



TOWN CANTON

REQUEST FOR PROPOSALS TO PROVIDE UNIFORM RENTAL & CLEANING SERVICES

RESPONSES DUE: June 14, 2023, 2:00 PM, EST

GENERAL INFORMATION

The Town of Canton, Connecticut, (hereafter referred to as “the Town” or “Town”), seeks an appropriate and qualified company to provide contracted Uniform Rental & Cleaning Services for the Department of Public Works (DPW) and Water Pollution Control Authority (WPCA) on a weekly basis, for a period of 4 (four) years, beginning July 28, 2023. The Selected Respondent to this Request for Proposals shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

SCOPE OF SERVICES

The Town will consider service and quality as well as price in its determination of the successful vendor. The Town of Canton shall enter into a four (4) year contract contingent on funding appropriation in the budget. The Town reserves the right to eliminate certain items from the contract if it is deemed that direct purchase would be more cost effective for the Town. The contract period will be from July 28, 2023, through July 27, 2027. Different options or configurations are being requested as follows:

ITEM ONE – Uniform cleaning and rental service for four (4) Water Pollution Control Authority employees, more or less.

ITEM TWO - Jackets w/insulated liner cleaning and rental service for four (4) Water Pollution Control Authority employees, more or less.

ITEM THREE – Uniform cleaning and rental service for thirteen (13) Department of Public Works employees, more or less.

ITEM FOUR – Coveralls cleaning and rental service for two (2) Department of Public Works employees, more or less.

ITEM FIVE – Rental and cleaning of three (3) mat/runners at the Department of Public Works Facility.

ITEM SIX - Rental and cleaning of shop towels at the Department of Public Works Facility.

RENTAL – (**Water Pollution Control Authority**) Rental shall include furnishing shirts, pants, and jackets. Repair of garments or replacement of worn, badly stained or excessively repaired garments, as determined by the Town, shall be provided for, as needed, with new garments for those to be replaced. First name and department emblem for each shirt and jacket issued shall be furnished and affixed to the garment by the contractor. The emblem for the Water Pollution Control Agency employees will be with the words “Canton WPCA”. Emblems must be approved by the Town prior to affixing to garments.

RENTAL – (Department of Public Works) Rental shall include furnishing shirts, pants, coveralls, mat/runners, and shop towels. Repair of garments or replacement of worn, badly stained or excessively repaired garments, as determined by the Town, shall be provided for, as needed, with new garments for those to be replaced. First name and department emblem for each shirt issued shall be furnished and affixed to the garment by the contractor. The emblem for the Public Works employees will be with the words “Canton Public Works”. Emblems must be approved by the Town prior to affixing to garments.

CLEANING – In accordance with modern standard practices and the state of the art, any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the Town. Garments to be cleaned shall be picked up and returned weekly. Each person’s cleaned garment shall be identified to facilitate issuing of uniforms.

PICK UP AND DROP OFF LOCATIONS – Uniforms will be picked up and dropped off at both the Department of Public Works on River Road and at the Water Pollution Control Authority on Old River Road.

EMPLOYEES TERMINATION, LEAVE OR NEW HIRE – The Town of Canton shall notify the contractor of termination, leave or new hires by verbal or written notice. Garments of terminated employees shall be given to the pickup driver within two (2) weeks of notice. No charges shall be made for the rental of the terminated employee once notified. No charges shall be made for employees on consecutive leave in excess of three (3) weeks when properly notified. New hires shall be treated under all terms and conditions of this contract without any installation charge.

TERMINATION OF CONTRACT – This contract may be terminated by the Town of Canton, if in the opinion of the Town, the quality and service is sufficiently unsatisfactory, by giving the contractor a thirty (30) day written notice of its intent. The contract may also be terminated if due to budget constraints, funds are not appropriated for this expenditure.

QUALITY CONTROL – Contractor to fully describe quality control methods used in the rental/cleaning of employee uniforms.

SPECIFICATIONS

UNIFORM SPECIFICATIONS - WPCA

ITEM ONE

This contract shall be for the cleaning and rental of uniforms per week, per person as follows:

BASE BID

Long Sleeve Shirts	Ten (10)
Pants	Ten (10)

ITEM TWO

This contract shall be for the cleaning and rental of uniforms per week, per person as follows:

BASE BID

Jackets w/insulated liner	Two (2)
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GENERAL

All uniforms shall bear a sewn-in mill label showing the mill name and fabric content. All uniforms shall be capable of withstanding industrial laundry care for not less than one (1) year. The contractor shall supply suitable containers for clean and soiled clothing.

