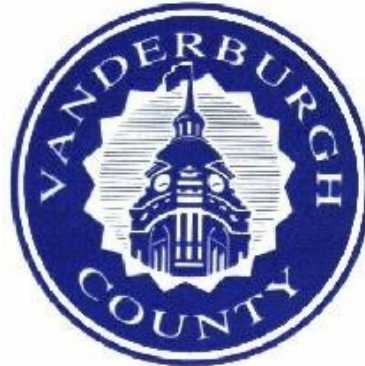


**INVITATION FOR BIDS (IFB)
APA-IFB-001-23**

CITY OF EVANSVILLE/ VANDERBURGH COUNTY

Uniform and Related Items Rentals



Bid Submittal Date: March 16, 2023

**City of Evansville, Indiana
Civic Center Complex
1 N.W. Martin Luther King Jr. Blvd.
Evansville, IN 47713
Department of Purchasing Rm 323**

NOTICE TO BIDDERS

The City of Evansville/Vanderburgh County Purchasing Department of behalf of the Board of Public Works ("City") and Vanderburgh County Commissioners ("County") (hereinafter, collectively or alternately as applicable, "City/County") is now accepting sealed bids for the rental of Uniforms and Related Items. The bids will be opened in Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708 at 1:30 P.M. CST on Thursday, March 16, 2023, at which time bids will be publicly opened and read aloud at the Board of Public Works meeting.

Bids to be submitted prior to the scheduled opening shall be submitted to Room 323 (Purchasing Department) located in Civic Center Complex, 1 N.W. Martin Luther King Jr. Boulevard, Evansville, Indiana 47708. Bids submitted to the City/County Purchasing Department shall be submitted prior to 1:15 P.M. on Thursday, March 16, 2023. Bids may be submitted direct to the Board of Public Works. All bids must be marked with the following: The name of your company, APA-IFB-001-23 – Uniform & Related Items Rentals – Bid date opening March 16, 2023.

SCOPE

It is the intent of this bid is to establish a one- year contract with the ability to extend for three (3), one-year periods.

1. Rental of Employee Uniforms
2. Rental of Regular and Safety Floor Mats
3. Rental of Shop Towels
4. Rental of Linens

COST OF PREPARATION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this IFB.

ESTIMATED QUANTITIES

Approximately one hundred eighty-seven (187) employees of City/County departments rent or lease uniforms that may include shirts, trousers, shorts, jeans, jackets or a combination of these items. Some departments lease floor mats (regular and/or safety), shop towels, fender covers and linens.

No maximum or minimum quantities are guaranteed, suggested quantities represent historical usage. The City of Evansville/Vanderburgh County anticipates purchasing the quantities as specified. These quantities are approximate and represent the estimated requirement. There is no obligation on the part of the City/County to purchase more or less than the quantity listed. The City/County reserves the right to purchase more or less than the quantity listed, depending upon actual requirements and budget restraints, at the unit costs as set forth in the Successful Bidder's bid/contract(s). City/County will pay only for quantity actually ordered and in current use.

BIDS

1. All prices shall be F.O.B. to various City/County sites in Vanderburgh County, Indiana. Prices must include delivery. No additional monies will be paid for delivery.
2. The Bidder shall state any discounts to apply. Discounts must be shown for individual items unless all items have the same percentage of discounts.
3. Firm bids are required unless specifically designated otherwise. Any bid which is subject to an open or unlimited escalator clause may be rejected. A maximum figure for escalation shown or a method of computing the total cost over a specified time period must be included.
4. The City of Evansville reserves the right to award the bid on a line item basis or lump sum basis whichever is in the best interest of the City/County.

5. Bids shall be awarded to the lowest responsive and responsible bidder taking into consideration reliability, productivity, cost of maintenance, quality, performance and time of delivery. Past performance will also be a determining factor.
6. Funding sources for this agreement are reviewed on an annual basis with funds being appropriated by either the City Council and/or County Council. The City of Evansville/Vanderburgh County Commissioners, nor City/County departments/offices, shall be under any obligation to continue under this contract if annual funding for this purpose is discontinued by the appropriate governing body.

