

THE MATTABASSETT DISTRICT
NEW BRITAIN - BERLIN - CROMWELL - MIDDLETOWN
REGIONAL SEWER AUTHORITY

ARTHUR G. SIMONIAN, P.E., LEED
EXECUTIVE DIRECTOR

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March 14, 2016

REQUEST FOR PROPOSAL

RENTAL AND CLEANING OF UNIFORMS

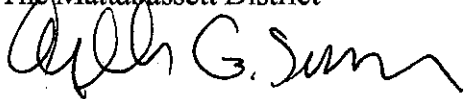
Bid Contract 2017 - 01

Pricing proposals will be received at the office of the Executive Director of The Mattabassett District Water Pollution Control Facility, 245 Main Street, Cromwell, Connecticut, until close of business April 1, 2016, for the following item for the period July 1, 2016 through June 30, 2019.

RENTAL AND CLEANING OF UNIFORMS

Proposal packages are available at the Administration Office of The Mattabassett District, 245 Main Street, Cromwell, Connecticut.

By order of
The Mattabassett District



Arthur G. Simonian, P.E.
Executive Director

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GENERAL STIPULATIONS
Rental and Cleaning of Uniforms
Bid Contract 2017 - 01

Vendors are required to submit proposals on the blank form attached hereto. Prices proposed shall be exclusive of all taxes not applicable to municipalities. Photocopies of tax exemption certifications shall be furnished to the Vendor upon request.

Proposals must be signed with the name of the person, persons, firm, or company proposing to furnish the materials. The Vendor shall sign the proposal correctly. If the proposal is made by an individual, his name and address must be shown; if by a firm or partnership, the name and address of each member of the firm or partnership must be shown. If by a corporation, the proposal must show the name of the State under the laws of which the corporation was chartered and the name and title of the officer(s) having authority under the by-laws to sign agreements. Anyone signing a proposal as agent shall file with it legal evidence of his authority to do so. The proposal shall be valid for a period of sixty (60) days from the date received by The District.

The quantities listed on the Proposal sheet are approximate estimates based on needs over the next three years. They are to be used only as a basis for comparison proposals and estimating The District's annual uniform rental and cleaning costs. The selected Vendor shall furnish the material as ordered by The Mattabassett District for the unit price proposed whether the quantity actually purchased is more or less than the quantity listed on the proposal.

The Mattabassett District (The District) reserves the right to award The District's annual uniform rental and cleaning to a qualified, responsive Vendor who has demonstrated experience in the type(s) of specific Work required by this Agreement and who: 1) has adequate resources or the ability to obtain such resources as required during performance of the Agreement. 2) has a satisfactory record of performance. 3) is otherwise qualified and eligible to receive an award under applicable laws and regulations. Mattabassett District reserves the right to reject any and all bids, or any part thereof or waive defects in same, or accept any proposal deemed to be in the best interest of the Mattabassett District.

The Vendor agrees and accepts, as a condition of any agreement, The District's right to terminate this agreement for convenience. Such termination shall be issued by The District in writing to the Vendor and shall be sent by certified mail, return receipt requested. (See cancellation under technical specs – these two statements are counter-productive).

The Vendor shall purchase and maintain such insurance as will protect it from claims under workers' compensation laws, from claims under automobile liability laws, from claims insured by personal injury liability coverage, and from claims for injury to or destruction of tangible property. This insurance shall name The Mattabassett District as an additional insured party and include General Liability and Automobile Liability Insurance each in an amount for not less than \$1,000,000 (per occurrence). Before starting the work, the Vendor shall file with The District Certificate(s) of such insurance, acceptable to The District. This insurance shall remain in effect for the life of the project.

At all times throughout the duration of the Agreement, the Vendor(s) shall, to the extent allowed by law, indemnify and save harmless The District, and its officers, agents and employees, against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of The District.

The Vendor(s) shall defend, indemnify and save harmless The District from any and all claims, demands, suits, actions or proceedings of any kind or nature including workmen's compensation claims of or by anyone whomsoever in any way resulting from or arising out of the operations in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the Vendor or its subcontractors. Insurance coverage specified herein and in any special conditions constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Vendor under the terms of the Agreement.

