

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

REQUEST FOR PROPOSAL
PUBLIC WORKS UNIFORM RENTAL/CLEANING SERVICES

Sealed Request for proposals, **plainly marked RFP # 30-17 Public Works Uniform Rental/Cleaning Services on the outside of the mailing envelope as well as the sealed envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00 p.m. April 20, 2017.**

Proposal packages may be obtained from the City's web site: <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda to this proposal document, if any, including written answers to questions, will be posted to the website under the project heading. Addenda and updates will NOT be sent directly to vendors.

Questions may be directed to the Purchasing Coordinator by email at purchasing@cityofportsmouth.com or by calling (603) 610-7227.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept and negotiate any terms of a proposal that may be in the best interest of the City.

Introduction

The City of Portsmouth (hereinafter the “City”) is soliciting proposals from uniform rental and cleaning companies to provide services to the City’s Public Works Department. The City’s Parking Department’s uniform rental and cleaning will be added in November 2018 to run coterminous with the Public Works Department contract.

The City of Portsmouth, NH seeks to enter into a minimum three year contract with an option to renew for an additional two years. The contract will be contingent upon annual funding appropriation by the City Council.

Scope of Work

The Scope of Work is outlined below with additional uniform specifications set forth in Attachment A.

Rental and Repair - Contractor shall furnish **new** shirts, pants and jackets, and other optional uniform items as requested. Contractor shall **repair garments as necessary or replace garment if worn at no additional cost to the City**, badly stained or excessively repaired as determined by the City.

Emblems and Type -First name and department emblem for each shirt and jacket issued shall be furnished and sewn on to the garment by the contractor. Emblems, similar to existing must be approved by the City prior to affixing to garments. Contractor must be able to provide a large selection of colors and styles to include office attire and differentiate between management and non-management personnel.

Cleaning – Contractor shall clean garments in accordance with modern standard practices. Any garment deemed to be unsatisfactorily cleaned, will be re-cleaned at no additional charge to the City. Garments to be cleaned shall be picked up and returned weekly. Each person’s cleaned garment shall be identified to facilitate issuing of uniforms. Contractor shall provide suitable containers for soiled garments for each uniform delivery location. The contractor shall also provide a uniform work- station for each drop off site. The workstation shall have complaint forms / repair order tickets and information for the employee to facilitate communications with Contractor.

Cleaning Cycle - This contract shall be for the **cleaning and rental of uniforms per week**, per person as follows:

Clean	Long sleeve / short sleeve shirt (per season)	Five (5)
	Pants	Five (5)
	Jacket w/long sleeve and insulated liner	One (1)
	Vest	One (1)
Rent	Long sleeve shirt/(short sleeve in season)	Eleven (11)
	Pants	Eleven (11)
	Jacket w/long sleeve and insulated liner	Three (3)
	Vest	Two (2)

Please note: The employees shall have the option to wear long or short sleeved shirts throughout the year. A minimum of 11 shirts shall be retained per employee. Some employees may require several additional shirts which shall be provided at cost.

Employee's Termination, Leave, New Hire or Transfers - The City of Portsmouth shall notify Contractor of termination, employee leave, new hires or employee transfers by verbal or written notice. Garments of terminated employees shall be returned to Contractor within two (2) weeks of notice. Contractor shall not assess any charges for the rental of a terminated employee's uniforms once notified. No charges shall be made for employees on consecutive leave in excess of three (3) weeks when Contractor is notified. Uniforms for new hires shall be added under all terms and conditions of this contract without any start-up charge. No charges shall be made for transferred employees requiring uniform color and emblem changes.

Special Issues

The City seeks proposals that fairly and proactively address particular issues that have arisen over the years of uniform rental agreements: Those issues include:

Lost garments or garments damaged beyond normal wear and tear.

- The City seeks an established rate structure as part of the contract or may consider any separate damage and loss maintenance program option.

Audit functions

- The City seeks a contractor with a good auditing/tracking function to track uniforms assigned to employees and evaluate ongoing uniform costs. The City would at a minimal receive annual reports of uniforms assigned to employees but more frequent tracking of uniforms would be preferable.

Renewal terms

- The City seeks a renewal option in the event that the City is satisfied with the Contractor's performance.

