

**AGREEMENT  
BETWEEN CITY AND CONTRACTOR  
SOLICITATION #R2012106/UNI-UNIFORMS/1213**

THIS AGREEMENT is dated as of the 25<sup>th</sup> day of July in the year 2013 by and between:  
The City of Punta Gorda  
326 West Marion Avenue  
Punta Gorda, FL 33950  
(941) 575-3302

(Hereinafter called **CITY**) and

UniFirst Corporation  
2839 Lafayette Street  
Fort Myers, FL 33916  
(239) 334-6142

(Hereinafter called **CONTRACTOR**)

The Agreement Documents consist of this executed Agreement, the complete Solicitation Package, and CONTRACTOR'S Submittal Package, and all documents that may be executed as a result of this executed agreement. City and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**CONDITIONS OF WORK/PURCHASE:** All work performed or purchases made shall be in accordance with the terms and conditions of this Agreement and any attachments hereto. No other conditions or modifications of these terms and conditions will be effective unless specifically agreed to in writing by the CITY's appropriate level of authority. Failure of CITY to object to provisions contained in any acknowledgment, document or other communications from CONTRACTOR shall not be construed as a waiver of the Agreement's terms and conditions or an acceptance of any such provision.

This Agreement and any attachments hereto, constitute the complete and exclusive statement of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. This Agreement shall not be modified, supplemented, qualified or interpreted by any prior course of dealing between the parties or by any usage of trade. Only the CITY's appropriate Change Order Authority can make changes or modifications by issuance of an official change notice.

**ARTICLE 1. - SERVICES**

All work to be performed in accordance with the Agreement Documents, Exhibit A and shall be completed in a timely and professional manner. The Services under the Agreement Documents may be the whole or only a part is generally described as follows:

**UNIFORM LEASE**

**EMERGENCY EVENT OPERATIONS CONTINGENCY** - The CITY reserves the right to request and utilize the Contractor's services under this Agreement during Emergency Events as may be deemed necessary by the City.

**ARTICLE 2. – CITY STAFF RESPONSIBILITIES**

**CONTRACT MANAGER** - The Procurement Manager or their designee, who is hereinafter referred to as CONTRACT MANAGER will assume all duties and responsibilities and will have the rights and authority assigned to ensure contract compliance and management of the Agreement.

**CONTRACT ADMINISTRATOR** – Procurement's assign Contact Administrator, or their designee, who is hereinafter referred to as CONTRACT ADMINISTRATOR shall receive and/or be copied on all correspondence between the CITY and CONTRACTOR for the project and is responsible for all records retention of Agreement correspondence.

**ARTICLE 3. – TERM AGREEMENT**

A. **AGREEMENT TERM:** This Agreement shall be for a two (2) year period, which shall commence on October 7, 2013. The CITY retains the right to renew this initial Agreement under the same terms and conditions upon mutual agreement with the Bidder. Agreement for commodities or contractual services may be renewed for a period that may not exceed 3 years, or the term of the original contract, whichever period is longer. Renewal of a contract for

commodities or contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. A renewal contract may not include any compensation for costs associated with the renewal. Renewals shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.

1. The CITY reserves the right to discontinue the contract in any year of a renewal period if it is deemed to be in the best interest of the CITY.

B. NON-EXCLUSIVE AGREEMENT: No Guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open-end Agreement.

C. ORDERING: The CITY reserves the right to purchase commodities/services specified herein through contracts established by other governmental agencies or through separate procurement actions due to unique or special needs. If an urgent delivery is required, within a shorter period than the delivery time specified in the contract and if the CONTRACTOR is unable to comply therewith, the CITY reserves the right to purchase commodities/services from another source without penalty or prejudice to the CITY.

D. FISCAL YEAR PURCHASE ORDER: CONTRACTOR will receive a purchase order for each fiscal year that the Agreement is in existence at prices quoted per the Agreement.

E. APPROPRIATION OF FUNDS: If funds are not appropriated or otherwise made available to support continuation of this Agreement in any fiscal year, the CITY shall have the right to terminate the Agreement without any obligation or penalty.

#### **ARTICLE 4. – RESPONSE TIME**

A. Service contract hours are defined as Monday through Friday, excluding Holidays, between the hours of 7:00 a.m. and 3:00 p.m.

B. The CITY and the CONTRACTOR mutually agree to ON-SITE response times as they relate to the specific services or delivery of commodities:

- (1) Initial Uniform Delivery shall be completed within 7 weeks from the date new services are requested. CONTRACTOR and CITY shall establish a Uniform Fitting Schedule. Upon completion of this service the initial uniform delivery shall be completed in accordance with the stated timeframe.
- (2) Full Uniform and Maintenance Services shall be performed weekly on a mutually agreed day.
- (3) CONTRACTOR shall deliver all items purchased or leased by October 7, 2013.

C. The CONTRACTOR shall be required to change out LEASED ONLY issued employee uniforms as requested by the City if the Agreement is renewed. Full service uniforms are replaced throughout the Agreement period and therefore are exempt from this requirement. During this change out, the City may change style and sizes of uniforms at no extra charge. In all instances, "Like-New" uniforms are not acceptable.

#### **ARTICLE 5. – SERVICE LOCATIONS**

The CITY shall provide the CONTRACTOR with all service location addresses. The CITY reserves the right to add or delete service locations as required during the term of the Agreement.

#### **ARTICLE 6. – CANCELLATION OF CONTRACT**

A. CANCELLATION CLAUSE: This Agreement may be terminated by CITY or the CONTRACTOR should CONTRACTOR or CITY fail to provide in any substantial manner the services and/or commodities required under this Agreement, or otherwise fails to comply with the terms of this Agreement or the Agreement Documents, or violates any ordinance, regulation or other law which applies to its performance under this Agreement. The CITY or the CONTRACTOR may terminate this Agreement under this subparagraph by giving five (5) calendar days written notice. The CITY, at its option, may give CONTRACTOR a reasonable period of time to cure the noncompliance.

B. The CITY may terminate this Agreement for any reason and without cause by giving thirty (30) calendar days written notice to CONTRACTOR. Upon such termination, CONTRACTOR will be compensated for the value of the services performed and/or commodities delivered to the date of termination.

C. DELAYS AND EXCUSED PERFORMANCE/FORCE MAJEURE. CONTRACTOR shall not be considered in default by reason of failure, which arises out of causes reasonably beyond the CONTRACTOR's control, and without its fault or

negligence. Such causes may include, however, not limited to: Acts of God, the City's omissive and commissive failures, natural or public health emergencies, labor disputes, freight embargos.

