



CITY OF MANCHESTER  
Department of Public Works  
Purchasing Division  
475 Valley Street, Manchester NH 03103  
(603) 624-6444

## BID INVITATION

Sealed bids will be received at the Department of Public Works, 475 Valley Street, Manchester, New Hampshire, before or at **2:00 PM** prevailing time of the **30<sup>th</sup>** day of **August, 2016** for the following items:

### **Uniform Rentals FY17 – 500 - 14**

Bid invitations and specifications will be available at the Department of Public Works, 475 Valley Street, Manchester, NH or online at: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids).

Questions regarding this request should be directed to: Mrs. Mindy Salomone-Abood, Purchasing Agent via email at [purchasing@manchesternh.gov](mailto:purchasing@manchesternh.gov) **no later than Wednesday, August 10 by 3:00PM.**

The Public Works Director reserves the right to waive any irregularities, reject any or all bids, and to accept the bid that appears to be in the best interest of the City. Failure to submit all information called for may be sufficient for disqualification.

Kevin A. Sheppard, P.E.  
Public Works Director

**GENERAL:**

1. Bids will be received by the City of Manchester, New Hampshire at the place and until the time specified in the Invitation to Bid and then publicly read aloud for the information of bidders and others properly interested who may be present either in person or by representative. **NO BIDS WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.**
2. The following meanings are attached to the defined works when used in this document:
  - a. The word "**City**" means City of Manchester, New Hampshire.
  - b. The word "**Bidder**" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
  - c. The word "**Contractor**" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
  - d. The words "**firm price**" shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Invitation to Bid, terms and conditions, and the instructions printed is necessary. All blank spaces must be filled in. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.
4. Each bid must give the full business address of Bidder and be signed by them with their usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president", "secretary", "agent", or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. All Bids must be signed by an authorized, responsible officer or employee having the capacity to enter into contracts.
5. Bids must be securely sealed in a suitable envelope, (facsimile or electronic submissions will not be accepted) addressed and marked on the outside as follows:

**FY17-500-14, UNIFORMS**

6. Bidders' names and address must appear on the upper left hand corner of the sealed envelope.

***PLEASE NOTE: THE CITY OF MANCHESTER IS NOT RESPONSIBLE FOR BIDS NOT PROPERLY MARKED.***

7. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.
8. It will be the responsibility of the Bidder to see that their bid is received by the Purchasing Division as specified.
9. Each bid is received with the understanding that the acceptance in writing via email by the City of the Bidder to furnish any or all of the products/services described therein or as otherwise negotiated shall constitute a contract between the Bidder and the City.
10. A contract agreement that is customarily employed by the City will be used and will incorporate the original solicitation with all terms, condition and specifications of the sealed bid. A copy of the contract agreement is attached hereto. No other contract will be signed by the City of Manchester.
11. Bids may be withdrawn upon written or electronic request received from Bidders prior to the time affixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
12. The solicitation document maintained by the Purchasing Division, in the appropriate file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your bid.
13. Award will be made in the best interest of the City taking into consideration factors set forth in the City of Manchester Procurement Code. Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the Purchasing Website: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids).
14. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this sealed Bid Request. Every request for such interpretation or request for a change in the specifications or terms and conditions shall be made in writing to: **Mrs. Mindy Salomone-Abood, Purchasing Agent**

**Email: [Purchasing@manchesternh.gov](mailto:Purchasing@manchesternh.gov)**

**Subject: Uniform**

15. All questions must be received no later than **August 10, 2016 by 3:00 PM**. Any questions received after that time will not be answered.
16. The City of Manchester will post questions and answers on its website: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids) as an addendum no later than August 23, 2016. It is the responsibility of the Bidder to check for any addendums that have been issued. Any such addendums will then become part of the complete Bid.
17. If issued, addendums to this solicitation will be posted on the Purchasing Department's website: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids). It is the Bidders responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date package.
18. No additional charges shall be passed to the City, including any applicable taxes, change charges, delivery or surcharges. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to the destination designated.
19. As the City is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
20. The products/services on which Bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitted Bids on products/services other than as specified, Bidder shall furnish complete data and identification with respect to the alternate services they propose to furnish.
21. Consideration will be given to Bids submitted on alternate products/services to the extent that such action is deemed to serve the best interests of the City. The Bidder must furnish any information (specifications or test results) which will help in determining whether an item is equal or superior to our bid standards. If the Bidder does not indicate that the products/services he proposes to furnish is other than specified, it will be construed to mean that the Bidder will furnish the exact services described.
22. Should the Contractor fail to meet the deadline set forth in specifications the City reserves the right to procure services from other sources and hold Contractor liable for any excess cost.
23. Samples, when requested, must be furnished free of expense. Upon request, if not destroyed, sample will be returned at the bidders risk and expense.
24. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail

