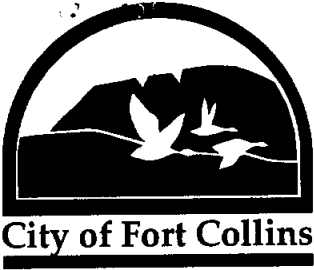


SCOTT A. E. S



Administrative Services

Purchasing Division

**CITY OF FORT COLLINS
INVITATION TO BID
BID #5852
DRY CLEANING SERVICES**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:00p.m. (our clock), May 7, 2004.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.


Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.


James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

**CITY OF FORT COLLINS
BID PROPOSAL
BID #5852
BID OPENING: May 7, 2004, 2:00pm, (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR **DRY CLEANING SERVICES**, PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

SPECIFICATIONS:

1. **General:** This specification covers the dry cleaning requirements of the City of Fort Collins Police Department (FCPD). Awards shall be for an initial period of one year, from July 15, 2004 through July 14, 2005. Dry Cleaning Services under this agreement shall be provided only to authorized department personnel. At the option of the City awards may be renewed for up to four (4) additional one-year periods. Price changes must be negotiated with and agreed to by both parties.
2. **Assignment & Equipment:** Assignment or transfer of this agreement shall not be allowed without written approval by the City of Fort Collins. Service Provider shall have necessary equipment to provide dry cleaning of clothing and shall not employ a third party for this operation. The City reserves the right to inspect equipment on the bidder's premises.
3. **Quantities:** The quantities listed are approximate annual quantities, based on past purchase records. The actual number of items cleaned may vary, as the City reserves the right to make Split Awards for this Bid to multiple locations around Fort Collins.
4. **Pickup and Delivery:** Uniforms and apparel will be delivered to and picked up from the vendors by authorized police department personnel.
5. **Unlisted Items:** The City shall only pay for the cleaning of items listed in this bid.
6. **Lost or Damaged Items:** If the officer determines that an item has been lost or damaged by the Service Provider, the City of Fort Collins reserves the right to reduce the bill for that month by the current replacement value for that item.

7. Minimum Specifications:

Shirts, Uniformed Officers - Items are to be cleaned as specified by the officer, mended as needed, and returned wrinkle-free and with all buttons firmly in place. Uniform shirts must be pressed with military creases and returned on hangers.

Shirts, Plain Clothes Officers - Items are to be cleaned as specified by the officer, mended as needed and returned wrinkle-free and with all buttons firmly in place. Return on hangers.

Trousers, Uniformed Officers - Items are to be cleaned as specified by officer, mended as needed, returned wrinkle-free and with all buttons firmly in place.

Trousers, Plain Clothes Officers - Items are to be cleaned as specified by the officer, mended as needed, returned wrinkle-free and with all buttons firmly in place.

Jackets, Uniformed Officers - Items are to be dry cleaned, mended as needed, returned wrinkle-free and with no mats in pile. Return on hangers. Dry clean on an as needed basis.

Sport Coats, Plain Clothes Officers - Items are to be dry cleaned, mended as needed, returned wrinkle-free and with all buttons firmly in place. Return on hangers.

Caps, Uniformed Officers - Items are to be dry cleaned on an as needed basis

Neckties, Uniformed and Plain Clothes Officers - Items are to be dry cleaned on an as needed basis.

Skirts, Dresses, Blouses, Etc. - Plain Clothes Female Officers - Items are to be cleaned as specified by the officer, mended as needed and returned wrinkle-free and with all buttons firmly in place. Return on hangers.

8. **Alteration Service:** Service Providers shall perform quality alteration services as requested by authorized personnel. Alteration service shall consist of: (1) taking up and tapering of pants; (2) taking up or letting out waist; (3) shortening or lengthening trousers; (4) taking up and tapering of shirt body and sleeves; and (5) taking up sleeve length. The City of Fort Collins reserves the right to employ other firms for such alteration services.
9. **Normal Service:** All uniforms and plain clothes attire worn in lieu of uniforms must be ready for use **within two (2) working days** from the time delivered to service provider. The City of Fort Collins may deduct 5% of officer's billing for each additional day should the cleaning time exceed two (2) working days. A schedule of business closures due to holidays, normal days closed, etc. **must be furnished in writing** by the Service Provider to the FCPD representatives.
10. **Complaint Forms:** Service Provider **must provide complaint forms** to the designated representatives, when requested. Service Provider **must report on corrective action taken** in response to reported problems.
11. **City Representative:** The FCPD shall specify in writing designated representatives to which the Service Provider shall address all questions, correspondence, etc.