#### **ARTICLE 7. – AGREEMENT PRICING**

A. DELIVERED PRICES: Agreement prices are FREIGHT PREPAID AND ALLOWED/DESTINATION. Agreement prices shall be inclusive of all labor, commodities, freight, handling, delivery, surcharges, or any other incidental charges that may be required for the completion of the contract. Agreement price schedule is defined in Exhibit A.

B. FIXED PRICE TERM: CONTRACTOR agrees to supply the CITY the items or services listed at firm delivered prices for a period of two (2) years.

C. CONTRACT RENEWAL

(1) Price adjustment, during the optional renewal period, will be allowed. However, the CITY will allow only one (1) adjustment for each year of the renewal period. Requirements for requesting a price adjustment shall be in accordance with the Price Adjustments section above and subject to CITY approval.

(2) Price adjustments during the optional renewal period will be allowed. The requested adjustment must be submitted to the CONTRACT ADMINISTRATOR accompanied by substantiating proof of necessary increase (i.e. inflationary surge in fuel, wages, insurance or an unexpected cost increase from a supplying aggregate mine). In this event, written justification itemizing the adjustments and stating the percentage of increase must be forwarded to CONTRACT ADMINISTRATOR. CITY will compare the request with the CPI index (Urban Consumers) South Region percent of change for the past twelve (12) months immediately preceding the date of written request. This request will become effective thirty (30) days from the date the notice was received by CONTRACT ADMINISTRATOR from the CONTRACTOR for all purchases and services ordered after the effective date (thirty (30) days from CONTRACT ADMINISTRATOR's receipt of request). If the Bidder fails to justify the requested increase, CITY reserves the right to reject the price increase and cancel the balance of the contract.

(a) Requested escalation adjustments shall not exceed five percent (5%) in any year of a renewal.

D. The CITY reserves the right to negotiate the contract if the prices exceed the current marketplace.

#### **ARTICLE 8. – INVOICING/PAYMENT TERMS**

A. The payment terms agreed upon by the CITY and CONTRACTOR are Net 45. The method of payment is by check.

B. The City shall make payment on all invoices in accordance with the Florida Prompt Payment Act, sections 218.70 through 218.79, Florida Statutes.

C. INVOICES: Invoices shall bear upon their face the Purchase Order number. Invoices must state that they cover, as the case may be, department, employee names, inventory, item descriptions, and unit/extended prices. Invoices will not be paid unless and until the requirements have been fully met. Unit prices shall include all transportation and delivery charges must be prepaid in full to destination.

D. PRICE/SALES TAX: Unless otherwise specified herein, the unit prices herein do not include sales or use tax.

#### **ARTICLE 9. – WARRANTY/GUARANTEES**

A. COVENANT AGAINST GRATUITIES: CONTRACTOR warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by CONTRACTOR, or any agent or representative of CONTRACTOR, to any officer or employee of CITY with a view toward securing this Agreement or favorable treatment with respect to any determination concerning the performance of this Agreement. In the event of breach of this warranty, CITY shall be entitled to pursue the same remedies including, but not limited to, termination, against CONTRACTOR as it could pursue in the event of CONTRACTOR's default.

B. MERCHANTABILITY WARRANTY. The goods or items furnished shall be of a merchantability quality. They also shall be suitable for the particular purpose as referenced in the solicitation document and in all supporting literature relating to the goods or items being purchased.

C. SPECIFICATION WARRANTY. The awarded CONTRACTOR warrants that all services will be in full accordance with the specifications and requirements of this solicitation document and this Agreement.

## **ARTICLE 10. - CHANGE ORDER TO CONTRACT**

- A. All requests for changes to the resulting Agreement shall be made in writing and is subject to written acceptance by the appropriate level of City authority.
- B. The following the Change Order Authority Levels for the CITY.
1. CITY Representative for non-construction - the City Representative or Project Manager has the authority to approve change order requests in an amount under one thousand (\$1,000.00) and may approve requests for contract time extensions not to exceed five (5) days. Minor non-monetary changes, which do not result in a change in the contract amount, may also be approved by the City Representative or Project Manager.
  2. CITY Representative/Project Manager for construction - the construction Project Manager has the authority to approve change order requests in an amount under five thousand (\$5,000.00), which shall be subject to availability of funds, and may approve requests for contract time extensions not to exceed five (5) days. Minor non-monetary changes, which do not result in a change in the contract amount, may also be approved by the construction Project Manager.
  3. Procurement Manager - the Procurement Manager may approve change orders in a singularly or cumulatively amount that does not exceed 25% of the total contract price with a maximum cap of fifty thousand dollars (\$50,000.00) with the exception of contracts requiring City Council's approval for an award. The Procurement Manager may authorize contract time extension in excess of five (5) days and non-monetary changes, which are not considered minor, which do not result in a change in the contract amount.
  4. City Manager - the City Manager may approve all change orders with the exception of contracts that require the City Council's approval.
  5. City Council - the City Council shall approve change orders for exemption contract that are reserved for City Council approval (i.e. Franchises, inter-local agreements, land, legal, auditing, actuarial services and medical director).
- C. The CONTRACTOR fully understands the CITY's Change Order Policy. In the event the CONTRACTOR begins work on unauthorized changes to scope prior to receiving a signed Change Order by the CITY's appropriate level of authority, they do so at their own expense and risk not being compensated by the CITY for performing unauthorized work.

## **ARTICLE 12. - INSURANCE REQUIREMENTS**

The CONTRACTOR, before commencing any work, shall provide insurance and furnish the City with a Certificate of Insurance for **themselves and all subcontractors** as follows:

- THE CITY IS TO BE SPECIFICALLY INCLUDED AS AN ADDITIONAL INSURED (WITH REGARDS TO GENERAL LIABILITY).
- THE CITY SHALL BE NAMED AS CERTIFICATE HOLDER. **PLEASE NOTE THAT THE CERTIFICATE HOLDER SHOULD READ AS FOLLOWS:**

City of Punta Gorda  
326 W. Marion Avenue  
Punta Gorda, Florida 33950

No CITY Division, Department, Project name or individual name should appear on the Certificate. **NO OTHER FORMAT WILL BE ACCEPTABLE.**

- GENERALLY REQUIRED COVERAGE INCLUDES:
  - COMMERCIAL GENERAL LIABILITY - Not less than \$500,000 per occurrence; combined single limit for bodily injury liability and property damage liability. This shall include the following endorsements: premises and/or operations, independent contractors and products and/or completed operations, broad form property damage.
  - Business Auto Policy - Not less than \$500,000 Per Occurrence; Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Owned Vehicles, Hired and Non-Owned Vehicles, and Employees Non-Ownership.

