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

BID #: SC-0380-15 OPEN DATE: 03/18/2015

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) THREE (3) YEAR RENEWAL OPTION

AGENCY: PROCUREMENT

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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the award to Unifirst Corporation in the amount of $50,000.00, for the rental of uniforms, walk-off mats and dust mops through April 8, 2018. Total estimated expenditure not to exceed $250,000.00.

Funding for this award will be released by Master Blanket and encumbered by various agencies.

Attachments: Recommendation Memo, Terms and Conditions, Specifications, Tabulation Sheet, Previous Awards

Analyst: _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Dan Pearson, Manager of Purchasing, Asst.**

(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 _____

PROCUREMENT DIVISION

TO: Gregory Pease, Chief, Procurement Division

FROM: Dan Pearson, Manager of Purchasing Services, Asst.

DATE: October 25, 2016

SUBJECT: SC-0380-15 Rental of Uniforms, Walk-Off Mats & Dust Mops

The Procurement Division requests approval to increase the award to Unifirst Corporation in the amount of $50,000.00.The period of service shall remain unchanged through April 8, 2018. The revised estimated total expenditure not to exceed $250,000.00.

Funding to be encumbered by various agencies and released by Master Blanket.

Thank you for your assistance and consideration in this matter.

TERMS AND CONDITIONS
RENTAL SERVICE FOR UNIFORMS, WALK-OFF MATS AND DUST MOPS

1. SCOPE
The Procurement Division of the City of Jacksonville, Florida, is currently accepting bids to obtain source for the service as outlined in the bid documents provided. The purpose of this bid invitation is to secure the service for the rental of uniforms, dust mops and walk-off mats 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. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT
The term of agreement is from one (1) year from date of award with four (4) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. PRE-BID CONFERENCE
Not applicable

5. COMPLIANCE WITH SPECIFICATIONS
The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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.

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. QUANTITES
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 purchase more than the estimated quantities listed or not to make any purchases against this bid if it so deems necessary anytime during the contract period. The City shall add or delete items under this contract when deemed necessary.

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

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. DELIVERY

Delivery will involve servicing location throughout the City of Jacksonville and/or Duval County. 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 prices and unit of measure.

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. 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 outlines in the specifications supersede this section.

13. REPORTING

The City may request, during the term of this bid, reports regarding the quantities being picked up.

14. 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, 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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. 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. **The awarded vendor must submit the insurance certificate within ten (10) days of receipt of award notice. Bid number should be listed on the insurance certificate.**

SPECIFICATIONS

RENTAL SERVICE FOR UNIFORMS, WALK-OFF MATS AND DUST MOPS

All items furnished by vendor(s) during contractual period must be equal to a rental items furnished by the vendor to vendor's regular commercial accounts, and equal to any samples which may be submitted. The City of Jacksonville (City) may request that the vendor 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.

VENDOR RESPONSIBILITY

At a minimum, the vendor 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.
- Sufficient inventory to meet the needs and requirements of the City and its agencies.
- Count and log in and out the number of items being picked up and delivered. Counts are subject to verification.
- Deliver the items on a consistent schedule with a specified day of the week, Monday through Friday, before the hours of 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 vendor shall furnish a ticket indicating the contents of the shipment to the appropriate department representative. Discrepancies shall be noted and the vendor will make the applicable invoicing adjustments.
- Delivered items that do not meet the standards for cleanliness and condition will be picked up by the vendor within twenty-four (24) hours and replaced at no charge.
- 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.

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 vendor shall provide between two (2) to four (4) large hampers for soiled uniforms at each location/agency.
b. Upon award of contract, vendor will measure all eligible employees for uniform.
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, and executive shirts and pants are to be pressed.

COMMENCEMENT OF SERVICE

It is desired that all initial deliveries of items be completed by the successful vendor(s) within fourteen days (14) days of receiving the notice of award and/or purchase order. Vendor's response must include a

specific delivery commitment on the Bid Form, stated in number of days from receipt of purchase order. **Failure to state delivery time may result in rejection of bid.**

SALES REPRESENTATION

The vendor 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 departments 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 & LINEN

DUST MOPS

- Synthetic cotton blend, colorfast
- Resist mildew, does not shrink
- Twisted yarns, universal back
- 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'x4', 3'x5', 3'x10', 4'x6'
- Mats are to 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, within reason, at no cost to the City and its agencies. Pricing must cover men's or women's apparel. Yearly replacement of all, or sooner if needed, is required.

