

CONTRACT FOR SERVICES AND/OR PRODUCTS

THIS CONTRACT FOR SERVICES AND/OR PRODUCTS (herein "**Contract**") is made and entered into this 11TH day of July 2016 by and between the TOWN OF COLLIERVILLE, TENNESSEE, a Tennessee municipal corporation, (herein the "**TOWN**") and PARAMOUNT UNIFORM RENTAL, INCORPORATED, a Tennessee corporation (herein the "**CONTRACTOR**").

W I T N E S S E T H:

WHEREAS, the TOWN desires to contract with a provider of uniform rental and laundry services (herein the "**Contract Items**"), and

WHEREAS, the CONTRACTOR has the requisite experience, abilities and resources to perform and/or furnish the foregoing, and

WHEREAS, the CONTRACTOR desires to enter into this Contract as an independent contractor and is ready, willing and able to provide the services and/or furnish the products in accordance with the terms of and subject to the conditions in this Contract.

NOW, THEREFORE, for good and valuable consideration, received or to be received, the sufficiency of which the parties acknowledge, the parties agree as follows:

1.00 SCOPE OF CONTRACT

The CONTRACTOR is to furnish the services and/or products as specified in the Invitation to Bid issued by the TOWN under No. TC2016-20 Uniform Rental & Laundry (herein the "**Invitation to Bid**") and any amendments thereto. The Invitation to Bid and any amendments thereto are attached hereto as **Exhibit "A"** and incorporated by reference herein and made a part hereof. Unless otherwise specified herein, the CONTRACTOR is to furnish all materials, tools, equipment, manpower, and consumables necessary to complete the Contract Items.

2.00 TERM OF CONTRACT

The period of this Contract shall be for twenty-four (24) months, beginning on July 12, 2016 and ending on July 11, 2018. This Contract may be extended by the TOWN for two (2) additional successive twenty-four (24) month period[s] or portions thereof, up to a cumulative total of seventy-two (72) months, by written notice to the CONTRACTOR given at least thirty (30) days before the expiration of the term then in existence.

3.00 COMPENSATION

3.01. Amount of Compensation. The CONTRACTOR agrees to provide the services, equipment and products as specified in its bid to the TOWN at the cost specified in said bid and amendments, if any, the bid and any amendments thereto being attached hereto as **Exhibit "B"** and incorporated by reference herein and made a part hereof. The amount as specified in **Exhibit "B"** may be increased or decreased by the TOWN under Section 4.00 of this Contract ("Additional

Services”), through the issuance of an Addendum. Any prices specified in this Contract or an Addendum thereto will remain in effect for the term of this Contract or any extensions thereof.

3.02. Payment of Compensation. All invoices received by the TOWN are payable within thirty (30) days from receipt, provided they have first been approved by the TOWN department that is the beneficiary of the Contract Items, and such department has accepted the Contract Items. The TOWN reserves the right to partially pay any invoice submitted by the CONTRACTOR when requested to do so by the TOWN department that is the beneficiary of the Contract Items. All invoices shall be directed to the Accounts Payable Department, Town of Collierville, 500 Poplar View Parkway, Collierville, Tennessee 38017. In the event any Contract Items are deemed unacceptable, the TOWN’S representative shall notify the CONTRACTOR of the deficiencies in writing and the TOWN may withhold payment until the deficiencies are corrected to the satisfaction of the TOWN, such determination to be made in the sole and absolute discretion of the TOWN. All invoices must clearly indicate the Invitation to Bid number.

4.00 ADDITIONAL SERVICES

In the event the TOWN requests that the CONTRACTOR perform additional services and/or furnish additional products not covered by this Contract, the CONTRACTOR shall perform such additional services after the TOWN and the CONTRACTOR enter into an equitable agreement regarding the additional services and/or products.

5.00 NOTICE TO PROCEED

The CONTRACTOR shall commence to perform and/or furnish the Contract Items called for under this Contract upon the written Notice to Proceed issued by the TOWN.

6.00 CONFLICT OF INTEREST

The CONTRACTOR declares that neither the Mayor, nor any Aldermen, nor any other TOWN official or employee holds a direct or indirect interest in this Contract. The CONTRACTOR pledges that it will notify the TOWN in writing should any TOWN official become either directly or indirectly interested in this Contract. The CONTRACTOR declares that as of the date of this declaration that it has not given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the TOWN, or to pay anyone else for the benefit of any official or employee of the TOWN any sum of money or other thing of value for aid or assistance in obtaining this Contract. The CONTRACTOR further pledges that neither it nor any of its owners, officers or employees will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the TOWN or anyone else for the benefit thereof any sum of money or other thing of value for aid or assistance in obtaining any change order to this Contract.

7.00 COMPLIANCE WITH LAWS

The CONTRACTOR agrees to observe and to comply at all times with all applicable Federal, State, and local laws, ordinances, and regulations in any manner affecting the provision of the Contract Items and to comply with all instructions and orders issued by the TOWN regarding the Contract Items.

8.00 TERMINATION

Upon thirty (30) days written notice, with or without cause, the TOWN may terminate this Contract. Following such termination, the TOWN and the CONTRACTOR shall agree upon an amount of payment for all Contract Items properly performed or furnished prior to the effective date of termination.

9.00 WARRANTY

The CONTRACTOR warrants that the Contract Items, including any equipment and products provided shall: in the case of services (i) conform to all applicable standards of care and practice in effect at the time the service is performed; (ii) be of the highest quality; and (iii) be free from all faults, defects or errors; and in the case of products meet the specifications in the Invitation to Bid. The CONTRACTOR warrants that all equipment and products provided shall be furnished to the TOWN in good and working condition. If the CONTRACTOR is notified in writing by the TOWN of any faulty Contract Items furnished by the CONTRACTOR, the CONTRACTOR shall, at the TOWN'S option, either: (i) perform again the relevant Contract Items to correct such fault, defect or error, at no additional cost to the TOWN; or (ii) refund to the TOWN the charge paid by the TOWN which is attributable to such portions of the faulty, defective or erroneous Contract Items, including any costs for re-provision of the relevant Contract Items by other contractors. The CONTRACTOR warrants that all products provided by the CONTRACTOR shall be merchantable, be fit for the purpose intended and shall meet the specifications of the Invitation to Bid. The CONTRACTOR shall be liable for secondary, incidental or consequential damages of any nature resulting from any work performed under this Contract.

10.00 FORCE MAJEURE

The obligations of CONTRACTOR hereunder are subject to and shall be excused in the event of riots, wars, and Acts of God.

11.00 INSURANCE

11.01. Comprehensive General Liability Insurance. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract Comprehensive General Liability Insurance issued by a responsible insurance company and in a form acceptable to the TOWN, coverage for CONTRACTOR on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than Five Hundred Thousand Dollars (\$500,000) for Bodily Injury and Property Damage.

11.02. Automobile Liability Insurance. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract Automobile Liability coverage in the minimum amount of Five-Hundred Thousand Dollars (\$500,000) combined single limits for Bodily Injury and Property Damage.

11.03. Workers' Compensation Coverage. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract full and complete Workers' Compensation Coverage as required by State of Tennessee law.

11.04. Omitted.

11.05. Certificates of Insurance. The CONTRACTOR shall provide the TOWN with Certificates of Insurance on all the policies of insurance and renewals thereof in forms acceptable to the TOWN. Said Comprehensive General Liability policy shall provide that the TOWN be an additional insured. The TOWN shall be notified in writing of any reduction, cancellation or substantial change of said policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the TOWN and licensed and authorized to do business under the laws of the State of Tennessee.

12.00 CLAIMS, LIABILITY AND INDEMNITY

The CONTRACTOR shall assume all risk in connection with the performance of this Contract, and shall be liable for any damages to persons or property resulting from the negligent or willful acts, errors, or omissions of the CONTRACTOR, its agents, servants, and/or employees in connection with the prosecution and completion of the Contract Items covered by this Contract. The CONTRACTOR agrees that it will indemnify and hold the TOWN and its employees harmless from all claims of any type and for any expenses and costs including attorney's fees and court costs which may be incurred by the TOWN arising from the negligent or willful acts, errors, or omissions of the CONTRACTOR, its agents, servants and/or employees in the performance of this Contract, and the CONTRACTOR will carry sufficient general liability insurance to provide the above indemnification. The indemnities set forth herein shall survive the expiration or termination of this Contract.

13.00 ATTORNEY'S FEES

If any legal action or other proceeding is brought for the enforcement of this Contract or because of any alleged dispute, breach, default, or misrepresentation in connection with any provisions of the Contract and the TOWN is successful therein, the TOWN shall be entitled to recover from the CONTRACTOR reasonable attorney's fees, court costs and all expenses even if not taxable or assessable as court costs (including, without limitation, all such fees, costs and expenses incident to appeal) incurred in that action or proceeding in addition to any other relief to which the TOWN may be entitled.

14.00 EQUAL EMPLOYMENT OPPORTUNITY

14.01. Non-discrimination. In carrying out the Contract Items under this Contract, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin or sex. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin or sex. Such action shall include, but not be limited to, the following: employing; upgrading; demoting; transferring; recruiting or paying recruitment compensation; and selecting for training, including apprenticeships.

14.02. Posting and Advertising. The CONTRACTOR agrees to post in conspicuous spaces available to employees and applicants for employment a notice setting forth the provisions of the non-discrimination clause contained in Paragraph 14.01 hereinabove. The CONTRACTOR shall, in all solicitations or advertisements for employees placed by, or on behalf of, the

CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin or sex. The CONTRACTOR shall incorporate the foregoing requirements of this Paragraph 14.02 in all subcontracts, if any, for services or products covered by this Contract.

15.00 TRANSFER, ASSIGNMENT OR SUBLETTING

This Contract shall not be transferred or assigned or sublet without prior written consent of the TOWN.

16.00 SAFETY MEASURES

The CONTRACTOR shall take all necessary precautions for the safety of the TOWN'S and CONTRACTOR'S employees and the general public and shall erect and properly maintain at all times all necessary vehicular and facility safeguards for the protection of workmen and the public. If necessary, the CONTRACTOR shall post signs warning against hazards in and around the site where the CONTRACTOR is furnishing Contract Items.

17.00 FAMILIARITY WITH THE CONTRACT ITEMS

The CONTRACTOR, by executing this Contract, acknowledges full understanding of the extent and character of the Contract Items required and the conditions surrounding the provision thereof. The TOWN will not be responsible for any alleged misunderstanding of the Contract Items to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that the execution of this Contract by the CONTRACTOR serves as the CONTRACTOR'S stated commitment to fulfill all the conditions referred to in this Contract.

18.00 ENTIRE AGREEMENT

This Contract and all exhibits hereto constitute the entire agreement and understanding between the parties relating to the subject matter herein and shall not be modified, altered, changed or amended unless in writing and signed on behalf of the parties. Each and every modification and amendment of this Contract must be in writing and signed by all of the parties hereto. Each and every waiver of any covenant, representation, warranty, or other provision of this Contract must be in writing and signed by each party whose interest is adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

19.00 PERMITS, LICENSES AND CERTIFICATES

The CONTRACTOR is to procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by federal, state and local laws, ordinances, rules, and regulations, for the proper execution and completion of the Contract Items under this Contract.

20.00 FIRE, THEFT, LOSS

The CONTRACTOR is responsible for all damage or loss by fire, theft or otherwise to materials, tools, equipment, and consumables left on TOWN property by the CONTRACTOR.

21.00 CONTRACTING AUTHORITY

The persons executing this Contract on behalf of the TOWN and the CONTRACTOR hereby personally represent and warrant to all other parties that they have been duly authorized to execute and deliver this Contract.

22.00 GOVERNING LAW

This Contract is being executed and delivered and is intended to be performed in the State of Tennessee, and the laws (without regard to principles or conflicts of law) of such state, and of the United States of America shall govern the rights and duties of the parties hereto in the validity, construction, enforcement and interpretation hereof. Any litigation brought with respect to this Contract shall be brought in a court of competent jurisdiction in Shelby County, Tennessee and the CONTRACTOR hereby consents to the jurisdiction of such courts.

23.00 OPPORTUNITY FOR REVIEW

Each party has received and had the opportunity to review this Contract, and each party has had the opportunity, whether exercised or not, to have each respective party's attorneys review this Contract; and, accordingly, the normal rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Contract.

24.00 SECTION HEADINGS

The section headings contained in this Contract are for convenience of reference purposes only and are not intended to qualify the meaning of any section and shall not affect the interpretation of this Contract.

25.00 NOTICES

All notices, demands, and requests required or permitted by this Contract shall be in writing and shall be sent by facsimile transmission, air or other courier, or hand delivery as follows:

- (i) To: Town of Collierville
500 Poplar View Parkway
Collierville, TN 38017
Facsimile: (901) 457-2207
Email: TOCPurchasing@ci.collierville.tn.us

- (ii) To: Paramount Uniform Rental Incorporated
5421 Crestview Drive
Memphis, TN 38134
Facsimile: (901) 382-5425

Any notice, demand, or request sent by facsimile transmission shall be deemed given for all purposes under this Contract when properly transmitted by telecommunication device. Any notice, demand, or request which is hand delivered or sent by air or other courier shall be deemed given for all purposes under this Contract when received.

Any party to this Contract may change such party's address and/or telecopier number for the purpose of notices, demands and requests required or permitted under this Contract by providing written notice of such change of address to all of the parties, which change of address shall only be effective when notice of the change is actually received by the party who thereafter sends any notice, demand or request.

26.00 SEVERABILITY

If any provision of this Contract is held to be unlawful, invalid or unenforceable under present or future laws effective during the terms hereof, such provision shall be fully severable and this Contract shall be construed and enforced as if such unlawful, invalid, or unenforceable provision were not contained herein by its severance herefrom. In addition, in lieu of such unlawful, invalid or unenforceable provision, there shall be added automatically as a part hereof a provision as similar in terms to such unlawful, invalid, or unenforceable provisions as may be possible and may be lawful, valid or enforceable. Furthermore, if any provision of this Contract is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

27.00 NO CONSENT TO BREACH

No consent or waiver, express or implied, by any party to this Contract to or of any breach or default by the other party to this Contract in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default of the same or any other obligations hereunder. Failure on the part of any party to this Contract to complain of any act or failure to act of any other party to this Contract, or to declare such party in default, irrespective of how long such failure continues, shall not constitute a waiver by the non-defaulting party of its rights hereunder.

28.00 OTHER INSTRUMENTS

The parties shall execute and deliver all other appropriate supplemental agreements and other instruments and take any other action necessary to make this Contract fully and legally effective, binding and enforceable as between the parties and as against third parties.

[Signatures to follow on next page]

WITNESS THE DUE EXECUTION HEREOF.

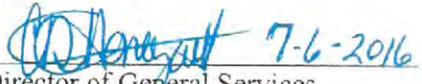
**TOWN OF COLLIERVILLE,
TENNESSEE**

By: 
Stan Joyner, Mayor

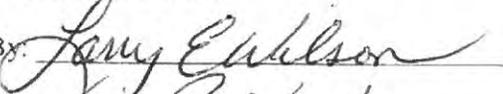
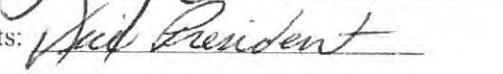
ATTEST:

By: 
Town Clerk/Recorder

APPROVED AS TO FORM AND
CONTENT:

 7-6-2016
Director of General Services

**PARAMOUNT UNIFORM RENTAL
INCORPORATED**

By: 
Its: 

CONTRACTOR's Mailing Address:
5421 Crestview Drive
Memphis, TN 38134

CONTRACTOR's Telephone Number:
(901) 382-4411

CONTRACTOR's Facsimile Number:
(901) 382-5425

*MB
7/6/16*

EXHIBIT "A"

Invitation to Bid No. TC2016-20

TOWN OF COLLIERVILLE

GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

Stan Joyner, Mayor
James H. Lewellen, Town Administrator
Mark Krock, Finance Director
Derek Honeycutt, Director of General Services
Mandy Bajusz, Purchasing Manager



INVITATION TO BID

BID DESCRIPTION: Uniform Rental & Laundry

BID NUMBER:TC2016-20

DUE DATE: No Later Than

2:00:00 PM.
(Local Time)

Wednesday
(Day)

May 25, 2016
(Date)

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016

TABLE OF CONTENTS

LEGAL NOTICE TO BIDDERS	SECTION I
GENERAL TERMS AND CONDITIONS	SECTION II
DETAILED REQUIREMENTS / SPECIFICATIONS	SECTION III
BID RESPONSE FORM	SECTION IV
TITLE VI	SECTION V
VENDOR LIST	SECTION VI
REFERNCE SHEET	SECTION VII
CONTRACT AGREEMENT	SECTION VIII

TOWN OF COLLIERVILLE BID ENVELOPE

ATTACHMENT

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION I

LEGAL NOTICE TO BIDDER(S)

LEGAL NOTICE TO BIDDERS

The Town of Collierville Purchasing Division is requesting sealed bids on the following items:

BID # TC2016-20 “Uniform Rental & Laundry”

Complete bid packages are available from the Purchasing Division, 500 Poplar View Parkway, Collierville, TN 38017, Monday through Friday, 8 a.m. to 5 p.m. Interested parties may visit the Purchasing Division’s Bid and RFP webpage at <http://www.collierville.com/general-services-departments-97/bids-rfps> for further solicitation information and to obtain the project’s official bid/RFP distribution form by clicking on the bid/RFP/RFSOQ number. The completed distribution form should be returned by facsimile request at 901-457-2258; or by email to tocpurchasing@ci.collierville.tn.us.

