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SUBJECT: RENTAL OF UNIFORMS, WALK-OFF MATS, AND DUST MOPS

BID #: SC-0340-21

OPEN DATE: 03/17/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – JUNE 1, 2021 THROUGH MAY 31, 2024 WITH ONE (1) THREE (3) YEAR RENEWAL OPTION

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was opened on 3/17/21. Cintas Corporation failed to bid on all the line items as was required; therefore, recommend approval to reject Cintas Corporation for being non-responsive.

UniFirst Corporation, the current supplier, returned a copy of their Certificate of Liability Insurance in lieu of the Insurance Agent Acknowledgement Form. Recommend approval to waive the Insurance Agent Acknowledgement Form as a minor irregularity.

Recommend approval of award to UniFirst Corporation as the lowest responsive, responsible bidder. Total estimated expenditure for the initial three (3) year term not-to-exceed $330,000.00. Period of service will be June 1, 2021 through May 31, 2024 with one (1) three (3) year renewal option.

Funding for this award will be encumbered from various accounts and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Rejection Letter; Addendum 1; Terms & Conditions; Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: March 19, 2021

Subject: SC-0340-21 Rental of Uniforms, Walk-Off Mats, and Dust Mops

Subject bid was opened on March 17, 2021. Cintas Corporation failed to bid on all the line items as was required; therefore, recommend approval to reject Cintas Corporation for being non-responsive.

UniFirst Corporation, the current supplier, returned a copy of their Certificate of Liability Insurance in lieu of the Insurance Agent Acknowledgement Form. Recommend approval to waive the Insurance Agent Acknowledgement Form as a minor irregularity.

The Procurement Division recommends approval of award to UniFirst Corporation as the lowest responsive, responsible bidder. Total estimated expenditure for the initial three (3) year term not-to-exceed $330,000.00. Period of service will be June 1, 2021 through May 31, 2024 with one (1) three (3) year renewal option.

Funding for this award will be encumbered from various accounts and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

CC: Dustin Freeman
Manager of Purchasing Services
Procurement Division

BID TABULATION
SUMMARY

		CINTAS CORPORATION	UNIFIRST CORPORATION
Title:	Rental of Uniforms, Walk-Off Mats, and Dust Mops		
Bid No:	SC-0340-21		
Open Date:	March 17, 2021		
Analyst:	David Klages		
No. Invited:	(7) **No. Received:** (2) **Other:** (0)		
Recorded By:	John Hernandez		
TOTAL BASE BID (Line Items 1 - 64):		**N/A**	**$15,916.90**
Terms:		Not Stated	No Discount
Delivery:		6 - 8 Weeks	25 - 42 Days
Signed Bid Form:		Yes	Yes
Bid Proposal Form:		*Yes	Yes
Replacement Cost Form		Yes	Yes
Conflict of Interest Certificate:		Yes	Yes
Insurance Agent Acknowledgement Form:		Yes	*COI submitted
Addendum 1:		Yes	Yes

NOTE: Cintas Corporation failed to bid on Lines 29 - 31 and is therefore non-responsive.

BID TABULATION

Title:	Rental of Uniforms, Walk-Off Mats, and Dust Mops
Bid No:	SC-0340-21
Open Date:	March 17, 2021
Analyst:	David Klages
No. Invited:	(7) **No. Received:** (2) **Other:** (0)
Recorded By:	John Hernandez

