



**REQUEST FOR BID
BID NO. 09-160**

UNIFORM RENTAL AND LAUNDRY SERVICES

RFB Mailing Date
December 4, 2009

Bid Due Date
December 22, 2009
3:00 P.M.

To: Purchasing Office
City of Turlock
156 S. Broadway, Ste 270
Turlock, CA 95380-5454
(209) 668-5599 X 4406

CITY OF TURLOCK
REQUEST FOR BID AND SPECIFICATIONS NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES

TABLE OF CONTENTS

	Page
Request for Bid Notice	2
Scope of Work.....	2
City Contact Person	2
Proposal Deadline Date	2
Bid Process	3
Estimated Schedule	4
Vendor Inquires.....	4
Section 1	
Specifications	5
Pro-Rate Formula.....	5
Number and Type of Uniforms.....	5
Emblems and Name Tags.....	6
Uniform Condition	6
Service and Delivery	7
Specifications for Uniforms	8
Garment Rotation Count	8
Annual Inventory	8
Non-Compliance	9
Job Site Performance.....	9
Section 2	
Award and Execution of Contract.....	10
Section 3	
Special Instructions	11
Section 4	
General Conditions	12
Attachments	
Exhibit A - Bid Proposal Form	
Exhibit B - Bid Proposal Cost Analysis for Multiple Years	
Exhibit C - References	
Exhibit D - Questionnaire	
Exhibit E - Exception, Clarifications, Amendments	
Exhibit F - Insurance Certificates Samples	
Exhibit G - Emblem and Name Tag Samples	

**CITY OF TURLOCK
TURLOCK CALIFORNIA**

**REQUEST FOR BID
Bid No. 09-160**

UNIFORM RENTAL AND LAUNDRY SERVICES

Sealed Bids signed and in the original only, subject to the Request for Bids, Provisions and Specifications, will be received at the Purchasing Office on 156 South Broadway, Ste. 270, Turlock, until 3:00 P.M. on December 22, 2009, for uniform rental and laundry services described as follows. The City of Turlock desires to solicit qualified Bids for Uniform and Laundry services for City employees, Turlock, in accordance with this Request for Bid. Award resulting from this RFB will be firm for the entire contract with City Council approval.

I. SCOPE OF WORK

The specifications established for the rental, laundering, repairing and delivery of uniforms and miscellaneous items for various City departments. Supplier shall furnish all materials, labor services and special skills required to provide this services as described in these specifications and in keeping with the highest standards of quality and performance. Uniforms may consist of shirts and trousers, coveralls and/or shop coats. Shirts will have long or short sleeves, as selected. Flat goods may consist of shop towels and various sizes of mats. The successful supplier will furnish all employees with new uniforms at the start of this contract. Clean uniforms and flat goods will be delivered weekly. The approximate number of employees and number of changes per week per employees and flat good requirements are listed on the bid sheet.

The awarded vendor shall furnish and deliver all materials, labor, services and special skill required to supply the product(s) as set forth in these specifications and in keeping with highest standards of quality and performance.

All equipment, materials, and supplies shall be furnished F.O.B. City of Turlock. Bids shall be submitted on the bid sheet provided or can be downloaded from the City's Purchasing website at <http://www.ci.turlock.ca.us>; such bids shall include all necessary specifications

II. CONTACT

If you have any technical questions concerning these specifications, please contact Betty Gonzalez, Purchasing Coordinator at (209) 668-5599 X 4406 or email to bgonzalez@turlock.ca.us.

III. INTERPRETATION OF RFB

Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFB and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFB or has any doubt as to the true meaning or interpretation, correction there of may be requested in writing. Any change in the RFB will be made only by written addendum, duly issued by the City. The City will not be responsible for any other explanations or interpretations.

IV. PROPOSAL DEADLINE

The deadline for receiving proposals is 3:00 p.m. on December 22, 2009. Supplier shall deliver two (2) sets one (1) original and one copy unbound of the proposal to the Municipal Services Purchasing Division, 156 S. Broadway Suite 270, Turlock, CA 95380 by the due date. **Late proposal will not be considered.**

V. BID PROCESS

Bids will consist of bid proposal, vendor qualifications/experience and references. One original and one copy of the complete bid proposals are required. Contractor's bid proposal will be submitted on **Bid Proposal Exhibit 'A'**. The Original bid proposals must be clearly marked and contain original signatures (Contractor's signature may be represented by a signed proposal cover letter) and must be easily reproducible on a standard copying machine. Failure to clearly mark the original and provide original signatures may result in a proposal being found non-responsive and given no consideration. The technical portion of the proposal will be weighted more heavily than the cost portion of the proposals.

Proposals must fully address the evaluation factors, complete references and data to verify qualifications and experience include a statement that the City contract can be executed, and any exceptions. Proposals without sufficient submittal data to provide a complete evaluation will be considered non-responsive. See the specifications for specific submittal requirements. As part of the bid proposal, vendor must evaluate the City's proposal terms and conditions. **Any exceptions to the proposal specifications must be submitted on a separate document to the proposal submittal.**

Bid Proposals:

Prices quoted shall remain firm for a period of 90 days and include all costs requested on the Contract Items/Bid Proposal, **Exhibit 'A'**. Sales tax must be applied and itemized only where applicable. Provide on **Exhibit 'B'** the proposed work force with estimates of time and equipment to be used for each area.

References: Provide on **Exhibit 'C'**, a list of at least five agency references for which your firm has like contracts currently in service. References are to include: Name, Address, Contact, Title, Phone Number and length of time service has been performed.

Bidders' Qualifications/Experience: Offers will be accepted only from Bidders who have significant experience in providing the goods or services specified herein. In addition to completing the proposal questionnaire **Exhibit 'D'**, a statement of qualification of the firm and a description of the company history and financial capability is required. If known, proposers will provide their Dun & Bradstreet number. Proposals must include definitive information regarding the experience and qualifications of the proposing firm. Offers will be accepted only from bidders who have adequate number of trained service personnel employed to provide satisfactory service to all facility locations specified under the proposal specifications and subsequent contract award.

