



INVITATION FOR BIDS

Uniform Rental Service and Sundries

IFB #2011-2001-1024

September 8, 2010

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue

Newport News, VA 23607

Phone: (757) 926-8041/ Fax: (757) 926-8038

www.nngov.com/purchasing

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, through the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described equipment, materials, and/or services, for delivery and/or performance F.O.B. NEWPORT NEWS, VIRGINIA.

Scope of Services: Establish a blanket purchase order contract with a contractor to provide uniform rental service and sundries for the City of Newport News, and other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. There will be an initial term with options to renew up to four (4) additional years in one-year increments.

Bid Due: September 28, 2010 at 3:00 p.m.

Contract Officer:

Rose Kee, CPPB, Senior Buyer, (757) 926-8028, email: rkee@nngov.com

AN ORIGINAL AND TEN (10) COPIES OF YOUR SUBMITTAL ARE REQUESTED

In compliance with this Invitation for Bids, and subject to all the conditions thereof, the undersigned offers, if this quote is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed.
(Page 1 of 24)

CONDITIONS AND INSTRUCTIONS

Rev: 07/21/10

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of conflict, the City's published specifications shall supersede any additional writings submitted with the bid. Such writings shall be clearly marked and noted on the exception page.
2. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
3. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
5. Receipt of your bid by the City is not to be construed as an award or an order to ship.
6. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all articles specified and delivered.
7. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request Administrative withdrawal procedures will be provided that shall be used for that purpose.
8. If issued, addenda to this solicitation will be posted on the Purchasing Department's website (www.nngov.com/purchasing). It is the bidder's responsibility to check the website or contact the Purchasing Department prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
9. The solicitation document maintained by the Purchasing Department, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.
10. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing director may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of award may also appear on the Purchasing Website: www.nngov.com/purchasing or www.demandstar.com.

11. The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
- 12.
13. If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful Contractor(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the Contractor's responsibility to notify the jurisdictions of the availability of contract(s). Bidder not desiring to sell to other jurisdictions under this clause shall so indicate in their response.
14. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.
15. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
16. In case of error in the extension of prices, the unit price shall govern.
17. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
18. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
19. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity they propose to furnish.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.
20. Any equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
21. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
22. All bids must be signed by an authorized, responsible officer or employee having the capacity to enter contracts. Obligations assumed by such signature must be fulfilled.

- 23. By signing this bid, the bidder assigns to the City any and all rights that he may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
- 24. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same product or service and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
- 25. The contractor guarantees to defend and save the City, its agents and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee.
- 26. The contractor shall keep himself fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations and he shall protect and indemnify the City, and its representatives against any claim or liability arising from or based on any violation of the same, whether by the contractor, his subcontractors, suppliers of materials or services, or others engaged by the contractor or the employees of any of them. **The contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, as amended.**
- 27. All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Number or Statement: _____

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- 28. **Contractor's License** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

Seventy thousand dollars (\$70,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is five hundred thousand dollars (\$500,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Seventy-five hundred dollars (\$7,500.00) or more, but less than seventy thousand dollars (\$70,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than five hundred thousand dollars (\$500,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but no more than seventy-five hundred dollars (\$7,500) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. _____."

"Licensed Class B Virginia Contractor No. _____."

"Licensed Class C Virginia Contractor No. _____."

29. Payment Terms:

- a) Payment terms shall be "2%-20, Net 30 days" unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.
- b) Payment terms shall be considered in determining the low bidder.
- c) Discount period shall be computed from the date of proper receipt of the vendor's correct invoice, or from the date of acceptable receipt of the goods/services, whichever is latest.
- d) The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction.
- e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

30. Availability of Funds: A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

31. In event of default by the contractor, the City reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby. Such actions taken by the City shall not release the Contractor from additional remedies that may be allowed by law.

32. Appeals Procedure: Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals, except contract disputes, shall be made within ten days of either public notice of award, or the actual award, whichever is first.

33. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, MBE and WBE Business Objectives form within this document.**

34. The City has a directory of Newport News Small, Women-owned and Minority (SWAM) businesses. The directory is available at www.nngov.com/purchasing .
35. This public body does not discriminate against faith based organizations.
36. Non-Discrimination: During the performance of this contract, the contractor agrees as follows:
- He will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
- Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
37. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
38. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
39. Applicable Law and Courts: Any purchase order/contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.
40. Severability: If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this Agreement shall be valid and enforced to the full extent permitted by law.

41. Cancellation: The City may cancel the contract at its convenience, without penalty, at any time by giving thirty (30) days written notice or may cancel the contract immediately for violations of safety or rules of ethics. The City may cancel a contract thirty (30) days after the City has given a written request for a cure for vendor non-performance if such cure has not occurred. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.
42. Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Director of Purchasing or their representative. Violation may result in a determination that your firm is ineligible for award.
43. Questions or comments related to this solicitation should be directed to the Contract Officer, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.
44. The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends to be considered must be submitted with the bid as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.
45. Failure of the contractor to perform the contract by reason of the City's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the City for cause, and may result in debarment of the Contractor for a period of up to three years. Such actions taken by the City shall not release the Contractor from additional remedies that may be allowed by law.

**SMALL, MINORITY, WOMEN-OWNED
BUSINESS OBJECTIVES**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

Complete the following information and return the form with your package.

- 1) If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE **MBE** **WBE**

- 2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

	Company Name
Total SBE Dollars to be Sub-contracted \$ _____	_____
Total MBE Dollars to be Sub-contracted \$ _____	_____
Total WBE Dollars to be Sub-contracted \$ _____	_____

- 3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

ANTI-COLLUSION CERTIFICATION

The offeror certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____ Date: _____

Name of Company: _____

COOPERATIVE BIDDING

The City of Newport News issues this Invitation for Bids (IFB) in accordance with the City of Newport News' procurement code (Section 2-552.1 (7), and on behalf of the members of the Southeastern Virginia Governmental Purchasing Cooperative (SVGPC), as well as other governmental jurisdictions and school divisions. This procurement is also being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia

Bidders are advised that all resultant contracts will be extended, with the authorization of the bidder, to other governmental jurisdictions and school divisions as may be interested. Should other entities decide to use the final contract, the contractor shall deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payments. The City of Newport acts only as the “Contracting Agent” for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your bid or offer.

It is the responsibility of the contractor to notify the jurisdictions and political subdivision of the availability of the contract. Each participating jurisdiction and political subdivisions has the option of executing a separate contract with the contractor. Such contracts may contain general terms and conditions unique to those jurisdictions and political subdivisions. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the contractor, the contractor may withdraw its extension of the award to that jurisdiction.

The City of Newport News shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the contractor.

SVGPC members reserve the right to make awards to the lowest responsive and responsible bidder during the contract term. SVGPC members not explicitly named in the IFB are not obligated to participate, nor is the successful bidder obligated to contract with other SVGPC members; however, if such a contract is entered, the successful bidder will be required to provide these same items, at the same prices, awarded as a result of this solicitation to that public body.

SVGPC Members:

City of Chesapeake
City of Hampton
City of Newport News
City of Norfolk
City of Portsmouth
City of Virginia Beach
City of Williamsburg
County of Gloucester
County of James City
County of King William
County of York

Newport News Public Schools
Williamsburg/James City County Public Schools
York County Public Schools
Christopher Newport University
College of William & Mary
Norfolk State University
Old Dominion University
Tidewater Community College
Southeastern Public Service Authority
Jamestown/Yorktown Foundation

Revised, 08/12/09

UNIFORM RENTAL SERVICE AND SUNDRIES

GENERAL:

This Invitation for Bid shall be the basis for establishing a Blanket Purchase Order Contract with a Contractor to provide uniform rental service and sundries for the City of Newport News, and other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. Only those items specified herein may be furnished. Any substitution of material will require prior approval by the City of Newport News, and must be granted in writing.

CONTRACT TERM:

The initial contract term shall be from the date of award through September 30, 2010. At the Agency's option, the contract may be renewed up to four (4) additional years in one-year increments.

QUANTITY:

The "estimated annual usage" of each product is expressly agreed to be an estimate only, and nothing herein shall bind the City of Newport News to purchase any specified amount of the product. It is also further understood that the City of Newport News shall not be obligated to purchase or pay for any product covered unless and until ordered and received by the City of Newport News.

