



3501 Kishwaukee Street
P.O. Box 7480
Rockford, IL 61126-7480
815-387-7400
815-387-7538 (FAX)

Donald Massier, President
Elmer Jones, Vice President
Rick Pollack, Clerk/Treasurer
Ben Bernsten, Trustee
John Sweeney, Trustee
Timothy S. Hanson, District Director

INVITATION TO BID
UNIFORM RENTAL AND CLEANING SERVICE
BID #18-210

January 15, 2018

Name of Bidding Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Bid Opening Time and Date: 2:00 P.M., January 29, 2018

Bids will be accepted until the specified opening time and date. Any bid delivered after the opening time and date will be refused.

Bid Deposit/Bid Bond: YES
Prevailing Wage: NO
Performance Bond: NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

SEND BIDS TO:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

BIDS WILL NOT BE ACCEPTED BY FAX OR EMAIL.

If the Illinois Department of Human Rights registration number has not been obtained, this number must be provided within 5 business days after the date of bid opening.

Bid results are available after contracts are awarded at the Regular Meeting of the Board of Trustees, held on the fourth Monday of the month. Please call 815-387-7425 or visit www.rwrdd.dst.il.us

FOR REVIEW PURPOSES ONLY

NOTICE
ROCK RIVER WATER RECLAMATION DISTRICT
INVITATION TO BID
UNIFORM RENTAL AND CLEANING SERVICE

The Rock River Water Reclamation District ("District") will receive sealed, signed bids for **Uniform Rental and Cleaning Service** at the District's offices, 3501 Kishwaukee Street, until 2:00 P.M. on January 29, 2018.

The scope of this bid involves providing **Uniform Rental and Cleaning Service** to the District's locations indicated in this Invitation to Bid, in conformity with these specifications.

No bid shall be withdrawn after the opening of bids without consent of the Rock River Water Reclamation District for a period of 60 days after the scheduled time of receiving bids.

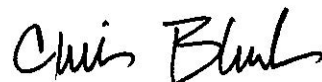
Copies of the Invitation to Bid for review purposes only are available through the Rock River Water Reclamation District web site www.rwrwd.dst.il.us or by contacting the Rock River Water Reclamation District.

Bid documents for submittal are available by contacting Melinda Roach at the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109 (815) 387-7425. For more information, visit the Rock River Water Reclamation District web site at www.rwrwd.dst.il.us.

The District reserves the right to reject all or part of any and all bids, for any reason. The District may accept all or part of any bid or waive any formalities if it decides such action is in the best interest of the District.

Request for information related to this bid should be directed to Terry Stoll, Supporting Services Supervisor of the Rock River Water Reclamation District, 3333 Kishwaukee Street, P.O. Box 7480, Rockford, IL 61126-7480; telephone 815-387-7588.

The District will confirm any award decision in writing, to the successful bidder.



Chris Black
Business Manager
Rock River Water Reclamation District

GENERAL SPECIFICATIONS AND INSTRUCTIONS
INVITATION TO BID: **UNIFORM RENTAL AND CLEANING SERVICE**

2.1 Bid Preparation

Where applicable, the bidder shall submit his bid on the forms the District provides in this document. **The bidder shall complete all applicable blanks.** He may submit additional information as he believes necessary on his stationery, under signature of the authorized representative who completes this document's forms.

If this Invitation to Bid contains inconsistencies between sections, Section III - Detailed Specifications shall supersede Section II - General Specifications, which shall supersede Section I - Notice. **No warranty is made or implied as to information contained in these specifications.**

An authorized officer or individual must sign the bid. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or the corporation officer who is authorized to sign for a firm and whose title is affixed.

All prices and notations shall be in ink or typewritten. The bidder may cross out mistakes and type corrections adjacent to the point of error. The person who signs the bid shall initial such corrections, in ink. **If the District finds a bidder's entry to be illegible, it may, at its sole discretion, reject the bid.**

2.2 Submission of Bids

The District will not receive bids in electronic format or by facsimile. The bidder shall return his bid in a sealed envelope, clearly marked as a "Bid for Uniform Rental and Cleaning Service". **The District cannot ensure that the sealed bid will not be prematurely opened if the bidder does not clearly identify his bid envelope.**

Mailing labels should be addressed to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Bids sent via package delivery service should be addressed to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

If the bidder chooses to hand-deliver his bid, he shall deposit it with the Main Entrance Receptionist, 3501 Kishwaukee Street, Rockford, IL 61109, between the hours of 8:00 A.M. and 4:30 P.M.

2.3 Taxes

The District is exempt, by law, from paying bidder Federal Excise Tax and Illinois Retailers' Occupational Tax. The District's tax exemption number is E9992-3696-07.

