



PURCHASING AUTHORITY  
Town of New Milford, Connecticut  
**Dry Cleaning Bid**

Sealed bids will be received at the Office of the Director of Finance, New Milford, CT until the hour of 3 p.m., on Thursday, August 3, 2017. Bids must be enclosed in a sealed envelope, addressed to the Purchasing Authority, Town of New Milford, 10 Main Street, New Milford, CT 06776, and **clearly marked: BID: Dry Cleaning-Laundry 2017-2019.**

**INTENT:** The Town of New Milford is seeking competitive bids for dry cleaning and repair of police uniforms and other duty clothing.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford "Municipal Purchases" Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions. Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, August 3, 2017, at 3 p.m. Bids received after that time will be considered informal and rejected.

Forms on which bids must be submitted may be obtained at the Finance Office or online at [www.newmilford.org](http://www.newmilford.org).

When applicable, state bids will be considered for this product/service.

  
David Gronbach, Mayor

An Equal Opportunity/Affirmative Action Employer



# NEW MILFORD POLICE DEPARTMENT

49 POPLAR STREET • NEW MILFORD, CONNECTICUT 06776

IN SERVICE TO OUR COMMUNITY

Shawn M. Boyne  
CHIEF OF POLICE

Mark A. Buckley  
DEPUTY CHIEF OF POLICE

## REQUEST FOR BID DRY CLEANING-LAUNDRY 2017-2019

### 1. GENERAL

The Town of New Milford provides dry cleaning and laundering service for the duty clothing of Police Department members. Attachment "A" indicates the types of garments and the approximate quantities for a 52 week period.

Vendors are requested to bid on a per item cost for each of the types of garment listed. The Department also requests that alterations and repairs to the duty clothing be done from time to time.

Bids are to be returned using the attached form by the date indicated on the bid announcement.

### 2. SERVICES REQUESTED

Clothing to be dry cleaned, laundered or tailored will be dropped off at the vendor's place of business within the Town of New Milford during normal business hours. The clothing shall be dry cleaned, laundered and/or tailored and be available for pickup within three working days, excluding Sundays and holidays.

If the vendor's facility is not within the Town of New Milford, the vendor will supply daily pickup and delivery to the New Milford Police Department at no additional cost.

The service shall be provided for a twenty four (24) month period. If the vendor normally closes for vacation, it shall be the vendor's responsibility to subcontract the work for that period of time, with no additional cost to the Department. The authorized representative of the Police Department must be notified of the subcontractor and approve of same.

TEL: 860 355-3133

Equal Opportunity Employer  
NewMilfordpolice.org

FAX: (860) 355-6012



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### 3. TERMS OF AWARD

The contract shall be to provide service for twenty four (24) months, commencing upon award of the bid.

The Police Department reserves the right to terminate the contract with thirty (30) days written notice.

The Police Department reserves the right to reject any and all bids in the best interest of the Town of New Milford and/or of the New Milford Police Department.

### 4. AGENCY CONTACT

Lieutenant Charles Cochran #213  
Commander of Administrative Services  
49 Poplar Street  
New Milford Connecticut, 06776  
860-355-2103



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## BID FORM – DRY CLEANING- POLICE DEPARTMENT

### GARMENT TYPE:

Trousers \$ \_\_\_\_\_ each

Uniform Shirts \$ \_\_\_\_\_ each

Sweaters \$ \_\_\_\_\_ each

Jackets, Suit \$ \_\_\_\_\_ each

Jackets, Uniform \$ \_\_\_\_\_ each

Ties \$ \_\_\_\_\_ each

2 piece suits \$ \_\_\_\_\_ each

Windbreaker \$ \_\_\_\_\_ each

Jump Suit \$ \_\_\_\_\_ each

Coats \$ \_\_\_\_\_ each

Laundered Shirts \$ \_\_\_\_\_ each

Alterations and Repairs            YES            NO

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Authorized Signature & Title \_\_\_\_\_

Date of Submission \_\_\_\_\_

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## ATTACHMENT A

Estimated quantity 52 week period of service:

|                  |             |
|------------------|-------------|
| Trousers         | <u>2175</u> |
| Uniform Shirts   | <u>2000</u> |
| Sweaters         | <u>20</u>   |
| Jackets, Suit    | <u>20</u>   |
| Jackets, Uniform | <u>25</u>   |
| Ties             | <u>30</u>   |
| 2 piece suits    | <u>25</u>   |
| Windbreaker      | <u>45</u>   |
| Jump Suit        | <u>5</u>    |
| Coats            | <u>10</u>   |
| Laundered Shirts | <u>600</u>  |

**INSURANCE REQUIREMENTS:**

A certificate of Insurance will be required to be submitted upon execution of the agreement.

The Contractor must carry the following minimum insurance coverages:

- A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage.

|   |              |
|---|--------------|
| General Liability Aggregate                           | \$2,000,000* |
| Products and Completed Operations Aggregate           | \$2,000,000  |
| Personal Injury                                       | \$2,000,000  |
| Each Occurrence for Bodily Injury and Property Damage | \$2,000,000  |
| Fire Damage (Any One Fire)                            | \$ 50,000    |
| Medical Expense (Any One Person)                      | \$ 5,000     |

The insurer shall waive all rights of subrogation against the Town of New Milford, its officers, employees and volunteers arising from work performed by the Contractor for the Town of New Milford.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

- B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage \$2,000,000

Umbrella limits over Automotive Liability limits may be used to make up the the required limits.

- C. Statutory Workers Compensation and Employers Liability

|                         |            |
|-------------------------|------------|
| Each Accident           | \$ 100,000 |
| Disease – each employee | \$ 100,000 |
| Disease policy limit    | \$ 500,000 |

Or in accordance with the requirements of the laws of the State, whichever is greater.

- D. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.

**INSURANCE REQUIREMENTS – Continued**

- E. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.
- F. The Town of New Milford, its officials, employees, and volunteers, MUST be Named as additional insured with reference to this project on a primary basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.
- G. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford by certified mail with return receipt requested.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER  
(To Accompany Bid)

State of \_\_\_\_\_

Ss. \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such Price is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Title) \_\_\_\_\_

My Commission Expires \_\_\_\_\_ 20\_\_\_\_.





PURCHASING AUTHORITY  
Town of New Milford, Connecticut  
**INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT**

**BID:** \_\_\_\_\_

**BID OPENING:** \_\_\_\_\_

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

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