The Vendor acknowledges and accepts as a condition of this Agreement that the Vendor's and the significant subcontractors' insurances shall be the primary insurance with respect to The District (and their employees and agents). Any insurance and/or self-insurance maintained by The District (its officers, employees, or agents) shall be in excess of the Vendor's and subcontractors' insurance and shall not contribute with it.

All insurances provided by the Vendor and ALL subcontractors, under these requirements, shall be issued by insurance companies licensed to write such insurance in the State of Connecticut. Said issuing insurance companies shall have an AM Best Rating of A- or better.

The Vendor, and subcontractors, is required to make good faith efforts to comply with all Federal and State laws and policies which speak to equal employment opportunity. It has always been the policy and will continue to be the strong commitment of The District, and all Vendors and subcontractors who do business with The District, to provide equal opportunity in employment to all qualified persons solely on the basis of job-related skills, ability, and merit, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, age, physical disability, or marital status.

End of General Stipulations

TECHNICAL SPECIFICATIONS

Rental and Cleaning of Uniforms

Bid Contract 2017 - 01

The Vendor shall provide for the rental and cleaning of uniforms for 27 individuals, more or less. The Mattabassett District is located at 245 Main Street, Cromwell, Connecticut. Deliveries shall be made on the same day of the week, Monday through Friday, between 8:00 AM and 3:00 PM. All services shall be performed in accordance with conditions and terms specified herein. The Vendor shall furnish all labor, materials, and equipment necessary for adequate and proper service. This agreement shall cover the period enumerated in the agreement.

UNIFORM REQUIREMENTS:

The Vendor shall provide an assortment of shirts, pants, coveralls and spring/fall jackets for approximately 27 employees.

- a) The initial supply of uniforms shall be new garments.
- b) Work shirts (long or short sleeve as requested by employee) for approximately 20 employees shall be 100% cotton.
- c) Work pants for approximately 20 employees shall be 100% cotton twill.
- d) Work pants for 2 employees shall be 100% cotton.
- e) Laboratory employees' (2 people) work shirts shall be 60% cotton/40% polyester and work pants shall be 65% cotton and 35% polyester.
- f) Coveralls shall be 100% cotton with zipper.
- g) Two coveralls shall be flame resistant CAL 11.2.
- h) Lab coats (2 people) shall be white, 5 oz., 20% cotton/80% polyester blend, with a left breast pocket, and two lower pockets.
- i) Spring/Fall jackets with lining for approximately 25 employees shall be waist length 7.5 oz., 65% polyester/35% cotton blend with two lower pockets.
- j) Every shirt and jacket shall have an embroidered emblem with the phrase "*The Mattabassett District*" over the right pocket.
- k) Every shirt and jacket shall have the same size embroidered emblem with the employee's first name over the left pocket.
- l) All pants shall have a name tag with the employees last name sewn onto the waist band.
- m) Iron-on emblems are not allowed. Iron-on and/or taped-on employee pant name tags are not allowed.
- n) Colors: Preferred colors for pants and shirts are noted on a separate sheet which is attached. The District will consider alternatives at the Vendor's request.
- o) Vendor is responsible for measuring for proper fit. Vendor to meet with staff to determine accurate size and proper fit. This will require at a minimum two visits and possibly more as our staff have rotating schedules and a number work off shift.
- p) Vendor is responsible for emblems and all repairs.
- q) Vendor to furnish two-part alteration/repair tags.
- r) Repairs over repairs will not be allowed. Any garment that cannot be adequately cleaned (*noticeably stained*) or repaired (*i.e. more than three darned holes, repairs over repairs, or thread bare in the seat or knees*) to the satisfaction of The District shall be replaced with a new garment. *Uniforms and apparel worn out through normal wear shall be replaced by the Vendor at no additional charge.*

- s) Repairs shall be completed within one week. Garments that are not repaired within one week shall be replaced with a spare garment. On the next rotation the original garment should be returned. If it is not returned it shall be replaced with a new garment.
- t) The Vendor shall provide a separate price for a heavy, lined WINTER coat. The WINTER coat must have the employee name and District emblems in the same locations as on the uniforms. These WINTER coats shall be purchased on an as needed basis. *The quoted price shall remain in effect for the duration of this agreement.*
- u) Prices shall include weekly delivery of uniforms and apparel, freshly laundered, repaired and finished in accordance with standard industry practice.

