



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: Laundry of Uniforms

CONTRACT #: 114-15

CONTRACT DATES: 4/1/15-3/31/17

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): AlSCO
548 St. Paul St.
Rochester, NY 14605

ph: 585-454-5988
fax: 585-232-1748

TERMS AND CONDITIONS

- BID ITEM:** LAUNDRY OF UNIFORMS
- FOR:** Various Agencies
- PURCHASING CONTACT:** Walter B. LaRaus, (585) 753-1121
- DUPLICATE COPIES:** **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1 COPY).**
- BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
- SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**
- All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.
- SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
- QUANTITIES:** The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.
- QUALIFIED BIDDER:** Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.
- METHOD OF AWARD:** Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL. Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.
- CONTRACT TERMINATION:** If the successful bidder fails, after seven (7) days written notice to supply enough properly skilled workers or proper materials or fails to perform the work with such diligence as will assure its completion by the contract date or shall in any other respect commit a breach of their contract and fails to remedy the same after written notice from Monroe County, **the County may terminate the contract resulting from this bid without any further notice to the successful bidder.** Any and all costs, damages or other expenses incurred by the County as a result of the aforesaid termination shall be the direct liability of the successful bidder.
- BUYER CONTACT:** The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Walter B. LaRaus
Monroe County Division of Purchasing
200 County Office Building
39 West Main Street
Rochester, NY 14614
Email: wlaraus@monroecounty.gov

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on **February 11, 2015**.

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **February 18, 2015**.

CONTRACT TERM: Contract will start with the date of the contract award and run through **March 31, 2016**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES: Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER: No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

DELIVERY: All deliveries and pickups to be F.O.B. Monroe County to agency as specified. Delivery costs must be built into the unit prices bid. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

PURCHASE ORDER ISSUANCE: Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

BILLING PROCEDURE: All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

WARRANTY/ GUARANTEE: All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

UNCONTEMPLATED PURCHASES: Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT: The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

SECURITIES AND INSURANCE:

Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm on that day.

REPORT OF PURCHASE:

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

SPECIFICATIONS

LOCATIONS:

The following are the present locations that require Dry Cleaning and Laundry Service. Monroe County reserves the right to add, delete or change locations, as it deems necessary.

Sheriff's Office, Hall of Justice, Rochester
Monroe County Jail, 130 Plymouth Avenue South, Rochester
Sheriff's Office, Zone A, 789 Linden Avenue, Pittsford
Sheriff's Office, Zone B, 245 Summit Point Drive, Henrietta, 14467
Sheriff's Office, Zone C, 4201 Buffalo Road, North Chili
Sheriff's Marine Unit, St. Paul Blvd., Rochester
Greater Rochester International Airport, 1200 Brooks Avenue, Rochester
Monroe Correctional Facility, 750 East Henrietta Road, Rochester
Monroe County Medical Examiner, 740 East Henrietta Road, Rochester
Monroe County Public Safety Communications, Cobbs Hill, Rochester

REPAIR OF ITEMS:

Minor repairs (such as replacement of buttons, sewing of seam or three-cornered tears) on items of wearing apparel shall be performed free of charge by the Contractor prior to the return of the garments. These services shall be rendered only if the item is otherwise in serviceable or usable condition.

Faded or damaged patches will be replaced at no cost. The Sheriff's Quartermaster will supply new patches as replacements. The patches provided for replacement are to be safeguarded from loss. Faded or damaged patches are to be accounted for and returned to the Quartermaster.

LAUNDERING OF CLOTHING AND OTHER ITEMS:

All laundry for washing and dry cleaning will be processed in accordance with industry standards relating to the policy of Universal Precautions and in accordance with Center for Disease Control, OSHA and New York State Department of Health requirements. Laundry should be processed with a neutral PH not to exceed levels between 5 and 7. Contamination bags and tags are to be provided by the vendor.

THEFT/LOSS:

All Sheriff's uniforms are to be safeguarded against theft, loss and/or unauthorized use. Failure to safeguard Sheriff's uniforms against theft, loss and/or unauthorized use may result in the immediate termination of this contract as well as potential criminal penalties.

The value of any Sheriff's uniform that is lost or damaged or otherwise determined unserviceable while in the possession of the contractor due to processing problems or negligence resulting in theft or loss will be deducted from the next available invoice.

