

## **RENTAL OF UNIFORMS, MATS, MOPS, ETC PA2023-01**

The City of Wathena, KS is interested in soliciting request for proposals for a price agreement for a period of one (1) year with automatic renewal for three (3) additional one year periods. If at the end of any renewal period, either party does not want to renew, a ninety (90) day written notice will be required. The City has the right to split the award of this price agreement to one vendor for uniform rental and another vendor for all other rental items to include mats, mops and mop handles.

### **UNIFORMS**

1. Clean
2. Pressed without wrinkles
3. Form Fitting Sizing

### **UNACCEPTABLE UNIFORMS**

1. Dirty, soiled or foul odor uniforms
2. Fraying on any part of uniform pant, shirts or coats
3. Holes of any kind or patches covering holes
4. Incorrect Sizing

### **REPLACEMENT POLICY FOR UNACCEPTABLE UNIFORMS**

1. Replaced at **No Charge** to the City
2. Replaced within five (5) working days

### **INVOICING**

1. Submitted to the City Weekly by mail or email
2. Incorrect Pricing or charges will be deducted from invoice before payment.
3. All credits to be invoiced on a separate invoice with employee & item.
4. Credits will be reconciled monthly on the statement.
5. Name and Phone number of Accounts Receivable person.

### **NEW EMPLOYEES**

1. Will be measured for new uniforms
2. Uniforms will be delivered within ten (10) working days of being measured.

Uniforms and other rental items included in this bid will be delivered to the following departments:

City Hall  
Community Building

206 St. Joseph Street  
303 E. St. Joseph Street

- The vendor will provide a Sample weekly billing.**
- The vendor may be asked to bring a sample of bid items to be reviewed by staff.**
- The vendor will provide a catalog containing items included in the bid proposal.**

# UNIFORM RENTAL SPECIFICATIONS

## **CITY HALL**

### **Shirts – Work (Solid)**

Sleeve Length

a. Short

b. Long

Material 65% Polyester and 35% Cotton

High Visibility

2” Safety Stripe

### **Pants – Work (Carpenter)**

Material 100% Cotton

Style - Denim jean (Carpenter)

### **Jackets – Work**

Poly High Visibility

2” Safety Stripe

Poly Liner

## **CITY HALL**

2 – 3x5 Polyester/Rubber Back (One of these will only be picked up every 2 weeks)

1 – 4x6 Polyester/Rubber Back

1 – 3x10 Polyester/Rubber Back

1 – 30” Dust Mop

1 – 60” Dry Mop

## **COMMUNITY BUILDING**

1 – 6x10 Polyester/Rubber Back

1 – 60” Dry Mop

Questions regarding the bid can be directed to Tammy Bembrick, City Clerk at [tcbembrick@rainbowtel.net](mailto:tcbembrick@rainbowtel.net) or (785) 989-4711.

### **BID SUBMITTAL:**

Sealed bids shall be delivered to the address below no later than 5:00pm on Wednesday, February 8, 2023:

City of Wathena  
Tammy Bembrick, City Clerk  
P.O. Box 27  
206 St. Joseph Street  
Wathena, Kansas 66090

Labeled: PA2023-01

## BID PROPOSAL

Item	Manufacturer	Catalog #	Cost/Item/Week
Long Sleeve Shirt			
Short Sleeve Shirt			
Jacket			
Liner			
Jeans			
3x5 Mat			
4x6 Mat			
3x10 Mat			
6x10 Mat			
60" Dry Mop			
30" Dust Mop			
3x5 Mat (2 week)			

1. **Emblems for Shirts**

- a. Employee Name \_\_\_\_\_
- b. City Logo (City Seal) \_\_\_\_\_
- c. Installation Charge \_\_\_\_\_

**Please provide the following information.**

- 2. Environmental Charges  
State in Detail
  
- 3. Size Changes  
State policy in detail and **all** costs

- 4. Emblems  
State any additional charges
  
- 5. Make-Up Charges  
State policy in detail and **all** costs
  
- 6. Seasonal Change from Short Sleeve to Long Sleeve  
State policy in detail and **all** costs
  
- 7. Stop Charge  
State policy in detail and **all** costs

Please list any other charges that may occur on the billing: (ie: fuel charges, mat protection, etc.)

_____	_____
_____	_____
_____	_____

Please provide three (3) references with a contact phone and email:

<u>Contact Company/Person</u>	<u>Email Address</u>	<u>Telephone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____