

BID #2021S-7
UNIFORM RENTAL SERVICES
DETAILED SPECIFICATIONS

Jefferson County is soliciting bids for Rental and Cleaning Services of Uniforms for Jefferson County and Jefferson Community College for the contract period commencing on the July 1, 2021 through June 30, 2024.

SAMPLES:

Prior to award, the County may require samples of uniforms from bidders. Samples shall be submitted free of charge upon request and be identified with the bidder's name and address. If, in the judgment of the County, the sample(s) is (are) not in accordance with the specifications, the County reserves the right to reject the bid.

TESTS:

The County reserves the right to make whatever tests may be necessary and to apply any standard method of test to determine the quality of the product(s) offered by the bidder.

DELIVERIES:

All deliveries shall be made to the designated County Department on a weekly basis. All delivered items shall be packed in suitable containers standard to the trade and in full conformance with the existing health and sanitation regulations governing such deliveries. An itemized delivery ticket shall be presented to the department with each delivery. Vendor pricing shall include all transportation and service charges

GENERAL REQUIREMENTS:

- New Uniforms shall be provided at the start of the agreement.
- New Uniforms shall be provided to all new hires within one week of request.
- Continuous Garment Maintenance Costs shall be included.
- Vendor shall be responsible for measuring County personnel at the designated County department.
- Vendor must maintain basic shelf inventory of specified items so as to be able to uniform new employees within 72 hours.
- Vendor shall be on-site at the County within one week (excluding Weekends) of request to measure individuals. This shall hold true for the length of the contract.
- The Vendor guarantees proper fit and will make necessary alterations at no expense to Jefferson County.
- All items shall be delivered within the time frame indicated in the bid. All items shall be ready to wear including all required tailoring, pressing and proper insignia for each department when necessary.
- Quantities listed are approximate and are subject to change.

GARMENT REQUIREMENTS:

- All trousers/pants/jeans shall be ordered by waist and inseam size.
- Women's jeans shall be ordered by waist and inseam size. (Size 12, 14, 16)
- All trousers/pants/jeans shall be available in waste sizes to 54 and all inseams at the bid price. They shall be delivered completely tailored and ready to wear. Up charges will not be allowed.
- All long sleeve shirts shall be ordered by neck and inseam and shall be available in neck sizes 14 through 22-1/2 with all inseam lengths. Sizes of S, M, L, XL etc. will not be accepted for this style shirt.
- All short sleeve shirts shall be ordered by neck sizes and available in sizes 14 through 22-1/2. Sizes of S, M, L, XL etc. will not be accepted for this style shirt.
- All short sleeve polo style shirts shall be ordered by sizes S, M, L, XL etc. The vendor shall supply sizes small through XXXXXL at the bid price bid. Up charges will not be allowed.
- Garment alterations shall be free of charge.

- All Coveralls/Jumpsuits and Jackets shall be ordered and available per the specifications. They shall be delivered tailored and ready to wear. The Vendor shall supply sizes small through XXXXXL at the bid price bid. Up charges will not be allowed.
- Colors are to be selected by the County Highway Superintendent for the Highway and Recycling department and the Airport Manager for the Airport. All shirts and pants are to be available in a variety of colors.

New Garments shall be provided, at no extra charge, to employees throughout the term of the contract if:

- The garment is damaged and deemed unserviceable by the Department Supervisor.
- An employee requires a different size.
- A garment becomes worn and/or is not in presentable condition, as deemed by the Department Supervisor.
- A new employee is hired.

The County reserves the right to add additional Departments and/or uniform components to this contract at any time during the term of the agreement at a per unit cost mutually agreed to by both the Vendor and the County. If such an agreement cannot be reached, the County may, at its option purchase the additional components from an alternate source.

The numbers of the employees represent the number of current employees which may increase or decrease from year to year.