2.4 Withdrawal of Bids

At any time prior to the scheduled bid opening, the bidder may withdraw his bid. In order to do so, he shall submit a written request to the Business Manager.

2.5 Acceptance of Bid

The District may reject all or part of any or all bids, for any reason. The District may accept all or part of any bid or waive any bidding formalities if it decides such action is in the District's best interest.

The District will only consider bids that conform to the intent of this document. The District will reject bids that contain one or more exceptions if the District determines that non-conforming bids deviate from the intent of these specifications. The District's decision shall be final, and the District's procurement procedures contain no appeal provision.

2.6 Laws and Regulations

The bidder who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional service is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

2.7 Terms

A. Payments to the Successful Bidder. If the District receives an acceptable invoice for conforming materials or service prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

B. Default. In case of default, the District will procure the materials or service described in this Invitation to Bid from other sources. The District shall hold the defaulting successful bidder responsible for any excess cost incurred. The defaulting successful bidder shall make such payment no more than 60 calendar days after the District notifies him, in writing, of such an occurrence.

C. Use of District Name Prohibited. In the absence of the District's written permission, the successful bidder shall not use the District's name in any form or medium of public advertising.

2.8 Investigation

It shall be the responsibility of the bidder to make any and all investigations necessary to become thoroughly informed of what is required and specified in the bid document. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make necessary examinations and

investigations will be accepted on a basis for varying the requirements of the District or the compensation of the bidder.

2.9 Addenda

If the District issues written addenda, such addenda shall become part of the contract documents. The District will mail the addenda:

- A. not less than 3 working-days prior to the bid's opening date;
- B. via mail, email, or facsimile transmission;
- C. to each recipient of the specifications, at either the:
 1. address to which the District mailed the original bid document;
 2. corrected address the prospective bidder subsequently furnished; or
 3. email address prospective bidder furnished; or
 4. facsimile number the prospective bidder sent the District.

In the absence of the prospective bidder's written notice of his facsimile number or email, the District will provide addenda via mail.

A bidder that does not receive the District's addenda, and who has previously submitted a bid, shall not be relieved from any obligation in the bid he submitted.

2.10 Contract Form

No more than 10 business-days following the contract award, the successful bidder shall submit a completed Contract Form to the District's Business Manager. The Contract Form is part of this Invitation to Bid. By their mutual agreement, the successful bidder and District may supplement this contract form or replace it with an alternative document. If the successful bidder fails to complete the agreed upon Contract Form within the specified time, he shall be in material default.

2.11 Contract Termination

A. If the successful bidder fails to perform services in conformity with this Invitation to Bid, the District shall notify him in writing. If the successful respondent fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful respondent's temporary correction, the successful respondent shall likewise be in default. The District may, at its sole discretion, terminate the **Uniform Rental and Cleaning Service** contract with the defaulting successful bidder, and remedy the matter under provisions set forth in Section 2.7.B of this Invitation to Bid.

B. **Early Termination.** The District, in its sole option, may terminate the contract prior to the expiration date. In such an event, the District shall notify the successful bidder in writing. District shall likewise state the reason(s) for termination. If early termination occurs for the District's convenience and the successful bidder is in compliance with all of the terms and conditions of the contract, the District will not hold said bidder to be in material default.

C. District's Action Following Contract Termination. If the contract is terminated, the District may, at its sole option:

1. request new **Uniform Rental and Cleaning Service** bids or
2. designate the next-low bidder to perform **Uniform Rental and Cleaning Service**, provided that said next-low bidder agrees to his original bid terms.

The District may repeat this option until it obtains acceptable **Uniform Rental and Cleaning Service**.

2.12 "No Bid" Response Form

In the event you elect not to bid on this service, please fill out and return the attached "No Bid" form.

2.13 Indemnification Clause

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, or subcontractors of the successful respondent/contractor or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful respondent/contractor or subcontractor, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful respondent/contractor shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

The indemnification shall not be limited by a limitation on amount or type of damages payable by or for the successful respondent/contractor or its subcontractor under any employee benefits act including, but not limited, to the Workers' Compensation Act.

No inspection by the District, its employees, or agents shall be deemed a waiver by the District of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

2.14 Insurance

A. The successful respondent/contractor shall, for the duration of the contract, maintain the following:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

Auto Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including coverage for owned, hired or non-owned vehicles, as applicable.

Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

Umbrella: \$2,000,000 per occurrence/aggregate.

The policies shall contain, or be endorsed to afford Contractual Liability coverage for the following provisions in the General Liability and Automobile Liability coverage:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insured as respects liability arising out of activities performed by or on insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.
2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful respondent's/contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.