DELIVERY

1. The Bidder shall state in their bid packet a firm delivery schedule for the materials. The delivery could be a major factor in the award of this bid.
2. The uniforms and related items shall be maintained, serviced, adjusted, and demonstrated to the satisfaction of all City/County organizations/departments.
3. The uniforms and related items will be accepted only after the delivery requirements have been met. The seller shall assume full responsibility for the materials until accepted.

RIGHT OF REJECTION

The City/County reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the City/County. Furthermore, the City/County reserves the right to hold the bid of the three (3) lowest bidders for a period of forty-five (45) calendar days from and after the time of the bid opening.

BID SUBMITTAL

1. All bids must be received prior to the receipt time identified in the Notice to Bidders. Late bids will not be considered and will be returned, unopened, to the bidder.
2. ALL BIDS MUST BE RECEIVED ON OR BEFORE THE TIME AND DATE INDICATED IN THE NOTICE TO BIDDERS. The responsibility for submitting bids to the City/County is solely that of the bidder. The City/County will not be responsible for delays in mail delivery or delays caused by any other occurrence. LATE BIDS WILL NOT BE ACCEPTED.
3. The Bidder(s) shall submit their bid(s) on the attached BID PROPOSAL FORM, supplying all the required information. Failure to comply with this or any other paragraph of the Instructions to Bidders shall be sufficient reason for invalidation of the bid. Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this IFB.
4. Bids must be submitted on Invitation for Bid which must be properly signed, dated and notarized to be accepted.
5. Bidders shall submit an original and two (2) copies of their bid.
6. Bidders are required to provide all requested information. Bid submittal should be submitted in a sealed envelope showing the bidder's name, business address, bid title, date and time of opening on the front of the envelope. Only information provided inside this envelope will be considered, unless otherwise instructed. Failure to follow this instruction or any other instruction contained in this Invitation for Bid may result in the rejection of your bid.
7. Bid modifications are not allowed. Complete withdrawal or complete exchange of bid is acceptable, if done before scheduled bid opening.
8. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid, or any exceptions or irregularities of any kind.
9. Do not include taxes in bid figures. The City/County are exempt from state and federal taxes. Exemption certificates will be provided upon request.

PUBLIC BID OPENING PROCEDURES

1. The purpose of a public bid opening is for a reading of bids received. Under normal circumstances, no award will be made or implied at this time, unless otherwise indicated.
2. Only the following information will be given:
 - a. Vendor name
 - b. Total price, except when award is made on a unit price basis or grand total for all or none items.
3. Bids or related documents may not be reviewed at the bid opening. No discussion of any nature concerning brand names, deliveries, samples, etc. can be entered into between any Purchasing personnel and any Vendor during or after the bid opening until the evaluation of bids has been completed and a recommendation for award has been made.
4. A copy of the bid tabulation will be available to review in the Purchasing Department upon completion of the recommended award.
5. Vendors who wish to review or request copies of bids may do so by contacting the City/County Purchasing Department. A copy fee will be charged for copies.

MANUFACTURER DATA

1. Each Bidder shall submit the following data on the uniforms and related items included in the attached Bid Proposal Form.
 - a. Manufacturers name and identification number along with a proper description of each item.
 - b. A statement that the proposed uniforms and related items conform to the specifications or a statement indicating the exceptions to the specifications. The statement shall also indicate whether the equipment/materials conform to OSHA standards.
 - c. Bidder must include the location of the nearest laundry and repair facility for all proposed items. Local service and repair are preferred.
 - d. Bidder must submit manufacturer specifications on the proposed materials with their bid. The manufacturer specifications/brochures must identify the items bid and other required data as outlined herein.
2. Each City/County department shall have final determination as to the specifications of the above uniforms and related items. Colors and other pertinent information may differ among departments/offices. If the Bidder proposes other than the items specified, the Bidder must include documentation that the proposed uniforms and related items meet and/or exceed that which is specified.

BID BOND

1. A Bid Bond, in the amount of five percent (5%) the bid amount shall accompany each bid as a guarantee that all provisions of the specifications shall be met.
2. Bid Bonds will be returned to the unsuccessful Bidder(s) after award of purchase by the City/County, and to the successful Bidder(s) after the performance bond, if required, has been received and accepted.
3. Bid Bonds must be executed by a corporate surety licensed under the laws of Indiana to execute such bonds. The surety must be a corporate surety authorized to do business in Indiana and Power of Attorney must accompany the Bid Bond.

