

**REQUEST FOR PROPOSAL
SPECIFICATIONS**
For the Furnishing of Uniform Rental Service
For the Town of Plattsburgh

DESCRIPTION

It is the intent of this specification to set forth in detail the requirements for uniform rental service for the Town of Plattsburgh.

LENGTH OF SERVICE

Service shall start November 1, 2022 and continue to October 31, 2025.

QUANTITIES

VENDOR MUST SUBMIT A SAMPLE OF HIS/HER UNIFORM BEFORE DECISION TO AWARD IS MADE

The exact quantities cannot be determined. The quantities shown in the proposal are estimated and are for bidding purposes. Quantities or amounts shown in the proposal may be increased or decreased to meet requirements during the period of the contract. No minimum is guaranteed.

RENTAL SERVICE

Shall be based on **5 changes per week** for shirts and pants. **Pick up shall be once a week.**
NEW UNIFORMS SHALL BE PROVIDED EVERY 12 MONTHS OR AS NEEDED.

(1) Rental units shall be delivered on a weekly basis in sufficient quantities (11 sets) to have continuous change on hand for use by the Town of Plattsburgh.

(2) All garments, when service originates, shall be carefully marked with Town logo on the left front above pocket location of shirts and first name on the right front, unless specified.

(3) Maintenance shall consist in keeping all garments clean (weekly) and in good repairs and shall make replacements of all articles worn or torn as necessary. **AT NO ADDITIONAL COST TO THE TOWN.**

(4) Clean uniforms shall be delivered weekly, on hangers and placed in the appropriate location as designated by the Town for Highway, Water/Wastewater and Building and Grounds employees.

(5) All articles shall remain the property of the Contractor.

LOCATIONS

There will be one location for delivery and pickup. Uniforms will be delivered to 151 Banker Road, Plattsburgh, NY. Uniforms will be delivered to Highway, Water/Wastewater and Building and Grounds departments.

PANTS

Jeans, 100 % Cotton. Employee choice of Wrangler Relaxed or Carhart Carpenter or equal jean in fit and fabric.

COLOR: DARK BLUE

SHIRTS

Employee choice of:

Long Sleeve Shirts: permanent press 35/65 cotton/polyester blend or 100% cotton button down 1 pocket work shirt with Town logo patch over left pocket and first name patch over right pocket.

T-Shirts: 50/50 cotton/polyester blend or 100% cotton t-shirt. No pocket. Town logo embroidered on left side at pocket height.

COLOR:

Highway: Blue

Water and Sewer: Orange

Building and Grounds: Light Gray

COVERALLS

Permanent press 35/65 cotton/polyester blend

COLOR: DARK BLUE

****NAME AND TOWN LOGO SHALL BE WHITE ****

WATER/WASTEWATER

9 Men – 5 changes (Total 11 sets): pants and shirts combination (employee preference).

3 Men- 2 Coveralls per week

HIGHWAY

15 Men – 5 changes (Total 11 sets): pants and shirts combination (employee preference).

3 Men- 3 Coveralls per week

BUILDING AND GROUNDS

5 Men – 5 changes (Total 11 sets): pants and shirts combination (employee preference).

1 Women- 5 changes (Total 11 sets): T-shirt only.

ADDITIONAL CHARGES

Damaged Clothing:

Pants

Shirts

T-Shirts

Logo costs:

IN ADDITION

Approximately, 100 wipers per week for Mechanics. Usage varies with workload.

VENDOR:

The undersigned hereby declares that he/she has carefully examined the specifications, and the form of contract proposal and he/she has or controls the necessary equipment to fulfill this contract, for furnishing uniform rental service to the Town for which proposals are to be received by **September 1, 2022 at 3:00 PM** prevailing time, and will do all the work and furnish all the materials mentioned in said specifications in the manner prescribed therein at the price specified for each unit. Proposal should be sent to the:

Town Clerk
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

It is understood that the Town of Plattsburgh reserves the right to increase or decrease the quantity of units to comply with needs.

SCHEDULE OF QUANTITIES AND PRICES

DESCRIPTION UNIT PRICE TOTAL AMOUNT

To furnish uniforms for Town employees:
30 employees for the period of November 1, 2022 to October 31, 2025.

Town to be invoiced weekly and the Town will remit payment on a monthly basis.

The undersigned is a Corporation, Partnership, Individual (circle one), under the laws of the State of _____, having its principal office at _____

SIGNED _____ **COMPANY** _____
TITLE _____ **ADDRESS** _____
DATE _____

TELEPHONE # _____ **ZIP** _____

**FOLLOWING ARE THE QUOTED PRICES:
FOR THE FURNISHING OF UNIFORM RENTAL FOR THE TOWN OF
PLATTSBURGH**

PANTS

Wrangler Jeans _____ Rental Per Person Per Week
Carhart Jeans _____ Rental Per Person Per Week

SHIRTS

Work Shirts 35/65 cotton/polyester blend _____ Rental Per Person Per Week
Work Shirts 100% Cotton _____ Rental Per Person Per Week
T-Shirts 50/50cotton/polyester blend _____ Rental Per Person Per Week
T-Shirts 100% Cotton _____ Rental Per Person Per Week

COVERALLS

_____ Rental Per Person Per Week

WIPERS

100 wipers per week for Mechanics _____ Rental Per Week

NON-COLLUSIVE BIDDING CERTIFICATE

Made pursuant to Section
103-d of the General
Municipal Law of the State
of New York

By submission of this bid, each bidder and each person signing on behalf of any bidder certified, 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 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 bill 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;
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 to submit a bid for the purpose of competition.

Verification by Subscription and Notice under Penal Law Section 210.45

It is a crime, punishable as a Class A Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

Affirmed under penalty of perjury.

By: _____

Title: _____

Sworn to
before me
this _____ day of, 2022

Notary Public