Item #	Description	Est. Annual Quantity	Unit	UNIFIRST CORPORATION Unit Price	UNIFIRST CORPORATION Extended Price
1	Shirts - Long Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), S - XL, per Specifications	500	Each	$0.16	$80.00
2	Shirts - Long Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), 2XL - 3XL, per Specifications	45	Each	$0.16	$7.20
3	Shirts - Long Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), 4XL - 6XL, per Specifications	10	Each	$0.16	$1.60
4	Shirts - Long Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), Tall, per Specifications	45	Each	$0.16	$7.20
5	Shirts - Short Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), S - XL, per Specifications	1,500	Each	$0.11	$165.00
6	Shirts - Short Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), 2XL - 3XL, per Specifications	45	Each	$0.11	$4.95
7	Shirts - Short Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), 4XL - 6XL, per Specifications	10	Each	$0.11	$1.10
8	Shirts - Short Sleeve: Industrial, Button Down, Polyester/Cotton Blend (65/35), Tall, per Specifications	45	Each	$0.11	$4.95
9	Shirts - Long Sleeve: Mechanics, Button Down, 100% Cotton, S - XL, per Specifications	500	Each	$0.19	$95.00
10	Shirts - Long Sleeve: Mechanics, Button Down, 100% Cotton, 2XL - 3XL, per Specifications	45	Each	$0.19	$8.55
11	Shirts - Long Sleeve: Mechanics, Button Down, 100% Cotton, 4XL - 6XL, per Specifications	10	Each	$0.19	$1.90
12	Shirts - Long Sleeve: Mechanics, Button Down, 100% Cotton, Tall, per Specifications	45	Each	$0.19	$8.55
13	Shirts - Short Sleeve: Mechanics, Button Down, 100% Cotton, S - XL, per Specifications	500	Each	$0.17	$85.00
14	Shirts - Short Sleeve: Mechanics, Button Down, 100% Cotton, 2XL - 3XL, per Specifications	45	Each	$0.17	$7.65
15	Shirts - Short Sleeve: Mechanics, Button Down, 100% Cotton, 4XL - 6XL, per Specifications	10	Each	$0.17	$1.70
16	Shirts - Short Sleeve: Mechanics, Button Down, 100% Cotton, Tall, per Specifications	45	Each	$0.17	$7.65
17	Shirts - Long Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), S - XL, per Specifications	500	Each	$0.20	$100.00
18	Shirts - Long Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), 2XL - 3XL, per Specifications	45	Each	$0.20	$9.00
19	Shirts - Long Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), 4XL - 6XL, per Specifications	10	Each	$0.20	$2.00
20	Shirts - Long Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), Tall, per Specifications	45	Each	$0.20	$9.00
21	Shirts - Short Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), S - XL, per Specifications	500	Each	$0.15	$75.00
22	Shirts - Short Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), 2XL - 3XL, per Specifications	45	Each	$0.15	$6.75
23	Shirts - Short Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), 4XL - 6XL, per Specifications	10	Each	$0.15	$1.50
24	Shirts - Short Sleeve: Executive, Oxford Style, Cotton/Polyester Blend (60/40), Tall, per Specifications	45	Each	$0.15	$6.75
25	Shirts - Short Sleeve: Polo, Knit, Polyester/Cotton Blend (50/50), S - XL, per Specifications	1,500	Each	$0.16	$240.00
26	Shirts - Short Sleeve: Polo, Knit, Polyester/Cotton Blend (50/50), 2XL - 3XL, per Specifications	45	Each	$0.16	$7.20
27	Shirts - Short Sleeve: Polo, Knit, Polyester/Cotton Blend (50/50), 4XL - 6XL, per Specifications	10	Each	$0.16	$1.60
28	Shirts - Short Sleeve: Polo, Knit, Polyester/Cotton Blend (50/50), Tall, per Specifications	45	Each	$0.16	$7.20
29	Shirts - Long Sleeve: Crew Neck Moisture Wick, S - XL, per Specifications	500	Each	$0.16	$80.00
30	Shirts - Long Sleeve: Crew Neck Moisture Wick, 2XL - 3XL, per Specifications	50	Each	$0.16	$8.00
31	Shirts - Long Sleeve: Crew Neck Moisture Wick, S - XL, per Specifications	10	Each	$0.16	$1.60
32	Shirts - Short Sleeve: Crew Neck Moisture Wick, S - XL, per Specifications	500	Each	$0.18	$90.00
33	Shirts - Short Sleeve: Crew Neck Moisture Wick, 2XL - 3XL, per Specifications	50	Each	$0.18	$9.00
34	Shirts - Short Sleeve: Crew Neck Moisture Wick, S - XL, per Specifications	10	Each	$0.18	$1.80

BID TABULATION

Title:	Rental of Uniforms, Walk-Off Mats, and Dust Mops
Bid No:	SC-0340-21
Open Date:	March 17, 2021
Analyst:	David Klages
No. Invited:	(7) **No. Received:** (2) **Other:** (0)
Recorded By:	John Hernandez

