



DATE: March 11, 2019

TO: Uniform Service Vendors

RE: Request for Bids - **Employee Uniform Services**
Effective July 2019

The Hannibal Board of Public Works is seeking bids for the furnishing of Employee Uniform Services. This request involves the provision of Fire retardant shirts and pants. Additional Departments will require the following: Visibility Enhanced shirts, work shirts, (long and short sleeves), jeans and pants. Doormats and dust mops are also required for various locations. The selected VENDOR shall be responsible for furnishing, pick-up, delivery, laundering, repair and replacement of the various items furnished under this bid. Detailed requirements for the scope of services are included with this bid document. The successful VENDOR shall be required to enter into a Services Agreement (copy enclosed), which has been developed by the HBPW. The HBPW shall not enter into any standard form of agreement from VENDOR.

A Hold Harmless Form, enclosed, must also be completed at Bid Opening for each bidder.

Bids will be received until **10:00 a.m. Monday April 15, 2019**, at which time; all bids properly received will be publicly opened at the Board of Public Works' Business Office. All bids shall be delivered or mailed to:

Board of Public Works
P.O. Box 1589, #3 Industrial Loop Drive
Hannibal, Missouri 63401

Bids shall be enclosed in a sealed envelope with a clear denotation on the envelope "UNIFORM SERVICES BID". *Bid Submissions via facsimile machine* **will not be accepted. Bids received after 10:00 a.m. will not be accepted.**

Should you have any questions regarding the Bid Requirements, please contact my office or Beverly Stewart at (573) 221-8050 ext 6013. Your interest and participation in this offering will be appreciated.

Sincerely,

BOARD OF PUBLIC WORKS

Beverly Stewart
Human Resource Administrator



GENERAL REQUIREMENTS
HBPW UNIFORM SERVICES BID

HANNIBAL BOARD OF PUBLIC WORKS
HANNIBAL, MISSOURI
JULY 2019

SCOPE OF SERVICES

The Hannibal Board of Public Works (HBPW), under the terms of its working agreement, is to provide work garments for its Employees. Employees are to receive Visibility Enhanced shirts and jeans. The Electric, Maintenance and Meter Departments will require fire retardant pants and shirts. The HBPW shall also require the selected VENDOR to provide doormats and dust mops.

All Employees shall be provided with a full inventory of both **short-sleeve and long-sleeve shirts and pants or jeans. A full inventory of each style or type of garment shall equal eleven (11) items.**

Due to safety requirements, Electric and Maintenance Department Employees may only wear garments that are NFPA 70E compliant in the Hazard Risk category 2. Shirts shall have a minimum FR rating of 8.0 ATPV while pants will have a minimum FR rating of 12.0 ATPV. **A full inventory of each style or type of garment shall equal eleven (11) items.**

The dust mops are to be provided at the Water Treatment Plant, Wastewater Treatment Plant and Service Center and door mats are to be provided at all locations.

The selected VENDOR shall be required to deliver and pick-up the uniforms/mops/door mats at three (3) different BPW Facilities. These locations, serviced directly by the VENDOR, include the Service Center (#3 Industrial Loop Drive); the Water Treatment Plant (Riverview Park); and the Wastewater Treatment Plant (700 S. Arch).

INVENTORY AND SERVICE REQUIREMENTS

For each Employee, the VENDOR shall furnish a total of eleven (11) sets of each apparel item. Each employee shall have, as appropriate: 11-long sleeve Hi-Vis shirts; 11-short sleeve, 11-long sleeves; and 11 pair of jeans, etc. Employees requiring FR rated clothing will be provided with 11 FR rated long sleeve medium blue shirts and 11 pair of FR rated jeans (see applicable FR ratings above). At each BPW Location, VENDOR shall establish a route whereby weekly delivery to each location is scheduled for a particular weekday and time of day. This weekly delivery shall only vary due to holidays. On such delivery date, the VENDOR shall deliver the laundered garment items; shall collect soiled garment items; shall replace door mats (weekly); shall replace dust mops (weekly), and; shall confer with Employees regarding uniform issues, etc.