The Agency may increase or decrease the number of uniforms required as it deems necessary.

AWARD:

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code. It will be made to the lowest **responsible** and **responsive** bidder. In determining the lowest responsive, responsible bidder, in addition to price, the City shall consider quality, delivery time, payment terms, warranties, safety, availability of items, cost of maintenance, suitability of components offered, options available and suitability of the product offered for the intended use, as well as the capacity, character, integrity, and reputation, of the bidder and any past experience with the product offered or the bidder.

It is in the best interest of the City to have the ability to make purchases depending on the vendor's location for pick up of items (emergency requests), and the availability of items. For this reason, this contract may have multiply awards (primary and secondary provider).

REASONS(S) FOR CONTRACT CANCELLATION:

- Funds not appropriated by the respective jurisdiction.
- Poor service/quality of uniforms.
- Fraud or violation of the intent of this contract.
- Conviction of any anti-trust violation.
- Refusal to correct errors or to follow terms and conditions of the contract.
- Evidence of unlawful discrimination.

FIRM PRICING:

Price quotes shall remain firm for the initial contract period. *The City reserves the right to negotiate reductions in the quoted price schedule at any time after the initial contract period.* All prices shall be F.O.B. destination.

PRICE ESCALATION/DE-ESCALATION

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease.

Should the City elect to exercise the option to renew the contract for additional year(s), the contract prices for the additional years shall not exceed the percentage increase/decrease of the “Services” category of the CPI-W SECTION OF THE COMSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available.

Should the price change be granted and the City elects to renew the contract, the purchase order will reflect the changes.

PRICING:

All prices quoted herein shall be on an F.O.B. destination basis and shall include all delivery costs. All prices including cleaning, delivery, fitting, change out of seasonal styles, taxes, or any other fee shall be clearly noted and included in the bid pricing.

HOLIDAYS EXCLUDED:

Service will not be required on regularly scheduled Agency holidays:

- New Years Day
- King Birthday
- Lee/Jackson Birthday
- Washington’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Columbus Day (some school districts)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Qualifications of Bidders:

The Agency may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work/furnish the items. The bidder shall furnish to the Agency all information and data as might be needed for this purpose. The Agency reserves the right to inspect the bidder physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Agency further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Agency that the bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the items contemplated therein.

Quality Requirements:

The Contractor shall maintain sufficient stock to provide new, clean uniforms, unwashed and unworn within twenty-one (21) working days after the receipt of order or notification by the Agency to all new employees hired after the initial issue.

Contractor shall provide new uniforms to all new hires. After 1 year of wear, uniforms must be replaced with new uniforms at the current rental rate. Vendor shall not charge a replacement fee. Replacement with used uniforms will be unacceptable.

Quality is of Utmost Importance:

The Contractor shall insure all broken buttons, broken zippers, open seams are repaired. Torn, stained or unserviceable uniforms shall be repaired or replaced.

Delivery:

Uniforms shall be delivered to each location on hangers. Delivery and pickup shall normally be made daily, Monday through Friday between the hours of 8:00 A.M., and 3:30 P.M. The Contractor must correct all shortages and mistakes on deliveries within twenty-four (24) hours of each notification.

The Contractor shall submit an itemized delivery ticket with each delivery. The ticket shall specify the number of shirts, trousers, jackets, etc., for each employee delivered to that location and shall include an itemized list of the times picked up from the same location.

After delivery of the fresh, clean items to the location and accounting for the items being picked up, the driver shall have the responsible agency employee sign the ticket, and then leave at least one copy of the signed ticket with the same employee.

The contractor shall not deliver or pickup any items unless the Agency signs the delivery ticket. Should the Agency refuse to sign the ticket the Contractor shall immediately notify this supervisor. The supervisor shall then notify the Agency procurement division/department.

SCOPE OF WORK:

The successful Contractor shall furnish all labor, equipment, supplies, transportation and do all things necessary for the furnishing of work shirts, pants, coveralls, shop coats, smocks, jackets, shop towels, dress slacks, shirts and mats, in accordance with the item specifications. The Contractor shall be responsible for the delivery and pickup of all items on a weekly basis.

