

**City of Austin
Specifications
for
RENTAL OF WORK UNIFORMS**

<u>DATE</u>	<u>PREPARED BY</u>	<u>ISSUANCE/ REVISION</u>	<u>DEPARTMENT APPROVAL</u>	<u>PURCHASING APPROVAL</u>
3/1/13	Donna Lee Bliss	Issuance	Diane Gonzales	Steven Cocke

This specification, until revised or rescinded, shall apply to each future purchase and contract for the commodity described herein.

1.0 SCOPE AND CLASSIFICATION

1.1 Scope

This specification establishes the minimum requirements for rental of work shirts and pants for the City of Austin, Watershed Protection Department, hereinafter referred to as the "City" from qualified service providers, hereinafter referred to as the "Contractor." Contractor is required to meet all specifications listed herein as minimum requirements, and is required to submit a firm fixed cost for all itemized services deliverable under the terms of this solicitation.

1.2 Classification

The Contractor shall provide new industrial style uniforms on a rental basis to the Field Operations Division of Watershed Protection, and perform repairs or replacements on an as-needed basis. NO laundry of rented uniforms is required.

2.0 PERFORMANCE REQUIREMENTS

- 2.1 Each City employee shall be issued a set of ten (10) shirts and five (5) pairs of pants. This shall continue throughout the contract term and shall include new employees.
- 2.2 Contractor shall successfully schedule and take City employee measurements and note their preference of long or short sleeves, and type of pant, etc., at approximately four (4) designated City Field Offices within ten (10) days of notification of award.
- 2.3 Initial delivery of uniforms, including standard alterations (e.g., pant leg length) to ensure proper fit, to the Field Offices is required within eight (8) calendar weeks after the measurements of employees have been taken. Earlier deliver is acceptable to and encouraged by the City.
- 2.4 After the initial sizing and delivery of the uniforms, new City Staff or Staff requiring a change in size/style will go to the Contractor's local facility during normal working hours to be measured and fitted. Garments shall be delivered to the City Field

Offices within three (3) weeks of the visit, unless of non-standard size which shall be delivered within eight (8) weeks. Non-Standard sizes are:

- 2.4.1 Shirts: 3XL and above shirts with 36" sleeves or longer or shirts with extended tails.
- 2.4.2 Pants: 46" waist or higher and 36" in-seam or greater.
- 2.5 Contractor shall provide standard alterations and repairs to uniforms as needed, at no additional cost to the City. City Staff will go to the Contractor's local facility during normal working hours to be measured for alterations or to drop off garments requiring repair. City Staff will mark or tag the garment(s) in a way to be mutually agreed by both City and Contractor. Altered or repaired garments shall be delivered to the City's Field Offices within five (5) business days of City's visit to Contractor's facility.
- 2.6 Garments that cannot be repaired or are worn out shall be replaced with new garments. Any jagged tear in a shirt or pants shall render the garment "beyond repair" and shall be replaced. The City will make the final determination as to whether a uniform is damaged or worn to the degree it requires replacing.
- 2.7 Uniforms shall be available in sizes, colors, and styles as identified on this spec and on the bid sheet.
- 2.8 The City will notify the Contractor, in writing/email, of employees who are no longer with the City. The City will return the uniforms to the Contractor within five (5) business days of notification. The Contractor shall cease charging the City within two (2) business days of notification.

3.0 MATERIAL REQUIREMENTS

- 3.1 Uniforms shall be made available in men's and women's or unisex styles and sizes. Shirts shall be available in long and short sleeve. Offered makes/models of uniforms shall meet or exceed the below specifications, as determined by the City.
- 3.2 Shirts shall be readily available and include, but are not limited, to the following:
 - 3.2.1 Reflective high visibility t-shirt, Reflective Apparel model #VEA-104 or City approved alternate, with the following construction:
 - a. Meet or exceed ANSI III;
 - b. Color: lime;
 - c. Minimum 4.1 oz Birdseye Knit Polyester with high wicking and odor minimizing properties;
 - d. 3M Scotchlite reflective material, 8710 Transfer Films certified to meet ANSI/SEA 107-2004, standard non-X back;
 - e. Left chest pocket, Contractor shall embroider or sew on the appropriate City insignia on the pocket. In addition, a name badge (first and last name) shall be sewn on the opposite side, first and last name;
 - f. Short and long sleeve availability;
 - g. Sizes: medium through 6X-long at a minimum;

- 3.2.4 Duck dungaree Pants, Red Kap model #PD30BD, or City approved alternate, with the following construction:
- a. Material, blend of 65% polyester and 35% cotton, 10 oz. Duck, industrial type construction;
 - b. Durable press finish;
 - c. Color: navy
 - d. Construction of pants shall be bar-tacked at stress points with extra tacking at base of fly. In-seams and out-seams shall be serged with safety stitching. Pants shall maintain leg creases and crisp appearance after numerous washings and have safety stitching to increase comfort by eliminating rough edges and unraveling.
 - e. Heavy-duty brass ratcheting zipper, button closures, and belt loops;
 - f. Stain resistant;
 - g. Pockets: two deep scoop-front pockets; one rule pocket on right leg; one hammer loop on left leg;
 - h. Sizes: waist from 28 to 45 and length up to 35"

4.0 SAMPLE AND INSPECTION

- 4.1 The Contractor shall include with their bid submittal descriptive literature for each item offered. Failure to provide samples or descriptive literature within the deadline may result in rejection of the bid.
- 4.2 The Contractor shall include with their bid submittal written certification regarding cloth type, manufacturer, material weight of the product offered, and country of origin.
- 4.3 The Contractor shall provide one (1) sample of each different garment for evaluation within ten (10) business days of request, at no additional cost to the City. The samples submitted by the successful Contractor shall become the property of the City and will be retained as quality control samples throughout the term of the contract.
- 4.4 Samples shall be delivered to:
- City of Austin
Watershed Protection Department
ATTN: Donna-Lee Bliss (512) 974-2530
505 Barton Springs Rd., #1200
Austin, Texas 78704
- 4.5 The City reserves the right to schedule an inspection visit at the Contractor's local presence at any time prior to award or during the contract term.

