



Town of Derry, New Hampshire
REQUEST FOR PROPOSALS

B20-149

The Town of Derry seeks proposals for:

RFP - Public Works Uniforms 2020

Offered by:

Michael A. Fowler, Public Works Director

ACCEPTANCE DEADLINE: September 18, 2020 by 4 pm (no exceptions)

RFP COORDINATOR: Jill Jamro, DPW Executive Secretary

SEALED ENVELOPES MUST BE MARKED: RFP - Public Works Uniforms 2020

Bids may be mailed to or dropped off to: Town of Derry Public Works Department, 14 Manning Street, Derry, NH 03038.

INSTRUCTIONS & INFORMATION TO BIDDERS:

The proposal must be signed in ink by an authorized signer, or by an agent of the responder legally qualified and acceptable to the successful bidder, and contain the printed names, titles, and business and post office addresses of both parties, if applicable.

A responder will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening of the proposals.

INQUIRIES:

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date. All prospective bidders with questions may contact Jill Jamro via email at jilljamro@derrynh.org. All questions must be received by September 4, 2020. All questions and responses will be posted on our website by September 10, 2020 at <https://www.derrynh.org/bids-rfps>.

The proposal may be rejected if a responder is disqualified for either of the following reasons: 1) evidence of collusion among responders, or 2) failure to supply complete information as requested by this RFP.

The Town of Derry may initiate and/or seek additional information from any of the bidders as it sees fit. The Town of Derry is under no obligation to interview any of the bidders. No proposal will be considered from any person, firm or corporation who has failed to perform acceptably any existing or prior contract or agreement

with the Town of Derry.

INTRODUCTION:

The Town of Derry Public Works Department is requesting bids from qualified parties capable of providing quality, efficient, and cost-effective furnishing of rental and weekly laundering service for uniforms and mop heads.

SCOPE OF SERVICES:

Upon award the successful bidder (herein referred to as Vendor) will have (30) thirty days to size and furnish all employees with new uniforms, logos, and tags. Pickup and delivery services will be provided (1) one time a week. Any additional new employees, over the life of the contract, will be furnished with new uniforms within (10) ten working days of initial request. The below describes the required minimum services.

- A. New uniforms shall be furnished at the beginning of the contract and thereafter as may be required for additional personnel.
- B. Vendor shall hand measure each employee to ensure proper fit of all garments within 14 working days of the notification of the bid award.
- C. Vendor shall deliver all garments and mop heads within 30 days after measuring. The Town of Derry Public Works Department reserves the right to purchase any item located in this bid from another vendor, which is not awarded this bid, if the awarded vendor cannot ship or deliver the items within 30 days.
- D. Services will be supplied weekly and charged a weekly rate.
- E. All goods to be supplied to the Town of Derry shall be from new, unused, and of current stock.
- F. At no extra cost to the Town of the Derry, Vendor shall provide weekly scheduled deliveries of merchandise, freshly laundered, repaired, and finished in accordance with generally acceptable standards of the textile rental industry. **Vendor shall provide for size changes, upgrades, replacement of garments worn out through normal wear and tear, and repairs at no extra charge.**
- G. Vendor will maintain all garments in a new and first-class condition by cleaning and making necessary alternations in a timely manner not to exceed thirty (30) calendar days from date of alteration request. Included with product cost and weekly laundering/maintenance charges.
- H. Workmanship shall be of first-class commercial quality to produce clean, dry, uniforms of good general appearance. It shall be performed with handiwork, safe cleaning substances, and heat conditioning determined to promote extended serviceability of the uniforms.

The Town of Derry Public Works Department will not accept uniform garment returns with ink on clothing, missing buttons, holes, mismatched color stitching in visible places and not in the seams, highly wrinkled, heavy odors, grease, dirt, and threadbare clothing that should be replaced at Vendor expense. It is of utmost importance that our DPW personnel have garments that are as professional looking as possible. We are seeking a Vendor that is committed to providing the Town of Derry Public Works Department with the highest quality garments possible.

- I. The Town of Derry Public Works Department reserves the right to terminate this contract for any reason at any given time with a 30-day written notice.

A total of 44 Full Time Division Employees, 3 Full Time Mechanics, 3 Part Time Division Employees, and 6 Full Time Executive Wear Employees, shall be provided uniforms per the following:

1) Division Employees – Forty-Four (41) Employees (FT)

- 11 each – Navy Pants (Cotton & Polyester Blend)
- 11 each – Shirts (Enhanced Visibility/Reflective Shirts long/short sleeve – Cotton & Polyester Blend)
- 2 each – Jackets (Enhanced Visibility/Reflective)

2) Mechanics – Three (3) Employees (FT)

- 11 each – Navy Pants (Cotton & Polyester Blend)
- 11 each – Shirts (Enhanced Visibility/Reflective Shirts long/short sleeve – Cotton & Polyester Blend)
- 2 each - Jackets (Enhanced Visibility/Reflective)
- 2 each – Cotton 100% Coveralls

3) Part Time Employees – Three (3) Employees (PT)

- 6 each – Navy Pants (Cotton & Polyester Blend)
- 6 each – Shirts (Enhanced Visibility/Reflective Shirts long/short sleeve – Cotton & Polyester Blend)
- 2 each – Jackets (Enhanced Visibility/Reflective)

4) Executive Wear Employees – Six (6) Employees (FT)

- 11 each – Khaki Pants (Trousers)
- 11 each – Shirts (Oxford & Polo)

Emblems and name tags will be a one-time charge at the contract award date or new employee hire. New uniforms and mop heads and related items shall be supplied annually. **There is no exception to this requirement.** If it is determined that a uniform turned in for repair is not repairable, the replacement will be at the selected Vendor's expense. **There shall be no charge for replacement of soiled uniforms.** Uniforms shall be clean, neat appearing, dry and odor/mildew free. Normal wear items such as buttons, tears, reflective strips, and seams shall be repaired to original performance standards. Failure to keep uniforms in proper repair, neat appearance, and render prompt service as specified shall be considered just cause for cancellation of this contract.