LAUNDERING & DRY CLEANING OF UNIFORMS

SPECIFICATIONS

1. The successful bidder must submit within five (5) days proof of insurance showing that he is responsible for damage or loss of garments. In the event a garment is lost or damaged while in the Contractor's possession, the Contractor shall repair or reimburse the County for such loss or damage at the replacement cost to the County via claim forms provided by the Contractor.
2. The vendor must have in operation a cleaning establishment adequate for and devoted to the service, which it proposes to furnish.
3. The vendor must have in his employ qualified and permanently employed personnel and must maintain adequate trucking facilities to render satisfactory service.
4. Delivery and pickup will be made twice a week at each location on a schedule and at times acceptable to the County. All laundry must be separated and delivered in the same lots as were collected. Articles must be returned in four (4) calendar days; cleaned and pressed, unless otherwise noted. The successful bidder will allow departmental personnel to drop off and pick up their cleaning at branch locations.
5. Price quoted shall be net and shall include all delivery and pickup charges necessary to effect prompt and satisfactory service.
6. **ALL DRY CLEANING AND PRESSING SHALL BE DONE IN ACCORDANCE WITH THE ACCEPTED STANDARDS OF THE NATIONAL INSTITUTE OF DRY CLEANING. SHRINKAGE OF GARMENTS WILL NOT BE ACCEPTABLE.**
7. The number of garments to be cleaned is approximate and will vary depending on vacations, sickness, etc.
8. **THE VENDOR SHALL BE PAID ONLY FOR THE NUMBER OF GARMENTS CLEANED.**
9. Garments will either be dry cleaned or laundered according to the type of fabric and/or the preference of the customer (e.g., a white uniform shirt can be laundered or dry cleaned but the process selection will be at the option of the customer). Laundering is the major part of the contract. Unit price applies to either form of processing to include starching at employee's request.

APPROXIMATE QUANTITIES

So that the bidder may have a guideline as to the number of times each garment will be cleaned, we offer this information which, again, is a guideline and shall not be construed as a true figure. The summer items will be cleaned approximately twice weekly depending on the length of the summer season. The winter garments will be cleaned approximately twice weekly. The winter coats, liners and collars will be cleaned once per year. The bidder must take into consideration that vacations and sickness are a determining factor in the amount of garments to be cleaned.

CLEANING TICKET

The vendor shall provide a two-part cleaning ticket similar to this sample. Ticket design must be approved by the Sheriff's Office.

SHERIFF'S CLEANING TICKET # _____

POLICE _____ **JAIL** _____ **COURT** _____

Location: Zone A, B, C, Airport, MCJ, MCF, Marine, HQ (Circle One)

Name: _____ **IBM #** _____

Date: _____

ITEM

QTY

Gray shirt, long sleeve _____
Gray shirt, short sleeve _____
Gray pant _____
White shirt, long sleeve _____
White shirt, short sleeve _____
Light blue shirt, long sleeve _____
Light blue shirt, short sleeve _____
Blue pant (cotton) _____

Navy shirt, long sleeve _____
Navy shirt, short sleeve _____
Navy pant (wool) _____
Woman's slack _____

Pant, Tactical, BDU _____

Shirt, Polo _____

Starch _____ Light _____ Medium _____ Heavy _____

Clothing Received By: _____ IBM _____
(Must be signed by member)

Vendor Copy - Original/Part 1; Employee Copy - Copy/Part 2

On the front of the ticket shall be printed the most commonly cleaned items.

On the back of this ticket shall be printed all other contract items and pricing.

UNIT PRICE SHEET

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
1. White Shirts S/S	\$1.42
2. White Shirts L/S	\$1.42
3. Gray Shirts S/S	\$1.36
4. Gray Shirts L/S	\$1.36
5. Gray Pants	\$1.85
6. Summer Shirts L/S (Lt. Blue)	\$1.36
7. Summer Shirts S/S (Lt. Blue)	\$1.36
8. Winter Shirts L/S (Dk. Blue)	\$1.36
9. Summer Shirts S/S (Dk. Blue)	\$1.36
10. Officer Blouse Coats, wool blend	\$1.36
11. Long Trousers, navy officer, wool blend	\$2.10
12. Black Top Coats	\$4.50
13. Britches, wool, dry clean	\$2.10
14. Black Neckties, wool, dry clean	\$.55
15. Woman's Slacks	\$1.85
16. Summer Nylon Jackets (Dry Clean)	\$2.35
17. Winter Coats (Gortex-dry clean)	\$2.45
18. Winter Coat Liners	\$.90
19. Jump Suits Lt. Wt.	\$1.30
20. Jump Suits Hv. Wt.	\$1.30
21. Lab Coats	\$.90
22. Raincoats (wash only)	\$1.47
23. Coveralls	\$1.36
24. Horse Blankets and Coolers	\$1.25
25. Tactical Pant, BDU, cotton, camouflage, black or tan	\$1.85
26. Polo, cotton	\$1.25
27. Pant, blue, cotton, wash & wear	\$1.45

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.