



**Request for Bids
Uniform Rental – BIA
Bid No.: B15-018
Issue Date: June 8, 2015**

**Purchasing Department
Bangor, Maine 04401
207-992-4282**

I. Introduction

The City of Bangor requests bids to provide **Uniform Rental Services to the Bangor International Airport** for a period of three (3) years. The option to renew for an additional three (3) year period is contemplated contingent upon mutual agreement of the parties.

The City will issue only one (1) contract. The uniforms and services shall comply with the specifications outlined in this request. Bidders, who are unable to supply all the requested items, will not be considered.

II. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/bids/proposals. By submitting a response to this solicitation, the bidder accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

III. Submission

To be considered, return this entire Request for Bids in an envelope clearly marked "**Bid No.: B15-018: Uniform Rental – BIA**" by **2:00 PM, Wednesday, June 24, 2015** to the Purchasing department, City Hall, 73 Harlow Street, Bangor, Maine 04401.

Bids may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**B15-018: Uniform Rental – BIA**" in the subject line. Bids will be publicly opened on the date and time stated above.

A tabulation of all bids received will be available after 3:00 PM on the date of opening. Bid results may be viewed by visiting the City's website at www.bangormaine.gov/Bids/Proposals/Results.

IV. Questions

Any questions must be directed in writing to bids@bangormaine.gov no later than **4:30 PM, Tuesday, June 16, 2015**.

The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before **4:30 PM, Friday, June 19, 2015**. The response will be in the form of an addendum, which will be available on the City's website.

V. Award

The bid award will be based on the following:

- Price offered.
- Quality of service.
- Availability.
- Prior history or experience with the Bidder (if no history or experience, references will be requested).

VI. Prices

The bid prices must remain firm for the first year of the contract. Any price increase thereafter must have a thirty (30) day written notification by the Bidder to the City's Purchasing Department before implementation. Any invoices showing a price increase not previously approved by the City will not be valid, therefore only the original contract amount will be paid. All market decreases in price shall be forwarded to the City as they occur. Any breach of this section may result in termination of the contract.

VII. Estimated Annual Requirements

This solicitation covers estimated annual requirements only and is not a commitment to purchase. Delivery shall be made only as specifically authorized by the City of Bangor. **If City requirements do not result in orders for the quantities noted, such event shall not constitute the basis for a price adjustment.**

VIII. Terms and Conditions

- a. The successful Bidder will be required to supply new uniforms to each employee at the start of the contract. Should the contract be renewed for the additional three (3) year period, the successful Bidder must replace all uniforms at that time.
- b. The successful Bidder is required to supply one (1) locker per employee. The locker shall be equipped with a key lock.
- c. Weekly cleanings may vary according to individual work assignments and may be changed throughout the contract period. Delivery and pickup of uniforms will be in five (5) different locations at the Bangor International Airport.
- d. Each Uniform shall have two (2) patches that shall be supplied by the successful Bidder.

- e. Uniform Replacement: The successful Bidder will be required to replace any item that becomes worn through normal wear, or torn beyond reasonable repair. All items shall be professionally repaired at no charge to the City.
- f. Service Coordination: All aspects concerning the service shall be directed to the City's Assistant Airport Director, James Canders, at jcanders@flybangor.com. In the event that a dispute arises that cannot be resolved between the Assistant Airport Director and the successful Bidder, then the City Finance Director will resolve the problem and her decision will be final and conclusive.
- g. Changes in Service: In the event that the City should desire service for additional personnel during the contract period, such service must be supplied at the same rate as indicated on the Bid Form.
- h. The successful Bidder shall, upon written notice from the City of Bangor, in the event of employee termination, discontinue such service for said employee. Discontinuance of such service shall not constitute a price increase.
- i. Any additional uniforms, above the standard issue, may be rented at the contract price and paid for by the employee through payroll deduction.
- j. Title to Uniforms: All uniforms supplied under the contract shall remain the property of the successful Bidder and shall be returned within the time specified. The City shall pay to the successful Bidder the item acquisition cost, less 4% depreciation per month that it is in service for all items not returned.

IX. Specifications for BIA Uniforms

The successful Bidder shall supply uniforms in accordance with the following specifications: (one employee must wear all cotton attire; the others shall follow the specifications listed below).

