

**BIDDER'S PROPOSAL
FOR
OFFICIAL NOTICE #12-2019
UNIFORM/TEXTILE RENTAL SERVICES**

DATE & TIME FOR RECEIVING BIDS: June 19, 2019 at 1:00 P.M.

PLACE: Purchasing Department
City Hall, Room 105
730 Washington Avenue
Racine, Wisconsin 53403

A. Uniform Rental/Laundrying:

DPW Equipment Maintenance, 830 South Marquette Street

1. Work Shirts

16 people @ 5 changes per week. Price per change \$_____

Total per week \$_____

Replacement costs (lost or stolen) \$_____ each

2. Work Pants:

16 people @ 5 changes per week. Price per change \$_____

Total per week \$_____

Replacement costs (lost or stolen) \$_____ each

3. Flame Resistant Work Shirts

2 people @ 5 changes per week. Price per change \$_____

Total per week \$_____

Replacement costs (lost or stolen) \$_____ each

4. Flame Resistant Work Pants:

2 people @ 5 changes per week. Price per change \$_____

Total per week \$_____

Replacement costs (lost or stolen) \$_____ each

Vendor Name: _____

5. Fisher Coveralls:

1 person @ 5 changes per week. Price per change \$_____

Total per week \$_____

Replacement costs (lost, stolen or damaged) \$_____ each

B. Floor Mats

1. **DPW Equipment Maintenance, 830 South Marquette Street**

2 each 3' x 4' black mats weekly @_____per mat = \$_____

2 each 4' x 6' black mats weekly @_____per mat = \$_____

1 each 3'' x 10' black mat weekly @_____per mat = \$_____

2. **DPW Streets, 800 South Marquette Street**

1 each 3' x 4' black mats biweekly @_____per mat = \$_____

3 each 4' x 6' black mats biweekly @_____per mat = \$_____

3 each 3' x 10' black mat biweekly @_____per mat = \$_____

3. **DPW City Hall, 730 Washington Avenue**

7 each 4' x 6' black mats biweekly @_____per mat = \$_____

9 each 3' x 10' black mat biweekly @_____per mat = \$_____

4. **Tyler-Domer Community Center, 2301 12th Street**

2 each 4' x 6' autumn mats monthly @_____per mat = \$_____

2 each 3'' x 10' autumn mats/month @_____per mat = \$_____

5. **Dr. M.L. King Community Center, 1134 Martin Luther King Drive**

3 each 4' x 6' black mats monthly @_____per mat = \$_____

6. **Dr. John Bryant Community Center, 601 21st Street**

2 each 4' x 6' black mats monthly @_____per mat = \$_____

Vendor Name:_____

7. **Fire Station #1, 810 8th Street**

2 each 4' x 6' black mats biweekly @ _____ per mat = \$ _____

8. **Health Department, 730 Washington Avenue**

2 each 2' x 3' City Health Dept Logo Mat mats biweekly @ _____ per mat = \$ _____

2 each 4' x 6' City Health Dept Logo Mat mats biweekly @ _____ per mat = \$ _____

