

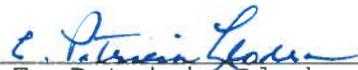
TOWN OF NEWTOWN, CONNECTICUT

INVITATION TO BID

Sealed bids will be received at the office of the Financial Director, **3 Primrose Street**, Newtown, Connecticut 06470, until but no later than **11:00 am, Wednesday, June 18, 2014**:

Cover: **CLOTHING AND EQUIPMENT CLEANING - POLICE DEPARTMENT**

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer-MBE/WBE are encouraged to bid. Specifications and bid documents may be obtained at www.newtown-ct.gov under the Purchasing Department.



E. Patricia Llodra
First Selectman



Robert G. Tait
Financial Director

PURCHASING AUTHORITY

The Town Of Newtown

Newtown Police Department

Clothing and Equipment Cleaning Specifications

General:

This contract will be for two (2) years commencing July 1st, 2014 through June 30th, 2016. The Town of Newtown is soliciting bids for the general cleaning and repair of uniforms, equipment and clothing worn by sworn police officers with the Town of Newtown. The department has 45 sworn police officers. The cost of pickup and delivery will be included in the per unit price quote. Pick-up and delivery will occur at the Police Department on three days per week: Monday, Wednesday, and Friday. Turn around on all items picked up for general cleaning will not exceed the next pick-up/delivery date (i.e. items picked up on Monday will be returned on Wednesday). Pickup and delivery will be on a pre-agreed to, timed scheduled (i.e. pick-up and delivery on all items will occur on the specified days @ 2:00PM).

The bidder will have to work successfully with the Town of Newtown to establish protocols for the proper pick-up and delivery of items; to establish systems for officer item identification; and to establish a system to identify what items might need special care or other services.

Minimum Standards:

The bid should at a minimum meet or exceed the following standards:

1. All articles to be dry cleaned and laundered shall be done in accordance with the best standard commercial methods.
2. All dry cleaning and laundering shall be handled in such a manner as to prevent undue shrinkage.
3. Chemicals injurious to fabrics shall not be used.
4. All articles shall be free from solvent, soapy or objectionable odors.
5. All workmanship shall be first class. It is intended that these specifications include everything requisite and necessary to complete finished work in every detail. All laundered and dry cleaned articles shall be delivered in first-class condition.
6. All articles and garments which the contractor shall deem unserviceable or warranting renovation shall be returned to the agency by the contractor.
7. All articles to be dry cleaned are to be processed in clean, fresh or freshly distilled organic dry cleaning solvent until thoroughly cleaned.
8. All articles to be dry cleaned shall be spot cleaned for stains or conditions resistant to dry cleaning solvents.

9. All articles to be dry cleaned and laundered will be subject to inspection by the ordering department, and any articles showing unsatisfactory workmanship will be returned to the contractor for necessary adjustments at no extra cost. Department requests that special care be given to ironing of creases on uniform shirt sleeves, so that the crease is centered on sleeve, with the patch ironed down flat.
10. Estimates are to be submitted to the department for any necessary or advisable major repairs such as relining of sleeves or entire garment, repairing or weaving, or large tears, etc. If authorized to proceed with such repairs, the contractor shall use materials of equal quality to that of the materials replaced. The workmanship shall be first class throughout.
11. Articles tendered for laundering shall be called for by the Dry Cleaner and delivered by him on such days specified by the department. The Dry Cleaner shall furnish approved suitable bags, baskets, other containers in which laundry will be placed by the agency before delivery to the Dry Cleaner and shall be returned by the latter, segregated, and marked or tagged for identification in the same manner as received. All labor for loading or unloading shall be furnished by the subcontractor. The department reserves the option of carrying in uniform items for laundry services as needed.
12. The Dry Cleaner selected is subject to inspection and approval prior to the awarding of the contract.
13. The Dry Cleaner shall carry adequate insurance at all times to protect the Town of Newtown from loss in case of accident, fires, etc.
14. The Town of Newtown and the Dry Cleaner shall pre-determine whether or not uniform and civilian shirts will be dry cleaned or washed taking into account the manufacturer's labeling instructions and best practices. Dry cleaned shirts must have medium starch unless otherwise noted.
15. Any damage to garments while in the possession of the dry cleaners shall be repaired at the expense of the dry cleaners.

