

CITY OF JASPER, ALABAMA
P. O. Box 1589
400 19th Street West
Jasper, Alabama 35502

Date: March 15, 2017

Bids to be opened at 11:00 A.M.
Date: April 24, 2017

To Whom It May Concern:

Sealed bids will be received by the City of Jasper, Alabama, at Purchasing Agent's office in Jasper, Alabama, until the above time and date, and then opened as soon thereafter as practicable.

Derleda Abrom, Purchasing Agent
City of Jasper, Alabama

Specifications: UNIFORM SERVICE

SEE ATTACHED SHEETS

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State or Federal Excise Taxes. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

TO BE COMPLETED BY BIDDER

We are in position to furnish the above at the prices shown and can make shipment within _____ calendar days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the Bidder.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Name of Firm

By _____
Name

Title _____

(Bids made out in pencil will not be accepted.)

ALL BIDDERS MUST USE OUR BID FORM AND SHOW ON ENVELOPE THE OPENING DATE.

CITY OF JASPER UNIFORM SERVICE CONTRACT

SPECIFICATIONS

SCOPE:

This agreement is intended to constitute a mutual understanding between City of Jasper and the uniform service contractor from the first delivery date through the next thirty six months. Any rebates or incentives offered by the manufacturer after the bids have been opened will be passed to the City of Jasper. **The contractor must make first delivery no later than April 24, 2017, unless the City agrees to an extension.** The contractor must complete all measurements in advance to allow this delivery date to be met.

The specifications cover services to be rendered by the uniform service contractor for the City of Jasper and to our knowledge are explicit and complete. If however, in the opinion of the contractor, these specifications are deficient in any manner, it is the obligation of the contractor to call these to the attention of the City at the time of bidding. This contract covers all services, parts, travel, and etc, which are needed to fulfill the terms of this agreement in supplying and cleaning uniforms as, supplied by the successful vendor.

All contractor owned uniforms must be supplied new, initially, and thereafter-in comparable condition and style of existing uniforms in the first twelve months of contract. The quantity as outlined in the bidding document is to be delivered to and picked up from each department at their representative building location as designated by the City. Items are to be cleaned and returned to the City in the specified time frame on the one mutually agreed day of each week with the exception of legal holidays. On the legal holidays, deliveries will be made on a mutually agreed time.

The pick-up and delivery tickets for the uniforms supplied must have listed each person's first initial and last name in alphabetical order with a copy of the delivery ticket to be left at the delivery location. The delivery ticket must show the quantity picked up from each person, the quantity delivered to each person, and must have the City's receiving agent's signature. All items picked up one week must be returned cleaned and in condition the next week.

The delivery locations will include but not limited to:

- Police Garage
- Street Department
- Sanitation Department.
- Cemetery
- Park & Recreation

After the initial contract delivery, uniforms for new employees must be delivered within ten (10) working days after notification for measurement. The City will require compensation for any delay beyond the fifteen calendar days in delivery of new uniforms, with the exception of the non-standard sizes. The non-standard sizes must be delivered within thirty- (30) calendar days. The City reserves the authority to deduct from any subsequent invoices for either the employee or in general, the equivalent rental charges for the number of days the delivery is delayed. If the contractor chooses, it can delay the start of billing for the employee by the agreed to number days.

In the event the delay in delivery extends to more than thirty days beyond the allowed time, the City will purchase similar items for the employee from any available source and deduct the cost from the subsequent invoices. The charge will be in addition to the rental credit that will be taken for all days that the delivery is late.

The successful vendor will be required to take all measurements to properly fit each employee for their uniforms. After any measurements for the initial delivery, the contractor must take all measurements to fit each new employee within five working days after being notified by the receiving agent at the delivery location. The receiving agent will provide the delivery driver with a dated memo stating both the name of the individual and the time of the day the employee will be at the work site to be measured. A copy of the memo will be provided to Purchasing Agent of the City. All garment alterations, including hemming of pants shall be included in bid price.

