

Purchas
and Sp

**Purchasing-Bids, Proposals and
Specifications**

V-F

MEMO

TO: Mark Johnson (E-Mail)
FROM: Steve Hillis & Kenny Wiggins
DATE: July 9, 2003
SUBJ: Bid Recommendation – Rental Uniforms
Public Works and Support Services Personnel for FY-2003 – FY 2006

Noted below is the recommendation for uniform rental and laundry services for Public Works and Support Services field personnel for FY 2003 through FY 2006. A composite of all bids is attached. Steve will forward support documentation in the interoffice mail.

Let us know if you need additional information.

cc: Kim Wade (E-Mail)
Barbara Stinnett (E-Mail)
Ray Richesin (E-Mail)
PW Supervisors (E-Mail)



FY 2004 – FY 2006 Bid Recommendation
Uniform Rental & Laundry Services
July 8, 2003

Based on a joint review by Steve Hillis and Kenny Wiggins, the low bid of Aramark Company is recommended for a 3-year contract for uniform rental and laundry services for the Public Works and Support Services field personnel. Bids are tabulated below.

Option 1, Rental Uniforms and Weekly Laundry Service – Cloth Work Pants

UniFirst Corp.	Cintas	Artistic Stitches	Aramark	Van Dyne Crotty, Inc.	RUS now G&K
\$6.07	\$7.60	NB	\$4.62	NB	NB

Option 2, Rental Uniforms and Weekly Laundry Service – Denim Work Pants

UniFirst Corp.	Cintas	Artistic Stitches	Aramark	Van Dyne Crotty, Inc.	RUS now G&K
\$7.09	7.60	NB	\$5.49	NB	NB

A third option, purchase of uniforms with optional weekly laundry services, was also bid. However, as shown on the attached detailed bid tab, the price savings was insignificant considering the vendor's mending and maintenance of rental uniforms.

For all bidders, the Aramark Company was the clear winner for both Options based on lowest price bid. The Aramark Company is our current Uniform contractor servicing approximately 78 Public Works Department employees and Rental Uniform Service (now G&K) has had the Support Services Contract. Based on the new rate with Aramark of \$4.62 & \$5.49 as compared to our existing contracts of \$5.15 & \$8.25 (RUS), the city will save \$.53 per-man per-week in Public Works and \$2.76 in Support Services. Over the 3-year life of the contract, this savings is estimated to total \$6,500 in PW and \$1,700 in SS.

The option of denim work slacks will be offered each employee with the understanding that their selection is for the contract's full 3-yr. term (i.e., no switching between denim and cloth slacks during the term of the agreement).

FY-2004 UNIFORM RFB

Please publish the following ad on _____, _____, 2003. Invoice for the same should be forwarded to City of Alcoa, c/o Kim Wade, 223 Associates Blvd, Alcoa, TN 37701.

INVITATION TO BID

The City of Alcoa Department Purchasing Department will be accepting bids for the purchase and / or rental of - CONTRACT FOR APPAREL & UNIFORMS until 11:00 a.m., Tuesday June 24, 2003 at the office of the Alcoa Purchasing Agent, 207 West Bessemer Street, Alcoa, Tennessee. Bids received by said time will be opened and read aloud. Bids received after said time will not be opened. Bids mailed for this purchase should be mailed to Steve Hillis, Purchasing Agent, City of Alcoa, 223 Associates Blvd., Road, Alcoa, Tennessee 37701. The Bidder shall be responsible for their early delivery. Mailed Bids should be labeled "**BID ON CONTRACT FOR APPAREL & UNIFORMS # 10097 - Tuesday March 24, 2003.**" Specifications for this bid may be obtained from the Purchasing Agent, 207 West Bessemer Street, Alcoa, Tennessee.

The City of Alcoa reserves the right to accept or decline any bid made on any proposed purchase.



CITY OF ALCOA

REQUEST FOR BID

#10097

(THIS IS NOT AN ORDER)

- Read instructions before quoting. Bid on this form only. Quote price on items listed or approved equal.
- No bid received after closing hour will be accepted.
- ALL PRICES TO INCLUDE TRANSPORTATION CHARGES & NET TERMS – FOB pricing delivered, City of Alcoa.
- Bids will be received Purchasing Department, 207 W. Bessemer St., until 11:00 a.m., Tuesday June 24, 2003 at 11:00 am.
- ENVELOPE TO BE SEALED AND MARKED:
- Bid shall be segmented by CoA Department structure requirements as required by bid summary pages.

