

**REQUEST FOR PROPOSALS
Legal Notice
Town of Southington**

The Town of Southington requests proposals from suppliers of uniforms/garments to supply uniforms/garments to the Town of Southington Highway Department, Water Pollution Control Authority, Engineering Department and Parks & Recreation Department.

Requests for Proposals can be obtained by contacting the office of the Town Manager at the Southington Town Hall, 75 Main Street, Southington, CT 06489 (860) 276-6200.

Submissions by interested suppliers shall be received in the office of the Town Manager, 75 Main Street, Southington, CT 06489 by 10:00 o'clock, a.m. on Friday, December 18, 2009.

Dated at Southington, Connecticut this 13th day of November, 2009.

TOWN OF SOUTHTON

John Weichsel, Town Manager

SOUTHINGTON, CONNECTICUT

REQUESTS FOR PROPOSALS

Uniform / Garment Service

1. INTENT AND GENERAL INFORMATION

The Town of Southington, Connecticut is seeking proposals from suppliers of uniforms/garments to supply uniforms/garments to the Town of Southington Highway Department, Water Pollution Control Authority, Engineering Department and Parks & Recreation Department.

2. GENERAL REQUIREMENTS

Sealed proposals are hereby being solicited by the Town of Southington from suppliers of uniforms/garments to supply uniforms/garments to the Town of Southington Highway Department, Water Pollution Control Authority, Engineering Department and Parks & Recreation Department.

Prospective firms must respond thoroughly to the requirements of this Request for Proposals (RFP). The Proposal shall be a part of the Contract resulting from this RFP. Prospective firms are cautioned not to make claims or statements to which they are not prepared to commit contractually.

All terms, conditions, requirements, and procedures included on this RFP must be met for a response to be acceptable. If a Proposer fails to meet any material terms, condition, requirement of procedure, its response may be deemed unresponsive and disqualified.

3. AUTHORIZED CONTACT

Mark J. Sciota
Deputy Town Manager/Town Attorney
Town of Southington
75 Main Street
Southington, CT 06489

4. EXPECTED DURATION OF CONTRACT SERVICES

Any contract resulting from this RFP is expected to terminate two (2) years from the effective date.

5. RFP TIMELINE

All proposals must be received in the Office of the Town Manager by 10:00 am EST. Friday, December 18, 2009. One original and five copies of the proposal shall be submitted.

Advertisement/RFP Available		<u>November 17, 2009</u>
Deadline for written inquiries	10:00 am	<u>December 4, 2009</u>
Responses sent to proposers		<u>December 11, 2009</u>
Submission Deadline for Proposals	10:00 am	<u>December 18, 2009</u>
Notification of Award (EST)		<u>TBD</u>
Implementation of Services		<u>TBD</u>

6. USE OF SUBCONTRACTORS

The Proposer must identify any subcontractors that will be used on this project and describe the contractual arrangements that will exist with all subcontractors. The Proposer will be considered the prime Contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor.

7. NO GUARANTEE OF PURCHASE

The Town of Southington makes no guarantee; either expressed or implied that any purchases will take place from any contract or Agreement resulting from this RFP. Any statement made regarding past expenditures or estimated expenditures are for informational purposes only, and are not binding on the Town of Southington.

8. INQUIRIES

Proposers may submit written questions concerning this RFP to the Town Manager no later than the date specified in the RFP Timeline. All inquiries must be in writing and may be mailed, faxed, or hand-delivered. Written inquiries received after the deadline for written inquiries will not be considered. Copies of questions and responses thereto will be sent to all Proposers who have obtained a copy of this RFP from the Town of Southington no later than the date specified in the RFP Timeline.

9. ADDENDA TO RFP

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its Provisions, an addendum will be sent to all Proposers who have obtained a copy of this RFP from the Town of Southington.

The Town of Southington intends to adhere to the schedule and dates specified in the RFP Timeline. However, if it is necessary, due to revisions made to this RFP, the proposal due date and all subsequent dates may be extended with written notice of such changes sent to all Proposers who have requested a copy of this RFP from the Town of Southington.

10. PROPOSAL PREPARATION COSTS

Proposers must bear all cost associated with their Proposals including preparation, copying, postage, and delivery costs. The Town of Southington will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

11. CANCELLATION OF SOLICITATION

The Town of Southington retains the right to cancel this Solicitation at any time prior to the execution and approval of a Contract. If this Solicitation is canceled, all Proposals received in response to this RFP will be rejected. All proposal preparation costs remain the responsibility of the Proposer.

12. RETURN OF PROPOSALS

The Town of Southington shall be under no obligation to return any proposal or materials submitted by a Proposer in response to this RFP.

PROCUREMENT SCOPE

A. PURPOSE

The Town of Southington, Connecticut is seeking proposals from suppliers of uniforms/garments to supply uniforms/garments to the Town of Southington Highway Department, Water Pollution Control Authority, Engineering Department and Parks & Recreation Department.

B. SCOPE OF WORK

1. Supplier will furnish to the Town of Southington departments the number of garments and other items as set forth on Schedule A of this Request for Proposal, and any amendments thereof, as may be revised from time to time.

2. Supplier will mend, alter, or replace said garments only to the extent necessitated by normal wear and tear.

3. Supplier guarantees to deliver quality service at all times. Any complaints about quality of the service which have not been taken care of in the normal course of business will be sent by certified mail, return receipt requested, to the Supplier's General Manager. The Supplier will attempt to restore any material complaint in a reasonable period of time.

SCHEDULE A

Highway Department

Employee No.	Shirts	Pants	Miscellaneous	Jackets
1	11	11	5	
2	11	11	5	
3	11	11		
4	8	11	3	
5		11	11	
6	2	11	9	
8		11	11	
9		11	11	
10	3	11	8	
11		11		
13	5	11	6	
14		11	11	
15		11	11	
16		11	11	
17		11	11	
18		11	11	
20		11	11	
22		11	11	
23		11	10	
24	4	11	7	
25		11	11	
26	11	11		

Water Pollution Control

Employee No.	Shirts	Pants	Miscellaneous	Jackets
1	5	11		
2		11		
3		11	11	
4		11	17	
5		11	11	
6	3	11	8	
7		11	11	
8	11	11		
9	11	11		
10		11	11	

Engineering Department

Employee No.	Shirts	Pants	Miscellaneous	Jackets
1		11	11	2
2		11	11	2
3		11	11	2
4		11	11	2

Parks & Recreation Department

Employee No.	Shirts	Pants	Miscellaneous	Jackets
3		11		
4		11	11	
5		11	11	
6	11	11		
7	5	11	6	
8		11	11	
10			6	
12		11	11	