Payment will be made at the end of each month upon satisfactory delivery, and after receipt of an invoice, with completed delivery and pick-up tickets, for each week. All contractor owned uniforms, which are lost by the City of Jasper or damaged beyond repair **from willful abuse**, must be invoiced separately at the end of each month at the cost stated. **Damages due to work related activities would not be considered willful abuse.** You can expect the following types of laundering issues with City uniforms:

- (1) Stains
Paint, grass, soil, glue, fuel, tar, lubricants, garbage
- (2) Tears and burns
Welding, electrical, snags

All invoices should be mailed to the following address:

City of Jasper
Att: Tracy Reifsnyder
P.O. Box 1589
Jasper, Al 35502-1589

In the event that this contract shall terminate or be likely to terminate prior to the making of an award for a new contract for this service, the City may, with the written consent of the contractor, extend this contract for such a period as may be necessary to afford the City a continuous source of supply, provided that in no event shall the extension exceed ninety (90) days. In the event this contract is renewed, a complete inventory of contractor owned uniforms should be performed by a contractor representative along with a City representative to verify all items assigned to the City. If there are missing items, an invoice should be generated for the replacement value of those items during the first month of the new contract. If an invoice is not received in this time frame the City is not liable for the loss.

Any conflicts or protest concerning this contract from the contractor should be made in writing to the Purchasing Agent at City Hall with a copy mailed to the department involved in the complaint. If this policy is not followed there will be no formal action taken by the City. The Purchasing Agent will make any conflict or protest concerning this contract from the City in writing to the contractor with a copy mailed to the department involved. If this policy is not followed there will be no formal complaint by the City.

Conflicts arising from the contractor with any City department (example: uniform fit, uniform appearance, substitutes, non-performance, non-payment, etc.) will be dealt with on an individual basis. The City Purchasing Agent reserves the right to make final judgement after consultation with the uniform contractor's local management as to the reasonable solution to the conflict and both parties will be notified in writing. The documents described in this section, adjustments made to invoices, phone calls to contractor will be considered as communication with the contractor. The contractor must reply within ten (10) working days to the Purchasing Agent.

Any deviation to this contract (example: deliveries, inventory level, color changes, etc.) must be approved in advance by the issuance and receipt of a memo accepting the change. A petition for the contractor in writing must make change to the Purchasing Agent with a copy mailed to the department involved. Non-compliance with this policy may result in immediate cancellation of this contract.

The City reserves the right to cancel this contract for either non-performance or poor performance of the contractor by giving thirty days written notice in advance to the contractor of its intent to do so. The contractor has the right to cancel this contract for non-payment of properly supplied invoices by giving thirty days written notice in advance to the City of its intent to do so.

The City reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, materially affects the operation for which the item or items are being purchased, nor increase the estimated maintenance and repair cost to the City.

Whenever in this invitation, any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description only, and will be deemed to be followed by the words, "or equal". Bidder is to show that the alternative product is, in fact, equal to the product required in the specifications must provide proof satisfactory to the City.

Bid will be awarded to the lowest responsive and responsible bidder. The determination of lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, compatibility as required, other costs, or other objective and accountable factors which are reasonable.

All requests for interpretation of any portion of bid may be made by telephone to the City Purchasing Agent at (205) 221-2100. All replies will be given verbally and a copy of any inquiry and advise, if deemed vital by Purchasing Agent, will be made available to each prospective bidder. Contractor must state any modifications to the listed specifications on a separate sheet of paper. Any representation of deviation or modification to the proposal may cause reject of bid. Any blank spaces on the Bid Sheet Form may result in the quote being declared non-responsive by the City.

All bids/proposals shall be submitted in the form and manner indicated by the bid documents and bid forms. Any bid /proposal which is not submitted in form and manner indicated which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for the purposes of making an award, or which alter any proposal terms, conditions specifications, or forms, which have not been previously by written addendum from Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive and shall be rejected. Any proposals that do not fully respond to all detailed specifications or requests for information including execution of proposal forms may be declared "non-responsive" and recommended for rejection.

Contractor will be considered in default of contract if/when they have not delivered the before mentioned items with thirty (30) calendar days from order date. Any disputes over the interpretation and and/or performance of conditions or responsibilities shall be resolved at sole discretion of City Purchasing Agent.

