

CITY OF ANN ARBOR

INVITATION TO BID



March 10, 2014

Uniform & Floor Mat Rental

ITB NO. 4331

Bid Responses Due: April 14, 2014 by 2:00pm (Local Time)

Public Services Area

CITY OF ANN ARBOR
Larcom City Hall
301 E. Huron St.
Ann Arbor, Michigan 48104

SECTION 1

GENERAL INFORMATION AND INSTRUCTIONS

Invitation to Bid

Sealed Bids will be received by the City of Ann Arbor Procurement Unit, 301 E. Huron Street, c/o Customer Service, First (1st) Floor, Guy Larcom City Hall, on or before Monday, April 14, 2014 at 2:00 PM (Local Time) for the Uniform & Floor Mat Rental bids will be publicly opened and read aloud at this time.

Services include providing Uniform Rental and Laundry Services and Floor Mat Rental Services for the City's Wastewater Treatment Plant (WWTP), 49 Old Dixboro Rd., Ann Arbor, MI 48105. Uniform Rental and Laundry Services are required to support the needs of approximately 25 full time City employees which include flame resistant uniforms for three (3) City employees. Additionally, Floor Mat Rental Services are to be provided for the Wastewater Treatment Plant.

General

Work to be done under this Contract is described in the Statement of Work. Bids must be submitted in accordance with the specifications in this document. Any bid that does not conform fully to these instructions may be rejected.

Questions or clarification on ITB Specifications

All questions regarding this ITB shall be submitted via email. Emailed questions and inquires will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be due on or before March 26, 2014 by 3:00 p.m. and should be addressed as follows:

Specification/Scope of Work questions emailed to esajewski@a2gov.org

Bid Process and HR Compliance questions emailed to MBerryman@a2gov.org.

Contract Administration

Following the execution of the contract, all communications concerning the contract must be directed to the following:

Keith Sanders	Assistant Plant Manager
Telephone	734-794-6450 ex. 43822
E-Mail	ksanders@a2gov.org

It shall be the responsibility of the Bidder to verify the completeness of the requirements, and any additional specifications released in subsequent ITB clarification addendum, and to include in its response the services necessary to meet the total requirements of this solicitation.

Bid Submission, Evaluation and Award Schedule*

Date	Activity
March 10, 2014	ITB Issued
March 26, 2014	Deadline for Submittal of Request for Clarification of ITB requirements
April 14, 2014	ITB Response deadline
May 19, 2014	Vendor's Selection Submission for Approval by City Council if necessary
July 1, 2014	Contract Services Start Date

*This schedule is for informational purposes only, and is subject to change at the City's discretion.

Bid Submissions

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before Monday, April 14, 2014 at 2:00 PM (Local Time). Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Bidder must submit one (1) original Bid and two (2) Bid copy(ies) in a sealed envelope clearly marked: **ITB 4331 – Uniform & Floor Mat Rental.**

Bids must be addressed and delivered to:

City of Ann Arbor
 Procurement Unit
 c/o Customer Service Desk,
 First Floor, Guy C. Larcom Building
 301 East Huron Street
 P.O. Box 8647
 Ann Arbor, MI 48107

All Bids received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Bids should be date/time stamped/signed at the address above in order to be considered. Normal business hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines that circumstances warrant it.

All information in a Bidder's bid is subject to disclosure under the provisions of Public Act No. 442 of 1976, as amended (known as the Freedom of Information Act).

The City accepts no financial responsibility for costs incurred by any Bidder in responding to this ITB. By responding to this ITB the Bidder agrees to hold the City harmless in connection with the release of any information contained in its bid.

Bid Clarifications

Should any prospective Bidder be in doubt as to the true meaning of any portion of this solicitation, or should the Bidder find any ambiguity, inconsistency, or omission therein, the Bidder shall make a written request for an official interpretation or correction. Such requests may be submitted during the bid cycle from the release date through the deadline specified and will only be accepted by e-mail to mberryman@a2gov.org. All clarification request submissions must be received no later than March 26, 2014. The person making the request shall be held responsible for delivery and verification of receipt.

