



ADDENDUM #1

RFP-12-02

For

**Two (2) Year's Requirements Uniform Rental and Laundry Services
Contracted Services will commence on January 2, 2012**

Acceptable alternative to uniform specification:

A. Men's work shirt long and short sleeves.

Style – Comparable with Arrow Men's Industrial Work Shirt SP14 and SP24

Colors – BLUE

Fabric – 100 % Cotton

B. Men's regular style work pants.

Style – Comparable with Arrow Men's Dura-Kap Industrial Pant PT20

Colors – BLUE

Fabric – 100 % Cotton

C. Increase number of employees to fifteen (15) ea.

MACOMB COUNTY DEPARTMENT OF ROADS

DIRECTOR OF ROADS

Robert P. Hoepfner, P.E.

FINANCE DIRECTOR

Michelle M. Mykytiak

PURCHASING DIRECTOR

JoAnna K. Strizic

**Request for Proposal: Two (2) Year's Requirements Uniform Rental and Laundry Services
Contracted Services will commence on January 2, 2012**

Sealed proposals will be publicly opened at **11:00** o'clock A.M., E.S.T. on **Wednesday, November 30, 2011** at the office of the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043 for the furnishing of the above materials, services, equipment, work and/or supplies in accordance with the terms, conditions and specifications as stated herein and hereto attached.

1. The Macomb County Department of Roads reserves the right to reject any and all Requests for Proposals, to waive any informality and, unless otherwise specified by the vendor, to accept any items in the proposal. In case of error in the extension of prices in the proposal or other arithmetical error, the unit prices will govern.
2. The proposal must be delivered in person or sent by mail to the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043. **It shall be in a sealed envelope marked with the name and address of the vendor on the outside of the envelope. The above referenced RFP number should also be highlighted on the outside of the envelope.** Facsimile and/or e-mail transmitted RFP's will **not** be accepted.
3. The vendor shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner he employs for the transmission thereof. Proposals shall be accepted by the Department of Roads at any time during the normal course of business only, said hours being 8:00 am to 4:30 pm, Monday through Friday, legal holidays excepted. A vendor may withdraw their proposal response by written request at any time prior to the scheduled opening. Any proposal received after the scheduled opening time will **not** be accepted. No proposal may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the opening.
4. **IT IS UNDERSTOOD THAT THE MACOMB COUNTY DEPARTMENT OF ROADS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED ITEM AND ALL PRICES QUOTED SHALL NOT INCLUDE ANY SUCH TAX.**
5. The total price quoted by the vendor must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the Department of Road's consent will not be accepted and will, at the Contractor's risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the Contractor's expense.
6. The vendor by execution of the proposal thereby declares that the RFP is made without collusion with any other person, firm or corporation making any other quotation, or who otherwise would make a quotation, and agrees to furnish all quoted items in strict accordance with all Federal Regulatory Measures.

7. All proposals must be submitted on the Department of Roads form of proposal. The proposal shall be legibly prepared in ink or typewriter. Erasures or alterations must be initialed by the bidder.
8. Submission of a proposal will be construed as a conclusive presumption that the vendor is thoroughly familiar with the RFP and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained therein.
9. In the specifications, whenever an article or material is defined by brand name, the name and catalog number of a particular manufacturer, vendor or a limited description, the term "OR APPROVED EQUAL" is written. Any reference to a particular manufacturer's product either by brand name or limited description is only for purposes of setting a standard of performance, quality, composition, construction or size.
10. The Macomb County Department of Roads reserves the right to award the proposal which best fits our needs and appears to be in the best interest of the Department of Roads at the time the proposals are evaluated.
11. When applicable, contractor shall furnish material safety data sheets for their products.
12. VENDORS ARE REQUIRED TO SUBMIT DATA AND DESCRIPTIVE LITERATURE COVERING THE ITEM PROPOSED TO BE FURNISHED. PROPOSALS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION MAY BE CONSIDERED NON-RESPONSIVE AND REJECTED.
13. Addenda issued during the proposal period covering additions, deletions or changes to documents shall be acknowledged as having been received and included in the proposal.

