

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 - CITY HALL, 455 MAIN ST.  
PHONE (508) 799-1220

SEALED BID INVITATION  
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-8011-W3

DATE: April 21, 2023

CITY OF WORCESTER  
Christopher J. Gagliastro, MCPPO  
Purchasing Agent

BUYER: Christopher J. Gagliastro

NOTICE TO BIDDERS  
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: MAY 17, 2023 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8011-W3, Uniforms, Mats & Wipe Rental Services / City"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Provide all the service, labor and parts necessary and proper to perform weekly rental services for uniforms, mats, wipes as per the requirements and specifications of the City of Worcester for a period of three (3) years from June 19, 2023 through June 18, 2026.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.  
**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

Please go to the closed bids page of our site to obtain bid results. [www.worcesterma.gov](http://www.worcesterma.gov)

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word "City" means The City of Worcester, Massachusetts.
  - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)). *No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.*
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

#### **INSURANCE AND WORKER'S COMPENSATION**

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

#### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

#### **GUARANTEE**

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name Address Zip Code

---

---

---

---

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership  
Full names and addresses of all partners

Name Address Zip Code

---

---

---

Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ N/A

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) \_\_\_\_\_

Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**



Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES ☒ NO ☐

Delivery to be made to: Various City locations as required by the City

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description			Unit Price	Total Amount
		<p>Provide all the service, labor and parts necessary and proper to perform weekly rental services of uniforms, mats and wipes as per the requirements and specifications of the City for a three year period from June 19, 2023 through June 18, 2026.</p> <p><b>Bidders must bid all items. Award to be made in the aggregate.</b></p> <p>Vendor meets all stated specifications in entirety:</p> <p>_____ Yes _____ No</p> <p><i>Questions pertaining to this bid must be directed via email to <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></i></p>				See Pricing & Specification Pages

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required by the City DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_

## **SPECIFICATIONS - UNIFORM, FLOOR MAT & SHOP WIPE RENTAL SERVICES – CITY OF WORCESTER ~ Bid # CR-8011-W3**

### **GENERAL SPECIFICATIONS:**

The awarded supplier shall provide uniforms of new first quality, durable and satisfactory in all respects to the City of Worcester for the purpose intended according to the specifications.

Initial start-up will be a total of eleven shirts and eleven pants and two jackets per individual. Vendor must pick up all soiled sets and deliver a minimum of five sets of clean uniforms weekly. If the amount falls below eleven, additional uniforms will be required the following week to remain at eleven sets of uniforms per individual. It will be clearly marked on each delivery slip the number of shirts, pants and jackets delivered and picked up each week. No employee will have over the eleven shirts, eleven pants, two jackets limit in any one week. If a Holiday is scheduled on a delivery/pick up day the delivery and pick up will need to be made on the following business day.

The awarded supplier must make arrangements to fit personnel who will be wearing the uniforms within 3 days after the receipt of the contract award. Supplier must measure all employees that will receive uniforms at the employee work place for sizing. Uniforms must be delivered to the appropriate department/division within ten (10) working days after fitting. Long and short length shirts and pants will be dictated by the customer one week prior to any changes in delivery for the future week. Employees may have a mixture of long and short but cannot go over the limit of seven shirts or seven pants in one week.

The City of Worcester reserves the right to add or delete employees and/or floor mats from this contract at its own discretion. The awardee shall maintain contract pricing for all new employees / mats designated by the City. ***Quantities listed on the pricing pages are estimated annual and are for bidding purposes only.***

The supplier must be able to process new orders (new employees) within one (1) week.

Uniforms and jackets must be cleaned, pressed and delivered weekly. All laundered uniforms shall be free of any objectionable odors and shall be cleaned in such a way that no residual cleaning solvent is left in the garments that may cause skin irritations. The awarded supplier shall launder all garments in accordance with all applicable government regulations. Collar will be pressed so that a neat and professional look is always maintained. Jackets must be cleaned and pressed when delivered. Uniforms shall be inspected to ensure they have a presentable appearance at all times. Replacements and repairs to all garments shall be made when needed at no additional charge to the City of Worcester. Any garment exchanges due to shrinkage, weight gain or loss will not be charged to the City of Worcester. Replacement garments will not be charged to the City of Worcester unless both parties agree that the cause of damage is not repairable and is due to city employee neglect.

