

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Allan L. Roeder

From: William E. Murray

Dept.: Interim City Manager

Dept.: Public Works

Subject: AWARD OF CONTRACT TO UNIFIRST
CORPORATION TO PROVIDE UNIFORMS
AND RELATED SERVICE ITEMS TO THE
TO THE CITY OF GARDEN GROVE,
RFP #S-1152-A

Date: March 24, 2015

OBJECTIVE

To request that the City Council award a contract to Unifirst Corporation to provide employee uniforms and other related service items.

BACKGROUND

Uniform rental and related services items are an integral part of safety equipment provided to employees, including items such as various building mats, runners, and dust mops for cleaning.

The existing uniform agreement expired on January 12, 2015. To ensure continued service, an extension was issued on December 22, 2014, to cover uniform rental service through March 31, 2015, until a new contract was established. A Request for Proposal (RFP) #S-1152-A was issued and advertised on October 29, 2014, with no response, and re-advertised on November 5, 2014. The proposal document was posted on the City's website via the Planet Bids on-line bidding system.

DISCUSSION

Two (2) proposals were received and opened on December 23, 2014. A Source Selection Committee was formed to evaluate the qualifications of the proposers. On January 30, 2015, after review of references, pricing and qualifications, the committee voted unanimously for the highest scoring proposer, Unifirst Corporation. The second bidder, Aramark Uniform Services, did not meet the requirements as set forth in the specifications and requested further modifications and exclusions not acceptable to the City.


FINANCIAL IMPACT

The initial term of the agreement is 18 months in the amount of \$133,489.20, with a performance audit at fifteen (15) months; and an option to renew the contract for two (2) additional eighteen month terms for a total of 54 months.

RECOMMENDATION

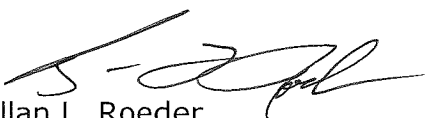
- Award a contract to Unifirst Corporation, in the firm fixed price amount of \$133,489.20, with the option to renew the contract for two (2) additional eighteen month terms for a total of \$400,467.60 for 54 months.
- Authorize the Interim City Manager to execute the agreement on behalf of the City.
- Authorize the City Manager to exercise each optional term of the agreement and sign the option year agreements through January 1, 2020, provided that sufficient funds are budgeted for the option years.


WILLIAM E. MURRAY, P.E.
Public Works Director


BY: Robert R. Moungey
Public Works Supervisor

Attachment: Agreement

Recommended for Approval


Allan L. Roeder
Interim City Manager

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2015, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and Unifirst Corporation, herein after referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED _____."
2. CITY desires to utilize the services of CONTRACTOR to Provide Employee Uniforms and Related Services for the City of Garden Grove Public Works Department per Scope of Work, Attachment A.
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** The term of the agreement shall be for period of 18 months from March 14, 2015, with an option to extend said agreement two additional eighteen (18) month periods, for a total performance period of fifty-four (54) months. Option periods shall be exercised eighteen (18) months at a time, at the sole option of the CITY. This agreement may be terminated by the CITY without cause. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with fee schedule (Attachment "A"). Contractor is required to present evidence to support performed work completion.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal. The Proposal is attached as Attachment A, and is incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Compensation under this agreement shall not exceed (NTE) the amount of One Hundred Thirty Three Thousand Four Hundred Eighty Nine Dollars and 20/100 (\$133,489.20), per eighteen month period, payable in arrears and in accordance with proposal in Attachment "A". All work shall be in accordance with RFP No. S-1152-A.

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment A).
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR/CONSULTANT shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount not less than of \$1,000,000.00 per occurrence. **(claims made and modified occurrence policies are not acceptable);** Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
- (b) Automobile liability in an amount not less than \$1,000,000.00 combined single limit **(claims made and modified occurrence policies are not acceptable);** Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums Shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONTRACTOR shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning

whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.