The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. Proof of Insurance – Certificate of Insurance. No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance to prove that it has obtained all required insurance and bonds. The District shall be the sole judge as to the acceptability of any such proof.

Correction of Successful Bidder's Insurance Deficiencies. If the District determines that the successful bidder's insurance or documentation does not conform to these specifications, the District shall inform said bidder of the non-conformity. If said bidder fails to provide conforming insurance or documentation within five calendar days of the District's notice, he shall be in default.

Best's Ratings.

1. **Alphabetical Rating.** For purposes of this Request for Bids, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or bond for the successful respondent/contractor. No insurer or

surety rated lower than "A-," **Excellent**, in the current Best's Key Rating Guide shall be acceptable to the District.

2. Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.

- a) If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.
- b) If Best classifies the insurer as smaller than XII, but larger than VI, said **insurer shall be submitted to the District's Business Manager and/or the District's insurance consultant for review.**

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

E. Suitability of Insurance. The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

F. District Primary. The successful bidder's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents with respect to liability incurred to the District due to the acts or omissions of the successful bidder.

2.15 Force Majeure

The obligations of either the District or the successful bidder shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful bidder being rendered unable wholly or in part by force majeure to carry out its obligations under the contract to provide Uniform Rental and Cleaning Service, other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegraph to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.

2.16 Responsive/Responsible Bidder

A. Evaluation of Responsiveness. The responsiveness of bidders will be judged on the basis of the completeness of the bid submitted. To be responsive, a Bid must be submitted on the forms provided as part of the Bid Documents and comply with all the requirements of the Invitation to Bid.

B. Evaluation of Responsibility. To be judged as responsible, the bidder shall:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities, or a firm commitment to obtain such by subcontracts;
2. Be able to comply with the required schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, including, in particular, any prior performance on contracts from the District;
4. Have an adequate financial management system and audit procedures, that provide efficient and effective accountability and control of all property, funds, and assets;
5. Conform to the civil rights, equal employment opportunity and labor law requirements of the Bid Documents.

FOR REVIEW PURPOSES ONLY

III

DETAILED SPECIFICATIONS INVITATION TO BID: **UNIFORM RENTAL AND CLEANING SERVICE**

3.1 General

The successful bidder shall be an independent contractor. He shall provide a firm fixed price bid for providing **Uniform Rental and Cleaning Service** in conformity with this Invitation to Bid and with applicable laws, regulations and professional standards. The successful bidder shall supply, at his expense, all necessary labor, transportation, machinery, fuel and materials necessary to perform the specified services. **Bidders must be located within a 25-mile radius of the Rock River Water Reclamation District.**

3.2 Items to be Provided

The Contractor shall make the following items available to the District. However, the District reserves the right to delete service for any item or items during the course of the Contract in its sole discretion.

- A. Work style pant/shirt sets in both full and western cut
- B. 100% cotton work style pant/shirt sets in both full and western cut
- C. 100% cotton jeans/shirt sets in western cut
- D. Fire resistant work style pant/shirt sets in both full and western cut
- E. Executive style pant/shirt sets
- F. Lab Coats - white, full length
- G. Lab Coats – white, hip length
- H. Overalls
- I. Floor Mats
- J. Lockers for storage of clean uniforms
- K. Locker or bin for soiled uniforms

3.3 Quantities (General Information)

The figures provided in this section are estimates only. The District makes absolutely no claim as to their accuracy. Currently, the District provides:

- 9 employees with 11 sets of work-style uniforms, approximately 5 of these are 100% cotton, the rest are cotton/polyester
- 1 employee with 11 work-style shirts only (white)
- 6 employees with 11 work-style pants only
- 5 employees with 11 executive pants
- 9 employees with 11 executive shirts
- 8 employees with 3 sets of lab coats
- 7 employees with 1 fire rated shirt and 2 fire rated coveralls
- 18 employees with blue jeans only
- 15 employees with blue jeans / work style shirts

Cleaning Schedule Example	5/8/2018		5/15/2018		5/22/2018	
	#Launder	#Assign	#Launder	#Assign	#Launder	#Assign
Lab Coats	8	64	8	64	8	64
Exec. Shirts	45	77	45	77	45	77
Exec. Pants	25	55	25	55	25	55
Work Shirts	110	283	110	283	110	283
Work Pants	220	506	220	506	220	506

Service for approximately 15 employees currently occurs at the District's North facility. Service for the balance of the employees occurs at the District's Kishwaukee Street facility.

