



March 8, 2023

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 Wednesday, **March 22, 2023 at 2:00 PM** for the following:

**UNIFORM RENTAL & LAUNDRY-MATS-SHOP TOWELS & SOAP FOR THE
DEPARTMENT OF PUBLIC SERVICES AND DEPARTMENT OF MUNICIPAL
UTILITIES**

(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 RFP's are posted by sending an e-mail requesting same to ksheridan@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.

You must indicate on the outside of the sealed envelope that the bid is for the **"Uniform Rental & Laundry-Mats-Shop Towels & Soap."** 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. Alternatively, E-Mailed bids ***will be*** accepted. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the bid description, "Uniform Rental & Laundering – Mats-Shop Towels and Soap", and submit your e-mailed bid to tcmanage@traversecitymi.gov **before March 22, 2023 at 2:00 p.m.**

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 all requirements listed in the specifications are met. If you have any questions, please contact Sheila Dodge, Administrative Specialist, DPS, at (231) 922-4900 ext. 144 between the hours of 9 AM – 4 PM, before the bid is submitted.

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

SPECIFICATIONS FOR UNIFORM RENTAL & LAUNDERING-MATS-SHOP TOWELS-SOAP

INTENT

The City of Traverse City is seeking bids for a three-year period starting on April 1, 2023 and ending March 31, 2026 and to reserve the option for a renewal of this bid, mutually agreed upon by both parties, for a period of up to three (3) additional renewable contracts, in one (1) year increments to supply the City of Traverse City with uniform rental & laundering, Mats, Shop Towels and Soap for the Department of Public Services and the Department of Municipal Utilities. The Department of Public Services has 33 employees and The Department of Municipal Utilities has 14 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. The requirements of this bid shall be construed to be minimum. All items and labor necessary to service the Department of Public Services and the Department of Municipal Utilities 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. 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 and the City Department of Municipal Utilities 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 of uniforms and floor mats?
2. List the companies that your organization has and now provides uniforms, cleaning of uniforms and floor mats. List contact person for each company, phone number and e-mail 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, Administrative Specialist, DPS, at (231) 922-4900 ext. 144 between the hours of 9 AM – 4 PM.

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, as 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. 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 or the Director of Municipal Utilities. 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 or the Director of Municipal Utilities.

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, Hickory Hills) to the City Treasurer's Office each week for services. No gratuities can be given. A signature/sign off from a designated City Employee is required each week when changing soiled uniforms, mats & shop towels and delivering fresh uniforms, mats & shop towels 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 prepares checks on Thursday of each week.

UNIFORM DESCRIPTION

Material. Uniforms supplied by the Vendor shall be new and good quality uniforms. Vendor shall provide each employee the option of cell phone pocket pant in a ripstop stretch fabric with stretch waistband, cell phone pocket/tool pocket and slack style pocket shorts in a stretch fabric, cargo pants and cargo shorts in a blend, and 100% cotton cargo pants and cargo shorts, preshrunk. Vendor shall provide each employee the option of both long and short-sleeve button-front style work shirts with flexibility and breathability, preshrunk. Vendor shall provide each employee the option of short and long sleeve t-shirts that can be laundered by Vendor, preshrunk. Vendor shall provide each employee the option of a 100% cotton t-shirt short and long sleeve. Vendor shall provide each employee the option of a performance fabric t-shirt in

short sleeve and long sleeve. Vendor shall provide the Garage employees with two sets of coveralls per employee. Employees will have the option of choosing any combination of pant and/or shirt style or color. Color options must be available for all garments when available.

Seasonal Uniform. Vendor shall provide up to six pair of cargo, cell phone pocket or slack style shorts (in a ripstop stretch fabric or blend) per employee during the summer season (roughly April through October) in lieu of a like number of pants, at the employees' request.

DIVISION NUMBER OF EMPLOYEES

| | |
|------------------|----|
| Garage | 8 |
| Oakwood Cemetery | 1 |
| Parks | 9 |
| Hickory Hills | 1 |
| Sewer/Water | 9 |
| Streets | 14 |
| Water Treatment | 5 |

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 of the City. For employees receiving 5 changes of uniforms per week, an inventory of 11 uniforms shall be maintained. The Garage employees shall receive 6 changes of uniforms per week as specified. For the Garage employees receiving 6 changes of uniforms per week, an inventory of 12 uniforms shall be maintained.

In the event an employee is off work for an extended period of time (more than one month), 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 employment (see ADDITIONS AND DELETIONS).

