

City of Orange Township

NOTICE TO BIDDERS

Sealed bids will be received by the City of Orange Township, Orange, New Jersey, at 29 North Day Street, Fourth Floor Municipal Chambers, Orange, New Jersey Wednesday, March 29, 2017 at 10:00 A.M. prevailing time at which time they shall be opened and publicly read aloud for: DRY CLEANING POLICE DEPARTMENT UNIFORMS.

Bids will be received at the hour named above. Bids may be presented in person or mailed to the above address to arrive by the date and time the City of Orange Township will accept sealed bids. **THE CITY OF ORANGE TOWNSHIP WILL NOT BE RESPONSIBLE FOR MAILED BIDS NOT RECEIVED BY 10:00 A.M. ON WEDESDAY, MARCH 29, 2017. MAILED BIDS MUST CLEARLY IDENTIFY “BID FOR DRY CLEANING POLICE DEPARTMENT UNIFORMS” CLEARLY IN THE LOWER LEFT CORNER OF ENVELOPE.**

Bidders are expected to be familiar with specifications and requirements therein contained. Bidders are required to comply with the requirements of P.L. 1975, ch. 127 (NJAC 17:27 et seq.).

Bidders must comply with the requirement of N.J.S.A. 10:5-31 et seq. and Affirmative Action requirements of P.L., C. 127 (N.J.A.C. 17:27 et seq.).

Bidders seeking the award of this contract must also be registered with the State of New Jersey pursuant to the New Jersey Business Registration Act. A certificate showing proof of registration must be included in all bid proposals.

Bidders must also comply with the “Local Unit Pay to Play Law” (P.L. 2004, c. 19, as amended by P.L. 2005, c. 51).

Bidders may obtain specifications and proposal forms at the Orange Police Department, Administration Department, 29 Park Street, Orange, New Jersey, Monday through Friday between the hours of 9:00 A.M. and 4:00 P.M. or call 973 266-4111 extension 5003. Bids shall be submitted on the forms provided and shall be in accordance with the specifications contained in the General Conditions and Instructions to Bidders and other bidding documents. All bids must be submitted in a sealed envelope clearly marked on outside, “BIDS FOR DRY CLEANING POLICE DEPARTMENT UNIFORMS.”

Each bid must be accompanied by a guarantee which shall be in the amount of 10% of the total bid, but not to exceed twenty thousand dollars except as otherwise provided herein, and may be given at the option of the bidder as a certified check, bid bond or cashier check.

Bidders must use and fully complete the proposal pages included with specifications furnished by the owner with all requirements attached thereto, including the following listed items. Failure to do so will constitute grounds for disqualification.

1. References (experience record of the bidder);
2. Bid Guarantee;
3. Bid Proposal Form;
4. Non-Collusion Affidavit;
5. Consent Of Surety
6. Performance Bond (submitted by successful bidder after notification of award);
7. Stockholders Disclosure Statement;
8. Bidders Affidavit;
9. Copy of Current Licenses;
10. Hold Harmless Agreement.
11. Affirmative Action Information and/or Affidavit;
12. Business Registration Certificate;
13. Addenda acknowledge of receipt.

Quantities of materials are approximate. Price must be written in words and figures. Where discrepancies occur, the words will be taken as final.

Prices quoted in all bids shall be exclusive of all Federal State and local taxes from which the City of Orange Township is exempt. The City of Orange Township Tax Exempt ID# is 22-6002178.

The City of Orange Township, Orange Police Department, reserves the right to reject any or all bids, waive any informalities and to accept a bid that in its judgment will be for the best interest of all.

Dwayne D. Warren, Esq., Mayor
City of Orange Township

Todd R. Warren
City of Orange Township
Department of Police
Orange, New Jersey

**SPECIFICATIONS FOR
DRY CLEANING POLICE DEPARTMENT UNIFORMS
CITY OF ORANGE TOWNSHIP
DEPARTMENT OF POLICE**

I. Intent

It is the intent of this specification to provide for Dry Cleaning Police Department Uniforms for personnel assigned to the City of Orange Township, Department of Police.