- J. Uniforms, excluding Executive Wear, will have the following embroidered patches over the left side shirt pocket, if applicable, or on the left side of the shirts and jackets:

Town of Derry – Public Works Dept.
Employee Name
American Flag

K. **Mop Heads:**

- Eight (8) 24" mop heads
- Eight (8) 36" mop heads

RESERVATION OF RIGHTS:

The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

The Town of Derry reserves the right to reject any bid, for any reason, and the lowest bidder will not necessarily win the bid if there is evidence of poor prior dealings and overall poor customer satisfaction and rating.

The “lowest responsible bidder” is defined as 1) has adequate financial resources to perform a contract, 2) is able to comply with the associated legal or regulatory requirements, 3) is able to deliver according to the contract schedule, 4) has a history of satisfactory performance, 5) has a good reputation regarding integrity, 6) has or can obtain necessary data, equipment, and facilities, and 7) is otherwise eligible and qualified to receive award if its bid is chosen.

In addition, a “responsive bidder” is defined as a responsible bidder whose solicited bid is determined to be in substantial conformance with the conditions, completion, or delivery requirements outlined in this RFP.

A: BIDS:

1. Bidders should take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
2. The time and effort expended in bid preparation is entirely the responsibility of the bidder.

B: TERM:

1. The term of this three-year contract shall be effective upon contract signing and will expire 156 weeks thereafter. This contract will not automatically renew.

C: DELIVERY:

1. Vendor shall be able to deliver on a weekly basis to the following locations:

Transfer Lane – Transfer Station (Dump/Recycling Center) - off Fordway
Wastewater Treatment Plant
Highway Garage
Vehicle Maintenance Garage

Humphrey Road - Ball Park – off South Main Street (Rt 28)

Derry Municipal Center – 14 Manning Street, 2nd Floor – off East Broadway

D: EVALUATION CRITERIA:

1. The Town of Derry Public Works Director will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Public Works Director will select the bid proposal most advantageous to the Town of Derry Public Works Department for award, the resulting contract is subject to the approval of the Town Administrator and union contracts.

3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The Town of Derry may seek samples after all proposals are submitted.
5. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the Town of Derry Public Works Department to monitor and enforce performance, availability of resources to perform services, and price.

GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES.

AWARD. The award will be made to the “lowest responsible and responsible bidder” defined under reservation of rights. The gross bid must be the exact additive total of the bid for all requirements, no partial bids will be considered.

Contracts may only be entered into with the Town Administrator to authorized vendors, i.e. bid winners. Contracts are NOT transferable if the Vendor no longer exists as a viable entity.

FORM OF CONTRACT. The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the “lowest responsible and responsive bidder” unless specific exceptions are taken and accepted by the Town of Derry Public Works Department.

INVOICING. All invoices shall be mailed to: Town of Derry Public Works Department, 14 Manning Street, Derry, NH 03038 and emailed to daliaragas@derrynh.org. A separate invoice shall be submitted for each department.

PAYMENT. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur. Unless otherwise noted on the proposal or purchase order, payment will not be made until thirty (30) days after all services have been completed, or all items have been delivered, inspected, and accepted or the invoice has been received by the Town, whichever is later. Acceptance/delivery of an invoice does not equate to the acceptance of the quality of garments received. The Town of Derry does not pay late charges, finance fees, or interest.

OFFER. The undersigned hereby offers to lease to the Town of Derry Public Works Department the commodities or services indicated in the following pages of this Proposal at the price (s) quoted in complete accordance with all conditions of this RFP.

TOWN OF DERRY BID FORM

Instructions: Mail form to arrive or deliver by the time and place shown in the RFP in a sealed envelope clearly marked Public Works Uniforms 2020. No late, faxed, or emailed proposals will be accepted.

The undersigned has read and understands the RFP and agrees to provide products and/or services in accordance with the RFP as follows:

PUBLIC WORKS UNIFORM RENTAL SERVICES

WEEKLY RATES FOR UNIFORMS FOR TOTAL OF 53 EMPLOYEES \$ _____
WEEKLY RATES FOR MOP HEADS \$ _____
ANNUAL CONTRACT PRICE \$ _____

Proposals submitted shall provide for all changes and inflation adjustments.

Uniforms for 44 Full Time Employees (including 3 Mechanics), 3 Part Time Employees, 6 Executive Wear Full Employees, and 16 mop heads – See page 3).

REFERENCES. Please list 3 references and contact persons that your company has performed similar, satisfactory work for in the past. Please note: these references will be verified.

1. _____

2. _____

3. _____

COMPANY	TELEPHONE
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ADDRESS

AUTHORIZED SIGNATURE	PRINT NAME	TITLE	DATE
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