Evaluation Committee

A committee will be established to review and evaluate the proposals to determine the Contract award. The committee includes representatives of the department seeking the goods or services and staff from the Department of Municipal Services.

(a) **Evaluation of Bids:** The criteria to be used in the evaluation of Bids will be/but not limited to the following:

Overall responsiveness to the Request for Bids:

- 1) Bids must be neat, complete, and fully address technical, cost, bidder qualifications, references, and Bid questionnaire and evaluation concerns.
- 2) Bidder's experience and expertise in the subject industry including number of current employees.
- 3) Costs: Bid Proposals Exhibit 'A' and Exhibit B.
- 4) Bidder's performance of references Exhibit 'C' (A minimum of five is required).
- 5) City's perception of the contractor's understanding of the City's stated needs and specifications, as evidenced by bidder's proposal response.

Before a Contract will be awarded for the services described herein, the City may conduct an investigation as is necessary to determine the performance record and ability of the apparent successful Bidder to perform all requirements specified under this contract. Upon request, the Bidder will submit such additional information as deemed necessary by the City to evaluate the Bidder's qualifications.

All Bids will be extended through the City of Turlock Purchasing Officer or an appointed representative whose name, address and telephone numbers are shown below. Contract negotiations will be conducted by the Purchasing Officer or another party as noticed by the Purchasing Officer. Award will be by City Council. No other officer or agent may obligate or bind the City. In BID PROPOSAL FORM, EXHIBIT 'A' bidders will designate, by name, who will receive offers. The person named will be an authorized agent of the contractor able to conduct written offers in good faith.

The City reserves the right to reject all Bids, or any Bid not in conformance with the intent of the Contract Documents, and to waive any informalities and irregularities in said Bids.

VI. ESTIMATED SCHEDULE

Bid Mailing Date	December 4, 2009
Bids due	December 22, 2009
Evaluate Bids	December 23, 2009
Award ContractJanuary 26, 2010

Note: Award date is approximate.

VII. VENDOR INQUIRIES

For information concerning RFB procedures and regulations (i.e., a submission deadline, forms required, etc.) interested parties may contact:

Betty Gonzalez, Purchasing Coordinator
City of Turlock
156 South Broadway, Ste.270
Turlock, Ca 95380
(209) 668-5599 Ext. 4406
FAX (209) 668-5695
bgonzalez@turlock.ca.us

Note: Deliver or mail bids to the referenced address, only, as indicated in the Notice to bidders.

It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and the site condition (if applicable). The bidder agrees and acknowledges all RFB/Q specifications, terms, and conditions and indicates the ability to perform by submission of a bid. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications.

SECTION 1 SPECIFICATIONS

The following specifications are provided to allow prospective bidders the opportunity to submit their Bids on equipment and a service which the bidder feels best meets or exceeds the City's requirement.

SCOPE

The initial contract period maybe a multiple year term with City Council approval, with understanding that the agreement is subject to cancellation by the City without penalty, except that the City will be liable for a pro-rated cost of uniforms provided using the formula listed below, when in any City fiscal year, funds are not appropriated for the continuation this one.

- a) Supplier is to provide all uniforms, emblems, and name tags in the design, material and color required by the City to dress and identify City employees covered by the agreement.
- b) Supplier shall tag each garment to identify the user, and the month/year of issue. It is understood by the City and Supplier that the City has chosen to use 100% cotton shirts for all personnel. Those shirts may be required by the City to be replaced prior to their useful life because of fading. The pro-rated fee using the formula detailed below will also be used for this forced replacement.
- c) The supplier is to provide shop rags, protective clothing and doormats as specified.
- d) The supplier is to provide all labor, equipment, transportation, and materials necessary for the laundering, pickup and delivery of the above garments and supplies on a weekly basis.

PRO-RATE FORMULA

The supplier will pro-rate the cost of uniform replacement by attributing a value of the garments over the period of the contract. If a uniform is replaced because of damage by City employees or is replaced at the request of the City for reasons other than damage by City employees or is replaced at the request of the City for reasons other than normal wear and tear, the City will pay at time of replacement, at the pro-rated fee.

Example: A shirt at \$18 pro-rated over a 12 month period would reduce the early replacement cost by \$1.50 per month.

Example: A shirt at \$18 pro-rated over a 24 months period would reduce the early replacement cost by 75 cents per month.

Example: A shirt at \$18 pro-rated over a 36 months period would reduce the early replacement cost by 50 cents per month.

SAMPLES

One complete uniform sample, of any color, for all lines offered may be requested after proposal due date. All samples must be provided within three days of request and at no cost to the City. The City will return all samples.

NUMBER AND TYPE OF UNIFORMS REQUIRED

There are currently 113 people that will utilize the uniform contract service. Others may be added during the contract period. There will be three colors of uniforms provided. The three colors selected by the City will be:

- a) Orange Shirt/Brown pant
- b) Medium Blue Shirt/Navy Blue pant
- c) White with Brown Strip Shirt/Brown pant

All shirts will be 100% cotton, and the pants will be a blend of cotton/synthetic material, individuals will be given a choice of long sleeve and short sleeve shirts. All quantities noted on the Bid Sheet represent weekly delivery.

This information is base on current usage. The City does not guarantee either a minimum or maximum quantity of materials or services to be ordered.

FLAME RESISTANT UNIFORMS REQUIRED

Flame resistant shirt and pants must meet FR protection apparel needs. Uniforms must be manufactured to meet or exceed FR performance standard and specifications for flame resistant FR shirts and pants. There are currently 7 people that will utilize these uniforms under this contract for services. Others may be added during the contract period. There will be one color of uniform provided for these FR uniforms.