STANDARD OF UNIFORM

Upon award of a contract, Vendor shall provide a sample set of uniforms and all 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 emblem with each employee's first name and will be attached on the employee's right front side of the employees chosen shirt style. A separate emblem acceptable to the City and identifying the City of Traverse City shall be provided by the Vendor and attached

on the employee's left front side of the employees chosen shirt style. No monofilament thread shall be used to secure the emblems to these shirts.

Vendor shall apply emblems with embroidery of the City of Traverse City logo and employee name on the front of the t-shirts in the same order/style as above. The City will provide the Vendor with an example of the City logo upon request, any time prior to bid. The City will decide on font, color and design of all emblems.

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 that are un-repaired (c) any uniform with excessive wear, fading. (d) wrong color provided (e) used garments instead of new garments. 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. 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 two (2) weeks. If extending the contract for an additional (3) one year extensions, the Vendor must be willing to supply new uniforms (at the City's discretion) at that time with no additional cost to the City. This ensures that City employees receive new uniforms.

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 of more than one month. 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 weekly basis, billing and payment instructions will be provided by the City. The City will request separate, detailed, itemized bills for each division within the Department of Public Services and the Department of Municipal Utilities (see SCHEDULE OF PAYMENTS TO VENDOR).

COMPLAINT SYSTEM

Complaints from any City Division shall be handled in a timely manner. If complaints are not handled in a timely manner, the Vendor's business representative will be contacted for immediate resolution to the complaint.

TERM OF CONTRACT

Bid should reflect prices for a three year contract.

ADDITIONAL INFORMATION, COMMENTS

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

Bidder - Please complete and return

BID SUMMARY

**TITLE: UNIFORM RENTAL AND LAUNDERING – MATS – SHOP TOWELS
AND SOAP FOR THE DEPARTMENT OF PUBLIC SERVICES AND THE
DEPARTMENT OF MUNICIPAL UTILITIES**

DUE DATE: Wednesday, March 22, 2023 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.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. 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.

Weekly price to include all garment replacement at no additional charge, all preparation, emblems, including application at no additional charge. No up-front or future cost for garments needing upgrading due to normal wear and tear. No set up, make up or emblem charges applied for the duration of the agreement. Total inclusive cost per garment.

PLEASE BID A PRICE PER WEEK TO PROVIDE AND MAINTAIN ELEVEN GARMENTS PER EMPLOYEE

UNIFORMS - Approximately 47 employees

Cell phone pocket/tool pocket pant in a ripstop stretch fabric with stretch waistband
Per garment \$ _____

| | |
|--|----------|
| Cell phone pocket/tool pocket short in a stretch fabric Per garment | \$ _____ |
| Slack style pocket pant Per garment | \$ _____ |
| Slack style pocket short Per garment | \$ _____ |
| Cargo pants in a fabric blend Per garment | \$ _____ |
| Cargo shorts in a fabric blend Per garment | \$ _____ |
| 100 % Cotton Cargo pants Per garment | \$ _____ |
| 100 % Cotton Cargo shorts Per garment | \$ _____ |
| Button front style work shirt short sleeve with flexibility & breathability Per garment | \$ _____ |
| Button front style work shirt long sleeve with flexibility & breathability Per garment | \$ _____ |
| T-Shirts short sleeve in a fabric blend Per garment | \$ _____ |
| T-shirts long sleeve in a fabric blend Per garment | \$ _____ |
| T-shirt 100 % Cotton short sleeve Per garment | \$ _____ |
| T-shirt 100% Cotton long sleeve Per garment | \$ _____ |
| Performance fabric t-shirt short sleeve Per garment | \$ _____ |
| Performance fabric t-shirt long sleeve Per garment | \$ _____ |

Coveralls – Garage Division (2 sets)
Per garment

\$ _____

Employees will have the option of choosing any combination of pant and/or shirt style. Color options must be available for all garments.

MATS

3 x 5 Floor Mat
Each

\$ _____

4 x 6 Floor Mat
Each

\$ _____

3 x 10 Floor Mat
Each

\$ _____

Scraper Mat
Each

\$ _____

3 x 9 Commercial Kitchen Drainage Mat
Each

\$ _____

SHOP TOWELS

Red Shop Towels, 1 bundle
(how many in a bundle?) _____
(include each towel replacement cost in price)

\$ _____

White Shop Towels, 1 bundle
(how many in a bundle?) _____
(include each towel replacement cost in price)

\$ _____

SOAP

Antibacterial Foam Soap
Each

\$ _____

Heavy Duty Soap
Each

\$ _____

Hand Sanitizer
Each

\$ _____

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)

Company Address

Phone

Fax

City,

State,

Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Phone Number _____
E-mail: _____

2. _____
Contact Person: _____ Phone Number _____
E-mail: _____

3. _____
Contact Person: _____ Phone Number _____
E-mail: _____