The following mats will be provided weekly as follows:

Floor Mats – Black/Gray	Size 3 X 10	Size 3 X 4	Size 4 X 6
Location	Quantity	Quantity	Quantity
Maintenance Building	18	5	3
Administration Building	11	0	8
Operators' Office	12	1	0
Operators' Lab	1	0	0
River Station	3	0	0
Lab	2	0	2
North Facility	3	2	0

The quantities submitted are estimates only and the District makes no claim whatsoever as to their accuracy.

District usage may vary from week to week. Neither changes in number of eligible employees nor changes in the number of articles allowed within an employee allotment shall affect the unit prices established by this bid.

3.4 Minimum Specifications

A. Work-Style Uniforms Consisting of One Pant and One Shirt

1. Colors
 - a. Dark Blue Pant/Light Blue Shirt
 - b. Dark Brown Pant/Light Brown Shirt
 - c. Dark Gray Pant/Light Gray Shirt
 - d. Blue Jeans/Light Blue Shirt
2. Sizes - Shirts
Minimum 12 x 24 through Maximum 20 x 40 in 1/2" intervals between
3. Sizes – Pants and Jeans

- Minimum 24 x 24 through Maximum 60W x 54L in 1" intervals between
4. Style - Pants
 - a. Western cut and full cut shall both be available, each at same price.
 - b. Western cut jeans only
 5. Style - Shirts
 - a. "Western" (tapered) cut and full cut shall both be available, each at same price.
 - b. Short sleeve and long sleeve shall both be available, each at the same price. Employees may choose all short sleeve, all long sleeve, or mix styles within their allotment.
 6. Employee Allotment - Uniform Sets
Eligible employees shall be allotted work-style uniform "sets" in one of the following quantities.
 - a. Minimum Service - Five (5) pant or jeans/shirt sets; 2 changes per week
 - b. Standard Service - Eleven (11) pant or jeans/shirt sets; 5 changes per week
 - c. Optional Service - Thirteen (13) pant or jeans/shirt sets; 6 changes per week
 7. Material
Work-style sets shall be available in 100% cotton, combination cotton and polyester, and fire resistant compositions. The cotton polyester ratio shall include minimum 35% cotton or a District approved equal.
 8. Price Differentials Prohibited
Color, style, size, nor material type shall be a factor in unit pricing.
 9. Labels
Labels shall be unobtrusively placed on the inside yoke of each shirt and the waistband of each pant.
 10. If a numbering system is used, consecutive, not duplicate, numbering shall be employed throughout.

B. Executive Style Pants and Shirts

1. Colors
 - a. Shirt: Standard light blue, light grey, tan, or white without color repeats within a set
 - b. Pants: Dark blue, brown, lt. gray, or black without color repeats within a set
2. Sizes – Shirt: Minimum 12 x 24 through maximum 20 x 40 in 1/2" intervals
3. Sizes – Pants: Minimum 24 x 24 through maximum 54 x 54 in 1" intervals
4. Style: Appropriate dress cut pants and shirt; short sleeved shirt
5. Employee Allotment: Eleven (11) sets of uniforms shall be issued to each eligible employee. A uniform set will consist of one (1) pant and one (1) shirt; five (5) changes per week.
6. Material
 - a. Shirts - Cotton/polyester combination
 - b. Pants - All polyester "knit style" or cotton/polyester combination with minimum 35% cotton
7. Price Differential Prohibited: Color, style, size, nor material type shall be a factor in unit pricing.

8. Labels: External labels will not be allowed. Internal labels shall clearly identify each article by employee name code.

C. Lab Coats

1. Color - White
2. Size - xx small through xx large
3. Style - hip length and full length
4. Standard Employee Allotment - 3; 1 change per week
5. Material - Cotton or cotton/polyester
6. Replacement - In addition to replacement that the provisions of Section 3.7 dictate, the successful bidder shall replace all lab coats after 12 months; i.e., on May 1, 2019, and May 1, 2020.

D. Floor Mats

Standard industrial floor mats furnished and exchanged weekly.

3.5 Employee Eligibility

No District employee shall receive uniform service without written authorization from District management.

3.6 Bid Prices

Unless otherwise provided herein, unit prices the bidder enters on the Proposal Form shall be constant throughout the contract. This contract contains absolutely no provision for price variations, except for revisions made necessary by legislative mandates that occur after May 1, 2018. If the successful bidder believes that he should revise the bid prices because of such legislative developments, he shall notify the District, in writing, no less than 30 days prior to the date on which he intends to impose the proposed increase. Within 15 days of receipt of such notification, the District will reply, in writing, to the successful bidder. If the District approves the request, the price revision shall become a part of the contract, in conformity with the successful bidder's notice. If the District rejects the successful bidder's request, the successful bidder may either withdraw his request and continue service at the prior price, or provide 30-days cancellation notice. If the successful bidder so cancels the contract, he shall forfeit any and all termination-related compensation of any kind, including any and all compensation specified in **Section 2.11** of this document.