- a) Navy – pant
- b) Light blue – shirts

SPECIFICATIONS

No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder. If no exceptions or deviations are shown; the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

SIZES

The supplier shall measure employees to insure the correct uniform sizes and sleeve lengths are provided. Supplier shall provide uniforms for all employees regardless of size or special fitting requirements. The City shall determine uniform colors and expects to select from the supplier's standard colors. Suppliers shall provide replacement uniforms when an employee's size changes.

EMBLEMS AND NAME TAGS

The supplier shall furnish and affix name tags and silk screen emblems with an embroidery border with the City logo on shirts and coveralls. Any charges for affixing name tags or emblems must be described on the Bid Sheet. A sample of the current emblem is available upon request. Artwork for the logo will be provided by the City, and the colors will match the City requirements.

The size of the shirt emblem is to be approximately 2-1/2" x 4-1/2", sample attached as Exhibit G. Nametags will be provided and placed on shirts by the supplier in the same color as the emblem, or a standard color that has been approved by the City.

UNIFORM CONDITION

All uniforms delivered to City employees must be new, neat, professional, and presentable. The supplier shall maintain all uniforms in good repair and first-class condition. (i.e. clean and neat, wrinkle free, with a complete set of matching buttons, and neatly repaired tears). The City will not accept improperly sized, wrinkled, dirty, permanently stained or otherwise unacceptable items.

The successful bidder shall replace worn out uniforms as necessary. Uniforms will be mended as necessary; however, repair patches over one inch in size will not be permitted. All repairs will be made within one week from receipt of garment. All patches must be affixed in a professional manner and must be presentable. All repairs will be at no additional charge to the City.

All items must be tunnel finished or pressed.

It is preferred the uniforms to be delivered free of scent, however, if there is a scent, it must pleasant.

All clothing provided for in this contract must meet or exceed Federal and State flammability requirements.

Laundered uniforms will be placed on hangers or packaged so each person's uniforms are separate. Appropriate laundry marking will be used for this purpose.

START-UP

At the start up and/or renewal of the contract, the successful supplier will furnish all participating City employees with new uniforms. Each employee participating in this contract shall be provided with eleven (11) uniforms sets.

TEMPORARY DISCONTINUATION OF SERVICE

Any employee absent for one full week or more shall be without charge if prior notification has been given by the City.

SERVICE AND DELIVERY

The City places a high value on quality service. Deliveries are to be made on the same day(s) of each week and all uniforms will be delivered on those days. Deliveries will be made on a weekly basis between the hours of 7:00 a.m. and 3:00 p.m. on a regular business day unless other arrangements have been made. It will be the responsibility of the supplier to develop the delivery schedule in conjunction with each department manager. The department manager will designate a representative whose responsibility it will be is to work with supplier and resolve problems. A copy of the finalized schedule must be submitted to the Purchasing Officer.

The supplier will provide the City, at time of pickup and delivery, an accounting of the number of uniforms picked up and delivered. The supplier will forward a duplicate copy of the pickup and delivery receipts to the City Municipal Services Administration on a monthly basis.

Repairs and replacements are to be done within one week of notification by City personnel. Claims for losses must be handled quickly and fairly. Drivers should be helpful and courteous.

Employees will receive back the same number of uniforms as were deposited for cleaning.

Deficiencies will be corrected within 24 hours after notification. Deficiencies will include, but not be limited to, incorrect size, wrong deliveries, and incomplete returns, unrepaired, unironed or dirty items.

The City reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within a reasonable period of time or as specified. Failure to comply with these requirements may be cause for termination of the contract.

Uniforms and miscellaneous supplies shall be picked up and delivered to the 14 locations as listed below. Delivery locations may be added or deleted during the contract.

- 1) City Hall – 156 S. Broadway
- 2) Development Services Housing Division – 144 S. Broadway
- 3) Turlock Police Department – 900 N. Palm Street
- 4) Municipal Services Recreation - 301 Starr Ave
- 5) Turlock Fire Services Fire Station 1 – 540 E. Marshall
- 6) Turlock Fire Services Fire Station 2 – 791 S. Walnut Road
- 7) Turlock Fire Services Fire Station 3 – 501 E. Monte Vista
- 8) Turlock Fire Services Fire Station 4 – 2820 N. Walnut Road
- 9) Municipal Services Fleet Maintenance Shop – 701 S. Walnut Road
- 10) Municipal Services Public Facilities Maintenance – 701 S. Walnut Road
- 11) Municipal Services Utilities Division – 701 S Walnut Road
- 12) Municipal Services Water Quality Control – 901 S. Walnut Road
- 13) Municipal Services Electrical – 901 S. Walnut Road
- 14) Turlock Police Animal Control Services – 801 S. Walnut Road

Upon delivery, the driver may be required to count incoming and/or outgoing garments in the presence of a City employee.

SPECIFICATIONS FOR UNIFORMS

Shirts	100% Cotton.
Executive Shirts	65% Dacron polyester, 35% combed cotton.
Trousers	65% Dacron polyester, 35% combed cotton
Executive Trousers	55% to 65% Dacron Polyester, 35% to 45% cotton
Coveralls	65% Dacron polyester, 35% combed cotton

SPECIFICATIONS FOR UNIFORMS

FR Shirts	88% Cotton –12% nylon twill
FR Pants	88% Cotton – 12% nylon twill

GARMENT ROTATION COUNT

It will be the responsibility of the successful supplier to maintain an on-going inventory of all materials. The supplier will count all materials at the time of exchange (incoming and outgoing) at the City locations. If materials are missing, it will be the supplier's responsibility to notify the department manager in writing, and obtain his/her signature as acknowledgment, at the time of discovery. The supplier must notify the Purchasing Officer in writing within 21 calendar days after discovery of all missing or unaccounted for materials. The City will not be responsible for missing materials after the 21 day period. All claims for losses must be handled quickly and fairly.

