

TOWN OF GLASTONBURY
UNIFORM RENTAL

GL-2010-02

TOWN OF GLASTONBURY
INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date and Time Required</u>
GL-2010-02	Uniform Rental	June 10, 2009 @ 10:30 a.m.

Bid Forms may be obtained at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, CT 06033 (second level) or on the Town's website at www.glastonbury-ct.gov

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

Mary F. Visone
Purchasing Agent

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid opening and date.**
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.

10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
11. **THIS ITEM WAIVED:**A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.

16. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
17. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
- 18.. **It is the responsibility of the bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**

IMPORTANT: Failure to comply with general rules may result in disqualification of the bidder.

Proposal of _____ (hereinafter called
“Respondent”), organized and existing under the laws of the State of _____
doing business as _____
_____.

To the Town of Glastonbury (hereinafter called “Town”).

In compliance with your Invitation to Bid, the Respondent hereby proposes to furnish materials
And/or services as per Bid Number GL-2010-02 in strict accordance with the Bid
Documents within the time set forth therein, and at the prices stated below.

By submission of this bid, the Respondent certifies, and in the case of a joint bid each party
thereto certifies as to their own organization that this bid has been arrived at independently
without consultation, communication, or agreement as to any matter relating to this bid
with any other Respondent or with any competitor.

The Respondent acknowledges receipt of the following:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

**It is the responsibility of the bidder to check the Town’s website for any Addendum before
submitting the bid.**

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1.0 SCOPE OF SERVICE

1.1 PURPOSE:

The Town of Glastonbury is seeking bids to obtain new, clean, neat, identifiable work clothing for three (3) years for approximately 80 men and women at various locations within the Town of Glastonbury as stated below. The Town reserves the right to increase or decrease quantities as needed.

Engineering, 2155 Main Street, Glastonbury
Sanitation, 2149 Main Street, Glastonbury
Facilities Services, 2143 Main Street, Glastonbury
Fleet and Highway, 2380 New London Turnpike, Glastonbury
Parks and Recreation, 1089 New London Turnpike, Glastonbury

1.2 The representative for the Town will be David Sacchitella, Building Superintendent, Telephone (860) 652-7706, Fax 368-2233.

1.3 All work necessary to complete this service will be the responsibility of the vendor.

1.4 Normal working hours will be Monday through Friday 7:00 am to 3:30 pm.

1.5 Uniforms must conform to all Local, State and Federal codes.

2.0 BIDDING

2.1 Bids shall be submitted only on provided bid form. Bid prices quoted shall be net, including transportation and delivery charges fully prepaid by the supplier f.o.b. Town of Glastonbury and shall include the rental and cleaning of the items listed. All prices quoted shall remain firm for the term of the contract

2.2 The term of this contract will be from July 1, 2009 to June 30, 2012.

2.3 The term of this agreement may be extended by mutual consent for a period of two additional years. Each extension will be a one year increment only.

3.0 DETAILED SPECIFICATIONS

3.1 The following items shall be offered in both all cotton or cotton blend fabric and both for cleaning/repair and repairs only:

- | | |
|----------------------------------|---|
| a. Long sleeve shirt | g. Fall/winter style vest, short sleeve |
| b. Short sleeve shirt | h. Coveralls |
| c. Long pants | i. Jeans |
| d. Short pants | j. Denim shirt |
| e. Hip length winter jacket | k. Hooded Duck Jacket |
| f. Full length lined winter coat | |

3.2 LABELS. All shirts, jackets, and coveralls shall have the first name of the employee over the right pocket and department title over the left pocket. The department title will be GLASTONBURY PHYSICAL SERVICES, GLASTONBURY REFUSE DISPOSAL, GLASTONBURY WATER POLLUTION CONTROL, GLASTONBURY PARKS & RECREATION AND GLASTONBURY FACILITIES SERVICES. Vendor may use emblems or embroider names directly onto the garment. The employee's name will also be noted in indelible ink on the inside of the waist band on each pair of pants, long and short and on inside of shirt collar.

3.3 COLORS. Colors for the uniforms shall be: Dark Blue for Physical Services and, grey shirts/blue jean pants for Facilities Services, dark brown pants/khaki shirts for Sanitation, orange shirts, brown pants for Refuse Disposal and Green for Parks and Recreation. Additional colors to be determined at time of award with vendor. A separate color for supervisors is anticipated.

3.4 MATERIALS. The Town will choose between the following:

Cotton blend

All clothing to be permanent press, 65% polyester/35% cotton to 50%polyester/50% cotton. Weights given are a minimum.

Shirts, long and short sleeve: 4.5 ounce/square yard.