The City staff will issue an addendum for interpretation, correction or any additional provisions that the City may decide to include for this ITB. The City Procurement Office will publish any addendums to the City's website and MITN. Any addendum issued by the City shall become part of this solicitation. Bidders should consider, and must include, issued addendums in preparing their bids. Only addendum duly issued by the City shall be binding. Any errors of omission based on non-inclusion of addendum specifications in any portion of the submittals shall not be the responsibility of the City.

The City does not warrant or guarantee the accuracy of the information provided within this ITB. Rather, it is providing the information for background purposes only, and not for any other purpose. Potential Bidders are not relieved of their responsibility to make personal investigations to determine the overall requirements, the work involved, and shall determine to its own satisfaction the conditions to be encountered, the nature of the environment, the difficulties involved, and all other factors affecting the work proposed pursuant to this ITB.

Selection Criteria

All submissions shall be evaluated with the emphasis placed on the Bidder's ability to meet the City's requirements, the responsiveness of the bid, cost, and the specifications below. The City intends to enter into a relationship with a well-established Bidder who's programmatic and services philosophy best serve the needs of the City, and meets the requirements presented within this ITB.

Selection

The award will be to the lowest responsible total bid or in any manner deemed to be in the best interest of the City of Ann Arbor. The winning vendor or vendors will be issued a contract in the form of a service purchase order. They must adhere to the entire Terms and Conditions list on Appendix A and on the purchase order.

The City reserves the right to not consider any bid that it determines to be unresponsive and deficient in any of the information requested for evaluation. The City may contact references to verify material submitted by the Bidder. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this ITB, a portion of the scope, or a revised scope.

The City reserves the right to reject the low cost bid, if evaluation determines that to be in its best interest. Bids whose costs do not accurately represent a reasonable cost for the services being purchased may be automatically disqualified and rejected.

City Approvals

Bids exceeding \$10,000 will require Human Rights Approval/Living Wage Compliance. Bids exceeding \$25,000 will require City Council Approval. We have enclosed our Vendor Conflict of Interest Disclosure Form, Human Rights Contract Compliance Forms, including Instructions and Living Wage Declaration of Compliance Form to be filled out and returned with your bid. Submittal of these completed forms with your bid is a requirement of this bid. Award will be made after the above approvals have been completed.

Independent Cost Determination

By submission of a bid, the Bidder certifies in connection with this bid: (a) It has arrived at the costs in the bid independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other bid Bidder or with any competitor; (b) Unless otherwise required by law, the costs which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to award directly or indirectly to any other prospective Bidder or to any competitor.; and (c) No attempt has

been made or shall be made by the bid Bidder to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing the bid certifies that he/she is the person in the bid Bidder's organization responsible within that organization for the decision as to the fees being offered in the bid and has not participated (and will not participate) in any action contrary to 1(a)-(c) above.

A bid will not be considered for award if the sense of the statement required in the Cost Analysis portion of the bid has been altered so as to delete or modify 1(a)-(c) above. If 1(b) has been modified or deleted, the bid will not be considered for award unless the Bidder furnishes with the bid a signed statement, which sets forth in detail the circumstances of the disclosure, and the City determines that such disclosure was not made for the purpose of restricting competition.

Contracted Services

The terms of this award are limited to the terms and conditions specified on the face and reverse of the City's standard service purchase order and any attachments. The City does not agree to any proposed addition, alteration, or deletion by the Bidder. These terms and conditions can be varied only by a writing signed by the City. Bidders must base their bid on the assumption that, if selected, all of the terms of award are contained in this ITB and the City's standard purchase order. (See Appendix A).

Reservation Rights

The City reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid and to make the award in any manner the City believes to be in its best interest.

The City reserves the right to request any additional information from the Bidder that may be deemed necessary for evaluation.