The Town of Newtown reserves the right to reject any and all bids. The Town of Newtown will award the winning bid to the vendor who, in their judgment, will provide the best service and what will be in the best interest of the Town.

The Town of Newtown reserves the right to cancel the Contract if the standards of service are not up to the Police Department's normal standard. The Chief of Police will be the sole and final judge as to whether the standards are being met. If the Contract is canceled, the Town reserves the right to either contract with bidder number two, out for re-bid for the remaining term or solicit bids via telephone depending on the length of the remaining Contract and what will be in the best interest to the Town.

Please include any special or extra services that would be included in your price.
 Bid prices are for a two (2) year period but broken down as follows:

07/01/14 - 06/30/15
 07/01/15 - 06/30/16

All bids MUST be received by June 18, 2014 at 11:00 am to the Finance Department located at:

*Town of Newtown
 c/o Finance Department
 3 Primrose Street
 Newtown, CT 06470*

Cleaning Bid Specifications

<u>Type of Uniform</u>	<u>Washed / Dry Cleaned</u>	<u>Per Unit Price Quote</u>	
		2014-2015	2015-2016
Dress Shirts: Long and short sleeve	washed		
	dry cleaned		
Uniform Shirts: Long and short sleeve	washed		
	dry cleaned		
Dress and Uniform Trousers	dry cleaned		
Ties	dry cleaned		
2 Pc. Dress suites	dry cleaned		
Skirts	dry cleaned		
Raincoats -Uniform	washed		
Raincoats- Plain Clothes	dry cleaned		
Jumpsuits	washed		
Uniform Jackets	dry cleaned		
Jacket (lining)	dry cleaned		
Civilian Sports Coats	dry cleaned		
Bulletproof Vest Covers	washed		
Sweaters	dry cleaned		
Overcoats	dry cleaned		
Class A Dress Uniform	dry cleaned		
Turtlenecks	washed		
Hats 2 styles	steam cleaned		
Ladies dresses	dry cleaned		

		20		
REPAIRS				
Buttons	sewn on			
Shoulder patches	sewn on			
Zippers	Replaced (trousers & jackets)			
Pocket (1/2)				
Pocket (full)				
Cuffs	lengthen/ shorten			
Waist	let out/ take in			
General repairs				
JACKET REPAIRS				
New Zippers (heavy duty)				
Patches				
General repair				

Pickup and Delivery from Police Department
Minimum of three times a week, on Monday, Wednesday and Friday
No extra charge for pickup and delivery.

**TOWN OF NEWTOWN
SEALED BID REQUEST**

BID OPENING DATE: Wednesday, June 18, 2014 **TIME: 11:00 am**

LOCATION: Finance Dept., Municipal Center, 3 Primrose Street, Newtown, CT 06470

BID TITLE: CLOTHING AND EQUIPMENT CLEANING-POLICE DEPARTMENT

SECURITY REQUIRED: NONE

DATED IN NEWTOWN: June 2, 2014

PLEASE NOTE: ONE (1) ORIGINAL and ONE (1) COPY OF SEALED BID MUST BE SUBMITTED.

Is your company a MBE/WBE business:
(YES) (NO)

PLEASE ATTACH MATERIAL BREAKDOWN TO THIS FORM.

COMPANY

SIGNATURE

ADDRESS

SIGNED BY (Print or Type)

ADDRESS 2

TITLE

ADDRESS 3

FAX NO.

TELEPHONE NO.

DATE

TAX ID NUMBER

E-MAIL