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 May 1, 2018 and continue until April 30, 2020.

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.

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 **April 6, 2018 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 May 1, 2018 to April 30, 2020.

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