METHOD OF AWARD:

The bid proposal is divided into six sections. All items must be bid. Partial bids will not be considered.

Firms will be evaluated and scored as follows:

Category	Weighting Factor	Criteria	Scoring System
1	2.0	Total Cleaning Cost	Lowest Cost: 5 points Others: Low Bid/Bid x 5
2	1.0	Average Cost of Alterations	Lowest Cost: 5 points Others: Low Bid/Bid x 5
3	1.0	Tailoring Services	Full Time = 2 points Part Time = 1 point Not available = 0 points
4	2.0	Ownership History	Over 5 years = 5 points 2-5 years = 3 points < 2 years = 0 points

5	2.0	Locations	2 or more locations with 2 Working Day Service = 5 points < 2 locations with 2 Working Day Service = 3 points
6	2.0	Billing Capability	Outstanding = 5 points Average = 3 points Poor or N/A = 0 points

Up to three contracts may be awarded, based on total points and/or location. Successful Bidders will be expected to sign a Service Agreement as condition of Bid Award (see sample attached).

1. DRY CLEANING: Quantities are approximate annual estimates for bidding purposes only. Actual quantities may be subdivided by multiple awards based on location.

Item	Description	Qty.	Price, each	Price, total
1	Shirts, short-sleeve, uniformed officers. Clean as specified by officer, mend as needed, press with military creases, return wrinkle-free on hangers.	7000	\$ <u>1⁷⁵</u>	\$ <u>12,250⁰⁰</u>
1A	Shirts, long-sleeve, uniformed officers. Clean as specified by officer, mend as needed, press with military creases, return wrinkle-free on hangers.	3300	\$ <u>1⁷⁵</u>	\$ <u>5,775⁰⁰</u>
2	Shirts, plain clothes officers. Clean as specified by officer, return wrinkle-free on hangers.	2000	\$ <u>1⁹⁵</u>	\$ <u>3,900⁰⁰</u>
3	Trousers, uniformed officers. Clean as specified by officer, return wrinkle-free.	7000	\$ <u>2⁴⁰</u>	\$ <u>16,800⁰⁰</u>
4	Trousers, plain clothes officers. Clean as specified by officer, return wrinkle-free.	1350	\$ <u>3⁰⁰</u>	\$ <u>4,050⁰⁰</u>
5	Jackets, uniformed officers. Dry clean as specified by officer, return wrinkle-free on hangers with no mats in pile.	225	\$ <u>4²⁵</u>	\$ <u>956²⁵</u>
6	Sport Coats, plain clothes officers. Dry clean as specified by officer, return wrinkle-free on hangers.	250	\$ <u>4²⁵</u>	\$ <u>1062⁵⁰</u>
7	Hats, uniformed officers. Dry clean hat as specified by officer.	75	\$ <u>15⁹⁵</u>	\$ <u>1,196²⁵</u>
8	Neckties, uniformed and plain clothes officer. Dry clean as specified by officer.	5000	\$ <u>1²⁵</u>	\$ <u>6,250⁰⁰</u>
9	Skirts, plain clothes officer. Clean as specified by officer, mend as needed, return wrinkle-free on hangers.	75	\$ <u>4²⁵</u>	\$ <u>318⁷⁵</u>
10	Dresses, plain clothes officer. Clean as specified by officer, mend as needed, return wrinkle-free on hangers.	50	\$ <u>7⁰⁰</u>	\$ <u>350⁰⁰</u>
11	Blouses, plain clothes officer. Clean as specified by officer, mend as needed, return wrinkle-free on hangers.	150	\$ <u>3⁹⁵</u>	\$ <u>592⁵⁰</u>
			Total of all items	\$ <u>53,526²⁵</u>

2. ALTERATIONS:

Price for alteration services, as follows:

Description	Price, each
1 - Taking up and tapering of pants	\$ <u>18.00</u>
2 - Taking up and letting out waist	\$ <u>10.00</u>
3 - Shortening or lengthening trousers	\$ <u>9.00</u>
4 - Taking up and tapering of shirt body and sleeves	\$ 18.00 <u>18.00</u>
5 - Taking up sleeve length	\$ <u>9.00</u>
Total	\$ <u>64.00</u>
Total divided by 5 = Average Cost of Alterations	\$ <u>12.80</u>

3. TAILORING:

Are tailoring services available at your place of business during normal business hours? Full time (30-40 hours a week) . Part time (under 30 hours per week) ____ . Not available ____ .