Pre-Bid

- **A Pre-Bid Conference will be held for all Prospective Bidders in the City Municipal Bldg., 223 Associates Blvd. Alcoa on Wednesday June 18, at 11:00 am.**
- All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. Any revisions to be incorporated by reference into this bidding document arising from discussions before, during and subsequent to the pre-bid conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date and submitted electronically to each bidder.
- **This written document shall embody the entire RFB requirement. It constitutes the final and complete expression of the entire notice of bid. No verbal responses shall otherwise alter the specifications, terms and conditions as stated herein.**

INSTRUCTIONS AND CONDITIONS

The bidder proposes to furnish and deliver, FOB destination point as listed on individual **Purchase Orders**, the items listed below in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Condition Specifications. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification.

It is the responsibility of the bidder to ensure that it has obtained such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. **THE MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER SHOULD BE DESIGNATED IN THE SPACE PROVIDED, EVEN IF BIDDING AS SPECIFIED.**

- Most current published revision means latest price list in effect between the “ first advertised date” as shown on the “ Notice to Bidder” and the Bid Opening Date. When issued: Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the **responsibility of the bidder** to ensure that it has obtained such letters.
- By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.
- The City may accept this bid offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said bid to this Bidder at any time on or before the 90th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 90 days after bid opening or for 60 days after City Council awards the bid, whichever comes last, but this period may be extended by written agreement of the parties.
- The City of Alcoa reserves the option to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

BIDDING AND AWARD:

- Bids should be submitted, in duplicate, using the Official Bid Form, and/or a photocopy thereof or as amended by Letter of Clarification.
- It is the intent of the City to award, on the basis of overall low net bid meeting specifications for the entire Contract, however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of individual item, combination of items or overall best bid, as it is deemed in the best interest of the City.

- If Federal Excise Tax is applied, show amount of same and deduct. Bear in mind that City of Alcoa is exempt from the Tennessee Sales Tax.
- THIS WILL BE A THIRTY-SIX (36) MONTH CONTRACT
- FIRM PRICES ARE TO BE QUOTED FOR THE FIRST TWELVE (12) MONTH PERIOD
- The City of Alcoa shall not discriminate against any vendor seeking to transact business with the City regardless of race, religion, creed, color, sex, national origin, age or physical handicap.
- CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION.

BILLING & PAYMENT:

- The City of Alcoa shall receive ONE invoice, detailing all charges and conditions, equipment and services. Payment shall be made either by city credit card (VISA) or by check. If a City of Alcoa check is issued it will be within 45 days of receipt of invoice. If a credit card payment is made it will be done by the end of the next business day after receipt of statement. Bidder must state preference at time of bid opening.

EVALUATION CRITERIA:

- Any response that takes exception to any mandatory items in this Bid Process may be rejected and not considered. Bids will be evaluated using, but not limited to, the factors detailed below.
 - Price
 - Accuracy to City of Alcoa Specifications
 - Projected Delivery Date

PUBLIC WORKS DEPARTMENT

1. GENERAL DESCRIPTION –

Furnish entire quantity of uniforms to be used by the Public Works Department beginning on or following July 1, 2003 according to the terms and conditions of the following specifications. Approximately seventy-five (75) employees will be outfitted. Contract provides for an initial term of three (3) years with extension(s) if agreeable with both the City and the Vendor. The initial issuance of uniforms under this contract shall be of all new uniforms. No used garments will be accepted. Should the extension term(s) be agreed to, it too shall commence with the issuance of all new garments.

2. SERVICE OF GARMENTS

Garments shall be furnished on either a: (1) rental basis, or (2) purchase + laundry service basis, or (3) purchase. Soiled garments shall be collected at a specific time and place each week; clean garments shall be delivered at the same time. Day of collection/delivery will be designated by the following representatives of the City:

Sanitation (Springbrook Rd, Alcoa - Tel. 865-380-4800)	Benny Humphrey
Streets (W. Bessemer Street, Alcoa - Tel. 865-981-4146)	James Trusty
Water & Wastewater (W. Bessemer St, Alcoa - Tel. 865-981-4156)	Mark Ross
Water Quality (Sam Houston School Rd, Maryville - Tel. 865-983-3911)	Ken Reynolds
Landfill (Long Powers Rd, Friendsville - Tel. 865-995-2998)	Sam Holloway

Collection of uniforms shall occur weekly at each of the sites designated above. The collection day may vary from location to location. However, the collection day for the Landfill shall be either Tuesday or Wednesday. The collection of all uniforms at a single location shall be unacceptable.

Under the rental option, items damaged due to normal wear and tear shall be automatically replaced. Items damaged or requiring alteration due to the actions or neglect of an employee of the City will be mended (if repairable), altered, or replaced at the discretion of and cost to the City.