Please Note: As a part of doing business with the Town of Collierville, Tennessee, each individual, company or organization is required to obtain a Vendor Number to reference when requesting a copy of any bid. The Vendor will also be required to reference its Vendor Number on the Bid Response Form.

**The Vendor Number may be obtained by accessing the Town’s vendor registration site and registering as a Town of Collierville vendor at <http://tocpurchasing.collierville.com/bsa>. If you are a registered vendor of the Town of Collierville, but have forgotten or misplaced your vendor number, please visit <http://www.collierville.com/general-services-departments-97/bids-rfps> and click on the “Vendor Information” link on the right hand side of the page. If you have any questions regarding the Vendor Number, please call the Purchasing Division at (901) 457-2254*

Deadline for sealed bids, submitted to the Purchasing Division, 500 Poplar View Parkway, Collierville, TN 38017, is Wednesday, **May 25, 2016, 2:00:00 PM. (local time)**. The bids will then or soon thereafter be publicly opened and read aloud in the Town Board Chambers at 500 Poplar View Parkway, Collierville, Tennessee.

Bid packages must be clearly marked on the outside of the provided opaque Town of Collierville—Official Bid Envelope: **TC2016-20 – “Uniform Rental & Laundry”**

The Town of Collierville reserves the right to reject any and all bids, accept bids in part or whole, waive defects, informalities or minor irregularities in bids or bid process and to make bid awards, as deemed, to be in its best interest.

During the competitive bid process, Bidders are instructed not to contact the employees of the using departments concerning this Bid Request. **The ONLY official position of the Town is that position which is stated in writing and issued by the Purchasing Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Respectfully,
Derek Honeycutt
Director of General Services

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION II

GENERAL TERMS, CONDITIONS & INSTRUCTIONS

TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2254

The following terms, conditions, and instructions are included in and become a part of this Bid Request.

1.0 PREPARATION OF BIDS:

- 1.1 **In order to maintain accurate data on each vendor receiving an Invitation to Bid, it is requested that the vendor receiving an invitation, but not wishing to bid, complete and return the attached NO BID REPLY FORM which is part of this section (Refer to page 9 of 9). This information will not preclude receipt of future invitations unless the vendor requests that the firm's name be removed from the Town's Vendor Database or the vendor does not return either this form or a bonafide bid.**

Repeated failure to comply with this request shall be cause for removal of the vendor's name from the vendor database.

- 1.2 All information requested of the vendor shall be entered in the appropriate spaces throughout the bid documents. Failure to provide the appropriate information SHALL be just cause for rejection of the bid.
- 1.3 All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submission of your bid. The person signing the bid shall initial correction in ink.
- 1.4 Corrections and/or modifications received after the designated bid opening time will not be accepted.
- 1.5 An authorized officer, employee or agent of the bidder shall sign all bids.

2.0 BID SUBMITTAL INFORMATION:

- 2.1 The bid response document and the other documents contained in this bid packet are legal documents; if the bidder does not understand any of them, the bidder should consult with its attorney. Only the document forms in this bid packet may be used.
- 2.2 A bid shall be invalid if the bidder fails to deposit it in the designated location prior to the time and date for receipt of bids as indicated in the Legal Notice to Bidder(s). The Town will not consider any bid received at the Town's designated location for the bid opening after the exact time specific for receipt. The Town reserves the right to consider bids determined by the Town, in the Town's sole discretion, to have been received late due to mishandling by the Town after receipt of the bid and prior to any award.
- 2.3 A bidder may modify or withdraw a bid by an appropriate document executed and delivered to the Purchasing Division at any time prior to the opening of bids.
- 2.4 **Please Note:** As a part of doing business with the Town of Collierville, Tennessee, each individual, company or organization is required to obtain a Vendor Number to reference when submitting a Bid Response Form. The Vendor Number may be obtained by accessing the Town's vendor registration site and registering as a Town of Collierville vendor at <http://tocpurchasing.collierville.com/bs0>. If you have any questions regarding the Vendor Number, please call the Purchasing Division at (901) 457-2254
- 2.5 Submit bids (1) in a Town of Collierville Official Bid Envelope with your company's name and address, (2) the Town of Collierville sealed bid number and project title and (3) closing time and due date of bid.
- 2.6 The Town is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the bidder. Similarly, the Town is not responsible for, and will not open, any bid responses that are received later than the date and time stated within this bid packet.

- 2.7 All bid responses must be received and time stamped on or before the required bid opening time (local time, 00:00:00) at which time or soon thereafter all bids will be publicly opened and read aloud. Late bids will not be considered.

3.0 CRITERIA OF AWARD:

- 3.1 The Town reserves the rights: (1) to award bids/contracts received on the basis of individual items, or groups of items or on the entire list of items, (2) to reject any or all bids, accept bids in part or whole, (3) waive defects, informalities or minor irregularities in bids or bid process and (4) to award the bid/contract that is deemed, to be in the best value (most advantageous to the Town) as determined by some or all of the following:
- 3.1.1 Prices offered.
 - 3.1.2 Quality of product/service offered.
 - 3.1.3 General reputation and performance capabilities of the bidder.
 - 3.1.4 Conformity with specifications herein.
 - 3.1.5 Delivery and/or installation schedule.
 - 3.1.6 Location and availability of service and/or repair facilities, personnel and parts.
 - 3.1.7 Suitability for intended use.
 - 3.1.8 Responses to provided references.
 - 3.1.9 Payment terms/discounts offered.
 - 3.1.10 Demonstrations provided, if required.
 - 3.1.11 Ability to meet contract requirements such as warranty provisions, insurance requirements, bonding requirements, etc.
- 3.2 Town of Collierville reserves the right to purchase any or all items in this bid off the current State of Tennessee Statewide Contract, if it is considered by the Director of General Services to be in the best interest of the Town.
- 3.3 In case of one or more identical bids, the winning bidder will be determined by placing in a hat sheets of paper bearing, respectively, the names of the bidders submitting identical bids, with a representative of the Town drawing one piece of paper, and the name of the bidder thereon shall be the successful bidder.
- 3.4 The award of this bid to the successful bidder shall be governed by the laws of the State of Tennessee.

4.0 SPECIFICATIONS:

- 4.1 The specifications given in Section III are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed.
- 4.2 The Town hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposed to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.
- 4.3 The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.
- 4.4 Changes to the bid specifications are not valid unless authorized in writing by the Town of Collierville Purchasing Division by means of an addendum.
- 4.5 During the competitive bid process, Bidders are instructed not to contact the employees of the using departments concerning this Bid Request. **The ONLY official position of the Town is that position**

which is stated in writing and issued by the Purchasing Division. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

5.0 PRICING AND PAYMENT TERMS:

- 5.1 Prompt payment discounts will be taken into consideration in determining the award. However, an offer of a payment discount must allow a reasonable period of not less than thirty (30) days in order to be included in evaluation of bid pricing. Payment discounts restricted to payment in twenty-nine (29) days or less will not be considered in evaluating bids, as such a short time imposes an unreasonable burden for processing a payment, and the Town cannot be assured that timely action will be taken. A bid offering a payment discount in a period of less than thirty (30) days will be evaluated as a bid without a payment discount offer. Should this bidder obtain an award by reason of their gross price, the Town will hold the offer of payment discount and would make every effort to obtain the discount even if extraordinary action is necessary.
- 5.2 The Town reserves the right to accept any prompt payment discount offered by the successful bidder, however, time will be computed from date of receipt of correct invoice or receipt and acceptance of the shipment, whichever is later.
- 5.3 All prices shall be valid for a minimum of sixty (60) days from the bid opening date unless otherwise indicated in the bid request.
- 5.4 If there is a discrepancy between unit price and its extension, unit price shall prevail.
- 5.5 Prices will be considered as net if no cash discount is shown.

6.0 DELIVERY:

- 6.1 All deliveries shall be F.O.B. Collierville, Tennessee location in place/inside. Unless otherwise specified in the Invitation to Bid, all prices quoted by the bidder must be F.O.B. Collierville, Tennessee with all delivery, handling, surcharges and other charges included in the bid price. Failure to do so may cause rejection of bid. The Town will not pay any additional surcharges relative to this bid number.
- 6.2 The successful bidder shall not be responsible for failure to deliver materials or render services due to acts of God.
- 6.3 Time of delivery shall be stated as the number of calendar days following receipt of the order by the awarded vendor to receipt and acceptance of the goods or services by the Town.
- 6.4 Should deliveries not be made on time as outlined in the successful bidder's response sheet, then the Town has the authority to cancel any and all orders issued under this bid.

7.0 LIABILITIES:

- 7.1 The vendor shall hold the Town, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention under this bid, and agrees to defend, at its own expense, any and all action brought against the Town because of the unauthorized use of such articles.

8.0 GRATUITIES:

- 8.1 Town of Collierville may, by written notice to the Bidder, cancel any contract and/or purchase order resulting from the bid without liability if it is determined by the Town that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Bidder, or any agent or representative of the Bidder, to any officials or employee of the Town with a view toward securing a contract or securing favorable treatment with respect to the award, or the making of any determination with

respect to the performing of such a contract. In the event the contract and/or purchase order is cancelled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or with hold the amount of the cost incurred by the Bidder in providing such gratuities.

9.0 SAMPLES:

- 9.1 Samples of items, when required, shall be furnished free of cost to the Town.
- 9.2 Samples of items selected may be retained for future comparison.
- 9.3 Samples that are not destroyed by testing, or that are not retained for future comparison will be returned upon request at the bidder's expense.

10.0 CONFLICT OF INTEREST:

- 10.1 No part of the total contract and/or purchase order amount resulting from this bid shall be paid directly or indirectly to any official or employee of the Town of Collierville, Tennessee as wages, compensation, or gifts in exchange for acting as official, agent, employee, subcontractor, or consultant to the bidder in connection with any work contemplated or performed relative to this bid.

11.0 TAXES:

- 11.1 The bidder shall not include any sales, use or federal excise tax to be collected from the Town since the Town is tax exempt.
- 11.2 Tax exemption certificates will be furnished upon request.

12.0 BRAND NAMES:

- 12.1 Brand names and number, when used, are for reference to indicate the character or quality desired.
- 12.2 When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
- 12.3 Any items other than those brands specified in the bid specifications must be equivalent as to function, basic design, type and quality of materials, method of construction, and any required dimensions.

13.0 DEFAULT BY BIDDER:

- 13.1 In case of default by the bidder, the Town may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the Town. Prices paid by the Town shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Town.

14.0 BID BONDS AND INSURANCE:

- 14.1 When required, Bid Bonds may be submitted in the form of a Bid Bond or a Cashier's Check in the amount required.
 - 14.1.1 The Bid Bond must be considered good and solvent by the Town. A good and solvent bond means a bond (1) written by a surety or insurance company listed on the United State department of the treasury financial management service (FMS) list of approved bonding companies, (2) written for an amount which is less than or equal to the amount

indicated as approved for the surety or insurance company by the FMS, and (3) is written by a surety or insurance company that is licensed and authorized to do business as a surety or insurer in the state of Tennessee.

14.1.2 If a Certified or Cashier's check, as stated above, is supplied, a deposit slip will be completed for the transaction and the check will be deposited within no more than three business days after the initial collection, as required by state law (T.C.A. § 6-56-111) and as per Town standard operating procedures for cash control activities (FIN-051). Unsuccessful bidders who supplied a Certified or Cashier's check will be reimbursed by the Town following the award of the contract.

14.1.3 The Town may accept a Letter of Credit, in lieu of a Bid Bond or Certified or Cashier's check, provided that the Bidder has contacted the Town no less than 7 business days, without exception, prior to the bid opening date and time to obtain a template of the language required by the Town to be placed in the Letter of Credit. Failure to use the Town specified Letter of Credit language when submitting the Letter of Credit as stated in the manner below shall result in a non-responsive bid.

14.2 When required, bidders must supply certificate of insurance or bonds through a company that is authorized to do business in the State of Tennessee.

15.0 THIRD PARTY ASSIGNMENT:

15.1 There shall be no assignments, whatsoever to third parties (financial, etc.) unless expressly agreed to by the Town of Collierville in a separate written agreement. Any assignment or attempted assignment, of any nature to third parties, without consent of the Town, shall be cause for termination of the contract at the options of the Town.

16.0 LIEU, CLAIMS OR ENCUMBRANCE:

16.1 The vendor, by bidding their requirements and if they become the successful bidder, agree that all goods and materials are free of any lieu, claim or encumbrance.

17.0 DOCUMENTS INCLUDED IN CONTRACTS:

17.1 The specifications, terms / conditions and detailed requirements shall become a part of any contract agreement and / or purchase order that result from this bid.

18.0 INSPECTION:

18.1 When the Town deems it necessary to inspect shipments, it may do so. Should the inspection reveal that the shipment is not as per the specifications, then the Town has the privilege to return said items at the supplier's expense.

19.0 PURCHASES FROM STATE OF TENNESSEE CONTRACTS:

19.1 The Town reserves the right to purchase item(s) in this bid off the State of Tennessee Contract or other governmental agency contract if it is considered in the best interest of the Town.

20.0 DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION:

20.1 Bidders are advised that T.C.A. 10-7-503(a) mandates that all State, County and Municipal records shall, all times during business hours, be available for personal inspection by any citizen of Tennessee. Any information which is identified in a bid response as proprietary or confidential is therefore subject to inspection and the Town of Collierville assumes no liability for any information so identified and divulged pursuant to a request under T.C.A. 10-7-503(a).

20.2 Once the bids have been opened by the Director of General Services or his/her designated representative, they may be inspected by the public and copies available to bidders only in the Office of Purchasing, 500 Poplar View Parkway, Collierville, Tennessee. Copies made for other parties than the bidders will incur a duplication fee to be collected immediately upon receiving the requested copies.

21.0 TITLE VI INFORMATION:

21.1 The Town does not discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities pursuant to Title VI or the Civil Rights Act of 1964 (42 U.S.C. 200d) and the Americans with Disabilities Act of 1990, Pub. L.101-336.

22.0 COLLUSION:

22.1 Bidders, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

23.0 BID PROTEST:

23.1 Any protest concerning the award of this bid shall be decided by the Director of General Services. Protest shall be made in writing to the Office of Purchasing and shall be filed within 10 days of issuance of award notification. A protest is considered filed when received by the Office of Purchasing. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The Office of Purchasing will respond to the written protest within seven days. The Director of General Services' decision relative to the protest shall be final.

24.0 AVAILABILITY OF APPROPRIATED FUNDS:

24.1 The bidder hereto agrees that any and all payments due from the Town, as required under the terms of this agreement, are contingent upon the availability of Appropriated Funds.