LETTERING, EMBLEMS AND NAME TAGS:

The emblems shall be approximately 1 inch high by 4 inches wide, rectangular shaped and located on the garments as noted above. The cost of the emblems shall be borne by the Vendor. Iron on emblems are not permitted.

Employee pant name tags shall be approximately 1-1/2 inches high by 6 inches long, rectangular shaped, located on the inside or out side at the belt line, and sewn on. Iron on and/or taped on employee pant name tags are not permitted.

DELIVERY REQUIREMENTS:

Deliveries shall be made on the same day of the week, Monday through Friday, between 8:00 AM and 3:00 PM. There are two separate buildings to which uniforms will be delivered to. The Vendor is expected to coordinate pickup and delivery with The District's representatives to insure accuracy in the number of garments, etc. The Vendor MUST provide a weekly inventory of personnel using the service. This shall include the type and number of garments picked up and returned.

Repairs shall be completed within one week. Garments that are not repaired within one week shall be replaced with a spare garment. On the next rotation the original garment should be returned. If it is not returned it shall be replaced with a new garment. The Vendor shall replace uniforms due to normal wear and tear with new uniforms as requested by The District.

The Vendor shall cease service to any employee upon notification by The District for reasons of termination of employment, or for absences of one (1) week or more. The Vendor shall resume services to any employee previously provided with uniforms upon notification by The District. The Vendor shall also furnish uniforms to new employees, or other employees not previously furnished, within two (2) weeks after notification by The District.

The District reserves the right to increase or decrease the number of uniforms required at its discretion without any change in the unit price.

PAYMENT:

The quoted prices shall remain in effect for the duration of this agreement. Prices shall include weekly delivery of uniforms and apparel, freshly laundered, repaired and finished in accordance with standard industry practice. *The District will pay the quoted garment price for lost or damaged garments (except through normal wear and tear).*

Vendor shall not be paid the rental amount for any garment that The District determines to be in need of replacement or repair unless the Vendor provides a replacement garment or a properly repaired garment by the second scheduled delivery date following notice from The District requesting such repair or replacement.

Vendor shall not be paid the rental amount for garments not delivered on their scheduled delivery cycle.

The District will pay all invoices monthly and within 30 days if invoices are received by the 10th of the month. If they are not received by the 10th of the month, they will be paid within 45 days.

CANCELLATION:

The Mattabassett District reserves the right to cancel this Agreement upon thirty (30) days written notice for failure of Vendor to perform in accordance with the terms and conditions. Failure to perform includes but is not limited to continued failure to repair garments, continued failure to return garments, continued failure to replace garments, failure to comply with the uniform requirements and delivery requirements. Such cancellation shall be final and shall not be subject to any recourse by the Vendor. The Vendor hereby waives any rights it may have with regard to appeal or otherwise in the matter of cancellation of this Agreement.

UNDERSTANDING:

This Agreement represents the entire understanding and Agreement of the parties. No alterations, amendments, or future understanding shall be binding unless reduced to writing and signed by the parties hereto.

The District reserves the right to alter the clothing requirements of this Agreement at any time by giving the Vendor two weeks written notice thereof.

EMPLOYEES & UNIFORM SCHEDULE
Bid Contract 2017 - 01

	<u>Name on Left Pocket</u>	<u>Shirt/Pant Color</u>
<u>I. MANAGEMENT</u>		
1. Stille, D.	--	blue/khaki
2. Warman, B.	--	blue/khaki
3. Adkins, B.	--	blue/khaki
<u>II. OPERATIONS</u>		
4. Drezek, D.	Dan	khaki/brown
5. Dusza, J	Jan	khaki/brown
6. Laz, Andrzej	Andrzej	khaki/brown
7. Lergos, Y	Yiannis	khaki/brown
8. Manfre, M.	Mike	khaki/brown
9. McClimans, M.	Matt	khaki/brown
10. Pelzar, K.	Ken	khaki/brown
11. Bruscoe, E.	Eric	light green/dark green
12. Dazblaz, M.	Marek	light green/dark green
13. Jahne, C.	Chris	light green/dark green
14. Petrone, M.	Mike	light green/dark green
15. Wagner, T.	Ty	light green/dark green
16. Warzecha, A.	Adam	light green/dark green
17. New Hire	?	light green/dark green
<u>II. MAINTENANCE</u>		
*18. Purchia, A.	Andy	dark blue
*19. Karpinski, T.	Tom	dark blue
*20. Daly, John	John	dark blue
21. Hamilton, B	Bill	dark blue
22. Macri, G.	Gianfranco	dark blue
23. Macri, F.	Franki	dark blue
24. Stankovics, P.	Peter	dark blue
25. Wiczorek, K.	Keith	dark blue
<u>IV. LAB</u>		
26. Walters, L.	---	white/black
27. Peloquin, K.	---	beige/blue