Men's Jackets (zip out liner):

- 65/35 Poly/Cotton;
- Zip out liner with long sleeves;
- Nylon quilted;
- Solid brass zipper;
- Adjustable side tabs;
- Side split pockets; and
- Left sleeve pencil pocket

Men's Jackets (lined):

- 65/35 Poly/Cotton;
- Zip out liner with long sleeves;
- Nylon quilted;
- Solid brass zipper;
- Adjustable side tabs;
- Side split pockets; and
- Left sleeve pencil pocket

Men's Shirts:

- 65/35 Poly/Cotton;
- Stand-up collar with two button through chest pockets (pencil stall on left); and
- Color coordinated melamine buttons

Men's Pants:

- 65/35 Poly/Cotton;
- Solid brass zipper; and
- Slightly tapered appearance

Women's Shirts:

- 65/35 Poly/Cotton;
- Lightweight;
- Left chest pocket;
- Matching buttons;
- Slightly tapered; and
- Square bottom

Women's Pants:

- 65/35 Poly/Cotton;
- Solid brass zipper;
- Women's executive-style;
- Pleated or flat front;
- Tapered; and
- Custom hemmed to length

Women's & Men's Blazers, Fleece Vests or Sweaters:

- Tapered;
- Custom sized with left and right front pockets;
- V-Neck sweater: combed cotton knit with straight bottoms; and
- Fleece vests: zipper front with two zipper pockets and elastic waistband. (Contoured or tapered for women)

Uniform Color Schemes:

Ramp Services:

Ramp Supervisors (4 male employees): Navy pant; Navy jacket; Grey shirt: Size: M, L, XL, XXL

Shift Lead's (3 male employees) Sizes: L, XL, XXL. Ramp Attendants (14 male employees): Navy pant; Navy jacket; Light Blue shirt. Sizes range from M, L, XL, XXL

Customer Service Representatives (4 female employees, 1 male): Black executive style pants/slacks; Light Blue shirt; Black or gray blazer, fleece vest or sweater. Size: M, L, XL, XXL,

Separate pricing option: Shirts and jackets with 360° High Visibility Yellow/Green Striping

GSE Shop:

Supervisor (1 male employee): Navy pant; Navy jacket; Grey shirt. Size: XXXL

Mechanics (47 male employees): Navy pant; Navy jacket; Navy shirt (one employee must wear all cotton attire). Size: M, L, XL

Separate pricing option: Shirts and jackets with 360° High Visibility Yellow/Green Striping

Aircraft Mechanics:

Supervisor (1 male employee): Navy pant; Navy jacket; Grey shirt. Size: L

Mechanics (24 male employees): Navy pant; Navy jacket; Navy shirt. Size: L

Separate pricing option: Shirts and jackets with 360° High Visibility Yellow/Green Striping

Airfield Maintenance:

Supervisors (2 male employees): Navy pant; Navy jacket; Grey or light Blue shirt. Size: L, XL

Technicians (12 male employees): Navy pant, Navy jacket; Navy shirt. Size: M, L, XL, XXL

Building Maintenance:

Supervisor (1 male employee): Navy pant; Navy jacket; Grey or light Blue shirt. Size: L

Technicians (5 male employees): Navy pant; Navy jacket; Grey or light Blue shirt. Size: L, XL

Tank Farm:

Supervisor (1 male employee): Navy pant; Navy jacket; Grey shirt. Size: L

Technicians (4 male employees): Navy pant; Navy jacket; light Blue shirt. Size: (3) L, (1) 5XL



Bid Form – Page 1 of 2
Uniform Rental- BIA
Bid No.: B15-018

Bid Deadline:
Wednesday 2:00 PM
June 24, 2015

Vendor Name: _____

Items must be bid by using this Bid Form and Manufacturing Facilities Questionnaire must be returned. Failure to do so may result in disqualification.

The City presently rents uniforms for sixty-three (63) employees. (59 males and 4 females).

Note: The City is requesting prices for two types of jackets. A jacket with a zip out liner, or a lined jacket. City employees will have a choice of which type they would like.

