

ADVERTISEMENT TO BIDDERS
FOR
UNIFORMS RENTAL
CITY OF GRAND ISLAND, NEBRASKA

Sealed bids, including one original and two copies, will be received at the office of the **City Clerk, 100 East First Street, P.O. Box 1968, Grand Island, Nebraska, 68802 until 2:00 p.m. (local time) on November 23, 2011 for Uniforms Rental**, FOB the City of Grand Island. Bids will be publicly opened at this time in the Grand Island City Council Conference Room #1, located on the First Floor of City Hall. Bids received after the specified time will be returned unopened to sender.

Specifications are on file in the Utilities Administration Office, City Hall Building, Suite 4. Bids shall be submitted on forms which will be furnished by the **Utilities and Public Works Administration Office**.

Bids will be evaluated by the purchaser based on price, conformance with specifications, quality, service, experience and reputation of vendor, delivery, and availability for repair and maintenance. The purchaser reserves the right to reject any or all bids, to waive technicalities, and to accept whichever bid that may be in the best interest of the City.

No bidder may withdraw his bid for a period of 30 days after date of bid opening.

RaNae Edwards, City Clerk

**SPECIFICATIONS AND BID SHEET
FOR
UNIFORMS RENTAL
CITY OF GRAND ISLAND, NEBRASKA**

Sealed bids will be **received at the office of the City Clerk**, 100 East First Street, P.O. Box 1968, Grand Island, Nebraska until **2:00 p.m. (local time) on Wednesday, November 23, 2011**, for furnishing rental uniforms as specified in these bidding documents, FOB City of Grand Island, Nebraska.

Exceptions to Specifications – Any bidder who has exceptions to any specifications and requirements listed in the bidding documents must so state in the space provided below. Reference exception by using the specification item number where applicable. Attach an additional sheet if necessary. It is the bidder’s responsibility to clearly outline any exceptions. Do not make blanket references to brochures for exceptions. Failure by bidder to clearly outline exceptions will require the successful bidder to comply with the specifications.

Exceptions to Specifications:

Attached are detailed minimum specifications. The following general specifications also apply to this bid.

Bid Submittal Bid envelope should clearly be **addressed to the City Clerk**. All envelopes submitted by bidder should reference **“Bid for Uniform Rental”** on the face of the envelope.

Descriptive Literature The bidder shall attach hereto, and it shall be made part of this bid, regularly printed literature as published by the factory which sets out and fully describes the items to be furnished in the bid.

Optional Items The general and detailed specifications are the minimum requirements. Bidder may include optional items if desired. Optional items and associated pricing should be clearly noted as such. Pricing received after the bid deadline cannot be considered in bid evaluation.

Start Date It is anticipated that the award will be made on November 23, 2011. Successful bidder shall be prepared to supply the specified uniforms within 30 days of notification of award. Actual delivery shall commence no later than January 3, 2012.

Payment Prior to approving invoices for payment, the City reserves the right to thoroughly inspect the uniforms and review vendor’s service to confirm compliance with specifications. Any uniforms which do not meet the City’s requirements will be returned at vendor’s expense for correction. Approved invoices will be paid within 30 days after receipt of invoice.

Fair Employment Practices Each bidder agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, disability, sex or political affiliation.

Data Privacy Bidder agrees to abide by all applicable Local, State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent rights. The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

Independent Price Determination By signing and submitting bid, the bidder certifies that: the prices in the bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Gratuities and Kickbacks City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of subcontract or order.

Clarification of Specification Documents Bidders shall promptly notify the Purchasing Agent (308) 385-5444, Ext. 130, of any ambiguity, inconsistency or error which they may discover upon examination of the specifications. Interpretations, corrections and changes made to the specifications will be made by written addenda. Oral interpretations or changes to the specifications made in any other manner will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

Demonstration/Samples If requested, bidders shall submit quality samples of the specified items to the City within three (3) days of City's request.

Bid Evaluation and Award No bid shall be withdrawn for a period of thirty (30) days after bid due date. The City reserves the right to reject any and all bids, to waive technicalities and to accept the bid considered by the Purchaser to be in the City's best interest. The bid will be evaluated based on price, conformance with specifications, quality, service, experience and reputation of vendor, delivery and availability for repair and maintenance.

**DETAILED MINIMUM SPECIFICATIONS
FOR
RENTAL UNIFORMS**

GENERAL

1. Contractor must pick up soiled uniforms and deliver all clean uniforms once a week at the individual City sites; reference Exhibit "A" for current City sites and City representatives. If an individual is transferred to a different City location during the contract period, there is a \$_____ flat charge per each transfer.

2. Contractor will furnish all necessary tags, pins, hangers, bins, bags and racks, etc. for soiled uniforms.

3. Each individual's uniforms will be returned on hangers tied together and marked by name and number. Explain your tag procedure. _____

4. Contractor shall count in and out all uniforms by employee. A record of this count shall be given to the City's representatives on a weekly basis.