5.0 CONTRACTOR'S PERSONNEL

- 5.1 Contractor employees shall wear or use all OSHA required safety equipment.
- 5.2 Contractor shall satisfy the City that the Contractor has a number of employees necessary to satisfactorily perform the work according to the schedule.

6.0 CONTRACTOR REQUIREMENTS

- 6.1 The Contractor shall have a local presence, defined as being located within fifteen (15) miles of downtown Austin.
- 6.2 Contractor shall have been in the business of providing uniform rental services as described in this specification for a minimum of three (3) years.
- 6.3 Contractor shall provide all labor, materials, supervision and transportation required to successfully perform the services described herein.
- 6.4 Prior to commencement of any resulting contract, Contractor shall designate at least one (1) person within their firm as a single point of contact (SPOC) with office phone, cell phone, and/or pager number for accessibility. The SPOC shall be able to speak, read and write English. A space on the Bid Sheet is available for this purpose. SPOC shall return City phone calls within four (4) hours of receipt during business hours.
- 6.5 The following items shall be included with Contractor's submittal:
 - 6.5.1 Descriptive literature as per paragraph 4.1 above.
 - 6.5.2 Written certification regarding cloth type, manufacturer, material weight of product offered, and country of origin, per paragraph 4.2 above.
 - 6.5.3 Contractor shall submit with this bid at least three (3) references (current contact information) for provision of rented uniforms of this or similar commodities within the past three (3) years. Please use City Form #700 provided for this purpose. References provided shall not be an immediate family member of Contractor, nor any employee of Contractor. Any such reference will not be considered.
 - 6.5.4 Contractor's firm shall provide proof of having been registered for a minimum of two (2) years with the Travis County Clerk's Office or Texas Secretary of State, as being in the business of providing uniform rentals or a like product as of the closing date of this solicitation. Other proof maybe acceptable to the City.
- 6.6 If Contractor cannot provide rental uniforms, with the exception of non-standard sizes, as per the terms and conditions of the agreement, Contractor shall supply rental uniforms from other sources at the agreement price. If Contractor delays in the above, City reserves the right to rent uniforms on the open market and charge Contractor the difference between the agreement price and the purchase price, and any other cost of recovery per the provisions of the Uniform Commercial Code
- 6.7 Contractor shall not have significant performance deficiencies under City contracts in the last three (3) years, including but not limited to contract terminations for cause, failure to maintain certain insurance requirements, failure to meet minimum contract requirements, or outstanding financial obligations to City.

7.0 SAFETY

- 7.1 Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Contractor shall take all necessary precautions for safety and shall provide the necessary protection to prevent damage, injury or loss to all persons and property that may be affected by the work.
- 7.2 Contractor shall comply with all applicable Federal, State and local laws and regulations intended to protect the safety of persons or property, including but not limited to all applicable OSHA and ANSI Z133 standards, rules and regulations. Contractor shall erect and maintain all necessary safeguards for such safety and protection. All damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, Contractor's subcontractor, Contractor's supplier, or any person or organization directly or indirectly employed by any of them, to perform or furnish any of the work or anyone for whose acts any of them may be liable, shall be remedied by Contractor.
- 7.4 If there is an accident involving injury to any individual on or near the work, Contractor shall notify the City immediately by phone or radio of the incident after insuring the safety of the Contractor's workers and any other affected parties. Contractor shall be responsible for recording the location of the event and the circumstances surrounding the event through photographs, interviewing witnesses, obtaining medical reports and other documentation that describes the event. Copies of such documentation shall be provided to the City within forty-eight (48) hours of the event.

8.0 INVOICING AND DELIVERY REQUIREMENTS

- 8.1 The Contractor shall submit no less than monthly or quarterly invoices. Invoices shall include, but not be limited to, the following:
- Contractor's name, on a professionally pre-printed form
 - Contractor's address and phone number
 - City's contract number/purchase order number
 - A distinct invoice number.
 - Period of rental time covered by the invoice
 - Locations and quantities of rental items
 - Itemized description and pricing for each rental item
- 8.2 Delivery locations of City Field Office Sites:
- 6301-C Harold Ct., Austin, TX 78721 ("Townview")
 - 6301-H Harold Ct., Austin, TX 78721 ("Harold Ct.")
 - 2412-B Kramer Ln, Austin, TX 78758 ("Kramer Ln.])
 - 5109 E. Ben White, Austin, TX 78723 ("Ben White"]

9.0 TERMINATION OF SERVICES

The City reserves the right, at its discretion, to terminate the contract for the following specific contract violations. Any violations omitted from this section but which clearly impair the performance of this contract may also lead to contract termination.

- 9.1 Failure to suspend an employee from work on this contract who has any substantiated complaint involving criminal acts, theft, alcohol or chemical abuse,

- abusive or threatening language, citizen harassment, or injury to persons or damage to property due to negligence.
- 9.2 Failure to deliver rental uniforms as per paragraph 2.0 above, two (2) incidents within six (6) months.
 - 9.3 Failure to provide proof of required insurance and failure to keep all insurance in force throughout the term of the contract including any extension thereto.
 - 9.4 Failure of Contractor to perform all work in a professional manner in accordance with the standards of the industry.