DEFAULT AND TERMINATION OF CONTRACT

Should the successful vendor fail to correct any condition which is in violation of the terms of the contract(s), within 24 hours after having been notified by the City/County, the City/County may declare the contract(s) in default and terminate same immediately.

Continuous non-compliance with the terms of contract(s) or failure to correct problems brought to the attention of the successful vendor shall be grounds for the City/County to terminate the contract(s) and pursue any damages incurred as a result of this failure.

EXTENSION OF CONTRACT

The City/County may at its option continue this contract for an additional three (3), one (1) year extensions so long as quoted prices do not increase or any other terms change. This depends upon appropriate funding by City Council and/or County Council. The City of Evansville/Vanderburgh County, nor City/County departments/offices, shall be under any obligation to continue under this contract if funding has not been approved for this purpose by the appropriate governing body.

WITHHOLDING PAYMENT

In the event a contract is canceled under any provision herein, the City/County may withhold from the successful vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

INQUIRIES

1. Please direct any inquiries concerning this bid to the City-County Purchasing Department, Dachenae Streeter at dstreeter@evansville.in.gov or (812) 436-4915.
2. All changes in specifications shall be in writing in the form of an addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of bids. No changes to specifications will be permitted within five (5) days prior to the bid opening.

INDEMNIFICATION

1. The successful vendor shall indemnify and hold harmless the City/County and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
2. In any and all claims against the City/County, or any of their agents or employees by any employee of the successful vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful vendor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Act.

BIDDER QUALIFICATION AND EXPERIENCE

1. Bidders are required to furnish evidence that they have past experience in this type of work as outlined in the attached specifications, to include specific experience with uniforms and related items. A minimum of three (3) references must be submitted with each bid.
2. Bidders must possess the necessary occupational license(s) to perform such work.
3. Bidders shall provide proof of insurance as specified in the technical specifications, if required.

EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity Statement included herein is a condition of the bid. The contract must be signed by the successful bidder and the City/County; and the successful bidder must comply with the equal employment opportunity condition in the execution of the contract.

MINORITY & WOMEN BUSINESS ENTERPRISE PROGRAM

The City/County Purchasing Department encourages utilization of Minority and Women Business Enterprises (M/WBE) in the community's purchasing efforts. The Vendor shall provide an atmosphere of equal opportunity for all subcontractors and/or suppliers in all aspects of public operations including the purchasing of products, services and public works contracts.

E-VERIFY PROGRAM

Pursuant to Indiana Code 22-5-1.7-11 (b)(2) the Contractor shall provide documentation that it has enrolled and is participating in the E-Verify Program (see Indiana Legal Employment Declaration form). Contractor is required to submit proof from the E-Verify Program that it is currently enrolled in the Program. An example of confirmation is the confirmation e-mail received from E-Verify that the Contractor has successfully enrolled in E-Verify.

TAXES

The City of Evansville is exempt from federal, state, and local taxes and will not be responsible for any such taxes in connection with the award or performance of this contract.

LICENSES AND PERMITS

The successful Vendor or Vendors shall furnish the City of Evansville upon request any and all documentation regarding licenses, permits, certifications and/or registrations required by the laws and regulations of the City of Evansville, Vanderburgh County, the State of Indiana and the United States of America.

The Provider certifies that it is now and will remain in good standing with the aforementioned governmental agencies and that it will maintains its licenses, permits, certifications and/or registrations in force during the term of the contract/agreement with the City of Evansville, Vanderburgh County, Indiana.

CHOICE OF LAW AND VENUE

Any and all actions or proceedings arising out of, or related to, this bid and any resulting contract shall be governed by and construed in accordance with the laws of the State of Indiana. Submission of this bid by Vendor constitutes consent and stipulation to jurisdiction and venue in the courts of Vanderburgh County, Indiana, concerning all litigation and proceedings arising out of or related to this bid and any resulting contract.

LAWS

Bidders shall comply with all applicable Federal, State, County and City laws, ordinances and regulations applicable to the bidding and performance of the contract(s).