Clothing shall be delivered to individual Agency departments at least once a week on hangers and placed on racks in convenient locations. The color of the garments shall be selected by the individual Agency departments.

The Contractor shall launder, press, keep in repair and/or replace uniforms, etc., as needed. The Agency shall be the sole judge as to whether garments are being satisfactorily maintained. Uniforms worn out or otherwise unsuitable for services shall be replaced. The Agency will refuse payment for uniforms that are not neat or are otherwise unsatisfactory.

All repairs shall be neatly done with thread and/or material of the same matching color. The Contractor shall replace, at no additional charge, any uniform item that does not fit due to shrinkage.

Contractor will be reimbursed for items lost or maliciously damaged by Agency employees.

Measurements:

Contractor shall be responsible for obtaining individual measurements and the resultant fit of uniforms. All measurements must be obtained within four (4) weeks after receipt of notification of award. **AGENCY WILL NOT ACCEPT MALE-CUT CLOTHING FOR FEMALE EMPLOYEES.**

Agency Emblems:

All jackets are to be provided with Agency Seals on the left sleeve. All shirts to be provided with Agency Seal on left sleeve, the department name above left pocket and name and/or department logo of employee above the right pocket. Emblems shall be furnished by the Agency.

Some departments may request the City Seal Emblem be placed on the left sleeve, and the name be placed on the right side of smock, shirt, or jacket.

Emblems and name tags may be embroidered and require sewing in place for some departments. Iron on emblems and name tags may also be used depending upon the preference of the departments.

The Contractor will be required to sew or iron on various Agency/department emblems and individual name emblems for each shirt, jacket or shop coat as directed by the Agency. There shall be no additional charge for this service.

Winter-Summer Changeover:

The uniforms are to be worn throughout the year except that the bidder shall allow for seasonal changes as requested from departments. Some departments may require long-sleeve shirts or short-sleeve shirts on a year-round basis. These departments will be identified after the award of the contract. Employees will not be required to keep additional shirts that are not a part of the weekly uniform allowance. If the employee chooses long sleeve shirts in winter and short sleeve shirt in summer, issue will be for current season. Again, some department may wish to carry both long and short sleeve at the same time.

Examples:

Wesley want 5 changes per week with short sleeve shirts in summer and long sleeve shirts in winter.

Mary want 5 changes per week with short sleeve shirts all year.

Jedidiah want 5 changes per week with long sleeve shirts all year.

Allen wants 5 changes per with 2 short sleeve shirts and 3 long sleeve shirts all year.

Jackets may be required at any time during the year. Jackets may be long, Eisenhower style or Vest with liner. The Contractor shall include price for each style, if prices are different.

Alterations:

All alterations under this contract shall be at no additional cost to the Agency.

Marking: Each item of clothing must be clearly, but inconspicuously marked or labeled, to permit identification by the employees.

Return of Uniforms:

The Contractor shall be promptly advised by the Agency of all terminated employees. These employees will be required to return the rented uniforms to their supervisors upon termination of employment. Uniforms shall be returned to the contractor within thirty days of termination. The Contractor shall not invoice the Agency for services effective the date of notice of termination by the Agency.

Lost Rental Items:

The Contractor shall submit a complete accounting of missing items every six months to the Agency. The Agency may either locate the missing items and return them to the Contractor or reimburse the Contractor. The Contractor shall be required to provide sufficient documentation of the shortages and submit a proper invoice.

The Agency will not be liable for payment of any lost garments for which it has not been notified in accordance with the preceding paragraph.

Uniforms lost by the contractor will be replaced at no charge to the Agency.

UNIFORMS SPECIFICATIONS

Materials:

65% polyester, 35% cotton. Pants 7 ½ oz twill, belt loop waist, zipper fly front, 4 pockets, bat tacked, no cuff. Shirts 5 ¼ oz., 2 front pockets, bottom front with long tuck-in tail. Special shirts for welders shall be 100% cotton, long-sleeve, year around.

Special pants for welders shall be 100% cotton, year round.

Smocks, 80/20 cotton/poly blend (short sleeve), button up: Colors to be Navy Blue/Lt. Blue, Brown/Tan, and Green/Lt. Green.

