirts/ long sleeve tees/polo shirts	(352)	\$	\$
	Sweatshirts	(64)	\$	\$
	Jackets with insulated liner	(64) – if selected	\$	\$
	Coveralls	(3)	\$	\$
ITEM TWO	Cleaning and rental service of floor mats/runners			
	48"x36"	(2)	\$	\$
	68"x44"	(2)	\$	\$
	57" x 34"	(2)	\$	\$
	96" x 48" runner	(2)	\$	\$

List any other fees or surcharges, with amount (environmental, fuel, etc.):

It is understood that the price holds for the full three years of the contract. If the vendor is bidding an annual price adjustment, that annual adjustment is _____%. It is understood that this adjustment will be made each January 1st during the duration of the contract. All bid prices shall be considered valid for 60 days from bid opening.

Submitted By:

Company Name: _____

Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Title: _____

Signature: _____

LEGAL NOTICE

The Town of Goffstown NH, Department of Public Works is requesting pricing information and availability on the rental and cleaning services of work uniforms for the labor and management staff. Bid proposals should be returned in a sealed envelope clearly labeled "DPW Uniform Bids" to the Town Administrator's Office at 16 Main Street, Goffstown, NH 03045 before 1:00 PM on March 2nd, 2016. The bids will be publicly opened and read at that time by the Goffstown Public Works Director or designee and the Town Administrator or designee at the Town Hall.

The Town of Goffstown reserves the right to accept or reject any and all bids as well as waive any informality in the best interest of the town.

Bid inquiries should be directed to the Department of Public Works at 404 Elm Street, Goffstown, NH 03045. Telephone # (603) 497-3617 x200.

Bid documents and results are available at the Town of Goffstown website under the "RFP/Bids information" page:

<http://www.goffstown.com>

Adam L. Jacobs
Director of Public Works