<u>Issue</u>	<u>Qty. Issued Per Person</u>	<u>Approx. Weekly Cleaning Per Person</u>	<u>Weekly Rate Per Person</u>
<u>Standard Issue:</u>	Seven (7) Shirts	Three (3) Shirts	\$ _____
	Seven (7) Pants	Three (3) Pants	\$ _____
Zip out liner:	Two (2) Jackets	One (1) Jacket	\$ _____
Lined Jacket:	Two (2) Jackets	One (1) Jacket	\$ _____
	Total Weekly Charge per Person:		\$ _____
<u>Optional Issue:</u>	Eleven (11) Shirts	Five (5) Shirts	\$ _____
	Eleven (11) Pants	Three (3) Pants	\$ _____
Zip out liner:	Two (2) Jackets	One (1) Jacket	\$ _____
Lined Jacket:	Two (2) Jackets	One (1) Jacket	\$ _____
	Total Weekly Charge per Person:		\$ _____
<u>Optional Issue:</u>	Eleven (11) Shirts	Five (5) Shirts	\$ _____
<u>(cont.)</u>	Eleven (11) Pants	Five (5) Pants	\$ _____
Zip in liner:	Two (2) Jackets	One (1) Jacket	\$ _____
Lined Jacket:	Two (2) Jackets	One (1) Jacket	\$ _____
	Total Weekly Charge per Person:		\$ _____



**Bid Form (page 2 of 2)
Uniform Rental – BIA
Bid No.: B15-018**

<u>Issue</u>	<u>Qty. Issued Per Person</u>	<u>Approx. Weekly Cleaning Per Person</u>	<u>Weekly Rate Per Person</u>
<u>Customer Service</u>	Seven (7) Shirts	Three (3) Shirts	\$ _____
<u>Representatives:</u>	Seven (7) Pants	Three (3) Pants	\$ _____
	Two (2) Blazers	One (1) Blazer	\$ _____
	Total Weekly Charge per Person:		\$ _____

Manufacture of proposed uniforms: _____

One (1) time emblem and make up charge: \$ _____

Emblem and make up charge for two (2) patches per garment: \$ _____

Emblem and make up charge for three (3) patches per garment: \$ _____

NOTE: Pricing for reflective tape is requested for those employees who may wish to purchase such tape, but will not be a requirement of the contract.

Optional reflective tape on jackets and legs of pants: \$ _____/ft.

Please provide the following information (if left blank, charges will not be allowed):

Fuel surcharge, transportation charge, additional cost for XL/XXL, or any other miscellaneous charges: (first year of contract): _____

If a formula is used to calculate the above charges, provide such formula. _____

Vendor: _____ Signature: _____

Print Name: _____ Title: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Email Address: _____

**City of Bangor
Manufacturing Facilities Questionnaire**

NOTE: This form must be completed and returned with the Bid Form. Failure to do so will result in disqualification.

In October of 1999, the City Council of the City of Bangor adopted a resolution establishing guidelines that address the City's purchase of items of apparel, footwear, textiles and related products. In part, the resolve states that, whenever possible, the City of Bangor will purchase items of apparel, footwear, textiles and related products from responsible manufacturers who operate in accordance with established international codes of corporate conduct.

The City, therefore, requests that all Bidders address the following questions so that the information provided may be taken into account in evaluating the bids received and any bid award to be made.

1. What are the names and address of the manufacturing facilities in which the products are made?

2. Is there any known child or forced labor within these manufacturing facilities? ____ Yes ____ No

3. Have the manufacturing facilities been determined to have violated international standards of labor or human rights? ____ Yes ____ No

If yes, please provide the name of the organization or group making this determination, the date when the information was collected and the details of the violation.

4. Are workers unionized? ____ Yes ____ No

If no, are workers free to seek to organize or form associations without coercion? ____ Yes ____ No

5. If available, please provide the following information:

a. The hourly wage of the lowest full-time manufacturing worker at the facility or facilities at which the product is made, excluding benefits: \$_____.

b. The average hourly wage for full-time manufacturing workers at the facility or facilities at which the products is made, excluding benefits: \$_____.

c. Do full-time manufacturing workers receive health insurance? ____ Yes ____ No

d. If yes, what is the percentage of the premium paid by the employer: _____%