SUBMITTAL REQUIREMENTS: Proposals shall include the following:

1. Completed Statement of Qualifications, included in this document;
2. Description of Proposer's quality control methods for ensuring that uniforms are clean and in good repair;
3. Description of Proposer's policies regarding the replacement of uniforms that may be worn or damaged (i.e. how is the replacement initiated and how soon can a replacement be anticipated);
4. Description of Contractor's tracking methods; Contractor may provide sample audit or report;
5. At least three (3) references, including current contact name and phone number for similar contracts;
6. Completed Price Proposal Form, included in this document;
7. Name, title and description of work responsibilities of specific persons that will likely be most involved in providing service; and
8. Such additional information as it deems necessary or helpful to the City's evaluation process.

EVALUATION CRITERIA: Proposals will be evaluated using the following criteria:

1. Responsiveness to the RFP;
2. Contractor's qualifications including its reputation for timely, quality service;
3. Contractor's control and tracking methods and policies and practices for addressing replacements;
4. Rates.

The City may request additional information of Contractors or request clarifications of pricing and policies as may be necessary to adequately evaluate the proposal and to determine which proposal is in the best interest of the City. At its discretion, the City may select a contractor outright or select a finalist(s) for in-person and/or telephone interviews.

SELECTION: Upon selection of the highest ranked firm, the City will attempt to negotiate final terms and conditions of a Contract with the Contractor. Attached is a service contract substantially in the form attached.

RESERVATION OF RIGHTS: The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept or negotiate any terms of a proposal that may be in the best interest of the City.

By submitting a proposal, the Contractor authorizes the City to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

STATEMENT OF QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets if necessary. **This statement to be submitted with proposal.**

1. Name of Proposer
2. Permanent Main Office Address
3. Form of Entity
4. When Organized
5. Where Organized
6. How many years have you been engaged in the Work Uniform Rental/Cleaning business under your present name; also state names and dates of previous firm names, if any.
7. Have you ever defaulted or been a party to litigation or arbitration on a uniform rental/cleaning contract?
 _____(no)_____ (yes) If so, explain.
8. Please list on a separate sheet of paper the most important uniform rental/cleaning contracts to which you have been a party in the last three years.

Proposer consents to the City undertaking such investigations as it deems necessary to investigate and verify Proposer’s qualifications, reputation and experience. Proposer may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

Name of Proposer: _____

BY: _____
TITTLE _____

State of _____
County of _____

_____ being duly sworn, deposes and

says that the Proposer is _____ of _____
(Name of Organization)

and answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this ____ day of _____, 20__.

Notary of Public
My Commission expires _____

**City of Portsmouth
Public Works Uniform Rental/Cleaning Services**

PRICE PROPOSAL FORM

By submitting a proposal, Contractor declares:

1. This proposal is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
2. No officer, agent or employee of the City is directly or indirectly interested in this Proposal.

ITEM ONE - Base Cost Uniform rental and cleaning service for ninety (90) people, more or less. Cost per person for rental of eleven (11) shirts (short sleeve in season, otherwise 11 long sleeve), eleven (11) pants and three (3) jackets, and cleaning of five (5) shirts, five (5) pants and one (1) jacket weekly.

Cost per person per week in words

Cost per person per week in figures

Option 1 - Add On Cost to Item One for Fire / Chemical Retardant Uniforms (100% Cotton)

Cost per person per week in words

Cost per person per week in figures

Option 2 - Add On Cost to Item One for Sewn on Safety Striping –MUST CONFORM TO ANSI CLASS III SPECIFICATIONS.

Cost per person per week in words

Cost per person per week in figures

ITEM TWO – Base Cost Executive Uniform rental and cleaning service for sixteen (16) people, more or less. Cost per person for rental of eleven (11) shirts (short sleeve in season, otherwise 11 long sleeve), eleven (11) pants and three (3) jackets, and cleaning of five (5) shirts, five (5) pants and one (1) jacket weekly.

Cost per person per week in words

Cost per person per week in figures

ITEM THREE – Base Cost Office/Dispatch Uniform rental and cleaning service for one (1) person, more or less. Cost per person for rental of eleven (11) shirts (short sleeve in season, otherwise 11 long sleeve), eleven (11) pants, two (2) jackets, and two (2) vests, and cleaning of five (5) shirts, five (5) pants, one (1) jacket, and one (1) vest weekly.

Cost per person per week in words

Cost per person per week in figures

ITEM FOUR – Base Cost Parking Garage Uniform rental and cleaning service for eighteen (18) persons, more or less. Cost per person for rental of eleven (11) shirts (short sleeve in season,

otherwise 11 long sleeve), eleven (11) pants, two (2) jackets, and two (2) vests, and cleaning of five (5) shirts, five (5) pants, one (1) jacket, and one (1) vest. Weekly quantities may vary by employee. This item may be added on or about October 15th of 2018.