PANTS – At a minimum the dickie-type jean pants should be 7.5 oz., 100% cotton permanent press twill, color to be selected by the Town with heavy duty brass zipper and bartacks at stress points.

SHIRTS – Long sleeve shirt, color to be selected by the Town. Shirts must be 100% cotton, permanent press poplin; long tails, two (2) pocket button-through. Seven (7) button front, top closure can be snapped on.

JACKETS – Jackets must be provided. Color shall be selected by the Town; minimum 7.5 oz., 65% poly/35% cotton permanent press twill. Hip length permaline with solid brass zipper, two (2) breast pockets and a button-through flap, liner to be 100% polyester quilted to 1/8” parathion foam.

UNIFORM SPECIFICATIONS - DPW

ITEM THREE

This contract shall be for the cleaning and rental of uniforms per week, per person as follows:

BASE BID

Long Sleeve Shirts	Ten (10)
Pants	Ten (10)

ITEM FOUR

This contract shall be for the cleaning and rental of coveralls per week, per person as follows:

BASE BID

Coveralls	Two (2)
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ITEM FIVE

This contract shall be for the cleaning and rental of mat/runners at the Department of Public Works per week, as follows:

BASE BID

Mat/Runner	Three (3)
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ITEM SIX

This contract shall be for the cleaning and rental of Shop Towels per week, as follows:

BASE BID

Shop Towels - Red	Fifty (50)
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GENERAL

All uniforms shall bear a sewn-in mill label showing the mill name and fabric content. All uniforms shall be capable of withstanding industrial laundry care for not less than one (1) year. The contractor shall supply suitable containers for clean and soiled clothing.

PANTS – At a minimum the dickie-type jean pants should be 7.5 oz., 100% cotton permanent press twill, color to be selected by the Town with heavy duty brass zipper and bartacks at stress points.

SHIRTS – Long sleeve polo shirts, color to be selected by the Town. Long sleeve polo shirts must be 50/50 cotton/poly blend.

COVERALLS - Coveralls will be provided to approximately two (2) employees that regularly work on equipment in the garage. Two (2) sets of coveralls will be provided for each employee. The rental and cleaning of the coveralls will be included in this item.

FLOOR MAT/RUNNERS - The following size mat/runner shall be provided at the Department of Public Works weekly:

2 – 4’X6’

1 – 3’X9’

SHOP TOWELS – The following towels shall be provided at the Department of Public Works weekly: Red

REFERENCES - The Town is requesting that three references be provided with each proposal submittal.

MEASUREMENTS – The contractor will be responsible for taking measurements of employees at both locations and shall make arrangements for a mutually agreed time to do so.

PAYMENT

BILLING – Invoices shall be submitted weekly at the time of delivery at both locations. Each invoice shall provide listing of all employees. All invoices will be submitted to: Department of Public Works, 50 River Road, Canton CT 06019 and Water Pollution Control Authority on 50 Old River Road, Canton CT 06019.

DEVIATIONS – Any deviations from the above stated specifications must be so noted in writing and any bid prices must be reflective of these deviations.

SELECTION CRITERIA

Proposals will be reviewed and analyzed based on the following criteria:

- ✓ Respondent’s completion of all RFP requirements.
- ✓ Respondent’s experience providing uniform cleaning and rental services.
- ✓ Respondent’s professional references from prior serviced clients.
- ✓ Respondent’s ability to meet The Towns’ uniform cleaning and rental needs.
- ✓ Respondent’s Fee for Services.
- ✓ Respondent’s performance in possible interviews.

RFP TIMELINE

The projected timeline for this RFP is listed below and is subject to change

EVENT	DATE
RFP issued	05/24/2023
Deadline for RFP submission	06/14/2023, 2:00 PM, EST
Contract signed	07/3/2023
Service begins	07/28/2023

GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request For Proposals (hereinafter, “RFP”) is not a contract offer.

Proposal Submittals: Proposals must be received by the Office of the Chief Administrative Officer no later than June 14, 2023, 2:00 PM, EST. Respondents must submit one original and one copy, at which time all bids will be publicly opened in the second floor Conference Room of the Canton Town Hall. The Town of Canton will reject bids received after that date and time.