- o Workers Compensation – Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws. The coverage must include Employers' Liability with a minimum of \$100,000.00 for each accident.

*Should any of the policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. CONTRACTOR shall provide notice to CITY at any time CONTRACTOR becomes aware of any cancellation or material change in the above insurance policies.*

### **ARTICLE 13. - CONTRACTOR'S REPRESENTATIONS**

A. In order to induce City to enter into this Agreement, CONTRACTOR makes the following representations and assurances:

1. CONTRACTOR shall hold and maintain current Business Tax Receipt for CONTRACTOR's locality for the term of this Agreement. CONTRACTOR shall hold and maintain current City of Punta Gorda Business Tax Receipt for the term of this contract IF their business is physically located within the city limits.
2. CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, Locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.
3. CONTRACTOR has given CONTRACT ADMINISTRATOR written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by CONTRACT ADMINISTRATOR is acceptable to CONTRACTOR.
4. SUBCONTRACTORS are not authorized.
5. Equal Employment Opportunity Clause. CONTRACTOR shall be in compliance with Executive Order 11426 Equal Opportunity as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations as applicable.
6. Contract Work Hours/Safety Standards Act. CONTRACTOR shall be in compliance with provisions of Section 103 and Section 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) and as supplemented by the Department of Labor Regulations (Part V, 28CFR).
7. SAFETY COMPLIANCE. It shall be the CONTRACTOR'S sole responsibility to comply with all Local, State and Federal rules and regulations while performing work for the City. These regulations include, but are not limited to: Confined Space, Lock-out/Tag-out, Hazard Communications, Personal Protective Equipment, Excavation Safety, Respiratory Protection, and Hot Work Permits.
8. Competent Personnel. CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in this scope of work.

### **ARTICLE 14. – INDEMNIFICATION / LIMITS OF LIABILITY**

A. **INDEMNIFICATION** The CONTRACTOR shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the CITY and Customers, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by CONTRACTOR, its agents, employees, partners, or subcontractors, provided, however, that the CONTRACTOR shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the CITY or a Customer.

Further, the CONTRACTOR shall fully indemnify, defend, and hold harmless the CITY and Customers from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation shall not apply to a Customer's misuse or modification or CONTRACTOR's products or a Customer's operation or use of CONTRACTOR's products in a manner not contemplated by the Agreement or the purchase order. If any product is the subject of an infringement suit or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for the Customer the right to continue using the product or to modify it to become non-infringing. If the CONTRACTOR is not reasonably able to modify or otherwise secure the Customer the right to continue using the product, the CONTRACTOR shall remove the product and refund the Customer the amounts paid in excess of a reasonable rental for past use. The customer shall not be liable for any royalties.

The CONTRACTOR's obligations under the preceding two paragraphs with respect to any legal action are contingent upon the CITY or Customer giving the CONTRACTOR (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor's sole expense, and (3) assistance in defending the action at CONTRACTOR's sole expense. The CONTRACTOR shall not be liable for any cost, expense, or compromise incurred or made by the City or Customer in any legal action without the CONTRACTOR's prior written consent, which shall not be unreasonably withheld.

B. **LIMITATION OF LIABILITY.** For all claims against the Contractor under any individual purchase order, and regardless of the basis on which the claim is made, the Contractor's liability under this Agreement for direct damages shall be limited to the greater of \$25,000, or the dollar amount of the purchase order, or two times the charges rendered by the Contractor under this Agreement. This limitation shall not apply to claims arising under the Indemnity paragraph contained in this agreement.

Unless otherwise specifically enumerated in the Agreement or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the purchase order requires the CONTRACTOR to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The CITY and Customer may, in addition to other remedies available to them at law or equity and upon notice to the CONTRACTOR, retain such monies from amounts due the CONTRACTOR as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The CITY may set off any liability or other obligation of the CONTRACTOR or its affiliates to the CITY against any payments due the CONTRACTOR under any contract with the CITY.

## **ARTICLE 15. - MISCELLANEOUS**

A. **RECORDS RETENTION/AUDIT.** All governmental contracts and agreements are required to be maintained for a period of three (3) years after the expiration of the contract or agreement. Therefore the CONTRACTOR shall be required to retain all records relating to the resulting contracts for the same period of time after expiration this Agreement. The CITY reserves the right to audit the CONTRACTOR's records throughout the term of the Agreement and records retention period.

B. **AUDIT DISALLOWANCES.** If at any time the CITY determines that a cost for which payment has been made is a disallowed cost, such as overpayment, CITY shall notify the CONTRACTOR in writing of the disallowance. CITY shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the CONTRACTOR by the amount of the disallowance, or to require repayment of the disallowed amount by the CONTRACTOR.

C. **SETTLEMENT OF DISPUTES**

1. Any dispute concerning a question of fact arising under this Agreement that is not resolved by the Agreement shall be decided by the CONTRACT MANAGER, who may consider any written or verbal evidence submitted by the CONTRACTOR. The decision of the CONTRACT MANAGER, issued in writing, shall be the final decision of the CITY.
2. Neither the pendency of a dispute nor its consideration by the CONTRACT MANAGER will excuse the CONTRACTOR from full and timely performance in accordance with the terms of this Agreement.

D. **SUBSTITUTIONS.** In the event the CONTRACTOR, due to manufacturer or supplier discontinuing specified parts, is unable to secure sufficient supplies to fulfill all orders, the CONTRACTOR will be allowed to substitute an item of equal or better quality provided:

1. The product is sold at the contract price;
2. The CITY is contacted in writing in advance of the substitution;
3. The City retains the right to determine "equal or better quality"; and
4. The CITY gives written approval of substitution.

If the Bidder is unable to fulfill all obligations in accordance with these terms and conditions, the City may acquire the product in the open marketplace with any cost increase being the responsibility of the Bidder.

E. **Material Safety Data Sheet, MSDS.** In compliance with Chapter 442, Florida State Statutes, manufacturers and distributors shall supply the City with a MATERIAL SAFETY DATA SHEET (MSDS), for any and all commodities contained in this solicitation that include a toxic substance as listed on the Florida Substance List. Bidder shall include MSDS's with shipments.