3.7 Length of Contract

This Contract will begin May 1, 2018 and will extend over a period of 36 months through April 30, 2021.

The District and the successful bidder may extend the contract beyond the April 30, 2021 expiration date, under terms and conditions to which they mutually agree, in writing, for up to an additional 36 months.

3.8 Delivery and Pick-Up

A. Routine Visits

The successful bidder shall deliver clean uniforms and pick up soiled uniforms as follows:

1. The successful bidder shall make deliveries and pick-ups at the North Facility on Tuesday mornings of each week at 7:00 a.m.
2. The successful bidder shall make deliveries and pick-ups at the 3333 and 3501 Kishwaukee Street locations on Tuesday morning of each week, at a time sufficiently early to ensure that he completes the entire procedure before 3:30 p.m., except between 11:45 a.m. and 12:45 p.m.
3. If the successful bidder is late, he shall either:
 - a. Return to the North Facility at 7:00 a.m. the next morning (Wednesday) and at 3333 and 3501 Kishwaukee after 7:30 a.m. (Wednesday) to complete the duties, or
 - b. Reimburse the District for any and all expenses said District incurred after 3:30 p.m. in order to complete the process.

B. Uniform Supply - Standard Service

For standard uniforms of 11 work-style sets per employee, the following delivery procedure shall be followed:

1. The successful bidder shall deliver six (6) new clean uniforms on the first Tuesday of service.
2. On each subsequent Tuesday for the duration of the contract, provided that sufficient uniforms have been turned in by the respective wearers, the successful bidder shall deliver five (5) uniforms.
3. On each Tuesday the successful bidder shall pick up all soiled uniforms for laundering; and he shall return them on the following Tuesday.

C. Uniform Supply - Other Services

For uniform service of other than 11 sets, corresponding proportions to B above shall be exchanged.

D. Location

The successful bidder shall make all uniform pick-up and delivery at the following four District locations:

1. Main Inventory Facility, 3333 Kishwaukee St., Rockford, IL 61109
2. Laboratory Facility, 3333 Kishwaukee St., Rockford, IL 61109
3. Administration Building, 3501 Kishwaukee St., Rockford, IL 61109
4. North Facility, 4850 Torque Dr., Loves Park, IL 61111.

3.9 Uniform Condition

By May 1, 2018, the successful bidder shall furnish all eligible employees with first quality new uniforms. The successful bidder shall make no charge other than the

standard monthly charge for these uniforms. The District will continuously monitor uniform condition, for the duration of the contract. At least annually, or whenever normal wear and tear render uniforms unsightly or uncomfortable, the successful bidder shall replace said uniforms at no additional charge to the District. Where uniform replacement is required because of the wearer's neglect or abuse, the successful bidder shall replace the uniforms, provided he has obtained the District's prior written authorization to do so. In this event, the District will pay the successful bidder an amount that does not exceed the "declared value" the successful bidder has entered on this document's proposal form, for each item so replaced.

3.10 Uniform Repair

The successful bidder shall promptly repair any tears or holes that develop in any uniform. The District will not allow large patches that detract from the appearance or performance of a given uniform. The successful bidder shall replace grossly damaged articles under the provisions of Section 3.9 above.

3.11 Fit

The successful bidder shall provide fitting services to ensure that each authorized District employee's uniform fits properly. He shall complete such fitting within 15 working days of the District's written notice to proceed.

3.12 Labels

All articles shall be clearly labeled as indicated in this document's Detailed Specifications. If a numbering system is used, consecutive, not duplicate, numbering shall be employed throughout.

3.13 Loss Responsibility

The District shall assist the Contractor in obtaining compensation for lost or inordinately damaged articles to the extent allowed by law, provided the District's intervention is consistent with its personnel policies. However, the proof of loss is the Contractor's responsibility. If the Contractor's repayment demand is challenged, the Contractor shall pay any and all pursuant legal expenses.

3.14 Supervision

At no less frequency than every 90 days, one of the successful bidder's management representatives shall visit the District Plant. At the time of the visit, said management representative shall meet with designated District staff. If problems occur during the course of the contract, the successful bidder shall attend any and all additional meetings necessary in order to resolve the problems, at no additional charge to the District.

3.15 Reference Information

A. As this document's Proposal Form indicates, the bidder shall provide the following reference information, without limitation:

1. An outline of the personnel and training procedures he proposes to use in performing Uniform Rental and Cleaning Service for the District,
2. An outline of his management and operational structure,

3. A statement of how long he has been in the Uniform Rental and Cleaning Service business, and
4. A list of two (2) organizations of twenty-five (25) or more employees for which he is currently providing Uniform Rental and Cleaning Service.