and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

25. The Bidder must certify that no official or employee of the City or State of New Hampshire has a pecuniary interest in the bid or in the Contract that the Bidder offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a bid.
26. The City reserves the right to waive any informality in Bids, to reject any and all Bids wholly or in part, and to make awards in a manner deemed in the best interest of the City. If a bidder desires to bid on "all or nothing" basis, they shall so indicate on the bid schedule. When "all or nothing" bid is submitted the bidder must bid on every item on bid schedule.
27. Multi-term contracts shall contain provisions for cancellation by the City in the event funds are not appropriated for the continuance of the Contract.
28. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the City from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of the City, its employees, representatives, agents, etc.
29. Assignment of Contract: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Public Works Director or designee.
30. The Revised Statutes Annotated of the State of New Hampshire, the Charter of the City, and all City Ordinances insofar as they apply to the laws of competitive Bids, contracts and purchases are made a part hereto.
31. Payment Terms:
  - a. Delivery and Acceptance: Upon delivery and acceptance of the product by the department to which it is assigned, the Contractor shall secure the signature of an authorized representative on an original delivery slip and shall provide two (2) copies of an invoice or bill of sale.
  - b. Payments: Payments shall be made within 15-45 days of delivery and acceptance of contracted item(s)/services or upon receipt of a verified claim for payment, whichever is later. The claim for payment consists of the original delivery slip and two (2) copies of the invoice/bill of sale executed as provided for in the paragraph above.
32. The Public Works Director may terminate the contract for breach by the Contractor of any of the provisions of the contract by giving the Contractor ten (10) days notice by registered mail.

33. The City may terminate the Contract at any time by giving written notice to Contractor of such termination and specify the effective date thereof, at least ten (10) days before the effective date of such termination.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE  
CANCELLATION OF AN ORDER OR CONTRACT**

**SPECIFICATIONS:** Please see attached.

# CONTRACT

City of Manchester  
Public Works Department  
Purchasing Division  
475 Valley Street  
Manchester, New Hampshire 03103

Agreement made \_\_\_\_\_, 20\_\_\_\_, between the City of Manchester, a municipal corporation of the State of New Hampshire, herein referred to as "City", and \_\_\_\_\_ of \_\_\_\_\_, City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, herein referred to as "Contractor".

For the considerations set forth herein, the parties agree as follows:

1. \_\_\_\_\_, being the lowest responsible Bidder, shall provide to the City the following supplies, materials, equipment and services:

Such supplies, materials, equipment, and services shall be provided in accordance with the bid made by \_\_\_\_\_ pursuant to the Request to Bid and Terms & Conditions contained in Sealed Bid Request, which is hereby incorporated by reference and made a part hereof as if set forth herein in full.

2. The City shall pay \_\_\_\_\_, the price and amount set out in Contractor's bid on delivery to and acceptance by City of the supplies, materials, equipment, and services herein described, and on filing by \_\_\_\_\_ and approval by the City of a verified claim for the amount due.
3. The agreement shall be inoperative during such period of time as delivery or acceptance may be rendered impossible by reason of fire, strike, act of God, government regulation, or other cause beyond the control of either party.
4. This agreement shall be binding on the assigns and successors of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement at 475 Valley Street, Manchester, New Hampshire on the day and year first above written.

ACKNOWLEDGED BY:

CITY OF MANCHESTER:

\_\_\_\_\_

\_\_\_\_\_

## SPECIFICATIONS

The City of Manchester, New Hampshire is hereby requesting firm pricing for rental uniforms to the Manchester Central Fleet Management Department, Manchester Highway Department Cemetery Division and the Environmental Protection Division.

**Delivery:**

Delivery of materials shall be made to the followings locations within the City of Manchester, NH:

- Central Fleet Management Department at 480 Hayward Street;
- Highway Department, Cemetery Division at 765 Brown Avenue;
- Highway Department Environmental Protection Division at 300 Winston Street .

**Termination:**

The City reserves the right to terminate the contract entered into as a result of this bid if the goods or services are at any time deemed to be unsatisfactory.

**Contract Length:**

The contract shall take effect on October 3, 2016 and continue for two (2) years.

The contract may be extended for three (3) additional one (1) year periods thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful bidder and the City.

Bid prices shall remain firm for the duration of the contract.

**Exceptions/Deviations:**

Exceptions to this bid must be clearly stated in this section provided on page 14, if there are no exceptions please write the words "NO EXCEPTIONS". If you require more room, please attach additional information on your own letterhead to these specifications.

**Samples:**

Samples of your products may be required at no cost to the City prior to this bid being awarded. Samples will be available to be picked up by the bidder after the award of the contract has been made.

**Service:**

Uniform service will begin the week of October 3<sup>rd</sup> - 7<sup>th</sup> and continue on a weekly basis throughout the term of the contract.

