



UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department
407 Goodell Bldg., 140 Hicks Way
Amherst, MA 01003-9334

voice: 413-545-0361 fax: 413-545-1643

email: procurement@admin.umass.edu Web Page: www.umass.edu/procurement

(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA10-RH-3616

«Name» «Address_1» «Address_2» «City», «State» «Zip»		RFB Opening Date & Time: December 10, 2009 @ 1:00 PM	
		Requested by: Sharon Kennedy Telephone: 413-545-6588 Department: Parking Services Date Prepared: 11/24/2009	
Quantity	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE FOR THE RENTAL AND CLEANING SERVICES FOR UNIFORMS CONTRACT PER THE FOLLOWING SPECIFICATIONS FOR THE BID OPENING ON DECEMBER 10, 2009 @ 1:00 pm.		
	Contract Term: January 1, 2010 through December 31, 2013 with the option to renew for an additional one (1) one-year term.		
	The successful bidder will be required to enter into a Contract for Services with the University of Massachusetts. http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf		
	Vendors are required to submit (1) original & (1) copy of their responses		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ 413-545-1094

IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above.
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- **Bidders must list their Taxpayer's Identification Number here:** _____
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error. Payment: Net 30 Days
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

Vendor Name: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Telephone: _____ **FAX:** _____ **E-Mail Address:** _____

Name of Person Submitting Bid: _____

Authorized Signature: _____

R# - Contract – no req.



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Rental and Cleaning Services of Uniforms Contract
per the attached specifications**

**RFB# AA10-RH-3616
Bid Opening Date – December 10, 2009 @ 1:00 p.m.**

The Department of Parking Services at the University of Massachusetts Amherst is seeking bids to provide the Rental and Cleaning Services of Uniforms Contract per the following specifications.

Contract Term: January 1, 2010 through December 31, 2013 with the option to renew for an additional one (1) year term upon the mutual consent of both parties.

Scope of Services:

The services to be provided are options for rental, cleaning and/or purchase of uniforms.

- Issue of eleven (11) shirts, pants and shorts.
- One (1) each of: three season jacket, rain gear (coat & trousers) and cold weather coat, sweater, hat and gloves all gender specific (menswear cannot be substituted for female apparel).
- Guarantee 12-18 month replacement.
- Department emblem and size upgrades required.
- Quote start up cost per employee with itemized list.

General Conditions:

Uniform Material and Specifications:

100% Cotton

1. Shirts, pants and shorts are to be industrial style. 100% cotton preshrunk twill pants and shorts. Double pleated front with button closure, two (2) on seam front pockets and a button through hip pocket.
2. Short and long sleeve shirt options. Soft 100% cotton twill, button cuffs, collar and front. Two (2) chest pockets.
3. Short and long sleeve shirt options. Soft 100% cotton knit, polo style with pockets, drop tail and rib knit polo collar.

Cotton/Polyester Blend (ranging from 50/50 to 65/35)

1. Shirts, pants and shorts are to be industrial style. Blended cotton polyester twill pants and shorts, double pleated front with button closure, two (2) on seam front pockets and a button through hip pocket.
2. Long sleeve shirt. Oxford dress, button cuffs, collar and front. Two (2) chest pockets.
3. Short sleeve shirt. Polo style with chest pocket.
4. Sweaters; Crew or V-Neck

Three Season Jacket

1. Team jacket. Rib knit collar, cuffs and waistband. Zip in/zip out liner. Zipper front.

Winter Coat

1. Heavyweight Parka with hood. Detachable hood, four (4) outer pockets, one (1) inner pocket, drawstring waist.

Rain Gear

1. Coat and trousers. Protect from weather, acids, mildew and oil. Detachable hood.

Hats

1. Knit caps for cold weather.

Gloves

1. Insulated gloves. Five (5) fingers.

Interested bidders should offer the following services:

1. Contractor must furnish all labor, equipment and materials necessary to clean press and deliver the uniform rentals on a weekly basis.
2. All items must be spot cleaned as required.
3. Contractor must label all uniforms with individuals' names (inside collar on shirts & coats and inside waist on pants) and department emblem. They will also be responsible for all setup and embroidering charges.
4. Contractor must pick up and deliver garments once a week at a mutually agreed upon time, day and place, providing receptacles for soiled garments.
5. Contractor will be responsible for the recycling of plastic covers and hangers.