4. OWNERSHIP HISTORY:

How long have the present owners operated the business? More than 5 years . Between 2 and 5 years ____ . Less than 2 years ____ .

5. LOCATION INFORMATION:

Main location, address and business hours:

Address: 1227 E. Mulberry Fort Collins 80524

Monday-Friday: 6:30 AM to 5:00 PM and Saturday: — AM to — PM

Please List the same information for any and all satellite locations where uniforms can be returned to the officer, cleaned and ready for use, within two working days.

Use a separate sheet, if necessary.

Address: 1159 Main St Windsor, Co 80550

Monday-Friday: 8:00 AM to 5:00 PM and Saturday: 9:00 AM to 1:00 PM

Address: 1119 W. Drake "C" Fort Collins, Co

Monday-Friday: 8:00 AM to 5:00 PM and Saturday: 9:00 AM to 2:00 PM

Address: _____

Monday-Friday: _____ AM to _____ PM and Saturday: _____ AM to _____ PM

6. BILLING CAPABILITY:

Service Provider must be able to provide accurate, detailed, itemized Monthly Statements. **Please enclose samples to illustrate your capabilities to do so.**

REFERENCES:

On a separate sheet, submit the names, phone numbers, and contacts for three or more business or governmental entities for which your company provides uniform dry cleaning services.

Vendor Name: Scotchies Cleaners

Address: 1827 E. Mulberry
Fort Collins, Co 80524

Telephone # 970-493-4263 FAX # 970-225-0133

e-mail address: GranBob@aol.com

GRAN BOB MA @ AOL.COM

Respondent Name: Bob BAIER
(Please Print)

By: 
(Signature)

PLEASE GO TO www.fcgov.com/purchasing TO REGISTER IN OUR E-PROCUREMENT SYSTEM FOR FUTURE BID OPPORTUNITIES! BE SURE TO SELECT ALL APPROPRIATE COMMODITY CODES!

