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January 28, 2015

Vendor:

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 **Tuesday, February 10, 2015 at 2:00 p.m.** for the following:

**Uniform Supply and Cleaning - Department of Public Services**  
(specifications attached)

If the specifications are obtained from the City's new updated website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](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](mailto: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 a **“Uniform Supply and Cleaning for various City Departments.”**

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 Sheila Dodge, Department of Public Services, Administrative Specialist at 231-922-4900 Ext. 144 between the hours of 9:00 a.m. – 4:00 p.m., before the bid is submitted.**

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent  
400 Boardman Avenue, 2<sup>nd</sup> Floor  
Traverse City, MI 49684

## **SPECIFICATIONS FOR UNIFORM RENTAL AND CLEANING**

### **INTENT**

The City of Traverse City is seeking bids for a two year period starting on March 21, 2015 and ending March 21, 2017 and to reserve the option for a renewal of this bid, mutually agreed upon by both parties, for a period of up to two (2) additional renewable contracts, in two (2) year increments to supply the City of Traverse City with uniforms and cleaning of uniforms for the Department of Public Services. The City Department of Public Services has approximately 46 employees.

The City intends to select bids on the basis of:

1. Qualifications
2. Ability
3. Relevant experience
4. Type and amount of necessary equipment
5. Highest financial benefit to the City
6. Operation best suited to provide services desired
7. Possession of proper required insurance, licenses, permits, etc.
8. Other pertinent factors it may deem necessary

The Vendor must have and maintain during the life of the contract all required licenses, permits and insurances. All requirements of the contract must be met, including workers' compensation.

### **BIDS**

Vendors submitting bids shall complete each item of the bid and return the enclosed "Bid Summary Sheet" by the deadline listed. No partial bids will be accepted. The requirements of this bid shall be construed to be minimum. All items and labor necessary to service the Department of Public Services but not specifically mentioned in these bids shall be construed to be furnished by the Vendors.

### **ACCEPTANCE OF BID CONTENT**

All bids will be reviewed by representatives of the City of Traverse City. The content of the bids and the submitted bid will become contractual obligations should the bid be accepted. The City reserves the right to request information from any Vendor submitting a bid without such contact indicating acceptance.

The City reserves the right to accept, or reject, any and all bids, negotiate differences, and to accept the proposal deemed to be in the best interest of the City of Traverse City.

If selected, the Vendor will be required to enter into a contract with the City for this work. A sample contract is attached to the Request for Bids. All requirements of the contract must be met.

## **SILENCE OF BID**

The apparent silence of any portion of this bid and any supplemental requirements as to any details or the omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All services are to be first quality.

All interpretations of bid shall be made upon the basis of this statement.

## **SUBMITTAL OF BIDS**

Each bid should be prepared simply and should provide straightforward language in the "BID SUMMARY SHEET." Contracting firms interested in contracting with the City of Traverse City for operating the uniform services to the City Department of Public Services should submit a copy of their bids containing:

1. Proof of all insurance as stated under INSURANCE, at least two weeks prior to start of operations.
2. References as listed under REFERENCES.
3. Completed Bid Summary Sheet

## **REFERENCES**

References must accompany the bid. Bids will not be accepted without references. References are to include the following:

1. How many years has your organization been involved in providing and cleaning uniforms?
2. List the companies that your organization has and now provides uniforms and cleaning of uniforms. List contact person for each company, phone number and email address.
3. How many years have you been in business as a Vendor under your present name?

## **QUESTIONS REGARDING BID**

It is the responsibility of each participating Vendor to insure that their interpretation of the specifications in this bid is consistent with that of the City.

All questions are to be addressed directly to: Sheila Dodge, Department of Public Services, Administrative Specialist between 9:00 a.m. and 4:00 p.m., Monday through Friday. Phone number is (231) 922-4900 Ext. 144.