Sweatshirts (hooded thermal). Cut full for a roomy, comfortable fit, drawstring hood, front pouch pockets and full zippered front. Heavy weight 80/20 cotton/poly. Lined with an all-cotton thermal fabric. Will be used by some staff instead of jackets.

Lab Coats (Wrangler KP14WH and KP13WH or equal) men and women as needed, 80% polyester, 20% cotton, 5 button front, 3 pocket design.

Jackets shall be 65% polyester, 35% cotton material, zipper front with two button through flap pockets. Pockets to be lined with quilted polyester foam. Sleeves to be lined with 100% cotton material. Jackets shall be Eisenhower and hop-length style and provided with emblems as specified.

Warm-up Jackets and Scrub Pants/Shirts shall be 80% polyester, 20% cotton.

Sheets/Pillow Cases/Towels/Face Towels shall be 100% cotton.

Colors:

Dark green pants with medium to light green shirts; dark navy pants with dark navy and/or light blue shirts, dark grey pants with light grey shirts, khaki shirts with brown pants, navy pants with blue/white striped shirts.

Dark navy pants with dark navy shirts and/or light blue shirts, and/or white shirts. (Used by Waterworks supervisors).

Elastic:

The City has the **option to select pants that has elastic in the waist band.** This will allow some weight change in employees without having to change out sizes, and will improve fit for employees who fall between even waist sizes.

Polo Shirts:

Three (3) button short sleeve Polo shirts with pocket to be available in the following minimum colors: light blue (for non-supervisors), and in white (for supervisors). The Polo shirt should also be available in a long sleeve version that can be requested for winter use. ProKnit NG shirts or equal, easy care 100% Fortrel polyester with enhanced color fastness and smooth drape all day long, set-in sleeves, taped neck band, three button placket, and rib knit cuffs.

Dress shirts:

Dress shirts will be oxford cloth white and white with blue stripes. Dress pants will be navy, 100% woven PT38 Blended, 7 ½ oz., straight leg styling.

Contractor will be required to specify colors available for warm up Jackets and Scrub Pant/Shirt sets.

Lockers:

The various agencies of this cooperative bid currently either own rent, or in some cases are provide free use of lockers at their facilities. Please indicate if your bid includes lockers at the quoted price, or if you wish to offer optional lockers at an additional price.

AUTHORIZATION TO SHIP:

Receipt of Blanket Purchase Order does not constitute authorization to ship. Under no circumstances shall shipment be made until the using agency/department authorizes shipment of specified items and quantities. Delivery authorization will be phoned in or signed by a designated representative(s) of the City Newport News; name(s) to be supplied when bid is awarded.

DELIVERY:

Deliveries shall be made between the hours of 9:00 a.m. and 2:00 p.m., Monday through Friday, excluding holidays.

Delivery tickets shall show the quantity, part number, unit prices, total price, purchase order number and release number (if release numbers are used). All deliveries shall be F.O.B. City of Newport News.

MATERIAL SHIPMENT AND IDENTIFICATION:

Each shipping container must be clearly marked with Purchase Order Number. Each shipment must include a packing list.

INVOICING:

Billings to the City shall be presented monthly on invoice forms in duplicate and must reference the Purchase Order Number, and Invitation For Bid (IFB) Number, and Release Number (if applicable), which will be given to the Contractor by a designated representative of the using agency/department, for each transaction.

Submit invoices to:

City of Newport News
Accounts Payable - 7th Floor
2400 Washington Avenue
Newport News, VA 23607

QUESTIONS

Questions regarding this IFB, should be directed to the Department of Purchasing, Rose Kee by email: rkee@nngov.com and copy Vickie Gwynn vgwynn@nngov.com (email preferred), or facsimile at (757) 926-8038, *not less than five (5) days* prior to the bid due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