SERVICE REPRESENTATIVE

A single representative must be provided by the supplier to service the City's account. This person must be at a level of management that can act without recourse in making decisions concerning this contract. This person must be able to meet with City management on a regular basis to insure that the contract terms are adhered to.

ANNUAL INVENTORY

At the anniversary of each contract year, it will be the City's option to request the supplier to conduct a uniform inventory. At the time, all uniforms will be brought up to their original counts and quality levels. No billings for losses will be accepted during the last six months of the contract period.

HOLIDAYS: Holidays include:

New Year's Day	January 1 ♦ Day before or day after
Martin Luther King Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	December 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 ♦ Day before or day after

If a holiday falls on a Saturday, it is observed the previous Friday. If it falls on a Sunday, it is observed the following Monday.

♦ **The City Council of the City of Turlock must authorize the official closure of City Offices on December 24 and December 31, and approve these specific dates as additional holidays.**

NON-COMPLIANCE:

If you cannot comply with a specification requirement, note as an addendum on Exhibit E the specification paragraph, your exception, and your recommendation. The Purchasing Officer will evaluate your recommendation. If after evaluation it is determined that the bidder is not in compliance with the specification, the bid may be rejected.

JOB SITE PERFORMANCE

If the Purchasing Officer or her designee finds the contract work is not being performed as per the contract, the Purchasing Officer will give a ten (10) days notice to the contractor. Any callbacks due to non-performance shall be at no charge. If the deficiency is not corrected within ten (10) days, the Purchasing Officer or her designee will correct the deficiency by any means possible and then bill the contractor.

SECTION 2 AWARD AND EXECUTION OF CONTRACT

AWARD OF BID

If the CITY deems that the acceptance of the most responsible bid or bids is not in the best interests of the CITY, the City may reject all bids. If the agreement is awarded, it shall be to the most responsible bidder whose Bid complies with all the requirements prescribed. Such award shall normally be made with thirty (30) days after bid opening.

If the most responsible bidder refuses or fails to execute the agreement, the CITY may award the agreement to the second most responsible bidder. Such award will normally be made within sixty (60) days after the opening of Bids. If the second most responsible bidder refuses or fails to execute the agreement, the City may award the agreement to the third most responsible bidder. Such award will normally be made within seventy-five (75) days after the opening of the Bids. The above time period may be changed by agreement between the City and the bidder concerned.

AWARD OF CONTRACT

The award of this contract, if it were awarded, will be made by the City Council following the opening date of this bid unless at the sole discretion of the Purchasing Officer, there is reason to delay award.

SECTION 3 SPECIAL INSTRUCTIONS

EXAMINATION OF DOCUMENTS

The bidder is responsible for making all necessary examinations and reviews of the documents relating to uniform rental and laundry services. Failure to do so will not act to relieve any requirement of the agreement or the conditions. The submission of a bid shall be considered conclusive evidence that the bidder has made examinations.

BIDS

Bids shall be sealed and filed with the Purchasing Officer in accordance with the Request for Bid.

No bids submitted or received after the time and place fixed for receiving them shall be considered by the City. No verbal bid shall be considered by the City.

This Request for Bid shall result in a firm, fixed price contract.

BID FORM

All bids must be submitted on the attached bid form, Exhibit A. It is the responsibility of the bidder to insure that the bid documents are delivered to the place detailed in the Request for Bid prior to the time for the bid opening. Bids received after the time set for the bid opening will be rejected.

MISTAKE IN BID

A bidder shall not be relieved of its bid without the consent of the CITY nor shall any change in the bid be made because of a mistake. The CITY may allow a bidder to withdraw a bid because of a mistake only when the bidder has notified the CITY in writing within five (5) days of the bid opening, specifying in detail how the mistake occurred, and has established to the satisfaction of the CITY that: (a) a mistake was made; (b) the mistake made the bid materially different from what the bidder intended; and (c) the mistake was made in filling out the bid and was not due to an error in judgment or to carelessness in inspecting the site nor in reading the plans or specifications.

COMPETITIVE BIDDING

If more than one Bid is offered by an individual, firm, co-partnership, corporation, association, or any combination thereof under the same or different names, all such Bids may be rejected. All bidders are put on notice that any collusive agreement fixing the prices to be bid so as to control or affect the awarding of this bid is in violation of competitive bidding requirements, and may render any contract let under such circumstances void.

LICENSES AND PERMITS

A City of Turlock Business License and all others required shall be provided by the Contractor and she/he shall abide by any and all Federal, State and City laws or rules affecting the service, and shall maintain all required protection for property, employees and the public.

INDEPENDENT CONTRACTOR RELATIONSHIP

The parties hereto agree that the relationship of CONTRACTOR to the City is that of an independent contractor and not an officer, employee or agent of the CITY. It is further understood that the agents and employees of the CONTRACTOR, in the performance of this Agreement, are employees of the CONTRACTOR and not officers, employees or agents of the CITY.

CHANGE ORDERS TO SPECIFICATIONS AND CONTRACT

The City reserves the right to make changes to the specifications and contract prior to opening bids if such changes are mailed by certified mail to all parties listed on the City's bid list at least seven (7) days prior to bid opening. In lieu of sending change orders by certified mail, the CITY may convey change orders personally if receipt is received.

SECTION 4 GENERAL CONDITIONS

TERM OF CONTRACT

The terms of the contract maybe a multiple year contract with City Council approval.

CONTRACT COMPLIANCE

The City shall reserve the right to audit the records of the Contractor (related to this agreement) at reasonable times during normal working hours to determine compliance by Contractor of their obligations pursuant to this agreement.