Rental of Uniforms, Floor Mats, Towels, etc.

The City of Evansville/Vanderburgh County is soliciting bids for the rental of employee uniforms, floor mats, shop towels, linens, etc. The bid calls for delivered weekly (or bi-weekly for some items) prices to various locations within Vanderburgh County. It is the intention of these specifications to describe a rental garment program for the majority of the needs of employees of the City/County departments.

GARMENTS

The successful vendor shall provide all new (unused) uniforms within 60 days of award of a contract. All uniforms shall be replaced with new uniforms at the end of the first 24 months of the agreement with resizing of employees, at no additional cost, if requested.

Garments shall:

- Be fabricated from the material specified and shall be designed for comfort, durability, reasonable fit, safety, aesthetics, service and cost.
- Exhibit high quality workmanship in construction.
- Exhibit safety, especially in the case of flame-retardant garments provided to those requesting departments.
- Be laundered and kept free from defects which would affect their appearance or serviceability
- Be delivered on hangers to the appropriate departments.
- Be kept in good to excellent condition at all times, which includes, cleaning, mending, incidental repairs and alterations necessary that may be incurred through normal wear.
- Any uniform returned to an employee in an unclean or un-pressed state shall be returned to the supplier for proper cleaning, or replacement, and the price shall be deducted from the next invoice.
- Worn garments or garments whose flame-retardant treatment is deemed unsafe through wear or cleaning shall be replaced as the department decides such replacement are necessary during the contract period at no additional charge to any City/County department.

The City of Evansville does not guarantee that all employees will utilize all items available. Each employee required to wear a uniform shall be supplied initially with eleven (11) sets of that department's required uniform to be utilized on a year-round basis. Some departments may require jackets. Service shall provide five (5) changes of the required uniform, and one (1) jacket (seasonal). The successful vendor will provide alternate items depending on the season, such as shorts in warm weather or long sleeve shirts in the winter at request of a department at no additional cost. Pickup and delivery from the various departments shall be weekly.

Vendor shall conduct an initial inventory of clothing provided and provide a copy of the same to the City of Evansville. Service for new employees hired after the first delivery of uniforms under this contract shall be new uniforms. All replacement uniform items must be new with no charge to the City/County or its employees. No additional charges will be made to any department to place a new employee in a set of uniforms.

Any fabric, or embroidered logo, emblem or script will be quoted as a onetime charge at initial order point (or is changed by City/County mandate.) Thereafter, direct replacements due to normal usage wear and tear of an item will be the responsibility of the successful bidder of that item.

Measuring Employees

Within 60 days of award of a contract, the chosen supplier shall visit the various locations for the purpose of individually measuring all personnel for whom garments will be ordered. The supplier shall perform all measurements. As new or replacement employees are hired, the department will plan for measuring them as soon as possible. Each garment shall be permanently identified as being used by the employee to whom it is assigned.

The supplier shall alter all employee uniforms to reasonable fit the particular employee's body measurements to the satisfaction of that department. The supplier will be issued a list of personnel eligible for uniform measurements, alterations and service.

Alterations will be made on an as needed basis throughout the contract period for weight gains or losses. Re-measurements may be requested by the departments on an as needed basis.

OTHER ITEMS

Miscellaneous Items some City/County departments utilize are:

- Floor Mats: 3' X 4', 4' X 6', or 3 X 10'
- Safety Mats: 3' X 5'
- Mops
- Wet Mops
- Soil Containers
- Scrapper Mats
- Shop Towels
- Linens, including
 - Twin Sheets, Double Sheets, Knitted-Fitted Sheets, Pillowcases (Seasonal only at Burdette Park)
 - Bath Towels, Hand Towels, Washcloths, Bath Mats, Soda Towels (Seasonal only at Burdette Park)
 - Terry Towels & Dish Towels (Fire Stations)

PRICES

Prices are to be quoted as a total price per item, NOT a price per change, and are to include all applicable costs such as: rental, attachment of identification emblems to uniforms, cleaning, repair alterations, measuring, packaging, hangers and weekly deliveries. No preparation or other charges or fees shall be assessed to the various departments for new employee uniforms. No extra charges or fees for larger sizes will be allowed.