25.0 BID WITHDRAWAL:

25.1 At any time up to the hour and date set for opening of bids, a bidder may withdraw his/her bid. Such withdrawal must be in writing and sent to the Director of General Services at the address set forth herein, delivered in person. Such withdrawal shall be effective only upon receipt by the Director of General Services and will not preclude the submission of another bid by such bidder to the hour and date set for the opening of bids.

25.2 After the scheduled time for opening of bids, no bidder will be permitted to withdraw his/her bid.

26.0 TIE BID:

26.1 In case of one or more identical bids, the winning bidder will be determined by placing in a hat sheets of paper bearing, respectively, the names of the bidders submitting identical bids, with a representative of the Town drawing one piece of paper, and the name of the bidder thereon shall be the successful bidder.

27.0 QUESTIONS AND INQUIRES:

- 27.1 Any concerns with this invitation to bid should be addressed to Mandy Bajusz, Purchasing Manager, telephone number (901) 457-2261, FAX number (901) 457-2258, Monday through Friday, 8:30 A.M. to 4:30 P.M.
- 27.2 Any matter of this bid package that requires explanation or interpretation must be inquired into by the Bidder in writing at least three days (excluding weekends and holidays) prior to the time set for the Bid Opening. Fax all questions to the Buyer, John Coffey, in the Purchasing Division at (901) 457-2258. All questions will be responded to in the form of written addenda to all Bidders. All addenda that you receive shall become a part of the contract documents.
- 27.3 No addenda will be issued later than three (3) business days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes a revised date for receipt of bids.

TO OUR SUPPLIERS: Please take a few minutes to complete this form and return it if you are submitting a “No Bid” response.

STATEMENT OF NO BID

We ask that you place an “X” on the appropriate blank that corresponds with your company’s “No Bid” response.

- 1. _____ Specifications too “tight”, i.e. geared toward one (1) brand or manufacturer only. (Briefly explain below.)
- 2. _____ Specifications are unclear. (Briefly explain below)
- 3. _____ We are unable to meet specifications.
- 4. _____ Insufficient time to respond to the Invitation to Bid. (Briefly explain below if fault of Town)
- 5. _____ Our schedule would not permit us to perform within the required time.
- 6. _____ We are unable to meet bond requirements.
- 7. _____ We are unable to meet insurance requirements.
- 8. _____ We do not offer this product or service.
- 9. _____ Remove us from your bidders list for this particular commodity or service.
- 10. _____ Please keep our name on your bidders list for future reference.
- 11. _____ Other (specify below)

FURTHER REMARKS: (e.g., name change, address, phone or Fax change)

COMPANY NAME: _____

DATE: _____ **TIME:** _____

NAME: _____ **TITLE:** _____

SIGNATURE: _____

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
PURCHASING DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION III

DETAILED REQUIREMENTS / SPECIFICATIONS

**TOWN OF COLLIERVILLE, PURCHASING DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2254**

1) SCOPE:

- A)** This bid shall require the successful bidder to supply, uniforms consisting of shirts, pants, and jackets for Town staff. A variety of colors and styles will be required to accommodate the needs of various personnel. Coveralls and insulated, bibbed overalls will be provided as requested. The Town of Collierville has approximately 175 uniformed employees that may utilize this service. The successful bidder shall provide the following program options for use by individual departments:
- A1) Rental – staff will be issued 11 changes for their use, and the vendor will launder dirty items and deliver clean items weekly.
- A2) Lease - staff will be issued 6 changes for use, and the vendor will not be responsible for laundering items. Vendor shall repair damaged articles on request.
- A3) Purchase – the vendor shall offer all uniform articles for straight purchase.
- B)** The successful bidder shall also provide floor mats to be rotated and cleaned bi-weekly, as well as shop rags, and dusting cloths.

2) COMPLIANCE WITH LAWS:

- A)** All goods or equipment bid shall comply with all Federal, State and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful bidder shall defend actions or claims brought and hold harmless the Town from loss, cost, or damages by reason of actual or alleged violations of Federal, State, or local laws in the design or manufacturing of equipment and/or materials.

3) SUBMISSION OF BID DOCUMENTS:

The Bid, with attachments, must be placed in the supplied Town of Collierville bid envelope, sealed and delivered to the Town of Collierville. The envelope containing the Bid and attachments must be plainly marked with the following information to-wit: **(Failure to do so may be cause for rejection of bid)**

The Bidder's name and Address,
Due Date of Bid package,
Project Title.

The following items **MUST** be returned in the bid package for consideration: **(Failure to do so may be cause for rejection of bid)**

**Comply and Exception, Section III
Bid Response Form, Section IV
Title VI Form (Optional), Section V
Reference Sheet, Section VI
Catalogs for Discounts (Optional), Section III, Item 25**

Bid documents shall be submitted in duplicate, failure to do so may be cause for rejection of bid, to the Town of Collierville Purchasing Department, 500 Poplar View Parkway, Collierville, TN 38017 **no later than 2:00:00 P.M. (local time) on Wednesday, May 25, 2016.**

Vendor is to mark each section requiring a “Comply” or “Exception” response by checking comply or giving a brief explanation of the exception taken.

4) CONTRACT:

- A) The period of this contract shall be for twenty-four (24) months. This contract may be extended by the Town for two (2) additional twenty-four (24) month periods or portions thereof, up to a cumulative total of seventy-two (72) months.
- B) The renewal will be in the form of a written notice to the contractor given at least thirty (30) days before the expiration of the term then in existence.
- C) The Town will not enter into Service Agreements submitted by suppliers. The Agreement contained within these bidding documents prepared by the Town is the only agreement that the Town will sign.

Comply _____ Exception _____

5) PRICE ESCALATION:

- A) No price escalation will be allowed during the first two years of the contract term. For any requested price adjustment for the third and subsequent years of the contract due to an increase in labor, direct and indirect costs or materials, the Contractor must provide proof of those increases through the appropriate indices, invoices, etc. reflecting said increases for the purposes of possible negotiation. The contractor may request a price adjustment only upon receipt of written notice of the Town’s intent to renew the contract given at least thirty (30) days before the expiration of the term then in existence.
- B) All delivery costs shall be included in the unit price. **There shall be no additional costs for short load charge, fuel surcharge, or any other fees included on any invoice.**

Comply _____ Exception _____

6) QUALIFICATIONS AND EXPERIENCE:

- A) Bidders must present evidence satisfactory to the Town that they are fully competent to perform the conditions of the Contract. Bidders must have the necessary facilities, experience, organization and financial capacity to fulfill the conditions of the Contract and all the terms and specifications included herein.
- B) Provide at least five (5) references, including contact person and telephone number, for similar customers, currently under contract.
- C) The successful bidder must be an established contractor, having conducted business as such for a period of at least three (3) years.

Comply _____ Exception _____

7) METHOD OF AWARD:

- A) Award of bid shall be made to the most responsible Bidder meeting the specifications set forth herein. The Town may select a Contractor based on an “all or None” bid, on individual responses,

or as is otherwise deemed to be in the best interest of the Town. In addition to the quoted price, the following is a partial list of the criteria that may be used in the award (items are not listed in order of importance):

- Superior quality and adherence to specifications;
- Service as specified in these bid documents;
- Guarantees and warranties;
- Company’s reputation and financial status;
- Past experience and cost with same or similar material or service;
- Length of time committed for firm pricing;
- Favorable references from companies with whom the bidder has performed work of similar scopes that indicate that the bidder has the ability to carry out the services and provide the products specified.
- The Town reserves the right to visit any or all Bidder’s facilities.

8) SAMPLES:

- A) Prior to the award, samples representing the exact items bid may be required at the expense of the Bidder(s). **Do not automatically submit samples.** If they are required, the Purchasing Department will contact you. When requested, samples must be furnished within five (5) calendar days upon request. Failure to submit samples will be cause for rejection of the Bid.
- B) The samples submitted by Bidders on items for which they have received an award may be retained by the Town until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- C) Samples belonging to unsuccessful Bidders must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The Town will not be responsible for such samples if not removed by the Bidder within thirty (30) days after the award has been made. Bidder shall make all arrangements for delivery of samples to the place designated as well as removal of samples. Cost of delivery of samples shall be borne by the bidder.

Comply _____ Exception _____

9) QUANTITIES:

- A) The quantities or usage listed are estimated ONLY unless otherwise stated. No guarantee or warranty is given or implied by the Town as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidder’s information ONLY and will be used for tabulation and presentation of bid. The Town reserves the right to increase or decrease quantities as required.
- B) The Town is not interested in receiving bids that contain either a minimum quantity or dollar order requirement. Bids received with such limitations may not be considered for contract award.

Comply _____ Exception _____

10) UNIFORM PROGRAM OPTIONS

The Town of Collierville has approximately 175 uniformed employees that wear uniforms as a part of this contract. **Individual departments will make their own determination as to which of the following options is most appropriate to meet their needs:**

- A) If the **Rental Option** is taken, each employee shall be issued five (5) changes per week per employee (total of eleven (11) trousers, eleven (11) long-sleeve shirts, eleven (11) short-sleeve

shirts and one (1) jacket). The Town will pay the vendor per the unit price provided on the bid form for each uniform item selected. The Vendor shall:

- A1) Continuously monitor the uniforms for needed repairs or replacements:
- A2) Clean, repair or replace at no additional charge any uniforms which the Town judges to be unacceptable:
- A3) Have adequate quality control to ensure all broken buttons, broken zippers, and torn uniforms are promptly and neatly repaired before delivery:
- A4) Replace routinely, at no additional charge, all uniforms worn out from normal wear and tear:
- A5) Provide repaired or replacement uniform by the next delivery date after the vendor has been provided with or notified of the ruined or damaged uniform.
- A6) Quality is of utmost importance. The Town will refuse payment for uniforms that are not neat or are otherwise unsatisfactory to be worn in public. All replacement uniforms shall be of the same brand and style.
- A7) Winter jackets and coveralls are to be ordered for each specified employee. The winter jackets and coveralls assigned to each employee shall only be returned to the awarded vendor for periodic cleaning, needed repairs, or at the termination of employment or the contract. Cleaning or repairs shall be performed at no additional cost.

Comply _____ Exception _____

B) If the **Lease Option** is taken, each employee shall be issued six (6) sets of uniforms per employee (total of six (6) trousers, six (6) long-sleeve shirts, six (6) short-sleeve shirts and one (1) jacket). The Town will pay the vendor per the unit price provided on the bid form for each uniform item selected. The Vendor shall:

- B1) Replace or repair routinely, at no additional charge, all uniforms damaged from normal wear and tear.
- B2) Provide repaired or replacement uniform within 5 business days after the vendor has been provided with or notified of the ruined or damaged uniform
- B3) Winter jackets and coveralls are to be ordered for each specified employee. The winter jackets and coveralls assigned to each employee shall only be returned to the awarded vendor for periodic cleaning, needed repairs, or at the termination of employment or the contract. Cleaning or repairs shall be performed at no additional cost.

Comply _____ Exception _____

C) If the **Purchase Option** is taken, the Vendor shall provide the ordered items at the price indicated on the Bid Form, Section IV. All purchased items shall be delivered within two weeks of receipt of purchase order.

Comply _____ Exception _____

11) UNIFORMS:

- A) As a basis for quality and comparison, a manufacturer and model are listed for each uniform item below. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer, which meet or exceed the quality of the specifications listed for any item unless otherwise stated in the specifications or proposal. The Town shall make a determination of equal products based on examination of requested samples and any other appropriate investigations.
- B) The awarded bidder must offer a variety of color options for the articles of clothing requested. At a minimum, bidders must have available the following shirt colors: brown, white, green, royal blue, maroon, navy, black, red, and gray. Pants must be available in a minimum of khaki, green, brown, black, navy, and gray.

Comply _____ Exception _____

- C) For rental or lease, unusually large or small sizes shall be the same bid price as regular sizes. However, the bidder may provide a different price for purchase of oversize items. Immediately after measurement, the Contractor shall inform the Town in writing of any delay in delivery time for unusual sizes. Bidder shall indicate at what size oversize pricing begins on the bid form. **The Town will not accept male-cut clothing for female employees.**

Comply _____ Exception _____

D) Trousers

D1) **Standard Industrial Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PT20

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply _____ Exception _____

D2) **Jean Cut Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PT50

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply _____ Exception _____

D3) **Cotton Work Pant:** 8.5 oz preshrunk twill, 100% cotton; bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PC10

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply _____ Exception _____

D4) **RED-E-PREST Work Pant:** 7.5 oz., twill 65/35 polyester/cotton fabrics

Mfg. & Model: Red Kap PT10

- Deep reinforced pockets, double line stitched at bottom..
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.

Comply _____ Exception _____

D5) **Pleated Twill Slacks:** : 7.5 oz., twill 65/35 polyester/cotton fabrics

Mfg. & Model: Red Kap PT38

- Deep reinforced pockets, double line stitched at bottom..
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.

Comply _____ Exception _____

D6) **Industrial Cargo Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams

Mfg. & Model: Red Kap PT88

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply _____ Exception _____

D7) **Cargo Cotton Pant:** 8.5 oz preshrunk twill, 100% cotton; bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PC76

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply _____ Exception _____

E) Shirts

Note: Pricing for rental or lease program option shall include cost for embroidery and attachment of patches, or direct embroidery. For shirts being purchased, the appropriate embroidery rate provided on the bid form will be added to the purchase price of the shirt.

E1) **Button Front Poly-Cotton Shirts:** 65/35 Polyester cotton blend with standard button front and collar, perma-press with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SP14 (short sleeve), SP22 (long sleeve)

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked.
- Long sleeve shirts with graduated sleeve with button.
- Short sleeve to be hemmed.
- Option of short or long sleeve, or combination, employee choice.
- Some employees may elect to keep one sleeve length year round.

Comply _____ Exception _____

E2) **Button Front Wrinkle-Resistant Cotton Shirts:** 100% cotton with standard button front and collar, with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SC40 (short sleeve), SC30 (long sleeve)

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked.
- Long sleeve shirts with graduated sleeve with button.

- Short sleeve to be hemmed.
- Option of short or long sleeve, or combination, employee choice.
- Some employees may elect to keep one sleeve length year round.

Comply _____ Exception _____

E3) **Poly-Cotton Polo Pique Shirts:** 50/50 Polyester cotton blend polo pique knit with three-button front, with option of one (1) pocket at left chest

Mfg. & Model: Red Kap SK82 (with pocket), SK72 (no pocket)

- Short Sleeve to be banded.
- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply _____ Exception _____

E4) **Cotton Polo Pique Shirts:** 100% cotton polo pique knit with three-button front with option of one (1) pocket at left chest

Mfg. & Model: Red Kap 7702 (with pocket), 7701 (no pocket)

- Short Sleeve to be banded.
- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply _____ Exception _____

E5) **Snag-Proof Polo Shirts:** 100% snagproof polyester, with three-button front with option of one (1) pocket at left chest

Mfg. & Model: CornerStone CS412P (with pocket), CS412 (no pocket)

- Set-in, open hem sleeves
- Double-stitch seems
- Flat knit collar
- Provide multiple color options for department choice.

Comply _____ Exception _____

E6) **Poplin Button Front Dress Shirt:** 4.25 oz Poplin, 65/35 Poly-cotton blend, wickable finish, **Mfg. & Model: Red Kap SP80 (short sleeve), SP90 (long sleeve)**

- Long sleeve shirts with graduated sleeve with button.
- Short sleeve to be hemmed.
- Option of short or long sleeve, or combination, employee choice.
- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners
- Some employees may elect to keep one sleeve length year round.

Comply _____ Exception _____

E7) **Oxford Dress Shirt:** 4.75 oz yarn-dyed oxford, 60/40 Cotton-Polyester blend

Mfg. & Model: Red Kap SR60 (short sleeve), SR70 (long sleeve)

- Long sleeve shirts with graduated sleeve with button.
- Short sleeve to be hemmed.
- Option of short or long sleeve, or combination, employee choice.
- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners
- Some employees may elect to keep one sleeve length year round.