9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.

a. (Contractor)
Unifirst Corporation
Attention: R. Anthony Ortega, Branch Manager
16434 Pioneer Blvd.
Norwalk, CA 90650

b. (Address of CITY) (with a copy to):
City of Garden Grove Garden Grove City Attorney
11222 Acacia Parkway 11222 Acacia Parkway
Garden Grove, CA 92840 Garden Grove, CA 92840

10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.

12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.

13. **Time of Essence.** Time is of the essence in the performance of this Agreement.

14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between

any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.

15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

(Agreement Signature Block On Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

**"CITY"
CITY OF GARDEN GROVE**

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

**"CONTRACTOR"
Unifirst Corporation**

By: R. ANTHONY ORTEGA

Name: RAO

Title: BRANCH MNGR

Date: 2/11/15

Tax ID No. 04-2103460

Contractor's License: _____

Expiration Date: _____

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

R. F. Mix
Garden Grove City Attorney

2/17/15

ATTACHMENT "A"
SCOPE OF WORK
RFP No. S-1152-A

Provide Uniforms and Related Services for the City of Garden Grove Public Works Department.

The City of Garden Grove is seeking a highly qualified firm to provide employee uniforms on a rental basis, cleaning of the uniforms, pick-up and delivery of the uniforms and other supplies and related services for the City of Garden Grove Public Works Department. All bidders must furnish a list of references that is to be included in their bid packages.

The performance period shall be for eighteen (18) months with a performance audit at 15 months. At the sole option of the City, the contract may be extended for two additional 18-month periods, one period at a time for a maximum performance period of fifty-four (54) months.

New uniforms will be re-sized and/or re-fitted for each employee and ordered at the successful completion of the fifteen (15) month audit. Upon successful audit new replacement uniforms will be re-issued and delivered no later than three (3) months thereafter. The new uniforms must be delivered in whole, no later than the eighteen (18) month end of contract for each period. In the event of non-appropriations for this project by the City Council, the agreement may be canceled for the fiscal year(s) involved at no additional cost to the City.

STANDARD UNIFORMS:

Standard uniforms shall consist of navy blue, heavy-duty twill trouser – standard or jean cut option to be (determined by employee).

100% cotton or lightweight cotton-blend with or without tails, or extra-long shirt with or without tails. Shirts shall be orange or blue and either long or short sleeved (as determined by the employee).

100% cotton shirts shall be furnished to all asphalt crewmembers and vehicle maintenance employees.

Shorts may be also requested by any/all employees.
Material: 65% Dacron/35% cotton, or 100% cotton.

Shop coats, coveralls (65/35%).

PANTS AND SHIRTS -- SUPERVISORS' UNIFORMS:

Front button down shirts with or without optional button down collars (as determined by employee), Pinpoint Oxford, white or blue, with pocket on left side – 50% cotton/50% poly or equivalent.

Pants to be cotton or cotton/blend, standard or jean cut, pleated or non-pleated (determined by employee) in assorted colors such as: dark blue, tan/khaki, dark brown, and gray.

CUSTODIAL:

Mats and mops will also be required with delivery to various locations.

Vendor will be required to deliver all uniforms at no cost to the City. Except for supervisors' shirts, all other shirts will have City seal insignia/logo sewn on right front and employee's first name sewn on the left front of each uniform shirt. Parking Control Staff will have their specific emblem sewn on the left front of each uniform over the pocket and NO NAME emblem. All shirts including supervisor's shirts will have a pocket.

APPROXIMATE REQUIREMENTS:

Quantities listed are the City's best estimate of usage and will be adjusted as needed based on the City's current need. Actual quantities may be greater or less than the quantities listed. The successful vendor shall agree to hold proposed prices firm for the entire performance period in the event that quantities should differ.

The successful bidder shall provide the start-up set of uniforms and janitorial products listed below at the start-up of the contract at no cost to the City. All uniforms shall be replaced each 18 months or sooner if the uniform is worn out at the sole cost of the successful bidder. The City shall be the judge as to when a uniform has outlasted its useful life.

INITIAL ISSUANCE OF UNIFORMS:

All uniforms are to be new and unworn at the time of issuance. All replacement uniforms shall also be new and unworn. During the length of the contract, new employees will receive NEW UNIFORMS within two (2) weeks.