F. No assignment by a party hereto of any rights under or interests in the Agreement Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitations, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Agreement Documents.

G. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of Florida, and the parties hereto agree that venue shall be in Charlotte County, Florida.

H. ATTORNEYS FEES. In the event of any dispute arising under this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and expenses.

I. CITY and CONTRACTOR each binds himself/herself, his/her partners, successors, assigns and legal representatives to the other party hereto, his/her partners successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Agreement Documents. No assignment by a party hereto of any rights under or interests in the Agreement Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitations, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Agreement Documents.

J. The CITY and the CONTRACTOR agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the previous terms and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed in full concurrence by the parties thereto.


IN WITNESS WHEREOF, the parties hereto have signed this Agreement in duplicate. One counterpart each has been delivered to CITY and CONTRACTOR. All portions of the Agreement Documents have been signed or identified by CONTRACTOR and CITY or by REPRESENTATIVE on their behalf.

CITY OF PUNTA GORDA

CONTRACTOR:

UNIFIRST CORPORATION

SIGNATURE:

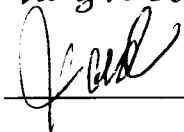
  
Mary Pace, Procurement  
mgr

SIGNATURE:

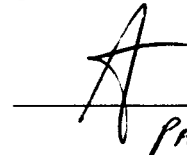
Print Name

  
Edward MIELKO

WITNESS:



WITNESS:

  
PAUL WEST

Address for giving notices:

Procurement Office  
326 W. Marion Avenue  
Punta Gorda, FL 33950

Address for giving notices:

PO Box 101  
Fort Myers, FL 33902

**CONTRACT – UNIFORM SERVICE  
AGREEMENT #R2012106/UNI-UNIFORMS/1213  
INITIAL PERIOD ☒ RENEWAL PERIOD ☐ EXTENSION ☐  
CONTRACT PERIOD: OCTOBER 7, 2013 THRU OCTOBER 6, 2015  
**PRICES EFFECTIVE THROUGH: OCTOBER 6, 2015****

DEB ADAMS, CONTRACT ADMINISTRATOR – [dadams@pgorda.us](mailto:dadams@pgorda.us), fax 941-575-3340, or 326 W. Marion Avenue, Punta Gorda, FL 33950 SHALL be copied on all correspondence relating to this contract.

**AWARDED VENDOR:** UNIFIRST CORPORATION

**PRIMARY ORDERING & CONTRACT CONTACT INFORMATION:** ED MILTKO

EMAIL: [edward\\_miltko@unifirst.com](mailto:edward_miltko@unifirst.com)

TELEPHONE: 239-334-6142

FAX: 239-334-8834

CELL: 239-247-2630

MAILING ADDRESS: PO Box 101, Fort Myers, FL 33902

**ALTERNATE ORDERING CONTACT INFORMATION:** Todd Norris

EMAIL: [todd\\_norris@unifirst.com](mailto:todd_norris@unifirst.com) TELEPHONE: 239-334-6142 FAX: 239-334-8834 CELL: 239-200-2352

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PAYMENT TERMS: Net 45

ACCEPT CREDIT CARDS: ☐ Yes ☒ No

MAXIMUM RENEWAL INCREASE 5%

**PURCHASING REQUIREMENTS**

- 1) Departments shall enter a requisition with estimated dollars for issuance of a Blanket PO.
- 2) Supervisors shall verify contract rates on all invoices prior to authorizing payment of invoices.

**1) CONTRACT REQUIREMENTS**

- a) Contractor shall have adequate service locations which shall have the ability to process and service PPA.
- b) Product availability to meet the requirements for uniforms, facility/shop maintenance supplies/equipment listed herein.
- c) Volume purchasing power conveying cost savings to the PPA with the capacity and commitment to guarantee lowest government pricing.
- d) Ability to provide toll-free telephone access and accept facsimile, state of the art electronic and Internet ordering, reporting, invoicing and payment.
- e) A nationwide customer support system.
- f) Quality and assurance program for monitoring performance and provide communications between the Bidder and the PPA. This program shall monitor PPA requests, complaints, issues and problem resolution.
- g) A single point of contact (National Account Manager / Program Manager) to interact with Lead Agency and PPA Staff.
- h) PERFORMANCE OF SERVICES
  - i) The Contractor shall direct their employees that they will be required to check in and out of City facilities with the stated City Representative or their designee. They are to advise the City Representative or designee of their arrival.



- ii) Any unsafe conditions that may be a safety hazard or a detriment to the continued operation of any system shall be reported immediately to the location City Representative, or the designee.
- iii) All Contractor employees shall wear identifying shirts or badges stating their name and the name of the company.

i) **REPORTING REQUIREMENTS**

- i) Contractor shall provide each participating entity a quarterly report for each established account. This report shall include:
  - (1) Employee name
  - (2) Type of service (i.e. full service or lease)
  - (3) Garment inventory
  - (4) Weekly unit rate
  - (5) Total amount invoiced for period
- ii) A copy of the report shall also be provided to the City of Punta Gorda.

**2) SCOPE OF SERVICES**

a) **GENERAL SERVICE REQUIREMENTS**

- i) The Contractor shall be responsible for providing high quality services and contract maintenance to ensure quality assurance for the programs and products offered.
- ii) Contractor shall provide a representative to visit each service location with a City representative to gain precise uniform measurements and needs of each individual employee. As requested by the City or an individual location, the Contractor shall conduct an assessment for workplace supply needs. The Contractor shall also have on display, at the time of measurements, the various uniform style options selected by the City. The City and the Contractor shall schedule a timeframe to accomplish this task.
- iii) A multiple part logbook, or other means of effective communication, between City and Contractor shall be maintained at each service location. City employees shall document new uniform requirements, complaints, problems, requests, etc., which is reviewed and acknowledged on the service day, and rectified appropriately by the Contractor.

b) **UNIFORM SERVICE REQUIREMENTS**

- i) The Contractor shall be responsible for furnishing and maintaining individual employee lockers and soiled uniform containers are at various locations, as may be required.
  - (1) The City of Fort Myers is requesting lockers for three (3) locations.
  - (2) The Lee County Port Authority is requesting lockers for four (4) locations.
- ii) The PPA shall be responsible to allocate and make available appropriate space for hanging of uniforms or placement of requested lockers.
- iii) The Contractor shall furnish new uniforms for the initial set up and for the outfitting of new employees. In all instances, "Like-New" uniforms are not acceptable.
- iv) If the Agreement is renewed, the Contractor shall be required to change out LEASED ONLY issued employee uniforms as requested by the City. Full service uniforms are replaced throughout the contract period and therefore are exempt from this requirement. During this change out, the City may change style and sizes of uniforms at no extra charge. In all instances, "Like-New" uniforms are not acceptable.
- v) The Contractor is responsible for all required repairs for full service and leased uniforms and workplace equipment as may be detected during the cleaning and garment quality process or as requested or documented by the City. In the event a garment is not repairable, the Contractor is

responsible for replacing with a new garment. In all instances, "Like-New" uniforms are not acceptable.

