

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/or Cleaning Services of work uniforms for the labor and management staff. Bid proposals 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 June 11, 2012. 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 it's 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 July 1, 2012 through June 30, 2015. Different options or configurations are being requested as follows:

ITEM ONE – Uniform cleaning and rental service for twenty-four (24) employees, more or less.

ITEM TWO – Executive uniform rental service for approximately eight (8) employees, more or less.

ITEM THREE – Rental and cleaning of coveralls for four (4) employees, more or less.

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

ITEM FIVE– ANSI Level II mesh Reflective Safety Vest with Goffstown Public Works Logo printed on the back.

RENTAL – Shall include furnishing shirts, pants, tee shirts, sweatshirts, vests 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. First name and department emblem for each shirt issued shall be furnished and affixed to the garment by the contractor. The emblem for the Public Works employees will be a white plow truck with the words "Goffstown Public Works". Emblems must be approved by the Town prior to affixing to garments. The logo and wording (no name) will be stitched into the polo shirts for the executive uniforms.

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 LOCATIONS – Uniforms will be picked up and dropped off at both the Department of Public Works and at the Solid Waste Facility on Elm Street.

EMPLOYEES TERMINATION, LEAVE OR NEW HIRE – The Town of Goffstown 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 Goffstown, 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

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

BASE BID:

Long sleeve shirts	Eleven (11)
Pants	Eleven (11)
Tee Shirts	Eleven (11)
Sweatshirts	Two (2)
Jackets w/insulated liner	Two (2) – if selected
Vests	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 – Both blue jeans (Wrangler, Carpenter or other comparable brand name) 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 bartacks at stress points.

SHIRTS – Long sleeve shirt, color to be selected by the Town. Shirts must be 100% cotton, permanent press poplin; long tails, two (2) pocket button-through. Seven (7) button front, top closure can be snapped on.

TEE SHIRTS – Tee shirts must also be provided. Tee shirts must be 100% cotton. 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 50/50 cotton/poly blend.

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, liner to be 100% polyester quilted to 1/8” parathion foam.

ITEM 2 - EXECUTIVE UNIFORMS

SHIRTS – The rental of eleven (11) shirts for each employee. The employee will be given a choice in colors of polo shirts in any combination that they choose. The shirts shall be stitch embroidered with the plow truck 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).

PANTS – The rental of eleven (11) pants. The employee will be given a choice between denim jeans (Wrangler or other comparable brand name) and dickie-type pants in any mixture that the employee chooses.

TEE SHIRTS – Tee shirts must also be provided. Tee shirts will be replaced on an annual basis (at a minimum). Tee shirts must also have a screen printed Town Seal.

ITEM 3 – COVERALLS

Coveralls will be provided to approximately four (4) employees that regularly work on equipment in the garage. Four (4) sets of coveralls will be provided for each employee. The rental and cleaning of the coveralls will be included in this item.

ITEM 4 – FLOOR MAT/RUNNERS

The following size mats and locations shall be provided:

- 5 - 48"x36"
- 5 - 72"x48" (one affixed with Town Seal)

1 - 120"x36" runner

ITEM 5 – SAFETY VESTS

The vendor must provide 2 mesh safety vests that meet ANSI Level II standards for all labor and executive positions. Vests that are soiled or worn must be replaced to meet safety and visibility standards as determined by the Town.

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

MEASUREMENTS – The contractor will be responsible for taking measurements of employees at both locations and shall make arrangements for a mutually agreed time to do so.

BILLING – Invoices shall be submitted monthly in duplicate. Each invoice shall provide listing of all employees. 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.

BID SHEET

UNIFORM RENTAL AND CLEANING

GOFFSTOWN 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	_____	\$ _____
Optional jacket	_____	\$ _____

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 July 1st during the duration of the contract.

Submitted By:

Company Name: _____

Address: _____

Phone Number: _____ Fax: _____

Price holds for: 60 days

Contact Person: _____

Title: _____

Signature: _____

LEGAL NOTICE

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

Carl. L. Quiram, P.E.,
Director of Public Works