In the event of garment shortages, missing inventories, unsuitable garment conditions (soiled, wrinkled, torn, etc.), VENDOR shall promptly proceed with appropriate actions. For those Employees having inventory shortages, VENDOR shall perform follow-ups within two (2) working days to avoid a clean garment shortage for affected Employee(s).

All garments furnished, as part of each Employee's initial inventory shall be new and unused. FR rated clothing shall be checked for NFPA 70E compliance in Hazard Risk Category 2 at appropriate intervals and shall be replaced when damaged, discolored, or otherwise deemed out of compliance with original FR specifications.

All garments in need of mending stain removal, or other special attention shall be appropriately tagged by Employees (tags provided by VENDOR). Except any direct purchase items. Corrective actions by VENDOR shall be completed by the next week's delivery.

VENDOR shall be required to make all size adjustments as part of the basic uniform services.

VENDOR shall be responsible cleaning of all soiled garments and for the complete return of all garments turned in by each Employee. VENDOR's continued failure to track and return garments shall be cause for implementation of garment counts, both for pick up and for delivery.

They HBPW may continue to Direct Purchase outer items and FR items based on cost.

GARMENT COLOR/NAME TAGS/COMPANY NAME

The HBPW shall reserve the right to select garment colors from a sample of standard colors and designs as available from VENDOR's supplier. The HBPW shall select one basic color/design for the shirts and jeans for both FR rated and non-FR rated clothing requirements. There shall be no color deviations within the Employee groups.

Each garment shall include either an embroidered patch or emblem, for identification to the public. All Fire retardant clothing must have fire retardant thread use for HBPW logo.

ADDITIONAL CHARGES

The VENDOR's weekly unit cost for each garment is to include all costs of furnishing, laundering, pick-up, delivery, repair and replacement of said garment item. Such basic cost is to include repairs due to normal wear and tear; removal of stains resulting from the HBPW's normal work environments; etc. At such time as the garment has reached the end of its service life, it shall be replaced by VENDOR at no additional cost.

Any mending or repairs that are outside the realm of normal wear and tear shall be charged at VENDOR's stipulated service charge rates. Such charges and basis for the charges must be detailed in VENDOR's BID.

FLAME RESISTANT GARMENTS

HBPW Electric, Maintenance and Meter Department Employees shall be required to utilize flame resistant garments, or garments approved for use on high-voltage electrical service. The selected VENDOR shall be required to launder and process all FR rated garments so as to provide work wear which is clean, free from wrinkles, and provides a presentable appearance.

APPROPRIATE INVENTORY QUANTITIES

Approximately 55 Employees shall be provided Uniform Services. This number may vary throughout the term of the services due to attrition and hiring. The anticipated number of Employees receiving various garments and the description of other items is listed below.

<u># of Employees</u>	<u>Article Description</u>	<u>HBPW Facility/Location</u>
9	Long sleeve shirt: FR 8.0	Service Center: Electric Line Dept
9	Jeans: FR 12.0	Electric Line Dept
6	Long sleeve shirt: FR 8.0	Electric/ Maint Dept
6	Jeans: FR 12.0	Electric/ Maint Dept
3	Long Sleeve Shirt: FR 8.0	Meter Reading Dept
3	Cargo Canvas Pants: FR 12.0	Meter Reading Dept
6	Long/short sleeve Hi-Vis Work Shirt	Water Distribution Dept
6	Jeans	Water Distribution Dept
5	Long/short sleeve Hi-Vis Work Shirt	Sewer Collection Dept
5	Jeans	Sewer Collection Dept
3	36" Dust Mops	Service Center
25	Wet Mops	Service Center
23	22" Dust Mops	Service Center
21	3x4 Mats (all Mats exchanged weekly)	Service Center
16	4x6 Mats	Service Center
9	3x10 Mats	Service Center
7	3x5 Scraper Mats	Service Center