 Addendum No. _____ Dated _____

 Addendum No. _____ Dated _____
14. Prior to furnishing the requested products and services, it shall be the responsibility of the awarded vendor to obtain all licenses and permits required to complete this contractual service, at no cost to the Department of Roads. These licenses and permits shall be readily available for review by the Administration and Purchasing Personnel.
15. Vendors will provide a general history, description and status of their company.
16. All applicable Federal and State laws and rules and regulations over the project shall apply to the project contract throughout and will be deemed to be included in the contract herein written out in full.
17. The Macomb County Department of Roads adheres to Title VI related requirements as outlined in USDOT Regulation 49 CFR-Part 26, Appendix A of MDOT Bidding Specifications, and the MCDR Policy #440.
18. The Macomb County Department of Roads will not pay fuel surcharges.
19. This document is available over the internet at www.mitn.info or www.rcmcweb.org.

JoAnna Strizic
 Purchasing Director
jstrizic@rcmcweb.org

Greg Zukowski
 Vehicle Maintenance Foreman
gzukowski@rcmcweb.org

Copies of Proposals and Tabs are available on the following websites:
www.mitn.info or www.rcmcweb.org

Proposal

WE, THE UNDERSIGNED, agree to furnish to the Macomb County Department of Roads, Two (2) Year's Requirements of Uniform Rental and Laundry Service, Contracted Services will commence on January 2, 2012, conforming to the attached specifications at the pricing indicated as noted. F.O.B., delivered to 34592 Nova Street, Clinton Twp., MI 48035, 51235 Napi Drive, Shelby Twp., MI 48315, 12990 31 Mile Road, Washington MI, 48095 and 58270 Williams Street, New Haven, MI 48048.

The undersigned herein submitted this bid or proposal and agrees to enter into an agreement with the Macomb County Department of Roads in accordance with the bid documents. In submitting this complete and signed proposal, it is understood that the right is reserved by the Road Commission of Macomb County to reject any or all bids or proposals and to make such award that is in the best interest of the Road Commission of Macomb County.

Description	Estimated Usage	Weekly Price
7 or long sleeve shirts	13 Employees X 52 Weeks	_____
7 blended work pants	13 Employees X 52 Weeks	_____
Increase cost for sizes 48" or 4X and over		_____
Weekly environmental charge		_____
Miscellaneous charge		_____
Miscellaneous charge		_____
Uniform Replacement or Purchase Cost		
Blended Short Sleeve Shirt		_____
Blended Long Sleeve Shirt		_____
Blended Pant		_____

Sample of Name Patch is required with Proposal

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

MACOMB COUNTY DEPARTMENT OF ROADS

Specifications for:

Two (2) Year's Requirements Uniform Rental and Laundry Services Contracted Services will commence on January 2, 2012

Scope of Work

The vendor shall furnish **new** work uniforms for each employee during the initial start-up. The vendor shall supply rental with cleaning. Vendor shall provide size changes, mend and/or replace garments as needed to meet requirements. Vendor shall except garments back in stock if an employee is terminated with no additional cost to the Department of Roads. Fifteen sets of uniforms are required for each employee. The breakdown is as follows:

- A. Seven clean uniforms per employee per week.
- B. Seven soiled uniform per employee to be pickup no less than weekly.
- C. One uniform worn per employee

The vendor shall supply new uniforms for additional or new employees and like-new uniforms for uniform changes after initial start up of an employee. New uniform shall be issued every 12 months.

The vendor shall furnish name patches at no additional cost. The name patches are to be attached above the right breast pocket.

Vendor shall supply detailed receipt, by employee name for each pick-up.

Vendors shall tag each piece of clothing with the employee's name.

Vendor shall provide per site an individually marked container of items that need repair.

Vendor shall supply one individually marked covered container for soiled clothing

A weekly delivery and pick-up shall be coordinated and agreed upon by the vendor and authorized Department of Road's representative.

Services

It shall be the responsibility of the vendor to supply the following services at **NO Cost** to the Department of Roads.

- a. Measuring individual's employees and make all alteration as needed to ensure proper fit. Uniforms that do not fit properly shall not be accepted and shall be returned to the vendor. New employees shall be outfitted within seven working days. Sizes of uniforms are subject to change.
- b. Due to the nature of the work, uniforms shall be washed and completely sanitized, neatly pressed and/ or finished according to the style. The uniforms will be delivered on hangers.
- c. Vendors shall have a place in a system for repairs of (zippers, buttons, split seams, ECT.) or replacement of defective garments.