The successful bidder will work with the City of Manchester to ensure no interruption in uniform services.

**Submittals:**

**References:**

Please provide a list of at least three (3) businesses that you have provided similar services required by this Bid Invitation within the last three (3) years. Include the

business name and phone number, contact name, contact title, contact phone number, type of services you performed and number of years. ***The City of Manchester will not be accepted as a reference.***

**Synopsis:**

Provide a brief synopsis of your quality control program (see #8 below).

**Bid Documents:**

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**Results:**

After award has been made, bid results may be viewed on our website at:

[www.manchesternh.gov/bids](http://www.manchesternh.gov/bids)

**MINIMUM REQUIREMENTS**

The following pertains to all uniforms regardless of location.

1. Garments (shirts and slacks) specified shall be of 65% Dacron polyester fiber, 35% combed cotton construction or 100% combed cotton as called for.
2. First names are to be heat-sealed above the left shirt pocket. The letters are to be red on a white oval background with a red strip around the perimeter. The cost of the patch shall be included in the uniform cost. No extra money shall be paid for this service.
3. The City reserves the right to cancel any unfilled portion of the contract, providing in the opinion of the Public Works Director, the services or material supplied by the Contractor is unsatisfactory or not consistent with the terms of the Specifications.
4. ***Any and all charges*** that may arise over the course of the contract shall be clearly explained on a separate attached piece of paper titled "ADDITIONAL CHARGES" if there are no additional charges of any kind please write "NO ADDITIONAL CHARGES in the "exceptions/remark" section on the Bid Schedule form hereinafter provided. All charges shall be specifically stated. No escalations will be accepted. (Examples: Installation, removal, changes, minimum drop fees, or energy surcharges). If there are no attachments to Bid Schedule submitted The City will assume that there will be no additional charges of any kind assessed to the City over the course of this Contract or any extensions.
5. The number of employees at each location can vary and are not guaranteed. Departments shall not be held responsible for shortages or losses of uniforms. Nor will the Department pay or be billed for such losses.
6. The number of employees at each location can vary and are not guaranteed. Departments shall not be held responsible for increasing the number of uniforms. Nor will the

Departments pay or be billed for increases. Any charges associated with additional (new) personnel, shall be clearly stated as describe above, item #

7. **Initially, all uniforms shall be brand-new, first quality. As uniforms deteriorate, they shall be promptly replaced to the satisfaction of the ordering Department.**
8. Contractor shall have a quality control/quality assurance program to minimize the return uniforms that are damaged, torn, missing buttons, etc. Contractor will provide a synopsis of their quality control plan with the bid.
9. Contractor will provide a rack system for hanging the uniforms. Central Fleet Management Department rack system will be placed in the male locker room which has limited space, a two level rack system may need to be provided.
10. Contractor shall invoice each Department separately and each Department shall be responsible to pay their own invoice.
11. Invoices shall clearly state the name of each employee, the products they are receiving, the cost per piece, the total cost per employee and the total cost for the Department.
12. It is preferred that the Departments utilize “p-cards”<sup>1</sup> to make their payments, if the Contractor chooses to accept this form of payment, there will be no additional charges assessed to the Departments.

**CENTRAL FLEET MANAGEMENT & HIGHWAY CEMETERY DIVISION**  
**“DETAILED SPECIFICATIONS”**

1. The Bidder shall supply and deliver, once a week, to the following locations within the City of Manchester six (6) changes<sup>2</sup> of work uniforms for each employee.

Central Fleet Management Services – 480 Hayward Street – approximately 23 employees  
Highway Department, Cemetery Division – 765 Brown Avenue – one (1) employee<sup>3</sup>

2. Each uniform shall be Navy Blue (Supervisor shirts will be gray) in color and consist of the following:
  - Thirteen (13) Shirts (Long sleeve or short is at the option of the employee)
  - Thirteen (13) Pants
  - Two (2) Coats

**Shirt:** lined collar, extra heavy collar stays, dress style design, proportioned sizing, long tail, vertical buttonholes, stitched down facing, pucker-free construction, wide and deep pockets, extra wide pencil stall.

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<sup>1</sup> “p-card” – credit card

<sup>2</sup> Six (6) changes – Thirteen (13) total uniforms

<sup>3</sup> Consideration will be given to alternative solutions

**Slacks:** dart for better fit, strong corners, smooth pocket welts, double facing, sewn on elastic side insert waistband, extra wide pocket openings, dress style belt loops, tapered legs.

**Coat:** 55% cotton / 45% polyester twill, fully lined, brass zipper, two chest pockets with protective flaps, left pocket with cell phone compartment, two hand warmer front pockets, sleeves with adjustable snap cuffs and adjustable waist tabs.