1	4x6 Logo Mat		Service Center
6	Long/short sleeve Work Shirts		Water Treatment Plant
6	Jeans		Water Treatment Plant
5	22" Dust Mop		Water Treatment Plant
2	36" Dust Mop		Water Treatment Plant
7	3x5 Scraper Mat (all exchanged weekly)		Water Treatment Plant
5	Wet Mops		Water Treatment Plant
		2	3x4 Mats
			Water Treatment Plant
3	3x10 Mats		Water Treatment Plant
4	Long/short sleeve Work Shirt		Wastewater Treatment Plant
4	Jeans		Wastewater Treatment Plant
5	Wet Mop		Wastewater Treatment Plant
2	36" Dust Mop		Wastewater Treatment Plant
4	3x4 Mats (all exchanged weekly)		Wastewater Treatment Plant
2	3x10 Mats		Wastewater Treatment Plant
5	3x5 Scraper Mat		Wastewater Treatment Plant

CURRENT VENDOR/TRANSITION

Should a new VENDOR be selected to provide Uniform Services, the new VENDOR shall be required to schedule the transition to their Uniform Services with the HBPW and its current VENDOR. It is anticipated that bids shall be received by 10:00 a.m., April 15, 2019, and that VENDOR selection shall be made by April 30, 2019. Should the HBPW change its VENDOR, the new VENDOR shall need to schedule measurements, garment color selections, preparation of garments, and initial delivery of Employee inventories. **It is proposed to make the transfer effective July 1, 2019.**



BID SUBMITTAL FORM
 “ATTACHMENT A”

HBPW UNIFORM SERVICES BID
HANNIBAL BOARD OF PUBLIC WORKS
JULY 2019

In an effort to "streamline" the bid procurement process, we are requesting that all BIDDERS use this form when submitting a bid for “HBPW UNIFORM SERVICES”. Current inventory counts have been included and are to be used as an estimate to provide a pricing comparison of all bids received. For detailed Scope of Services, please refer to the General Requirements for BPW Uniform Services Bid included in this packet.

The VENDOR agrees to provide the requested Uniform Services for the following unit prices. The unit prices listed are individual costs for each article item (weekly cost, preferred):

The term of service for this Bid Proposal shall continue for 12 months. With the mutual consent of both parties, the HBPW and VENDOR may extend this Agreement for up to two (2) subsequent fiscal years, July 2019-2021. Extension of said Agreement shall be contingent upon satisfactory performance of VENDOR and continuation of the Unit prices.

During the course of the agreement term, either party may discontinue the Uniform Services by providing not less than thirty (30) days written notice to the other party. Prior to any HBPW termination of the VENDOR’s Uniform Services, the HBPW shall provide written notice of the performance deficiency and shall allow VENDOR an opportunity for corrective action.

Article Description	Unit Cost 2019	Unit Cost 2020	Unit Cost 2021
Flame Resistant Shirts (long Sleeve) Light Blue	\$	\$	\$
Flame Resistant Carhart Cargo Navy Canvas Pants	\$	\$	\$
Flame Resistant Carhart Jeans	\$	\$	\$
Hi-Vis Long sleeve Shirts Yellow	\$	\$	\$
Hi-Vis Short sleeve Shirts Yellow	\$	\$	\$
Cotton Long sleeve Work Shirt Light Blue	\$	\$	\$
Cotton Short sleeve Work Shirt Light Blue	\$	\$	\$
Jeans regular/ cargo	\$	\$	\$
3x4 Mats	\$	\$	\$
3x10 Mats	\$	\$	\$
4x6 Mats	\$	\$	\$
Wet Mop	\$	\$	\$
22” Dust Mop	\$	\$	\$
36” Dust Mop	\$	\$	\$
3x5 Scraper Matt			
4x6 Logo Matt (and set up charge)			
Cost for HBPW Emblem on Shirts (one-time or set-up charge)	\$	\$	\$
Environmental/Service Charge or additional Charges	\$	\$	\$
Totals	\$	\$	\$

DETAIL OF ADDITIONAL SERVICE CHARGES

Time Required To Obtain Employee Measurements And Provide Delivery Of Uniforms _____ Days

REFERENCES

- 1) Company Name _____
Telephone _____
Contact Person _____

- 2) Company Name _____
Telephone _____
Contact Person _____

- 3) Company Name _____
Telephone _____
Contact Person _____

Bid Proposal of _____, 2019, submitted by:

Company Name

Mailing Address, City, State, Zip Code

Signature of Authorized Representative

Telephone Number

Print Name and Title of Representative

Today's Date