Comply _____ Exception _____

F) JACKETS

F1) **Standard Slash Pocket Jacket:** 7.25 oz twill65/35 polyester/combed cotton fabrics, insulated, hip length with collar, zipper front, long sleeve with button cuff, and two (2) pockets at belly.
Mfg. & Model: Red Kap JT22

Comply _____ Exception _____

F2) **Rib Knit Team Jacket:** 7.25 oz twill65/35 polyester/combed cotton fabrics, insulated, rib knit collar, rib knit cuffs, rib knit waistband, hip length, zipper front, long sleeve, and two (2) pockets at belly.
Mfg. & Model: Red Kap JT38

Comply _____ Exception _____

F3) **Duck Canvas Chore Coat:** 10 oz 100% Cotton Duck Canvas fabric with water repellant finish, insulated with an quilted 6 oz polyester lining, hip length with drop tail and collar, zipper front, long sleeve with button cuff and minimum of two (2) pockets.
Mfg. & Model: Dickies TC918

Comply _____ Exception _____

F4) **Washed Gasoline Jacket:** 12 oz 100% Cotton Duck Canvas fabric with anti-pill fleece liner, pleated elbows, pleated bi-swing action back, heavy duty brass zipper, triple stitched main seams, edge stitched corduroy collar, and minimum of two (2) pockets.
Mfg. & Model: Berne Apparel J374

Comply _____ Exception _____

F5) **Full Zip Fleece Hoodie:** 9 ounce, 65/35 ring spun combed cotton/poly, fully coverseamed, twill-taped neck, 2x2 rib knit cuffs and waistband, front pouch pockets
Mfg. & Model: Sport-Tek ST258

Comply _____ Exception _____

F6) **Full Zip Fleece (No Hood):** 9 ounce, 65/35 ring spun combed cotton/poly, fully coverseamed, twill-taped neck, 2x2 rib knit cuffs and waistband, front pouch pockets
Mfg. & Model: Sport-Tek ST259

Comply _____ Exception _____

F7) **¼ Zip Fleece (No Hood):** 13.8-ounce, 100% polyester, Twill-taped neck, Chin guard, open cuffs, open hem with drawcord and toggles for adjustability
Mfg. & Model: Port Authority F218

Comply _____ Exception _____

G) COVERALLS

G1) **Poly-Cotton Coveralls: 5 oz poplin,** 65/35 polyester/cotton blend, full cut, wickable finish.
Mfg. & Model: Red Kap CP40 (short sleeve), CP30 (long sleeve)

- Collars and cuffs shall be one piece, unlined.

- Coveralls shall not be insulated.
- Coveralls shall have heavy-duty two-way zipper front closure and shall have closures on neck and sleeves.
- Coveralls shall have at least one (1) chest pocket and side pockets.
- Option of short or long sleeves, employee choice.

Comply _____ Exception _____

G2) Insulated Twill Coverall: 7.25 oz twill, 65/35 polycotton blend, 100% polyester lining and insulation

Mfg. & Model: Red Kap CT30

- Collars and cuffs shall be one piece
- Coveralls shall have heavy-duty two-way zipper front closure
- Coveralls shall have at least one (1) chest pocket and side pockets.

Comply _____ Exception _____

G3) Insulated Cotton Duck Coveralls: 10 oz. High Performance Duck, 100% Cotton. Lining: 6 oz. Polyester Fill Quilted to Nylon Taffeta

Mfg. & Model: Dickies TV239

- Collars and cuffs shall be one piece.
- Coveralls shall be insulated.
- Coveralls shall have heavy-duty two-way zipper front closure and shall have closures on neck and sleeves.
- Coveralls shall have Double material at knees
- Coveralls shall have a minimum of one (1) chest pocket and side pockets.

Comply _____ Exception _____

G4) Insulated Cotton Duck Bib Overalls: 10 oz. High Performance Duck, 100% Cotton. Lining: 6 oz. Polyester Fill Quilted to Nylon Taffeta

Mfg. & Model: Dickies TB839

- Overalls shall be insulated.
- Overalls shall have heavy-duty two-way zipper
- Overalls shall have Elastic shoulder strap
- Overalls shall have Double material at knees

Comply _____ Exception _____

12) EMBLEMS & EMBROIDERY:

- A) **Embroidered Patch Emblems:** The successful bidder will be required to furnish and attach two emblems on each shirt at the request of individual departments. The Town will provide the artwork for the patch. The uniform service shall be responsible for providing the patch and attaching. Some departments may request direct embroidery of names without a patch. Provide unit pricing for emblems and embroidery on the Bid Form, Section IV. See attached sample photos provided at the end of this section.

A1) **Name Patch:** 3.5"x1.5", white background, black lettering, secondary color for border of patch. Patch to be located above left pocket

A2) **Town Seal Patch:** 3" diameter, green and black stitching, black lettering, green border.

A3) **Embroidered Names:** embroider names above the right or left pocket

Comply _____ Exception _____

- B) **Shirt pricing for rental or lease program option shall include cost for embroidery and attachment of patches, or direct embroidery. For shirts being purchased, the appropriate embroidery rate provided on the bid form will be added to the purchase price of the shirt.**

Comply _____ Exception _____

13) FLOOR MATS

- A) The Awarded Vendor shall provide and clean floor mats once every two weeks at various town facilities. This service will be requested on a rental basis only. Size and type of mats as follows:

- A1) **3' x 5' Interior door/Slate mats**
- A2) **3' x 10' Interior door/Slate mats**
- A3) **4' x 6' Interior door/Slate mats**
- A4) **3' x 5' "Scraper" mats**
- A5) **4' x 6' "Scraper" mats**

Comply _____ Exception _____

14) TOWELS & RAGS

- A) The Awarded Vendor shall provide and clean rags and towels weekly. This service will be requested on a rental basis only.

- A1) **Shop Towels:** 100% Cotton Shop Towels
- A2) **Microfiber Rags:** 80% Polyester, 20% Polyamide

Comply _____ Exception _____

15) DEPARTMENT REPRESENTATIVES:

- A) The successful bidder will receive a purchase order from each individual department for the items necessary for their personnel. Each individual department may elect to utilize either the rental, lease, or purchase option, according to their own preferences.
- B) Each department shall designate a point of contact that shall be responsible for making any adjustments to sizes, quantities, or purchase options for the various items of this bid. The designated point of contact shall be identified as such on the purchase order. No other person shall be authorized to make changes to service or sizes.
- C) The Contract Administration Division of the Town of Collierville shall be responsible for monitoring of performance, documenting unsatisfactory service or products, and resolution of contractual disputes.

Comply _____ Exception _____

16) INITIAL ISSUE AND MEASUREMENT OF UNIFORMS:

- A) The contractor shall furnish new and unworn high quality garments at the time of initial issue and for all replacements through the first sixty (60) months of the agreement. For the last twelve (12) months of the contract, uniforms furnished to new employees need not be new but shall be in a condition acceptable to the user and should a garment be no longer repairable or unacceptable to the user, it will be replaced by a garment that is in a better condition and acceptable to the user.

- B) The contractor shall be responsible for individual measurements and fitting of all personnel (presently employed and future employees) for uniforms. The date and time for the measurements to be taken must be coordinated with the department head or department designee. The Contractor will be required to measure the employees for proper sizes within five (5) working days after the bid is awarded. (Tentative award date is June 27, 2016.)
- C) The awarded bidder will be required to make delivery of all uniform items (except winter jacket and coveralls) no later than July 25, 2016 and rental period will commence August 1, 2016. Winter jackets and coveralls will be delivered no later than October 1, 2016. The Town will not be responsible for payment on rental for winter jackets and coveralls until they are delivered.

Comply _____ Exception _____

17) DELIVERY SCHEDULE (RENTED ITEMS):

- A) Rented uniforms shall be picked up and delivered once weekly to the specified departments and shall be on same day each week as close as possible to same time.
- B) Scheduled delivery and pick-up times shall be agreed upon between successful bidder and each participating department.
- C) All garments shall be delivered or received on hangers only and placed on racks in designated areas. A delivery ticket identifying each garment picked up as well as returned will be kept with the Department Head (or his designee). This should be a multi-copy form (electronic or carbon copy) so the contractor, as well as the Town, will have accurate information. Receipt shall show actual garment count pickup and delivery, not just the billing cost per week.
- D) Each item of clothing shall be clearly, but inconspicuously, marked or labeled to permit identification by the employees.
- E) The contractor shall make sure all garments delivered weekly are returned laundered and finished. Clothing shall not be returned dirty or wrinkled. All creases shall follow original crease lines.
- F) Any clothes delivered in unacceptable condition shall be picked up immediately and returned in an acceptable state within two (2) working days from notification. The weekly charge for unacceptable clothes delivered shall be deducted from the billing charges even when garments have been re-serviced within the two (2) working day time frame.
- G) Clean entrance mats shall be delivered to the specified locations once every two weeks. Mats shall be placed, ready for use, in locations as directed by the designated department representative.
- H) The contractor must be able to have its representative at the Town facility within twenty-four (24) hours of notice to resolve problems with unsatisfactory items.
- I) Delivery locations for uniforms and/or mats are listed below. There shall be no charge for adding, removing, or altering a delivery location. Services to be provided at each location are for reference only.

Public Services Complex
 (uniforms & mats)
 500 Keough Rd.
 Collierville, TN 38017

Fleet Maintenance
 (uniforms,, shop towels, & mats)
 508 Keough Rd.
 Collierville, TN 38017

Shelton Rd. Wastewater Plant
 (uniforms & mats)
 136 E. Shelton Rd.
 Collierville, TN 38017

Parks & Rec. Maintenance Bldg
 (uniforms & mats)
 350 Powell Rd.
 Collierville, TN 38017

Collierville Town Hall (mats only)
 500 Poplar View Parkway
 Collierville, TN 38017

Community Center (mats only)
 440 Powell Rd.
 Collierville, TN 38017

Fire Administration (mats only)
 1251 Peterson Lake Road
 Collierville, TN 38017

Community Center (mats only)
 440 Powell Road
 Collierville, TN 38017

Animal Shelter (mats only)
 603 East South Street
 Collierville, TN 38017

Court (mats only)
 101 Walnut Street
 Collierville, TN 38017

Facilities Maintenance
 (uniforms, microfiber cloths, & mats)
 609 East South St.
 Collierville, TN 38017

Comply _____ Exception _____

18) SEASONS DEFINED:

- A) Long sleeve shirts shall be furnished in winter months, which shall be from October 1 through March 30. Other months shall be considered summer and shall require furnishing short sleeve shirts. Short sleeve shirts shall be furnished at initiation of contract. There shall be no penalties for employees choosing to use short sleeves in winter or long sleeves in summer.

Comply _____ Exception _____

19) REPAIR NOTIFICATION:

- A) Repair cards for employees to identify all needed repairs shall be supplied to the Town’s participating departments. The contractor shall be responsible to make all repairs as noted on repair ticket. The repair ticket shall be returned with the repaired items clearly identified.

Comply _____ Exception _____

20) SIZE CHANGES:

- A) Bidders shall provide a unit price for a change in size for uniforms at the request of the department for rental and lease options. This shall be a one-time charge on the occasion of the request.
- B) A change in uniform size shall not be performed unless the contractor is in receipt of written direction from the department’s designee to do so. Should contractor perform this change without receiving the proper authorization, the contractor will be responsible for all charges incurred.

Comply _____ Exception _____

21) QUANTITY CHANGES DURING TERM OF CONTRACT:

- A) Vendor agrees to furnish more or less than the stated quantities at the unit prices quoted in accordance with availability of funds and actual needs as they occur throughout the contract period.
- B) When a uniformed employee is no longer employed by the Town, the department will provide a dated written memo requesting that the uniforms be picked-up and the billing for those uniforms

cease. Provided the proper notification is given to the Contractor, the Town will pay only up to the week in which the employee is being deleted.

- C) When a new employee is hired, the department will notify the Contractor that an employee needs to be measured for a uniform. The contractor must measure the new employee within five (5) working days. Uniforms for new employees must be delivered within fifteen (15) working days after request for measurement. The contractor must notify the Town in writing if there will be delay in delivery time due to unusual sizes.

Comply _____ Exception _____

22) LOSS/REPLACEMENT:

- A) The Town agrees to reimburse the uniform service for any uniform item that is lost, damaged, destroyed or willfully abused while in our possession. **Damages due to work-related activities such as, but not limited to, burn holes from welding, heavy soiling from painting, or rips and tears from nail snags in construction will not be considered willful abuse.**
- B) In the event the Town must reimburse the uniform service for uniform replacements, said reimbursement shall be based on the depreciated value based on the quoted replacement price of the uniform. (See Section IV, Bid Response Form)
- C) **All uniforms for which the Town must reimburse the uniform service shall be invoiced separately by department at the end of each month.** These damaged uniforms must be returned to the user department on a monthly basis unless the item is lost. The Town will not pay the replacement charges until the contractor returns the ruined uniforms.

Comply _____ Exception _____

23) EXTENDED EMPLOYEE ABSENCES, VACATIONS:

- A) The Town of Collierville shall not be charged for an individual's uniform service when the absence may be as result of vacation time, personal days, funeral leave and holidays. An annual average of the above occurrences is equivalent to approximately four weeks per employee. In lieu of a complicated time keeping and reporting system to track these days for each employee, we are requesting that you base your pricing of uniform cleaning on 48 weeks annually per employee rather than 52 weeks. The ease of contract administration and the time-savings are mutually beneficial results to both the uniform service and the Town.
- B) In the event that any individual experiences an extended period of absence for one month or more, the Town may notify the uniform service to temporarily suspend service to the individual until notified to resume. The uniform service shall suspend billing to the Town for said service until the service is resumed. The employee shall hold the uniforms in the employee's possession at the time of the suspension of until regular service is resumed or permanently terminated.

Comply _____ Exception _____

24) WORK CHANGES:

- A) The Town, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions or other revisions. All such changes in the work shall be authorized by change order, and shall be executed under the applicable conditions of the contract documents.
- B) The cost or credit to the Town resulting from a change in the work shall be determined by unit prices stated in the Contract documents or subsequently agreed upon or by mutual acceptance of a

lump sum properly itemized.

Comply _____ Exception _____

25) CATALOG DISCOUNT

- A) Bidders may provide a discount off of published catalog price for the purchase of uniform items not listed in this specification. Bidders may provide discounts for multiple catalogs. Discount is to be provided on the Bid Form, Section IV. Discount will not be applicable for lease or rental options.
- B) Bidders shall submit with their bid any catalogs for which they would like to offer purchase discounts. Catalog items must have a published price in order for the discount price to be utilized by the Town.

Comply _____ Exception _____

26) REPORTING AND INVENTORY REQUIREMENTS:

- A) On request, bidders must provide examples of the pick-up/delivery receipts and reports it would provide if awarded the contract.

Comply _____ Exception _____

27) CONTRACTOR’S EMPLOYEES:

- A) Any person making deliveries to Town facilities must be identifiable by uniform, proper identification and a marked vehicle. The Contractor shall only furnish employees who are competent and skilled for work under this contract.
- B) If, in the opinion of the Town, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on Town Property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

Comply _____ Exception _____

28) PAYMENTS AND INVOICING:

- A) All invoices shall be submitted directly to:

Accounts Payable
 Town of Collierville
 500 Poplar View Parkway
 Collierville, TN 38017

- B) For accounts payable purposes; it will be necessary for the Town to be provided with a computerized list of employees with the monthly rental-cleaning service activity to accompany the monthly invoice. The normal terms the Town will accept for payment of invoices is Net 30 days from date of invoice.
- C) The awarded bidder may be required to provide separate itemized invoices for each department or division utilizing services under this contract.
- D) On request, Bidder is to submit a sample of invoicing paperwork that the Accounts Payable Department would receive so that any invoice problems or interpretations are resolved prior to

award of contract.

Comply _____ Exception _____

29) INSURANCE:

Unless otherwise required by Special Conditions of this Invitation To Bid, if a contract is awarded, the bidder will be required to purchase and maintain during the life of the contract, Commercial General Liability insurance, Comprehensive Automobile Liability insurance, and Worker's Compensation insurance with limits of not less than those set forth below:

Commercial General Liability Insurance: Liability limits of \$500,000 each occurrence and \$500,000 aggregate.

Comprehensive Automobile Liability Insurance: Liability limits of \$500,000 any one accident.

