



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** UNIFORM AND MAT RENTAL SERVICE

**CONTRACT #:** 0803-19 (SAP #4700007545)

**CONTRACT DATES:** 11/01/2019 - 7/31/2023

**BUYER:** Regina Boss  
**PHONE:** 585-753-1129  
**FAX:** 585-753-1104

**VENDOR:** #11104766  
**Morgan Services**  
325 Louisiana Street  
Buffalo, New York 14204  
  
Phone: 585.247.4000  
Fax: 585.247.6177

## TERMS AND CONDITIONS

**BID ITEM:** Uniform and Mat Rental Service

**FOR:** Monroe County – Various Departments

**PURCHASING CONTACT:**

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Susan Archacki  
Monroe County Division of Purchasing  
200 County Office Building  
39 West Main Street  
Rochester, NY 14614  
Email: susanarchacki@monroecounty.gov  
585-753-1110

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than **NOON (12:00 PM Eastern Time) September 3, 2019.**

**All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than September 6, 2019.**

**DUPLICATE COPIES:** **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

**BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

**SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **Disability Benefits Insurance** coverage or **PROOF** that they are exempt. (Visit [www.wcb.ny.gov](http://www.wcb.ny.gov) for forms.)

**SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**QUANTITIES:** The quantities listed are based on the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

**BRAND REFERENCE:**

References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

**QUALIFIED BIDDER:**

Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids** if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF AWARD:**

Monroe County intends to award one or more contract(s) to the lowest responsive and responsible bidder(s). The County reserves the right to award the bid as a **whole or by Group, depending on whichever method results in the lowest overall cost to the County. Separate awards will be considered only when the price offered is great enough to offset the additional costs inherent to multiple contracts.** Bidders are not required to bid on every Group included in the bid; however, they must bid on every item within each Group in order to be considered. **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **July 31, 2020**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

**PRICE CHANGES:**

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER  
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING  
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/  
GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED  
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any other political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**BP#0803-19, Uniform and Mat Rental Service**  
**SPECIFICATIONS**

**QUANTITIES:**

The County of Monroe can provide no guarantees that rental items will be utilized in the future to the same extent as in the past or that an extension of these contract terms into an additional twelve (12) month period will be accompanied by the same pattern or volume of use that prevailed during the original contract period.

**INVENTORY CONTROL:**

It will be the responsibility of the successful bidder(s) to establish and maintain adequate inventory of each item required by a using department at each such location or address serviced. For each delivery to a location, the contractor must have a receipt signed and verified as to quantities picked-up and/or delivered.

**LOSS CHARGES:**

Each bidder should build into his pricing system an allowance for normal wear, tear and loss of rental items. In the event that losses become excessive for any rental item, 5% of total usage for each location, the County will, upon approval of the appropriate division head, pay for such losses as are deemed to be excessive at pre-established rates. The bidder shall be required to include as a part of their bid proposal, in the column indicated, the loss rates per piece that would be charged for the various items. Loss rates that are deemed excessive may be grounds for rejecting a bid.

**PICKUP AND DELIVERY:**

The Contractor must establish and maintain satisfactory pickup and delivery service schedules at each location or any additional location(s). Failure of the Contractor to maintain a satisfactory pickup/delivery schedule could result in contract cancellation.

**LOCATIONS:**

There are approximately 45-50 locations that are currently using Mat Rentals, and approximately 10 also use Uniform Rentals. **Monroe County reserves the right to make additions to or deletions from the list of locations to be serviced and also reserves the right to make adjustments in the type of service requested.**

**BIDDING INSTRUCTIONS:**

Bid prices on all items must be made on a unit (weekly) basis. Estimated weekly average quantities of each item required are as shown on the unit price sheets. Failure to bid all items within a group may cause the bid for that group to be considered informal.

Industrial garments and uniforms will be laundered on a (1 x 3), (2 x 5), (3 x 7) and/or a (5 x 11) basis representing different frequencies of change of clothing on the part of employees. Each using location will determine the type of service it will utilize at the time of the award of the contract and each has the right to change or amend the frequency of service received at any time during the life of the contract.

Mats will be replaced at a frequency determined by each location. More frequent service may be required during the winter months and periods of inclement weather.

**NEW PERSONNEL/  
LOST/DAMAGED  
CLOTHING:**

When new personnel are hired, or clothing is lost or damaged, they will receive new clothing, regardless of where the request falls within the contract term.