Contact person: Derleda Abrom, Purchasing Agent

Phone: (205) 221-2100

Fax: (205) 221-8522

Email: dabrom@jasperciv.com

GENERAL:

The contractor is to supply new items with the start of the contract and for every new employee thereafter. The employee will sign a form, provided by the contractor, acknowledging the uniforms fit properly such as correct shirt sizes, jacket sizes, correct waist and length sizes for pants and correct number of uniform pieces in the correct type. Additional uniforms may be required during the term of this contract. After receiving agent has provided the delivery driver with a dated memorandum requesting that an employee be measured for a uniform, the contractor has five working days to respond. Turnaround time for standard sizes is ten (10) working days and thirty (30) calendar days for nonstandard sizes.

Uniforms are expected to last at least twelve (12) months under normal wear and tear environments. All items replaced after twelve months into contract period shall be with new items. However, some employees work with and around asphalt, chemicals, grease, oil, paint, and other uniform-damaging substances. Under those circumstances, uniforms may wear out sooner and may require replacement sooner. Uniforms that must be replaced within the first twelve months must be replaced with comparable items at no additional cost to the City. After twenty-four months into the contract period the City reserves the right to review all uniforms to as to the need for replacement with new items.

In the event of employee size change due to increase or decrease in weight or height, the contractor will make the necessary size adjustments at no cost to the City. The contractor will supply the City with new and unused uniforms in the event of size change. New uniforms will be delivered in 14 calendar days. Employees may change items to meet seasonal needs without any additional cost to the City.

The receiving agent will provide the delivery driver with a dated memorandum requesting an employee be deleted by specific date. The City will pay rental only up to the work week in which the employee is being deleted provided the proper notification is given to the driver by the receiving agent. The City of Jasper shall absorb the cost of uniforms lost by present employees, through termination of employees (non-returned uniforms only) and damaged beyond repair by willful abuse on a depreciated scale listed on page ten (10).

Uniform service will be required for approximately 52 weeks for each year of the contract. Pick up and delivery will be required once per week to insure clean uniforms for a seven-day period. All uniforms to be delivered on hangers and tagged with employee's name. The City does not expect delays in measurements, repairs, or delivery of uniforms.

All uniforms specified in this contract must be delivered in a clean, pressed, presentable condition at all times (example: missing buttons must be replaced, tears in clothing must be patched) by the contractor. Any uniform, which cannot be repaired to a good condition when damaged, must be replaced with items in specified condition at no cost to the City. The contractor must provide repair request tickets for each delivery location to be used by the receiving agent to notify the contractor of needed repairs. The items are to be repaired and returned, or replaced by the next scheduled delivery. If they are not returned, the contractor is required to provide loaner items of the correct color and size at that same scheduled delivery. These items do not include patches but must be identified for the employee. Loaner items will be acceptable for only ten (10) working days. After this period, the City will deduct twice the rental charge for the unprepared items from subsequent invoices as a penalty for poor service.

The City will not pay for unacceptable uniforms. The signature of the receiving agent on the delivery tickets represents only the verification of quantity and does not signify acceptance of the items. The City will have until the end of the next working day to notify the contractor by phone of any items which are unacceptable due to a worn condition, excessive wrinkles, requested repairs that have not been completed, or poorly cleaned. Judgment as to whether uniforms are in an acceptable condition, require replacement, and/or do not meet the City's standards shall be at sole discretion of the designated City Department Head. The City will deduct the rental cost for these items from the invoice with the City reserving the authority to deduct from the subsequent invoices for either the employee or in general, the equivalent rental charges for the unacceptable items as a penalty for lack of service.

The specified items are an estimate of needs. However, all items must be made available in the various listed colors to provide for need in each department. Additional colors from the standard selection of the contractor must be provided a contract price if the need occurs. All specified colors are to match among items for each department. Jackets are to match trousers and slacks. Shirts are to match each other. The City will have the soiled uniforms grouped by employee for pickup by the Contractor's representative.