Cost per person per week in words

Cost per person per week in figures

ITEM FIVE - Base Cost Parking Enforcement Uniform rental and cleaning service for sixteen (16) persons, more or less. Cost per person for rental of eleven (11) polo shirts (short sleeve in season, otherwise 11 long sleeve), eleven (11) cargo pants (shorts in season) , two (2) jackets, and two (2) vests, and cleaning of five (5) shirts, five (5) pants, one (1) jacket, and one (1) vest. Weekly quantities may vary by employee. This item may be added on or about October 15th of 2018.

Cost per person per week in words

Cost per person per week in figures

OPTIONAL ITEMS: Prices shall remain firm for the duration of the contract period

Rental or Purchase per Set of Six.

Rental or purchase of six sets each, employer and employee names stitched on each shirt, repairs and replacement as needed. The contractor shall also provide silk screening or embroidery for city seal.

Description	Rental	Purchase
	Cost per Set of Six per week in figures	Cost per Set of Six in figures
Sweatshirt, minimum 9 oz.	\$	\$
Polo shirt, 50/50, Red Kap or equal, Long Sleeve	\$	\$
Polo shirt, 50/50, Red Kap or equal, short sleeve	\$	\$
Pant, canvas	\$	\$
Pant, cargo	\$	\$
Short, cargo	\$	\$
Coverall, flame retardant	\$	\$
Skirt, khaki		
Shirt, long sleeve, 65/35	\$	\$
Shirt, long sleeve, cotton	\$	\$
Women's ¾ sleeve blouse, non-mgt.	\$	\$
Women's long sleeve blouse, non-mgt.		
Women's pants, office, non-management	\$	\$
Tee Shirt, 50/50, Beefy T or equal	\$	\$
Pant, 65/35, Red Kap or equal	\$	\$
Pant, 100% cotton, minimum 7.5 oz.	\$	\$
Shirt, short sleeve, 65/35	\$	\$
Shirt, short sleeve, cotton	\$	\$
Jacket, 65/35, with liner, ANSI III	\$	\$
Soft Shell Jacket, Executive	\$	\$
Soft Shell Jacket, Office, Non-management	\$	\$
Soft Shell Vest, Office, Non-management	\$	\$

OPTION(s) for damage and loss maintenance programs and for other alternative services and pricing methods shall be set forth below or described in a separate attachment clearly marked.

Or see attached

Set forth proposed renewal terms below:

Date

Company

By: _____
Print Name

By: _____
Signature

Title: _____

Business Address _____

City, State, Zip Code _____

Telephone: _____

The Proposer has received and acknowledged Addenda No. _____ through _____.

All Proposals are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Proposer's name and address and the Project name as it appears at the top of the Proposal Form.

CONTRACT AGREEMENT

Public Works Work Uniform Rental/Cleaning Services

THIS AGREEMENT made as of the ____ day of ____ in the year **2017** by and between the City of Portsmouth, New Hampshire (hereinafter call the Owner) and _____ (hereinafter called the Contractor),

WITNESSETH; that the Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE I- WORK - The Contractor shall perform all services described in Addendum A and these Contract Documents for a period of three years. The Contractor shall provide, at its expense, all labor, materials, equipment and incidentals as may be necessary for the expeditious and proper execution of all uniform rental/cleaning services.

ARTICLE II - CONTRACT TIME - The initial contract period will commence XXXXXX 2017 for a period of three years ending January 31, 2020. At the discretion of the Owner, this Agreement may be extended for an additional two years ---- *the section modified depending on price proposals and agreement of the parties* ---- The City shall provide written notice of election to extend no later than December 31, 2019.

ARTICLE III - CONTRACT PRICE AND PAYMENT- Owner shall pay Contractor for performance of the work in accordance with the Price Proposal, Addendum B. Invoices are to be submitted monthly. Each invoice shall provide listing of charges by Division. The selected vendor shall work with City to provide necessary details on the invoices. All invoices to be sent to: Public Works Department, 680 Peverly Hill Road, Portsmouth, NH 03801.

ARTICLE IV - CONTRACT DOCUMENTS - The Contract Documents which comprise the contract between Owner and Contractor are attached hereto, made a part hereof and consist of the following:

- 8.1 This Agreement
- 8.2 The Scope of Work and Uniform Specifications set forth in RFP 30-17 attached to this agreement as Addendum A for reference.
- 8.3 Contractor's Price-Proposal as Addendum B
- 8.4 Insurance Requirements as set forth in Addendum C
- 8.5 *Other terms and conditions set forth in Addendum D if any such as audit/tracking reports, damage and loss maintenance options etc.*

ARTICLE V – TERMINATION FOR CAUSE - If the Contractor refuses, neglects, or otherwise fails to supply a sufficient number of quality uniforms or otherwise fails to perform any of its obligations set forth in this Agreement, Owner may, at its election, terminate this Contract. A quality uniform is one that: meets all of the specifications, protects an employee from physical discomfort, such as cold in the winter months; is clean and without significant staining; and in good repair. Should the City elect to terminate this Agreement the City will give Contractor twenty (20) days written notice of its intent.