**REPORTS:**

The contractor will supply the Purchasing division, upon request of usage with a report. This report will list the usage by location and type of service being utilized by Monroe County departments. Failure to supply these reports could cause the contractor to be deemed irresponsible, which could be cause for contract termination.

**QUALIFICATIONS OF  
BIDDERS:**

Since prompt service is vital to the operations of the County, no bid will be considered unless the person, firm or corporation submitting the bid can meet the following conditions and if required, shall certify its ability to meet them:

1. Bidders must submit a detailed plan outlining their procedures, including but not limited to; number of vehicles/personnel who will service this contract, obtaining measurements, pickup and delivery schedules and any other pertinent information that would ensure their successful performance of this contract.
2. That the bidder will carry in stock sufficient quantities of uniforms, clothing and other items listed in the specifications to insure normal delivery of requested items in the varieties and colors specified by the ordering division. Within 24 hours of notification, to supply to any location, items that they may have been shorted or missing from normal deliveries.
3. That it will protect, at its own expense, the County of Monroe from all claims for patented articles, processes, materials, inventions and methods in connection with this bid.
4. That neither the manufacturer of the clothing specified nor is the bidder in bankruptcy, in the hands of receivers, or in the process of changing ownership. Financial reports to document this is required.
5. A listing of all contracts held within Monroe County within the past five (5) years, with contact names and numbers of personnel serviced.
6. Names and telephone numbers of supporting personnel who will service Monroe County under the resulting contract. This list is to include personnel to be contacted with service problems and also billing problems.

Failure to supply all information requested could result in a bidder being declared non-responsible.

**CONTINGENT ITEMS:**

Wherever the specifications are explicit, they must be strictly adhered to. However, it is neither practical nor feasible for the specifications to cover every possible contingency that might occur in the execution of these contracts. Therefore, the specifications have been written with the intent of outlining in general fashion the duties and services to be performed by both parties to the contract. If a problem occurs which is covered only in general terms in the specifications or instructions, it will be the responsibility of both parties to the contract to work out a fair and equitable solution. In the event that the problem is not satisfactorily resolved at the operational level, it should be brought to the attention of the appropriate division head and the Monroe County Purchasing Manager so that a satisfactory solution may be reached.

**CONTRACT  
TERMINATION:**

If the successful bidder fails, after seven (7) days written notice, to prosecute the work with such diligence as will assure its meeting the

specified time frames or shall, in any other respect, commit a breach of their contract, the County may terminate the contract resulting from this bid without any further notice to the successful bidder. Any and all costs, damages or other expenses incurred by the County as a result of the aforesaid termination shall be the direct liability of the successful bidder.

**UNIFORM DELIVERY:**

List the guaranteed number of days from date of notification that it would take your company to completely outfit every Monroe County employee/location:

\_\_\_\_\_ days

## MINIMUM SPECIFICATIONS FOR RENTAL GARMENTS

- TROUSERS:** Shall be made from a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 7½ oz. twill cloth free from defects and shall have a heavy-duty industrial type of zipper fly with button on the waistband. Waistband and pockets are to be made of a good polyester blend fabric. All pockets are to be reinforced and bartacked at points of strain. Trousers should be available in men's and women's cuts/sizes.
- SHIRTS:** Shall be made from a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 4.25 oz. cloth. Sleeve lengths shall be short sleeve or long sleeve at the option of the employee and are to be in proportion to body size. Shirts will have two (2) breast pockets with a bartacked pencil slot on the left pocket.
- 100% cotton shirts and trousers - meeting the above specifications, except material is 100% cotton.
- COVERALLS:** Shall be made of a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 7.25 oz. cloth with zipper fly front. Pockets will be reinforced and bartacked at points of strain. A pencil slot will be provided.
- 100% cotton coveralls - meeting the above specifications, except material is 100% cotton.
- COLOR:** All shirts and trousers are to be made available in the standard industry colors and shirts (short-sleeve and long-sleeve) are to be available in orange. Color selection will be made at the start of service by each using department.
- JACKETS:** Shall conform in color and composition to the shirts or trousers, or otherwise be compatible with uniforms in use.
- PATCHES:** Each shirt and coverall will have an embroidered patch above the left and right shirt/coverall pocket. This patch on the left will state Monroe County above and the department/division below. The patch on the right will have the employee's first name. The price for these patches will be included in the price to be charged for such garments.
- FITTING STANDARDS:** New clothing will be issued to each employee at the beginning of the contract. Each employee will be measured to insure proper fit. **Standard men's and women's sizes, (up to 50" waist and XXXI shirt), will be delivered within 45 days and non-standard sizes will be delivered within 60 days.**