## **INSURANCE**

The Vendor is required to provide and maintain at all times during this project the following insurance. The insurance shall be contracted with a company licensed to do business in the State of Michigan and shall be subject to the approval by the City. Certified copies in duplicate, setting forth the limits and coverage, shall be furnished to the City Clerk before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the City prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

1. **Commercial General Liability Insurance.** The Vendor shall procure and maintain during the life of the contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage providing coverage for premises, products and complete operations. The City of Traverse City must be listed as additional insured.
2. **Workers Compensation Insurance.** The Vendor shall procure and maintain during the life of this contract, Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.

## **GENERAL REQUIREMENTS AND RESPONSIBILITIES**

The selected Vendor will be required to assume responsibilities for all services listed in this bid, whether or not the Vendor produces them. Further, the City will consider the selected Vendor to be sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. This operation cannot be, in any part, subcontracted out.

The Vendor is solely responsible to ensure the safety of all its workers on the job and be in compliance with any and all M.I.O.S.H.A. safety requirements and regulations, and well as any health standards and regulations.

The Vendor shall furnish all necessary fuel, supplies, safety devices and equipment, and employ competent labor to satisfactorily and acceptably perform all phases of the work covered in the terms of these requirements.

All work performed shall be in strict accordance with all well-known established practices and standards recognized by uniform suppliers. The Vendor is expected to perform uniform services for the entire contract period.

## **EXTRA/HIDDEN CHARGES**

Bid price has to reflect the true billing costs through the invoices received weekly. There will be no hidden charges such as fuel costs, environmental special fees, etc billed to the City. Once the bid price is submitted on the "Bid Summary Sheet", no cost fluctuations on the billing invoices the City receives monthly will be accepted.

## **SAFETY ON CITY PREMISES**

The Vendor is expected to properly train all persons engaged in performing work under this bid. Compliance with MIOSHA standards and regulations is mandatory. Worker violations of these standards, and fines, are the responsibility of the Vendor. All required personal protective safety clothing, foot wear, eye and ear protection, equipment and gear, is the sole responsibility of the Vendor. Vendor shall insure that all employees under Vendor's jurisdiction are dressed in proper safety attire while on City property.

## **DAMAGES**

Vendor or Vendor's employees are responsible for any damage done while on City property. Damage must be reported within 24 hours to the Director of Public Services. Failure to do this may result in termination of contract/services. Damage must be repaired or replaced within a reasonable time period set by the Director of Public Services.

## **SCHEDULE OF PAYMENT TO VENDOR**

It is the Vendor's responsibility to present one invoice for each division (i.e., Parks, Streets, Water Treatment, Cemetery, Garage, Sewer/Water, etc) to the City Treasurer's Office each month for services, by the fourth day of the month for all work completed up to the last day of the previous month. No gratuities can be given. A signature/sign off from a designated City Employee is required each week when changing soiled uniforms and delivering fresh uniforms to each division.

Payment shall be made within thirty (30) days of satisfactory completion of the work. The City may withhold payment in whole or in part for:

- a) Defective work not remedied, or
- b) Damage to City property, or
- c) Failure to obtain or maintain proper permits and insurance

The City's standard practice is to prepare checks for the payment of invoices received, The City process checks on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. In order to receive payment on the 10<sup>th</sup> or 25<sup>th</sup> of the month, the Vendor shall submit an invoice for all work completed up to the fifth or twentieth day of the month to the City Treasurers Office. This normally allows enough time for the City to review and approve the Vendor's invoice and process it for payment. Failure of the Vendor to properly submit invoices by the fifth or twentieth day of the month may be cause for the City to postpone payment of the invoice until the next scheduled run of checks.

## **UNIFORM DESCRIPTION**

Material. Uniforms supplied by the Vendor shall be new, good quality, durable press uniforms. Vendor shall provide each employee the option of 65% polyester/35% cotton blend cargo, regular or western cut pants and cargo shorts, preshrunk. Vendor shall also provide the option of 100% cotton cargo, regular and western cut pants and cargo shorts, preshrunk.

Vendor shall provide each employee the option of both long and short-sleeve button-front style with two button-thru chest pocket shirts that are 65% polyester/35% cotton blend, preshrunk. Vendor shall provide each employee the option of short and long sleeve t-shirts that are 90% cotton/10% polyester, preshrunk. (Color options must be available). Vendor shall provide each employee the option of a short and long sleeve polo style shirt of 50% polyester/50% cotton, preshrunk (color options must be available).