SHIRTS, INDUSTRIAL, LONG SLEEVE

- Polyester/Cotton blend (65/35)
- Full Cut with convertible collar, button down
- Two 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 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, LONG SLEEVE

- 100% Cotton
- Full Cut with convertible collar, button down
- Two 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 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, 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, long sleeve with button cuff
- 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

PANTS, INDUSTRIAL

- 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 bartacking at stress points

PANTS MECHANICS
- 100% Cotton
- 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 bartacking 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 bartacking at stress points

SHORTS, WORK, PLEATED FRONT, MEN
- Polyester/ Cotton blend (65/35)
- Double-pleated front
- Two front and back pockets
- Jean-style waistband
- All edged finished, double-stitched or bartacking at stress points
- Mid-thigh inseams

SHORT, WORK PLEATED FRONT, WOMEN
- Polyester/ Cotton blend (65/35)
- Double-pleated front
- Two front and back pockets
- Jean-style waistband
- All edged finished, double-stitched or bartacking at stress points
- Mid-thigh inseams, 8"

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

EMBLEMS

The successful vendor shall furnish emblems. Emblems must be sewn on the left or right sleeve and/or the left or right pocket on all shirts. The City will require embroidery work on some of their shirts to include name on shirts as well as department or divisions.

ADDITIONAL MARKUP FOR LARGER SIZES

The industry standard percentage mark-up from the bid price for the additional costs of material for shirt sizes Tall, 2XL, 3XL, 4XL, 5XL and 6XL shall be:

2XL-3XL – 20%
4XL-6XL – 50%
Tall Sizes – 20%

The industry standard percentage mark-up from the bid price for the additional cost of material for men's pants larger than a size 52 and for women's pants larger than a size 28 shall be:

Men's sizes from size 53 and up – 50%
Men's pants from size 44 and up – 20%
Women's pants from size 29 and up – 50%

QUANTITY

Quantities are estimated. Actual quantities will reflect current needs, and the City or its agencies make 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, one spare).

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

ORDERING OF ITEMS NOT ON BID

Vendor agree not to accept orders from using agencies for any items which are not included in this bid without prior approval of the City of Jacksonville, Procurement Division.

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TITLE: RENTAL OF UNIFORMS WALK-OFF MATS AND DUST MOPS
BID NO.: SC-0380-15
OPEN DATE: FEBRUARY 25, 2015 @ 2:00 P.M.
BUYER: ANNETTE BURNEY, ANALYST
No. Invited: ( ) No. Received ( ) No Bids: ( )
Recorded By: _____

ITEM	DESCRIPTION	QTY	UNIT	UNIFIRST CORP UNIT PRICE	UNIFIRST CORP WEEKLY EXT PRICE	CINTAS CORPORATION UNIT PRICE	CINTAS CORPORATION WEEKLY EXT PRICE
1	SHIRTS IND. BUTTON DOWN POLYESTER/COTTON LONG SLEEVE	500	EACH	$0.15	$75.00	$0.17	$84.50
2	SHIRTS IND. BUTTON DOWN POLYESTER COTTON SHORT SLEEVE	1,500	EACH	$0.12	$180.00	$0.17	$253.50
3	SHIRTS MECHANICS 100% COTTON, LONG SLEEVE	500	EACH	$0.20	$100.00	$0.19	$94.00
4	SHIRTS, MECHANICS, 100% COTTON, LONG SLEEVE	500	EACH	$0.18	$90.00	$0.19	$94.00
5	SHIRTS, EXECUTIVE COTTON/POLYESTER LONG SLEEVE 60/40	500	EACH	$0.20	$100.00	$0.27	$136.50
6	SHIRTS, EXECUTIVE COTTON/POLYESTER SHORT SLEEVE	500	EACH	$0.17	$85.00	$0.27	$136.50
7	SHIRTS, POLO POLYESTER BLEND, SHORT SLEEVE	1,500	EACH	$0.18	$270.00	$0.24	$364.50
8	PANTS, INDUSTRIAL POLYESTER/COTTON BLEND	1,500	EACH	$0.20	$300.00	$0.24	$360.00
9	PANTS, MECHANICS 100% COTTON	500	EACH	$0.26	$130.00	$0.27	$137.00
10	PANT, EXECUTIVE POLYESTER/COTTON BLEND	500	EACH	$0.23	$115.00	$0.29	$142.50
11	SHORTS, WORK, PLEATED FRONT MEN'S	500	EACH	$0.20	$100.00	$0.29	$142.50
12	SHORTS, WORK, PLEATED FRONT WOMEN'S	500	EACH	$0.20	$100.00	$0.29	$142.50
13	COVERALLS, 100% COTTON	250	EACH	$0.36	$90.00	$0.63	$158.00
14	SHIRTS INDUSTRIAL BUTTON DOWN POLYESTER LONG SLEEVE EXTRA LARGE	100	EACH	$0.15	$15.00	$0.18	$17.60
15	SHIRTS INDUSTRIAL BUTTON DOWN POLYESTER EXT. LARGE	100	EACH	$0.12	$12.00	$0.18	$17.60
16	SHIRTS MECHANICS, 100% COTTON LONG SLEEVE EXT. LARGE	100	EACH	$0.20	$20.00	$0.19	$18.80
17	SHIRTS, MECHANICS 100% COTTON SHORT SLEEVE EXT. LARGE	100	EACH	$0.18	$18.00	$0.19	$18.80
18	SHIRTS EXEC. COTTON/POLYESTER LONG SLEEVE EXT LARGE	100	EACH	$0.20	$20.00	$0.27	$27.30
19	SHIRTS EX. COTTON/POLYESTER SHORT SLEEVE EXT LARGE	100	EACH	$0.17	$17.00	$0.27	$27.30
20	SHIRTS POLO POLYESTER SHORT SLEEVES 50/50 EXT. LARGE	100	EACH	$0.18	$18.00	$0.24	$24.30