B. At its sole discretion, the District shall reject any bid:

1. If the bidder has been in the **Uniform Rental and Cleaning Service** business for less than 12 consecutive months prior to submitting his bid,
2. If the bidder is providing **Uniform Rental and Cleaning Service** for less than two satisfactory organizations at the time he submits his bid,
3. If the District determines that the bidder's references are dissatisfied with said bidder's service, or
4. If the District believes a bidder's reference information is in any way unsatisfactory.

The District's decision in such an event shall be final and the District's bidding procedures contain no appeal provision for a party whose bid is so rejected.

3.16 Failure to Meet Standards

The District likewise may take any and all other actions indicated in this document if the successful bidder provides unsatisfactory service.

3.17 Questions

Interested parties may direct questions concerning this Invitation to Bid to Terry Stoll, Supporting Services Supervisor at 815-387-7588. The District will not interpret specifications for individual bidders. If the District determines that the specifications need to be clarified or revised, it will issue an addendum to all prospective bidders.

IV

BID FORM
INVITATION TO BID: **UNIFORM RENTAL AND CLEANING SERVICE**

To: Board of Trustees
Rock River Water Reclamation District
P. O. Box 7480
Rockford, Illinois 61126-7480

From: _____
(Individual, Partnership or Corporation, as case may be)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **Uniform Rental and Cleaning Service** in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, Affidavit Forms, Performance Bond, and Agreement Form.

The Undersigned also affirms and declares:

A. That he (they) has (have) examined and is (are) familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

B. That he (they) has (have) carefully examined the scope of the required materials and service, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the materials or services or their performance.

C. That this bid is made without any understanding, agreement or connection with any other person, partnership, or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from bidding as a result of a bid-rigging or bid-rotating conviction.

D. That all goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

E. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA),

rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the District's **Uniform Rental and Cleaning Service**, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
2. document compliance as required,
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
4. prepare and make available all required information and documentation, and
5. hold harmless and indemnify the District and the District's representatives as defined in Section 2.13 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

F. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this bid, I (we) understand that the District may reject part or all of any and all bids. I (we) agree that I (we) shall not withdraw this bid for a period of 60 calendar-days following the scheduled bid opening. I (we) have carefully examined the nature of the service and materials. The cost of all the materials, equipment, and service necessary to complete this contract is given in this Proposal.

The undersigned declares that he (they) has (have) carefully examined the items of work and the cost of all the equipment and services to complete this contract as given in this Proposal.

UNIFORM RENTAL AND CLEANING SERVICE

Enter one bid price for each item below based on 5 changes per week.

	Cost
Work style shirt	_____
Work style pants	_____
100% cotton work style shirt	_____
100% cotton work style pants	_____
100% cotton blue jeans	_____
Fire resistant work style shirt	_____
Fire resistant coveralls	_____
Executive style shirt	_____
Executive style pants	_____
Lab coats, hip length	_____
Lab coats, full length	_____
Total	_____

Enter bid price to change one of each size of floor mat per week.

Floor mats - price per change	_____	_____	_____
	(3' x 4')	(3' x 10)	(4'x 6')

DECLARED REPLACEMENT VALUE

In the event that any rented articles are damaged or lost and it is determined that the District is liable for said loss, the Contractor's **complete** replacement values shall be as follows:

Work style shirt - replacement value \$ _____ 1 each

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Work style pants - replacement value \$ _____ 1 each

100% cotton work style shirt - replacement value \$ _____ 1 each

100% cotton work style pants - replacement value \$ _____ 1 each

100% cotton blue jeans – replacement value..... \$ _____ 1 each

Fire resistant work style shirt - replacement value \$ _____ 1 each

Fire resistant coveralls - replacement value \$ _____ 1 each

Executive style shirt - replacement value \$ _____ 1 each

Executive style pants - replacement value \$ _____ 1 each

Lab coats, hip length - replacement value..... \$ _____ 1 each

Lab coats, full length - replacement value \$ _____ 1 each

Coveralls – replacement value \$ _____ 1 each

Floor mats (3'x4') - replacement value \$ _____ 1 each

Floor mats (3'x10') - replacement value \$ _____ 1 each

Floor mats (4'x6') - replacement value \$ _____ 1 each

Total Replacement Value \$ _____

Bidder: _____ Date: _____

By: _____ (Name) _____ (Title of Office)

Bidder's FEIN _____

Address _____ Phone _____

City, State, Zip _____ Facsimile _____

Note: The Rock River Water Reclamation District, as a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax, therefore, those taxes should be excluded from quotation.