Proposals may not be provided by electronic mail or facsimile. Proposals must be hand delivered or mailed to:

Office of the CAO
4 Market Street
P.O. Box 168
Collinsville, CT 06022-0168

Questions about Proposal Requirements: Respondents with questions regarding this RFP may contact the person designated below by email only:

Robert J. Martin
Director of Public Works
rmartin@townofcantonct.org

Any questions determined to be of interest to all prospective bidders will be answered in writing and made available to all bidders on the Town website under the Request for Proposals link.

Except as authorized by Robert J. Martin, no Respondent may contact any other employee or elected or appointed official of The Town with respect to the RFP or the submission of a bid.

Addendums: Addendum(s) to the RFP may be issued by The Town. When issued, addendum(s) will be posted on The Town's website under the "Bids and RFP's" link. It is the Respondent's responsibility to check to see if RFP addendum(s) have been issued by The Town and to ensure that its proposal addresses all addendum(s).

Proposal Package Form: All proposals shall be typed. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal, or the party's authorized representative.

Late Proposals: Proposals received after the deadline for submission shall not be accepted.

Exceptions to RFP: Any and all exceptions of the Respondent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Respondent. The Towns reserve the right to reject proposals which contain exceptions that The Town deems to be unacceptable.

Review of Proposals: The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of The Town. The Town reserves the right to negotiate with one or more Respondents as it sees fit. Proposals will be evaluated based on what is in the best interests of The Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a Respondent unless and until The Town and the Respondent execute a binding contract.

Proposal Costs: All costs incurred in the preparation of the proposals will be borne entirely by the individual/firm submitter.

Ownership of Proposals: All proposals submitted become property of The Town.

Freedom of Information: All proposals submitted, and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to The Town. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and time they are due.

Assignment and Subselected Respondents: Assignment by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by The Town unless approved by The Town in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that the Towns enter separately into a contract with any Respondent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, each Town may cancel said contract without incurring liability, penalty, or damages.

Workers' Compensation Insurance: In accordance with the State of Connecticut Workers' Compensation laws, a person contracting with The Town must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Selected respondent shall provide The Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Commercial General Liability Insurance: Selected respondent shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two-million-dollar (\$2,000,000) aggregate, combined single limits. Selected respondent shall provide The Town with certificates verifying such coverage acceptable to The Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination, or expiration of any kind. All Commercial General Liability Insurance shall name The Town as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by The Town.

Automobile Liability Insurance: Selected respondents shall be required to carry Automobile Liability Insurance in limits, based on the services to be provided, in limits of not less than one million dollars (\$1,000,000), combined single limits. Selected respondent shall provide The Town with certificates verifying such coverage acceptable to The Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination, or expiration of any kind.

Defense and Indemnification: Any person contracting with The Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless The Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by The Town,

its agents, or its employees, in enforcing any of the selected respondent's defense or indemnification obligations. In any and all claims against The Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

Conflict of Interest: By submitting a proposal the Respondent certifies that no officer, agent or employee of The Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of The Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing to The Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of The Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Local Bidder Preference Policy: On any item, project or service which value exceeds \$7,500 or which is advertised through a competitive bid process and in which there is a qualified Town Based Resident Bidder, the lowest responsible bidder shall be determined in the following order:

1. A Town Based Resident Bidder which has submitted a bid not more than 10% higher than the lowest responsible bid may be awarded the bid provided such Town Based Resident Bidder agrees to accept the award of the bid at the amount of the lowest responsible bidder.
2. If more than one Town Based Resident Bidder has submitted a bid not more than 10% higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the Town Based Resident Bidders which submitted the lowest bid.
3. Otherwise, the award will go to the lowest responsible bidder who would qualify if there were no Town Based Resident Bidder.

Any local vendor meeting the requirements of a Town Based Resident Bidder, as defined below, responding to the solicitation shall be required to submit a signed Local Bidder Affidavit Form with the bid submittal. Failure to submit an affidavit form, may at the option of the Town, result in disqualification as a local vendor and ineligibility for contract award.

The term "Town Based Resident Bidder" shall mean any business with a principal place of business located within the Town of Canton. A business shall not be considered to be a Town Based Resident Bidder unless evidence to establish that such business has a bona fide principal place of business in Canton is included with each bid submitted by the business. Such evidence may include documentation of ownership, or a long-term lease of the real estate from which the principal place of business is operated or payment of property taxes on the personal property of the business to be used in the performance of the bid.

The Local Bidder Preference process shall not apply under the following circumstances:

- 1) Professional services contracts which are awarded on subjective criteria in addition to cost.