All wall lockers and soil bins will be provided at no charge to the City of Worcester.

No storage fees shall be allowed for off season clothing. This shall include, but not be limited to, short sleeve shirts and jackets. Charges will only be incurred for uniforms and jackets that are currently at the locations and in use.

Vendor shall also provide an annual usage report to the Purchasing Director, City Hall Room 201, 455 Main Street, Worcester, MA 01608. This report shall include a list of any and all items ordered under the contract and be on a form and format acceptable to the Purchasing Director. Vendors that fail to provide a complete and accurate annual report may not be eligible for future contract awards. Email report to [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)

## **DELIVERY LOCATIONS AND NUMBER OF EMPLOYEES:**

### **Parks Division**

Parks Garage, 50 Skyline Drive, Worcester, MA 01605 – 2 employees

Hope Cemetery, 119 Webster Street, Worcester, MA 01608 – 1 employee

### **Department of Public Works**

Central Garage, 29 Albany Street, Worcester, MA 01604 - 10 employees

Sewer Satellite Garage, 20 E. Worcester Street, Worcester, MA 01604 - 2 employees

Holden Reservoir, 50-55 Moy Ranch Road, Holden, MA 01520 - 1 employee

Meter Maintenance Office, 20 E. Worcester Street, Worcester, MA 01604 – 1 employee

### **Worcester Police Department**

9-11 Lincoln Square, Worcester, MA 01608 - 1 employee

### **Worcester City Hall – Department of Public Facilities**

455 Main Street, Worcester, MA 01608 - No employee uniforms, but utilize the floor mat rental services

### **Regional Emergency Communications Center**

2 Coppage Drive, Worcester, MA 01603 – No employee uniforms, but utilize the floor mat rental services

---

## **MATERIAL SPECIFICATIONS:**

### **Industrial Jackets**

- Color of jackets will be Navy Blue.
- Jackets can be utilized by all personnel when and as needed throughout the year.
- The department will give a one week notice when an employee requests a jacket to be delivered or removed from delivery.
- Jacket material will be made of 65/35 Poly/Cotton blend.
- Jackets will be three-quarter (3/4) length and have a permanent quilted lining.
- Zipper will be solid brass.
- Jackets will have a sleeve pocket pencil.
- Employee name and Worcester Emblem will be fully embroidered and sewn on all jackets at no additional charge to the City of Worcester. Employee name will be embroidered and sewn above the right breast and the Department emblem will be embroidered and sewn above the left breast.

### **ITEM # 1: Garage Uniforms / Motor Equipment Repairman & Custodian**

- Color of shirts and pants will be Navy Blue.
- The City of Worcester has the option to dictate the combination of long or short on all shirts sleeves and pants.
- Pants and shirt material will be made of 65/35 Poly/Cotton blend/Soft Touch.
- Shirrtail must be extended a minimum 2” to prevent un-tucking when bending or crawling.

- Employee name and Worcester Emblem will be fully embroidered and sewn on all shirts at no additional charge to the City of Worcester. Employee name will be embroidered and sewn above the right breast pocket and the Department emblem will be embroidered and sewn above the left breast pocket.

#### **ITEM # 2: Working Foreman**

- Color of shirt will be light blue and pants will be navy blue
- The City of Worcester has the option to dictate the combination of long or short on all shirts sleeves and pants.
- Pants and shirt material will be made of 65/35 Poly/Cotton blend/Soft Touch.
- Shirttail must be extended a minimum 2" to prevent un-tucking when bending or crawling.
- Employee name and Worcester Emblem will be fully embroidered and sewn on all shirts at no additional charge to the City of Worcester. Employee name will be embroidered and sewn above the right breast pocket and the Department emblem will be embroidered and sewn above the left breast pocket.