3 each 3' x 5' City Health Dept logo mats biweekly @ _____ per mat = \$ _____

1 each 4' x 6' silver slate mat biweekly @ _____ per mat = \$ _____

9. **Park Service Center, 1420 13th Street**

1 each 4' x 6' black rubber scraper mat monthly @ _____ per mat = \$ _____

2 each 4' x 6' black mat biweekly @ _____ per mat = \$ _____

2 each 3' x 10' black mat biweekly @ _____ per mat = \$ _____

10. **Traffic Department, 830 Racine Street**

3 each 4' x 6' black mats biweekly @ _____ per mat = \$ _____

11. **City Hall Annex, 800 Center Street**

2 each 4' x 6' black mats biweekly @ _____ per mat = \$ _____

12. **Police Department, 730 Center Street**

3 each 4' x 6' black mats biweekly @ _____ per mat = \$ _____

3 each 3' x 10' black mat biweekly @ _____ per mat = \$ _____

13. **Chavez Community Center, 2221 Douglas Avenue**

1 each 3' x 5' black rubber scraper mat monthly @ _____ per mat = \$ _____

2 each 4' x 6' black mat biweekly @ _____ per mat = \$ _____

8 each 3' x 10' black mat biweekly @ _____ per mat = \$ _____

14. **Humble Park Community Center, 2200 Blaine Avenue**

Vendor Name: _____

2 each 4' x 6' autumn mats monthly

@_____per mat = \$_____

Vendor Name:_____

C. Shop Towels

1. DPW Equipment Maintenance, 830 South Marquette Street

Red shop towels, inventory under 300 \$_____ each
Red shop towels, inventory under 500 \$_____ each
Replacement cost (lost or stolen) \$_____ each

2. DPW, Traffic Division, 830 Racine Street

Red Shop Towels, inventory under 300 \$_____ each

3. DPW, Streets Division, 800 South Marquette Street

Red shop towels, inventory under 300 \$_____ each

D. Lab Coats

1. Health Department, 730 Washington Avenue

15 permeable lab coats for 5 changes/week @ _____ change = \$_____
59 non-permeable lab coats for 20 changes/week @ _____ change= \$_____
Replacement cost (lost or stolen) \$_____

Other (If there are other charges please describe in detail)

We will accept payment by City of Racine credit card. Yes_____ No_____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____

BY: _____

TITLE: _____

Vendor Name:_____

SIGNATURE:

Vendor Name: _____

DETAILED SPECIFICATIONS
UNIFORM RENTAL SERVICES
CITY OF RACINE, WISCONSIN

General Specification, Contract Intent

This contract is for furnishing uniform garments, floor mats, mops, mop hardware, red shop towels, large white towels, Fisher coveralls, synthetic shirts and pants, cotton shirts and pants, lab coats, and lapel coats on a rental basis to certain personnel of the City of Racine, Wisconsin. These items are to be delivered weekly or bi-weekly to the locations specified by the City's representative. The items furnished by the contractor shall be maintained through routine laundering, pressing and / or repairing to provide a neat and clean appearance for City personnel. Pricing must be provided on **all** items contained in this bid unless the item is listed as an **optional item**.

All wearers shall be issued new garments at the beginning of the contract and at the beginning of each additional contract or contract extension.

Garments furnished and services rendered shall be satisfactory to the City and all using department representatives. Uniform garments or services that are not satisfactory in their opinion or which are not in accordance with the contract provision shall be removed, redone, or otherwise remedied to a satisfactory condition.

Term

The term of the contract shall be for three years starting September 1, 2019. This contract may be renewed for one term of two additional years if both the City and the provider are in agreement.

Quantities

The quantities listed are estimated only and will increase or decrease as necessary according to the City's needs.

Garment Repairs To Be Performed At No Cost To The City:

- Shirts and pants will be replaced with that equivalent in color and quality when they can no longer be suitably repaired.
- Shirts and pants pockets will be replaced without reducing the original dimensions of the pocket.
- Repairs to pants will be made in crotch area or along the seams when necessary or requested.
- Zippers for pants will be replaced with zippers of equal quality and size.
- Pant belt loops will be replaced or repaired with equal or similar material when necessary or requested.
- Garments which are beyond repair will be replaced by the contractor.

Garment Replacement:

The contractor shall keep garments in a presentable condition acceptable to the City at all times. Garments shall be replaced on an "as needed basis", as determined by the City, without charge regardless of the length of time in use, except as provided under "Garment Replacement Charges". The contractor shall keep all garments in good repair, properly cleaned and maintained as determined by the City.

Vendor Name: _____

The contractor may charge the City for uniform garments mutually agreed to be lost, stolen, or abused during use. Such charges shall identify the employee involved and shall be itemized on the monthly invoice.

Delivery And Pick-Up Schedule Garment:

The contractor shall make one delivery weekly to pick up the soiled garments and return the clean garments. Pick-up and delivery days shall be subject to approval of department representatives. Locations of pick-up and delivery shall be as specified by the department or as shown in these specifications, or as may be added or deleted from these specifications.