Item #	Description	Est. Annual Quantity	Unit	UNIFIRST CORPORATION Unit Price	UNIFIRST CORPORATION Extended Price
35	Pants - Men's: Industrial, Polyester/Cotton Blend (65/35), Up To 52" Waist, per Specifications	750	Each	$0.19	$142.50
36	Pants - Men's: Industrial, Polyester/Cotton Blend (65/35), 53" Waist and Up, per Specifications	50	Each	$0.19	$9.50
37	Pants - Women's: Industrial, Polyester/Cotton Blend (65/35), Up To 28" Waist, per Specifications	750	Each	$0.19	$142.50
38	Pants - Women's: Industrial, Polyester/Cotton Blend (65/35), 29" Waist and Up, per Specifications	50	Each	$0.19	$9.50
39	Pants - Men's: Cargo, Polyester/Cotton Blend (65/35), Up To 52" Waist, per Specifications	500	Each	$0.24	$120.00
40	Pants - Men's: Cargo, Polyester/Cotton Blend (65/35), 53" Waist and Up, per Specifications	50	Each	$0.24	$12.00
41	Pants - Women's: Cargo, Polyester/Cotton Blend (65/35), Up To 28" Waist, per Specifications	500	Each	$0.24	$120.00
42	Pants - Women's: Cargo, Polyester/Cotton Blend (65/35), 29" Waist and Up, per Specifications	50	Each	$0.24	$12.00
43	Pants - Men's: Mechanics, 100% Cotton, Up To 52" Waist, per Specifications	250	Each	$0.24	$60.00
44	Pants - Men's: Mechanics, 100% Cotton, 53" Waist and Up, per Specifications	50	Each	$0.24	$12.00
45	Pants - Women's: Mechanics, 100% Cotton, Up To 28" Waist, per Specifications	250	Each	$0.24	$60.00
46	Pants - Women's: Mechanics, 100% Cotton, 29" Waist and Up, per Specifications	50	Each	$0.24	$12.00
47	Pants - Men's: Executive, Polyester/Cotton Blend (65/35), Up To 52" Waist, per Specifications	250	Each	$0.21	$52.50
48	Pants - Men's: Executive, Polyester/Cotton Blend (65/35), 53" Waist and Up, per Specifications	50	Each	$0.21	$10.50
49	Pants - Women's: Executive, Polyester/Cotton Blend (65/35), Up To 28" Waist, per Specifications	250	Each	$0.21	$52.50
50	Pants - Women's: Executive, Polyester/Cotton Blend (65/35), 29" Waist and Up, per Specifications	50	Each	$0.21	$10.50
51	Shorts - Men's: Work, Pleated Front, Polyester/Cotton Blend (65/35), 8" - 15" Inseam, Up to 52" Waist, per Specs.	500	Each	$0.21	$105.00
52	Shorts - Men's: Work, Pleated Front, Polyester/Cotton Blend (65/35), 8" - 15" Inseam, 53" Waist and Up, per Specs.	50	Each	$0.21	$10.50
53	Shorts - Women's: Work, Pleated Front, Polyester/Cotton Blend (65/35), 8" - 15" Inseam, Up to 28" Waist, per Specs.	500	Each	$0.21	$105.00
54	Shorts - Women's: Work, Pleated Front, Polyester/Cotton Blend (65/35), 8" - 15" Inseam, 29" Waist and Up, per Specs.	50	Each	$0.21	$10.50
55	Coveralls: Flame Resistant (Compliance with OSHA), 100% Cotton, per Specifications	250	Each	$0.33	$82.50
56	Emblem (City of Jacksonville logo)	7,500	Each	$1.40	$10,500.00
57	Embroidery - Name and Department	500	Each	$1.75	$875.00
58	Embroidery - Name, Department, and Logo	500	Each	$2.00	$1,000.00
59	Dust Mops: Synthetic Cotton Blend, 24", per Specifications	100	Each	$0.45	$45.00
60	Dust Mops: Synthetic Cotton Blend, 36", per Specifications	100	Each	$0.60	$60.00
61	Walk-Off Mats: 3' x 5', Nylon with Rubber Backing, per Specifications	150	Each	$1.40	$210.00
62	Walk-Off Mats: 3' x 10', Nylon with Rubber Backing, per Specifications	150	Each	$2.59	$388.50
63	Walk-Off Mats: 4' x 6', Nylon with Rubber Backing, per Specifications	150	Each	$1.95	$292.50
64	Shop Towels: 12" x 12" Minimum	5,000	Each	$0.05	$250.00
	TOTAL BASE BID (Line Items 1 - 64):				**$15,916.90**