Estimated Volume

1. Approximately fifteen (15) employees, consisting of men and women, will utilize this service. Exact number of items (shirts, pants, shorts, jackets, coats, hats, gloves and rain gear).
2. Color and material will be determined by the user.

Billing Requirements

1. The successful bidder will invoice the University on a weekly or monthly basis for the services.
2. Invoices should be forwarded to:

University of Massachusetts Amherst
Attention: Sharon Kennedy
Parking Services
51 Forestry Way
Amherst, MA 01003

3. Bid price shall remain firm throughout the term of the contract. The University reserves the right to reject any or all bids, wholly or in parts, and to make the awards in a manner deemed to be in the University's best interest.

Bid Rejection

1. The University reserves the right to reject any or all bids, wholly or in part, and to request any additional information it deems necessary to support the bids, including, but not necessarily limited to, bidder's technical, service, and financial qualifications. The University further reserves the right to make the award in a manner deemed in the best interests of the University.

Termination

1. With Cause: The contract may be terminated, for just cause, by either party at any time by giving the other party sixty (60) days written notice of such terminated. If the affected party corrects the problem within the (60) day period, the contract will remain in effect.
2. Without Cause: The contract may be terminated, without cause, by the University at any time giving (120) days written notice to vendor.

Bidders shall deliver their bid response to the following address by **Thursday, December 10, 2009 at 1:00pm, Eastern Time at which time the bids will be opened and publicly read.** Bids shall be clearly marked and

addressed to:

**University of Massachusetts
Procurement Department
407 Goodell Building ~ 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
*Attention: RFB AA10-RH-3616***

The University is not responsible for any expenses that may be incurred by any bidder to prepare or submit bids.

The selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at: http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf. Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion of the University.

All responses to this bid shall be made on the **Bid Response Sheet** or an exact facsimile thereof. Responses in a form which significantly deviate from the stated response parameters will not be reviewed and may be grounds for disqualification at the University's sole discretion. An agent of the company with full authority to enter into Agreements and contracts on behalf of the company shall sign the certification.

Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the University. The University will not increase the purchase order to the successful vendor for omissions or oversights not due to the fault of the University or its agents. All changes must be approved in writing.

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: www.umass.edu/procurement - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form".

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Thursday, December 3, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum on Friday, December 4, 2009. The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
FAX: (413) 545-1643
E-Mail: procurement@admin.umass.edu**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

University of Massachusetts Amherst		
Bid Response Sheet		
AA10-RH-3616		
Rental and Cleaning Services of Uniforms per the attached specifications		
per the attached specifications		
All responses to this bid shall be made on this Bid Response Sheet or an exact facsimile thereof.		
Responses in a form which significantly deviate from the stated response parameters will not be reviewed and may be grounds for disqualifications by the University.		
	Pricing for both	Pricing for
	Rental and Cleaning	Cleaning Only
100% Cotton		
Pants		
Shirt, Short Sleeves		
Shirt, Long Sleeves		
Blend Cotton / Polyester		
Pants		
Shirt, Short Sleeve		
Shirt, Long Sleeve		
Sweater		
Spring / Fall Jacket		
Cold Weather Jacket		
Rain Coat		
Rain Trousers		
Hat, Cold Weather		
Gloves, Cold Weather		

Each employee will receive an issue of eleven (11) shirts, pants and shorts; one (1) sweater; one (1) three season jacket; one (1) cold weather coat; one (1) set of rain gear; one (1) hat-cold weather and one (1) pair of gloves. The contract will be awarded to the bidder with the lowest cost per person, per week with regard to quality.

Amount of bid per person, per week \$ _____

Vendor Name: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Telephone: _____ **FAX:** _____ **E-Mail Address:** _____

Name of Person Submitting Bid: _____