

**PROPOSAL DOCUMENTS AND SPECIFICATIONS TO PROVIDE
UNIFORM, TOWEL & FLOOR MAT SERVICES**

CITY OF WAUPACA, WISCONSIN

2017-2021

MAYOR

Brian Smith

ALDERPERSONS

Paul Mayou

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Alan Kjelland

Justin Berrens - Director of Public Works

December, 2016

UNIFORM, TOWEL & FLOOR MAT SERVICES

CITY OF WAUPACA, WISCONSIN

2017-2021

BIDDER'S LIST

G& K Services

800 Isbell Street

Green Bay, WI 54303

1-800-236-2509

Uniform First Uniforms

2400 Industrial Street

Wisconsin Rapids, WI 54495

715-423-4640

Gunderson Uniform

268 Sanford St.

Menasha, WI 54952

1-920-720-6001

Aramark Uniform Service

5008 Heffron Street

Stevens Point, WI 54481

1-800-456-4272

Industrial Towel & Uniform Inc

2700 S. 160th Street

New Berlin, WI 53151-3602

715-359-9113

ADVERTISEMENT FOR BIDS
UNIFORM, TOWEL & FLOOR MAT SERVICES
CITY OF WAUPACA, WISCONSIN
2017-2021

NOTICE IS HEREBY GIVEN that the City of Waupaca will accept bids at the office of the City Clerk, 111 S. Main St., Waupaca, WI 54981 no later than 2:00 p.m., Thursday, January 26, 2017, for **2017-2021 UNIFORM, TOWEL AND FLOOR MAT SERVICES** at which time all bids will be publicly opened and read out loud.

The services consist of furnishing, transporting and laundering the following:

Shirts (with city and name tags)

Pants

Floormats (3x4, 4x6, 3x10)

Floor Scrapers (3x5)

Roll towels and cabinets

Dust mop heads, frames and handles

BID REJECTION: The Common Council reserves the right to reject any and all bids, waive any informality in bidding or accept the bid or bids which best serve the interest of the City of Waupaca.

BID WITHDRAWAL: No bid shall be withdrawn for a period of sixty (60) days after the scheduled opening of the bids without the consent of the Common Council.

BIDDING DOCUMENTS AVAILABILITY: Proposal forms shall be available online at: cityofwaupaca.org/blog/category/rfp, or the office of the City Clerk, 111 S. Main Street, Waupaca, WI 54981, 715-258-4411. All bids shall be submitted on the above referenced proposal forms.

Henry Veleker

City Administrator/Clerk

PUBLISH: Thursday, December 8, 2016

Waupaca County Post

UNIFORM, TOWEL & FLOOR MAT SERVICES

CITY OF WAUPACA, WISCONSIN

2017-2021

NAME OF BIDDER: _____

Bidder will furnish, transport and launder the following items per the included specifications (either weekly or every other week as identified in the bid specifications) for the following prices:

SHIRT (65/35% POLY COTTON BLEND)	\$_____ per change
SHIRT (100% COTTON)	\$_____ p.c.
NAME EMBLEM (Initial)	\$_____ p.c.
NAME EMBLEM (After Initial)	\$_____ p.c.
PREPARATION CHARGE (Initial)	\$_____ p.c.
PREPARATION CHARGE (After Initial)	\$_____ p.c.
PANTS (65/35% POLY COTTON BLEND)	\$_____ p.c.
CONTINUOUS COTTON ROLL TOWELS (40yds) (Every Other Week)	\$_____ p.c.
ROLL TOWEL CABINET	\$_____ p.c.
24" DUST MOP (Every Other Week)	\$_____ p.c.
36" DUST MOP (Every Other Week)	\$_____ p.c.
60" DUST MOP (Every Other Week)	\$_____ p.c.
MOP FRAME AND HANDLE	\$_____ p.c.
FLOORMAT (3'X4') (Every Other Week)	\$_____ p.c.
FLOORMAT (4'X6') (Every Other Week)	\$_____ p.c.
FLOORMAT (3'X10') (Every Other Week)	\$_____ p.c.

Note: Attached lost & damaged charge schedule sheet to bid. Use 5 changes per week for uniforms in your bid calculation. Service to be provided February 1, 2017 until December 31, 2021.

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all services as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents

2. BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER'S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

A) BIDDER has examined copies of all the Bidding information

B) BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

4. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation: BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

DATE: _____

By _____
(Name of Company)

By _____
(signed name person authorized to sign) (printed)

(Title)

Attest _____
(signature and title) (printed)

Business address: _____

Phone No.: _____ Fax No.: _____

E-Mail: _____

UNIFORM, TOWEL & FLOOR MAT SERVICES

CITY OF WAUPACA, WISCONSIN

2017-2021

GENERAL REQUIREMENTS:

This bid package is for the furnishing, transporting and laundering of shirts, pants, floor mats, towels and mops, etc... to be used by the City of Waupaca. The intent of these specifications is to include all items so as to provide for complete service for those items listed. All other costs incurred with providing those services shall be considered incidental to the cost as bid upon by the bidders.