PRODUCT:

Each employee is to be provided with eleven (11) uniforms and two (2) jackets to allow one set in use while one set is being cleaned. The Contractor shall furnish to each employee the following:

- Eleven (11) shirts with each City employee having the option to choose one of the following:
 - a. Eleven Short Sleeve
 - b. Eleven Long Sleeve
 - c. Six Short Sleeve and Five Long Sleeve

With the option to change per season with out additional cost to the City.

- Eleven Pairs of Pants
- Two Jackets

The initial delivery of uniforms/jackets shall consist of new items conforming to the following specifications and industry standards. Estimated number of employees is 55, 49 males and 6 females. The City may increase or decrease number of uniforms, as it deems necessary. The following sizing is required:

- All items are to be available in standard women and men's shirt sizes from small to 3XL and pant sizes to 48.
- Non-standard sizes are defined as uniform shirt sizes of 4XL or larger and uniform pant sizes of 50 or larger in waist.
- Jackets standard size small to 3XL and non-standard 4XL and up.
- No extra fees for extra long sleeves or tails.
- Contractor must specify all the measured sizes that this range includes on the bid sheet.

A. Shirt, Male

- a. Button up lined placket style with two piece shoulder yoke
Fabric: 65 % Dacron polyester, 35 % combed cotton permanent press
Fabric weight: approximately 4-¼ oz. per square yard
Pockets: both sides with button and penholder in left pocket
Buttons: minimum of six matching on the front of shirt (not including buttons on pockets) with button for collar, lockstitch button holes
Tails: Tapered with extra long back
Collars: lined with permanent stays
Colors: Striped or solid
White, light blue, dark blue, tan, green
Sleeve length: must be able to provide both long and short per individual selection

- b. Golf or Polo style- enhanced visibility
Fabric: 100 % polyester, moist management, jersey knit permanent press
Fabric weight: approximately 5.75 oz. per square yard
Buttons: Three-button placket
Construction: ribbed knit
Colors: Fluorescent Yellow
- c. Executive
Fabric: 60% polyester, 40% cotton permanent press
Fabric weight: approximately 4.5 oz. per square yard
Pocket: one on left chest
Buttons: minimum of seven on front of shirt, front placket
Tails: tapered
Collar: button down banded
Colors: solid or striped
Sleeve length: short and long per individual choice
Construction: shoulder yoke, pleated back

B. Shirts, female (same as male)

C. Trousers, male

- Fabric: 65 % Dacron polyester, 35 % combed cotton, permanent press
- Fabric weight: Approximately 8 ¼ oz. per square yard
- Pockets: front and back both sides
- Buttons: left side of backside for regular and pleated style
- Style: western, regular, and pleated to be made available for individual selection
- Bottoms: cuff less
- Zipper: brass, heavy duty, button closure
- Belt Loops: ¾ “wide, minimum of seven (7) each
- Colors: dark blue, navy, khaki, brown, charcoal, black, tan
- Construction: reinforced seams

D. Jeans- male & female

- Fabric: 100 % cotton relaxed fit, permanent press
- Fabric weight: Approximately 13.75 oz. per square yard
- Pockets: five pocket style
- Style: western, classic relax fit
- Bottoms: cuff less
- Zipper: brass, heavy duty, closure
- Belt Loops: minimum of seven (7) each
- Colors: dark blue, navy
- Construction: reinforced seams

E. Slacks, female

- Fabric: 65 % Dacron polyester, 35 % combed cotton, permanent press
- Fabric weight: approximately 8-¼ oz per square yard twill
- Pockets: front and back both sides
- Buttons: left side of backside for regular style
- Style: regular
- Bottoms: cuff less
- Zipper: brass, heavy duty, button closure
- Waistband: elastic side
- Belt loops: ¾” wide minimum of five (5) each
- Colors: dark blue

F. Jackets

Fabric: 65 % Dacron polyester, 35 % combed cotton, permanent
Fabric weight: 7.5 oz. Plain twill
Pockets: two slash, with pencil pocket on sleeve
Cuffs: adjustable two button
Zipper: Front, heavy duty, brass
Style: Ike style, hip length
Colors: Dark blue
Liner: full sleeve, 100 % nylon taffeta face, non-woven back, 1/8" foam
Insulation

G. Identification

Patches
Embroidered on a fabric material
Types: "City of Jasper"
Name of employee

Attached by sewing with City of Jasper on the left side and employee name on the right side
All costs for preparation, attaching to garments must be included in bid
Must be replaced at no charge if become unrepresentable due to wear or the laundering process.