Worker's Compensation Insurance: Statutory coverage, including Employer's Liability coverage, with a limit of at least \$100,000.

The bidder shall provide the Town with Certificates of Insurance evidencing the coverages required above and with an endorsement naming the Town as additional insured. Such certificates shall provide that the Town be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise.

Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof. Unless otherwise required by Special Conditions of this Invitation to Bid, if a contractor is awarded, the bidder will be required to purchase and maintain during the life of the contract.

Comply _____ Exception _____

30) LIQUIDATED DAMAGES

- A) By submitting a signed bid form and offering a fixed price bid for uniform rental and laundry service bidder hereby understands and mutually agrees to the terms of this section.
- B) If the successful bidder fails to deliver the uniforms as specified in their bid, the actual damages to the Town for the delay will be difficult or impossible to determine. The Town will deduct as fixed amount as liquidated damages for each week of delay, the amount of \$25.00 per week for said items not received per the delivery schedule set forth within the bid documents, or \$25.00 per week per employee without a complete set of uniform items. The acceptance of awarded purchase order will serve as a binding contract including all bid documents for this provision.
- C) The bidder shall not be charged with liquidated damages or any excess cost when the Town determines that the bidder is without fault and the awarded bidder's reasons for the time extension are acceptable to the Town. The bidder shall not be charged with liquidated damages or any excess cost when delay is due to unforeseeable cause beyond the control and without the fault or negligence of the bidder; **provided, however, that the bidder shall, within ten (10) days from the delivery date notify the Town, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the bidder within a reasonable time of its decision in the matter.**

31) TERMINATION:

- A) Whenever, in the opinion of the user department, the service is not satisfactory, the contractor and Purchasing Division shall be advised in writing of the reason. The contractor will have five (5) days to correct the performance deficiency(s) as noted. If the contractor fails to correct the unsatisfactory conditions within five (5) days, the Town may declare this contract terminated and contract with another supplier. It shall be understood and agreed that the Town may terminate the contract within thirty (30) days of written notice.

- B) Notwithstanding any provisions to the contrary herein, Town shall have no obligation to give more than three (3) written notices of unsatisfactory performance in any calendar year. In the event three such notices of unsatisfactory performance are given in any calendar year, and in the event that contractor shall again fail to satisfactorily perform services pursuant to this contract, the Town may thereupon terminate this contract immediately.

- C) The contractor will be liable and assessed for any and all costs for the re-procurement of the contract services.

Comply _____ Exception _____

32) PERFORMANCE EVALUATION:

- A) The Town of Collierville shall periodically, but no less than once annually, provide the awarded bidder with an evaluation of its performance in accordance with the awarded contract and these bid specifications. Such evaluations shall become a part of the vendor's performance record with the Town of Collierville and may be considered when evaluating future bids submitted by the vendor.

Comply _____ Exception _____

33) SAMPLE EMBROIDERED PATCHES:



SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
PURCHASING DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION IV

BID RESPONSE FORM



BID RESPONSE FORM

Town of Collierville
Purchasing Department
500 Poplar View Parkway
Collierville, Tennessee 38017
(901) 457-2254

Stan Joyner
Mayor
James H. Lewellen
Town Administrator
Derek Honeycutt
Director of General Services

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

BID NO.: TC2016-20

ALL SEALED BIDS MUST BE RECEIVED AND TIME STAMPED ON OR BEFORE **Wednesday, May 25, 2016, 2:00:00 PM (LOCAL TIME)** IN THE OFFICE OF THE DIRECTOR OF GENERAL SERVICES, 500 POPLAR VIEW PARKWAY, COLLIERVILLE, TENNESSEE 38017, AT WHICH TIME OR SOON THEREAFTER THE BIDS WILL BE PUBLICLY OPENED AND READ ALOUD IN THE TOWN BOARD CHAMBERS.

IF YOU DO NOT RESPOND TO THIS REQUEST FOR BID WITH A **“BID”** OR **“NO BID”**, WE WILL ASSUME THAT YOU NO LONGER WISH TO BID ON THE COMMODITY INDICATED BELOW, AND YOUR COMPANY’S NAME MAY BE REMOVED FROM THE MAILING LIST.

****REQUIRED TO SUBMIT BID: TOWN OF COLLIERVILLE VENDOR # _____**
(See Public Notice Form for Information on Obtaining a Vendor #)

DELIVERY PROMISED: _____ F.O.B. COLLIERVILLE

TERMS: _____

Discounts will be allowed for prompt payment as follows: 10 calendar days, ____%; 15 calendar days ____%; 20 calendar days ____%; 30 calendar days ____%; 45 calendar days, ____%; 60 calendar days ____%; 90 calendar days ____%; _____ calendar days ____%.

FIRM’S NAME: _____ ADDRESS: _____

Organized and existing under the laws of the State of _____ and doing business as _____ a corporation, _____ a partnership, _____ an individual, _____ a limited liability company, or _____ otherwise.

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Bidders shall provide a unit price for each item as listed on the following pages.

Rental/Lease Pricing Example:

When utilizing the rental or lease option, the Town will calculate the total uniform cost for each individual per week by multiplying the unit price of an item by the number of items to be issued to the individual. For Example, assuming the unit price for rental of each item is \$1.00 per week, \$35 per week will be charged for issuing: 11 pants (\$11); 11 long sleeve shirts (\$11); 11 short sleeve shirts (\$11); 1 bib overall (\$1); and 1 jacket (\$1).

Size Change Example:

If a size change for pants is requested, assuming the charge is \$1.00 each, the Town would pay \$11 to change the size of all 11 pants issued to an employee through the rental option.

Item	Unit Cost Per Item	Unit Cost Per Item
TROUSERS, ITEM 11, D		
D1) Standard Poly-Cotton Trousers	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

D2) Jean Cut Pant	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

D3) Cotton Work Pant	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

D4) RED-E-PREST Work Pant	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	
	Male	Female
D5) Pleated Twill Slacks		
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	
	Male	Female
D6) Industrial Cargo Pant		
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	
	Male	Female
D7) Cargo Cotton Pant		
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
SHIRTS, ITEM 11, E		
E1) Button Front Poly-Cotton Shirts	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

E2) Button Front Wrinkle-Resistant Cotton Shirts	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

E3) Poly-Cotton Polo Pique Shirts	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

E4) Cotton Polo Pique Shirts	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
E5) Snag-Proof Polo Shirts	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
E6) Poplin Button Front Dress Shirt	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
E7) Oxford Dress Shirt	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
JACKETS ITEM 11, F		
F1) Standard Slash Pocket Jacket	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

F2) Rib Knit Team Jacket	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

F3) Duck Canvas Chore Coat	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

F4) Washed Gasoline Jacket	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
F5) Full Zip Fleece Hoodie	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

F6) Full Zip Fleece (No Hood)	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

F7) ¼ Zip Fleece (No Hood)	Male	Female
Rental Price Per week	\$ _____ . _____	\$ _____ . _____
Lease Price per Week	\$ _____ . _____	\$ _____ . _____
One time charge for size change	\$ _____ . _____	\$ _____ . _____
Replacement Cost	\$ _____ . _____	\$ _____ . _____
Purchase Price	\$ _____ . _____	\$ _____ . _____
Oversize Purchase Price	\$ _____ . _____	\$ _____ . _____
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
COVERALLS ITEM 11, G		
G1) Poly-Cotton Coveralls	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

G2) Insulated Twill Coverall	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

G3) Insulated Cotton Duck Coveralls	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

G4) Insulated Cotton Duck Bib Overalls	Male	Female
Rental Price Per week	\$ _____.	\$ _____.
Lease Price per Week	\$ _____.	\$ _____.
One time charge for size change	\$ _____.	\$ _____.
Replacement Cost	\$ _____.	\$ _____.
Purchase Price	\$ _____.	\$ _____.
Oversize Purchase Price	\$ _____.	\$ _____.
Beginning at size:		
Mfg/Model No(s):		

EMBLEMS & EMBROIDERY, ITEM 12

Note: The unit pricing provided below shall apply to purchased items only. For uniform items being rented or leased, the unit price for those items shall be inclusive of embroidery costs per Section III, Item 12, A.

A1) Name Patch	\$ _____ ea.
A2) Town Seal Patch	\$ _____ ea.
A3) Embroidered Names	\$ _____ ea.

FLOOR MATS, ITEM 13

A1) 3' x 5' Interior door/Slate mats	\$ _____ ea.
Replacement Cost	\$ _____ ea.
A2) 3' x 10' Interior door/Slate mats	\$ _____ ea.
Replacement Cost	\$ _____ ea.
A3) 4' x 6' Interior door/Slate mats	\$ _____ ea.
Replacement Cost	\$ _____ ea.
A4) 3' x 5' "Scraper" mats	\$ _____ ea.
Replacement Cost	\$ _____ ea.
A5) 4' x 6' "Scraper" mats	\$ _____ ea.
Replacement Cost	\$ _____ ea.

TOWELS & RAGS, ITEM 14

A1) Shop Towels	\$ _____ ea.
Replacement Cost	\$ _____ ea.
A2) Microfiber Rags	\$ _____ ea.
Replacement Cost	\$ _____ ea.

CATALOG DISCOUNT, ITEM 25	
Provide percentage discount from published catalog price below. *Provide Catalog with bid*	
Catalog	Discount %

REPLACEMENT COSTS (Each)

The Town agrees to reimburse the uniform service for any uniform item that is lost, damaged, destroyed or willfully abused while in our possession. In the event the Town must reimburse the uniform service for uniform replacements, said reimbursement shall be based on the depreciated value from the quoted replacement price of the uniform.

Pro-rated (depreciated value) replacement costs for items furnished for all six years of the contract term:

First year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

Second year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

Third year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

Fourth year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

Fifth year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

Sixth year of contract:

First six (6) months _____% of replacement costs listed above.
Second Six (6) months _____% of replacement costs listed above.

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION V

TITLE VI INFORMATION

TITLE VI INFORMATION

- 1. The Town of Collierville agrees to comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d, et seq.), and the Department of Transportation Implementing Regulations (49 CFR Part 21) relative to the Contract which is the subject hereof.
- 2. The Contractor is requested, but is not obligated, to include the following disclosure information, Voluntary Title VI and Title IX Form, with the Contractor's sealed bid.

VOLUNTARY TITLE VI AND TITLE IX FORM

Attach form to sealed bid

For Title VI and Title IX compliance, the Contractor's voluntary disclosure of the following information is requested.

- 1. Number of Contractor's Employees Who Are:

_____ Male _____ Female

- 2. Number of Contractor's Employees Who Are:

_____ Caucasian _____ African-American
 _____ Hispanic _____ Other (please specify)

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VI

VENDOR LIST

**TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2254**

NIGP Code: 983-86, Uniform Rental or Lease

Vendor Name	CONTACT	Address	City	State	Phone	Email
Paramount Uniform Rental, Inc.	Angela Baird	5421 Crestview Dr.	Memphis	TN	9013824411	angelab@paramountuniform.com
Aramark	Richard Craig	141 Longwater Dr.	Norwell	MA	8772721144	jeffrey.thomas@uniform.aramark.com
Cintas	Spencer Foy	8425 Mineral Wells Road	Memphis	TN	9019425497	foys@cintas.com
G&K Services	William Taylor	3820 Delp Street	Memphis	TN	9013622000	makin@gksservices.com
Ameripride Services	Robert Burgess	800 Vance Ave	Memphis	TN	9018494008	lisa.finch@ameripride.org

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VII

REFERENCE SHEET

TOWN OF COLLIERVILLE

REFERENCE SHEET FOR BID NO. TC2016-20

Each bidder shall submit with their bid a list of at least five (5) customers, which contracted services similar to what we are specifying herein sometime during the past twelve months. The listing shall include a contact name with phone number, since it is the intent of the Town of Collierville to call all names submitted for verification and recommendations.

(1)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(2)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(3)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(4)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(5)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VIII

CONTRACT FOR SERVICES AND/OR PRODUCTS

EXHIBIT "B"

CONTRACTOR'S Bid

A) Award of bid shall be made to the most responsible Bidder meeting the specifications set forth herein. The Town may select a Contractor based on an "all or None" bid, on individual responses, or as is otherwise deemed to be in the best interest of the Town. In addition to the quoted price, the following is a partial list of the criteria that may be used in the award (items are not listed in order of importance):

- Superior quality and adherence to specifications;
- Service as specified in these bid documents;
- Guarantees and warranties;
- Company's reputation and financial status;
- Past experience and cost with same or similar material or service;
- Length of time committed for firm pricing;
- Favorable references from companies with whom the bidder has performed work of similar scopes that indicate that the bidder has the ability to carry out the services and provide the products specified.
- The Town reserves the right to visit any or all Bidder's facilities.

8) SAMPLES:

A) Prior to the award, samples representing the exact items bid may be required at the expense of the Bidder(s). **Do not automatically submit samples.** If they are required, the Purchasing Department will contact you. When requested, samples must be furnished within five (5) calendar days upon request. Failure to submit samples will be cause for rejection of the Bid.

B) The samples submitted by Bidders on items for which they have received an award may be retained by the Town until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.

C) Samples belonging to unsuccessful Bidders must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The Town will not be responsible for such samples if not removed by the Bidder within thirty (30) days after the award has been made. Bidder shall make all arrangements for delivery of samples to the place designated as well as removal of samples. Cost of delivery of samples shall be borne by the bidder.

Comply Exception _____

9) QUANTITIES:

A) The quantities or usage listed are estimated ONLY unless otherwise stated. No guarantee or warranty is given or implied by the Town as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidder's information ONLY and will be used for tabulation and presentation of bid. The Town reserves the right to increase or decrease quantities as required.

B) The Town is not interested in receiving bids that contain either a minimum quantity or dollar order requirement. Bids received with such limitations may not be considered for contract award.

Comply Exception _____

10) UNIFORM PROGRAM OPTIONS

The Town of Collierville has approximately 175 uniformed employees that wear uniforms as a part of this contract. **Individual departments will make their own determination as to which of the following options is most appropriate to meet their needs:**

- A) If the **Rental Option** is taken, each employee shall be issued five (5) changes per week per employee (total of eleven (11) trousers, eleven (11) long-sleeve shirts, eleven (11) short-sleeve shirts and one (1) jacket). The Town will pay the vendor per the unit price provided on the bid form for each uniform item selected. The Vendor shall:
 - A1) Continuously monitor the uniforms for needed repairs or replacements:
 - A2) Clean, repair or replace at no additional charge any uniforms which the Town judges to be unacceptable:
 - A3) Have adequate quality control to ensure all broken buttons, broken zippers, and torn uniforms are promptly and neatly repaired before delivery:
 - A4) Replace routinely, at no additional charge, all uniforms worn out from normal wear and tear:
 - A5) Provide repaired or replacement uniform by the next delivery date after the vendor has been provided with or notified of the ruined or damaged uniform.
 - A6) Quality is of utmost importance. The Town will refuse payment for uniforms that are not neat or are otherwise unsatisfactory to be worn in public. All replacement uniforms shall be of the same brand and style.
 - A7) Winter jackets and coveralls are to be ordered for each specified employee. The winter jackets and coveralls assigned to each employee shall only be returned to the awarded vendor for periodic cleaning, needed repairs, or at the termination of employment or the contract. Cleaning or repairs shall be performed at no additional cost.

Comply x Exception _____

- B) If the **Lease Option** is taken, each employee shall be issued six (6) sets of uniforms per employee (total of six (6) trousers, six (6) long-sleeve shirts, six (6) short-sleeve shirts and one (1) jacket). The Town will pay the vendor per the unit price provided on the bid form for each uniform item selected. The Vendor shall:
 - B1) Replace or repair routinely, at no additional charge, all uniforms damaged from normal wear and tear.
 - B2) Provide repaired or replacement uniform within 5 business days after the vendor has been provided with or notified of the ruined or damaged uniform
 - B3) Winter jackets and coveralls are to be ordered for each specified employee. The winter jackets and coveralls assigned to each employee shall only be returned to the awarded vendor for periodic cleaning, needed repairs, or at the termination of employment or the contract. Cleaning or repairs shall be performed at no additional cost.