General Conditions

- A. 5% Bid Bond All bids shall include a certified check or bank draft payable to the City of Ann Arbor, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five (5) percent of the annual bid amount.
- B. Performance/Labor/Material Bonds The contractor will be required to furnish satisfactory performance/labor/material bonds in the amount of 100% of the annual bid price. Bonds to be renewed annually.
- C. MISSED WORK ASSIGNMENTS The City reserves the right to allow for immediate call back for missed work assignments, or forgotten areas.

SECTION 2 STATEMENT OF WORK

Comprehensive Services

The Bidder will be expected to meet or exceed all specifications listed in this Section. Any alternative to the City specifications proposed by the Bidder must be listed in detail and documented in the same manner as called for in the City specifications.

Bidders acknowledge and warrant in submission of their bid that it is made in conformity with the ITB and agrees that, in the event of any discrepancies or differences between any conditions of their proposal and the ITB, the provisions of the latter shall prevail.

No verbal or written agreements or understandings considered or entered into prior to the issuance of a purchase order by the City, shall be binding. Return of the acknowledgment copy of a City purchase order or any other statement or writing of the Bidder shall not alter, add to, or otherwise affect these terms and conditions.

Contract Period

Contract will be effective on approval by an appropriate City authority with an initial termination date of June 30, 2015. The City shall have the right to renew the contract for up to three additional one-year periods provided that forty-five days prior to the date of termination for the respective term of the contract, the City notifies the successful bidder of its intent to renew the contract. Renewal on an annual basis shall be on the same terms and conditions as the original contract.

The City also reserves the right to extend the contract on a month-to-month basis for a period not to exceed six-months from the date of the initial term termination date. Any such extension shall be on the same terms and conditions as the original contract and not subject to pricing adjustments. Please note that the City of Ann Arbor will not utilize this clause for a lengthy renewal. This clause will only be used to allow for revising specifications, bidding, and awarding new contracts.

If funds to enable the City to effect continued payment under this contract are not appropriated or otherwise made available, the City shall have the right to terminate this contract without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Contractor. The Contract Administrator shall give the Contractor written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.

Insurance

The Contractor shall procure and maintain during the life of this Contract, such insurance policies, including those set forth below, as will protect itself from all claims

for bodily injuries, death or property damage which may arise under this Contract; whether the acts were made by the Contractor or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes.
2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. The City of Ann Arbor shall be an additional insured.
3. Crime Coverage insurance in an amount no less than \$1,000,000 covering against loss of money, securities, or other property referred to hereunder which may result from employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, burglary and robbery. Such insurance shall name the City as loss payee.

All insurance required by this Bid shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.

In the case of all Contracts involving on-site work, the Contractor shall provide to the City before the commencement of any work under this Contract documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Contractor supplies a copy of the endorsements required on the policies. Upon request, the Contractor shall provide within 30 days a copy of the policy (ies) to the City. If any of the above coverages expire by their terms during the term of this Contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Unit at least ten days prior to the expiration date.

Any insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size

Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.

SECTION 2A – Uniform Laundry and Rental Service

<p>All items listed are for the base requirement of the City of Ann Arbor and will be used for comparing quotations. The actual items rented may be of a different style but the vendor must maintain the same discount structure being offered on the items listed in this section.</p>		
<p>Specifications:</p>	<p align="center">Description</p>	<p align="center">We meet this specification in every way</p>
<p><u>Shirts:</u></p>	<p>Seven-button front, shirt made of 6 oz., 100% cotton. All shirts to have two button-through chest pockets with pencil stall on left side, long stay-in tails, lined collar with stays, and stitched down front facing. Snaps are not acceptable. Must be of the same quality and fit as Red Kap brand - series SC-30 and SC -40 shirts. There shall be three (3) identifiable Flame Resistant (FR) shirts inclusive in this order.</p> <p>Available colors must include Light Blue, and White.</p> <p>All shirts must be available in short and long sleeve for both male and female sizes and proportions to satisfy all staff requirement except FR shirts.</p>	<p align="center">Yes _____ No _____</p>
<p><u>Trousers:</u></p>	<p>Button closure with heavy-duty, non-rusting zipper, two reinforced front pockets, two hip pockets with button closure on the left and hemmed bottoms. Made of 8.5 oz., preshrunk, 100% cotton twill. Must be of the same quality and fit as Red Kap brand - series PC-20 trousers. There shall be three (3) identifiable FR trousers inclusive in this order.</p> <p>Available colors must include Navy Blue, and Black.</p> <p>All trousers must be available in both male and female sizes and proportions to satisfy all staff requirement.</p>	<p align="center">Yes _____ No _____</p>

