



May 21, 2015

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, June 4, 2015, at 2:00 p.m.** for the following:

UNIFORM CLEANING
(Specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to jdalton@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the **“Uniform Cleaning.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Lisa Green, Administrative Assistant, Police Department, at (231) 995-5151 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

UNIFORM CLEANING SPECIFICATIONS - Bidder: Please complete/return this sheet

The City of Traverse City, on behalf of the Traverse City Police Department, Auto Parking System, Grand Traverse County Sheriff’s Department and Michigan State Police, is seeking bids for uniform cleaning for a three-year period. It is estimated that approximately 200 uniformed personnel will be having their uniforms cleaned.

Bidders must complete each item on the list below and return this and the Bid Summary sheet to the City. No partial bids will be accepted. Bids must be submitted by the deadline. Telefaxed and e-mailed bids will not be accepted.

Please submit a bid that itemizes each cost in each of the separate areas listed below:

<u>Item</u>	<u>Amount Each</u>
1. Uniform Pants	\$ _____
2. Shirts (washed)	\$ _____
3. Shirts (dry cleaned)	\$ _____
4. Ties	\$ _____
5. Hats	\$ _____
6. Sweaters	\$ _____
7. Vest Covers	\$ _____
8. Lightweight Spring Jacket	\$ _____
9. Winter weight Waist-Length Coat	\$ _____
10. Ballistic Vest/Body Armor Carriers (not panels)	\$ _____
11. Hemming Uniform Pants	\$ _____
12. Sewing on Patches	\$ _____
13. Sewing on buttons	\$ _____
14. Mending rips in seams	\$ _____
15. Mending small tears	\$ _____
16. Extra cost for extremely soiled garment	\$ _____
17. Dress pants/slacks	\$ _____
18. Sport coat	\$ _____
19. Suit	\$ _____
20. Percentage discount for dry cleaning plainclothes of local FBI personnel.	_____ % discount

Billing: Separate, detailed, itemized bills for each organization shall be provided monthly. Bills shall be double-checked by the Vendor for accuracy.

Lost or Damaged Uniforms: Uniforms lost or damaged by Vendor shall be replaced or repaired by Vendor at Vendor’s expense.

Alterations: Vendor may also submit a price list of alteration charges.

Complaints: Vendor shall indicate on the Bid Summary sheet the name of one person in Vendor's business specifically designated to accept and deal with complaints. Any participating organization may cancel this service at any time when, in that organization's opinion, Vendor's service is unsatisfactory.

Term: The bid should reflect prices for a three-year term which will be reflected on a Blanket Service Order. Unacceptable performance may result in cancellation of the Blanket Service Order or of discontinuance of further orders under the Blanket Service Order.

Bidder - Please complete and return

BID SUMMARY

TITLE: UNIFORM CLEANING

DUE DATE: June 4, 2015 at 2 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a purchase/service order and to provide proof of the required insurance.

The Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
 - i. The Natural Resources and Environmental Protection Act.

- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, address, contact person, daytime phone number, and length of time services have been performed).

1. _____

2. _____

3. _____