Seasonal Uniform. Vendor shall provide each employee the opportunity to select their preferred mix of long-sleeve and short-sleeve shirts, t-shirt or polo shirt and to adjust the mix seasonally. Vendor shall provide up to six pair of cargo shorts per employee during the summer season (roughly April through October) in lieu of a like number of pants, at the employees' request.

Coveralls-Garage. Vendor shall provide one pair of coveralls consisting of 65% polyester/35% cotton blend per employee in the Garage Division.

Sizing. Vendor shall offer extra long sleeves and tall shirt sizes.

Color. Uniform colors and quantities shall be as follows:

<b>Division</b>	<b>Approx. # of employees</b>	<b>Changes per week</b>	<b>Shirt colors for button front style</b>	<b>Pants/shorts colors</b>
Water/Sewage	9	5	Light Blue	Khaki
Garage	9	5	Light Gray	Dark Gray
Street	13	5	Med. Blue	Navy
Parks	9	5	Tan	Navy
Water Plant	5	5	Light Blue	Navy
Cemetery	1	5	Gold	Navy

Quantity. The Vendor will furnish sufficient initial quantities of uniforms to facilitate lead time in cleaning. The Vendor shall provide 5 changes of uniforms per week as specified for the particular employee by the City. For employees receiving 5 changes of uniforms per week, an inventory of 11 uniforms shall be maintained. In the event an employee is off work for an extended period of time (more than one week), the City may notify the Vendor of such absence and the City will not be billed for that employee's uniforms until such time as the employee returns to active duty (see ADDITIONS AND DELETIONS).

## **STANDARD OF UNIFORM**

Upon award of a contract, Vendor shall provide a sample set of uniforms and colors to the City prior to execution of the contract. Due to the wide range of Vendor color choices, a final decision on color choices will be made by the City based on samples provided.

## **PICKUP AND DELIVERY**

Pickup of soiled uniforms and delivery of clean uniforms shall be on a weekly basis and at various locations within the City as designated by the City.

## **IDENTIFICATION**

Vendor shall provide an embroidered small patch with each employee's first name sewn on the employee's right front side of the shirt above the pocket of the long and short-sleeve button-front style with two button-thru chest pocket shirts. A separate small patch acceptable to the City and identifying the City of Traverse City shall be provided by the Vendor and sewn on the employee's left front side of the shirt above the pocket of the long and short-sleeve button-front style with two button-thru check pocket shirts. No monofilament thread shall be used to secure the patches to these shirts. Vendor shall screen print the City of Traverse City logo and employee name on the front of the t-shirts in the same order as above. Vendor shall embroider the employee name on the right side and the "City of Traverse City" on the left side of the polo shirts. The City will provide the Vendor with an example of the City logo upon request, any time prior to bid.

## **LOST OR DAMAGED UNIFORMS**

Uniforms lost or damaged by the Vendor shall be replaced or repaired by Vendor within one (1) week at Vendor's expense.

## **ACCEPTANCE OF UNIFORMS**

At the time of delivery of uniforms in a particular division, the City may inspect uniforms prior to accepting them. The City reserves the right to reject delivered uniforms for any of the following reasons: (a) wet or wrinkled uniforms, (b) uniforms with un-repaired snags or tears; (c) any uniform with excessive wear, fading, or a large tear or snag over 1½" (d) wrong color provided. The City reserves the right to reject any individual uniform which may be provided, should its condition or fit be deemed to be unacceptable by the employee.

## **REPAIR/REPLACEMENT**

When additional uniforms are requested by the City for new or regular employees, the Vendor shall furnish new uniforms for these employees at the bid prices. Uniforms having major damage during the first six months will be replaced with new uniforms; after the first six months, uniforms having such damage will be replaced with equal or better uniforms. All alterations which may be necessary to insure a proper and comfortable fit at the time of replacement of worn-out uniforms must be completed within four (4) weeks. If extending the contract for an

additional 2 years, the Vendor MUST supply new uniforms at that time with no additional cost to the City. This ensures that City employees receive new uniforms every two years.

