

UTILITIES COMMISSION
City of New Smyrna Beach, Florida
200 Canal Street
P.O. Box 100
New Smyrna Beach, Fl. 32170-010

September 23, 2020

RE: RFP 31-20
ADDENDUM **No. 1**

To prospective vendors:

The Utilities Commission is issuing the following addendum. **As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.**

- 1) These descriptions are vague. Can you provide me with what you are currently buying so I can price those or provide comparable items? We have access to hundreds of shirts, sweatshirts etc.
Current Purchase Order with Unifirst is attached containing pricing and descriptions.
- 2) Please confirm the bid opening of 10/1.
Bid is on track to open October 1st. As a reminder, vendors are encouraged NOT to attend in person. But rather to attend by phone by dialing 1 (646) 941-1150 PIN:678 9422
- 3) I don't see Addendum No. 1 Please supply or forward copy.
This is Addendum No 1
- 4) Please provide previous bid tab history.
Current Purchase Order with Unifirst is attached. No previous bid tab exists as the current purchase order was awarded via Piggyback of NJPA Now Sourcewell Contract with Unifirst.
- 5) Please provide a high-resolution UCNSB logo for sample creation. We recommend a vector art .EPS file, but a hi-res .JPEG will work.
Issued as Part of this Addendum
- 6) What are the arc rating requirements for the FR garments? Example: 12.4/CAT2
Long sleeve shirt and long pants with a minimum arc rating (ATPV) of 5.9 cal/cm²

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- 7) Are there any color restrictions/color requirements on the garment list-are colors limited to tan or navy? Or are additional color choices welcomed?
Colors will be limited to Navy and Tan, but willing to consider different shades of those two main colors.
- 8) What is the breakdown of use of logo on FR garments? If logos are included, please list which garments will receive a logo embroidery with FR thread.
All shirts, hats, T-shirts, coats and jackets will have the company logo. All T Shirts will use FR thread as well as FR clothing. Below is the breakdown of the logo size and placement:
T-Shirts (all)-above left pocket. Size is 2.5 inches. Color is White
Hats (all)-center of front above brim. Size 2.5 inches. The logo is colored, and the words will be white or black depending on the hat.
Work Shirts (all)-The logo is located above left pocket or on left chest for FR Henleys Size is 3 inches and it is an embroidered patch. The right side will have the employee name.
Jackets and Coats-The logo is located on the right side and is colored. The size is 3 inches and it is an embroidered patch.
- 9) Would you please provide an eps file of the UC logo?
A copy of the logo is included with this addendum.
- 10) You mention in your bid “All clothing and hat options must have the company’s logo embroidered” Would you clarify placement? For example, left chest of all shirting, full front of caps.
See response to question 8
- 11) Would you please confirm the size of logo for all apparel items? (FR and Non-FR shirts, outerwear and caps).
See response to question 8
- 12) May we obtain a copy of the previous bid award?
See response to question 1.

Acknowledgment of Receipt of Addenda No. 1

Company _____

Signature _____

Utilities Commission, NSB

P.O. Box 100
200 Canal Street
New Smyrna Beach FL 32170-0100



Purchase Order No.

PO00015890

P.O. number must appear on all correspondence.

Date: 10/23/2019

Vendor:

UNIFIRST CORPORATION
1455 BUFFALO ROAD
TITUSVILLE FL 32796

Attention: Chris Cottle
Phone: (321) 269-2993 Ext. 0000
Fax: (321) 268-1403 Ext. 0000
Vendor #: UNIF102

Ship To:

As Directed By UC Personnel

Confirm With: Britney 386-424-3056
Page: 1

**PLEASE FAX ORDER CONFIRMATION TO:
(386) 424-2748**

Please ship merchandise subject to conditions printed on this order. State Sales Tax Exemption Certificate No. 85-8015993556C-0

^ Changed Since the Previous Revision

L/N	Item Number	Req. Date	U/M	Ordered	Unit Price	Ext. Price
Description						Project
1	SERVICE CONTRACT Employee Uniform Rental - 2nd of 3 renewals	10/16/2020	Each	70,000.0000	\$1.0000	\$70,000.00
Based on terms & Conditions NJPA 062415-UFC - Fixed 3% Allowed Increase - No Rental charges for lockers/Z rails						

130-999-926-9174

Subtotal	\$70,000.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Order Total	\$70,000.00

Unless otherwise stated herein all prices are F.O.B "Ship To" point listed above with freight prepaid by shipper.
All Invoices will be paid within 30 days of: Receipt of Invoice, Receipt of Goods or Acceptance of Worked Performed.