<u>Emblems:</u>	Each Shirt shall have embroidered patch with Service Units name/logo above the left breast pocket and an embroidered patch with the employee's name above the right pocket. All patches are to be sewn on, fusing is unacceptable.	Yes _____ No _____
<u>Vendor Responsibility:</u>	The winning vendor shall supply the above listed garments and offer as a minimum the services listed below. Vendor must provide a one-week service on repairs, replacements, size changes, and orders for new employees	
<u>Start Up:</u>	<p>Service shall start on or around July 1, 2014. At this time the vendor shall supply a complete set of NEW uniforms for each employee.</p> <p>One month prior to start up, the vendor will make arrangements to take exact measurements of each employee to determine the size and style. A sheet signed by the employee and the company representative making the measurement verifying the size uniforms ordered shall be supplied to the City.</p> <p>Note: More than one visit will be required to cover different shifts.</p> <p>A schedule for delivery and pickup shall be set with the approval of the Services Unit Manager or designee.</p> <p>The vendor shall furnish a statement each week that itemizes the actual number of soiled garments picked up and clean garments dropped off for each employee by name.</p> <p>There MUST be a soiled garment locker for the storage of used uniforms. This locker shall be supplied at NO CHARGE.</p> <p>There will be times when uniforms will need to be replaced on an "as needed basis" as described in "Maintenance" below.</p> <p>Uniforms and floor mat rentals must be billed on separate invoices.</p>	Yes _____ No _____

<p><u>Maintenance:</u></p>	<p>The vendor will maintain all garments in a new and first class condition by cleaning, patching holes and making necessary alternations.</p> <p>Any garment with holes larger than a dime, with three or more patches, with materials too thin due to wash or wear, not repaired properly or soiled beyond cleaning shall be replaced with new garments at no cost.</p> <p>Any garment believed to be intentionally damaged by an employee must be shown to the Supervisor at the time of pick up and noted on the weekly statement. Damaged garments not noted on the statement and initialed by the Supervisor will not be paid for by the City.</p>	<p>Yes _____ No _____</p>
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SECTION 2B – Floor Mat Rental Service

All items listed are for the base requirement of the City of Ann Arbor and will be used for comparing quotations. The actual items rented may be of a different style but the vendor must maintain the same discount structure being offered on the items listed in this section.

Specifications:	Description	We meet this specification in every way
Standard Mats (around 10):	<p>The mats shall be made of 100% Nitrile rubber with a core thickness of 0.065” and edge thickness of .107”. Body of the mat shall be 100% static-dissipating, nylon yarn. Yarn weight of 17 oz. per square yard with a pile height of 7/16”.</p> <p>Available color to include Black, Navy Blue, Gray.</p> <p>Available sizes to include the following:</p> <p align="center">3’ X 5’ with an average weight of 8lbs.</p> <p align="center">3’ X 10’ with an average weight of 15 lbs.</p>	<p align="center">Yes _____ No_____</p>

**SECTION 3
INFORMATION REQUIRED FROM ALL BID BIDDERS**

Format

Bids should be submitted using the following format:

- Attachment 1: Quotation
- Attachment 2: Legal Status of Bid Bidder
- Attachment 3: Vendor Conflict of Interest Disclosure Form
- Attachment 4: Living Wage Ordinance
- Attachment 5: Contract Compliance Form

References

To be considered responsive to this ITB, Bidder must provide all of the information requested. The specifications within the ITB represent the minimum performance necessary for response.