CANCELLATION OF CONTRACT

Whenever in the opinion of the City's representative said service is not satisfactory, the Contractor shall be advised of the reasons in writing. If the Contractor fails to correct unsatisfactory conditions within 24 hours, the City's representative may declare the contract terminated and so advise the Contractor in writing. The City may then contract with another Contractor or provide maintenance service in any manner elected.

FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, the Purchasing Officer may (1) consent to accept such unsatisfactory service with an appropriate adjustment in contract price, based on established cost factors, or (2) may have such required work done by City Forces or otherwise, and charge the cost thereof to the Contractor. Those discrepancies and deficiencies in the work that remains uncorrected after the date set for correction may be the necessary justification for a billing adjustment in the month following the occurrence.

FORCE MAJEURE

Contractor shall not be liable for any delays with respect to the Contract due to causes beyond its reasonable control, such as acts of God, epidemics, war, terrorism or riots.

SAFETY

CONTRACTOR shall exercise caution at all times for the protection of persons and property. CONTRACTOR shall install adequate safety guards and protective devices for all equipment and machinery, whether used in the work place or permanently installed as part of the project. CONTRACTOR shall post appropriate caution signs to alert personnel of unsafe conditions. CONTRACTOR shall comply with all applicable laws relating to safety precautions, including the safety regulations of the California Division of Industrial Safety.

PAYMENT

Itemized invoice/statement will be rendered by the vendor upon providing all materials, equipment and services detailed herein. No partial payments will be made, and payment will only be scheduled upon acceptance of the equipment and materials by the City. Contractor shall be paid for service work on a monthly basis, in arrears.

- (a) Payment term: It is understood and agreed by the CONTRACTOR that the City's payment terms shall be NET 30 days from the receipt of invoice or orders received complete, whichever is later.

PAYMENT WITHHELD

The City withholds payment to such extent as may be necessary to protect the City from loss due to:

- (1) Defective or incomplete work not corrected.
- (2) Claims filed or reasonable evidence indicating probable filing of claims.
- (3) Failure of the Contractor to make payment properly to subcontractor or for materials or labor.
- (4) A reasonable doubt that the contract can be completed for the balance then unpaid.

WORKMANSHIP

It is the intention of the City to call for the highest level of quality in service compatible with standard price. All service shall be performed by a trained, qualified and experienced, in providing goods or services. The Contractor shall cooperate with the City's representative to enable the City's representative to determine the Contractor's conformity to these specifications and the adequacy of the services being performed.

PREVAILING WAGE RATES (if applicable)

Should the proposal call for the Bidder to be responsible for any site preparation activities, the Bidder will be required to certify adherence to the requirements of all state and federal laws relating to the payment of prevailing wage rates for work performance under public Contract laws, specifically, as covered by the federal Davis-Bacon Act and California Labor Code 1720.

NOTICES TO CITY

All notices, reports and information from the Contractor or the Contractor's representatives or employees shall be directed to the City's Purchasing Officer at 156 S. Broadway, Ste 270, Turlock, CA.

CONTRACTOR'S INSURANCE: CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has obtained CITY's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall CONTRACTOR allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall have been so obtained and approved. CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract.

(a) Minimum Scope of Insurance: Coverage shall be at least as broad as:

(1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01) with an additional insured endorsement (form CG 20 10 11 85 or its equivalent), to be approved by the City of Turlock.

(2) Insurance Services Office Form CA 00 01 covering Automobile Liability, Code 1 (any auto).

(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(4) Errors and Omissions/Professional Liability Insurance.

(b) Minimum Limits of Insurance: CONTRACTOR shall maintain limits no less than:

(1) General Liability (including operations, products and completed operations): \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

(3) Employer's Liability: \$1,000,000 per accident or bodily injury or disease.

(4) Errors and Omissions/Professional Liability: \$1,000,000.

(c) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, either: (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its elective and appointive boards, officers, agents, employees, and volunteers; or (b) CONTRACTOR shall provide a financial guarantee satisfactory to

CITY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(d) Other Insurance Provisions: The commercial general liability and automobile policies are to contain, or be endorsed to contain, the following provisions:

(1) CITY, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of CONTRACTOR; and with respect to liability arising out of work or operations performed by or on behalf of CONTRACTOR, including materials, parts or equipment furnished in connection with such work or operations, which coverage shall be maintained in effect for at least three (3) years following the completion of the work specified in the contract. General liability coverage can be provided in the form of an endorsement to CONTRACTOR's insurance (CG 20 10 11 85 or its equivalent), or as a separate Owners Protective Liability policy providing both ongoing operations and completed operations.

(2) For any claims related to this project, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY and any insurance or self-insurance maintained by CITY shall be excess of CONTRACTOR's insurance and shall not contribute with it.

(3) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice has been given to CITY.

(4) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

(e) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

(f) Verification of Coverage: CONTRACTOR shall furnish CITY with original certificates and endorsements, including amendatory endorsements, effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by CITY before work commences. CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

(g) Waiver of Subrogation: CONTRACTOR hereby agrees to waive subrogation which any insurer of CONTRACTOR may acquire from CONTRACTOR by virtue of the payment of any loss. The commercial general liability policy and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of CITY for all work performed by CONTRACTOR, its agents, employees, independent contractors and subcontractors. CON-SULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(h) Subcontractors: CONTRACTOR shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, defend, and hold harmless CITY, its officers, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, resulting from or in any manner related to any work performed or services provided under this Agreement, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom regardless of whether or not it is caused in part by a party indemnified hereunder. Notwithstanding the foregoing, nothing herein shall be construed to require CONTRACTOR to indemnify a party indemnified hereunder from any claim arising from the sole negligence or willful misconduct of the party to be indemnified.