Comply x Exception _____

- C) If the **Purchase Option** is taken, the Vendor shall provide the ordered items at the price indicated on the Bid Form, Section IV. All purchased items shall be delivered within two weeks of receipt of purchase order.

Comply x Exception _____

11) UNIFORMS:

- A) As a basis for quality and comparison, a manufacturer and model are listed for each uniform item below. Such references are not intended to be restrictive, and bids are invited on these and

comparable brands or products of any manufacturer, which meet or exceed the quality of the specifications listed for any item unless otherwise stated in the specifications or proposal. The Town shall make a determination of equal products based on examination of requested samples and any other appropriate investigations.

- B) The awarded bidder must offer a variety of color options for the articles of clothing requested. At a minimum, bidders must have available the following shirt colors: brown, white, green, royal blue, maroon, navy, black, red, and gray. Pants must be available in a minimum of khaki, green, brown, black, navy, and gray.

Comply x Exception _____

- C) For rental or lease, unusually large or small sizes shall be the same bid price as regular sizes. However, the bidder may provide a different price for purchase of oversize items. Immediately after measurement, the Contractor shall inform the Town in writing of any delay in delivery time for unusual sizes. Bidder shall indicate at what size oversize pricing begins on the bid form. **The Town will not accept male-cut clothing for female employees.**

Comply x Exception _____

D) **Trousers**

- D1) **Standard Industrial Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PT20

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply x Exception _____

- D2) **Jean Cut Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PT50

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply x Exception _____

- D3) **Cotton Work Pant:** 8.5 oz preshrunk twill, 100% cotton; bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PC10

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply x Exception _____

D4) **RED-E-PREST Work Pant:** 7.5 oz., twill 65/35 polyester/cotton fabrics **Mfg. & Model: Red Kap PT10**

- Deep reinforced pockets, double line stitched at bottom..
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.

Comply Exception _____

D5) **Pleated Twill Slacks:** : 7.5 oz., twill 65/35 polyester/cotton fabrics **Mfg. & Model: Red Kap PT38**

- Deep reinforced pockets, double line stitched at bottom..
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.

Comply Exception _____

D6) **Industrial Cargo Pant:** 7.5 oz., twill 65/35 polyester/ cotton fabrics, bar tacked at all points of strain, and double stitched inset seams

Mfg. & Model: Red Kap PT88

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply Exception _____

D7) **Cargo Cotton Pant:** 8.5 oz preshrunk twill, 100% cotton; bar tacked at all points of strain, and double stitched inset seams.

Mfg. & Model: Red Kap PC76

- Deep reinforced pockets, double line stitched at bottom.
- Trousers shall have no cuffs.
- Trousers shall have zippered fly.
- Belt loops shall be wide enough to accommodate 2 ¼" belts.
- Fabric shall contain a washable soil release finish.

Comply Exception _____

E) **Shirts**

Note: Pricing for rental or lease program option shall include cost for embroidery and attachment of patches, or direct embroidery. For shirts being purchased, the appropriate embroidery rate provided on the bid form will be added to the purchase price of the shirt.

E1) **Button Front Poly-Cotton Shirts – Long Sleeve:** 65/35 Polyester cotton blend with standard button front and collar, perma-press with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SP22

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked.
- Long sleeve shirts with graduated sleeve with button.

Comply Exception _____

E2) **Button Front Poly-Cotton Shirts – Short Sleeve:** 65/35 Polyester cotton blend with standard button front and collar, perma-press with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SP14

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked. Short sleeve to be hemmed.

Comply Exception _____

E3) **Button Front Wrinkle-Resistant Cotton Shirts – Long Sleeve:** 100% cotton with standard button front and collar, with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SC30

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked.
- Long sleeve shirts with graduated sleeve with button.

Comply Exception _____

E4) **Button Front Wrinkle-Resistant Cotton Shirts – Short Sleeve:** 100% cotton with standard button front and collar, with two (2) chest pockets, cut tails and full cut.

Mfg. & Model: Red Kap SC40

- Shirts shall have snap/button at collar.
- All points of stress shall be bar tacked.
- Short sleeve to be hemmed.

Comply Exception _____

E5) **Poly-Cotton Polo Pique Shirts – With Pocket:** 50/50 Polyester cotton blend polo pique knit with three-button front, with option of one (1) pocket at left chest **Mfg. & Model: Red Kap SK82** Short Sleeve to be banded.

- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply Exception _____

E6) **Poly-Cotton Polo Pique Shirts – No Pocket:** 50/50 Polyester cotton blend polo pique knit with three-button front, with option of one (1) pocket at left chest **Mfg. & Model: Red Kap SK72** Short Sleeve to be banded.

- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply Exception _____

E7) **Cotton Polo Pique Shirts – With Pocket:** 100% cotton polo pique knit with three-button front with option of one (1) pocket at left chest **Mfg. & Model: Red Kap 7702** Short Sleeve to be banded.

- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply Exception _____

E8) **Cotton Polo Pique Shirts – No Pocket:** 100% cotton polo pique knit with three-button front with option of one (1) pocket at left chest

Mfg. & Model: Red Kap 7701

- Short Sleeve to be banded.
- All points of stress to be bar tacked.
- Provide multiple color options for department choice.

Comply ___ x ___ Exception _____

E9) **Snag-Proof Polo Shirts – With Pocket:** 100% snagproof polyester, with three-button front with option of one (1) pocket at left chest

Mfg. & Model: CornerStone CS412P

- Set-in, open hem sleeves
- Double-stitch seems
- Flat knit collar
- Provide multiple color options for department choice.

Comply ___ x ___ Exception _____

E10) **Snag-Proof Polo Shirts – No Pocket:** 100% snagproof polyester, with three-button front with option of one (1) pocket at left chest

Mfg. & Model: CornerStone CS412

- Set-in, open hem sleeves
- Double-stitch seems
- Flat knit collar
- Provide multiple color options for department choice.

Comply ___ x ___ Exception _____

E11) **Poplin Button Front Dress Shirt – Long Sleeve:** 4.25 oz Poplin, 65/35 Poly-cotton blend, wickable finish,

Mfg. & Model: Red Kap SP90

- Long sleeve shirts with graduated sleeve with button.
- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners

Comply ___ x ___ Exception _____

E12) **Poplin Button Front Dress Shirt – Short Sleeve:** 4.25 oz Poplin, 65/35 Poly-cotton blend, wickable finish, **Mfg. & Model: Red Kap SP80** Short sleeve to be hemmed.

- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners

Comply ___ x ___ Exception _____

E13) **Oxford Dress Shirt – Long Sleeve:** 4.75 oz yarn-dyed oxford, 60/40 Cotton-Polyester blend

Mfg. & Model: Red Kap SR70

- Long sleeve shirts with graduated sleeve with button.
- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners

Comply Exception _____

E14) **Oxford Dress Shirt – Short Sleeve:** 4.75 oz yarn-dyed oxford, 60/40 Cotton-Polyester blend

Mfg. & Model: Red Kap SR60

- Short sleeve to be hemmed.
- Collar: Two piece, lined, banded, topstitched, button down
- One Pocket: hemmed spade style, triangular stitched corners

Comply Exception _____

F) JACKETS

F1) **Standard Slash Pocket Jacket:** 7.25 oz twill65/35 polyester/combed cotton fabrics, insulated, hip length with collar, zipper front, long sleeve with button cuff, and two (2) pockets at belly.

Mfg. & Model: Red Kap JT22

Comply Exception _____

F2) **Rib Knit Team Jacket:** 7.25 oz twill65/35 polyester/combed cotton fabrics, insulated, rib knit collar, rib knit cuffs, rib knit waistband, hip length, zipper front, long sleeve, and two (2) pockets at belly.

Mfg. & Model: Red Kap JT38

Comply Exception _____

F3) **Duck Canvas Chore Coat:** 10 oz 100% Cotton Duck Canvas fabric with water repellent finish, insulated with an quilted 6 oz polyester lining, hip length with drop tail and collar, zipper front, long sleeve with button cuff and minimum of two (2) pockets. **Mfg. & Model: Dickies TC918**

Comply Exception New dickies item # 758 _____

F4) **Washed Gasoline Jacket:** 12 oz 100% Cotton Duck Canvas fabric with anti-pill fleece liner, pleated elbows, pleated bi-swing action back, heavy duty brass zipper, triple stitched main seams, edge stitched corduroy collar, and minimum of two (2) pockets.

Mfg. & Model: Berne Apparel J374

Comply Exception _____

F5) **Full Zip Fleece Hoodie:** 9 ounce, 65/35 ring spun combed cotton/poly, fully coverseamed, twill-taped neck, 2x2 rib knit cuffs and waistband, front pouch pockets

Mfg. & Model: Sport-Tek ST258

Comply Exception _____

F6) **Full Zip Fleece (No Hood):** 9 ounce, 65/35 ring spun combed cotton/poly, fully coverseamed, twill-taped neck, 2x2 rib knit cuffs and waistband, front pouch pockets

Mfg. & Model: Sport-Tek ST259

Comply Exception _____

F7) **¼ Zip Fleece (No Hood):** 13.8-ounce, 100% polyester, Twill-taped neck, Chin guard, open cuffs, open hem with drawcord and toggles for adjustability
Mfg. & Model: Port Authority F218

Comply x Exception _____

G) **COVERALLS**

G1) **Poly-Cotton Coveralls: 5 oz poplin, 65/35 polyester/cotton blend, full cut, wickable finish. Mfg. & Model: Red Kap CP40 (short sleeve), CP30 (long sleeve)** □ Collars and cuffs shall be one piece, unlined.

- Coveralls shall not be insulated.
- Coveralls shall have heavy-duty two-way zipper front closure and shall have closures on neck and sleeves.
- Coveralls shall have at least one (1) chest pocket and side pockets.
- Option of short or long sleeves, employee choice.

Comply x Exception _____

G2) **Insulated Twill Coverall: 7.25 oz twill, 65/35 polycotton blend, 100% polyester lining and insulation**

Mfg. & Model: Red Kap CT30

- Collars and cuffs shall be one piece
- Coveralls shall have heavy-duty two-way zipper front closure
- Coveralls shall have at least one (1) chest pocket and side pockets.

Comply x Exception _____

G3) **Insulated Cotton Duck Coveralls: 10 oz. High Performance Duck, 100% Cotton. Lining: 6 oz. Polyester Fill Quilted to Nylon Taffeta Mfg. & Model: Dickies TV239**

- Collars and cuffs shall be one piece.
- Coveralls shall be insulated.
- Coveralls shall have heavy-duty two-way zipper front closure and shall have closures on neck and sleeves.
- Coveralls shall have Double material at knees
- Coveralls shall have a minimum of one (1) chest pocket and side pockets.

Comply x Exception _____

G4) **Insulated Cotton Duck Bib Overalls: 10 oz. High Performance Duck, 100% Cotton. Lining: 6 oz. Polyester Fill Quilted to Nylon Taffeta**

Mfg. & Model: Dickies TB839 □ Overalls shall be insulated.

- Overalls shall have heavy-duty two-way zipper
- Overalls shall have Elastic shoulder strap
- Overalls shall have Double material at knees

Comply x Exception _____

12) **EMBLEMS & EMBROIDERY:**

A) **Embroidered Patch Emblems:** The successful bidder will be required to furnish and attach two emblems on each shirt, jacket, or coverall, at the request of individual departments. The Town will provide the artwork for the patch. The uniform service shall be responsible for providing the patch and attaching. Some departments may request direct embroidery of names without a patch. Provide unit pricing for emblems and embroidery on the Bid Form, Section IV. See sample photos provided at the end of this section.

A1) **Name Patch:** 3.5"x1.5", white background, black lettering, secondary color for border of patch. Patch to be located above left pocket

A2) **Town Seal Patch:** 3" diameter, green and black stitching, black lettering, green border.

A3) **Embroidered Names:** embroider names above the right or left pocket

Comply ___ x ___ Exception _____

B) **Rental and lease program option pricing for shirts, jackets, and coveralls, shall include cost for embroidery and attachment of patches, or direct embroidery. For items being purchased, the appropriate embroidery rate provided on the bid form will be added to the purchase price of the item.**

Comply ___ x ___ Exception _____

13) **FLOOR MATS**

A) The Awarded Vendor shall provide and clean floor mats once every two weeks at various town facilities. This service will be requested on a rental basis only. Size and type of mats as follows:

A1) **3' x 5' Interior door/Slate mats**

A2) **3' x 10' Interior door/Slate mats**

A3) **4' x 6' Interior door/Slate mats**

A4) **3' x 5' "Scraper" mats**

A5) **4' x 6' "Scraper" mats**

Comply ___ x ___ Exception _____

14) **TOWELS & RAGS**

A) The Awarded Vendor shall provide and clean rags and towels weekly. This service will be requested on a rental basis only.

A1) **Shop Towels:** 100% Cotton Shop Towels

A2) **Microfiber Rags:** 80% Polyester, 20% Polyamide

Comply ___ x ___ Exception _____

15) **DEPARTMENT REPRESENTATIVES:**

A) The successful bidder will receive a purchase order from each individual department for the items necessary for their personnel. Each individual department may elect to utilize either the rental, lease, or purchase option, according to their own preferences.

B) Each department shall designate a point of contact that shall be responsible for making any adjustments to sizes, quantities, or purchase options for the various items of this bid. The

designated point of contact shall be identified as such on the purchase order. No other person shall be authorized to make changes to service or sizes.

- C) The Contract Administration Division of the Town of Collierville shall be responsible for monitoring of performance, documenting unsatisfactory service or products, and resolution of contractual disputes.

Comply Exception _____

16) INITIAL ISSUE AND MEASUREMENT OF UNIFORMS:

- A) The contractor shall furnish new and unworn high quality garments at the time of initial issue and for all replacements through the first sixty (60) months of the agreement. For the last twelve (12) months of the contract, uniforms furnished to new employees need not be new but shall be in a condition acceptable to the user and should a garment be no longer repairable or unacceptable to the user, it will be replaced by a garment that is in a better condition and acceptable to the user.
- B) The contractor shall be responsible for individual measurements and fitting of all personnel (presently employed and future employees) for uniforms. The date and time for the measurements to be taken must be coordinated with the department head or department designee. The Contractor will be required to measure the employees for proper sizes within five (5) working days after the bid is awarded. (Tentative award date is June 27, 2016.)
- C) The awarded bidder will be required to make delivery of all uniform items (except winter jacket and coveralls) no later than July 25, 2016 and rental period will commence August 1, 2016. Winter jackets and coveralls will be delivered no later than October 1, 2016. The Town will not be responsible for payment on rental for winter jackets and coveralls until they are delivered.

Comply Exception _____

17) DELIVERY SCHEDULE (RENTED ITEMS):

- A) Rented uniforms shall be picked up and delivered once weekly to the specified departments and shall be on same day each week as close as possible to same time.
- B) Scheduled delivery and pick-up times shall be agreed upon between successful bidder and each participating department.
- C) All garments shall be delivered or received on hangers only and placed on racks in designated areas. A delivery ticket identifying each garment picked up as well as returned will be kept with the Department Head (or his designee). This should be a multi-copy form (electronic or carbon copy) so the contractor, as well as the Town, will have accurate information. Receipt shall show actual garment count pickup and delivery, not just the billing cost per week.
- D) Each item of clothing shall be clearly, but inconspicuously, marked or labeled to permit identification by the employees.
- E) The contractor shall make sure all garments delivered weekly are returned laundered and finished. Clothing shall not be returned dirty or wrinkled. All creases shall follow original crease lines.
- F) Any clothes delivered in unacceptable condition shall be picked up immediately and returned in an acceptable state within two (2) working days from notification. The weekly charge for

unacceptable clothes delivered shall be deducted from the billing charges even when garments have been re-serviced within the two (2) working day time frame.

- G) Clean entrance mats shall be delivered to the specified locations once every two weeks. Mats shall be placed, ready for use, in locations as directed by the designated department representative.
- H) The contractor must be able to have its representative at the Town facility within twenty-four (24) hours of notice to resolve problems with unsatisfactory items.
- I) Delivery locations for uniforms and/or mats are listed below. There shall be no charge for adding, removing, or altering a delivery location. Services to be provided at each location are for reference only.