II. Dry Cleaning Services

1. *Vendor Pick Up and Delivery:*

- a. Pick up and delivery three (3) times a week – Monday, Wednesday and Friday at the Orange Police Department at 29 Park Street, Orange, New Jersey 07050 or such other place within the City of Orange Township as shall be designated by the Orange Police Department.
- b. The vendor will provide laundry bags for new personnel (two bags per individual) for pick up.
- c. Payment will be made only on garments that are picked up. These are contracted garments only.
- d. Period of contract is for one (1) year.
- e. Contract may be extended for no more than two one-year extensions.
- f. Garments are to be dry-cleaned. Shirts and blouses are to be placed on hangers pressed in military crease.
- g. Vendor must be in dry cleaning business for at least two (2) years. Any or all licenses must be in the possession of dry cleaner (vendor). All dry cleaning must be done on the premise listed as bidder's address. Dry cleaning premise must be properly zoned for dry cleaning. Certificate of Insurance must be submitted with bid naming the City of Orange Township.
- h. Contract will be awarded to the lowest responsible bidder based upon the total estimated cost to be paid annually.
- i. The amount bid and the contract award is on a per unit basis.

2. *Description:*

- Shirts – Long & Short Sleeve
- Trousers
- Skirts
- BDU Trousers
- Caps
- Ties
- Outer Jackets
- Suit Jackets
- Commando Sweaters
- Minor repairs

III. Additional Charges:

During the term of this contract, the bidder agrees to provide the aforementioned services with no additional charges or price increases. There will be no additional or supplementary fees allowed for preparation, adding, deleting, delivery, etc. of uniforms.

IV. Methodology of Award:

Contract will be awarded to the lowest responsible bidder based upon the total estimated cost for the total contract. **City reserves the right to order from successful bidder the amount it so determines necessary to meet its needs. Said amount may be less than estimated quantities represented herein**

V. General Notes:

All cleaned uniforms must meet with the satisfaction of the individual submitting the article for dry cleaning before payment will be tendered.

Orange Police Department should be compensated for articles of uniform that are reported lost by the vendor.

All merchandise delivered under any contract entered into shall be free of any and all Federal or State taxes, which said tax, if any, is to be assumed and paid by the Bidder.

The City of Orange Township's Federal Tax Identification Number is #22-6002178.

BID PRICE IS TO BE GUARANTEED AGAINST INCREASES FOR DURATION OF THE CONTRACT.

PROPOSAL FORM WORKSHEET

DRY CLEANING POLICE DEPARTMENT UNIFORMS

Estimate:

	Estimated # Of Items Per Year	Total Estimated Annual Cost
Shirts	\$ _____ Per Shirt	x 9,500 pcs. = \$ _____
Trousers	\$ _____ Per Piece	x 6,800 pcs. = \$ _____
Skirts	\$ _____ Per Skirt	x 300 pcs. = \$ _____
BDU Trousers	\$ _____ Per Piece	x 500 pcs. = \$ _____
Caps	\$ _____ Per Cap	x 240 pcs. = \$ _____
Ties	\$ _____ Per Tie	x 240 pcs. = \$ _____
Outer Jackets	\$ _____ Per Piece	x 240 pcs. = \$ _____
Suit Jackets	\$ _____ Per Piece	x 250 pcs. = \$ _____
Commando Sweaters	\$ _____ Per Piece	x 240 pcs. = \$ _____
Minor Repairs		
Hems	\$ _____ Per Piece	
Waist Adjustment	\$ _____ Per Piece	
Zipper	\$ _____ Per Piece	
Tears	\$ _____ Per Piece	

TOTAL ESTIMATED COST ANNUALLY = \$ _____

TO BE COMPLETED AND RETURNED WITH BID

**CITY OF ORANGE TOWNSHIP
DEPARTMENT OF POLICE
ORANGE, NEW JERSEY**

BID PROPOSAL FORM

DRY CLEANING POLICE DEPARTMENT UNIFORMS

(description of item/service being bid)

(Total Bid Amount in Words)

(Total in Figures)

The undersigned is a (Corporation)
(Partnership) under the laws of the State of _____ having
(Individual)

its principal office at _____.

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Telephone Number

Date

(SEAL IF BID IS BY CORPORATION)