INDEPENDENT CONTRACTOR RELATIONSHIP: All acts of CONTRACTOR, its agents, officers, and

employees and all others acting on behalf of CONTRACTOR relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. CONTRACTOR, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. CONTRACTOR has no authority or responsibility to exercise any rights or power vested in the CITY. No agent, officer, or employee of the CITY is to be considered an employee of CONTRACTOR. It is understood by both CONTRACTOR and CITY that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture.

CONTRACTOR, its agents, officers and employees are and, at all times during the terms of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

CONTRACTOR shall determine the method, details and means of performing the work and services to be provided by CONTRACTOR under this Agreement. CONTRACTOR shall be responsible to CITY only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the CONTRACTOR in fulfillment of this Agreement. CONTRACTOR has control over the manner and means of performing the services under this Agreement. CONTRACTOR is permitted to provide services to others during the same period service is provided to CITY under this Agreement. If necessary, CONTRACTOR has the responsibility for employing other persons or firms to assist CONTRACTOR in fulfilling the terms and obligations under this Agreement.

If in the performance of this Agreement any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by the CONTRACTOR.

It is understood and agreed that as an independent contractor and not an employee of CITY neither the CONTRACTOR or CONTRACTOR'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of the CITY in any capacity whatsoever as an agent, or to bind the CITY to any obligation whatsoever.

It is further understood and agreed that CONTRACTOR must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of CONTRACTOR'S personnel.

As an independent contractor, CONTRACTOR hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

PREFERENCE TO LOCAL MERCHANT: The City Council may, in its discretion, grant qualified local vendors a bidding preference of 3% not to exceed a limit of \$3,000.00. A qualified local vendor is defined as any individual, partnership or corporation which regularly maintains a place of business and an inventory of merchandise for sale within the corporate limits of the City and obtained a business license issued by City of Turlock (TMC'2-7-09(5)). This preference may be given for the purchases of supplies, materials, equipment, and contractual services. Such bids from local merchants must still meet quality requirements and the responsible bidder requirements.

“PIGGYBACK” PROVISION

Vendors are requested to indicate on the Bid Proposal Sheet if they will extend the pricing, terms and conditions of this bid to other government agencies, if the vendor is the successful vendor. If the successful vendor agrees to this provision, participating agencies may enter into a contract with the successful vendor for the services described herein based on the terms, conditions, prices, and percentages offered by the successful vendor to the City of Turlock for this bid. Minor changes in terms and conditions may be negotiated by participating agencies and the successful vendor. This offer shall be made available to participating agencies for up to six months following of this contract by the City of Turlock to the successful vendor.

PERFORMANCE: Successful bidder shall perform the entire procurement as requested for the required

bid proposal.

Consideration may be given to price, terms, delivery, prior performance, availability of parts and service, warranty statement, and the willingness of specifications but not necessarily restricted to those considerations.

**CITY OF TURLOCK
BID PROPOSAL FORM**

BID NO RFB 09-160

BID DUE DATE: DECEMBER 22, 2009

The City of Turlock invites sealed bids and shall be enclosed in an envelope clearly marked:

“UNIFORM RENTAL AND LAUNDRY SERVICES”

- 1) **Return original bid to:** City of Turlock
Municipal Services Department Purchasing
156 S. Broadway, Suite 270
Turlock, CA 95380-5454
- 2) **Price shall be F.O.B. Destination or for the service rendered.**
- 3) **Bidder shall honor bid prices for sixty (60) days or for the stated contract period whichever is longer.**
- 4) **Bid must be on this bid form and signed by vendors authorized representative.**

BIDDER TO READ

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID AND ALL BLANKS ARE FILLED IN.

Company: _____

Address: _____

Telephone Number _____ **Fax Number** _____

E-Mail Address _____

Authorized Representative (print) _____

The undersigned, upon acceptance, agrees to furnish the following in accordance with terms and conditions per City of Turlock specifications for uniform rental and laundry services dated December 2009, at the prices indicated herein.

SECTION A – This section reflects the total rental cost for **twelve months** for laundering, delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request.

Bid price brought forward from Exhibit "B"

Cost for one uniform for one work week	\$
Cost for one FR uniform for one work week	\$
Cost for one Executive pant for one work week	\$

SECTION B – This section reflects the total rental cost for **twenty-four months** for laundering delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request.

Bid price brought forward from Exhibit "B"

Cost for one uniform for one work week	\$
Cost for one FR uniform for one work week	\$
Cost for one Executive pant for one work week	\$

SECTION C – This section reflects the total rental cost for **thirty-six months** for laundering delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request.

Bid price brought forward from Exhibit "B"

Cost for one uniform for one work week	\$
Cost for one FR uniform for one work week	\$
Cost for one Executive pant for one work week	\$

SECTION D – This section reflects the total cost for emblems, name tags and labor.

Description	Quantity	Unit Price	Extended Price
Emblems, silk screen and border embroidered	1249 x	\$	\$
Name tag, silk screen and border embroidered	1249 x	\$	\$
Preparation (labor)	2498 X	\$	\$
Subtotal			\$
Material Sales Tax			\$
Total			\$

SECTION E – This section covers miscellaneous items listed below:

Items	Unit Rental Price	X	Quantity	Weekly Rental Price
Coveralls, Mechanic	\$		70	\$
Shop Towels	\$		530	\$
Terry Towels	\$		120	\$
Bar mop Towels	\$		240	\$
Bath Towels	\$		120	\$

Section E continues.

Items	Unit Rental Price	X	Quantity	Weekly Rental Price
Treated dust mop heads	\$		4	\$
Smock or Lab Coat (white)	\$		12	\$
Subtotal				
Items	Unit Rental Price	X	Quantity	Monthly Rental Price
Floor Mats (Various Sizes)	\$		100	\$
Subtotal				\$
Twelve Months Contract – Cost Per Week for Miscellaneous Items:				\$
Twenty-Four Months Contract – Cost Per Week for Miscellaneous Items				\$
Thirty-Six Months Contract – Cost Per Week for Miscellaneous Items				\$

SECTION F – Actual cost of garments, and will be use solely for computing premature replacement value using the 1/12, 1/24 and 1/36 formula.