Public Services Complex towels, & mats) 500 Keough Rd. Collierville, TN 38017	Fleet Maintenance (uniforms & mats) (uniforms,, shop 508 Keough Rd. Collierville, TN 38017
Shelton Rd. Wastewater Plant (uniforms & mats) (uniforms & mats) 136 E. Shelton Rd. Collierville, TN 38017	Parks & Rec. Maintenance Bldg 350 Powell Rd. Collierville, TN 38017
Collierville Town Hall (mats only) View Parkway 38017	Facilities Maintenance 500 Poplar (uniforms, cloths, & mats) Collierville, TN 609 East South St. Collierville, TN 38017
Fire Administration (mats only) 1251 Peterson Lake Road Collierville, TN 38017	Community Center (mats only) 440 Powell Road Collierville, TN 38017
Animal Shelter (mats only) 603 East South Street Collierville, TN 38017	Court (mats only) 101 Walnut Street Collierville, TN 38017

Comply Exception _____

18) REPAIR NOTIFICATION:

- A) Repair cards for employees to identify all needed repairs shall be supplied to the Town’s participating departments. The contractor shall be responsible to make all repairs as noted on repair ticket. The repair ticket shall be returned with the repaired items clearly identified.

Comply Exception _____

19) SIZE CHANGES:

- A) Bidders shall provide a unit price for a change in size for uniforms at the request of the department for rental and lease options. This shall be a one-time charge on the occasion of the request.
- B) A change in uniform size shall not be performed unless the contractor is in receipt of written direction from the department’s designee to do so. Should contractor perform this change without receiving the proper authorization, the contractor will be responsible for all charges incurred.

Comply Exception _____

20) **QUANTITY CHANGES DURING TERM OF CONTRACT:**

- A) Vendor agrees to furnish more or less than the stated quantities at the unit prices quoted in accordance with availability of funds and actual needs as they occur throughout the contract period.
- B) When a uniformed employee is no longer employed by the Town, the department will provide a dated written memo requesting that the uniforms be picked-up and the billing for those uniforms cease. Provided the proper notification is given to the Contractor, the Town will pay only up to the week in which the employee is being deleted.
- C) When a new employee is hired, the department will notify the Contractor that an employee needs to be measured for a uniform. The contractor must measure the new employee within five (5) working days. Uniforms for new employees must be delivered within fifteen (15) working days after request for measurement. The contractor must notify the Town in writing if there will be delay in delivery time due to unusual sizes.

Comply Exception _____

21) **LOSS/REPLACEMENT:**

- A) The Town agrees to reimburse the uniform service for any uniform item that is lost, damaged, destroyed or willfully abused while in our possession. **Damages due to work-related activities such as, but not limited to, burn holes from welding, heavy soiling from painting, or rips and tears from nail snags in construction will not be considered willful abuse.**
- B) In the event the Town must reimburse the uniform service for uniform replacements, said reimbursement shall be based on the depreciated value based on the quoted replacement price of the uniform. (See Section IV, Bid Response Form)
- C) **All uniforms for which the Town must reimburse the uniform service shall be invoiced separately by department at the end of each month.** These damaged uniforms must be returned to the user department on a monthly basis unless the item is lost. The Town will not pay the replacement charges until the contractor returns the ruined uniforms.

Comply Exception _____

22) **EXTENDED EMPLOYEE ABSENCES, VACATIONS:**

- A) The Town of Collierville shall not be charged for an individual's uniform service when the absence may be as result of vacation time, personal days, funeral leave and holidays. An annual average of the above occurrences is equivalent to approximately four weeks per employee. In lieu of a complicated time keeping and reporting system to track these days for each employee, bidders shall base pricing of uniform cleaning on 48 weeks annually per employee rather than 52 weeks. The ease of contract administration and the time-savings are mutually beneficial results to both the uniform service and the Town.
- B) In the event that any individual experiences an extended period of absence for one month or more, the Town may notify the uniform service to temporarily suspend service to the individual until notified to resume. The uniform service shall suspend billing to the Town for said service until the

service is resumed. The employee shall hold the uniforms in the employee's possession at the time of the suspension of until regular service is resumed or permanently terminated.

Comply Exception _____

23) WORK CHANGES:

- A) The Town, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions or other revisions. All such changes in the work shall be authorized by change order, and shall be executed under the applicable conditions of the contract documents.
- B) The cost or credit to the Town resulting from a change in the work shall be determined by unit prices stated in the Contract documents or subsequently agreed upon or by mutual acceptance of a lump sum properly itemized.

Comply Exception _____

24) CATALOG DISCOUNT

- A) Bidders may provide a discount off of published catalog price for the purchase of uniform items not listed in this specification. Bidders may provide discounts for multiple catalogs. Discount is to be provided on the Bid Form, Section IV. Discount will not be applicable for lease or rental options.
- B) Bidders shall submit with their bid any catalogs for which they would like to offer purchase discounts. Catalog items must have a published price in order for the discount price to be utilized by the Town.

Comply Exception Catalogs are online for all three vendors. _____

25) REPORTING AND INVENTORY REQUIREMENTS:

- A) On request, bidders must provide examples of the pick-up/delivery receipts and reports it would provide if awarded the contract.

Comply Exception _____

26) CONTRACTOR'S EMPLOYEES:

- A) Any person making deliveries to Town facilities must be identifiable by uniform, proper identification and a marked vehicle. The Contractor shall only furnish employees who are competent and skilled for work under this contract.
- B) If, in the opinion of the Town, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on Town Property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

Comply Exception _____

27) PAYMENTS AND INVOICING:

A) All invoices shall be submitted directly to:

Accounts Payable
 Town of Collierville
 500 Poplar View Parkway
 Collierville, TN 38017
 Email: accountspayable@ci.collierville.tn.us

B) For accounts payable purposes; it will be necessary for the Town to be provided with a computerized list of employees with the monthly rental-cleaning service activity to accompany the monthly invoice. The normal terms the Town will accept for payment of invoices is Net 30 days from date of invoice.

C) The awarded bidder may be required to provide separate itemized invoices for each department or division utilizing services under this contract.

D) On request, Bidder is to submit a sample of invoicing paperwork that the Accounts Payable Department would receive so that any invoice problems or interpretations are resolved prior to award of contract.

Comply Exception _____

28) **INSURANCE:**

Unless otherwise required by Special Conditions of this Invitation To Bid, if a contract is awarded, the bidder will be required to purchase and maintain during the life of the contract, Commercial General Liability insurance, Comprehensive Automobile Liability insurance, and Worker's Compensation insurance with limits of not less than those set forth below:

Commercial General Liability Insurance: Liability limits of \$500,000 each occurrence and \$500,000 aggregate.

Comprehensive Automobile Liability Insurance: Liability limits of \$500,000 any one accident.

Worker's Compensation Insurance: Statutory coverage, including Employer's Liability coverage, with a limit of at least \$100,000.

The bidder shall provide the Town with Certificates of Insurance evidencing the coverages required above and with an endorsement naming the Town as additional insured. Such certificates shall provide that the Town be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise.

Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof. Unless otherwise required by Special Conditions of this Invitation to Bid, if a contractor is awarded, the bidder will be required to purchase and maintain during the life of the contract.

Comply Exception _____

29) LIQUIDATED DAMAGES

- A) By submitting a signed bid form and offering a fixed price bid for uniform rental and laundry service bidder hereby understands and mutually agrees to the terms of this section.
- B) If the successful bidder fails to deliver the uniforms as specified in their bid, the actual damages to the Town for the delay will be difficult or impossible to determine. The Town will deduct as liquidated damages for each week of delay, the amount of \$25.00 per week for said items not received per the delivery schedule set forth within the bid documents, or \$25.00 per week per employee without a complete set of uniform items. The acceptance of awarded purchase order will serve as a binding contract including all bid documents for this provision.
- C) The bidder shall not be charged with liquidated damages or any excess cost when the Town determines that the bidder is without fault and the awarded bidder's reasons for the time extension are acceptable to the Town. The bidder shall not be charged with liquidated damages or any excess cost when delay is due to unforeseeable cause beyond the control and without the fault or negligence of the bidder; **provided, however, that the bidder shall, within ten (10) days from the delivery date notify the Town, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the bidder within a reasonable time of its decision in the matter.**

30) TERMINATION:

- A) Whenever, in the opinion of the user department, the service is not satisfactory, the contractor and Purchasing Division shall be advised in writing of the reason. The contractor will have five (5) days to correct the performance deficiency(s) as noted. If the contractor fails to correct the unsatisfactory conditions within five (5) days, the Town may declare this contract terminated and contract with another supplier. It shall be understood and agreed that the Town may terminate the contract within thirty (30) days of written notice.
- B) Notwithstanding any provisions to the contrary herein, Town shall have no obligation to give more than three (3) written notices of unsatisfactory performance in any calendar year. In the event three such notices of unsatisfactory performance are given in any calendar year, and in the event that contractor shall again fail to satisfactorily perform services pursuant to this contract, the Town may thereupon terminate this contract immediately.
- C) The contractor will be liable and assessed for any and all costs for the re-procurement of the contract services.

Comply Exception _____

31) PERFORMANCE EVALUATION:

- A) The Town of Collierville shall periodically, but no less than once annually, provide the awarded bidder with an evaluation of its performance in accordance with the awarded contract and these bid specifications. Such evaluations shall become a part of the vendor's performance record with the Town of Collierville and may be considered when evaluating future bids submitted by the vendor.

Comply Exception _____

32) SAMPLE EMBROIDERED PATCHES:



SEALED BID No. TC2016-20
DUE DATE: May 25, 2016



TOWN OF COLLIERVILLE
PURCHASING DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION IV
BID RESPONSE FORM



BID RESPONSE FORM

Town of Collierville
 Purchasing Department
 500 Poplar View Parkway
 Collierville, Tennessee 38017
 (901) 457-2254

Stan Joyner
 Mayor

James H. Lewellen
 Town Administrator

Derek Honeycutt
 Director of General Services

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

BID NO.: TC2016-20

ALL SEALED BIDS MUST BE RECEIVED AND TIME STAMPED ON OR BEFORE **Wednesday, May 25, 2016, 2:00:00 PM (LOCAL TIME)** IN THE OFFICE OF THE DIRECTOR OF GENERAL SERVICES, 500 POPLAR VIEW PARKWAY, COLLIERVILLE, TENNESSEE 38017, AT WHICH TIME OR SOON THEREAFTER THE BIDS WILL BE PUBLICLY OPENED AND READ ALOUD IN THE TOWN BOARD CHAMBERS.

IF YOU DO NOT RESPOND TO THIS REQUEST FOR BID WITH A **"BID"** OR **"NO BID"**, WE WILL ASSUME THAT YOU NO LONGER WISH TO BID ON THE COMMODITY INDICATED BELOW, AND YOUR COMPANY'S NAME MAY BE REMOVED FROM THE MAILING LIST.

****REQUIRED TO SUBMIT BID: TOWN OF COLLIERVILLE VENDOR #** 000067
 (See Public Notice Form for Information on Obtaining a Vendor #)

DELIVERY PROMISED: 4 weeks after award F.O.B. COLLIERVILLE

TERMS: Net 30

Discounts will be allowed for prompt payment as follows: 10 calendar days, ___%; 15 calendar days ___%; 20 calendar days ___%; 30 calendar days ___%; 45 calendar days, ___%; 60 calendar days ___%; 90 calendar days ___%; ___ calendar days ___%.

FIRM'S NAME: Paramount Uniform Rental ADDRESS: 5421 Crestview RD

Organized and existing under the laws of the State of TN and doing business as ___ a corporation, a partnership, ___ an individual, ___ a limited liability company, or ___ otherwise.

CITY: Memphis STATE: TN ZIP: 38134

TELEPHONE: 901-382-4411 FAX: 901-382-5425 EMAIL: lwilson@paramountuniform.com

NAME: Larry E. Wilson TITLE: Vice President

AUTHORIZED SIGNATURE: *Larry E. Wilson* DATE: 5/18/16

Bidders shall provide a unit price for each item as listed on the following pages.

Rental/Lease Pricing Example:

When utilizing the rental or lease option, the Town will calculate the total uniform cost for each individual per week by multiplying the unit price of an item by the number of items to be issued to the individual. For Example, assuming the unit price for rental of each item is \$1.00 per week, \$35 per week will be charged for issuing: 11 pants (\$11); 11 long sleeve shirts (\$11); 11 short sleeve shirts (\$11); 1 bib overall (\$1); and 1 jacket (\$1).

Size Change Example:

If a size change for pants is requested, assuming the charge is \$1.00 each, the Town would pay \$11 to change the size of all 11 pants issued to an employee through the rental option.

Item	Unit Cost Per Item	Unit Cost Per Item
TROUSERS, ITEM 11, D		
D1) Standard Poly-Cotton Trousers	Male	Female
Rental Price Per week	\$ _____ .20 _____	\$ _____ .20 _____
Lease Price per Week	\$ _____ .20 _____	\$ _____ .20 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 21.00 _____	\$ _____ 21.00 _____
Purchase Price	\$ _____ 18.96 _____	\$ _____ 20.64 _____
Oversize Purchase Price	\$ _____ 22.75 _____	\$ _____ 24.77 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PT20	Red Kap PT21
D2) Jean Cut Pant	Male	Female
Rental Price Per week	\$ _____ .26 _____	\$ _____ .26 _____
Lease Price per Week	\$ _____ .26 _____	\$ _____ .26 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 21.00 _____	\$ _____ 21.00 _____
Purchase Price	\$ _____ 22.96 _____	\$ _____ 25.60 _____
Oversize Purchase Price	\$ _____ 27.55 _____	\$ _____ 30.72 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PT50	Red Kap PZ33
D3) Cotton Work Pant	Male	Female
Rental Price Per week	\$ _____ .25 _____	\$ _____ .27 _____
Lease Price per Week	\$ _____ .25 _____	\$ _____ .27 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 24.00 _____	\$ _____ 24.00 _____
Purchase Price	\$ _____ 27.84 _____	\$ _____ 27.84 _____
Oversize Purchase Price	\$ _____ 33.41 _____	\$ _____ 33.41 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PC20	Red Kap PC45

D4) RED-E-PREST Work Pant	Male	Female
Rental Price Per week	\$ _____ .27 _____	\$ _____ .27 _____
Lease Price per Week	\$ _____ .27 _____	\$ _____ .27 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 22.00 _____	\$ _____ 21.00 _____
Purchase Price	\$ _____ 22.72 _____	\$ _____ 20.64 _____
Oversize Purchase Price	\$ _____ 27.26 _____	\$ _____ 24.77 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PT10	Red Kap PT21
Item	Unit Cost Per Item	Unit Cost Per Item
D5) Pleated Twill Slacks	Male	Female
Rental Price Per week	\$ _____ .33 _____	\$ _____ .33 _____
Lease Price per Week	\$ _____ .33 _____	\$ _____ .33 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 27.00 _____	\$ _____ 27.00 _____
Purchase Price	\$ _____ 30.40 _____	\$ _____ 30.40 _____
Oversize Purchase Price	\$ _____ 36.48 _____	\$ _____ 36.48 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PT 38	Red Kap PT39
D6) Industrial Cargo Pant	Male	Female
Rental Price Per week	\$ _____ .28 _____	\$ _____ .28 _____
Lease Price per Week	\$ _____ .28 _____	\$ _____ .28 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 27.00 _____	\$ _____ 27.00 _____
Purchase Price	\$ _____ 27.36 _____	\$ _____ 27.36 _____
Oversize Purchase Price	\$ _____ 32.83 _____	\$ _____ 32.83 _____
Beginning at size:	44	22
Mfg/Model No(s):	Red Kap PT88	Red Kap PT89
D7) Cargo Cotton Pant	Male	Female
Rental Price Per week	\$ _____ .33 _____	\$ _____ .33 _____
Lease Price per Week	\$ _____ .33 _____	\$ _____ .33 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 28.00 _____	\$ _____ 28.00 _____

Purchase Price	\$ 29.38	\$ 28.08
Oversize Purchase Price	\$ 35.25	\$ 33.70
Beginning at size:	44	18
Mfg/Model No(s):	Red Kap PC76	Dickies FP337

