



DERRY POLICE DEPARTMENT

1 MUNICIPAL DRIVE
DERRY, NEW HAMPSHIRE 03038-1458
PHONE: 603/432-6111

EDWARD B. GARONE
CHIEF

DIVISION COMMANDERS
CAPT. GEORGE R. FEOLE
CAPT. VERNON L. THOMAS

May 4, 2016

To Whom It May Concern:

If you are interested, the Derry Police Department is accepting bids for dry cleaning service for the period starting July 1, 2016 and ending June 30, 2017.

We have enclosed an authorized list of items that may be cleaned by your business. We ask that you indicate next to each item the price that you would be willing to guarantee during the above period. Your prices should include the following:

- Pick-up and delivery to Police Headquarters on a twice weekly basis.
- Bags will be supplied by vendor for the soiled clothing.
- Blank cleaner's slips to be filled out by employees who desire cleaning. (Slips are to be pre-stamped "DPD Personal" and "Derry Police Department".)
- An indicated discount on items not listed.

Please respond no later than 5:00 p.m. on May 27, 2016.

Very truly yours,

Edward B. Garone
Chief of Police

Encl. – Cleaning List

clean2.doc

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1.	Uniform Shirts	_____
2.	Uniform Pants	_____
3.	Uniform Ties	_____
4.	Uniform Sweater	_____
5.	Uniform Jackets/Coats	_____
6.	Uniform Jacket Liners	_____
7.	Blankets	_____
8.	Civilian Sport Coats	_____
9.	Civilian Trousers/Slacks	_____
10.	Civilian 2-piece Suit	_____
11.	Civilian 3-piece Suit	_____
12.	Civilian Tie	_____
13.	Civilian Shirt	_____
14.	Civilian Sweater	_____
15.	Civilian Top Coat	_____
16.	Civilian Skirt	_____
17.	Civilian Dress	_____

The Derry Police Department will also receive a _____% discount on any laundry and dry cleaning or repair service not listed above.

Above prices are to be guaranteed for a minimum period of one year, and shall include:

- Pick-up and delivery to Police Headquarters on a twice weekly basis.
- Bags will be supplied by vendor for the soiled clothing.
- Blank cleaner's slips to be filled out by employees who desire cleaning. (Slips are to be pre-stamped "DPD Personal" and "Derry Police Department".
- An indicated discount on items not listed.