The contractor shall deliver all cleaned garments on hangers for each individual uniform user. Lockers shall be provided for both clean and dirty uniforms at the DPW Equipment Maintenance Garage. All garments shall be pressed and ready for wear when delivered.

User Name Tags:

Medium blue shirts worn by DPW personnel shall have a name patch sewn over the right breast pocket displaying the user's first name. This name patch shall be approximately 3.5" wide and 1.5" high. All name tags are to be sewn on the shirt at no extra cost to the City. The contractor will replace name tags that have deteriorated or faded as needed or upon request by the City.

Uniform Inventory:

A complete inventory of all uniforms in service at the City shall be taken at the end of each 12 month contract period. The City shall receive a copy of the inventory record. (The contractor may request assistance from the City as necessary to perform the inventory).

Measurement And Making Of Uniform Garments:

The contractor shall measure each individual uniform garment assignee and provide the proper size uniform adequately marked to assure ready identification as the assignee's uniform. A choice of long and short sleeve shall be provided to staff.

The uniform garments provided shall be new when first supplied to each new assignee.

At the beginning of the new contract – all existing personnel shall be issued new garments.

Each garment shall have an adequate laundry mark for ready identification. Garments may not be faded or worn in appearance and must be free of any stains, mends, or repairs.

Ownership of garments and other rental items supplied:

Title or ownership of the uniform garments and other supplied rental items shall remain vested with the contractor. Upon termination of employment or reassignment of work wherein uniform garments are no longer required, the department will return said items to the contractor. The City will reimburse the contractor for uniforms lost or damaged beyond repair (other than normal wear and tear) at specified prices stated in the bid.

Miscellaneous:

Vendor Name: _____

Hamper: To be provided by successful bidder at each location using shops towels and/or garments.

Samples: Samples of all items bid may be required prior to award of bid.

Rental Item Specifications:

Shirts: Convertible collar shirt with sport shirt facing six button front, snap at neck, double yoke styling. Fabric: polyester/cotton blend, preferably of 65/35 blend of approximately 4.25 oz. sq. yard, colorfast, light blue. There shall be two pockets per shirt. Bidders are required to state material weight and percent of polyester/cotton blend for articles being offered. Shirts to be pressed when laundered.

Pants: Zipper fly, continuous waistband with belt loops, stayed down pockets. Fabric to be polyester/cotton blend, preferably of 65/35 blend of approximately 8 oz./sq. yard, colorfast, navy blue, jean cut or work pant, wrinkle resistant. Bidders are required to state material weight and percent of polyester/cotton blend for articles being offered. Pants are to be press when laundered.

Flame Resistant Shirts: Convertible collar shirt with sport shirt facing six button front, snap at neck, double yoke styling. Fabric preferred to be 12% nylon twill / 88% cotton blend, of approximately 7 oz. sq. yard, colorfast, light blue. There shall be two pockets per shirt. Bidders are required to state material weight and percent of nylon/cotton blend for articles being offered. Shirts to be pressed when laundered. Shirts shall be NFPA 2112 certified or approved equal.

Flame Resistant Pants: Zipper fly, continuous waistband with belt loops, stayed down pockets. Fabric preferred to be 12% nylon twill / 88% cotton blend, of approximately 9 oz./sq. yard, colorfast, navy blue, jean cut or work pant, wrinkle resistant. Bidders are required to state material weight and percent of polyester/cotton blend for articles being offered. Pants are to be press when laundered. Pants shall be NFPA 2112 certified or approved equal.

Fisher Coveralls: Cotton coveralls made of Fisher cloth. Coveralls are to have 6 pockets (2 breast, 2 hip, and 2 rear) and must have a pass through in each side.

Lockers: Shall be provided for each assignee for the purpose of uniform exchange at the Equipment Maintenance Garage.