*Electricians

End of Technical Specifications

PROPOSAL
Rental and Cleaning of Uniforms
Bid Contract 2017 - 01

The undersigned hereby proposes to furnish The Mattabasset District located at 245 Main Street, Cromwell, Connecticut the rental, cleaning and repair of uniforms for the period **July 1, 2016 to June 30, 2019**. The unit cost of this service shall be as follows:

Uniform rental, cleaning and repair weekly Unit Costs: July 1, 2016 – June 30, 2017

I. Management Employees - (3 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week
Material: shirts	5.0 oz. durable press, 100% cotton		
pants	8.5 oz. durable press, 100% cotton		

II. Operations Employees - (14 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week
Material: shirts	5 oz. durable press, 100% cotton		
pants	8.5 oz. durable press, 100% cotton twill		

III. Maintenance Employees - (8 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 coveralls:	1 change/week	= \$ _____	per person/week
2 coveralls CAL 11.2	1 change/week	= \$ _____	2 coveralls/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week
Material: shirts	5 oz. durable press, 100% cotton		
pants	8.5 oz. durable press, 100% cotton twill		
coveralls	100% cotton / 2 coveralls CAL 11.2		

IV. Laboratory Employees - (2 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
13 lab coats:	6 changes/week	= \$ _____	per person/week
1 jacket:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week
Material: shirts	60% cotton/40% polyester blend		
pants	65% cotton/35% polyester blend		
lab coats	5 oz., 20% cotton/80% polyester blend		

Name of Vendor _____

PROPOSAL
Bid Contract 2017 – 01

Uniform rental, cleaning and repair weekly Unit Costs: July 1, 2017 – June 30, 2018

I. Management Employees - (3 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5.0 oz. durable press, 100% cotton
pants 8.5 oz. durable press, 100% cotton

II. Operations Employees - (14 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5 oz. durable press, 100% cotton
pants 8.5 oz. durable press, 100% cotton twill

III. Maintenance Employees - (8 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 coveralls:	1 change/week	= \$ _____	per person/week
2 coveralls CAL 11.2	1 change/week	= \$ _____	2 coveralls/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5 oz. durable press, 100% cotton
pants 8.5 oz. durable press, 100% cotton twill
coveralls 100% cotton / 2 coveralls CAL 11.2

IV. Laboratory Employees - (2 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
13 lab coats:	6 changes/week	= \$ _____	per person/week
1 jacket:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 60% cotton/40% polyester blend
pants 65% cotton/35% polyester blend
lab coats 5 oz., 20% cotton/80% polyester blend

Name of Vendor _____

PROPOSAL
Bid Contract 2017 - 01

Uniform rental, cleaning and repair weekly Unit Costs: July 1, 2018 – June 30, 2019

I. Management Employees - (3 people)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5.0 oz. durable press, 100% cotton
 pants 8.5 oz. durable press, 100% cotton

II. Operations Employees - (16 people-estimate)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5 oz. durable press, 100% cotton
 pants 8.5 oz. durable press, 100% cotton twill

III. Maintenance Employees - (10 people-estimate)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
2 coveralls:	1 change/week	= \$ _____	per person/week
2 coveralls CAL 11.2	1 change/week	= \$ _____	2 coveralls/week
2 jackets:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 5 oz. durable press, 100% cotton
 pants 8.5 oz. durable press, 100% cotton twill
 coveralls 100% cotton / 2 coveralls CAL 11.2

IV. Laboratory Employees - (3 people-estimate)

13 shirts:	6 changes/week	= \$ _____	per person/week
13 pants:	6 changes/week	= \$ _____	per person/week
13 lab coats:	6 changes/week	= \$ _____	per person/week
1 jacket:	1 change/week	= \$ _____	per person/week
	Total	= \$ _____	per person/week