Also under the rental option, all garments shall remain the property of the Vendor and shall be returned upon termination of this agreement and/or termination of the employee. Any garments which are not returned shall be paid for at the prices specified on the bid sheet. If an employee leaves employment with the City or transfers to another department, the Vendor shall be notified and the garments returned. Any garments which are not returned shall be paid for at the prices specified on the bid sheet.

The Contract for the uniform service shall include a 90-day cancellation clause. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such Purchase Order resulting from this bid is null and void.

First delivery of ready-to-wear uniforms for each employee will be on a date / time mutually agreed to by the Vendor and the City. It shall be the Vendor's responsibility to arrange for the measurement and fitting of each employee.

3. PW - DETAILED SPECIFICATIONS

- A. Approximately seventy-five (75) employees will be suited. The number of uniformed employees may vary throughout the duration of the contract.
- B. Each employee will be issued:
- Eleven (11) short sleeve shirts;
 - Eleven (11) long sleeve shirts;
 - Eleven (11) pairs of pants; and
 - One (1) insulated jacket.
- C. Except for the Landfill, each employee will be provided five (5) changes per week. Due to their schedule rotation, approximately 1/2 of the Landfill employees will require seven (7) changes each week.
- D. Shirts and jackets will display:
- Name patches over the right, front pocket; and
 - Patches bearing the City of Alcoa logo plus the wording "Public Works Department" over the left, front pocket.
- Patches shall be color-coordinated with the employee shirts. In lieu of patches, embroidered names, logo, and department wording may be used.
- E. Long Sleeve Shirts / Short Sleeve Shirts (Base Bid)
- Double-pocket, full-length button-front collared shirt with button sleeve cuffs.
 - 4.5 oz., 65/35 work-wear, poplin fabric.
 - Either solid color or a solid color with contrasting pin stripes. Acceptable colors will include, but not be limited to, white, light blue, royal blue, navy blue, tan, chocolate brown, green and safety orange. Streets, Sanitation, and Water & Wastewater service crews will be outfitted in solid-color safety orange shirts.
- F. Short Sleeve Pull Over Shirts (See Optional Purchase Bid #2)
- Single- or double-pocket, pull-over, 3- or 4-button, collared polo / sport shirt. Knit / woven collar. Stitched, fabric collar will not be acceptable.
 - 100% cotton.
 - Solid color shirts. Acceptable colors will include, but not be limited to, white, royal blue, navy blue, tan, green and safety orange. Streets, Sanitation, and Water & Wastewater service crews will be outfitted in solid-color safety orange shirts.
- G. Pants
- Industrial or jean-cut.
 - 7.5 oz. or 8.5 oz., 65/35 work-wear fabric.
 - Solid color that matches or coordinates with the employee's shirt. Streets, Sanitation, and Water & Wastewater service crews will be outfitted in navy blue slacks. Other acceptable colors will include, but not be limited to, khaki tan, chocolate brown, etc.
- H. Jacket
- ~~WearTex® coated 100% Taslan® wind and water resistant nylon shell, or approved equal.~~
 - ~~Color: Black, burgundy, navy blue or safety orange (safety orange shell may be 100% acrylic). Safety orange jackets will be issued Streets, Sanitation, and Water & Wastewater service crews.~~
 - ~~16 1/2 oz. 75% polyester / 25% rayon fleece lining.~~
 - ~~Rib-knit waistband and cuffs.~~
 - ~~Zippered handwarmer pockets; inside Velcro® close pocket.~~
 - ~~Zippered front with internal flap.~~
- Employee jackets will be the same color as the employee's pants. Jackets shall be of a 65/35 poplin work wear w/ quilted, insulated lining.

BID SHEET #1**CITY OF ALCOA, TENNESSEE****PUBLIC WORKS DEPARTMENT UNIFORMS**

June 2003

Vendor agrees to supply uniforms for employees of the Alcoa Public Works Department, in accordance with the foregoing specifications, according to the price schedule tabulated below.