### **ADDITIONS AND DELETIONS OF UNIFORMS**

The City reserves the right, with proper notice to the Vendor, to delete from the uniform rental schedule an employee who may be on an extended leave. The City shall not be billed for that employee's uniform during that time. Also no re-instatement charge will be billed when that employee returns to work. New employees will not be charged for an initial setup fee and will be furnished new uniforms at the bid prices.

Billings for all uniforms will be on a monthly basis, and billing and payment instructions will be provided by the City. The City may request separate, detailed, itemized bills for each division within the Department of Public Services (see SCHEDULE OF PAYMENTS TO VENDOR).

### **COMPLAINT SYSTEM**

The Vendor shall institute a log system for each City division to document complaints and requests for repair on a weekly basis. The Vendor shall designate its driver/salesman to maintain this log weekly in each division and to report to that division on a weekly basis the disposition of the particular complaint. Complaints shall be handled in a timely manner. If complaints are not handled in a timely manner, the Vendors Business representative shall be contacted for immediate resolution to the complaint.

### **TERM OF CONTRACT**

Bid should reflect prices for a two-year contract.

### **ADDITIONAL INFORMATION, COMMENTS**

Include any other information that you believe pertinent, but not specifically asked for elsewhere.

**A copy of the bid must be received at the following address NO LATER THAN 2:00 P.M. (LOCAL TIME) ON TUESDAY, FEBRUARY 10, 2015.**

**CLEARLY MARK SEALED BIDS AS "Uniform Supply and Cleaning for various City Departments."**

**JULIE DALTON  
PURCHASING AGENT  
CITY MANAGER'S OFFICE  
SECOND FLOOR, 400 BOARDMAN  
TRAVERSE CITY, MI 49684**

**Telefaxed and e-mailed bids are not acceptable.**



**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: Uniform Supply and Cleaning – Department of Public Services**

**DUE DATE: Tuesday, February 10, 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 Order / Service Order / Contract 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.

Approximately 46 employees - 5 changes (65% polyester/35% cotton blend cargo, regular and western cut pants, preshrunk) per week per employee. (Approximately 174 pair) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (65% polyester/35% cotton blend cargo shorts, preshrunk) per week per employee. (Approximately 112 pair) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (100% cotton cargo, regular and western cut pants, preshrunk) per week per employee. (Approximately 60 pair) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (100% cotton cargo shorts, preshrunk) per week per employee. (Approximately 72 pair) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (65% polyester/35% cotton blend long sleeve button-front style with two button-thru chest pocket shirts, preshrunk) per week per employee. (Approximately 90) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (65% polyester/35% cotton blend short sleeve button front style with tow button-thru chest pocket shirts, preshrunk) per week per employee. (Approximately 50) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (90% cotton/10% polyester blend long sleeve t-shirts, preshrunk) per week per employee. (Approximately 87) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (90% cotton/10% polyester blend short sleeve t-shirts, preshrunk) per week per employee. (Approximately 120) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (50% polyester/50% cotton long sleeve polo shirts, preshrunk) per week per employee. (Approximately 12) \$ \_\_\_\_\_

Approximately 46 employees – 5 changes (50% polyester/50% cotton short sleeve polo shirts, preshrunk) per week per employee. (Approximately 30) \$ \_\_\_\_\_

Approximately 9 sets (one per employee) 65% polyester/35% cotton blend coveralls for the Garage Division, preshrunk. \$ \_\_\_\_\_

These prices include all energy charges, service charges, delivery charges and fees for items contained in these specifications.

Uniforms to be furnished must comply with "all" the City's specifications, if not, Bidder MUST list any exceptions on a separate sheet of paper.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (print)

\_\_\_\_\_  
(a sole proprietor/partnership/corporation)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
(if corporation, state of incorporation)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip

Please list at least 3 references/companies. Include company name, phone number and contact person for which your organization has and/or now provides uniforms and cleaning of uniforms:

1. \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

How many years has your organization been involved in providing and cleaning uniforms? \_\_\_\_\_

How many years have you been in business as a Vendor under your present name? \_\_\_\_\_