ARTICLE VI - INDEMNIFICATION OF OWNER - Contractor will indemnify Owner against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys' fees) arising in any way out of the Contractor's negligent acts or omissions or failure to perform its obligations under this Contract. Contractor will defend

all such actions with counsel satisfactory to Owner at its own expense, including attorneys' fees, and will satisfy any judgment rendered against Owner in such action.

ARTICLE VII - PERMITS - The Contractor will secure at its own expense, all permits and consents required by law as necessary to perform the contract and will give all notices and pay all fees and otherwise comply with all applicable City, State, and Federal laws, ordinances, rules and regulations.

ARTICLE VIII - INSURANCE - The Contractor shall secure and maintain, until acceptance of the work, insurance with limits not less than those specified in Addendum C.

ARTICLE IX – FUNDING -This Contract is contingent on annual funding from the City Council over the course of the contract period. Should funding not be available, Owner will give 20 days notice of termination.

ARTICLE X - MISCELLANEOUS -

1. Neither Owner nor Contractor shall, without the prior written consent of the other, assign, sublet or delegate, in whole or in part, any of its rights or obligations under any of the Contract Documents; and, specifically not assign any monies due, or to become due, without the prior written consent of Owner.
2. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives, to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.
3. The Contract Documents constitute the entire Agreement between Owner and Contractor and may only be altered amended or repealed by a duly executed written instrument.
4. This Contract shall be governed by and construed in accordance with law of the State of New Hampshire.

IN WITNESS WHEREOF, the parties hereunto executed this AGREEMENT the day and year first above written.

Contractor: _____

BY: _____

TITLE: _____

CITY OF PORTSMOUTH, N.H.

BY: _____

John P. Bohenko
City Manager

ATTACHMENT A**Uniform Specifications:**

General - All uniforms shall bear a sewn-in mill label showing the mill name and fabric content. Red Kap SP 1 and SP 24 industrial shirt and pant are indicative of type and quality desired, but not restricted thereto. All uniforms shall be capable of withstanding industrial laundry care for not less than one (1) year. **No additional charges will be assessed based on the size of the uniform.**

Maintenance Garage – The maintenance garage employees require fire/chemical retardant 100% cotton clothing. Maintenance Garage employees may wish to rent coveralls as part of their uniform. In addition, a small number of employees from the Water or Wastewater Departments may require fire/chemical retardant 100% cotton clothing.

Trousers - Color shall be selected by the City; minimum 7.5 oz., 65% poly / 35% cotton permanent press twill; heavy-duty brass zipper and bartacks at points of stress. Shall require enhanced visibility striping.

Shirts - Long sleeve shirt color shall be selected by the City; minimum 5.0 oz., 65% poly / 35% cotton permanent press poplin; long tails, two (2) pocket button-through. Seven (7) button front, top closure can be snapped on.

Jacket - Color shall be selected by the City; minimum 7.5 oz., 65% poly / 35% cotton permanent press twill. Eisenhower style with solid brass zipper, two (2) breast pockets and button through flap, liner 100% polyester quilted to 1/8" parathion foam. Contractor shall provide options such as 3/4 length jackets and insulated vest. The employee shall be allowed to pick from all three choices, for a total of three outer garments.

Short Sleeve Shirts - Shirt shall be same specifications as the long sleeve shirts. The shirts shall be used during the period from about May 1 to September 30. It is understood that the long sleeve shirts be on rental, but do not have to be cleaned during this period. The short sleeve shirts will be on rental but not cleaned during the period that the long sleeve shirts are being used. The City shall give the contractor two (2) weeks notice prior to the changeover.

Safety Striping - Uniform Shirts, Coats, Pants, & Vests of personnel working in the street shall require safety striping. Striping shall conform to ANSI Class III specification.

Executive Uniforms - Rent and clean executive uniforms to include long and short sleeve shirts with at least one (1) pocket; material used to be a cotton/poly blend, color to be various. Standard specifications as outlined above shall set the standard for executive uniforms.