#### **ITEM # 3: Service Manager**

- Color of shirt will be blue/white stripe Oxford and pants will be charcoal or black pleated
- The City of Worcester has the option to dictate the combination of long or short on all shirts sleeves and pants.
- Pants and shirt material will be made of 65/35 Poly/Cotton blend/Soft Touch.
- Shirttail must be extended a minimum 2" to prevent un-tucking when bending or crawling.
- Employee name and Worcester Emblem will be fully embroidered and sewn on all shirts at no additional charge to the City of Worcester. Employee name will be embroidered and sewn above the right breast pocket and the Department emblem will be embroidered and sewn above the left breast pocket.

#### **ITEMS # 4 – 8: Floor Mats**

- Mats shall be of a high-quality, durable and absorbent material.
- Rubber or Outdoor/Scraper type mats shall also be used at various locations as needed.
- Mats shall be of various sizes per the description on the pricing page. Additional sizes and quantities may be added during the contract according to departmental needs.

#### **ITEM # 9: Wipes**

- Wipes shall be made of a strong and highly absorbent cotton material for use in cleaning up spills, removing oil, grease and other grime.
- Wipes shall be 18" x 18" in size

**PRICING PAGES – UNIFORMS, FLOOR MATS & SHOP WIPE RENTAL SERVICES**

Uniforms Section:

<u>Item #</u>	<u>Description</u>	<u>Unit Price</u>		<u>Quantity</u>	<u>Total Price Per Week</u>
1	Garage Uniforms (156 week rental)				
a.	Navy Work Shirts	\$ _____	x	11 per week	\$ _____
b.	Navy Work Pants	\$ _____	x	11 per week	\$ _____
c.	Navy Industrial Jackets	\$ _____	x	2 per week	\$ _____

***ITEM 1 - PRICE PER EMPLOYEE / PER WEEK =***  
***(Total # of employees = 13)***

\$ \_\_\_\_\_  
*x 11 = \$ \_\_\_\_\_*  
***Total Item 1***

<u>Item #</u>	<u>Description</u>	<u>Unit Price</u>		<u>Quantity</u>	<u>Total Price Per Week</u>
2	Working Foreman (156 week rental)				
a.	Light Blue Work Shirts	\$ _____	x	11 per week	\$ _____
b.	Navy Work Pants	\$ _____	x	11 per week	\$ _____
c.	Navy Industrial Jackets	\$ _____	x	2 per week	\$ _____

***ITEM 2 - PRICE PER EMPLOYEE / PER WEEK =***  
***(Total # of employees = 5)***

\$ \_\_\_\_\_  
*x 4 = \$ \_\_\_\_\_*  
***Total Item 2***

Uniforms Section:

Item #	Description	Unit Price		Quantity	Total Price Per Week
3	Service Manager (156 week rental)				
a.	Blue/White Oxford Shirts	\$_____	x	11 per week	\$_____
b.	Charcoal or Black Casual Pants	\$_____	x	11 per week	\$_____
c.	Navy Industrial Jackets	\$_____	x	2 per week	\$_____

**ITEM 3 - PRICE PER EMPLOYEE / PER WEEK =**  
**(Total # of employees = 2)**

**\$\_\_\_\_\_**  
**x 2 = \$\_\_\_\_\_**  
**Total Item 3**

Mats & Wipes Section

Item #	Description	Unit Price		Quantity	Total Price Per Week
4	4' X 6' Mat (156 week rental)	\$_____	x	50 per week	\$_____
5	3' X 5' Mat (156 week rental)	\$_____	x	15 per week	\$_____
6	3' X 10' Mat (156 week rental)	\$_____	x	10 per week	\$_____

7	3' X 12' Mat (156 week rental)	\$_____	x	15 per week	\$_____
8	3' X 5' Scraper Mat (156 week rental)	\$_____	x	20 per week	\$_____
9	18" x 18" Wipes (300 per week minimum with replacements)	\$_____	x	250 per week	\$_____

<p><b><i>TOTAL <u>WEEKLY</u> COST FOR UNIFORMS (all employees), FLOOR MATS &amp; WIPES {ITEMS 1 – 9}</i></b></p>	=	<p><b><i>\$ _____</i></b> Award to be based on this amount</p>
--	---	--

***\*No additional fees or charges are allowed. All costs are to be included in the unit prices. All invoices must reflect unit prices without any other fees.***