Items	Total Cost	Formula	Monthly Depreciation
Shirt, 100% Cotton	\$	Divide by 12	\$
Pant, Synthetic Cotton	\$	Divide by 12	\$
Flame Resistant Shirt	\$	Divide by 12	\$
Flame Resistant Pant	\$	Divide by 12	\$
Executive Pant	\$	Divide by 12	\$

Items	Total Cost	Formula	Monthly Depreciation
Shirt, 100% Cotton	\$	Divide by 24	\$
Pant, Synthetic Cotton	\$	Divide by 24	\$
Flame Resistant Shirt	\$	Divide by 24	\$
Flame Resistant Pant	\$	Divide by 24	\$
Executive Pant	\$	Divide by 24	\$

Items	Total Cost	Formula	Monthly Depreciation
Shirt, 100% Cotton	\$	Divide by 36	\$
Pant, Synthetic Cotton	\$	Divide by 36	\$
Flame Resistant Shirt	\$	Divide by 36	\$
Flame Resistant Pant	\$	Divide by 36	\$
Executive Pant	\$	Divide by 36	\$

List any extra charges not described above: _____

The following is required information. Any omission may be cause for rejection of Bid.

Early Pay Discount

A _____% discount is offered for payment within _____ days.
 (Note: Discount period must be fifteen days, or greater, to be considered.)

City of Turlock Tax Certificate

Does your firm hold a City of Turlock Business Tax Certificate? Yes No

If yes, number: _____

“Piggyback” Contracting

Will your firm extend the same prices, terms and conditions to other public agencies?

Yes No

Addendums (if applicable):

Bidder acknowledges receipt of ADDENDUM NO. _____, _____, _____

Terms

Sales tax will be added at time of purchase.

Prices are F.O.B. Turlock.

Bids shall be valid for sixty days following the bid opening.

Nondiscrimination Clause

In connection with the execution of this agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, race, religion, color, and sex or nation origin. CONTRACTOR shall take affirmative action to insure that applicants are employed, and the employees are treated during their employment, without regards to their age, race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, promotions, demotions or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall also comply with requirement of Title VII of the Civil Rights Act of 1964 (P.L.88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the government of the United States and the State of California now in existence or hereafter enacted. Further, CONTRACTOR shall comply with the provisions of Section 1735 of the California Labor Code.

- b) Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement.
- c) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.
- d) Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the City upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department of City shall require to ascertain compliance with this clause.

Non-discrimination of the Handicapped:

Policy Statement

In compliance with Section 51.55, Office of Revenue Sharing, Department of the Treasury, it is the policy of the City of Turlock that it will not aid or perpetuate discrimination against a qualified handicapped individual by funding an agency, organization, or person that discriminates on the basis of handicap in providing an aid, benefit, or service to beneficiaries of the program or activity.

The City is committed to provide access to all City services, programs, and meetings open to the public for people with disabilities. In this regard, City and all of its Contractors and Subcontractors will take all reasonable steps in accordance with GRS Section 51.55 to ensure that handicapped individuals have the maximum opportunity for the same level of aid, benefit, or service as any other individual.

Transportation of Hazardous Materials:

In order to comply with the appropriate federal and state requirements applicable to the transportation and dumping of hazardous waste materials/substances, the seller, or any commercial hauling/transporting firm through the subcontractor, which the seller may obtain such services, must be licensed and registered to provide such service. All dumping facilities shall be licensed and certified to accept material being dumped. Seller hereby warrants that it or its subcontractor has obtained all necessary state and federal licenses and registrations applicable to transporters and transportation of toxic and/or hazardous materials/substances. If required to do so by CITY, seller or its subcontractor shall provide proof of said licenses and/or registrations. If required also, the CITY may request proof of dumping from an approved dumping facility.

Drug Free Workplace

Bidder/Contractor certifies that he/she is in compliance with Section 8350 - 8355 of Chapter 5.5 of the Government Code, Drug Free Workplace Act. Every person or organization awarded a contract/purchase order or grant for the procurement of any property or service from any state agency (city) shall certify to the contracting or granting agency that it will provide a drug free workplace.

Offer and Acceptance

Contractor represents his acceptance to provide products and/or services as follows: City's offer to purchase products and/or services is expressly conditioned upon Seller's assent to the terms and conditions set forth in city purchase order documents, specifications, supporting data, and these articles. Contractor agrees that Contractor's order Acknowledgment terms and conditions received prior to, during, or after order placement by City's Purchasing Officer or his designated agent and issued to Contractor constitutes written notification to Contractor of City's rejection of any and all of Contractor order Acknowledgments, counter offers and change to the City's terms and conditions.

(If applicable)

Contractor's License No. _____ Expiration Date: _____

Contractor certifies by signature below that the information furnished herein is true and accurate,

those applicable certifications have been complied with, and that representations are made under penalty of perjury. Any bid submitted without the above information, or a bid containing information, which is subsequently proven false, shall be considered non-responsive and shall be rejected.

The undersigned recognizes the right of the City of Turlock to reject any or all bids received and to waive any informality or minor defects in bids received.

Company Name

Signature of Authorized Representative

Federal Tax ID Number

ONE ORIGINAL AND ONE COPY OF THE COMPLETE BID PROPOSALS ARE REQUIRED

FAILURE TO CLEARLY MARK THE ORIGINAL AND PROVIDE ORIGINAL SIGNATURE MAY RESULT IN A PROPOSAL BEING FOUND NON-RESPONSIVE AND GIVE NO CONSIDERATION.