- 2) Contracts using state, federal or other funds that have regulations disallowing such practice.
- 3) If the qualified Town Based Resident Bidder is not current in the payment of all local taxes.
- 4) Bids made through regional organizations or state agencies such as state contracts, CRCOG or CIRMA, when the product or services offered have already been selected through a competitive process.
- 5) Bids received through a reverse auction process.

LOCAL PREFERENCE AFFIDAVIT

STATE OF _____)
) ss. Date _____
 COUNTY OF _____)

_____ (affiant), being first duly sworn, deposes and says:

- 1) That I am over the age of 18 and understand the obligations of an oath.
- 2) That I am the owner, partner, officer, representative, or agent of _____, the bidder/proposer that has submitted the attached bid/proposal.
- 3) That bidder/proposer has a principal place of business located at _____, which is in the Town of Canton.
- 4) That the bidder/proposer is current on all taxes, both personnel and real estate and all fees, including, but not limited to sewer use fees.
- 5) That if bidder/proposer is not the owner of the real estate where such principal place of business is located, then bidder/proposer is submitting proof that such address is the bona fide principal place of business, such as a lease or personnel property tax bill.
- 6) That bidder/proposer has read the Local Bidder Preference Policy and being aware of its terms and conditions, swears that it is a qualified "Town Based Resident Bidder" as specified in the Policy.

(Signed) _____
 Affiant

(Title) _____

On this ____ day of _____, 20__, before me personally appeared _____, who made oath that he/she has read the foregoing Local Preference Affidavit and that based on his/her own knowledge believe the same to be true.

 Notary Public (My Comm. Expires _____)

Commissioner of the Superior Court

Supplier Diversity (Set-ASide-Goals)

The contractor who is selected to perform this Town service must comply, when applicable, with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of service.

State law requires a minimum of twenty-five (25%) percent of the state –funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (DAS) under the provisions of CONN. GEN. STAT. § 4a-60g, as amended (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at http://www.ct.gov/opm/cwp/view.asp?a=390928&opmNav_GID=1806

NONDISCRIMINATION CERTIFICATION – Affidavit

By Entity

For Contracts Valued at Less than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60a, as amended.

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Canton, valued at Less than \$50,000 for each year of the contract. Complete all sections of the form. Submit prior to the Town of Canton prior to contract execution.

Representation of Entity:

I, _____, _____, of _____
(Authorized Signatory) (Title) (Name of Entity)

An entity duly formed and existing under the laws of _____
(Name of State)

Represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
(Name of Entity) (Name of Entity)

Agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

TOWN OF CANTON
WATER POLLUTION CONTROL AUTHORITY
UNIFORM RENTAL AND CLEANING SERVICES PROPOSAL FORM

Directions: Provide the information requested.
Do not include extraneous fees on this form.

Full Company Name: _____

Address: _____

<u>ITEM</u>	<u>WRITTEN COST PER WEEK</u>	<u>FIGURES</u>
<u>ITEM 1</u>	_____	\$ _____
<u>ITEM 2</u>	_____	\$ _____

I acknowledge that I have read and understand the RFP to provide uniform rental and cleaning services, and that I am both able and willing to meet the terms and conditions of this sample contract.

Name & Title: _____

Signature: _____ Date: _____

TOWN OF CANTON
DEPARTMENT OF PUBLIC WORKS
UNIFORM RENTAL AND CLEANING SERVICES PROPOSAL FORM

Directions: Provide the information requested.
Do not include extraneous fees on this form.

Full Company Name: _____

Address: _____

<u>ITEM</u>	<u>WRITTEN COST PER WEEK</u>	<u>FIGURES</u>
<u>ITEM 3</u>	_____	\$ _____
<u>ITEM 4</u>	_____	\$ _____
<u>ITEM 5</u>	_____	\$ _____
<u>ITEM 6</u>	_____	\$ _____

I acknowledge that I have read and understand the RFP to provide uniform rental and cleaning services, and that I am both able and willing to meet the terms and conditions of this sample contract.

Name & Title: _____

Signature: _____ Date: _____

TOWN OF CANTON
UNIFORM RENTAL AND CLEANING SERVICES
REFERENCE FORM

Directions: Provide 3 (three) recent references, preferably governmental.

(1) Company / Individual: _____

Address: _____

Telephone: _____

Service Dates: _____

Services Provided: _____

(2) Company / Individual: _____

Address: _____

Telephone: _____

Service Dates: _____

Services Provided: _____

(3) Company / Individual: _____

Address: _____

Telephone: _____

Service Dates: _____

Services Provided: _____