Pants, long and short: 7.5 ounce/square yard.

Coveralls, 7.5 ounce/square yard, acid resistant, 65% polyester/35% cotton.

Jackets, zip out lining, full or hip length, 11 ounce/square yard outside with sleeve lining of 1/8" poly foam, nylon face and back quilted.

100% Cotton

Shirts, long and short sleeve, 5 ounce/square yard.

Pants, long and short, 8.25 ounce/square yard.

Coveralls, 10 ounce/square yard.

Jackets, same as listed under cotton blend.

Jeans, 13.75 ounce/square yard (alternate)

Hooded Duck Jacket, 10 ounce/square yard (alternate)

Denim Shirt, 6.5 ounce/square yard, button cuffs (alternate)

3.5 PICKUP/DELIVERY

The contractor will be responsible for the delivery of material in first class condition at the point of delivery every other week, and in accordance with good commercial practice. Delivery shall be made directly to the areas specified by the Town of Glastonbury on the purchase order. This will include picking up dirty items and replacing them with clean items. A contact phone number will be provided for each location.

The Respondent shall pick up and deliver uniforms every other week at the following locations:

- a. Parks and Recreation, 1086 New London Turnpike
- b. WPC 2149 Main Street
- c. Fleet & Highway, 2380 New London Turnpike
- d. Transfer Station/Recycling, 2340 New London Turnpike
- e. Facilities Services/Engineering 2143 Main Street

Specific times will be arranged by the vendor with the department representative. The vendor's driver will sign in and out the uniforms picked up and delivered with special notes indicating repairs or other problems. Sign in and out the number of items by type and employee.

3.6 REPAIRS

Repairs will be made prior to next delivery of cleaned uniforms. There will be no costs for any repairs such as the replacement of buttons, zippers, sewing of tears, etc.

3.7 WORN/DAMAGE

Worn and severely damaged items will be replaced with new items within the first two years and with equal or better, used items in the third year. Vendor will note replacements upon delivery. If during the extended period, uniforms replaced during the extension period should be equal or better than the damaged goods. Replacement items are to be delivered with the next scheduled delivery.

3.8 LOST ITEMS

Lost items will be replaced with new items. The Town will be billed for the replacement costs. Lost replacements shall be made within two weeks of notification by Town.

3.9 TIMING

It is required that all uniforms be returned with the next delivery in a clean and usable condition. Items not returned in this manner will be rejected for payment.

3.9 MEASUREMENT

All employees shall be measured by the vendor in sufficient time to start the contract on July 1, 2009. During the course of the contract, employees will notify the vendor of size changes. The vendor will provide uniforms in the new size within two weeks of the notification. Vendor shall provide uniforms for new employees within two weeks of notification by the Town.

3.10 OTHER INFORMATION

Unless considered to be in the best interest of the Town, no proposal will be considered which is not based on the specifications contained or referred to herein. Unless otherwise noted by Respondent, it will be construed that the proposal is submitted in complete compliance with the specifications. Substitutions are not acceptable and will result in rejection of bid.

Respondent shall indicate in their proposal response the brand or trade name of the product(s) they are proposing to furnish. If the product is not identified with a brand name or trademark name, Respondent shall indicate the name of the producer or manufacturer of such product. Respondent must also submit a written proposal of the operational procedures, describing the company's services.

In the event of an award, deliveries must be identified by the brand name or trade name, or name of producer or manufacturer as submitted by the Respondent in the proposal, unless otherwise specifically approved and authorized by the Town of Glastonbury.

Information with respect to brand name or name of producer or manufacturer is for

identification purposes only, and the acceptance of a proposal is not to be construed as pre-qualified acceptance of such products as complying with specifications.

Uniform samples and written proposal of operational procedures must be viewed and approved by the Town of Glastonbury, after the bid opening, but prior to issuance of an award. Uniform samples must have satisfactory tags in place. Respondent must make an appointment and meet with the representative from the town identified in section 1.2.

Respondent shall provide a copy of waste water permit.

4.0 BASE PRICE

Base price will consist of eleven (11) sets of long sleeve shirts and pants plus two (2) hip length jackets of cotton fabric with pickup/delivery every other week. This base price will be used to determine the maximum summation of the various item costs from which the employee may select. The employee choice of items will occur at the initiation of service. For example, the employee may select any combination of the listed items. The vendor must notify the Town if the requested amount of uniforms exceeds the base price. If the base price is exceeded the employee will reduce the items until the base price is no longer exceeded. Delivery to be every other week.

4.1 QUANTITIES

Quantities given to the contractor are estimates and may be changed at the discretion of the Town of Glastonbury. The Town shall have the flexibility to add or delete items and to change pick up and delivery as required.