TITLE: RENTAL OF UNIFORMS WALKOFF MATS AND DUSK MOPS

BID NO.: SC-0380-15

	DESCRIPTION	QTY	UNIT	UNIFIRST CORP		CINTAS CORPORATION	
21	PANTS, IND. POLYESTER.COTTON BLEND 63/35 EXT LARGE	100	EACH	$0.20	$20.00	$0.26	$26.40
22	PANTS, MECHANICS 100% COTTON EXT. LARGE SIZES	100	EACH	0.26	$26.00	$0.30	$30.20
23	PANTS, EXECUTIVE POLYESTER.COTTON EXT. LARGE	100	EACH	0.23	$23.00	$0.29	$28.50
24	SHORTS WALK PLEATED FRONT MENS EXT LARGE SIZE	100	EACH	$0.20	$20.00	$0.29	$28.50
25	SHORTS WALK PLEATED FRONT WOMENS EXT LARGE	100	EACH	$0.20	$20.00	$0.29	$28.50
26	EMBLEMS	1,500	EACH	$1.50	$2,250.00	$1.50	$2,250.00
27	EMBROIDERY NAME AND DEPARTMENT	500	EACH	$1.75	$875.00	$4.00	$2,000.00
28	EMBROIDERY - NAME DEPARTMENT AND LOGO	500	EACH	$2.50	$1,250.00	$5.00	$2,500.00
29	DUST MOP 18"	100	EACH	$0.65	$65.00	$0.00	$0.00
30	DUST MOP 24"	100	EACH	$0.65	$65.00	$0.85	$85.00
31	DUST MOP 36"	100	EACH	$0.95	$95.00	$1.00	$100.00
32	WALK OFF MAT 3'X4' NYLON WITH RUBBER BACKING	150	EACH	$1.50	$225.00	$0.00	$0.00
33	WALK OFF MAT 3'X5' NYLON WITH RUBBER BACKING	150	EACH	$1.50	$225.00	$2.25	$337.50
34	WALK OFF MAT 3'X10' NYLON WITH RUBBER BACKING	150	EACH	$2.97	$445.50	$3.35	$502.50
35	WALK OFF MAT 4'X6' NYLON WITH RUBBER BACKING	150	EACH	$2.38	$357.00	$2.80	$420.00
36	SHOP TOWELS 12'X12' MINIMUM	5,000	EACH	$0.07	$350.00	$0.08	$400.00
	GRAND TOTAL:			$8,166.50		$11,134.80	
	TERMS:			NET 30		NET 30; 10 DAYS	
	DELIVERY:			60 DAYS		30 DAYS	
	CONFLICT OF INTEREST:			YES		YES	
	ACKNOWLEDGEMENT OF ADDENDUMS(1,2,&3):			YES		YES	

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

BID# SC-0380-15 OPEN DATE: **2015-03-18**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - THREE (3) YEARS FROM DATE OF AWARD WITH ONE (1) THREE (3) YEAR RENEWAL OPTION

AGENCY: **PROCUREMENT**

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

NUMBER OF BIDS INVITED **12** NUMBER RECEIVED **2** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Unifirst Corporation for the rental of uniforms, walks-off mats and dust mops for the City of Jacksonville. Period of service is three (3) years from date of award with one (1) three (3) year renewal option. Total estimated expenditure in the not to exceed amount of $200,000.00.

Funding Source: Various Agencies - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation, Terms and Conditions and Scope of Work

BUYER: _____ RESPECTFULLY SUBMITTED: _____
ANNETTE BURNEY for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Gregory Pease, Chief, Procurement Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 04/09/15

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 4/9/15

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

FORM GB-108, Revised 12/2007

	UNIFIRST	
SC-0380-15	**CORPORATION**	
4/9/2015	$200,000.00	Award
PENDING	$50,000.00	Increase
	$250,000.00	**Total Award**