REFERENCE INFORMATION

Each bidder shall complete the following reference information. If the District believes a bidder's information is unsatisfactory, or that his references are unsatisfied with his service, District may reject his proposal without further consideration. The District's decision in such an event shall be final, and this Invitation to Bid contains no recourse for a party whose bid is so rejected.

1. Outline of the personnel and training procedures the bidder proposes to use in performing **Uniform Rental and Cleaning Service** for the District:

2. Outline of the bidder's management and operational structure:

3. How long has the bidder been in business? _____ years

4. Provide the following information regarding two (2) organizations of twenty-five (25) or more employees for which the bidder is currently providing **Uniform Rental and Cleaning Service**:

	<u>Reference #1</u>	<u>Reference #2</u>
Organization Name	_____	_____
Street Address	_____	_____
City, State, Zip	_____	_____
Telephone Number	_____	_____
Contact Person	_____	_____

V

**“NO BID” RESPONSE
TO
INVITATION TO BID**

If your firm is unable to submit a bid at this time, would you please provide the information requested in the space provided below and return to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Responses can be delivered in person to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

Responses can also be faxed to:

Rock River Water Reclamation District
815-387-7538

We have received Invitation to Bid: **Uniform Rental and Cleaning Service**, opening at 2:00 P.M. on January 29, 2018.

Reason for not bidding: _____

BY: _____
Signature

Name & Title, Typed or Printed

Company Name

VI
**FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE
INVITATION TO BID: UNIFORM RENTAL AND CLEANING SERVICE**

NOTE: THE BIDDER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED BID. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY BID WHICH DOES NOT CONTAIN THIS AFFIDAVIT

_____, being first duly sworn, deposes and says that:
(Name of person making affidavit)

They are: _____ of _____
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance to this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Departments Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contacts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)"

IL Dept of Human Rights Registration No.: _____ Expiration Date: _____

Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

VII
FORMS OF AFFIDAVIT
INVITATION TO BID: **UNIFORM RENTAL AND CLEANING SERVICE**

City: _____ County: _____ State: _____

This Section for Sole Proprietorship:

I, _____ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing bid and that the several matters therein stated are in all respects true.

Signature _____

This Section for Partnership:

I, _____ (name), being duly sworn, depose and say that I am a member of _____ (partnership name), the firm described in and which executed the foregoing bid; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature _____

This Section for Corporation:

We, _____ (representative who signed the Bid Form), and _____ (other corporate officer), being duly sworn, depose and say that we reside in the cities of _____ and _____, respectively, and that we are the _____ (representative's title) and the _____ (other corporate officer's title), respectively, of _____ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

(representative's signature)

(other corporate officer's signature)

This Section for a Limited Liability Corporation:

I, _____ (name), being duly sworn, depose and say that I am a _____ (representative's title) of _____ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature _____

Notarization (required for all successful bidders):

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public _____

County _____

My Commission Expires _____

VIII

CONTRACT
ROCK RIVER WATER RECLAMATION DISTRICT
ROCKFORD, ILLINOIS

THIS Contract, made and concluded this ___ day of _____, 20___, between the Rock River Water Reclamation District, Illinois, also known as "District," and _____ his/their executors, administrators, successors or assigns, known as "Contractor":

In consideration of the payments and contracts mentioned in the Bid hereto attached, to be made and performed by the District, the Contractor agrees with the District at his/their own proper cost and expense to do all the work, furnish all equipment, materials and all labor necessary to complete the work and furnish the merchandise in accordance with the specifications hereinafter described, and the District's requirements.

1. Scope

Both parties understand and agree that the Introduction, General Specifications and Instructions, Detailed Specifications, Proposal Form, Fair Employment Form, and Affidavit Forms of the Invitation to Bid: Uniform Rental and Cleaning Service, all Addenda there to (if any), and any and all provisions required by law, are all essential documents of the Contract, and are a part hereof, as if herein set out verbatim or as if attached, except for titles, subtitles, headings, table of contents and portions specifically excluded.

Unless the Contractor and the District terminate the Contract by their mutual written Contract in conformity with **Section 2.11** of the Invitation to Bid, the Contractor shall provide the District's **Uniform Rental and Cleaning Service** at the bid price over a 36-month period, from 12:00 A.M. on May 1, 2018 through 11:59 P.M. on April 30, 2021. If the District and the Contractor agree in writing, the Contract may be extended beyond the scheduled termination date, under terms to which they mutually agree, in writing.

2. Contract Price

The District shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, in current funds, the prices set forth on the Contractor's Proposal Form.