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

DATE: MARCH 19, 2021

VIA EMAIL: DUNNEC@CINTAS.COM

BIDDER'S NAME: CINTAS CORPORATION

ADDRESS: 6800 CINTAS BOULEVARD, CINCINNATI, OH 45262

CONTACT NAME: CHRIS DUNNE

BID NO: SC-0340-21

TITLE: RENTAL OF UNIFORMS, WALK-OFF MATS, AND DUST MOPS

DATE OPENED: MARCH 17, 2021

REASON FOR RECOMMENDED BID REJECTION: FOR BEING NON-RESPONSIVE; SPECIFICALLY, FOR NOT BIDDING ON ITEMS 29 – 31 AS WAS REQUIRED.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE'S BID PROTEST PROCEDURES. PLEASE DIRECT YOUR PROTEST TO DAVID KLAGES, PURCHASING ANALYST, AT EMAIL ADDRESS DKLAGES@COJ.NET. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON **THURSDAY, MARCH 25, 2021 AT 1:00 P.M.**

BUYER'S SIGNATURE: _____
DAVID KLAGES, PURCHASING ANALYST

CITY OF JACKSONVILLE
PROCUREMENT DIVISION
Ed Ball Building, 8th Floor
214 N. Hogan Street
Jacksonville, Florida 32202

ADDENDUM NO:	**ONE (1)**
BID NUMBER:	**SC-0340-21**
TITLE OF BID:	**RENTAL OF UNIFORMS, WALK-OFF MATS, AND DUST MOPS**
OPENING TIME AND DATE:	**MARCH 17, 2021 @ 2:00 P.M.**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

1. **REVISION TO COMMENCEMENT OF SERVICE:**
COMMENCEMENT OF SERVICE on page 21 of the bid document is hereby revised as follows:

"A Recommendation of Award for this solicitation will be made at a General Government Awards Committee (GGAC) meeting. Shortly thereafter, a Blanket Purchase Agreement (BPA) will be issued to the awarded supplier. The BPA will serve as a Notice to Proceed. The City of Jacksonville anticipates issuing the BPA the first week of April. It is desired that all initial deliveries of garments and items be completed by the awarded supplier by May 31, 2021. The awarded supplier should use the time between receiving the BPA and May 31, 2021 to set up accounts, take measurements, complete embroidery work, etc."

Note: The requirement for bidders to include a specific delivery commitment on the Bid Proposal Form still applies. The City will expect the awarded supplier to adhere to the delivery time if/when replacement or additional items are requested. This information will not be used in determining the winning bid.

2. **REVISED CONTRACT TERM:**
The contract term is hereby revised as follows:

"The term of this agreement will be June 1, 2021 through May 31, 2024 with one (1) three (3) year renewal option. The renewal option may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents."

3. **REVISION TO GARMENT REPLACEMENT TIMEFRAME:**
   - The below statement is hereby removed from page 22 of the Specifications:

     "All items shall be replaced on a yearly basis (or sooner, if needed) within two (2) weeks of the anniversary of the contract term."

   - The below statement is hereby added to the Specifications:

     "All items shall be replaced eighteen (18) months after the start of the contract (or sooner, if needed)."

Note: This applies to walk-off mats and dust mops and includes uniform replacement due to weight gain or loss. Replacement items shall be brand new.

4. **QUESTION:**
Is the expectation for an annual change out of the garments?

ANSWER:
Please see Item 3 of this addendum.

5. **QUESTION:**
If an annual change out is a requirement on the current contract, may we see the reporting to verify in fact the change outs are happening? Many require the change out, and many companies say they will, but never do, which feeds the perpetual cycle.

ANSWER:
An annual change out is not part of the current contract. The previous solicitation (SC-0380-15) was revised during the bidding process via addendum to state, "New Uniforms shall be supplied at the beginning of the contract and replaced during the initial 3-year period using the industry standard of 18-24 months, unless the uniform is worn, faded and/or threadbare."

6. **QUESTION:**
Regarding emblems, is the City looking for one-time emblem fees or ongoing rental rates to prevent one-time fees?

ANSWER:
This is not a Weekly Rental Price; the bidder should provide the one-time cost per item.