Dispatch Uniforms - Rent and clean office appropriate attire to include long and short sleeve shirts (polo option); material used to be a cotton/poly blend, color to be various. Male and female appropriate, City seal to be embroidered. Standard specifications as

outlined above shall set the standard for Dispatch Uniforms. In addition to two (2) jackets, the Dispatch employee(s) may wish to rent two (2) vests.

Parking Uniforms – Rent and clean casual business attire to include long and short sleeve polo shirts, pants, and shorts for summer; material used to be a cotton/poly blend, color to be designated. Male and female appropriate, City seal and/or Parking logo to be embroidered. Standard specifications as outlined above shall set the standard for Parking Garage and Parking Enforcement Uniforms.

Optional Uniforms - The following outlines optional uniforms that City or Employee may wish to rent or purchase. Rental of six sets each, employer and employee names stitched on each shirt, repairs and replacement as needed. The contractor shall also provide silk screening or embroidery for city seal.

Sweatshirt, minimum 9 oz.	Tee Shirt, 50/50, Beefy T or equal
Polo shirt, 50/50, Red Kap or equal, ls & ss	Pant, 65/35, Red Kap or equal
Pant, canvas	Pant, 100% cotton, minimum 7.5 oz.
Shirt, long sleeve, 65/35	Shirt, short sleeve, 65/35
Shirt, long sleeve, cotton	Shirt, short sleeve, cotton
Coverall, Fire Retardent-Navy	Jacket, office appropriate, not management
Soft shell vest, office appropriate, not mgt.	

Samples - The City of Portsmouth may request samples of uniforms to be furnished under this contract. Samples furnished shall be at no cost to the City. Samples shall be returned once a contract is entered into.

Measurements - Contractor shall be responsible for taking measurements of employees and shall make arrangements with the supervisors listed below for a mutually agreed upon time.

- **Highway** – Todd Croteau, Highway General Foreman, Public Works Office Building, 603-766-1428.
- **Dispatch** – Todd Croteau, Highway General Foreman, Public Works Office Building, 603-766-1428.
- **Fleet Maintenance** – Bill Faulkner, Fleet Maintenance Foreman, Maintenance Garage, 603-766-6210.
- **Water/Sewer Utility** – James Tow, Water General Foreman, Public Works Office Building, 603-766-1438.
- **Water Treatment Plant** - Mark Young, Assisstant CPO– Madbury Water Treatment Plant, 60 Freshet Road, Madbury, NH 603-516-8360.
- **Wastewater Plant: Pierce Island**– Tim Babkirk, Chief Plant Operator, 250 Pierce Island, 603-427-1553.
- **Wastewater Plant: Pease** – Paula Anania, Chief Plant Operator, 135 Corporate Dr. 603-430-9328.
- **Wastewater Lift Stations:** Mike Baker, Lift Station Superintendent, 680 Peverly Hill Road 603-766-1538.

- **Parking:** Mike Casad, Parking Facilities Manager, 34 Hanover Street.603-610-7337.

Uniform Delivery Locations - The following sites are where uniforms shall be delivered and picked up.

- **Highway** - Public Works Office Building, 680 Peverly Hill Road, Portsmouth, NH
 - **Dispatch** - Public Works Office Building, 680 Peverly Hill Road, Portsmouth, NH
 - **Highway “Custodial Services”** - City Hall, 1 Junkins Avenue, Portsmouth, NH
 - **Maintenance Garage** - 680 Peverly Hill Road, Portsmouth, NH
 - **Water/Sewer Utility** – 680 Peverly Hill Road, Portsmouth, NH
 - **Wastewater Treatment Plant PI-** 250 Pierce Island Road, Portsmouth, NH
 - **Wastewater Treatment Plant Pease** – 135 Corporate Dr. Newington, NH
 - **Wastewater Lift Stations** – 680 Peverly Hill Road, Portsmouth, NH
 - **Water Treatment Plant** – 60 Freshet Road, Madbury, NH
- Hanover Street Garage** – 34 Hanover Street, Portsmouth, NH

INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain, until completion of the work, insurance of the limits and types specified below from an insurance company approved by the Owner.

EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

FORMS OF INSURANCE

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage -- \$1,000,000/\$2,000,000
each occurrence and general aggregate

- B) Automobile and Truck Liability:
Bodily Injury or Property Damage -- \$1,000,000/\$2,000,000
each occurrence and general aggregate

TYPES OF INSURANCE

Purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this contract. This insurance shall be in strict accordance with the requirements of the most current laws of the State of New Hampshire.

- B) Bodily Injury and Property Damage Insurance covering the operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in connection with the prosecution of the work under this Contract.

- C) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.

- D) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.