- vi) The Contractor shall have available to the City a specified "Account Liaison" to handle all problems regarding billing, deliveries, discrepancies, etc. This "Account Liaison" shall conduct an on-site service survey with a written summary report to be submitted to the Procurement Division, or designee, on a quarterly basis. An example of this report shall be included with your proposal. This summary shall include:
  - (1) Outstanding issues and City requests and statement of when the issues and/or requests will be resolved.
  - (2) Summary of shortages, uniform replacement program, repairs, and other types of performance measurement reports.
- vii) The Contractor shall be responsible for all inventory counts of outgoing and incoming FULL SERVICE uniforms to designated locations. The route representative shall submit to the City's representative a check sheet of outgoing and incoming uniforms for each individual employee.
- viii) The City reserves the right to add or delete service locations at any time during the contract period.
- ix) The City shall determine the number of garments to be issued based on the needs of the City and individual.
  - (1) In some instances, the employee may have a need for issuing shirts or pants only.
- x) The following incidents shall be corrected and/or completed within two (2) weeks of the request by City personnel at no charge to the City.
  - (1) New employees supplied with new uniforms. Issuance of "like new" garments is not acceptable;
  - (2) Removal of stains and/or paint from uniforms. If unable to remove stains and/or paint from garment, the garment shall be replaced with a new garment;
  - (3) Employees shall be allowed one size change per year at no cost to the City;
  - (4) If a garment has been lost by the Vendor, replacement of missing garments shall be replaced at any time during the contract period;
  - (5) Should this Agreement enter into the optional renewal period, all garments must be replaced with new garments; and
  - (6) Repair or mending of uniforms as required. If unable to be mended, garments are to be replaced with new garments. Repairing uniforms with patches will not be acceptable. The Contractor shall have a method in the cleaning process that detects required repairs.
- xi) Failure to comply with the above requirements during the Agreement period may be considered just cause to cancel the contract in its entirety.
- c) UNIFORM REQUIREMENTS: The following relates to the general specifications for the types of uniforms to be issued during the Agreement period.
  - i) Executive (Supervisor) and standard poly/cotton blend shirts, golf shirts, cotton shirts, standard trousers, denim jeans, standard shorts, cargo shorts, denim shorts and coveralls. These garments shall be available in women's and men's sizes. If women's sizes are unavailable the Contractor shall fit and alter garments at no charge to the City.
  - ii) The City utilizes various uniform colors. The City retains the option to change colors of the uniforms one (1) time during the contract period at no additional charge. Uniform colors may also change at the beginning of a renewal period.
  - iii) Uniforms furnished shall have a soil and stain release finish.
  - iv) Following is a brief listing of the types of uniforms to be proposed. Should you have other items available please include the items in your cost proposal.
    - (1) Shirts for men and women:

- (a) executive
  - (b) oxfords
  - (c) industrial poly/cotton blend, long sleeve and short sleeves
  - (d) industrial 100% cotton, long sleeve and short sleeves, in accordance with OSHA's welding requirements
  - (e) Golf/Polo Shirts, poly/cotton blend
  - (f) Lab Coats, custom fit for each employee
  - (g) Jackets – Must meet or exceed the specifications of a #JT20 Eisenhower, waist length jacket, permanent lining, solid brass zippers, two breast pockets with flaps, 2 piece lined top stitched collar with stays, 2 piece adjustable cuffs
- (2) Trousers:
- (a) Men's executive
  - (b) Men's industrial regular and jean cut poly/cotton blend
  - (c) Men's industrial regular and jean cut 100% cotton
  - (d) Men's denim jeans, 100% cotton, 5 pocket, regular and relaxed fit
  - (e) Women's pleated
  - (f) Women's knit
  - (g) Women's denim, 100% cotton, 5 pocket, regular and relaxed fit
  - (h) Men's shorts poly/cotton blend, cargo and industrial
  - (i) Men's shorts 100% cotton, cargo, industrial, and 5 pocket denim
  - (j) Women's 100% cotton cargo and 5 pocket denim shorts
- v) Coveralls – poly/cotton blend and 100% cotton, long and short sleeves
- vi) The employee's may mix and match shirts, coveralls, and pants/shorts.
- vii) EMBLEMS – The type of emblems will vary by entity as follows:
- (1) City of Punta Gorda - All shirts and coveralls shall have two (2) identification embroidered emblems with the "ENTITY'S NAME" and the employee's first name is to be on all shirts. Emblems are to be color coordinated with the uniform color and the name label shall be 1 ½" x 3 ½" and the "ENTITY'S NAME" emblems shall be 2 ½" x 4 ½". The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.
  - (2) Lee County BOCC – Embroidered County color logo and employee name embroidered emblem. Artwork for the logo will be furnished by the Entity on diskette. A one-time charge will be applied for the application of the logo emblem. The application of the initial employee name emblems and after initial implementation of uniforms the application of all emblems as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.
  - (3) City of Fort Myers - All shirts and coveralls shall have two (2) identification embroidered emblems with the "ENTITY'S NAME" and the employee's first name is to be on all shirts. Emblems are to be color coordinated with the uniform color and the name label shall be 1 ½" x 3 ½" and the "ENTITY'S NAME" emblems shall be 2 ½" x 4 ½". The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.
  - (4) Lee County Port Authority –All shirts and coveralls shall have two (2) identification embroidered emblems with the "Lee County Port Authority" logo and the employee's first name. Artwork for

the logo will be furnished by the Port Authority on diskette. Emblems are to be color coordinated with the uniform color. The name label shall be 1 ½" x 3 ½" and the Port Authority emblem shall be 3 ½" x 4 ½". The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.