Each Bidder shall submit a list of three (3) references of agencies to which they have provided similar services for each of the following categories: Uniform Laundry and Rental Services, Floor Mat Rental Services, and Managed Clothing Purchasing Program. Two of the references must be governmental or other public corporations. Each reference must be listed on a separate piece of paper and include the information listed below:

REFERENCE

Reference Name	
Reference Point of Contact POC Job Title POC Phone # and e-mail address	
Date of Service	
Type of Service	
Number of Users/Sites at which Service was provided for Reference	

Any major difference between the Bidders’s bid to the City and these references must be noted. Failure to list references with contacts will result in your submission being disqualified. The City reserves the right to contact any Company for which Bidder has provided services, whether listed or not.

APPENDIX A SERVICE PURCHASE ORDER TERMS AND CONDITIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to City of Ann Arbor.

1. No changes may be made in the order without the written authorization of the Service Area Administrator requesting the Service. The City retains the right to make changes to the quantities of service within the general scope of the agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original agreement.
2. The Service Area requesting the Service may in writing grant additional time for delivery of Service when the City is satisfied the delay is beyond the control of the Service Provider.
3. Quality of Services under this agreement shall be of the level of professional quality performed by Service providers regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Service Area Administrator requesting the Service.
4. It is agreed that all materials, goods, and services delivered shall comply with all Federal, State or Local Laws relative thereto.
5. FAIR EMPLOYMENT PRACTICE -.The Service Provider agrees not to discriminate against any employee or applicant for employment based upon that person's race, religion, national origin, age or sex and to comply with the nondiscrimination provisions of Chapter 112 of the Ann Arbor City Code.
6. LIVING WAGE – If service Provider is a covered employer as defined in Chapter 230of the Ann Arbor City Code and has as of the date of this contract City contract9s) 9including this contract) where the total amount of the contract(s) exceed \$10,000 or more in any 12 month period beginning from the date of the earliest contract between the parties which was awarded no more than 12 months prior to the date of this contract, then Service Provider agrees to all of the following: (1) to pay those persons working under the contract a living wage as defined by Section 1:815 (1)-(3) of Chapter 23; (2) to post a notice if the applicability of Chapter 12 in every location in which regular of contract employees providing services under this contract are working; (3) on request of the City, provide documentation to verify compliance with Chapter 23.
7. All claims for payment must be submitted in duplicate. The Service Provider shall be paid on the basis of time and materials used at the rates and prices on the front page. The City retains the right to (1) verify all claims made for payment and (2) reject all nonconforming goods and services within a reasonable period of time after delivery.

8. INDEMNITY CLAUSE – To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney’s fees resulting or alleged to result, in whole or in part, from any negligent, grossly negligent, reckless and or intentional wrongful or tortuous acts or omissions by the Service Provider or its employees and agents occurring in the performance of the agreement.
9. Default and Termination Clause – In case of default of the Services Provider, the City may procure the services from other sources and the Service Provider will be liable for increased costs or and other damages caused by the default. The Services may be terminated without cause on 10 days notice unless otherwise specified.
10. Choice of Law – This agreement shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the Service Provider agrees to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this agreement.
11. Status of Independent Contractor – It is understood that Service Provider is an independent contractor, and will not receive any overtime pay, holiday pay, sick pay, vacation pay, retirement benefits, pension benefits, insurance benefits or fringe benefits of any kind in any form. Service Provider shall be responsible for paying his/her own social security taxes, City withholding taxes (federal, state) and City (if applicable) income taxes from the fees paid to it. Service Provider is not a regular, temporary, hourly or casual employee of the City of Ann Arbor for any purpose.
12. During the term of this agreement, Service provider agrees to procure and maintain in effect a policy or policies of, workers compensation and general liability insurance, and if the services involve engineering and /or architectural services, professional liability insurance protecting the Service Provider and its employees in an amount specified on the front page, or as otherwise stated in the bid/proposal, prior to provision of any service. All such insurance certificates shall provide that they shall not be cancelled or amended without thirty days prior written notice to the City and shall be with insurance companies satisfactory to the City. Insurance shall be maintained for a period specified on the front page or as long as the services are being provided, if no period is specified.
13. For incidental parts and supplies for which Service Providers doing the requested work are typically reimbursed, the City will reimburse the Service Provider for the actual reasonable cost of the parts or supplies, except there shall be no reimbursement for parts or supplies costing \$500 or more unless prior to the purchase the City is notified of the cost and the City specifically approves the purchase.
14. Service Provider warrants that all services and/or goods will conform with all written proposals and descriptions, as well as any drawings, specifications, samples, or models furnished by the City or furnished by the Service Provider and approved by the City. In the event of conflicting or superseding