**BP#0803-19, Uniform and Mat Rental Service**  
**Unit Price Sheet**

**Group I - Uniform Rental Service**

Item	Cost/Week (each)
Coverall - Navy	\$0.99
Coverall - Navy Cotton	\$1.39
Lab Coat - Navy	
Lab Coat - White	
Lab Coat - White (Women's)	\$0.73
Ike Jacket - Navy	\$1.03
Hip Jacket - Charcoal	
Hip Jacket - Navy	\$1.03
Industrial Pants - Charcoal	
Industrial Pants - Tan	
Industrial Pants - Navy	\$0.77
Side Elastic Pants - Navy	\$0.58
Cotton Pants - Navy	\$0.77
Scrubs - Pants and Shirt	\$0.74
Shirt - Blue Cotton L/S or S/S	
Shirt - White Cotton L/S or SS	
Shirt - Light Blue Cotton L/S or S/S	\$0.73
Industrial Shirt - Charcoal L/S or S/S	
Industrial Shirt - Light Blue L/S or S/S	
Industrial Shirt - Navy L/S or S/S	
Industrial Shirt - White L/S or S/S	\$0.64
Shorts - Khaki w/Cell Pocket	\$0.64
Shirt - Navy Polo	\$0.77

**BP#0803-19, Uniform and Mat Rental Service**  
**Unit Price Sheet**

Group II - Mat Rental Service

Item	Cost/Week (each)
Mat - Brown 3'X15'	\$9.95
Mat - Red 3'X10'	
Mat - Brown 3'X10'	
Mat - Slate 3'X10'	\$7.40
Mat - Red 3'X5'	
Mat - Brown 3'X5'	
Mat - Slate 3'X5'	\$3.75
Mat - Red 4'X8'	
Mat - Brown 4'X8'	
Mat - Slate - 4'X8'	\$7.85
Mat - Brown 4'X6'	
Mat - Slate 4'X6'	\$5.85
Mat - Slate 6'X12'	\$17.50
Mat-SCRAPER 3'X10'	\$7.40
Mat-SCRAPER 3'X5'	\$3.75
Mat-SCRAPER 4'X6'	\$5.85
Dust Mop - 24"	\$1.20
Dust Mop - 36"	\$1.55
Dust Mop - 60"	\$2.55
Mop Rolled BL 36	N/A
Fender Covers	N/A
Cloth Laundry Bag	\$0.50
Shop Towel	
Hand Towel	\$0.21
Bath Towel	\$0.30

**BP#0803-19, Uniform and Mat Rental Service**  
**Unit Price Sheet**

<b>Group I</b>		<b>Group II</b>	
Item	Loss Charge	Item	Loss Charge
Coverall	\$26.00	Mat - 3X15	\$98.00
Coverall - Cotton	\$30.00	Mat - 3X10	\$63.00
Lab Coat	\$14.00	Mat - 3X5	\$35.00
Lab Coat (Women's)	\$14.00	Mat - 4X8	\$64.00
Ike Jacket	\$25.00	Mat - 4X6	\$48.00
Hip Jacket - Charcoal	\$30.00	Mat - 6X12	\$139.00
Industrial Pants	\$15.00	Mat-SCRAPER 3X10	\$90.00
Side Elastic Pants	\$15.00	Mat-SCRAPER 3X5	\$57.00
Cotton Pants	\$17.00	Mat-SCRAPER 4X6	\$72.00
Scrubs - Pants and Shirt	\$14.00	Dust Mop - 24"	\$11.00
Shirt - Cotton L/S	\$14.00	Dust Mop - 36"	\$14.00
Shirt - Cotton S/S	\$14.00	Dust Mop - 60"	\$18.00
Industrial Shirt - L/S	\$14.00	Mop Rolled BL 36	\$11.00
Industrial Shirt - S/S	\$14.00	Fender Covers	\$10.00
Shorts - w/Cell Pocket	\$14.00	Cloth Laundry Bag	\$8.75
Shirt - Polo	\$18.00	Shop Towel	\$1.00
		Hand Towel	\$2.00

**MONROE COUNTY PURCHASING**  
**Vendor Performance Survey**

**Contract Title:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please submit this survey to Monroe County Purchasing.**