EXHIBIT 'B'
REQUEST FOR BID AND SPECIFICATIONS BID NO 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES
(PAGE 1 OF 2)

SECTION A – This section reflects the total rental cost for **twelve months** for laundering, delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request (See Exhibit A, Section “F”).

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Shirt: 100% Cotton: Orange or Medium Blue or White with Brown Strip or Light Blue short sleeves or long sleeves. (optional)	\$	X	5	\$
Pant: Brown, Navy Blue or Light Blue, Cotton/Synthetic at various cut styles.	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
FR Shirt: 88% Cotton and 12% Nylon Twill, Medium Blue long sleeves.	\$	X	5	\$
FR Pant: 88% Cotton and 12% Nylon Twill, Navy	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Pant – Executive Style	\$	X	5	\$
Cost for Executive pants for one work week				\$

SECTION B – This section reflects the total rental cost for **twenty-four (24) months** for laundering, delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request (See Exhibit A, Section “F”).

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Shirt: 100% Cotton: Orange or Medium Blue or White with Brown Strip or Light Blue short sleeves or long sleeves. (optional)	\$	X	5	\$
Pant: Brown, Navy Blue or Light Blue, Cotton/Synthetic at various cut styles.	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

EXHIBIT 'B'
REQUEST FOR BID AND SPECIFICATIONS BID NO 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES
(PAGE 2 OF 2)

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
FR Shirt: 88% Cotton and 12% Nylon Twill, Medium Blue long sleeves.	\$	X	5	\$
FR Pant: 88% Cotton and 12% Nylon Twill, Navy	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Pant – Executive Style	\$	X	5	\$
Cost for Executive pants for one work week				\$

SECTION C – This section reflects the total rental cost for **thirty six (36) months** for laundering, delivery/pickup cost weekly per uniform, and all other associated overhead except for premature garment replacement at City request (See Exhibit A, Section “F”).

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Shirt: 100% Cotton: Orange or Medium Blue or White with Brown Strip or Light Blue short sleeves or long sleeves. (optional)	\$	X	5	\$
Pant: Brown, Navy Blue or Light Blue, Cotton/Synthetic at various cut styles.	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
FR Shirt: 88% Cotton and 12% Nylon Twill, Medium Blue long sleeves.	\$	X	5	\$
FR Pant: 88% Cotton and 12% Nylon Twill, Navy	\$	X	5	\$
Cost for one uniform for one work week				\$
**Emblem (logo) and Name Tag are included in the rental price				

Item(s)	Unit Rental Price	X	Quantity Uniform	Weekly Rental Price
Pant – Executive Style	\$	X	5	\$
Cost for Executive pants for one work week				\$

REQUIRED

DATA

FORMS

List of Forms:

Bid Proposal Form, Exhibit 'A'

. One original and one copy of the complete bid proposals are required.

*Exhibit 'B' Proposal Cost Analysis for Multiple Years
Must be attach with Exhibit A*

*Exhibit C' References
Must be attach with Exhibit A*

*Exhibit 'D' Questionnaire
Must be attach with Exhibit A*

Exhibit 'E' Exception, Clarifications, Amendments

Exhibit 'F' Insurance Certificates Samples

Exhibit 'G' – Emblem & Name Tag Samples

**FAILURE TO CLEARLY MARK THE ORIGINAL AND PROVIDE ORIGINAL
SIGNATURE MAY RESULT IN A PROPOSAL BEING FOUND NON-
RESPONSIVE AND GIVE NO CONSIDERATION.**

EXHIBIT 'C'
REQUEST FOR BID AND SPECIFICATIONS BID NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES
REFERENCES

Indicate below, or on a separate sheet, at least five (5) references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, and how long you have had the account.

1. Account Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____

Number of years servicing this account: _____

2. Account Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____

Number of years servicing this account: _____

3. Account Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____

Number of years servicing this account: _____

4. Account Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____

Number of years servicing this account: _____

5. Account Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____

Number of years servicing this account: _____

EXHIBIT 'D'
REQUEST FOR BID AND SPECIFICATIONS BID NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES
QUESTIONNAIRE

1. How many years has your company been in the business of providing uniform rental and laundry services and what geographical areas does your firm provide these services to.

2. Describe the type(s) of training your employees have had that is directly related to the performance of the uniform rental and laundry services requested under this Request for Bids.

3. What is the current number of employees working for your firm?

4. What has been the employee turnover rate for your firm in the past year?

5. How many field supervisors does your firm intend to assign to the City's contract.

6. Describe on a separate sheet of paper your firm's work plan for the City's contract should you be the successful bidder.

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number, address and Internet E-Mail address.

* Attach additional pages if needed

EXHIBIT 'E'
REQUEST FOR BID AND SPECIFICATIONS BID NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES

EXCEPTION, CLARIFICATIONS, AMENDMENTS

Exception, Clarification, Amendments

list requests for bid clarifications and exceptions below, if any, sign and submit with your bid response.

Attachment	Reference to:		Description
	Page No.	Paragraph No.	

Bidder's Company Name:

EXHIBIT 'F'
CITY OF TURLOCK
REQUEST FOR BID AND SPECIFICATIONS NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES

INSURANCE CERTIFICATES

Upon award of the contract, the successful bidder shall furnish the City with copies of their company's General Public liability, Waiver of Subrogation for General Liability, Workers' Compensation and Auto Liability insurance certificates.

Samples of general public liability and auto liability insurance, listing the City of Turlock as "additional insured", and workers' compensation insurance, waiving all rights of subrogation, are provided and made part of Exhibit D.

(SAMPLES ATTACHED)

EXHIBIT 'G'
CITY OF TURLOCK
REQUEST FOR BID AND SPECIFICATIONS NO. 09-160
UNIFORM RENTAL AND LAUNDRY SERVICES

EMBLEM AND NAME TAG SAMPLES
(NEW EMBLEMS AND COLORS)

**(name tag threads in tan and employee's name in
hunter green)**