(5) City of North Port

(a) Utilities

- (i) All polo shirts and dress shirts shall have one (1) identification embroidered emblems with "UTILITIES" name beneath the City logo. The emblem shall measure 1 ½" x 2 ¼". The application of logo, as may be required throughout the contract, shall be at no additional charge to the City. Placement of emblems shall be at the discretion of the City.
  - 1. Polo Shirts shall also have the Employee's title embroidered with coordinated font and color to the emblem.
  - 2. Tee Shirts shall also have the department name, "UTILITIES" across on the back of the shirt across the shoulder blades. Lettering shall be 2 ½" tall in fluorescent yellow.
- (ii) All industrial shirts shall have patches with embroidered emblems with the department name, "UTILITIES" beneath the logo. Emblems are to be color coordinated with the uniform color and shall be 2 " x 4 ". In addition, industrial shirts shall also have an American Flag embroidered patch on the left sleeve. The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.

- (b) Public Works Fleet and Solid Waste Divisions - All shirts and coveralls shall have two (2) identification embroidered emblems with the "ENTITY'S NAME" and the employee's first name is to be on all shirts. Emblems are to be color coordinated with the uniform color and the name label shall be 1 ½" x 3 ½" and the "ENTITY'S NAME" emblems shall be 2 ½" x 4 ½". The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.

- (c) Public Works Operations Division - All shirts and coveralls shall have two (2) identification embroidered emblems with the "ENTITY'S NAME" and the employee's first name is to be on all shirts and one 3.5" X 2" red, white, and blue American flag w/ gold border on the left shoulder of each shirt. Emblems are to be color coordinated with the uniform color and the name label shall be 1 ½" x 3 ½" and the "ENTITY'S NAME" emblems shall be 2 ½" x 4 ½". The application of the emblems shall be completed initially and as may be required throughout the contract at no additional charge to the Entity. Placement of emblems shall be at the discretion of the Entity.

viii) Each set of employee uniforms is to be delivered and placed in the respective employee's locker or designated delivery location.

ix) Each garment is to be identified with a tracking coding tape, which identifies the employee to the uniforms to ensure the garments are returned to the respective employee after each cleaning. Bidders shall submit information on their quality assurance program for ensuring accuracy in uniform deliveries with their offer.

d) UNIFORM MAINTENANCE:

- i) Cleaning/Laundrying – All uniforms must be washed in full accordance with the State of Florida requirements governing commercial and industrial laundries. All uniforms must be treated for mildew prevention. All uniforms must be laundered using detergents or cleaners that leave the garment odor

free. Uniforms, which retain an offensive smell or residual odor after laundering, will not be acceptable.

- ii) Finishing – All uniforms must be neatly pressed or finished within acceptable standards and the best practices of the industry and delivered one set, per hanger. Uniforms shall be bound with a twist tie or other binding material for grouping uniform by employee. All white shirts shall be enclosed in a plastic bag for delivery.
  - iii) Repairs – The Contractor shall maintain all rental uniforms in a reasonable condition; this includes replacement of buttons and repairing all rips. PATCHING DAMAGED AREAS WILL NOT BE ACCEPTABLE. Damages due to work related activities, such as burn holes from welding, heavy soiling from painting, rips or tears due to snags on work materials or equipment will not be considered as willful abuse and will be repaired by the vendor. The interpretation and definition of reasonable condition, as used herein, shall be unconditionally that of the lead agency or entity and the Contractor shall unconditionally accept said interpretations. In the event a garment is beyond repair, the Contractor will be required to replace the garment with a new garment at no cost to the Entity.
- e) WORKPLACE EQUIPMENT - LINEN AND MISCELLANEOUS REQUIREMENTS: In addition to uniforms, the Contractor will be responsible for servicing the following items.
- i) Cotton 18" x 18" shop towels – weekly basis rental and replacement
  - ii) Door mats, 3' x 4', 3' x 5', 4' x 6' and 3' x 10', various colors – weekly basis rental and replacement
  - iii) Fender covers, 36" x 36" – monthly basis rental and replacement
  - iv) Shop aprons, navy, 33" x 36"
  - v) Bathroom Air Sanitizers, battery operated, weekly basis rental and replacement
  - vi) Grit Hand Cleaner Dispenser, bi-weekly basis rental and replacement
- f) INVOICING: The Contractor will invoice the Entity on a weekly basis, with a separate invoice for each department/division for each Entity. Invoice shall indicate: name of employee, name of department, and number of sets delivered.
- g) The PPA shall also be afforded credit for extended employee leave of absences, which is defined as after an employee has been on leave for 21 calendar days, the Contractor shall bill at a reduced rate of 50%.

		Bidder: Unifirst				
	3 years in Business	Yes				
	3 years experience	Yes				
	City Forms	Yes				
	Local Office Points	Yes				
	Schedule of Values	Yes				
	Team Org, Mgmt, Gen Qual	Yes				
	Project Approach	Yes				
	Implementation Time	Yes				
	Proration Schedule	Yes				
	Supporting Literature	Yes				
			<b>FULL SERVICE</b>	<b>LEASE</b>	<b>PURCHASE</b>	<b>REPLACEMENT COST</b>
		<b>Proposed Mfg &amp; Style #</b>	<b>Weekly Rate Per Garment</b>	<b>Weekly Rate Per Garment</b>		<b>SUBJECT TO PRORATION</b>
<b>ITEM</b>	<b>CATEGORY/DESCRIPTION</b>		<b>Each</b>	<b>Each</b>	<b>Each</b>	<b>Each</b>
<b>CATEGORY A - UNIFORM GARMENTS</b>						
A.1	Shirt – Men's/Women's Executive	Park Street 0111/0112	\$ 0.151	\$ 0.151	\$ 15.99	\$ 12.30
A.2	Shirt – Men's/Women's Industrial Blend Short Sleeve	Unifirst 0202/0436	\$ 0.115	\$ 0.115	\$ 13.59	\$ 9.03
A.3	Shirt – Men's/Women's Industrial Blend Long Sleeve	Unifirst 0102/0335	\$ 0.140	\$ 0.140	\$ 14.59	\$ 10.01
A.4	Shirt – Men's/Women's Industrial 100% Cotton Short Sleeve	Unifirst 0201/05AY	\$ 0.162	\$ 0.162	\$ 15.19	\$ 13.09
A.5	Shirt – Men's/Women's Industrial 100% Cotton Long Sleeve	Unifirst 0101/05AX	\$ 0.173	\$ 0.173	\$ 15.99	\$ 14.03
A.6	Shirt - Industrial Blend, Striped, Short Sleeve - Standard colors	Unifirst 0414	\$ 0.140	\$ 0.140	\$ 14.59	\$ 12.03
A.7	Shirt, Pique Polo, 50/50	Unifirst 077A	\$ 0.170	\$ 0.170	\$ 14.75	\$ 13.09
A.8	Shirt, SS, Exxon Stripe	Unifirst 0448	\$ 0.140	\$ 0.140	\$ 15.99	\$ 12.30
A.9	Shirt, LS, Exxon Strip #0348	Unifirst 0348	\$ 0.160	\$ 0.160	\$ 16.99	\$ 13.30
A.10	Shirt, SS, 65/35 Poly/Cotton, Reflective Striping	Unifirst 023C	\$ 0.270	\$ 0.270	\$ 21.08	\$ 19.08
A.11	Shirt, LS, 65/35 Poly/Cotton, Reflective Striping	UniFirst 013C	\$ 0.290	\$ 0.290	\$ 23.08	\$ 21.08
A.12	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>50/50 Blend</b> , 5.6 oz, pre-shrunk with a ribbed crew neck collar. Meet or exceed Jerzee #363M, with full color logo and department name embroidered over pocket (Sizes Small - Xlarge)	026A Anvil & Hanes			\$ 5.99	
A.13	Shirt - T Shirt, Colors: Orange, Heather Gray, or Navy Blue, Pocket, <b>50/50 Blend</b> , 5.6 oz, pre-shrunk with a ribbed crew neck collar. Meet or exceed Jerzee #363M, with logo and department name screen printed (one color) over pocket (Sizes Small - Xlarge)	026A Anvil & Hanes			\$ 5.99	

