

ATTACHMENT B

Revised 7/14/2016

STATE OF LOUISIANA SPECIFICATIONS FOR FURNISHING DOTD UNIFORM RENTAL SERVICE

CONTRACT

Contract for furnishing Uniform Rental Service for the Department of Transportation and Development's various Districts and Sections within the State as requested in accordance with provisions set forth for the twelve (12) month period beginning October 1, 2016 or after date of award.

PURPOSE AND INTENTION

The purpose and intention of this invitation to bid is to comply with State laws and establish a contract between the Department of Transportation and Development and the successful bidder, whereby DOTD may purchase Uniform Rental Service from the contractor as shown herein.

SCOPE OF WORK

Scope of work includes labor, materials, and services required to establish Uniform Rental Service which is acceptable to the Department of Transportation and Development.

QUANTITIES

Quantities shown are based on the previous contract usage or estimates. No specific quantities are given or guaranteed, only such Uniform Rental Service as required by the Department of Transportation and Development during the contract period will be ordered.

DOTD reserves the right to increase or decrease quantities and/or locations based on fluctuation of employees and/or employee work schedules. The successful bidder must supply a bid price of actual quantities as ordered whether the total of such quantities are more or less than the quantities shown in the bid document.

SPECIFICATIONS

Uniform Rental Service must be in accordance with DOTD Specification No. 337-008, Revised August 6, 2013 and DOTD Specification No 337-023, Dated August 6, 2013.

Failure to meet specifications will result in rejection.

The unit cost shown in Lines 1, 2, 3, 4 and 5 must be based on an employee being issued all short sleeve shirts, all long sleeve shirts, or a combination thereof depending on Department of Transportation and Development's preference. The initial order for each employee will consist of new uniforms (not previously issued).

Unit cost must include size changes and garment change outs for normal wear and tear. No additional charges will be allowed.

Bidders quoting a minimum delivery for any location will not be considered for award.

COLOR OF UNIFORMS

- Uniforms to be furnished for **Lines 1, 4 and 5** cover the following:

Approximately 50 Employees
Light Blue Shirts
Navy Blue Trousers

Approximately 125 Employees
Navy Blue Shirts
Navy Blue Trousers

Approximately 3 Employees
White Shirts
Navy Blue Trousers

Approximately 2 Employees
White Shirts
White Trousers

Approximately 3 Employees
Light Grey Shirts
Dark Grey Trousers

Approximately 1 Employees
Grey Shirt
Black Trousers

- Uniforms to be furnished for **Line 2** cover the following classifications:

Approximately 3 Employees
White Shirt with Epaulets
Black Double Pleated Trousers

- Uniforms to be furnished for **Line 3** cover the following classifications:

Approximately 7 Employees
Navy Welder Shirt
Navy Welder Trouser

The Department reserves the right to make adjustments to colors shown herein. Any changes shall be approved by DOTD Procurement prior to change.

GUARANTEE AND LIABILITY

The contractor accepts the following guarantees:

- (1) Guarantee that the supplies delivered are free from defects in design and construction.
- (2) Guarantee that the supplies are the manufacturer's standard design in construction and that no changes or substitutions have been made in the items listed in this contract.

The contractor holds and saves the State, its officers, agents, and employees harmless from liability of any kind, including cost and expenses on account of any patented or unpatented invention, articles, devices or appliances manufactured or used in the performance of this contract, including use by the government.

The contractor agrees to replace free of charge all defective equipment, materials or supplies delivered under this contract. All transportation charges covering return and replacement shall be paid by the contractor.

PRICES

All prices quoted shall be in the unit of measure as shown in the bid document and shall remain firm for the contractual period. Unit price bid must not exceed two (2) digits to right of decimal point. Unit price submitted beyond two (2) digits will be rounded off to the nearest second digit.

Prices quoted shall include all costs incidental to any license or patent that may be held by any company processing the materials bid on and the dealer agrees to hold the State harmless from any claims, suits, costs or penalties for infringement or use of licensed or patented products.

