

UNIFORM LAUNDRY/DRY CLEANING SERVICES
STATEMENT OF WORK
IFB 6100027053

CONTRACT OVERVIEW: This Invitation for Bids (IFB) for Professional Laundry/Dry Cleaning Services, (identified here and in the other documents as the "Contract") will cover the requirements to provide laundering, dry cleaning, pressing, repairs and alterations of uniforms for the Capitol Police at the Capitol Complex in Harrisburg. The Department is seeking to partner with a dependable company with the equipment and experience in cleaning and preserving the appearance and quality of garments at an exceptional service level with affordable prices.

SCOPE OF WORK: The Contractor shall furnish professional laundry/dry cleaning services to include, but not limited to, the following:

- 1) **Laundering Service:** Wash, dry and press long and short sleeve shirts.
 - a. All sleeves shall be sharply creased in the middle of the sleeve.
 - b. Patches must be centered on the sleeve and pressed flat with the crease down the middle of the sleeve.
- 2) **Dry Cleaning Service:** Dry clean and press trousers, winter coats, jackets, liners, neck ties, "commando" sweaters and serge peak caps.
 - a. All trousers shall be sharply creased in the middle of the pant leg.
- 3) **Repair and Alteration:** Sewing of buttons, emblems/chevrons and/or broken belt loops, mending any tears or rips, hemming, and repair/replace zippers and/or pockets.

METHOD OF AWARD: ***ONLY CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD.*** The Department of General Services (DGS) has set aside this contract for the Small Business Procurement Initiative (SBPI) to provide DGS-certified small businesses with opportunities to compete against other DGS-certified small businesses for Commonwealth agency and DGS statewide contracts. Only certificated small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site: www.smallbusiness.pa.gov.

The Small Business Certification will be provided after the self-certification process on the SBPI site: <http://www.smallbusiness.pa.gov/>. A valid Department of General Services (DGS) Small Business Procurement Initiative (SBPI) certificate will be required as part of the bid in order to be deemed a responsive bidder. Any business without a valid certificate as of bid due date and time may be rejected as non-responsive. The Award will be made to the bidder with the lowest overall price based on the estimated quantities listed on the Price Sheet (Appendix A).

PRICE SHEET: Bidders must indicate the price per piece or garment for each description of service listed on Appendix A, Price Sheet, of this IFB. Bidders must enter prices for all items listed. Prices shall include all transportation, delivery and handling charges. A total amount based on the estimated quantities will automatically populate. Bidders' prices shall remain firm for the term of the contract. The completed Appendix A, Price Sheet, must be submitted with the bid or the bid will be deemed non-responsive.

PERFORMANCE REQUIREMENTS:

- 1) **Quality Control:** The Contractor shall have the capability to ensure the following:
 - a. Machines and quality of co2 cleaning supplies are professional and environmentally responsible;
 - b. Dependable quality and good fabric care;

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- c. Alterations and repairs are professional; and
- d. Garments are fresh and clean to preserve the appearance quality.

- 2) **Satisfaction Guarantee:** In the event that DGS is not satisfied with the cleanliness of the garment(s) or the service provided, the Contractor shall provide the same service(s) again at no charge.
- 3) **Damaged Garment(s):** In the event that any piece of garment is damaged, the Contractor shall provide a credit on the invoice in the amount of the current value of the item.

PICKUP AND DELIVERY: The Contractor is required to pick up and deliver laundry twice per week, i.e. Monday/ Thursday or Tuesday/ Friday, as agreed to between the using agency and the Contractor. Contact Michael Gaudiano at (717) 787-3199 at the Bureau of Police & Safety for pickup and delivery schedules.

HOLIDAYS: The Commonwealth's Offices are closed for specific holidays during the calendar year. Contract services are not required on the actual days observed. In the event that scheduled services would fall on a Holiday, the Contractor shall pickup/deliver on the next business day.

State designated Holidays include, but are not limited to: New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Specific Holiday dates are identified in accordance with the Commonwealth's Directives Management System and is issued via an Administrative Circular. For example: The 2014 Holidays were published as [Administrative Circular 13-14](#) on September 6, 2013. This information is published annually on the Office of Administration's website at the URL provided below. The awarded Contractor will be required to check the website for the most current published Holiday dates.

http://www.portal.state.pa.us/portal/server.pt/community/administrative_circulars/635.

ADD/DELETE: During the life of the Contract DGS reserves the right to add to the list of services, identified on Appendix A, which are deemed within the scope of this procurement. In the event that DGS determines additional services should be added, the following procedures will be followed. DGS will contact the awarded Contractor and allow them the opportunity to provide pricing for the service. DGS, in its sole discretion, will determine if the price quoted by the Contractor is fair and reasonable.

INQUIRIES: Direct all questions concerning this Contract to the Contracting Officer, Wanda Bowers, at (717) 346-3840 or wbowers@pa.gov.