7. **QUESTION:**
Is the agency interested in a rate per garment to forego ever paying damaged garment fees?

ANSWER:
Yes.

8. **QUESTION:**
Does the agency want to see the details behind each supplier's soil pickup and return reporting?

ANSWER:
Not during the bidding process but the awarded supplier should be able to provide documentation of the number items picked up and delivered. The supplier should have the agency representative sign an acknowledgement form for said items.

9. **QUESTION:**
Does the agency want to see details behind invoice correction processing?

ANSWER:
Invoices should be double-checked prior to being issued to ensure they are correct and per the contract terms and rates. If an invoice is submitted with incorrect pricing and/or discrepancies, delays in payment should be expected.

If an incorrect invoice is submitted, a credit memo will be needed to cancel the incorrect invoice and a new invoice with the correct information and totals will have to be submitted.

Note: The reason for the necessity of a corrected invoice must be made clear on the revised invoice.

10. **QUESTION:**
Are there any requirements for an online portal? If so, what requirements would the agency like: billing, garment tracking, employee additions/deletions, etc.?

ANSWER:
No, there are no requirements for an online portal.

11. **QUESTION:**
Are legal exceptions allowed? If so, are they to be submitted with the response or beforehand?

ANSWER:
All questions or discrepancies regarding the bidding process or the bid documents, including the request for legal exceptions, must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

Note: Any changes to the bid documents will only be authorized through the issuance of an addendum. Any unauthorized changes to the bid documents by the bidder may render the bidder's submittal non-responsive.

12. **QUESTION:**
May we see the pricing for the current contract?

ANSWER:
Yes; please see the GGAC awards under SC-0380-15 included in this addendum.

13. **QUESTION:**
Does the City care whether or not the emblems are embroidered or screen printed?

ANSWER:
All emblems/logos must be embroidered.

14. **QUESTION:**
Is the use of JSEB subcontractors required for this solicitation?

ANSWER:
The use of JSEB subcontractors is encouraged but is not required. If you will not be utilizing JSEB subcontractors you do not have to return the JSEB forms.

DATE March 8, 2021 **BUYER** David Klages

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Title

Company

Date

End of Addendum 1
Fourteen (14) pages to follow.

TERMS AND CONDITIONS

RENTAL OF UNIFORMS, WALK-OFF MATS, AND DUST MOPS

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for the **Rental of Uniforms, Walk-Off Mats, and Dust Mops** as listed in the bid documents.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
The term of this agreement will be April 9, 2021 through April 8, 2024 with one (1) three (3) year renewal option. Renewal Option may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:
   a. Supplier shall provide proof of applicable local business license if located within Duval County.

5. **PRE-BID CONFERENCE**
N/A.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

RENTAL OF UNIFORMS, WALK-OFF MATS, AND DUST MOPS

All items furnished by Supplier during contractual period must be equal to rental items furnished by the Supplier to Supplier's regular commercial accounts, and equal to any samples which may be submitted. The City of Jacksonville (City/COJ/Buyer) may request that the Supplier furnish certain items in a variety of colors (uniforms, walk-off mats, etc.), and will be expected to comply without any additional cost to the City.

SUPPLIER RESPONSIBILITY

At a minimum, the Supplier must have experience and/or provide services in the following areas:

- Applicable experience in providing uniform rental or lease services as described in the bid document.
- Sufficient inventory to meet the needs and requirements of the City and its agencies.
- Count and log the number of items being picked up and delivered. Counts are subject to verification by COJ staff.
- Deliver the items on a consistent schedule with a specified day of the week (Monday through Friday) before 3:00 p.m. The only exception will be if a legal holiday falls on a delivery day. In this event, items will be delivered the next business day following the holiday.
- Upon delivery of cleaned items, the Supplier shall furnish a ticket indicating the contents of the shipment to the appropriate agency representative. Discrepancies shall be noted and the Supplier will make the applicable invoicing adjustments upon resolution.
- Delivered items that do not meet the standards for cleanliness and condition will be picked up by the Supplier within twenty-four (24) hours and replaced at no charge to the City.
- Replacements of worn items will be made on a periodic basis, at a minimum of one time each twelve (12) months, to maintain serviceable, good condition inventory.
- Invoices must be billed correctly. Only correctly billed invoices will be paid by the City. Incorrectly billed invoices will not be paid until the appropriate adjustments are made by the Supplier. The City shall not incur additional charges for delinquent invoices due to incorrect billing.
- Invoices will be billed to individual using agencies, not to the City as a whole. If an agency is delinquent in paying invoices through no fault of the Supplier, service will not be disrupted for agencies that are in good standing.

