



Town of Derry, New Hampshire
REQUEST FOR PROPOSALS

B17-025

The Town of Derry seeks proposals for:

Public Works Uniforms

Offered by:

Town of Derry - Public Works Department

ACCEPTANCE DEADLINE: April 28, 2017 @ 4:00 PM

RFP COORDINATOR: Sharon M Jensen, DPW Executive Secretary
603-432-6144 or sharonjensen@derrynh.org

SEALED ENVELOPES MUST BE MARKED:

RFP- Public Works Uniforms

Bids may be mailed to, Town of Derry Public Works Office, 14 Manning Street, Derry, NH 03038 or hand delivered to the Derry Municipal Center 2nd floor – Public Works Office.

INTRODUCTION:

The Town of Derry Public Works Department is requesting bids from interested parties to provide weekly cleaning services and garments for employees to wear.

This Contract will be for a period of 3 years from the date of award. (156 weeks)

UNIFORMS:

The purpose of this proposal is to receive bid quotations to furnish, prepare and launder the following items:

- Trousers (Executive & Flex-waist) – Cotton & Polyester
- Enhanced Visibility/Reflective Jackets
- Enhanced Visibility/Reflective Shirts long/short sleeve – Cotton & Polyester blend
- Cotton Coveralls – 100% Cotton
- Oxford & Polo Shirts – Executive Wear
- 24” and 36” Dust Mops heads

Uniforms, excluding executive wear, will have the following embroidered patches on shirts and jackets:

Town of Derry – Public Works Dept
Employee name
American Flag

The Department has approximately 45 employees that will require 2 weeks clothing allotment:

Division Employees - 11 shirts/11 pants/2 jackets, (2 coveralls - per mechanic);
Executive wear - 11 shirts/11 pants

RATES:

Bidders must list pricing on all items in the RFP and disclose any additional fees or options associated with their business:

Such as:

- Rental fees by size (M, Lg, XL, XXL, XXXL, etc.), if applicable.
- Cost of Living Adjustment, if applicable over the course of the contract
- Prep Fees
- Garment Loss Policy
- Replacement Policy – Normal wear and Damaged garments
- ECTF (Environmental Transportation Chemical Fuel) Charges
- NSFR Program (All-inclusive Insurance Program) – no charges for prep, emblems, lost uniforms, or damaged uniforms.

Special Orders – Alterations (hemming, etc.)

FITTING:

The successful bidder shall be able to service for “hands on” fitting of personnel on site within 14 working days of the notification of the bid award.

Items or parts not meeting specification of shall be the responsibility of the successful bidder.

DELIVERY:

The successful bidder shall be able to deliver on a weekly basis to the following locations:

1. Transfer Lane – Transfer Station (Dump/Recycling Center) - off Fordway
Wastewater Treatment Plant
Highway Garage
Vehicle Maintenance Garage
2. Humphrey Road - Ball Park – off South Main Street (Rt 28)
3. Derry Municipal Center – 14 Manning St, 2nd Flr – off East Broadway

INSTRUCTIONS & INFORMATION TO BIDDERS

Submission of Bids:

Bids may be mailed to, Derry Public Works Department, 14 Manning Street, Derry, NH 03038 or hand delivered to, Derry Municipal Center, Public Works Department, 2nd floor, Derry, NH. Bids must be received on or before the acceptance deadline.

Bids received after the acceptance deadline, either by mail or by hand delivery will not be considered. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted. Bids must be mailed or delivered in sealed envelopes marked: **RFP- Public Works Uniforms**

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 address 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 can contact Sharon M Jensen, DPW Executive Secretary at sharonjensen@derrynh.org.

A responder may be disqualified and the proposal rejected for either of the following reasons: 1) evidence of collusion among responders or; 2) failure to supply complete information as requested by this Request for Proposals.

The Town of Derry may initiate and/or seek additional information from any of the bidders as it sees fit. The Town is under no obligation to interview any of the bidders.

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.

TOWN OF DERRY
Department of Public Works
14 Manning Street
Derry, New Hampshire 03038

QUOTATION FOR UNIFORM RENTAL SERVICE

Subject to the specifications and conditions of the Proposal, the Undersigned hereby agrees to furnish uniform rental service to the Town of Derry - Public Works Department.

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

TELEPHONE #: _(_____)_____ FAX #: (_____)_____

EMAIL: _____

SIGNATURE OF BIDDER: _____

DATE QUOTATION MADE: _____

LIST RATES BELOW:

Cleaning rates:(included below)	Yes:___/ if No:_____	Fee:_____
Trousers:_____	Shirts:_____	
Coveralls:_____	Jackets: _____	
Executive Shirts: _____	Polos: _____	
24" Mop heads:_____	36" Mop heads:_____	

Prep fees:_____

Garment Loss Protection fees:_____

Garment Damage Protection fees:_____

Replacement Policy:_____

All-Inclusive Policy:_____

COLA: _____ Service Fees: _____

EFT Fees: _____

Additional Information:_____