	3 years in Business	Yes				
	3 years experience	Yes				
	City Forms	Yes				
	Local Office Points	Yes				
	Schedule of Values	Yes				
	Team Org, Mgmt, Gen Qual	Yes				
	Project Approach	Yes				
	Implementation Time	Yes				
	Proration Schedule	Yes				
	Supporting Literature	Yes				
			<b>FULL SERVICE</b>	<b>LEASE</b>	<b>PURCHASE</b>	<b>REPLACEMENT COST</b>
<b>ITEM</b>	<b>CATEGORY/DESCRIPTION</b>	<b>Proposed Mfg &amp; Style #</b>	<b>Weekly Rate Per Garment</b>	<b>Weekly Rate Per Garment</b>		<b>SUBJECT TO PRORATION</b>
			<u>Each</u>	<u>Each</u>	<u>Each</u>	<u>Each</u>
A.14	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>50/50 Blend</b> , 5.6 oz, pre-shrunk with a ribbed crew neck collar. Meet or exceed Jerzee #363M, with full color logo and department name embroidered over pocket (Sizes XX-Large - XXXXX-Large)	026A Anvil & Hanes			\$ 7.89	
A.15	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>50/50 Blend</b> , 5.6 oz, pre-shrunk with a ribbed crew neck collar. Meet or exceed Jerzee #363M, with logo and department name screen printed (one color) over pocket (Sizes XX-Large - XXXXX-Large)	026A Anvil & Hanes			\$ 7.89	
A.16	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>100% Cotton</b> , 3.1 oz, pre-shrunk. Meet or exceed Hanes #5250, with full color logo and department name embroidered over pocket (Sizes Small - Xlarge)	02FT Anvil & Hanes			\$ 8.99	
A.17	Shirt - T Shirt, Colors: Orange, Heather Gray, or Navy Blue, Pocket, <b>100% Cotton</b> , 3.1 oz, pre-shrunk. Meet or exceed Hanes #5250, with logo and department name screen printed (one color) over pocket (Sizes Small - Xlarge)	02FT Anvil & Hanes			\$ 8.99	
A.18	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>100% Cotton</b> , 3.1 oz, pre-shrunk. Meet or exceed Hanes #5250, with full color logo and department name embroidered over pocket (Sizes XX-Large - XXXXX-Large)	02FT Anvil & Hanes			\$ 10.99	

	3 years in Business	Yes				
	3 years experience	Yes				
	City Forms	Yes				
	Local Office Points	Yes				
	Schedule of Values	Yes				
	Team Org, Mgmt, Gen Qual	Yes				
	Project Approach	Yes				
	Implementation Time	Yes				
	Proration Schedule	Yes				
	Supporting Liturature	Yes				
			<b>FULL SERVICE</b>	<b>LEASE</b>	<b>PURCHASE</b>	<b>REPLACEMENT</b>
		<b>Proposed Mfg &amp; Style #</b>	<b>Weekly Rate Per Garment</b>	<b>Weekly Rate Per Garment</b>		<b>COST SUBJECT TO PRORATION</b>
<b>ITEM</b>	<b>CATEGORY/DESCRIPTION</b>		<b>Each</b>	<b>Each</b>	<b>Each</b>	<b>Each</b>
A.19	Shirt - T Shirt, Orange, Heather Gray, or Navy Blue, Pocket, <b>100% Cotton</b> , 3.1 oz, pre-shrunk. Meet or exceed Hanes #5250, with logo and department name screen printed (one color) over pocket (Sizes XX-Large - XXXXX-Large)	02FT Anvil & Hanes			\$ 10.99	
A.20	Trouser – Men's Industrial, Regular Fit	Unifirst 1002	\$ 0.170	\$ 0.170	\$ 17.99	\$ 15.59
A.21	Trouser – Men's Industrial, Jean Cut	Unifirst 1060	\$ 0.170	\$ 0.170	\$ 17.99	\$ 15.59
A.22	Trouser – Men's Denim, Regular Fit	Unifirst 1091	\$ 0.191	\$ 0.191	\$ 17.59	\$ 15.49
A.23	Trouser – Men's Denim, Relaxed Fit	Unifirst 10HD	\$ 0.233	\$ 0.233	\$ 20.24	\$ 18.28
A.24	Trouser, Work, 100% Cotton	Unifirst 1001	\$ 0.233	\$ 0.233	\$ 20.24	\$ 18.28
A.25	Trouser, Cargo, Mens	Unifirst 10AI	\$ 0.240	\$ 0.240	\$ 21.01	\$ 19.55
A.26	Trouser, 65/35 Poly/Cotton Twill, Flexwaist	Unifirst 1138	\$ 0.170	\$ 0.170	\$ 17.99	\$ 15.59
A.27	Trousers – Women's blend/pleated	Unifirst 1113	\$ 0.234	\$ 0.234	\$ 20.79	\$ 18.28
A.28	Trousers – Women's Knit	Unifirst 1167	\$ 0.180	\$ 0.180	\$ 18.99	\$ 16.59
A.29	Trouser – Women's Denim, Regular Fit	Unifirst 1092	\$ 0.270	\$ 0.270	\$ 23.56	\$ 21.09
A.30	Trouser – Women's Denim, Relaxed Fit	Unifirst 1092	\$ 0.270	\$ 0.270	\$ 23.56	\$ 21.09
A.31	Trouser, Cargo, Womens	Unifirst 10A4	\$ 0.270	\$ 0.270	\$ 23.56	\$ 21.09
A.32	Shorts – Men's Industrial, Blend	Unifirst 1034	\$ 0.153	\$ 0.153	\$ 14.39	\$ 11.47
A.33	Shorts – Men's Cargo, Blend	Unifirst 1271	\$ 0.210	\$ 0.210	\$ 18.32	\$ 15.66
A.34	Shorts – Men's Industrial, 100% Cotton	PC 42 Red Kap	\$ 0.220	\$ 0.220	\$ 18.79	\$ 16.22
A.35	Shorts – Men's Cargo, 100% Cotton	PC 66 Red Kap	\$ 0.226	\$ 0.226	\$ 21.96	\$ 18.31
A.36	Shorts – Men's Denim Regular Fit	12AF Berne	\$ 0.1539	\$ 0.1539	\$ 14.96	\$ 12.47
A.37	Shorts – Men's Denim Relaxed Fit	12AF Berne	\$ 0.1539	\$ 0.1539	\$ 14.96	\$ 12.47
A.38	Shorts – Women's Cargo, 100% Cotton	PC27 Red Kap	\$ 0.2260	\$ 0.2260	\$ 21.96	\$ 18.31
A.39	Shorts – Women's Denim Regular Fit	12AFW Berne	\$ 0.1539	\$ 0.1539	\$ 14.96	\$ 12.47
A.40	Shorts – Women's Denim Relaxed Fit	12AFW Berne	\$ 0.1539	\$ 0.1539	\$ 14.96	\$ 12.47
<b>CATEGORY A - TOTALS</b>			<b>\$ 4.282</b>	<b>\$ 4.282</b>	<b>\$ 446.62</b>	<b>\$ 346.36</b>