	A	B	C	D	E	F	G	H	I	J	
1				FORT COLLINS POLICE DEPT.							
2					Mar.	2004					
3	PO#4400164										
4				2/04	3/1-6	3/8-13	3/15-20	3/22-31	TOTAL		
5	Beaumont, G.	FC128								PLNT	
6	Bredehoff, Bud	FC52	**	7.20	7.20	0.00	0.00	7.20	\$21.60	PLNT	
7	Boward, Mike	FC121		3.60	0.00	8.75	10.80	0.00	\$23.15	WDSR	
8	Brown, Robert	FC34	**	3.60	7.20	7.20	8.75	0.00	\$26.75	PLNT	
9	Bruce, Jeff	FC136								PLNT	
10	Christensen, Cory	FC73		0.00	0.00	32.30	11.35	0.00	\$43.65	PLNT	
11	Christensen, Marnie	FC63		0.00	0.00	0.00	18.55	10.80	\$29.35	PLNT	
12	Clow, Kurt	FC54								PLNT	
13	Crumbaker, Scott	FC178		0.00	0.00	10.80	0.00	0.00	\$10.80	PLNT	
14	Deyen, Deanna	FC23		10.80	0.00	0.00	0.00	0.00	\$10.80	PLNT	
15	Dodd, Craig	FC41		13.05	9.00	9.00	18.95	16.45	\$66.45	PLNT	
16	Goff, Scott	FC20		3.60	10.20	3.60	0.00	0.00	\$17.40	WDSR	
17	Gonzales, Francis			0.00	0.00	0.00	96.10	0.00	\$96.10	PLNT	
18	Grant, David									WDSR	
19	Hardy, Jerrod	FC156		3.60	0.00	9.25	3.60	3.60	\$20.05	PLNT	
20	Haynes, Wes	FC27								FCW	
21	Haywood, Dave	FC106		7.20	0.00	7.20	0.00	0.00	\$14.40	PLNT	
22	Hopkins, Marcus	FC99		7.45	0.00	20.05	0.00	0.00	\$27.50	PLNT	
23	Hoyne, Jim	FC50	**							FCW	
24	Kirchhoff, Ken	FC16								PLNT	
25	Knab, R.	FC188								FCW	
26	Laguna, Jeff	FC67	**	0.00	0.00	0.00	7.70	0.00	\$7.70	PLNT	
27	Langley, Mike	FC107		0.00	0.00	0.00	3.60	7.20	\$10.80	PLNT	
28	Mohs, Ginger	FC84		25.95	0.00	16.50	20.45	14.95	\$77.85	PLNT	
29	Murphy, Dan	FC56	**	8.40	0.00	2.80	0.00	0.00	\$11.20	PLNT	
30	Noe, Maureen									PLNT	
31	Patella, M.	FC186		10.80	0.00	0.00	0.00	0.00	\$10.80	FCW	
32	Pink, Denny	FC37	**	3.60	3.60	3.60	0.00	0.00	\$10.80	PLNT	
33	Pierick, John	FC86								PLNT	
34	Reed, Russell	FC69		5.15	4.15	3.60	0.00	0.00	\$12.90	PLNT	
35	Shaklee, Gary	FC83		3.60	7.20	7.20	0.00	0.00	\$18.00	WDSR	
36	Shaklee, Jaclyn	FC116		3.60	3.60	0.00	14.40	0.00	\$21.60	WDSR	
37	Smith, Doug	FC109								PLNT	
38	Sparacio, Stephan	FC152		3.60	0.00	3.60	7.20	0.00	\$14.40	FCW	
39	Steffen, Kim	FC66		3.60	3.60	3.60	8.75	0.00	\$19.55	WDSR	
40	Tellez, Ernie	FC28		0.00	0.00	0.00	3.60	0.00	\$3.60	PLNT	
41	Volesky, K.	FC95		12.10	6.20	12.40	0.00	9.30	\$40.00	PLNT	
42	Wills, C.	FC187		8.75	0.00	0.00	0.00	0.00	\$8.75	FCW	
43	Wilson, K.	FC185		0.00	14.05	16.40	2.05	7.20	\$39.70	FCW	
44	With, Greg	FC15		7.15	2.80	0.00	0.00	0.00	\$9.95	PLNT	
45	Wood, Paul	FC108		0.00	8.00	17.05	7.20	0.00	\$32.25	PLNT	
46	Zeigler, Richard	FC48		3.60	3.60	7.20	0.00	7.20	\$21.60	PLNT	
47	FC POLICE DEPT.	*****		12.50	8.50	14.00	13.00	5.00	\$53.00	PLNT	
48	FC POLICE DEPT.			0.00	0.00	9.80	3.60	0.00	\$13.40	Vendor/Supplier #	
49									\$845.85	TOTAL	
50				*****	106 shirts needed hand pleating at .50 per shirt.						
51	Vendor:15778			PLNT	\$66.70	Lab. 50				OV #	
52	SCOTCHIES CLEANERS			FCW	\$73.65		Paid Clk#			Batch #	
53	1827 E. MULBERRY			WDSR	\$99.70						
54	FORT COLLINS, CO. 80524				\$32.65					PV #	

