

2017 UNIFORM AND RENTAL PRODUCTS SERVICES

OWNER

CITY OF ST. JOHNS  
100 E. STATE STREET  
SUITE 1100  
P.O. BOX 477  
ST. JOHNS, MI 48879-0477

## TABLE OF CONTENTS OF BID DOCUMENTS

<u>TITLE</u>	<u>PAGE</u>
ADVERTISEMENT FOR BIDS	BD-1
PROPOSAL	P-1 - P-3
UNIFORM SERVICES SPECIFICATIONS	SS-1

**Advertisement for Bids  
2017 Uniform and Rental Products Services  
City of St. Johns, Michigan**

The City of St. Johns, 100 East State Street, P.O. Box 477, St. Johns, Michigan 48879-0477, is accepting sealed proposals for uniform and rental product services. Proposals will be received until 11:00 a.m. on **Wednesday, May 17, 2017** at which time all proposals will be opened and read aloud.

The City of St. Johns reserves the right to reject any or all bids and to waive any defects in the bids in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the Commission, best serves the interest and needs of the City of St. Johns.

If only one bid is received said bid will be presented unopened to the City Commission at their next regular meeting. The City Commission, at said meeting, may or may not open and/or award based on the sole bid in the City Commission's discretion.

**Award of Bids**

Contracts, except as otherwise provided in this division, shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the purchasing agent or the City Commission shall consider:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4) The quality of performance of previous contracts or services.
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service.
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (8) The ability of the bidder to provide future maintenance and services for the use of the subject of the contract.
- (9) The number and scope of the conditions attached to the bid.

(a) If the city receives a bid from a local taxpaying bidder in the city in an amount from \$2,001.00--\$25,000.00 and the amount of the bid is **no more than five percent** greater than that of a nonresident, non-taxpaying bidder, the City Commission in its discretion may consider the bids equal.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Mindy J. Seavey  
City Clerk  
BD-1

**PROPOSAL FOR  
2017 UNIFORM AND RENTAL PRODUCTS SERVICES**

TO: CITY OF ST. JOHNS  
100 EAST STATE STREET, SUITE 1100  
P.O BOX 477  
ST. JOHNS, MICHIGAN 48879-0477

GENERAL

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER, and to provide Worker's Compensation and Liability Insurance acceptable to the OWNER, complete all Work as specified or indicated in the Contract Documents for the Contract Price indicated in this Bid and in accordance with the specifications.

NON-COLLUSION

The Bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the specifications.

PROJECT CONDITIONS

In submitting this Bid, the Bidder represents that the Bidder has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as the Bidder deems necessary.

CONTRACT LENGTH

Bidder hereby agrees to commence work upon notification of the acceptance of the proposal by the OWNER, uniform and product services shall run from July 1, 2017 to June 30, 2020.

EXPERIENCE

Give the name of the owners and dates of three other similar projects which the bidder has completed or has had responsible charge of completion:

COMPANY	NAME	TELEPHONE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BID SCHEDULE

**UNIFORMS (currently)**

<b><u>ITEM</u></b>	<b><u>WORK ITEM</u></b>	<b><u>QUANTITY</u></b>	<b><u>UNIT</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>AMOUNT</u></b>
1	Wrinkle-Resistant Cotton Work Shirt			\$	\$
	Short Sleeve	11	wk		
2	Industrial Solid Work Shirt 65/35 Poly/Cotton			\$	\$
	Long Sleeve	17	wk		
3	Industrial Stripe Work Shirt 65/35 Poly/Cotton			\$	\$
	Short Sleeve	82	wk		
4	100% Cotton Denim Relaxed Fit Jean	39	wk	\$	\$
5	100 % Cotton Denim Loose Fit Dungaree	66	wk	\$	\$
6	Wrinkle-Resistant 100% Cotton Work Pant	11	wk	\$	\$
7	Pleated Work Pant	29	wk	\$	\$
8	Cotton Coveralls	7	wk	\$	\$
9	Coveralls - 65/35 poly/cotton	7	wk	\$	\$
<b>Total Bid</b>					<b>\$</b>

**OTHER RENTAL SERVICES**

<u>ITEM</u>	<u>WORK ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	3 x 5 Floor Mat - Weekly Change	ea	\$	\$
2	3 x 10 Floor Mat - Weekly Change	ea	\$	\$
3	T255 Center Pull Dispenser	ea	\$	\$
4	Auto Foam Dispenser Rental	ea	\$	\$
5	Wiper Rental	per lb.	\$	\$
6	Luxury Foam Hand Wash	ea	\$	\$
7	Roller Towels - Blue	ea	\$	\$
8	Hanger Stand	ea	\$	\$
9	Plastic Barrel	ea	\$	\$
10	25525 Center Pull Paper	ea	\$	\$
11	Roller Cabinet Darmen	ea	\$	\$
12	Set-up Fee	ls	\$	\$
13	City of St. Johns logo on work shirts	ls	\$	\$

**TOTAL BASE BID \$** \_\_\_\_\_

Amount in words \_\_\_\_\_ Dollars

The undersigned agrees that this proposal shall be effective for a period of thirty (30) days from the date established for opening of all bids.

Date: \_\_\_\_\_

\_\_\_\_\_ Firm Name

By: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

## UNIFORM SERVICES SPECIFICATIONS

### GENERAL

The City of St. Johns Department of Public Services (DPS) currently has seventeen (17) full-time employees and three (3) part-time employees that will be eligible for the work uniform section. All other rental products are throughout various City departments. The City reserves the option to award all and or part of the bidder's products.

### SPECIAL INSTRUCTIONS

The following items are to be considered for bidding:

1. All work and dress uniforms are located at three (3) different locations within the City.
2. Each employee is to receive (11) changes of complete uniforms (shirt and pants). They may take a combination of any type that is on the bid sheet and may change to short sleeve to long sleeve once during any calendar year during the bid agreement.
3. Bidder agrees to pick-up dirty uniforms and deliver clean uniforms on a weekly basis at each individual location. (Normal hours are Mon thru Fri. 7am to 4pm)
4. All work and dress uniforms must be available in a minimum of three (3) colors.
5. Roller towels – price per roll towel, with no minimum charge weekly.
6. Roller cabinets – furnished at no charge to each City department that uses towels.
7. Repair of work and dress uniforms at no additional charge.
8. Uniforms will NOT have first names on the outside of the shirts.
9. Employee may exchange a complete set of uniform (shirt and pants) for a coverall at no extra charge.
10. Anytime during the three (3) year agreement if a work shirt, work pants, dress shirt, dress slacks and coverall under normal wear becomes unsatisfactory in appearance the owner will notify the bidder to replace said garment at no additional charge to owner.
11. All uniforms must be delivered on hangers and each location (3) shall be equipped with a hanger rack for returning.
12. The City reserves the right to add/subtract from clothing or other rental items such as employee retirements, long/short term disability or the need for the items have changed.
13. The City pays no tax or added fuel charges.
14. The City will provide the selected contractor with annual holiday schedule.
15. All work uniforms will have a City of St. Johns logo emblem and shall coordinate the logo design with the successful bidder.

\*Each employee covered under this agreement will be entitled to receive an annual credit of two weeks cleaning (uniforms) for vacation time. This credit will be deducted in the first billing of each **December** during said bid agreement.

Please forward question concerning this proposal to Steven M. Martin, Director of Public Services (989) 224-8944 ext. 281 or [smartin@ci.saint-johns.mi.us](mailto:smartin@ci.saint-johns.mi.us)