ITEM NO.	NO. OF WEEKS	DESCRIPTION	UNIT PRICE	ANNUAL PRICE PER PERSON
1.A	52	Set: 5 Changes of <u>work shirts/pants</u> per person (cotton/blend) Unit cost for oversize: \$ _____	\$ _____ set	\$ _____ Unit price x5x52
1.B.	52	Oversize starts at: _____ Set : 5 Changes of <u>work shirts/pants</u> per person (100% cotton) Unit cost for oversize: \$ _____ Oversize starts at: _____	\$ _____ set	\$ _____ Unit price x5x52
2. A	52	Set: 5 changes of <u>dress shirts/pants</u> per person (cotton/blend) Unit cost for oversize: \$ _____	\$ _____ set	\$ _____ Unit price x5x52
2. B.	52	Oversize starts at: _____ Set: 5 changes of <u>dress shirts/pants</u> per person (100% cotton) Unit cost for oversize: \$ _____ Oversize starts at: _____	\$ _____ set	\$ _____ Unit price x5x52
3.	52	Dress Blazers, 2 changes per person, per week	\$ _____ each	\$ _____ Unit price x2x52
		18		

UNIFORM RENTAL SERVICE AND SUNDRIES

4.	26	Jacket: One change per person per week: long, Eisenhower; vest w/liner	\$ _____ each	\$ _____ Unit price x 52
5.	52	Coveralls: 2 changes per person per week	\$ _____ each	\$ _____ Unit price x 2 x 52
6.	52	Coveralls: 3 changes per person per week	\$ _____ each	\$ _____ Unit price x 3 x 52
7.	52	Lab Coats: 3 changes per person per week	\$ _____ each	\$ _____ Unit price x 3 x 52
8.	52	Jacket, Warm-up (short medical type) 3 changes per person per week	\$ _____ each	\$ _____ Unit price x 3 x 52
9.	52	Scrub Pants/Shirts SET: 5 changes per person per week	\$ _____ set	\$ _____ Unit price x 5 x 52
10.	as needed	Disposable Head Covers	\$ _____ case	
11.	as needed	Caps, baseball type	\$ _____ each	
12.	as needed	Aprons, for use by cafeterias	\$ _____ each	
13.	as needed	Additional sewing of Agency furnished emblems/patches	\$ _____ each	
14.	2200	Shop Towels, 18 x 18 100% cotton	\$ _____ each	\$ _____ Unit price x 2200
15.	52	Fender Covers	\$ _____ each	\$ _____ Unit price x 52
16.	52	18" Dust Mop – Treated	\$ _____ each	\$ _____ Unit price x 52
17.	52	24" Dust Mop – Treated	\$ _____ each	\$ _____ Unit price x 52
18.	52	30" Dust Mop – Treated	\$ _____ each	\$ _____ Unit price x 52
19.	52	36" Dust Mop – Treated	\$ _____ each	\$ _____ u/p x 52
20.	52	48" Dust Mop – Treated	\$ _____ each	\$ _____ u/p x 52

UNIFORM RENTAL SERVICE AND SUNDRIES

21.	52	60" Dust Mop – Treated	\$ _____ each	\$ _____ Unit price x 52
22.	as needed	Dust Mop Frame & Handle 24", 30", 36" and 60"	\$ _____ each	
23.	52	Mats, Black, Grey, Maroon, Burgundy, or Red 3' x 5'	\$ _____ each	\$ _____ Unit price x 52
24.	52	Mats, Black, Grey, Maroon, Burgundy, or Red 2' x 3'	\$ _____ each	\$ _____ Unit price x 52
25.	52	Mats, Black, Grey, Maroon, Burgundy, or Red 4' x 6'	\$ _____ each	\$ _____ Unit price x 52
26.	40	School Security Guard, shirts, khaki, 1/s, 5 changes per week per person	\$ _____ each	\$ _____ Unit price x 5 x 40
27.	40	School Guard pants, regular, brown red cap, M/F, 5 changes per week per person	\$ _____ each	\$ _____ Unit price x 5 x 40
28.	52	Clinic Linens, set: Bed sheeting (1 flat, 1 fitted)	\$ _____ set	\$ _____ Unit price x 66 x 52
29.	52	Clinic Linens, set: Pillow Cases, 2 each	\$ _____ set	\$ _____ Unit price x 66 x 52
30.	52	Clinic Linens, Set: Bath Towels, 2 each	\$ _____ set	\$ _____ Unit price x 44 x 52
31.	52	Clinic Linens, set: Face Towels, 2 each	\$ _____ set	\$ _____ Unit price x 44 x 52
32.	52	Smocks, 3 changes per person per week	\$ _____ each	\$ _____ Unit price x 3 x 52
33.	52	Sweatshirts, 1 change per person per week	\$ _____ each	\$ _____ Unit price x 52
34.	52	Polo Shirts, 5 changes per person per week	\$ _____ Each	\$ _____ Unit price x 5 x 52
			Extended Total	\$ _____

