

Advertisement for Bids

The City of Three Rivers is seeking sealed bids from qualified vendors for Wastewater Operators Uniforms. **The due date for the bid documents is Monday, September 12, 2016, 11:00 a.m. local time at the office of the City Clerk.**

Anyone interested in receiving a copy of bid specifications may contact Doug Humbert, 269.273.5885, or dhumbert@threeriversmi.org

Sealed bids should be sent to Three Rivers City Clerk, 333 West Michigan Avenue, Three Rivers, MI 49093 and should be clearly marked on the outside of the envelope **“WWTP 2016-2019 Wastewater Operator Uniform Bid.”**

The City reserves the right to reject any and all bids, waive informalities or defects in a bid, or accept a bid it shall deem to be in the best interest of the City. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City has a local preference guideline.

Melissa Bliss
City Clerk

Please Publish

Three Rivers Commercial News

CITY OF THREE RIVERS, MICHIGAN

SPECIFICATIONS FOR BIDS

For

OPERATOR UNIFORMS

All vendors are encouraged to submit bids, which conform to the stated specifications, as well as, suggested deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

I. INSTRUCTIONS TO BIDDERS.

- A. Bidding information is available on the City of Three Rivers website by contacting Doug Humbert (269) 273-5885 or at dhumbert@threeriversmi.org.
- B. Bids must be typewritten or clearly printed in ink (preferably on company stationery) and signed by a duly authorized representative of the firm submitting the bid.
- C. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**WWTP 2016-2019 Wastewater Operator Uniform Bid**". FAX or email bids will not be considered.
- D. Bids will be received by the Office of the City Clerk, City Hall, Three Rivers, Michigan, until 11:00 AM local time, Monday, September 12, 2016. All bids will be date stamped and time marked.

II. CONDITIONS APPLICABLE TO BIDS.

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is exempt from Federal Excise and Michigan State Sales Tax. Prices should not include Tax.
- C. If the bidder elects to deviate from specifications stated, all exceptions or other changes must be clearly noted.

- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, accept or reject line items of the bid, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. Delivery must be made within the time frame in specifications on notification of acceptance of bid.
- F. All Bidders must supply a GHS Safety Data Sheet or provide an electronic reference with their bid documents as well as provide the CAS# for their product with the bid submittal.
- G. **This bid shall be for a term of three years.** Bid prices shall be effective from **October 1, 2016, through September 30, 2019.**

III. **SPECIFICATIONS.**

1. Bidders are requested to furnish new and used uniforms for The City of Three Rivers Wastewater Plant Operators for a Three-Year Contract.
2. The successful bidder will be required to supply weekly changes for participating employees. Long or short sleeves will be provided year round to the designated employee. Shirts, pants, and jackets should be 65% polyester and 35% cotton. Uniforms will be replaced as needed to ensure a clean and professional appearance. Uniforms will be delivered to each employee on hangers at the locker room of the TRWWTP. Initial collection and set-up of employee measurements to be done by the successful bidder, as will new hires during the existence of the contract.
3. For bidding purposes, the bidder will assume that approximately 5 employees are to be furnished eleven (11) sets of uniforms (shirts and pants) with half to be cleaned each week. Uniform pants shall be denim and uniform shirts should be button down. Bidder is requested to submit a proposal to furnish matching, lined jackets (2 per employee) to be worn over uniform in outside environment for 5 employees.
4. Charges for service will be based on uniforms turned in and picked up by the Vendor each week. Exceptions to be made when any employee is absent due to extended illness of seven (7) or more consecutive days.

5. The successful bidder agrees to maintain all uniforms in a reasonable and acceptable condition, comparable to generally accepted standards for mass-produced laundry and to repair or make suitable replacements for those which are unfit for use and beyond repair provided the unfitness or damage in such cases was caused by normal wear and tear. The vendor is to allow one rental uniform size change per person, per 12-month period at no additional charge.
6. Repair or replacement of issued uniforms will be provided to the employee by the next normal delivery after the uniforms are scheduled for and picked up by the company. Failure to meet this requirement may be cause for termination of any contract with the vendor.
7. New employees will be provided with new and unused uniforms within three (3) weeks after notification of this requirement. Failure to meet this requirement may be cause for termination of any contract with the vendor.
8. Artwork for the City of Three Rivers emblem will be provided by the successful bidder. These emblems are to be affixed on the shirts and jackets. If there is an additional cost, please state in the proposal.
9. All garments are to remain the property of the successful bidder during the term of the Contract and should an employee be terminated, uniforms in his possession will be returned to the Vendor. Bidders will indicate charges for those not returned based on a depreciation basis per month and the initial cost of uniform when new. The City of Three Rives agrees to reimburse the Vendor for and shirt, pants or jacket which have rendered unusable through abuse, loss, theft or failure to return said item upon termination, at the replacement charges specified in the proposal.
10. The successful bidder will provide accountability forms that will adequately provide the employee's name, quantity, individual charges, invoice number, total charge and a signature block for a receipt. The vendor will be required to provide such forms at each delivery point.
11. Delivery Point. There will be one (1) delivery point at the City of Three Rivers Wastewater Treatment Plant. The successful bidder will need to supply for this location a soiled clothing bin for the employees to return the uniforms to be serviced. Clean and sorted uniforms are to be placed in a designated area for each employee.

12. The term of Contract. The City of Three Rivers acknowledges that the Vendor will be obligated to make a substantial investment in merchandise to fulfill our requirements and accordingly the term of the contract is for a period of thirty-six (36) months, providing funds are appropriated for this service and the contract is not terminated for other reasons as stated herein. The City of Three Rivers reserve the right for a renewal option on an annual basis in one (1) year increments up to three (3) additional years providing all terms, conditions and cost are acceptable to both parties. The City of Three Rivers reserves the right to re-bid at the end of any contract period.

13. Prices. The bidder is requested to quote a firm price for the first thirty-six months of the contract.

14. The successful bidder will be responsible for payment of any and all costs required for taxes, fees, bonds or permits due or becoming during the like of the contract.

15. The award, if made, shall be made to the lowest, responsible, or compliant bidder meeting specifications for the class of material and service desired in the best interest and advantage of the City of Three Rivers.

IV. PROPOSAL TO THE CITY OF THREE RIVERS, MICHIGAN:

The undersigned, having familiarized (himself/themselves) with the local conditions affecting the cost of supplying **Wastewater Operator Uniforms** and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for supplying **Wastewater Operator Uniforms** accordance with the specifications and plans as prepared by the WWTP Director, City of Three Rivers, Michigan, for the following price:

Uniform	Number of Items per Wearer	Changes per Week	Rate	Rate Basis (per item or change)	Frequency	Insurance (per item per week)	Replacement Charge
Denim Jeans	11	5			Weekly		
Work Shirt(65/35)	11	5			Weekly		
Jacket (65/35)	2	1			Weekly		
Floor Mat (3x4)					Weekly		
Floor Mat (3x10)					Weekly		
Scraper Mat (3x5)					Weekly		
Emblem Design							
Name Emblem							
Company Emblem							

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ DATE _____

Signature Printed _____

TITLE _____

TELEPHONE _____

E-Mail _____