INVOICES

Invoices shall be submitted on a departmental basis. Each department invoice shall show each employee's name, number and type of items delivered, etc. Each department will issue an annual purchase order for the weekly supply of uniform garments and other miscellaneous items provided annual funds have been appropriated for each department by the City Council or County Council. Fuel surcharges or fuel escalation charges are prohibited through the life of this contract.

SAMPLES

If requested, samples of the uniform shirts, trousers and jackets shall be submitted within one (1) week. The bidder may also be required to provide additional information to the City of Evansville as that information pertains to the bidder's ability to act as a responsible supplier.

**City of Evansville/Vanderburgh County
RENTAL OF UNIFORMS & RELATED ITEMS
APA-IFB-001-23**

DATE: _____

The City of Evansville invites your bid for the following items:

**RENTAL OF UNIFORMS & RELATED ITEMS
APA-IFB- 001-23**

To be opened at 1:30 P.m. on March 16, 2023 in Room 301 of the Civic Center Complex.

Legal notice has been published in The Evansville Courier.

The undersigned proposes to furnish and deliver, in accordance with the requirements of the Instructions to Bidders and the specifications prepared by the City of Evansville/Vanderburgh County, the following rental service for uniforms and related items for the time period beginning date of bid award and ending one (1) years after. Thereafter three (3) one-year renewals, as per the specifications, may be considered provided prices remain the same. Continuation could depend upon annual funding by the City and/or County among other factors.

Please be advised that any alterations, changes in bid format, etc. will make it difficult to evaluate bids and may lead to confusion. All items should be bid in the units, quantities, and units of measurements specified. Do not submit alternate bids unless requested. The City/County reserves the right to reject any or all bids or any part thereof.

QUOTATIONS

1. All prices F.O.B. (appropriate building or department), Evansville, Indiana.
_____ Yes _____ No
2. Discounts, if any, if awarded entire bid _____

3. If bid is subject to an escalation clause, identify same here _____

4. Bidder will accept a portion of the bid award _____ or entire award only _____

DELIVERY

Guaranteed initial delivery of uniforms. Please identify in days _____

Weekly service for laundry and repairs is required. Please list which days of the work week your company could provide this service in Vanderburgh County _____

MANUFACTURER DATA

1. Manufacturer of bid Uniforms _____
Supplier of bid Uniforms _____
Are these garments manufactured in the USA? Yes _____ No _____
2. Proposed uniforms and related items conform to specifications? Yes _____ No _____
and meets NESC code safety requirements (for Flame retardant uniforms)? Yes _____ No _____
3. Nearest factory authorized repair, replacement and/or cleaning facility (please specify which).

4. Bidder has submitted Manufacturer specifications as required? Yes _____ No _____

BID BOND

1. Bidder has submitted a 5% Bid Bond? Yes _____ No _____

INDEMNIFICATION

Bidder will indemnify and hold harmless the City of Evansville and/or Vanderburgh County in accordance with the provisions contained herein? Yes ___ No ___

BIDDER QUALIFICATION AND EXPERIENCE

1. Is Vendor certified by the Indiana Department of Administration as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE)? Yes _____ No _____
If yes, which classification and date of expiration _____
2. Vendor has included three (3) references? Yes _____ No _____
3. Vendor possesses necessary occupational license(s)? Yes _____ No _____
4. How many of your employees are employed in Vanderburgh County? _____

WARRANTY

1. If Successful Bidder, bidder will provide all new items? Yes _____ No _____
(This applies even if your company has the current contract with the City & County)

2. What is the typical time period your company will replace rented uniforms? (You may provide a written policy of uniform replacement for your company with bid.) _____

3. If successful, Bidder will provide required measuring of employees and training on the procedure for pick-up and delivery at no additional cost? Yes _____ No _____

4. Considering normal wear & tear, Manufacturer's warranty of new items is for how long? _____

BIDDER'S CHECKLIST:

In order to be accepted as a valid bid, the following items MUST be included with your bid, along with any other information requested in the specifications.