	3 years in Business	Yes				
	3 years experience	Yes				
	City Forms	Yes				
	Local Office Points	Yes				
	Schedule of Values	Yes				
	Team Org, Mgmt, Gen Qual	Yes				
	Project Approach	Yes				
	Implementation Time	Yes				
	Proration Schedule	Yes				
	Supporting Literature	Yes				
			FULL SERVICE	LEASE	PURCHASE	REPLACEMENT COST
ITEM	CATEGORY/DESCRIPTION	Proposed Mfg & Style #	Weekly Rate Per Garment	Weekly Rate Per Garment		SUBJECT TO PRORATION
			Each	Each	Each	Each
<b>CATEGORY B - COVERALLS/MISCELLANEOUS GARMENTS</b>						
B.1	Coveralls, Blend, Short Sleeve	Unifirst 4022	\$ 0.360	\$ 0.360	\$ 27.19	\$ 23.97
B.2	Coveralls, Blend, Long Sleeve	Unifirst 3002	\$ 0.400	\$ 0.400	\$ 28.19	\$ 24.97
B.3	Coveralls, 100% Cotton, Short Sleeve	3001 Red Kap	\$ 0.420	\$ 0.420	\$ 32.19	\$ 27.48
B.4	Coveralls, 100% Cotton Long Sleeve	Unifirst 3001	\$ 0.420	\$ 0.420	\$ 32.19	\$ 27.48
B.5	Lab Coats	Unifirst 25CL	\$ 0.150	\$ 0.150	\$ 15.99	\$ 11.31
B.6	Jackets – Must meet or exceed the specifications of a #JT20 Eisenhower, waist length jacket, permanent lining, solid brass zippers, two breast pockets with flaps, 2 piece lined top stitched collar with stays, 2 piece adjustable cuffs	Unifirst 1507	\$ 0.350	\$ 0.350	\$ 26.09	\$ 24.55
<b>CATEGORY B - COVERALLS/MISC GARMENTS TOTALS</b>						
			\$ 2.100	\$ 2.100	\$ 161.84	\$ 139.76
<b>CATEGORY C - WORKPLACE EQUIPMENT</b>						
C.1	Shop Towels	Unifirst 8021	\$ 0.060	\$ 0.060	\$ 0.21	\$ 0.21
C.2	Floor Mat – 3' x 4'	Unifirst 76AP	\$ 1.750	\$ 1.750	\$ 48.26	\$ 36.20
C.3	Floor Mat – 3' x 5'	Unifirst 76AQ	\$ 1.750	\$ 1.750	\$ 48.26	\$ 36.20
C.4	Floor Mat – 4' x 6'	Unifirst 76AR	\$ 2.500	\$ 2.500	\$ 61.01	\$ 51.21
C.5	Floor Mat – 3' x 10'	Unifirst 76AS	\$ 3.500	\$ 3.500	\$ 85.09	\$ 73.45
C.6	Fender Covers	Unifirst 7521	\$ 0.520	\$ 0.520	\$ 7.01	\$ 7.01
C.7	Shop Aprons	Unifirst	\$ 0.310	\$ 0.310	\$ 10.00	\$ 10.00
C.8	Bathroom Sanitizer	1990 Purrell	\$ 6.000	\$ 6.000	\$ 6.00	\$ 6.00
C.9	BLANK INTENTIONALLY					
C.10	Hand Cleaner Dispenser	1921 GoJo	\$ 2.500	\$ 2.500	\$ 7.00	\$ -
C.11	Bathroom Sanitizer Refill	1990 Purrell			\$ 2.50	
C.12	Hand Cleaner Refill, Grit	1926 SuproMax			\$ 20.00	
<b>CATEGORY C - WORKPLACE EQUIPMENT TOTALS</b>						
			\$ 18.890	\$ 18.890	\$ 295.34	\$ 220.28
<b>TOTALS FOR ALL CATEGORIES (A THROUGH C)</b>						
			\$ 25.272	\$ 25.272	\$ 903.80	\$ 706.40

**Proration Schedule**

Age of Garment	Proposed % of Repl Cost
4 months or Less	100%
4 - 12 months	75%
12 months plus	50%
> 24 months	25%