3. The Highway Department Cemetery Division uniform will also consist of the following:  
Two (2) Navy Blue Coveralls

**Coverall:** 100% cotton twill, sized to fit over clothes, snap front, gripper front, two front pockets, two patch hip pockets, two chest pockets, and rule pocket.

### **HIGHWAY DEPARTMENT ENVIRONMENTAL PROTECTION DIVISION “DETAILED SPECIFICATIONS”**

1. The Bidder shall supply and deliver, once a week, to the Environmental Protection Division of the Manchester Highway Department, located at 300 Winston Street, Manchester, New Hampshire five (5) changes<sup>4</sup> of work uniforms for approximately twenty-eight (28) employees.
2. Each uniform shall consist of the following:  
Eleven (11) Shirts (Short sleeves seasonally) – Shirt choice below  
Eleven (11) Pants

**Gulf Blue Shirt:** lined collar, extra heavy collar stays, dress style design, proportioned sizing, long tail, vertical buttonholes, stitched down facing, pucker-free construction, wide and deep pockets, extra wide pencil stall. Short sleeve shirts shall be provided on a seasonal basis.

**Executive Oxford Shirt:** 60% Cotton 40% polyester oxford cloth. Button-down collar, left chest pocket, buttoning sleeve placket and cuffs, box pleat back.

**Navy Blue Slacks:** dart for better fit, strong corners, smooth pocket welts, double facing, sewn on elastic side insert waistband, extra wide pocket openings, dress style belt loops, tapered legs.

3. Three (3) employees are electricians and require uniforms that are flame retardant for flash protection. Shirts and slacks should still follow the guidelines above.

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<sup>4</sup> Five (5) changes – Eleven (11) total uniforms

## BID SCHEDULE

PROPOSAL FOR: **RENTAL UNIFORMS (FY17 – 500 - 14)**

DATE & TIME: **AUGUST 30, 2016 at 2:00PM**

The undersigned, as Bidder, hereby declares that before preparing this bid, he/she carefully read the specifications and hereby agrees that if their bid is accepted he/she will contract with the City in accordance with the specifications, terms, and conditions as spelled out in this Sealed Bid Invitation.

\$\_\_\_\_\_ SHIRT - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 65/35

\$\_\_\_\_\_ EXECUTIVE OXFORD BUTTON-DOWN SHIRT - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 60/40

\$\_\_\_\_\_ SHIRT - PER MAN FOR SIX UNIFORM CHANGES PER WEEK 65/35

\$\_\_\_\_\_ SHIRT - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 100% COTTON

\$\_\_\_\_\_ SHIRT - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 100% COTTON – FLAME RESITANT

\$\_\_\_\_\_ SHIRT - PER MAN FOR SIX UNIFORM CHANGES PER WEEK 100% COTTON

\$\_\_\_\_\_ SLACKS - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 65/35

\$\_\_\_\_\_ SLACKS - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 100% COTTON

\$\_\_\_\_\_ SLACKS - PER MAN FOR FIVE UNIFORM CHANGES PER WEEK 100% COTTON – FLAME RESITANT

\$\_\_\_\_\_ SLACKS - PER MAN FOR SIX UNIFORM CHANGES PER WEEK 65/35

\$\_\_\_\_\_ SLACKS - PER MAN FOR SIX UNIFORM CHANGES PER WEEK 100% COTTON

\$\_\_\_\_\_ COAT - PER MAN FOR ONE CHANGE PER WEEK

\$\_\_\_\_\_ COVERALL - PER MAN FOR ONE CHANGE PER WEEK

**ADDITIONAL ITEMS – ENVIRONMENTAL PROTECTION DIVISION**

\$ \_\_\_\_\_ FOR EIGHT (8) 3' x 4' FLOOR MATS CHANGED EVERY OTHER WEEK

\$ \_\_\_\_\_ FOR SEVEN (7) 3' x 10' FLOOR MATS CHANGED EVERY OTHER WEEK

\$ \_\_\_\_\_ FOR APPROXIMATELY 200 WIPING TOWELS WEEKLY

\$ \_\_\_\_\_ PER 36" TREATED DUST MOP (APPROXIMATELY 4 PER WEEK)

**EXCEPTIONS/REMARKS:** Exceptions to this bid must be clearly stated in this section, if there are no exceptions please write the word "NONE". If you require more room, please attach additional information on your own letterhead to these specifications.

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**FY17 – 500 – 14: Uniforms**

\_\_\_\_\_  
Authorized signature & title of Bidder

\_\_\_\_\_  
Print or type name & title of Bidder

\_\_\_\_\_  
Company Name (Corporation/general partnership organized & existing under the laws of the State of \_\_\_\_\_)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**REQUIRED**

Date Quotation Made: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

*Vendors will be notified via email only – if no email is provided it will be the bidders' responsibility to check the website for the City of Manchester Purchasing Division for results.*