- 1. Bid Offer Proposal Form _____
- 2. Bid Proposal Form _____
- 3. Bid Bond _____
- 4. EEO Statement _____
- 5. Manufacturer Specifications _____
- 6. Warranty Information _____
- 7. Uniform Replacement Policy _____
(Garment Maintenance Program)
- 8. Standard Delivery & Pick-up Policy _____
- 9. Sample Rental Agreement _____
- 10. Certificate of Insurance _____
Including Liability Insurance
- 11. E Verify Form _____
- 12. Non-Collusion Form _____

Bid Proposal Form

Rental of Uniforms, Floor Mats, Towels, etc. APA-IFB-001-23

Sealed Bids shall be received no later than 1:15 PM CST on Thursday, March 16, 2023 in Room 301 of the Civic Center Complex, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708. Sealed bids may be received prior to the scheduled opening to the Room 323 (Purchasing Department) located in Civic Center Complex, 1 N.W. Martin Luther King Jr. Boulevard, Evansville, Indiana 47708. Bids submitted to the city Purchasing Department shall be submitted prior to 1:15 P.M. on Thursday, March 16, 2023.

The undersigned proposes and agrees to furnish any or all items bid and to deliver them to the specific destination at the prices stated herein.

Prices are to be quoted as a total price per item, NOT a price per change, and are to include all applicable costs such as: rental, attachment of identification emblems to uniforms, cleaning, repair alterations, measuring, packaging, hangers and weekly deliveries.

<u>Item No.</u>	<u>Description</u>	<u>Unit Price Per Item</u>
1.	Uniform Rental Service for Trousers -Men 65%Polyester/35% Cotton (approx.) - 7.0 to 7.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____
2.	Uniform Rental Service for Trousers -Women 65%Polyester/35% Cotton (approx.) - 7.0 to 7.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____
3.	Uniform Rental Service for Shirts -Men 65%Polyester/35% Cotton (approx.) - 4.0 to 4.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____
4.	Uniform Rental Service for Shirts -Women 65%Polyester/35% Cotton (approx.) - 4.0 to 4.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____
5.	Uniform Rental Service for Trousers -Men 100% Cotton - 8.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____
7.	Uniform Rental Service for Trousers -Women 100% Cotton - 8.5 ounces in weight Durable press finish	NUMERICAL _____ WRITTEN AMOUNT _____

8. **Uniform Rental Service for Shirts**
Women
100% Cotton
- 5.25 ounces in weight
Durable press finish
NUMERICAL _____
WRITTEN AMOUNT _____
9. **Uniform Rental Service for Jackets**
Specify: _____

NUMERICAL _____
WRITTEN AMOUNT _____
10. **Uniform Rental Service for Trousers**
Ultra-Soft Fire Resistant or equivalent
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
11. **Uniform Rental Service for Shirts**
Ultra-Soft Fire Resistant or equivalent
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
12. **Uniform Rental Service for Coveralls**
Ultra-Soft Fire Resistant or equivalent
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
13. **Uniform Rental Service for Lab Coats**
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
14. **Uniform Rental Service for Jeans**
Men
Denim or equivalent
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
15. **Uniform Rental Service for Jeans**
Women
Denim or equivalent
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
16. **Uniform Rental Service for Logo Caps**
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
17. **Uniform Rental Service for Logo T-Shirts**
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
18. **Uniform Rental Service for Cargo Pants**
Specify: _____
NUMERICAL _____
WRITTEN AMOUNT _____
19. **Uniform Rental Service for Cargo Shorts**
NUMERICAL _____

WRITTEN AMOUNT _____

20. **Uniform Rental Service for Boots**
Specify: _____

NUMERICAL _____

WRITTEN AMOUNT _____

22. **Uniform Rental Service for Ladies Trousers**
Specify: _____

NUMERICAL _____

WRITTEN AMOUNT _____

- DO NOT SUBSTITUTE THIS PAGE -

Item No. Description Unit Price Per Item

MISCELLANEOUS ITEMS – Per Item Delivered Weekly

23.	<u>Floor Mats Rental</u>	
	3' X 4'	NUMERICAL _____
		WRITTEN AMOUNT _____
	4' X 6'	NUMERICAL _____
		WRITTEN AMOUNT _____
	3' X 10'	NUMERICAL _____
	WRITTEN AMOUNT _____	
	Safety Mats 3' X 5'	NUMERICAL _____
		WRITTEN AMOUNT _____
	Scrapper Mats	NUMERICAL _____
		WRITTEN AMOUNT _____
24.	Standard Shop Towels- Rental	NUMERICAL _____
	Specify Quantity: _____ Size/Color _____	WRITTEN AMOUNT _____
25.	Fender Covers	NUMERICAL _____