SERVICE REQUIREMENTS

Service will be based on a minimum of one (1) weekly service call for pickup and delivery to location. Pickup and delivery dates for each location will be established at the convenience of personnel at applicable locations and may be adjusted during the contract period.

a. The Supplier shall provide between two (2) to four (4) large hampers for soiled uniforms at each location/agency.
b. Upon award of a contract, the Supplier will measure all eligible employees for uniforms.
c. New uniforms shall be supplied at the beginning of the contract and renewal periods, if exercised.
d. All uniforms to be delivered will be thoroughly cleaned, dried, and inspected for wear, stains, and wrinkles before they are delivered.
e. All poly-blend shirts and pants are to be steam tunnel pressed. Executive shirts and pants are to be pressed.

COMMENCEMENT OF SERVICE

It is desired that all initial deliveries of garments and items be completed by the awarded Supplier within fourteen (14) calendar days of receiving the agencies' purchase orders. Supplier's response must include a specific delivery commitment on the Bid Proposal Form stated in the number of calendar days from receipt of a purchase order. **Failure to state delivery time may result in rejection of the bid.**

SALES REPRESENTATION

The Supplier shall provide a designated sales representative to work closely and service the various City agencies. The sales representative shall be readily available to physically visit all agencies at least twice a month to assist in answering questions and to handle problems on a timely basis.

RENTAL OF DUST MOPS, WALK-OFF MATS, AND LINEN

DUST MOPS

- Synthetic cotton blend, colorfast
- Resist mildew, does not shrink
- Twisted yarns, universal back
- Available in the following sizes: 24", 36"
- Dust mops may be furnished treated or untreated. If treated, such treatment must be 25% of its dry weight and must last for at least thirty (30) days without drying out. There must be no moisture content in dust mops. Frames shall be furnished for all mops.

WALK-OFF MATS

- Nylon pile bonded to rubber backing
- Available in the following sizes: 3' x 5', 3' x 10', 4' x 6'
- Mats shall be cleaned when they have lost 75% of their effectiveness. They should last approximately two (2) weeks according to the amount of traffic.

LINEN

- Maximum absorbency, unmatched strength
- Long lasting durability
- Approximately 50/50 blend of polyester and cotton
- Must have no tears, patches, or stains

RENTAL OF UNIFORMS

- New uniforms will be issued upon implementation of this supply contract.
- Must be delivered in a clean, pressed/ironed, and sanitized condition.
- Must not have any holes, tears, patches, missing buttons, broken zippers, etc., or improper appearance.
- Clothing items must be replaced when they no longer present a professional appearance, or at any time the using agency considers items no longer usable at no cost to the City. Pricing must cover men's and women's apparel. All items shall be replaced on a yearly basis (or sooner, if needed) within two (2) weeks of the anniversary of the contract term.

SHIRTS: INDUSTRIAL, LONG SLEEVE

- Polyester/Cotton blend (65/35)
- Full Cut with convertible collar, button down
- Two (2) button-through front chest pockets, left pockets with reinforced pencil slot
- Button front closure, gripper closure at neck
- Set-in sleeves, long sleeve with button cuff
- All edges finished, double-stitched at stress points

SHIRTS: INDUSTRIAL, SHORT SLEEVE

- Polyester/Cotton blend (65/35)
- Full Cut with convertible collar, button down
- Two (2) button-through front chest pockets, left pockets with reinforced pencil slot
- Button front closure, gripper closure at neck
- Set-in sleeves
- All edges finished, double-stitched at stress points

SHIRTS: MECHANICS, LONG SLEEVE

- 100% Cotton
- Full Cut with convertible collar, button down
- Two (2) button-through front chest pockets, left pockets with reinforced pencil slot
- Button front closure, gripper closure at neck
- Set-in sleeves, long sleeve with button cuff
- All edges finished, double-stitched at stress points

SHIRTS: MECHANICS, SHORT SLEEVES

- 100% Cotton
- Full Cut with convertible collar, button down
- Two (2) button-through front chest pockets, left pockets with reinforced pencil slot
- Button front closure, gripper closure at neck
- Set-in sleeves
- All edges finished, double-stitched at stress points

