

PUBLIC NOTICE

REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY is requesting proposals for the providing uniforms, cleaning of uniforms and repair or replace uniforms for certain Guttenberg employees of the Town of Guttenberg from January 1, 2013 to December 31, 2013. Copies of the documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Municipal Clerk of the Town of Guttenberg by telephoning the Clerk at 201-868-2315 or by visiting his offices at 6808 Park Avenue, Guttenberg, New Jersey, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. Proposals will be accepted up to 2:00 p.m. (prevailing time) on Thursday, November 8, 2012. All necessary documents may be downloaded from the official Guttenberg website, www.guttenbergnj.org

Alberto Cabrera

Town Clerk

REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG is accepting Proposals from firms to provide uniforms to certain Guttenberg employees and the clean, repair and replace said uniforms when necessary for a period from January 1, 2013 to December 31, 2013. The approved firm shall provide the following:

SCOPE OF WORK

Provide for thirteen members of the Department of Public Works, four members of the Guttenberg Police Violation Office and two members of the Guttenberg Senior Drivers the following:

- A. One winter jacket each with embroidered on the jacket, the department and the name of person of that department.
- B. One spring/fall jacket each with embroidered on the jacket, the department and the name of person of that department.
- C. Eleven shirts (mixed of short sleeve and long sleeve) with embroidered on the jacket, the department and the name of person of that department.
- D. Eleven pair of pants.
- E. All cleaning, repairing and replacing the uniforms.

COST

The Town of Guttenberg would request that the interested firm provide a cost basis as follows:

- A. The cost per winter jacket.
- B. The cost per spring/fall jacket.
- C. The cost for each short sleeve shirt.
- D. The cost for each long sleeve.
- E. The cost for each pants.
- F. The cost of weekly cleaning of each of the above articles of the uniforms.
If there is a different cost for the cleaning of any item, it should be specified.
- G. The cost to repair any of the above uniform items.
- H. The cost of replacement of the uniform item if it is different than the initial cost of providing same.

PROPOSAL SUBMISSIONS:

All persons interested in submitting a proposal for the providing of uniforms, cleaning of uniforms and repair or replace uniforms shall submit a Proposal to be delivered to the Municipal Clerk at his office at the Town Hall of Guttenberg, New Jersey located at

6808 Park Avenue, Guttenberg, New Jersey on or about 2:00 p.m. (prevailing time) on Thursday, November 8, 2012. All persons submitting a Proposal are encouraged to contact Alberto Cabrera, Municipal Clerk, in an effort to personally be advised of the necessary requirements to provide the services requested.

PROPOSAL FORMAT:

1. Must include a completed and signed Proposal outlining all costs.
2. Must provide a New Jersey Business Registration Certificate.
3. Fully executed Non-Collusion Affidavit which is attached.
4. Fully executed Disclosure of Ownership form which is attached.
5. Certificate of Employee Information Report.
6. From the mandatory Equal Employment Opportunity Language (which is attached) one of the three documents requested in the attachment. Also, the interested firm, if awarded the contract, must include the mandatory Equal Employment Opportunity Language from the form.
7. Any other information which the interested firm deems relevant;

CONTRACT AWARD:

It is the intent of the Town of Guttenberg to award a Contract for the service required hereunder in accordance with competitive proposal procedures based on cost , experience and ability to provide the services and provided that the vendor meets all of the other cited requirements.

The Town of Guttenberg retains the right to reject any and all proposals or to award a Contract to the respondent whose proposal is deemed to be most advantageous to the Municipality, taking into consideration the factors cited above. Each unsuccessful offeror will be notified in writing promptly if a Contract award is made under this Request for Proposals, such notice will identify the successful contractor, and provide an opportunity for a debriefing meeting with the Municipality's Municipal Clerk to discuss any questions.

SUBMISSION OF PROPOSALS:

Proposals (original + 2) shall be delivered to the Municipal Clerk at his office located at 6808 Park Avenue, Guttenberg, New Jersey no later than 2:00 p.m. (prevailing time) on Thursday, November 8, 2012. Same shall be addressed as follow:

Alberto Cabrera, Municipal Clerk
Town of Guttenberg
6808 Park Avenue
Guttenberg, New Jersey 07093

All proposals shall be submitted in sealed envelopes with the wording:

UNIFORM SERVICES

Alberto Cabrera,
Municipal Clerk