APPENDIX B

CITY OF ANN ARBOR HOLIDAY CALENDAR

2014 New Year's Day Observed	Wednesday January 1, 2014
Birthday of Martin Luther King, Jr.	Monday January 20, 2014
Presidents' Day	Monday February 17, 2014
Good Friday (12N/5PM)	Friday April 18, 2014
Memorial Day	Monday May 26, 2014
Independence Day	Friday July 4, 2014
Labor Day	Monday September 1, 2014
Veterans Day	Tuesday November 11, 2014
Thanksgiving Day Holidays	Thurs/Friday November 27/28, 2014
Christmas Eve Observed (12N/5PM)	Wednesday December 24, 2014
Christmas Day Observed	Thursday December 25, 2014
New Year's Eve Observed (12N/5PM)	Wednesday December 31, 2014
2014 New Year's Day Observed	Thursday January 1, 2015

**ATTACHMENT 1
QUOTATION**

Section A - Uniform Laundry and Rental Service

Vendor shall supply a total of eleven sets of uniform shirts and trousers. Five sets in use per week and five sets to be laundered per week with one additional set.

Weekly charge \$ _____/per uniform set times 52 weeks equals \$ _____

Replacement cost for intentionally damaged or destroyed clothing shall include the cost of emblems including installation. The City will not pay for any clothing lost, damaged or destroyed by vendor.

Shirts

Male sizes	Short sleeve	\$ _____
	Long sleeve	\$ _____

Female sizes	Short sleeve	\$ _____
	Long sleeve	\$ _____

Flame Resistant (FR) \$ _____

Trousers

Male \$ _____

Female \$ _____

Due to weight loss or gain an employees may require a size change during the contract period.

List the cost for a one time change in shirts size:

Male \$ _____

Female \$ _____

Flame Resistant (FR) \$ _____

List the cost for a one time change in trousers size:

Male \$ _____

Female \$ _____

Section B – Floor Mat Rental Service

Standard mats in any color listed in specifications. Please list the charge for mat rental based on the size and change once every two weeks.

Standard Mat size – 3' X 5'

Once per Week \$_____, Once every two Weeks \$_____

Standard Mat size – 3' X 10'

Once per Week \$_____, Once every two Weeks \$_____

ATTACHMENT 2

LEGAL STATUS OF BID BIDDER

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned declares that this Bid is made in good faith, without fraud or collusion with any person or persons submitting a bid on the same Contract; that the undersigned has carefully read and examined the "Invitation to Bid" documents, including Information and Instructions, Statement of Work, Information Required, all Addenda (if any), and understands them. Further, the undersigned declares that it has extensive experience in successfully providing the services required under the specifications of this Invitation to Bid.

The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the undersigned's own independent business judgment.