Option #1 – Full Rental & Laundry Service

Description	Price per Employee per Week (1)	Price per Employee per Week (2)
Supply of 11 Short Sleeve Shirts, 11 Long Sleeve Shirts (both solid in color), 11 Pairs of Pants, and 1 insulated jacket.	\$ _____	\$ _____
Supply of 11 Short Sleeve Shirts, 11 Long Sleeve Shirts, 11 Pairs of Pants, and 1 insulated jacket for the Landfill Security Officer.	\$ _____	\$ _____
Replacement Garments	Price Each	Price Each
Long Sleeve shirt	\$ _____	\$ _____
Short Sleeve shirt	\$ _____	\$ _____
Work Pants	\$ _____	\$ _____
Insulated Jacket	\$ _____	\$ _____
Security Officer Shirt, Long Sleeves	\$ _____	\$ _____
Security Officer Shirt, Short Sleeves	\$ _____	\$ _____
Security Officer Jacket	\$ _____	\$ _____

- (1) Initial 3-year contract w/ possible 3-year extension.
(2) Initial 2-year contract w/ possible two (2) 2-year extensions; new uniforms issued at the beginning of each 2-year term.

Option #2 – Purchase of Uniforms w/ Weekly Laundry Service (3-year contract w/ possible 3-year extension)

Description	Purchase Price, each	Weekly Laundry Service, each garment
Long Sleeve shirt	\$ _____	\$ _____
Short Sleeve shirt	\$ _____	\$ _____
Short Sleeve Shirts (Pull-Over)	\$ _____	\$ _____
Work Pants	\$ _____	\$ _____

Insulated Jacket	\$ _____	\$ _____
Security Officer Shirt, Long Sleeves	\$ _____	\$ _____
Security Officer Shirt, Short Sleeves	\$ _____	\$ _____
Security Officer Jacket	\$ _____	\$ _____

Vendor's Special Conditions / Exceptions to Specifications:

- Vendor shall attach brochure(s) depicting and describing the garments bid.
- Vendor shall attach a reference list of agencies presently supplied uniforms. Reference list shall include the name and telephone number of the Vendor's contact person(s).

The City of Alcoa retains the right to reject any/all bids and to negotiate with the lowest/best bidder.

Company

Company Address

Bidder's Authorized Representative

Telephone

Representative's Signature

Date

SUPPORT SERVICES DEPARTMENT

1. GENERAL DESCRIPTION

Furnish entire quantity of uniforms to be used by the Support Services Department beginning on or following July 1, 2003 according to the terms and conditions of the following specifications. Total number (5) employees will be suited. The number of uniformed employees may vary throughout the duration of the contract.. Contract provides for an initial term of three (3) years with extension(s) if agreeable with both the City and the Vendor. The initial issuance of uniforms under this contract shall be of all new uniforms. No used garments will be accepted. Should the extension term(s) be agreed to, it too shall commence with the issuance of all new garments.

2. SERVICE OF GARMENTS

Garments shall be furnished on a (1) rental basis only. Soiled garments shall be collected at a specific time and place each week; clean garments shall be delivered at the same time. Day of collection/delivery will be designated by the following representatives of the City:

Support Services (W. Bessemer Street, Alcoa - Tel. 865-981-4107))
(Example of format)

Scott Rule

Collection of uniforms shall occur weekly at each of the sites designated above. The collection day may vary from location to location. The collection of all uniforms at a single location shall be unacceptable.

Under the rental option, items damaged due to normal wear and tear shall be automatically replaced. Items damaged or requiring alteration due to the actions or neglect of an employee of the City will be mended (if repairable), altered, or replaced at the discretion of the City.

Also under the rental option, all garments shall remain the property of the Vendor and shall be returned upon termination of this agreement. When an employee leaves employment with the City or transfers to another department, the Vendor shall be notified and the garments returned. Any garments which are not returned shall be paid for at the prices specified on the bid sheet.

The Contract for the uniform service shall include a 90-day cancellation clause. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such Purchase Order resulting from this bid is null and void.

First delivery of ready-to-wear uniforms for each employee will be on a date / time mutually agreed to by the Vendor and the City. It shall be the Vendor's responsibility to arrange for the measurement and fitting of each employee.

3. **SUPPORT SERVICES - DETAILED SPECIFICATIONS**

- I. Total number (5) employees will be suited. The number of uniformed employees may vary throughout the duration of the contract.
- J. Each employee will be issued:
 - v. Eleven (11) short sleeve shirts;
 - vi. Eleven (11) long sleeve shirts;
 - vii. Eleven (11) pairs of pants; and
 - viii. One (1) insulated jacket.
- K. Each employee will be provided five (5) changes per week..
- L. Shirts and jackets will display:
 - iii. Name patches over the right, front pocket; and
 - iv. Patches bearing the City of Alcoa logo plus the wording "Fleet Management (3 Employees) & Support Services 2 Employees)" over the left, front pocket.