Material: shirts 60% cotton/40% polyester blend
 pants 65% cotton/35% polyester blend
 lab coats 5 oz., 20% cotton/80% polyester blend

Name of Vendor _____

PROPOSAL
Rental and Cleaning of Uniforms
Garment Replacement Prices
Bid Contract 2017 - 01

	PRICE PER ITEM		
<u>ITEM</u>	07/01/16 – 06/30/17	07/01/17 – 06/30/18	07/01/18 – 06/30/19
Lined Winter Jacket			
Shirt			
Pant			
Coverall			
Coverall CAL 11.2			
Lab Coat			

Name of Bidder _____

Business Address _____

Business Telephone _____

Business Fax _____

By _____

Print Name _____

Title _____

VENDORS QUALIFICATIONS STATEMENT
Rental and Cleaning of Uniforms
Bid Contract 2017 - 01

The Vendor shall answer all of the following questions, as part of the Proposal, so that The District can judge the Vendor's ability, experience, and facilities for providing the proposed services. Attach additional sheets to this page if necessary. Indicate here how many additional pages are attached: _____ pages.

1. Name of the Vendor : _____
2. Tax Identification Number: _____
3. What year was the company organized/formed? _____
4. How many years have you been engaged in business under the present firm or trade name?

5. How many years have you been providing the equipment or service required in this Proposal? _____
6. Does your company comply with the Immigration and Nationality Act regulations and do you employ only properly documented workers? _____

End of Proposal

AGREEMENT
Bid Contract 2017 - 01

THIS AGREEMENT made and entered into this _____ day of _____, by and between THE MATTABASSETT DISTRICT, a municipal corporation organized under the laws of the State of Connecticut, and acting herein by its Executive Director (hereinafter called The District), and _____ acting herein by its _____ (hereinafter called the Vendor).

WITNESSETH:

Whereas, The District desires to enter into an agreement in order that it may receive uniform rental and cleaning services.

And whereas, the Vendor has submitted a written Proposal dated _____ to furnish The District with said uniform rental and cleaning services.

And whereas, The District has accepted the Vendor's said Proposal;

Now, therefore, The District and the Vendor agree as follows:

The Vendor shall furnish The District with uniform rental and cleaning services, ordered by The District,

The District shall pay the Vendor for the uniform rentals in accordance with the following schedule: **July 1, 2016 – June 30, 2017**

Management Employee Uniform	\$ _____ per person per week
Operations Employee Uniform	\$ _____ per person per week
Maintenance Employee Uniform	\$ _____ per person per week
Laboratory Employee Uniform	\$ _____ per person per week

July 1, 2017 – June 30, 2018

Management Employee Uniform	\$ _____ per person per week
Operations Employee Uniform	\$ _____ per person per week
Maintenance Employee Uniform	\$ _____ per person per week
Laboratory Employee Uniform	\$ _____ per person per week

July 1, 2018 – June 30, 2019

Management Employee Uniform	\$ _____ per person per week
Operations Employee Uniform	\$ _____ per person per week
Maintenance Employee Uniform	\$ _____ per person per week
Laboratory Employee Uniform	\$ _____ per person per week

AGREEMENT
Garment Replacement Prices
Bid Contract 2017 - 01

	PRICE PER ITEM		
<u>ITEM</u>	07/01/16 – 06/30/17	07/01/17 – 06/30/18	07/01/18 – 06/30/19
Lined Winter Jacket			
Shirt			
Pant			
Coverall			
Coverall CAL 11.2			
Lab Coat			

AGREEMENT
Bid Contract 2017 - 01

The terms of this Agreement shall be for the period from **July 1, 2016 – June 30, 2019.**

All of the terms and conditions which are set forth in the Request for Proposal, General Stipulations, Technical Specifications, Proposal, and Agreement are incorporated and made a part hereof as though fully set forth.

The District will pay the Vendor within thirty (30) days after approval of the payment request, if it has been received by the 10th of the month – otherwise it will be paid within forty-five (45) days.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and sealed on the date first above written.

Witnesses:

THE MATTABASSETT DISTRICT

By _____
Arthur G. Simonian, P.E.
Its Executive Director

Date

VENDOR

By _____
(Written Name)
Its _____
(Title)

Date