Vendor agrees to provide, and sew on necessary emblems, which will be provided to the City, for each set of uniforms at no additional cost. Glue and other adhesives will not be accepted. Samples of the emblems shall be submitted for approval by the successful bidder.

For the purpose of this contract, a uniform shall consist of one pair of pants and one shirt.

All full and part-time employees will receive eleven (11) sets of uniforms.

OUTFITTING OF UNIFORMS:

Vendor shall measure all employees at the beginning of the contract to guarantee consistency in sizing and in quality for proper fit. Vendor shall be required to do all fittings on site at the City's specified location. All employees shall be fitted with care to ensure proper sizing, including any unusual or unique sizes necessary to ensure comfortable wear, and first class appearance of each individual. Each employee shall be individually measured by trying on sample uniforms.

Each employee will receive eleven (11) sets of clothing. Initially, each employee will receive at least six (6) sets and the balance on the regular delivery day. Deliveries will be made on a schedule mutually determined and acceptable to both parties.

Uniforms shall be delivered on hangers and grouped by individual to facilitate verification by the City. The City will endeavor to group unclean uniforms by individual, to facilitate verification by vendor.

Supervisor uniforms must be properly pressed and starched (starching will be at the discretion of the employee) per executive service standards and shirts must be individually wrapped and/or covered in plastic to protect them during transit and while hanging in closets. Improperly pressed or improperly serviced and/or prepared uniforms will not be accepted. In the event any supervisor's uniform(s) are delivered to the City incorrectly pressed, serviced, and/or prepared, successful bidder will correct such uniform(s) deficiency and re-deliver the properly serviced uniform(s) back to the City within one (1) working week.

Cleaned uniforms must be returned in wearable condition. No torn, stained, or clothing with missing buttons or distinguishable repair patches will be accepted. If uniforms are returned in such condition, they must be replaced within one (1) working week. Any replacement uniforms not returned within one (1) working week, shall be deducted from invoices and credited to the City. A separate bin for repairs will be provided with duplicate repair tags. Upon repair of the uniform, the vendor will provide verification to the City's representative that the uniform has been returned and repaired.

New uniforms for every employee will be ordered at fifteen (15) months with replacement uniforms to be re-issued every eighteen (18) months.

The successful bidder must have in place a program or spreadsheet that inspects each garment prior to regular delivery to the City to ensure that no unsightly, defective, and/or unacceptable garments are delivered to the City.

Deletions and/or changes including but not limited to; sizing, drop-off point, color, type, etc., shall be requested by the City in writing and/or email. An "unsatisfactory report" will be used by the City to notify the vendor of failing to provide service within the terms and conditions as set forth in the bid/contract.

UNIFORMS:

Standard Uniform:

- | | |
|---------|---|
| Trouser | D/O or 100% Cotton work pants; Navy Blue, heavy duty twill
(Standard or Jean cut - to be determined by individual employee.) |
| Shirts | D/O or 100% Cotton work shirt; Orange or Blue; long or short
Sleeved - (To be determined by individual employee)
(Asphalt and Vehicle Maintenance crews must wear 100% Cotton Shirts) |
| Shorts | Navy Blue, heavy duty twill |

NOTE: Standard Uniform shirts shall have City logo patch sewn on right front and employee's first name sewn on left front over pocket. The vendor will perform the attachment of patches. Patches will be attached to uniforms as necessary throughout the term of the contract to ensure uniformity and no shirt that requires a logo patch shall be delivered to the City without a logo patch.

Supervisors Uniform:

- | | |
|-----------------------|--|
| Shirts | 50% Cotton/50% Poly, Pinpoint Oxford cloth, White or Blue front button-down with optional button collar and/or non-button-down collar, w/pocket on left side |
| Trouser | D/C Pant, brushed pleated or non-pleated, Khaki, Navy, Light or Dark Brown, or Grey; or 100% Cotton Pleated Dress Slacks, Grey, Beige, Khaki, Dark Brown, or Blue
(Standard or Jean cut - to be determined by individual employee.) |
| Golf Type Sport Shirt | Cool Weave Sport Shirt with Jacquard Collar and cuffs; Grey, Beige, Khaki, Dark Brown, or Blue; 100% combed cotton 7-ounces, large Pique Knit welt color and cuffs, fashion side vents |

ALL UNIFORM ITEMS MUST BE PRE-SHRUNK PRIOR TO SEWING ON ANY PATCH OR EMBROIDERED ITEM.

