



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court
Street, Auburn, Maine 04210
207.333.6601

November 28, 2016

Dear Bidder:

The City of Auburn is accepting written proposals for the Auburn Police Department for **Uniform Cleaning**. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions bidders. Please mark sealed envelopes plainly: **“Uniform Cleaning – Bid 2017-013.**

Questions regarding this Request for Bids should be directed to Jason Moen, Deputy Police Chief, at (207) 333-6601, ext. 2052.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Thursday, December 15th, 2016** Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger
Facilities Manager/
Purchasing Agent

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CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **MUST** be notarized prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state "**Uniform Cleaning– Bid 2017-013**", on submitted, sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

5 Termination

Either party has the right to terminate said agreement by placing a written Thirty (30) days notice of such termination in the United States Mail, postage prepaid and addressed to, in the case of the City of Auburn, Jill Eastman, Finance Director, 60 Court St Auburn, ME 04210.

BID PROPOSAL FORM
Due Thursday, December 15, 2016

To: City of Auburn
Derek Boulanger
Facilities Manager/
Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Address _____

Telephone No. _____ Fax No. _____

Email Address: _____

STATE OF MAINE

_____, SS.

Date: _____

Personally appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires _____

SPECIFICATIONS

There are 54 sworn officers. All 54 officers have full police uniforms. Approximately 44 of the officers wear full uniforms on a daily basis while others (approximately 10) are Detectives and administrators who wear civilian clothing.

	ITEM	HOW OFTEN	COST		
			FY2018	FY2019	FY2020
A	One – Uniform Pant	Max. 5 times per week			
B	One – uniform shirt	Max. 5 times each week			
C	One – tropical summer shirt	Max. 5 times each week			
D	Dress hat	Twice a year			
E	Winter hat	Twice a year			
F	Ballistic vest shell	As needed			
G	Cool Shirt	As needed			
H	Uniform sweater	As needed			
I	Jumpsuits	Three times per year per officer			
J	Winter coats	Four times per year per officer			
K	Leather coats	Two times per year per officer			
L	Civilian slacks	Max. 5 times each week			
M	Civilian Sport jacket	Twice a month			
N	Civilian dress shirt	Max. 5 times each week			
M	Dress Uniform	Once per Year			
Totals:					

CONTRACTOR/VENDOR INFORMATION

The contract will begin July 1st, 2017 and will remain in effect until June 30th 2020.

Please include the following information:

1. Name, address, and brief history of the firm.
2. Method that would be used to produce all aggregates.
3. The name of at least four clients who may be contacted for reference, at least two for whom relative services were provided.