If the City accepts this Bid and the undersigned fails to contract and furnish the insurance documentation by June 30, 2014, then the undersigned shall be considered to have abandoned the Contract.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

COMPANY NAME: *
STREET/P. O. BOX:
CITY, STATE, AND ZIP CODE:
DATE:
TELEPHONE:
FAX:
TAX IDENTIFICATION:

AUTHORIZED SIGNATURE:
PRINTED NAME OF SIGNER:
TITLE OF SIGNER:
EMAIL OF SIGNER:

- NOTE: If the Bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer or agents. If Bidder is a

ATTACHMENT 3



Vendor Conflict of Interest Disclosure Form
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All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Conflict of Interest Disclosure *	
Name of City of Ann Arbor employees, elected officials, or immediate family members with whom there maybe a potential conflict of interest.	<input type="checkbox"/> Relationship to employee _____ <input type="checkbox"/> Interest in vendor's company _____ <input type="checkbox"/> Other _____

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative
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PROCUREMENT USE ONLY

- Yes, named employee was involved in Bid / Proposal process.
- No, named employee was not involved in procurement process or decision.

ATTACHMENT 4

City of Ann Arbor

LIVING WAGE ORDINANCE
DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that employers providing services to the City or recipients of grants for financial assistance (in amounts greater than \$10,000 in a twelve-month period of time) pay their employees who are working on the City project or grant, a minimum level of compensation known as the Living Wage. This wage must be paid to the employees for the length of the contract/project.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from the Ordinance. If this exemption applies to your firm, please check below:

- This company is exempt due to the fact that we employ or contract with fewer than 5 individuals.
This non-profit agency is exempt due to the fact that we employ or contract with fewer than 10 employees.

The Ordinance requires that all contractors/vendors and/or grantees agree to the following terms:

- To pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$11.71/hour when health care is provided, or no less than \$13.06/hour for those employers that do not provide health care. It is understood that the Living Wage will be adjusted upward each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include the adjustment for 2009.
Please check the boxes below which apply to your workforce:
Employees who are assigned to any covered City project or grant will be paid at or above the applicable living wage without health benefits Yes No

OR

- Employees who are assigned to any covered City project or grant will be paid at or above the applicable living wage with health benefits Yes No
To post a notice approved by the City regarding the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
To provide the City payroll records or other documentation as requested; and,
To permit access to work sites to City representatives for the purposes of monitoring compliance, investigating complaints or non-compliance.

The undersigned authorized representative hereby obligates the contractor/vendor or grantee to the above stated conditions under penalty of perjury and violation of the Ordinance.

Company Name

Address City State Zip

Signature of Authorized Representative

Phone (area code)

Type or Print Name and Title

Email address

Date signed

Questions about this form? Please contact:

ATTACHMENT 5
City of Ann Arbor Procurement Office

INSTRUCTIONS FOR CONTRACTORS

For Completing CONTRACT COMPLIANCE FORM

City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor’s labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Contract Compliance Forms (attached).***

To complete the form:

- 1) **If a company has more than one location, then that company must complete 2 versions of the form.**
 - **Form #1** should contain the employment data for the **entire corporation.**
 - **Form #2** should contain the employment data for those employees:
 - who will be working on-site;
 - in the office responsible for completing the contract; or,
 - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).
- 2) If the company has only one location, fill out Form #1 only.
- 3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization’s president.
- 4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.
- 5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

For assistance in completing the form, contact:
Procurement Office of the City of Ann Arbor
734/994-2719

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.

ATTACHMENT 5
CITY OF ANN ARBOR HUMAN RIGHTS OFFICE
CONTRACT COMPLIANCE FORM
Entire Organization (Totals for All Locations where applicable)

Form #1

Name of Company/Organization _____ Date Form Completed _____

Name and Title of Person Completing this Form _____ Name of President _____

Address _____ County _____ Phone # _____
 (Street address) (City) (State) (Zip) (Area Code)

Fax# _____ Email Address _____
 (Area Code)

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													

ATTACHMENT 5
CITY OF ANN ARBOR HUMAN RIGHTS OFFICE
CONTRACT COMPLIANCE FORM
Local Office (Only those employees that will do local or on-site work, if applicable)

Form #2

Name of Company/Organization _____ Date Form Completed _____

Name and Title of Person Completing this Form _____

Fax# _____ Email Address _____
 (Area Code)

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
	A	B	C	D	F	G	H	I	J	K	L	M	
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													