Patches shall be color-coordinated with the employee shirts. In lieu of patches, embroidered names, logo, and department wording may be used.
- M. Long Sleeve Shirts
 - v. Double-pocket, full-length button-front collared shirt with button sleeve cuffs.
 - vi. 4.5 oz., 65/35 work-wear, poplin fabric.
 - vii. Solid color. Acceptable colors will only EITHER include, light blue or burgundy. All will be named to match, (Larry, Wayne, = Support Services) – (Scott, Wayne, Tony = Fleet Management).
- N. Short Sleeve Shirts
 - iii. Single- or double-pocket, pull-over, 3- or 4-button, collared polo / sport shirt.
 - iv. Knit / woven collar. Stitched, fabric collar will not be acceptable.
 - v. 100% cotton.
 - vi. Solid color. Acceptable colors will only EITHER include, light blue or burgundy. All will be named to match, (Larry, Wayne, = Support Services) – (Scott, Wayne, Tony = Fleet Management).
- O. Pants
 - iv. Industrial or jean-cut.
 - v. 7.5 oz. or 8.5 oz., 65/35 Denim work-wear fabric.
 - vi. Solid color that matches or coordinates with the employee's shirt. (All – Larry, Wayne, = Support Services) – (Scott, Wayne, Tony = Fleet Management)- will be outfitted in navy blue Denim slacks.
 - vii.
- P. Jacket
 - vii. WearTex® coated 100% Taslan® wind and water resistant nylon shell, or approved equal.
 - viii. Color: Burgundy, navy blue or safety orange (safety orange OR blue shell may be 100% acrylic). Safety jackets will be issued (All – Larry, Wayne, = Support Services) – (Scott, Wayne, Tony = Fleet Management)
 - ix. 16-1/2 oz. 75% polyester / 25% rayon fleece lining.
 - x. Rib-knit waistband and cuffs.
 - xi. Zippered hand warmer pockets; inside Velcro® close pocket.
 - xii. Zippered front with internal flap.

BID SHEET #2**SUPPORT SERVICES DEPARTMENT UNIFORMS**

June 2003

Vendor agrees to supply uniforms for employees of the Alcoa Support Services Department, in accordance with the foregoing specifications, according to the price schedule tabulated below.

Option #1 – Full Rental & Laundry Service

Description	Price per Employee per Week (1)	Price per Employee per Week (2)
Supply of 11 Short Sleeve Shirts, 11 Long Sleeve Shirts (both solid in color), 11 Pairs of Pants, and 1 insulated jacket.	\$ _____	\$ _____
Supply of 11 Short Sleeve Shirts, 11 Long Sleeve Shirts, 11 Pairs of Pants, and 1 insulated jacket for the Fleet Management Maintenance Employee.	\$ _____	\$ _____
Replacement Garments	Price Each	Price Each
Long Sleeve shirt	\$ _____	\$ _____
Short Sleeve shirt	\$ _____	\$ _____
Denim Work Pants	\$ _____	\$ _____
Insulated Jacket	\$ _____	\$ _____

(1) Initial 3-year contract w/ possible 3-year extension.

(3) Initial 2-year contract w/ possible two (2) 2-year extensions; new uniforms issued at the beginning of each 2-year term.

Option #2 – Purchase of Uniforms w/ Weekly Laundry Service (3-year contract w/ possible 3-year extension)

Description	Purchase Price, each	Weekly Laundry Service, each garment
Long Sleeve shirt	\$ _____	\$ _____
Short Sleeve shirt	\$ _____	\$ _____
Denim Work Pants	\$ _____	\$ _____
Insulated Jacket	\$ _____	\$ _____

Company

Company Address

Bidder's Authorized Representative

Telephone

Representative's Signature

Date

Bidders List

Uniforms

Aramark Uniform Services, Inc.
Attn. Jeff Hodge / Jay Kosier
10617-B Lexington Dr.
Knoxville, TN 37923
675-4030 / 675-4043
FAX 675-4987

Van Dyne Crotty, Inc.
Attn. Chris Naumoff
10921 Murdock Dr
Knoxville, TN 37932
671-1284
FAX 671-1285

Unifirst Corporation
Attn. Edie Henthorne
10915B Murdock Dr
Knoxville, TN 37932
675-5453
FAX 675-5473

Cintas
Attn. Christy Clemons
2847 John Deere Dr
Knoxville, TN 37917
546-3210
FAX 546-0327

RUS
Attn. Jennifer Bond
1625 Potterstown Rd
PO Box 190
Midway, TN 37809
1-800-843-3741
FAX 423-235-7755

Artistic Stitches
1961 Old Chilhowee Rd
Seymour, TN 37865
982-4118
FAX 983-8324

Rental Uniform Services
P.O. Box 50725
Knoxville, TN 37950-0725