Floor Mats: Subject mats will be high quality, washable dust control mats designed for the control of solid and liquid soils. The mats will be composed of wear resistant, solution dyed fabric component securely laminated to a heavy duty, oil resistant rubber backing that imparts resilience and stability. Mats will not be worn, wrinkled or in way a hazard to users. Mats will be equivalent or better than IRON-HORSE mats manufactured by Kleen-Tex Industries of LaGrange, GA. Mats are required in three sizes: 3' x 4', 4' x 6'm and 3' x 10'.

Red Shop Towels: Shop towels shall be 95% cotton/5% polyester loom size 18" x 18". They shall be hemmed on four sides.

White Lab Coat: Permeable lab coats are to be 80% polyester/20% cotton with one breast pocket and two side pockets. Lab coats shall have lapels with button front. Length of garment shall be approximately 41.5".

Vendor Name: _____

Non-permeable barrier lab coats are to be 100% polyester front and 55% cotton 45% polyester back with one breast pocket and two side pockets. Lab coats shall have lapels with button front. Length of garment shall be approximately 41.5”.

Vendor Name: _____

INSTRUCTION TO BIDDERS

The specifications shall be held to include the Advertisement, Instructions to Bidders, Manufacturer's Qualifications, General Conditions, Proposal, Contract and Specifications.

All bids shall be made out as directed in the specifications and shall be on the Standard Proposal form furnished by the City of Racine. Any bid not on this form will not be accepted. Failure to comply with these requirements may result in rejection of bidder's proposal. **Bids will be placed in a sealed envelope and marked with the words "OFFICIAL NOTICE #12-2019" Please return this entire bid package with your bid.**

Bids are to be State and Federal Tax Exempt. A tax exemption certificate will be furnished to the successful bidder. No bid may be withdrawn after the time for opening bids.

Payment for the work will be in cash upon completion and acceptance of the work unless otherwise specified. If monthly payments are made, they will be made as set forth in the contract.

The City of Racine reserves the right to reject any or all bids or to accept any bid considered most advantageous to the City. It also reserves the right to waive any informality in bids received whenever such waiver is in the best interest of the City of Racine.

The accompanying bid includes the furnishing of all materials, labor and equipment required by the attached specifications, which I have carefully examined, and I hereby certify that the statements made herein are true and correct.

The undersigned represents that the prices in the accompanying bid are neither directly or indirectly the result of an agreement with any other bidder.

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____

SIGNATURE: _____

PRINTED NAME: _____

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on the City of Racine, Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Racine, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of Contractor, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located. Contractor shall reimburse the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

Insurance Requirements

The Contractor shall not commence work under a contract until he has obtained all insurance required under this paragraph and has filed certificates thereof with the Owner, nor shall the Contractor allow a Subcontractor to commence work until all similar insurance required has been so obtained and filed with the Contractor. Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the

Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance - The Contractor shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General liability and Automobile Liability Insurance - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA0001), covering Symbol 1 (any vehicle)

Limits -The Contractor shall maintain limits no less than the following:

1. General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the City of Racine) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability- One million dollars (\$1,000,000)for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability- One Million dollars (\$1,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status as respects liability arising out of activities performed by or on behalf of the Contractor; on products and completed

operations of the Contractor; for premises occupied or used by the Contractor; and on any vehicles owned, leased, hired or borrowed by the Contractor.

2. The coverage shall contain no special limitations on the scope of protection afforded to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

3. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers shall not contribute to it.

4. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

5. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after sixty (60) days (or 10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Racine.

7. Such liability insurance shall indemnify the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

8. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability with a minimum of a 24 month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Racine, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine. At the option of the City of Racine, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's

representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

Responsibility for Work - Until the completion and final acceptance by the City of Racine of all the work under and implied by this agreement, the work shall be under the Contractor's responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

Sub-Contractors - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

BIDDER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of:

a partnership consisting of:_____

an individual trading as:_____

of the City of _____ State of _____

that I have examined and carefully prepared this proposal from the plans and specifications and have checked the same in detail before submitting this proposal; that I have full authority to make such statements and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE:_____

TITLE:_____

Sworn and subscribed to before me

this _____ day of _____ 20_____.

(Notary or other officer authorized to administer oaths)

SEAL:

My commission expires_____