



Request for Bid

Project Summary: The City of Waverly is currently accepting bids for an employee uniform supplier and launderer, first aid supplies, and facility supplies and materials for approximately 35 full-time and 40 part-time/seasonal employees effective June 1, 2025.

Qualifications of Bidders:

1. Bidders may be investigated by the City of Waverly to determine if they are qualified to deliver the goods and services. All bidders shall be prepared to submit within five days the City's request written evidence of such information and data necessary to make this determination.
2. The investigation of a bidder will seek to determine whether the organization is adequate in size, is authorized to do business in the jurisdiction where the project is located, has had previous experience, and whether available equipment and financial resources are adequate to assure the City that the goods and services will be delivered in accordance with the terms of the agreement.
3. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the procurement documents and to complete the goods and services contemplated therein.
4. Each bidder should submit with their bid a list of at least four separate references currently using the equipment or services proposed on similar applications sold by the bidding distributor. This list shall include the company name, contact name and telephone number where they may be reached.
5. If the successful bidder does not honor their bid, they may be disqualified from bidding on future equipment or service projects for a period of up to five years.

General Terms and Conditions:

This document provides basic standard specifications with an area to note alternatives. Alternatives may be accepted if it is determined by the City of Waverly staff that the alternatives listed will be the most advantageous to the City. If alternatives are marked, please provide a short explanation.

The City of Waverly reserves the right to accept the bid in which the judgement of the City is the most advantageous to the City. The City has the right to accept alternatives and waive irregularities in any bid and to reject any or all bids or to re-advertise.

Bids must be submitted by 10:00 a.m. on Thursday, December 19, 2024 by email to jljohhson@waverlyia.com or by mail to:

City of Waverly
Administration – Uniform Services Bid Quotation
200 1st Street NW
P.O. Box 616
Waverly, Iowa 50677

The envelope must be plainly marked with the Bid title and the due date. Improperly identified envelopes may be rejected or overlooked in opening at the proper time, in which case the quotation will not be accepted.

Bidders will be notified of a decision by March 1, 2025. The contract for services will begin June 1, 2025.

Bid Specifications:

- **Must** include an online portal for City representatives to order and track uniforms and materials.
- Please include any set up fees.
- Please include costs of embroidered artwork vs. screenprint.
- Clothing options **must offer XLT (big and tall) options**. Please list delivered price of each quantity.
- Please include the turnaround time and the method of delivery and any fees associated with delivery of products.
- Please include a detailed description of the process in which materials are handled regarding delivery, pick up, number of washings and standards followed, record keeping, how long items are kept in service, how damaged items are replaced, invoicing, follow-up, and any other helpful information.
- Must have knowledge of ANSI and OSHA regulations regarding recommended number of washings for Hi Vis materials and have the ability to track Hi Vis washes and replace when necessary. May require washing Hi Vis materials separately.

The City of Waverly has approximately 35 employees in uniform.

Please include pricing for the quantities and items listed:

BIDDER'S QUOTATION	
Shirt Option 1 - Short Sleeve Striped Industrial Work Shirt Button Up Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 7-10 employees)	\$
Shirt Option 2 - Short Sleeve ANSI Class 2 Hi Vis Solid Color T-Shirt Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 22-25 employees)	\$
Shirt Option 3 - Long Sleeve ANSI Class 2 Hi Vis Solid Color T-Shirt Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 22-25 employees)	\$
Shirt Option 4 - Short Sleeve ANSI Class 2 Hi Vis Two Color T-Shirt (Black Belly) Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 22-25 employees)	\$
Shirt Option 5 - Long Sleeve ANSI Class 2 Hi Vis Two Color T-Shirt (Black Belly) Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 22-25 employees)	\$
Shirt Option 6 - Short Sleeve Solid Color Polo Shirt – Royal Blue Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 5-8 employees)	\$
Shirt Option 7 - Long Sleeve Solid Color Polo Shirt – Royal Blue Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 5-8 employees)	\$

Pant Option 1 – Grey Cargo Pant Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 2-35 employees)	\$
Pant Option 2 – Jeans Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 2-35 employees)	\$
Pant Option 3 – Blue Work Pant with comfort stretch Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 2-35 employees)	
Pant Option 4 – Carpenter Jean Price/Employee/Week @ 11 pieces per employee, rotated every week. Please include material description, available size options, and specify fabric. (up to 2-35 employees)	
Hat Option 1 – Bucket Price/Employee @ 1 per employee (up to 2-35 employees)	\$
Hat Option 1 – Trucker Style Baseball Hat Price/Employee @ 1 per employee (up to 2-35 employees)	\$
First Aid Kits (8-10) price/ea.	\$
Scrapper Mats (2) price/ea.	\$
3X10 Mat (5) price/ea.	\$
4X6 Mat (3) price/ea.	\$
Dry Mop 36" (2) price/ea.	\$
Wet Mop (2) price/ea.	\$
Soap Dispensers (26) price/ea.	\$
Paper Towel Dispensers (35) price/ea.	\$
Toilet Paper Dispensers (35) price/ea.	\$
Embroidery/Screenprint Fee	
Artwork Set Up Fees	
Any other fees to be included	

In compliance with the above invitation for bids and subject to all listed specifications and general conditions, the undersigned offers and agrees to furnish any or all the item(s) upon which prices are quoted, exclusive of state and federal taxes at the price set opposite each item F.O. B. Waverly. The undersigned affirms that their company has not been a party to any agreement to bid a fixed price.

Company: _____ Phone: (_____) _____

Address: _____

Signature: _____

Printed Name & Title: _____

References:

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____