The Primary Users are as follows:

- Jefferson County Highway Department
21897 County Route 190
Watertown, NY 13601
- Jefferson County Solid Waste Recycling Department
27138 NYS Route 12
Watertown, NY 13601
- Watertown International Airport
NYS Route 12F
22529 Airport Drive
Dexter, NY 13634

Garment Specifications:

Item #1 – Standard Work Pants/Trouser

Description: 65% Polyester/35% Cotton Blend, No Pleats, Optional Elastic Waist if needed

Item #2 – Jeans

Description: 100% Cotton, Blue Denim

Item #3 – Standard Work Shirts – Short and Long Sleeve

Description: 65% Polyester/35% Cotton Blend

Item #4 – Standard Polo Shirt

Description: 100% Cotton Blend

Item #5 – Standard Work Jackets

Description: 65% Polyester/35% Cotton Blend, Slash Pockets

Item #6 – Standard Work Coveralls – Short and Long Sleeve

Description: 65% Polyester/35% Cotton Blend, Zippered Front

Colors are to be selected by the County Highway Superintendent for the Highway and Recycling department and the Airport Manager for the Airport.

BID #2021S-7
UNIFORMS – RENTAL SERVICES JEFFERSON COMMUNITY COLLEGE
DETAILED SPECIFICATIONS

PURPOSE:

Jefferson Community College seeks a contractor to supply Maintenance Department employees with uniform pants on a leased basis. The College will also directly purchase work shirts.

SCOPE OF SERVICES:

The work to be performed under this Bid shall consist of furnishing all necessary labor and equipment to provide leased uniform pants and purchase work shirts. Service shall include measuring, maintenance and replacement where applicable.

UNIFORMS:

PANTS: Approximately 20 employees shall receive five (5) lease only pants. Laundry services are not requested under the scope of this Bid.

- a. Styles: Carhartt Cargo, Carhartt Carpenter, Carhartt work pant, Carhartt 5-pocket
- b. Colors: Jean and Navy Blue
- c. Contractor will replace pants deemed unsuitable due to wear at the request of the College.

SHIRTS: The College shall order shirts on an as needed basis at various times. These shirts will be purchase only - without laundry service. Each uniform shirt shall have a College logo embroidered or heat applied by the Vendor at no additional cost. The College must approve a sample of each logo upon contract award.

- a. Styles: Polo, Long Sleeve Tee, Short Sleeve Tee, Button Work Shirt
- b. Colors: Burgundy, Dark Green
- c. Material: Cotton, Poly, Cotton/Poly Blend depending on style

The County reserves the right to add additional Departments and/or uniform components to this contract at any time during the term of the agreement at a per unit cost mutually agreed to by both the Vendor and the County. If such an agreement cannot be reached, the County may, at its option purchase the additional components from an alternate source.

The numbers of the employees represent the number of current employees which may increase or decrease from year to year.

BID PROPOSAL CERTIFICATIONS

Firm Name: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Federal ID Number: _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this bid.

Any deviation to specifications is fully explained and attached. By signing and submitting this bid for consideration to the County of Jefferson, the vendor acknowledges that they have read, understand, and agree to the specifications as presented without reservation or alteration.

Deviations: Yes _____ No _____

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where A. (1)(2) and (3) above have not been complied with; provided, however, that if in any case the bidder shall so state and shall furnish with the bid a signed statement which set forth in detail the reasons therefore. Where A.(1)(2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(1) The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

Printed Name of Signer _____

Authorized Signature _____

Title _____

Date _____

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NON-BIDDER'S RESPONSE

For purposes of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Jefferson is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Jefferson County Purchasing Director, 195 Arsenal Street, Watertown, New York 13601. This form may be returned by mail or fax. Faxes may be sent to 315-785-7591. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Our items or materials do not meet specifications.
- ☐ Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid.
- ☐ Incorrect address used. Correct mailing address is:

- ☐ Our branch/division handles this type of bid.
Correct name and mailing address is:

- ☐ We are unable to bid at this time but would like to continue to receive invitations for bids.
- ☐ We are unable to bid and wish to be removed from the Bidder's list.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

BY: _____

Signature of Representative

DATE: _____

Bid Number: **2021S-7** _____

Bid Name: **UNIFORM RENTAL SERVICES**

Attachment
Certification Pursuant to Section 103-g
of the New York State
General Municipal Law

- A. By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the Bidder cannot make the foregoing certification set forth in Paragraph A above, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to whom the bid is made, or his designee, may award a bid, on a case by case basis under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods and services for which the contract is offered. Such a determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name