BILLING/INVOICING FOR SERVICES:

1. Each invoice submitted by the vendor for payment shall have attached all route slips covered by the invoice. Invoices shall be broken down by delivery location or a separate invoice will be issued for each division.
2. No charges will be made for employees on vacation, sick leave, compensation time or leave of absence of five (5) days or more. The City will notify the vendor, in writing, of any absences of this kind.
3. Receipted route slips shall be submitted with the supplier's invoice. Route slips shall note any discrepancy in uniforms either picked up from or delivered to the employee on vacation or sick leave.
4. Vendor shall provide a breakdown of billing by delivery locations services. Vendor to verify actual count of all items at time of pick-up and delivery each week. Shortages to be noted on route slip and corrected within two (2) working days.
5. Vendor payment to be based upon submittal of invoice and approval of and verification of delivery, by delivery location supervisor. No charges will be made for employee on vacation, sick leave, compensation time or leave of absence of five (5) days or more.
6. Vendor will not charge "Special Size Charges", or "Damage" charges for uniforms received damaged.
7. All billing statements are to be sent to the following address:
City of Garden Grove
13802 Newhope Street
Garden Grove, CA 92843

INVENTORY AND PICK OF UNIFORMS:

Proposer shall include in its proposal the process the company will use for inventorying and tracking uniforms that are picked up and delivered to and from the City of Garden Grove.

GARMENT OWNERSHIP:

It is understood that all garments furnished are to remain the property of the vendor unless otherwise noted. In the event that a uniform is damaged and the City is charged a replacement cost, the City should be given the option of keeping the damaged uniform at no additional cost to the City.

UNIFORM RETURNS:

Upon termination of the contract, or upon the termination of an employee, all rental uniforms will be returned to the vendor within thirty (30) working days, and rental of the uniform will cease at that time. The City will pay for uniforms not returned by the employee. Charges for unreturned uniforms will be based upon pro-rated fees.

Employees that are on extended leave of four (4) weeks or longer will not be charged rental until they return to duty. The City shall notify the vendor of any employees who are on extended leave.

FITTING AND DELIVERY OF UNIFORMS:

Fittings must be completed within four working days of the award of the contract. The contractor must deliver the new uniforms within 60 calendar days from the date of the fitting.

"ATTACHMENT B"
RFP NO. S-1152-A
PROPOSAL PRICING FORM

**THIS SECTION MUST BE COMPLETED AS OUTLINED BELOW AND
PLEASE DO NOT CHANGE THE FORMAT OR ALTER THIS FORM IN ANY WAY**

The City provides the below numbers as *estimated quantities only*. Actual numbers could be higher or lower than the quantities provided.

Note: **THIS COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL.**
All specifications are to be inclusive within the pricing below!
Partial proposals will not be accepted!

A. UNIFORM RENTAL PRICING COTTON	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Standard Work Shirt Short Sleeve	See Scope of Work	1100	\$.23	\$ 253	\$ 24-
Standard Work Shirt Long Sleeve	See Scope of Work	1100	\$.29	\$ 319	\$ 24-
Standard Work Pants	See Scope of Work	1100	\$.29	\$ 319	\$ 24-
Standard Work Shorts (Optional)	See Scope of Work	1100	\$.29	\$ 319	\$ 24-
Supervisor Shirt	See Scope of Work	310	\$.29	\$ 89 ⁹⁰	\$ 24-
Supervisor Pants	See Scope of Work	310	\$.29	\$ 89 ⁹⁰	\$ 25-
Coverall/Shop Coat	See Scope of Work	50	\$.45	\$ 22 ⁵⁰	\$ 43-
Golf Type Sport Shirt (Optional)	Assorted Colors	310	\$.30	\$ 93	\$ 25-
				1505 ²⁰	
B. UNIFORM RENTAL PRICING COTTON/POLY BLEND	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Standard Work Shirt Short Sleeve	See Scope of Work	1100	\$.17	\$ 187	\$ 20-
Standard Work Shirt Long Sleeve	See Scope of Work	1100	\$.17	\$ 187	\$ 20-
Standard Work Pants	See Scope of Work	1100	\$.24	\$ 264	\$ 25-
Standard Work Shorts (Optional)	See Scope of Work	1100	\$.24	\$ 264	\$ 25-
Supervisor Shirt	See Scope of Work	310	\$.29	\$ 89 ⁹⁰	\$ 24-
Supervisor Pants	See Scope of Work	310	\$.29	\$ 89 ⁹⁰	\$ 25-
Coverall/Shop Coat	See Scope of Work	50	\$.37	\$ 18 ⁵⁰	\$ 35-
				WEEKLY	REPLACEMENT