Your Company Name: _____

ESTIMATED QUANTITIES
(for bid evaluation)

ITEM NO.	APPROX. NO.		APPROX. NO. X ANNUAL TOTAL
1.	650	Employees (work shirt/pants)	\$
2.	60	Employees (dress shirt/pants)	\$
3.	15	Employees (dress blazers)	\$
4.	250	Employees (Jackets)	\$
5.	120	Employees.(coveralls – 2 changes)	\$
6.	10	Employees (coveralls – 3 changes)	\$
7.	15	Employees.(lab coats)	\$
8.	5	Employees (jackets-warm-up)	\$
9.	5	Employees (scrub pants/shirts set)	\$
10.	N/A		
11.	N/A		
12.	N/A		
13.	N/A		
14.	2200	Shop Towels	\$
15.	50	Fender Covers	\$
16.	2	18" Dust Mop	\$
17.	784	24" Dust Mop	\$
18.	160	30" Dust Mop	\$
19.	144	36" Dust Mop	\$
20.	160	48" Dust Mop	\$
21.	265	60" Dust Mop	\$
22.	N/A		
23.	50	Mats (3' x 5')	\$
24.	12	Mats (2' x 3')	\$
25.	116	Mats (4' x 6')	\$
26.	3	Security Guards	\$
27.	3	School Guards	\$
28.	52	Clinic Linens, set: Bed sheeting (1 flat, 1 fitted)	\$
29.	52	Clinic Linens, set: Pillow Cases, 2 each	\$
30.	52	Clinic Linens, Set: Bath Towels, 2 each	\$
31.	52	Clinic Linens, set: Face Towels, 2 each	\$
32.	10	employees (smocks)	\$
33.	100	employees (sweatshirts)	\$
34.	20	employees (polo shirts)	\$
		Grand Total	\$

For the purpose of determining low bidder, the ‘Grand Total’ shall be used. In case of extension errors, the unit price will be considered the correct price. Only those items that can be fully extended will be considered for determining the low bidder; however, the prices for one-time purchase of items are required. The Agency reserves the right to award purchase by line item, by groups of items, or refuse any bid or all bids, in whole or in part.

REPLACEMENT COSTS

1.	each	Work Shirt	\$
2.	each	Work Pants	\$
3.	each	Dress Shirt	\$
4.	each	Dress Pants	\$
5.	each	Dress Blazer	\$
6.	each	Jacket	\$
7.	each	Coveralls	\$
8.	each	Lab Coat	\$
9.	each	Jacket Warm-up	\$
10.	each	Scrub Pants/Shirt Set	\$
11.	each	Sheet	\$
12.	each	Pillow Case	\$
13.	each	Towel	\$
14.	each	Face Towel	\$
15.	each	Smock	\$
16.	each	Sweatshirt	\$
17.	each	Polo Shirt	\$

Discount if employees have the option to launder their own uniforms: _____

Indicate your delivery time frame after receipt of order (ARO): _____

Specify payment terms if other than “2% - 20, Net 30”: _____

Your Company Name: _____

REFERENCES - Provide at least three (3) customers for whom you have provided equivalent goods and services.

Reference 1

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

Reference 2

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

Reference 3

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

EXCEPTIONS:

Note: Bidder must sign the appropriate statement below, as applicable:

- () Bidder understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm:

Signature: _____

- () Bidder takes exception to terms, conditions, requirements, or specifications stated herein (Bidder must itemize all exceptions below, and return with this IFB submittal):

Firm:

Signature: _____

Vendors should note that any exceptions taken from the stated terms and or specifications may be cause for their submittal to be deemed “non-responsive”, risking the rejection of their submittal.

BID RESULTS

Bid results may be obtained from our website at: www.nngov.com/purchasing or www.demandstar.com