BASIS OF AWARD

The award of the contract will be made to the lowest responsible bidder complying with all details of this bid as determined by the State of Louisiana and/or the DOTD Procurement Director.

The low bidder will be determined by multiplying the estimated quantity shown in the RFx (bid document) by the unit price for Item 01 through Item 05. The grand total will be determined by adding these five (5) totals together. The grand total will then be used to determine the overall low bidder.

All bidders are asked to complete extended totals for each item. In the event an error is made in extending total prices, the unit price will govern.

Discounts will not be considered in determining low bidder.

Preference does not apply to service contracts and shall not be considered in determining low bidder.

DELIVERY

The successful bidder will be required to have on hand or immediately available an adequate supply of Rental Uniforms in order to meet the Department of Transportation and Development's requirements, as ordered, where ordered, during the life of the contract.

The successful bidder will be required to begin supplying new uniforms within 30 days after notice to proceed and to begin Uniform Rental Service at beginning of contract period.

Delivery days and times must be coordinated with each location.

Bidder shall make a special uniform delivery for any employee who is not at the job site on the scheduled delivery day. No additional charge will be allowed for this service.

DELIVERY LOCATIONS

Successful bidder must be in a position to furnish Uniform Rental Service statewide. Bidders who are unable to furnish uniforms statewide will not be considered for award. DOTD reserves the right to add locations.

Delivery locations include, but are not limited to:

DISTRICTS

DISTRICT 02 1440 US HWY. 90 BRIDGE CITY, LA
DISTRICT 03 428 HUGH WALLIS RD. LAFAYETTE, LA

DISTRICT 04 3339 INDUSTRIAL DR. BOSSIER CITY, LA
DISTRICT 05 8010 DESIARD RD. MONROE, LA
DISTRICT 07 5827 HWY. 90 EAST LAKE CHARLES, LA
DISTRICT 08 3300 MACARTHUR DR. ALEXANDRIA, LA
DISTRICT 58 6217 HWY. 15 CHASE, LA
DISTRICT 62 685 N. MORRISON BLVD. HAMMOND, LA

SECTIONS

SECTION 20 7920 PATTERSON RD. NEW ORLEANS, LA
SECTION 26 1201 CAPITOL ACCESS RD. BATON ROUGE, LA
SECTION 42 7686 TOM DR. BATON ROUGE, LA
SECTION 51 1201 CAPITOL ACCESS RD. BATON ROUGE, LA
1701 FOSS DR. BATON ROUGE, LA
61170 BAYOU RD. PLAQUEMINE, LA

FERRIES

PLAQUEMINE 57740 BELLEVIEW RD. PLAQUEMINE, LA

PREPARATION CHARGES / MAKE-UP CHARGES

Preparation charges/ Make-up charges are charges for setting up the employee's account, the furnishing cost of two (2) emblems (Company Logo and Employee Name) and affixing those emblems to the uniforms. This charge will only be allowed for employees not previously being furnished uniforms by the contractor.

The one time up front charge is only for the beginning of the contract. Any contractor, who furnished uniforms during the previous expired contract, will not be allowed to charge the one time up front charge which is shown in Item 6.

Item 18 is in the event that there is a logo change and a new emblem is needed for the new company logo emblem.

REPLACEMENT UNIFORMS

The Department of Transportation and Development will be responsible for the cost of replacement charges for lost or maliciously damaged items.

Item 16 and 17 are for the one time replacement charge for emblems associated with the replacement uniforms.

UNIFORM REPAIRS

The successful bidder will be required to examine uniforms prior to weekly cleaning and must mend or replace uniforms as necessary.

The State and the Department of Transportation and Development reserves the right to reject any uniforms which are torn, stained, or which have missing buttons. No additional charges will be allowed for uniform repairs.