Golf or Polo shirts will have directly to shirts embroidered identification.
All costs for preparation, attaching to garments must be included in bid
Must be replaced at no charge if become unrepresentable due to wear or the laundering process
Successful contractor will provide example for approval before processing.

BID SHEET

WEEKLY UNIFORM RENTAL/LAUNDRING
BID RATE SCHEDULE
(BASED ON ELEVEN SETS, FIVE CHANGES TWO JACKETS)

NO ENVIRONMENTAL OR ECOLOGIAL FEE ALLOWED

The replacement cost and the price quote must be completed in order for your bid to be considered.

STANDARD

Solid Shirts 65/35.....\$ _____
Striped Shirts 65/35.....\$ _____
Golf or Polo Shirts 100.....\$ _____
Executive Shirts 60/40.....\$ _____
Industrial Pants 65/35.....\$ _____
Jeans 100.....\$ _____
Pleated Pants 65/35.....\$ _____
Jackets (base on one per employee with one change).....\$ _____

OUTSIZE

Solid Shirts 65/35.....\$ _____
Striped Shirts 65/35.....\$ _____
Golf Shirts 100.....\$ _____
Executive Shirts 60/40.....\$ _____
Industrial Pants 65/35.....\$ _____
Jeans 100.....\$ _____
Pleated Pants 65/35.....\$ _____
Jackets (base on one per employee with one change).....\$ _____

Additional Costs:

Emblem charge:
"City of Jasper ".....\$ _____
Name of employee.....\$ _____

Embroidery charge
 “City of Jasper “\$ _____
 Name of employee.....\$ _____

LOST UNIFORMS / TERMINATED EMPLOYEES

REPLACEMENT COSTS (new)

Industrial shirts (button up).....\$ _____ per garment
 Golf shirts.....\$ _____ per garment
 Executive shirts.....\$ _____ per garment
 Industrial pants.....\$ _____ per garment
 Executive pants.....\$ _____ per garment
 Jeans.....\$ _____ per garment
 Jackets.....\$ _____ per garment

The City of Jasper shall absorb the cost of uniforms lost (non-returned uniforms only) or damaged beyond repair by willful abuse on a depreciated scale as follows:

Number of Months Uniform Item Has Been Worn	Depreciated Percentage	Percentage of Replacement Cost Paid	Number of Months Uniform Item Has Been Worn	Depreciated Percentage	Percentage of Replacement Cost Paid
1	3.1%	96.9%	17	53.1%	46.9%
2	6.2%	93.8%	18	56.3%	43.7%
3	9.4%	90.6%	19	59.4%	40.6%
4	12.5%	87.5%	20	59.4%	40.6%
5	15.6%	84.4%	21	59.4%	40.6%
6	18.8%	81.2%	22	68.3%	31.7%
7	21.9%	78.1%	23	71.9%	30.1%
8	25%	75%	24	75%	25%
9	28.1%	71.9%	25	78.1%	21.9%
10	31.3%	68.7%	26	81.3%	18.7%
11	34.4%	65.6%	27	84.4%	15.6%
12	37.5%	62.5%	28	87.5%	12.5%
13	40.6%	59.4%	29	90.6%	9.4%
14	43.8%	56.2%	30	93.8%	6.2%
15	46.9%	53.1%	31	96.9%	3.1%
16	50%	50%	32 and beyond	100%	0%

Bidder/Company Name: _____

Authorized Representative: _____

Signed: _____

Title: _____

Address: _____

City, State, & Zip: _____

Date: _____

Telephone: _____

Cell Phone: _____

Fax Number: _____