1100²⁰

C. MATS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	RENTAL RATE	COST PER ITEM
Mats 4 X 6	Scraper-Outside	20	\$ 1.00	\$ 20.00	\$ 75-
Mats 3 X 5	Rubber Backed	10	\$ 1.50	\$ 15.00	\$ 60-
Mats 4 X 6	Rubber Backed	44	\$ 2.40	\$ 105.60	\$ 90-
Mats 3 X 10	Runner	10	\$ 3.00	\$ 30-	\$ 120-
D. DUST MOPS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Dust Mops 24 Inch		5	\$.95	\$ 4.75	\$ 7.50
Dust Mops 36 Inch		10	\$ 1.00	\$ 10.00	\$ 7.50
Dust Mops 48 Inch		5	\$ 1.25	\$ 5.75	\$ 7.50
E. SHOP TOWELS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER 100	WEEKLY RENTAL RATE FOR 200 PCS.	REPLACEMENT COST PER ITEM
Shop Towels-Small	Provide price per 100 towels	200	\$.07	\$ 14	\$.45
F. FENDER COVERS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
		2	\$.50	\$ 1.00	\$ 7.50
G. EMBLEMS	SPECIFICATIONS	INVENTORY ISSUED	RATE PER EMBLEM	TOTAL COST	
Name Emblems Embroidered	Patch Sewn on Shirt	1100	\$.50	\$ 550	-----
Name Emblems Embroidered on Golf Type Shirts	Direct Embroider on Shirts	310	\$ 3.50	\$ 1085	-----

Contractor must be able to provide all services requested. PARTIAL PRICING PROPOSALS WILL NOT BE ACCEPTED! ALL LINES ON THIS FORM MUST BE COMPLETED OR THE CITY RESERVES THE RIGHT TO DEEM YOUR PROPOSAL AS NON-RESPONSIVE

ADDITIONAL COSTS ASSOCIATED WITH PROVIDING SERVICES:

Please provide a cost break down of how additional costs are calculated.

Please provide the weekly rates for items the following options. Please do not include the costs of the emblems in the weekly totals below.

OPTION A: WEEKLY RATE (COTTON BLEND) \$ 1711⁴⁰ and in written words:
(TOTAL OF ITEMS A, C, D, E, and F ONLY)
one thousand seven hundred eleven dollars ⁴⁰/₁₀₀

Lump Sum

The above proposal price includes all applicable taxes for the pricing proposed in this submittal.
Note: In case of discrepancy between the words and figures, the words prevail.

OPTION B: WEEKLY RATE (COTTON/POLY BLEND) \$ 1306⁴⁰ and in written words:
(TOTAL OF ITEMS B, C, D, E, and F ONLY)
one thousand three hundred six dollars ⁴⁰/₁₀₀

Lump Sum

The above proposal price includes all applicable taxes for the pricing proposed in this submittal.
Note: In case of discrepancy between the words and figures, the words prevail.

The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.

Please check your calculations before submitting your Proposal; the City of Garden Grove will not be responsible for Proposer miscalculations and may deem your proposal as non-responsive.

The City reserves the right to add and delete uniforms and related services related to this RFP as needed or as funding permits. The City also reserves the right to select between the COTTON OR COTTON/POLY BLEND or a combination of both types of uniforms based on employee preference and budget availability.