4.2 CONTRACT AWARD

The following factors shall be taken into consideration in awarding this contract:

- 1) Compliance with Bid Specs.
- 2) Price
- 3) Ability of vendor to deliver quantities as specified herein
- 4) Inspection of establishment by a representative of the Town, if deemed necessary.

5.0 PAYMENT

The vendor shall invoice the Town on a monthly basis. Payments will be based on purchase orders by the Town.

6.0 **INSURANCE**

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Bidder shall provide the Town copies of any such policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or

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by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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7.0 SUBMITTALS

The vendor shall submit samples of the uniforms prior to bid award. All samples will be promptly returned to the RESPONDENTS after the bid is awarded. The Town will include, in this evaluation, the quality of the garments in order to determine the successful Respondent.

1.0 Base Price (per Section 4.0 in Detailed Specs)
\$ _____/every two week period

2.0 Clothing items cost per week:

			A	B	C	D
	Item	Qty.	Cotton blend Cleaned/ Repaired	Cotton blend Repaired Only	All Cotton Cleaned/ Repaired	All Cotton Repaired Only
2.1	Long Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
2.2	Short Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
2.3	Long Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
2.4	Short Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
2.5	Jean	1	\$ NA	\$ NA	\$ _____	\$ _____
2.6	Coverall	1	\$ _____	\$ _____	\$ _____	\$ _____
2.7	Hooded Duck Jacket	1	\$ NA	\$ NA	\$ _____	\$ _____
2.8	Denim Shirt	1	\$ NA	\$ NA	\$ _____	\$ _____

3.0 Replacement Cost First Year Per Item:

3.1	Long Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
3.2	Short Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
3.3	Long Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
3.4	Short Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
3.5	Jean	1	\$ NA	\$ NA	\$ _____	\$ _____
3.6	Coverall	1	\$ _____	\$ _____	\$ _____	\$ _____
3.7	Hooded Duck Jacket	1	\$ NA	\$ NA	\$ _____	\$ _____
3.8	Denim Shirt	1	\$ NA	\$ NA	\$ _____	\$ _____

4.0 Replacement cost Second Year Per Item:

4.1	Long Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
4.2	Short Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
4.3	Long Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
4.4	Short Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
4.5	Jean	1	\$ NA	\$ NA	\$ _____	\$ _____
4.6	Coverall	1	\$ _____	\$ _____	\$ _____	\$ _____
4.7	Hooded Duck Jacket	1	\$ NA	\$ NA	\$ _____	\$ _____
4.8	Denim Shirt	1	\$ NA	\$ NA	\$ _____	\$ _____

VENDOR NAME: _____

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5.0 Replacement Cost Third Year Per Item;

5.1	Long Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
5.2	Short Sleeve Shirt	1	\$ _____	\$ _____	\$ _____	\$ _____
5.3	Long Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
5.4	Short Pant	1	\$ _____	\$ _____	\$ _____	\$ _____
5.5	Jean	1	\$ __NA__	\$ __NA__	\$ _____	\$ _____
5.6	Coverall	1	\$ _____	\$ _____	\$ _____	\$ _____
5.7	Hooded Duck Jacket	1	\$ __NA__	\$ __NA__	\$ _____	\$ _____
5.8	Denim Shirt	1	\$ __NA__	\$ __NA__	\$ _____	\$ _____

6.0 Contractor is able to respond within _____ days of notification.

7.1 Contractor is willing to extend the terms of this agreement one year. (July 1, 2013)
____ Yes ____ No

7.2 Contractor is willing to extend the terms of this agreement one additional year. (July 1, 2014)
____ Yes ____ No

CONTACTS

Normal Hours

Name: _____
Tele: _____
Pager: _____
Email: _____

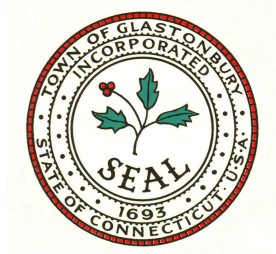
After Hours

Name: _____
Tele: _____
Pager: _____
Email: _____

VENDOR NAME : _____

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**THIS FORM AND THE
REQUIRED BID/PROPOSAL
MUST BE RETURNED**

TOWN OF
GLASTONBURY
BID / PROPOSAL
DATE ADVERTISED

GL # or RPGL # GL-2010-02
DATE / TIME DUE 6-10-09 @ 10:30
A.M.

NAME OF PROJECT UNIFORM RENTAL

It is the responsibility of the Respondent to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it is also THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDUMS POSTED PRIOR TO BID OPENING.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E:mail Address	SS # or TIN#

(Seal – If bid is by a Corporation)

Attest