PURCHASE ORDERS

Purchase Orders will be issued by the Department of Transportation and Development to cover weekly charges after service has been rendered. In no event shall delivery be made without proper authorization.

INVOICES

Upon each delivery and its acceptance by the Department of Transportation and Development, the contractor shall bill the Department of Transportation and Development by means of an invoice and such invoice shall make reference to the Purchase Order Number on which delivery was made.

At the time of delivery, the contractor is to make a delivery receipt on his own form showing a complete description of the uniforms delivered, the exact quantity delivered, price and extension. Such delivery ticket must make reference to the Purchase Order Number.

Weekly charge for each employee will be determined by the uniform schedule set for that employee.

For example:

If an employee is on a 5/5/1 uniform schedule, the weekly charge would be for 5 uniforms. (A 5/5/1 uniform schedule is defined as an employee being issued 11 uniforms initially, 5 of which are turned in weekly for cleaning, 5 are received weekly from the uniform service contractor and one is being worn).

If an employee is on a 7/7/1 uniform schedule, the weekly charge would be for 7 uniforms.

Invoice charges for the employee will be in accordance with the uniform schedule and not the actual number of uniforms cleaned.

The only exception is when the contractor is notified to temporarily remove an employee from the service due to extended leave.

Invoices shall be submitted weekly by the contractor directly to the various addresses furnished by DOTD. The various Districts will notify the contractor if invoices are to be issued for each location or combined for their District. Invoices must list charges for each employee individually.

Invoice price must agree with contract price.

PAYMENTS

Invoices will be paid by the Department of Transportation and Development within the discount period or within thirty calendar days from receipt of correct invoice. If contractor proposes a discount, discount period will start from receipt of correct invoice.

Successful bidder will be required to convert the weekly charge for each employee to a per uniform charge in accordance with the terms of the contract.

UNIFORM RETURNS

Upon expiration of the contract, all uniforms will be returned to the contractor. The Department of Transportation and Development will be charged the replacement cost for any items which are lost or maliciously damaged. Prior to any charges for maliciously damaged garments, the garments must be inspected by Department of Transportation and Development personnel. If the agency's designated representative concurs, the Department of Transportation and Development will authorize payment for such garments.

SIGNATURE OF BIDDER

To be considered for an award, all bidders shall fill in the bid document completely and shall sign in the appropriate places. Bid document should be returned in its entirety.

APPLICABLE LAW

All contracts shall be construed in accordance with and governed by the Laws of the State of Louisiana, including but not limited to State of Louisiana Purchasing Rules & Regulations, Special Instructions & Conditions and specifications listed in this bid.

BIDDERS CERTIFICATION OF EEOC AND ADA COMPLIANCE

The Department of Transportation and Development and the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors and suppliers to take affirmative action to affect this commitment in its operations.

By submitting and signing this bid, bidder certifies that he agrees to abide by the requirements of the following as applicable: Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972, as amended; Federal Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Fair Housing Act of 1968 as amended; the Americans with Disabilities Act of 1990, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008.

Bidder agrees not to discriminate in its employment practices and will render services under any contract entered into as a result of this solicitation without regard to race, color, age religion, sex, sexual orientation, gender identity, national origin, veteran status, genetic information, political affiliation or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable shall be grounds for termination of any contract entered into as a result of this bid.

Bidder agrees to keep informed of and comply with all Federal, State and local laws, ordinances and regulations which affect his employees or prospective employees.

SPECIAL ACCOMMODATIONS

Any person who is a "qualified" individual with a disability as defined by the Americans With Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening date.

PREFERENCE

No preference will apply to this contract.

FEDERAL CLAUSES

CIVIL RIGHTS

Both parties shall abide by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972, as amended; Federal Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Fair Housing Act of 1968 as amended; the Americans with Disabilities Act of 1990, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008 to ensure that all services are delivered without discrimination due to race, color, age religion, sex, sexual orientation, gender identity, national origin, veteran status, genetic information, political affiliation or disabilities.