- WRITTEN AMOUNT _____
26. **Mops** NUMERICAL _____
- WRITTEN AMOUNT _____
27. **Wet Mops** NUMERICAL _____
- WRITTEN AMOUNT _____
28. **Soil Containers** NUMERICAL _____
- WRITTEN AMOUNT _____
29. **Fender Covers** NUMERICAL _____
- WRITTEN AMOUNT _____
30. **Bed Linens – Rental – Seasonal only**
- Specify Fabric Content _____
30. **Twin Sheets** NUMERICAL _____
- WRITTEN AMOUNT _____
31. **Double Sheets** NUMERICAL _____
- WRITTEN AMOUNT _____
32. **Knitted- Fitted** NUMERICAL _____
33. **Pillow Cases** NUMERICAL _____
34. **Towels – Rental**
Specify Fabric Content _____
35. **Bath Towels - Seasonal** NUMERICAL _____
- WRITTEN AMOUNT _____
36. **Hand Towels - Seasonal** NUMERICAL _____
- WRITTEN AMOUNT _____
37. **Wash Cloths - Seasonal** NUMERICAL _____
- WRITTEN AMOUNT _____
38. **Bath Mats - Seasonal** NUMERICAL _____
- WRITTEN AMOUNT _____

39. **Soda Towels - Seasonal** NUMERICAL _____
WRITTEN AMOUNT _____
40. **Terry Towels** NUMERICAL _____
WRITTEN AMOUNT _____
41. **Dish Towels** NUMERICAL _____
WRITTEN AMOUNT _____
42. **Continuous Towel Roll** NUMERICAL _____
WRITTEN AMOUNT _____

Prices are firm through entire length of contract, from date of award for 12 months with the potential of three (3) one-year extensions? ____ Yes ____ No

Please note any exceptions here (attach another sheet if necessary): _____

- DO NOT SUBSTITUTE THIS PAGE -

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF EVANSVILLE/VANDERBURGH COUNTY SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE.

BIDDING COMPANY: _____

AUTHORIZED SIGNATURE

DATE

NAME & TITLE (PLEASE PRINT)

TELEPHONE

COMPANY NAME

FAX NUMBER

ADDRESS (STREET)

EMAIL ADDRESS

CITY, STATE, ZIP CODE

FEDERAL ID NUMBER

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.

2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American's with Disabilities Act and the rules and regulations promulgated thereunder.

3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.

4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further City/County contract.

Vendor Representative (please print)

Signed

Vendor Name

Telephone

Vendor Address

Date

CITY OF EVANSVILLE – VANDERBURGH COUNTY, INDIANA
Uniform and Related Items Rentals
APA-IFB-01-23

(Please type or print)

Date: _____

1. Governmental Unit: _____
2. County: _____
3. Bidder (Firm): _____
Address: _____
City/State: _____
4. Telephone Number: _____
5. Agent of Bidder (if applicable): _____
6. Email of Agent: _____

Pursuant to notices given, the undersigned offers and bid(s) to _____
(Governmental Unit) in accordance with the following attachments(s) which specify the class or item number of descriptions, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials/equipment included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Bidder or Agent

AFFIDAVIT

The undersigned, _____(name), _____(position) at _____(business entity), being duly sworn upon his/her oath, does hereby state that _____(business entity), pursuant to I.C. 22-5-1.7, does not knowingly employ unauthorized aliens and participates in the E-Verify Program (the "Program") when it hires new employees to confirm their work eligibility and further acknowledges that it is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

I swear or affirm, under the penalties for perjury, that the foregoing statements are true.

Signature

Date: _____

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) ss:
_____ COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by bidder, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

Bidder further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires: _____

County of Residence: _____

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____
_____ (Governmental Unit) hereby accepts the terms of the attached bid for
classes or items numbered _____ and promises to pay the undersigned bidder upon delivery
the price quoted for the materials/equipment stipulated in said bid.

Contracting Authority Members:

Date: _____