Uniform Specifications

A. Men's blended work shirt long and short sleeves.

Style – Comparable with Arrow Men's Industrial Work Shirt SP14 and SP24

Colors – Black and White

Fabric – Approximately 65 % polyester / 35 % combed cotton

B. Men's regular style blended work pants.

Style – Comparable with Arrow Men's Dura-Kap Industrial Pant PT20

Color – Black

Fabric – Approximately 65 % polyester / 35 % combed cotton

MATERIAL SAFETY

The contractor shall provide material safety data sheets (MSDS) for all materials and supplies used for this contract. The contractor shall properly dispose of unused material and containers in accordance with the Federal Resource Conservation Recovery Act (RCRA) of 1976 and the Michigan Hazardous Waste Management Act (ACT 64).

Pick – Up and Delivery location

Washington Township S.C.
12990 31 Mile Road, Washington, MI 48094

New Haven S.C.
58270 William, New Haven, MI 48048

Clinton Township S.C.
34592 Nova Street, Clinton Township, MI 48035

Shelby Township S.C.
51235 Napi Drive, Shelby Township, MI 48315

INSURANCE

The following insurance shall be obtained:

- | | | |
|----|---|--|
| A. | Comprehensive General Liability including | \$1,000,000 per occurrence and
\$2,000,000 aggregate |
| | 1. Products and completed operations | |
| | 2. Broad form property damage | |
| | 3. Premises operations | |
| | 4. Broad form contractual | |
| | 5. Personal injury | |
| B. | Workers' Compensation Employers Liability Statutory
Coverage and Employer's Liability Limits of: | \$500,000/\$500,000/\$500,000 |
| C. | Automobile liability including hired and leased
Vehicles owned and non-owned autos | \$1,000,000 CSL or \$500,000 per person
\$1,000,000 per accident \$500,000
Property damage |

Personal Injury Protection – Statutory Limits and Property Protection Insurance - \$1,000,000 Limit.

Supplemental Environmental Auto Liability (SEAL) coverage or insurance that covers the loading and unloading of scheduled pollutants is required.

CERTIFICATES OF INSURANCE (GENERAL)

All certificates of insurance and duplicate policies of an outsider, vendor or contractor shall contain the following clauses:

- A. "Underwriters shall have no right of recovery or subrogation against the MCDR (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policy so effected shall protect both parties in primary coverage for any and all losses covered by the subject policy."
- B. "Any coverage afforded the MCDR shall apply as primary and not excess to any insurance issued in the name of the MCDR, et al."
- C. "The insurance company(s) issuing the policy or policies shall have no recourse against the MCDR for payment of any premiums or for assessments under any form of policy."
- D. "The term 'insured' is used severally, not collectively but the inclusion in this policy of more than one insured shall not operate to increase the limit of the MCDR's liability."

All certificates are to provide thirty (30) days written notice of material change or cancellation. Certificates of insurance and insurance binders must be provided not less than ten (10) working days before commencement of work to the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043. Insurance carriers are subject to the approval of MCDR.

INDEMNIFICATION

MCDR will not be responsible for injury to contractor’s employees, sub-contractors, or to third parties caused by the contractor’s agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

“The contractor agrees to protect, defend, indemnify and hold the MCDR and its officers, employees and agents free and harmless from and against any and losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligation, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder”.

“The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to indemnify the MCDR for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the MCDR, its officers, employees or agents”.

WORK REFERENCES (at least three)

Name of Company	Location	Name of Person Approving Work and Telephone No.	Time Period of Project
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

FEDERAL EMPLOYER IDENTIFICATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

Which is (check one of the following:)

() Corporation, incorporated under the laws of the State of: _____

() Partnership, consisting of (list partners): _____

() Assumed Name (register no.) _____

() Individual _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address: _____

Statement of No Bid

Macomb County Department of Roads

Bid Number: RFP 12-01

Title: One (1) 5,000 Gallon Double Wall Polypropylene Vertical Storage Tank

Please Send or Fax To:

Macomb County Department of Roads
Attn: Purchasing Department
34592 Nova Drive
Clinton Twp., MI 48035

Fax Number: (586) 791-5860

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	Reason
	Our company does not handle the type of product/service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our company is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our company's schedule would not permit performance of the specifications
	Other – describe below

Remarks: _____

Company Information:

Company Name: _____

Signature of Authorized Company Representative: _____

Printed Name: _____

Title: _____

Company Address: _____

Fax Number: _____

Telephone Number: _____

Important Note: To qualify as a respondent to the bid, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The Macomb County Department of Roads uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – www.mitn.info