The complete bid package as provided by the City Clerk's Office must be returned intact and signed. The City reserves the right to accept or reject any or all proposals as determined in the best interest of the City of Waupaca.

Cleaning Schedule and *Estimated* Quantities

<u>ITEM</u>	<u>QUANTITIES</u>	<u>DESCRIPTION</u>	<u>SCHEDULE</u>
Five (5) changes of shirts per week	16	(65/35% poly cotton blend)	EW
Five (5) changes of pants “	19	(65/35% poly cotton blend)	EW
Roll Towels (40 yds long)	- 6	(Cotton)	EW
Roll Towel Cabinet	6	Total	
Mop Heads with Frame and Handle			
	1	(42")	EOW
	3	(60")	EOW
Floormats	6	(3'x4')	EOW
	22	(4'x6')	EOW
	21	(3'x10')	EOW
Rubber Scraper mats	3	(4'x6')	EOW

EW= every week, EOW= every other week

* Note: 11 total uniforms per person, with five supplied changes per week.

Inspection and Cooperation

The bidder shall conduct his work in full cooperation with the Director of Public Works and City Clerk. Uniform plant tours shall be given to City personnel upon request by the City.

Basis of Payment

The work done will be paid for on a unit price used basis as has been awarded to the bidder. A weekly activity slip of each individual and item shall be submitted to the city. Vendor shall accept payment by credit card without additional service fees. All departments shall be billed to credit card in a single transaction.

Departments

Departments include: City Hall/Library; Police Department; Parks & Recreation Department; Street Department; Water Department; Waste Water Department.

Taxes

Unit prices bid herein shall include all applicable taxes.

Liquidated Damages

Should the contractor fail to complete the work within the time stipulated or within such extended time as may have been allowed, the Contractor shall be liable to the City for expenses incurred, not as a penalty but as liquidated damages

Character of Workers

It is understood that the bidder in the performance of the Work shall employ only co-operative, competent, and efficient personnel.

Approval of Subcontractors

Any prospective subcontractors shall meet the approval of the City of Waupaca.

Items Not Listed in "Bid"

Sundry items which are incidental to or required in furnishing the listed services but are not included as items in the specifications shall be considered an integral part of the contract and all labor, materials, etc., required for such items shall be furnished by the Bidder and the cost included in the unit price bid. No add-on charges will be accepted.

Specifications

The Contractor should familiarize himself with all the required standards and specifications that are to be incorporated with this contract. Should there be any conflict or question as to what requirements shall be used, the City of Waupaca will determine the most appropriate specifications to fulfill the intent of this project. The decision of the City will be final.

Contract Award

All bids will remain subject to acceptance for sixty (60) days after the day of the bid opening, but City of Waupaca may, in its sole discretion, release any bid prior to that date.

Deletions/Additions

The City reserves the right to delete or add quantities to any or all portions of this project. Such additions or deletions will **not** affect prices as bid in the proposal. The number of supplied quantity of each item may vary and will not affect the price as bid since the bids are based on a per change basis.

Guarantee

The Bidder shall agree and guarantee that the materials and workmanship supplied by him shall be free from all defects and strictly in accordance with the specifications.

Uniform Color

Each division and/or department within the City of Waupaca has a preferred color of uniform. The bids submitted shall take into account these color variations. The Parks and Recreation Department and City Hall will require only uniform pants.

Damage Charges

No damage or preparation charges may be assessed to the City of Waupaca for garments that are over 12 months in service. Replacement, lost or damaged garments will be charged to the City on a prorated basis from the number of months in service. Full replacement value on replacement loss and damaged garments will not be accepted. Lost and damaged charge schedule sheets shall be submitted with this bid. All garments shall be inspected weekly for repairs. All repairs or replacement work prior to the 12 months of service shall be reported to the City of Waupaca as soon as possible.

Uniforms

Brand new uniforms shall be issued to all employees at the beginning of the contract. Uniforms shall be Redkap (or equal) brand. "City of Waupaca" the appropriate department and the first name shall be included on the sewn on labels.

Floormats

Shall be Milliken (or equal) brand with heatset twisted nylon top with rubber back.

Dustmops

Shall be Kex (or equal) brand.

Agreement Term

This agreement is for a ***five year period***. The prices bid shall be valid during the entire time period of the contract without any increases. ***Service to be provided under this contract from approximately February 1, 2017 until approximately December 31, 2021.***

Exceptions

During the months of approximately June, July and August of each year, it is anticipated that the city will require that a reduced number of **shirts** be laundered. It is city policy to purchase safety orange cotton tee shirts for the city employees to wear and self- launder, however, some employees may still opt for the laundered shirt from this contract.