The Contractor fully understands and agrees that his bid price will be the only basis for payment for the contract's duration, and that in the absence of changes to which the District and Contractor agree because of revisions to the scope of the **Uniform Rental and Cleaning Service**, this contract allows for no price increases.

The District shall make payments to the Contractor, in accordance with and subject to the provisions of Section 4 of this Contract.

3. Contract Execution

The Contractor shall:

- A. Perform all services in a responsible, professional manner, supplying only delivery and service which meets or exceeds the District's Specifications;

- B.** Provide and install District's **UNIFORM RENTAL AND CLEANING SERVICE** in conformity with the specifications;
- C.** Sustain all loss or damage arising out of the nature of the work to be done, or from any unforeseen obstruction or difficulty which he may encounter in the prosecution of the work, or from the action of the elements;
- D.** Be responsible for all accidents he, his employees, or agents may incur in the contract's execution;
- E.** Hold the District and its representatives harmless from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Contract. The Contractor shall likewise hold harmless and indemnify the District and its representatives from all:
1. suits, claims, or actions,
 2. costs, either for defense or for settlements, and
 3. damages
- to which the District or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another:
- a. in the execution of the Contract, or
 - b. from actions the District or its representatives take on the Contractor's behalf, except in cases where such suits, claims, actions, or costs are found to be based on the District's negligence. For purposes of this paragraph, "its representatives" means "the Rock River Water Reclamation District's trustees, employees, agents, assigns, and their heirs."
- F.** Comply with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act, and will:
1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
 2. document compliance as required,
 3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
 4. prepare and make available all required information and documentation, and
 5. hold harmless and indemnify the District and the District's representatives as defined in Section 2.13 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages)

relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

- G.** Adopt and promulgate written sexual harassment policies that include, at a minimum, the following information:
1. the illegality of sexual harassment;
 2. the definition of sexual harassment under Illinois State law;
 3. a description of sexual harassment, utilizing examples;
 4. Contractor's internal complaint process including penalties;
 5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
 6. directions on how to contact the Department and the Commission; and
 7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, Contractor will provide the Illinois Department of Human Rights with the information described in G1 through G7 above.

- H.** Maintain all specified insurance for the duration of the contract.
- I.** In the absence of the District's written permission, the Contractor shall not use the District's name in any form or medium of public advertising.
- J.** This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

In consideration of and to induce the award of this Contract to him, the Contractor represents and warrants: that he is not in arrears to the District upon debt of the Contract and that he is not a defaulter, as surety, contractor or otherwise; that he is financially solvent and sufficiently experienced and competent to perform the work; that the work can be performed as called for by the Contract; that the facts stated in his proposal and the information given by him is true and correct in all respects, and that he is fully informed regarding all the conditions affecting the work to be done and labor and materials to be furnished for the completion of this Contract and that his information was secured by personal investigation and research.

If the Contractor defaults, the District may procure **Uniform Rental and Cleaning Service** described in this Invitation to Bid, from other sources. In such an event, the price the District pays shall constitute the prevailing market price at the time of such purchase and the defaulting Contractor shall pay the District the difference between his bid price and the prevailing market price. The defaulting Contractor shall make such payment no more than 60 calendar-days after the District notifies him, in writing, of such an occurrence.

4. Payments to Contractor

If the District receives an acceptable invoice for conforming service prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month; if the District

receives an acceptable invoice for conforming service on or after the fifth day of the month, the District shall issue payment before the fifth day of the second-succeeding month.

5. Subcontracts

No part of the work herein provided for shall be sublet or subcontracted without the express consent of the District, and in no case shall consent relieve said Contractor from the obligation herein entered into, or change the terms of this Contract.

6. Contractor's Responsibility

This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

7. Time

The Contractor agrees to all delivery schedules specified in the Invitation to Bid.

FOR REVIEW PURPOSES ONLY

8. Seals

IN WITNESS WHEREOF, the parties have hereunto set their hands, and are duly authorized to enter into such contracts on behalf of their respective organizations.

Contractor (Name of Firm)

Authorized Signature

ATTEST:

By: _____

Its: _____

Rock River Water Reclamation District
Winnebago County, Illinois

By _____
Director

ATTEST: _____
Business Manager

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO)

On this _____ day of _____, 20____, before me, a notary public within and for said County, personally appeared Timothy S. Hanson and Chris Black, to me personally known, who, being each by me duly sworn did say that they are respectively, the Director and Business Manager of the Rock River Water Reclamation District, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the District, and said Director and Business Manager acknowledge said instrument to be the free act and deed of said District.

Notary Public

(SEAL)

County

FOR REVIEW PURPOSES ONLY