SHIRTS: EXECUTIVE, LONG SLEEVE

- Cotton/Polyester blend (60/40)
- Oxford style, button down collar
- Full placket front, left front chest pocket
- Button front closure
- Set-in sleeves, long sleeve with button cuff
- All edges finished, double-stitched at stress points

SHIRTS: EXECUTIVE, SHORT SLEEVE

- Cotton/Polyester blend (60/40)
- Oxford style, button down collar
- Full placket front, left front chest pocket
- Button front closure
- Set-in sleeves
- All edges finished, double-stitched at stress points

SHIRTS: POLO, SHORT SLEEVE

- Polyester/Cotton (50/50) blend knit
- Button front neck closure
- Rib knit collar
- Hemmed cuffs
- Left chest pocket

SHIRTS: CREW NECK MOISTURE WICK, LONG SLEEVE

- 100% Polyester
- Non-Collared
- 4.7 oz.

SHIRTS: CREW NECK MOISTURE WICK, SHORT SLEEVE

- 100% Polyester
- Non-Collared
- 4.7 oz.

PANTS: INDUSTRIAL

- Polyester/Cotton blend (65/35)
- Trouser cut with plain front, straight leg
- Two (2) front pockets
- Two (2) set-in back pockets, left with button closure
- All edges finished, double-stitched or bar-tack stitched at stress points

PANTS: CARGO

- Polyester/Cotton blend (65/35)
- Trouser cut with plain front, straight leg
- Two (2) front pockets
- Two (2) set-in back pockets, left with button closure
- Two (2) side pockets on thighs
- All edges finished, double-stitched or bar-tack stitched at stress points

PANTS: MECHANICS

- 100% Cotton
- Trouser cut with plain front, straight leg
- Two (2) front pockets
- Two (2) set-in back pockets, left with button closure
- All edges finished, double-stitched or bar-tack stitched at stress points

PANTS: EXECUTIVE

- Polyester/Cotton blend (65/35)
- Trouser cut with plain front, straight leg
- Two front pockets
- Two set-in back pockets, left with button closure
- All edges finished, double-stitched or bar-tack stitched at stress points

SHORTS: WORK, PLEATED FRONT, MEN

- Polyester/Cotton blend (65/35)
- Double-pleated front
- Two (2) front pockets
- Two (2) back pockets
- Jean-style waistband
- Inseams: 8" – 15"
- All edges finished, double-stitched or bar-tack stitched at stress points

SHORTS: WORK, PLEATED FRONT, WOMEN

- Polyester/Cotton blend (65/35)
- Double-pleated front
- Two (2) front pockets
- Two (2) back pockets
- Jean-style waistband
- Inseams, 8" – 15"
- All edges finished, double-stitched or bar-tack stitched at stress points

COVERALLS, FLAME RESISTANT

- 100% Cotton
- Compliance with OSHA ruling regarding retardant
- Traditional coverall style
- Two-way pull zipper, with snap at neck
- Six (6) large pockets
- Double-stitched seams
- Snap wrist closure, roomy leg cut

EMBLEM / LOGO

A .PDF of the City's logo is included in the bid document. The logo must be embroidered on the left or right sleeve and/or on the chest of all shirts as communicated by the agencies. The City will also require embroidery work on some of their shirts to include agency and/or employee name.

QUANTITY

Quantities are estimates only. Actual quantities will reflect current needs, and the City makes no express or implied guarantees with regard to actual usage. City of Jacksonville employees who work a five-day work week will be provided with eleven (11) complete sets of uniforms (five on, five off, and one spare).

The City reserves the right to add or delete items from the contract during the contract period.

ORDERING OF ITEMS NOT ON BID PROPOSAL FORM

Supplier agrees not to accept orders from using agencies for any items which are not included on the Bid Proposal Form in this solicitation without prior approval of the City of Jacksonville's Procurement Division.

REPLACEMENT COST

Using the Replacement Cost Form, state the replacement cost of each item on the form. The prices stated on the form will be used to for the term of the contract if the City is responsible for replacing the item. **This information will be used for informational purposes only and will not be used in determining the winning bid.** The City reserves the right to negotiate for a prorated replacement cost based on the age of the garment or item.