5. All uniforms must be dated as to when put in service. Any codes used shall be explained ahead of time.

6. Shortages shall be made up within 48 hours unless there are not enough uniforms to allow the employee to work, in which case overnight delivery or loaner will be supplied at no additional charge.

7. Is there one individual who will be assigned to handle the City's concerns? _____ If yes, contact name is _____

8. Will you respond to the concern within 7 days? _____

9. When a new employee is hired, will a rental uniform be provided within 4 weeks? _____

10. Bid pricing shall be complete and include all fuel add-on, set-up, and any other applicable charges.

11. FR uniforms (minimum HRC2-8cal/cm²) will be mandatory for approximately 60 Utility employees as of October 1, 2012. They have the option of renting or purchasing the FR uniforms with the City reimbursing them at 60%. Due to this situation, some of these employees may choose to rent non-FR uniforms until the deadline and then either purchase or rent FR uniforms at that point. Can you accommodate this and what is the approximate additional cost?

UNIFORMS

1. Emblems are required for all Public Works employee uniforms. No emblems are to be placed on Utility employee uniforms.
2. Two (2) emblems measuring 2" x 4" shall be provided on each shirt, jacket and coverall.
3. Emblems will be white background with one-color screen printing; PMS color will be provided with order.
4. One of the emblems will include the City Logo and the Public Works Department designation. The second logo will include the individual employee name.
5. Black and white camera ready art for the City logo will be provided for the successful bidder's use. Successful bidder shall obtain approval of the layout, type style and type size for the balance of the emblem wording from the City Purchasing Agent prior to printing emblems.
6. Uniform construction and quality shall be Red Kap or equal. Refer to the attached Exhibit "B" individual uniform specs and to Exhibit "C" for descriptions by employee (this information is subject to change at City's discretion). Most employees are currently on the following program: Five (5) uniforms clean for delivery, five (5) uniforms soiled for pickup and one (1) uniform on the employee.

MEASUREMENTS

1. Contractor must measure each individual at the individual's place of work; see attached Exhibit "A" for a listing of City locations, contact names and phone numbers.
2. Time and date to be arranged and agreed upon in advance with City contact people.
3. A proper fit must be guaranteed.
4. Contractor shall measure and guarantee fit of any new employee throughout the term of this contract.
5. If there are "special order" procedures for larger sizes, please explain procedure and any additional costs. _____

UPGRADING

1. Contractor must maintain uniforms and agree to constant upgrading to keep each individual in uniforms of the best possible grade at all times.

2. Uniforms must be thoroughly checked weekly to make any necessary upgrading.

- a. Such checks must include button and zipper repair and/or replacement.
- b. Repair tags and pins must be furnished.
- c. Explain your repair system which will guarantee that repairs are made by the next delivery.

3. Tags and pins must be furnished for any special instruction that may be required on a normal basis.

4. Uniforms damaged will be replaced as follows:

- a. Normal wear and tear at no charge? If no, please explain pricing. _____
- b. Abuse at a prorated cost; please explain pricing. _____

5. Uniform size changes due to weight gain or loss; advise if there is a charge per item in addition to rental cost. _____

Shirt S/S _____; Shirt L/S _____; Pants _____; Jacket _____

Coverall/Bibs _____

VACATIONS

1. On an average the employees are entitled to two (2) weeks vacation each year, thus the City shall be credited at the end of each year for said vacations.

a. Actual credit will be based upon each individual's actual number of vacation weeks. If no, please explain. _____

EMPLOYEE LEAVE

1. Vendor shall state its policy regarding sick leave. Please explain in detail including any price information. _____

2. Vendor shall state its policy regarding employees which are laid off or absent due to medical, military or maternity leaves. Please explain in detail including any pricing information.

LOST UNIFORMS

1. Uniforms lost by the contractor will not be paid for by the City.

2. Uniforms lost by an employee will be paid for on a prorated basis; please explain how this will be prorated. _____

- | | | | |
|----|------------------------------------|------------------------|-------------------------------|
| a. | Cost of new shirt S/S \$ _____; | new shirt L/S \$ _____ | new FR shirt \$ _____ |
| b. | Cost of new pants \$ _____ | | new FR pants \$ _____ |
| c. | Cost of new jacket \$ _____ | | new FR jacket \$ _____ |
| d. | Cost of new coverall/bibs \$ _____ | | new FR coverall/bibs \$ _____ |

EMPLOYEE LEAVING EMPLOYMENT

1. State policy/pricing on an individual leaving employment with the City when the employee:

a. Does not turn in uniforms _____

b. Does turn in uniforms (is there any restocking charge?) _____

2. Time allowed for turning in uniforms _____

3. Any other costs _____

CONTRACT PERIOD/S

1. The City is interested in a one year contract with the option to renew for two additional one year period (not an automatic renewal clause).
2. The intent is to stay with the successful contractor for three years, all things being constant.

QUANTITY

1. Approximately 95 employees (more or less) shall be supplied uniforms on a weekly basis. A current listing of these individuals and the current type of uniform rented is attached; Exhibit "C".