Item	Unit Cost Per Item	Unit Cost Per Item
SHIRTS, ITEM 11, E		
E1) Button Front Poly-Cotton Shirts – Long Sleeve	Male	Female
Rental Price Per week	\$.12	\$.12
Lease Price per Week	\$.12	\$.12
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 17.00	\$ 17.00
Purchase Price	\$ 15.68	\$ 15.68
Oversize Purchase Price	\$ 18.82	\$ 18.82
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap SP14	Red Kap Sp13
E2) Button Front Poly-Cotton Shirts – Short Sleeve	Male	Female
Rental Price Per week	\$.11	\$.11
Lease Price per Week	\$.11	\$.11
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 17.00	\$ 17.00
Purchase Price	\$ 13.12	\$ 13.20
Oversize Purchase Price	\$ 15.74	\$ 15.84
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap SP24	Red Kap SP23

E3) Button Front Wrinkle-Resistant Cotton Shirts – Long Sleeve	Male	Female
Rental Price Per week	\$_____ .18 _____	\$_____ . N/A _____
Lease Price per Week	\$_____ . 18 _____	\$_____ . N/A _____
One time charge for size change	\$_____ 1.50 _____	\$_____ . N/A _____
Replacement Cost	\$_____ 23.00 _____	\$_____ . N/A _____
Purchase Price	\$_____ 22.56 _____	\$_____ . N/A _____
Oversize Purchase Price	\$_____ 27.07 _____	\$_____ . N/A _____
Beginning at size:	2xl	
Mfg/Model No(s):		
E4) Button Front Wrinkle-Resistant Cotton Shirts – Short Sleeve	Male	Female
Rental Price Per week	\$_____ .17 _____	\$_____ . n/a _____
Lease Price per Week	\$_____ .17 _____	\$_____ . _____
One time charge for size change	\$_____ 1.50 _____	\$_____ . _____
Replacement Cost	\$_____ 23.00 _____	\$_____ . _____
Purchase Price	\$_____ 20.30 _____	\$_____ . _____
Oversize Purchase Price	\$_____ 25.40 _____	\$_____ . _____
Beginning at size:	2XL	
Mfg/Model No(s):	Red Kap SC40	

Item	Unit Cost Per Item	Unit Cost Per Item
E5) Poly-Cotton Polo Pique Shirts – With Pocket	Male	Female
Rental Price Per week	\$_____ .17 _____	\$_____ .17 _____
Lease Price per Week	\$_____ .17 _____	\$_____ .17 _____
One time charge for size change	\$_____ 1.50 _____	\$_____ 1.50 _____
Replacement Cost	\$_____ 23.00 _____	\$_____ 23.00 _____
Purchase Price	\$_____ 19.20 _____	\$_____ 19.20 _____
Oversize Purchase Price	\$_____ 23.04 _____	\$_____ 23.04 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap 72/82	Red Kap SK11
E6) Poly-Cotton Polo Pique Shirts – No Pocket	Male	Female
Rental Price Per week	\$_____ .17 _____	\$_____ .17 _____
Lease Price per Week	\$_____ .17 _____	\$_____ .17 _____

One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 19.20	\$ 19.80
Oversize Purchase Price	\$ 23.04	\$ 23.04
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap 7701/7701	Red Kap 5702
E7) Cotton Polo Pique Shirts – With Pocket	Male	Female
Rental Price Per week	\$.17	\$.17
Lease Price per Week	\$.17	\$.17
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 19.20	\$ 19.20
Oversize Purchase Price	\$ 23.04	\$ 23.04
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap 7701	Red Kap 5702
E8) Cotton Polo Pique Shirts – No Pocket	Male	Female
Rental Price Per week	\$.17	\$.17
Lease Price per Week	\$.17	\$.17
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 19.20	\$ 19.20
Oversize Purchase Price	\$ 23.04	\$ 23.04
Beginning at size:		
Mfg/Model No(s):		

Item	Unit Cost Per Item	Unit Cost Per Item
E9) Snag-Proof Polo Shirts – With Pocket	Male	Female
Rental Price Per week	\$.18	\$.18
Lease Price per Week	\$.18	\$.18
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00

Purchase Price	\$ 20.78	\$ 20.78
Oversize Purchase Price	\$ 24.94	\$ 24.94
Beginning at size:	2xl	2xl
Mfg/Model No(s):	CS412	CS413
E10) Snag-Proof Polo Shirts – No Pocket	Male	Female
Rental Price Per week	\$.18	\$.18
Lease Price per Week	\$.18	\$.18
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 20.78	\$ 20.78
Oversize Purchase Price	\$ 24.94	\$ 24.94
Beginning at size:	2xl	2xl
Mfg/Model No(s):	CS412	CS413
E11) Poplin Button Front Dress Shirt – Long Sleeve	Male	Female
Rental Price Per week	\$.20	\$.20
Lease Price per Week	\$.20	\$.20
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 20.72	\$ 20.72
Oversize Purchase Price	\$ 24.86	\$ 24.86
Beginning at size:	2XL	2XL
Mfg/Model No(s):	Red Kap SP90	Red Kap SP91
E12) Poplin Button Front Dress Shirt – Short Sleeve	Male	Female
Rental Price Per week	\$.19	\$.19
Lease Price per Week	\$.19	\$.19
One time charge for size change	\$ 1.50	\$ 1.50
Replacement Cost	\$ 23.00	\$ 23.00
Purchase Price	\$ 18.64	\$ 18.64
Oversize Purchase Price	\$ 23.30	\$ 23.30
Beginning at size:	2 xl	2 xl
Mfg/Model No(s):	Red Kap sp80	Red Kap sp81
Item	Unit Cost Per Item	Unit Cost Per Item
E13) Oxford Dress Shirt – Long Sleeve	Male	Female

Rental Price Per week	\$ _____ .20 _____	\$ _____ .20 _____
Lease Price per Week	\$ _____ .20 _____	\$ _____ .20 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 23.00 _____	\$ _____ 23.00 _____
Purchase Price	\$ _____ 21.28 _____	\$ _____ 21.28 _____
Oversize Purchase Price	\$ _____ 25.54 _____	\$ _____ 25.54 _____
Beginning at size:	18	22
Mfg/Model No(s):	Red Kap SR70	Red Kap SR71
E14) Oxford Dress Shirt – Short Sleeve	Male	Female
Rental Price Per week	\$ _____ .19 _____	\$ _____ .19 _____
Lease Price per Week	\$ _____ .19 _____	\$ _____ .19 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 23.00 _____	\$ _____ 23.00 _____
Purchase Price	\$ _____ 20.24 _____	\$ _____ 20.24 _____
Oversize Purchase Price	\$ _____ 25.30 _____	\$ _____ 25.30 _____
Beginning at size:	18	22
Mfg/Model No(s):	Red Kap SR60	Red Kap SR61

Item	Unit Cost Per Item	Unit Cost Per Item
------	--------------------	--------------------

JACKETS ITEM 11, F		
F1) Standard Slash Pocket Jacket	Male	Female
Rental Price Per week	\$ _____ .20 _____	\$ _____ .20 _____
Lease Price per Week	\$ _____ .20 _____	\$ _____ .20 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 29.00 _____	\$ _____ 23.00 _____
Purchase Price	\$ _____ 38.16 _____	\$ _____ 38.16 _____
Oversize Purchase Price	\$ _____ 45.79 _____	\$ _____ 45.79 _____
Beginning at size:	2XL	18
Mfg/Model No(s):	Red Kap JT22	Dickies FJ311
F2) Rib Knit Team Jacket	Male	Female
Rental Price Per week	\$ _____ .20 _____	\$ _____ .20 _____
Lease Price per Week	\$ _____ .20 _____	\$ _____ .20 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 29.00 _____	\$ _____ 29.00 _____
Purchase Price	\$ _____ 38.40 _____	\$ _____ 38.40 _____
Oversize Purchase Price	\$ _____ 46.08 _____	\$ _____ 46.08 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red kap JT38	Dickies FJ311
F3) Duck Canvas Chore Coat	Male	Female
Rental Price Per week	\$ _____ .60 _____	\$ _____ .60 _____
Lease Price per Week	\$ _____ .60 _____	\$ _____ .60 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 55.00 _____	\$ _____ 55.00 _____
Purchase Price	\$ _____ 51.20 _____	\$ _____ 51.20 _____
Oversize Purchase Price	\$ _____ 61.44 _____	\$ _____ 61.44 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Dickies 758	Berne Apparel WJS 300
F4) Washed Gasoline Jacket	Male	Female
Rental Price Per week	\$ _____ .65 _____	\$ _____ .65 _____
Lease Price per Week	\$ _____ .65 _____	\$ _____ .65 _____

One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 55.00 _____	\$ _____ 55.00 _____
Purchase Price	\$ _____ 51.20 _____	\$ _____ 51.20 _____
Oversize Purchase Price	\$ _____ 61.44 _____	\$ _____ 61.44 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Berne j374	Berne wjs 300
Item	Unit Cost Per Item	Unit Cost Per Item
F5) Full Zip Fleece Hoodie	Male	Female
Rental Price Per week	\$ _____ .70 _____	\$ _____ .70 _____
Lease Price per Week	\$ _____ .70 _____	\$ _____ .70 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 25.00 _____	\$ _____ 25.00 _____
Purchase Price	\$ _____ 27.98 _____	\$ _____ 27.98 _____
Oversize Purchase Price	\$ _____ 34.98 _____	\$ _____ 34.98 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Sport TEx ST258	Sport TeX L265
F6) Full Zip Fleece (No Hood)	Male	Female
Rental Price Per week	\$ _____ .70 _____	\$ _____ .70 _____
Lease Price per Week	\$ _____ .70 _____	\$ _____ .70 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 25.00 _____	\$ _____ 25.00 _____
Purchase Price	\$ _____ 26.38 _____	\$ _____ 26.38 _____
Oversize Purchase Price	\$ _____ 32.98 _____	\$ _____ 32.98 _____
Beginning at size:	2XL	2XL
Mfg/Model No(s):	Sport TEX st259	Sport Tex St 259
F7) ¼ Zip Fleece (No Hood)	Male	Female
Rental Price Per week	\$ _____ .70 _____	\$ _____ .70 _____
Lease Price per Week	\$ _____ .70 _____	\$ _____ .70 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 25.00 _____	\$ _____ 25.00 _____
Purchase Price	\$ _____ 23.18 _____	\$ _____ 23.18 _____
Oversize Purchase Price	\$ _____ 28.98 _____	\$ _____ 28.98 _____
Beginning at size:	2xl	2xl

Mfg/Model No(s):	Sport Tex ST253	Sport Tex LST253
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Item	Unit Cost Per Item	Unit Cost Per Item
COVERALLS ITEM 11, G		
G1) Poly-Cotton Coveralls	Male	Female
Rental Price Per week	\$_____ .40_____	\$_____ .40_____
Lease Price per Week	\$_____ .40_____	\$_____ .40_____
One time charge for size change	\$_____ 1.50_____	\$_____ 1.50_____
Replacement Cost	\$_____ 30.00_____	\$_____ 30.00_____
Purchase Price	\$_____ 35.68_____	\$_____ 35.68_____
Oversize Purchase Price	\$_____ 44.60_____	\$_____ 44.60_____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap CP30/40	Red Kap CP30/40
G2) Insulated Twill Coverall	Male	Female
Rental Price Per week	\$_____ .45_____	\$_____ .45_____
Lease Price per Week	\$_____ .45_____	\$_____ .45_____
One time charge for size change	\$_____ 1.50_____	\$_____ 1.50_____
Replacement Cost	\$_____ 50.00_____	\$_____ 50.00_____
Purchase Price	\$_____ 69.76_____	\$_____ 69.76_____
Oversize Purchase Price	\$_____ 83.71_____	\$_____ 83.71_____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Red Kap CT30	Red Kap Ct30
G3) Insulated Cotton Duck Coveralls	Male	Female
Rental Price Per week	\$_____ 1.35_____	\$_____ 1.35_____

Lease Price per Week	\$ _____ 1.35 _____	\$ _____ 1.35 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 65.00 _____	\$ _____ 65.00 _____
Purchase Price	\$ _____ 71.20 _____	\$ _____ 71.20 _____
Oversize Purchase Price	\$ _____ 85.44 _____	\$ _____ 85.44 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Dickies TV239	Dickies TV239
G4) Insulated Cotton Duck Bib Overalls	Male	Female
Rental Price Per week	\$ _____ 1.00 _____	\$ _____ 1.00 _____
Lease Price per Week	\$ _____ 1.00 _____	\$ _____ 1.00 _____
One time charge for size change	\$ _____ 1.50 _____	\$ _____ 1.50 _____
Replacement Cost	\$ _____ 50.00 _____	\$ _____ 50.00 _____
Purchase Price	\$ _____ 62.40 _____	\$ _____ 62.40 _____
Oversize Purchase Price	\$ _____ 74.88 _____	\$ _____ 74.88 _____
Beginning at size:	2xl	2xl
Mfg/Model No(s):	Dickies TB839	Dickies TB839

EMBLEMS & EMBROIDERY, ITEM 12	
Note: The unit pricing provided below shall apply to purchased items only. For uniform items being rented or leased, the unit price for those items shall be inclusive of embroidery costs per Section III, Item 12.	
A1) Name Patch	\$ _____ 1.25 _____ ea.
A2) Town Seal Patch	\$ _____ 2.25 _____ ea.
A3) Embroidered Names	\$ _____ 5.00 _____ ea.

FLOOR MATS, ITEM 13	
A1) 3' x 5' Interior door/Slate mats	\$ _____ 1.95 _____ ea.
Replacement Cost	\$ _____ 35.00 _____ ea.
A2) 3' x 10' Interior door/Slate mats	\$ _____ 3.50 _____ ea.
Replacement Cost	\$ _____ 80.00 _____ ea.

A3) 4' x 6' Interior door/Slate mats	\$ _____ 2.95 _____ ea.
Replacement Cost	\$ _____ 50.00 _____ ea.
A4) 3' x 5' "Scraper" mats	\$ _____ 1.70 _____ ea.
Replacement Cost	\$ _____ 45.00 _____ ea.
A5) 4' x 6' "Scraper" mats	\$ _____ 2.32 _____ ea.
Replacement Cost	\$ _____ 65.00 _____ ea.

TOWELS & RAGS, ITEM 14	
A1) Shop Towels	\$ _____ .08 _____ ea.
Replacement Cost	\$ _____ .35 _____ ea.
A2) Microfiber Rags	\$ _____ .18 _____ ea.
Replacement Cost	\$ _____ .80 _____ ea.

CATALOG DISCOUNT, ITEM 25	
Provide percentage discount from published catalog price below.	
Provide Catalog with bid	
Catalog	Discount %
VF Image Red Kap	20 % off the online catalog
Dickies Online Catalog	20 % off the online catalog

Sanmar Online Catalog	20 % off the online catalog
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REPLACEMENT COSTS (Each)

The Town agrees to reimburse the uniform service for any uniform item that is lost, damaged, destroyed or willfully abused while in our possession. In the event the Town must reimburse the uniform service for uniform replacements, said reimbursement shall be based on the depreciated value from the quoted replacement price of the uniform.

Pro-rated (depreciated value) replacement costs for items furnished for all six years of the contract term:

First year of contract:

First six (6) months 100_% of replacement costs listed above. Second Six (6) months 100_% of replacement costs listed above.

Second year of contract:

First six (6) months _____90_% of replacement costs listed above. Second Six (6) months _____90_% of replacement costs listed above.

Third year of contract:

First six (6) months _____80_____% of replacement costs listed above. Second Six (6) months _____80_____% of replacement costs listed above.

Fourth year of contract:

**First six (6) months _____80_____% of replacement costs listed above.
Second Six (6) months _____80_____% of replacement costs listed above.**

Fifth year of contract:

**First six (6) months _____80_____% of replacement costs listed above.
Second Six (6) months _____80_____% of replacement costs listed above.**

Sixth year of contract:

**First six (6) months _____80_____% of replacement costs listed above.
Second Six (6) months _____80_____% of replacement costs listed above.**