Authorized Signature



NEW ACCOUNT EXISTING ACCOUNT

INSTALLATION DATE _____ MM/DD/YYYY

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) Utilities Commission of New Smyrna Beach LOC. NO. 912
 ADDRESS 200 Canal Street ROUTE NO. _____
New Smyrna Beach, FL 32168 DATE 10-4-17
 PHONE 386-427-1361 SIC/NAICS _____

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

MERCHANDISE SERVICED									
ITEM DESCRIPTION	UNIT PRICE	MERCH. ALYOUT	WEEKS BETWEEN DELIVERY	NO. OF PERSONS/ISSUE PER PERSON	TOTAL NO. OF CHANGES/PIECES	PRICE PER CHANGE/PIECE	STANDARD/ NON-STANDARD	TOTAL FULL SERVICE	TOTAL VALUE/LEASE
Microcheck Shirts - 04UM06	\$11.85		1			\$.19			
Flat Front Pants - 100205	\$14.05		1			\$.19			
Cargo Pants - 10AI05	\$18.00		1			\$.24			
FR - Zip Front Hooded Jacket - 09BF05	\$109.00		1			\$.75			
Jacket - 18BW	\$43.10		1			\$.66			
FR Long Sleeve Henley - 08PH87	\$64.13		1			\$.59			
FR Long Sleeve T-Shirt - 08BI	\$39.73		1			\$.37			
FR Amorex Loz Ultra Soft Shirt - 09FR	\$38.30		1			\$.34			
FR Amorex UltraSoft Pants - 10FR05	\$41.30		1			\$.38			
FR Tecasafe Pants - 10FS05	\$52.85		1			\$.33			
FR Amorex Carpenter Jeans - 10UC	\$46.39		1			\$.59			
FR Hard Shell Jacket - 18SC	\$135.00		1			\$1.20			
UniSport Polo - 04MM and 05MM	\$12.15	\$12.15	1			\$.133			
Shop Towels - 8021						\$.06			
FR LSleeve Cool Touch Shirt - 08FI	\$62.20					\$.58			

Minimum weekly charge applies, equal to 75% of the initial weekly install value.

CHARGE	AMOUNT
Garment preparation per piece	\$.50
Name emblem per piece	\$.35
Company emblem per piece	\$2.50
Direct Embroidery: Wearer name per piece	\$.35
Company name per piece	\$2.50
DEFE (See description on reverse side)	\$2 per location

CHARGE	AMOUNT
Non-stock sizes per piece	\$2.00
Special cuts per piece	\$2.00
Restock/Exchange per piece	\$2.00
Automatic Wiper Replacement	2% @ \$.25
Automatic Linen Replacement	
Garment Maintenance for Standard Garments	\$.06 per garment
Garment Maintenance for FR Garments	\$.10 per garment

PAYMENT TERMS: C.O.D. E.F.T. Approved Charge

COMMENTS
 No Initial Set Up Charges to Begin the Program. Garment Maintenance pricing is listed above for Standard and FR Garments. The Garment Maintenance unit rates are in addition to the garment unit rates. The agreement abides by NJPA Pricing and Terms. Every 12 months the service will be reviewed with the New Smyrna Utilities Commission. The service will then automatically renew for three one year terms. See Addendum A of the agreement.

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.⁴

The undersigned agrees to all Customer Service Agreement Terms above and on Page 2⁵ and attests to have the authority to execute for the named CUSTOMER and to approve use of any personalization – including logos or brand identities – that has been requested.

SALES REP: _____ DATE _____
 SALES REP (Print Name) _____
 ACCEPTED⁶: _____ DATE _____
 LOCATION MANAGER (Signature) _____
 LOCATION MANAGER (Print Name and Title) _____

ACCEPTED: _____ DATE _____
 CUSTOMER (Signature) _____
 CUSTOMER (Print Name and Title) _____
 EMAIL _____

¹ Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.
² Merchandise which is Val-U-LessSM is not cleaned by UniFirst.
³ Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

⁴ All returned checks and declined credit/debit cards subject to \$35 processing fee.
⁵ This Agreement is effective only upon acceptance by UniFirst Location Manager.
⁶ Customer Service Agreement Terms on Page 2 must be signed by CUSTOMER and must accompany all copies of Customer Service Agreement.