B-4400164
 Vendor/Supplier # 15778
 5395801 280041
 Batch #
 Batch #

845.85

	A	B	C	D	E	F	G	H	I	J	
1				FORT COLLINS POLICE DEPT.							
2					Feb.	2004					
3	PO#4400164										
4				104	2/2-7	2/9-14	2/16-21	2/23-28	TOTAL		
5	Beaumont, G.	FC128								PLNT	
6	Bredenhoff, Bud	FC52	**	7.20	0.00	0.00	0.00	0.00	\$7.20	PLNT	
7	Boward, Mike	FC121		8.75	5.15	0.00	0.00	13.90	\$27.80	WDSR	
8	Brown, Robert	FC34	**	3.60	7.20	7.20	7.20	0.00	\$25.20	PLNT	
9	Bruce, Jeff	FC136		0.00	0.00	12.35	0.00	0.00	\$12.35	PLNT	
10	Christensen, Cory	FC73		14.40	0.00	0.00	0.00	27.40	\$41.80	PLNT	
11	Christensen, Marnie	FC63		0.00	28.15	0.00	0.00	0.00	\$28.15	PLNT	
12	Clow, Kurt	FC54		10.10	0.00	0.00	3.60	0.00	\$13.70	PLNT	
13	Crumbaker, Scott	FC178		0.00	0.00	0.00	10.80	0.00	\$10.80	PLNT	
14	Deyen, Deanna	FC23		3.60	0.00	0.00	0.00	0.00	\$3.60	PLNT	
15	Dodd, Craig	FC41		12.90	10.55	16.15	3.10	3.10	\$45.80	PLNT	
16	Goff, Scott	FC20		3.60	0.00	0.00	0.00	0.00	\$3.60	WDSR	
17	Gonzales, Francis			0.00	0.00	48.05	0.00	0.00	\$48.05	PLNT	
18	Grant, David									WDSR	
19	Hardy, Jerrod	FC156		0.00	7.20	0.00	7.20	0.00	\$14.40	PLNT	
20	Haynes, Wes	FC27								FCW	
21	Haywood, Dave	FC106		0.00	10.80	0.00	10.80	0.00	\$21.60	PLNT	
22	Hopkins, Marcus	FC99								PLNT	
23	Hoyme, Jim	FC50	**							FCW	
24	Kirchhoff, Ken	FC16								PLNT	
25	Knab, R.	FC188		0.00	0.00	3.60	0.00	0.00	\$3.60	FCW	
26	Leguna, Jeff	FC67	**	0.00	3.60	0.00	0.00	7.20	\$10.80	PLNT	
27	Langley, Mike	FC107								PLNT	
28	Mohs, Ginger	FC84		29.90	24.40	13.40	0.00	20.45	\$88.15	PLNT	
29	Murphy, Dan	FC56	**	11.20	0.00	0.00	19.60	0.00	\$30.80	PLNT	
30	Noe, Maureen									PLNT	
31	Patella, M.	FC186		0.00	0.00	22.65	0.00	0.00	\$22.65	FCW	
32	Pink, Denny	FC37	**	3.60	3.60	3.60	1.55	3.60	\$15.95	PLNT	
33	Pierick, John	FC86								PLNT	
34	Reed, Russell	FC69		3.60	5.15	0.00	0.00	0.00	\$8.75	PLNT	
35	Shaklee, Gary	FC83		3.60	7.20	7.20	7.20	7.20	\$32.40	WDSR	
36	Shaklee, Jaclyn	FC116		7.20	7.20	7.20	7.20	7.20	\$36.00	WDSR	
37	Smith, Doug	FC109		8.50	0.00	0.00	0.00	0.00	\$8.50	Vendor/Supplier # 157778	
38	Sparacio, Stephan	FC152		7.20	3.60	10.80	0.00	0.00	\$21.60	FCW 535262 1277158	
39	Steffen, Kim	FC66		5.15	0.00	0.00	3.60	0.00	\$8.75	WDSR	
40	Tellez, Ernie	FC28		0.00	0.00	0.00	3.60	0.00	\$3.60	PLNT OV#	
41	Volesky, K.	FC95		3.10	4.65	7.75	12.40	0.00	\$27.90	PLNT Batch #	
42	Wills, C.	FC187		12.35	0.00	0.00	7.20	0.00	\$19.55	FCW PV#	
43	Wilson, K.	FC185		0.00	0.00	15.95	0.00	12.70	\$28.65	FCW Batch #	
44	With, Greg	FC15		5.60	14.60	5.90	0.00	0.00	\$26.10	PLNT	
45	Wood, Paul	FC108		3.60	0.00	7.20	0.00	0.00	\$10.80	PLNT	
46	Zeigler, Richard	FC48		7.20	7.20	7.20	3.60	0.00	\$25.20	PLNT	
47	FC POLICE DEPT.	*****		12.00	10.50	12.00	9.50	8.00	\$52.00	PLNT	
48	FC POLICE DEPT.									PLNT	
49									\$785.80	TOTAL	
50				*****	88 shirts needed hand pleating at .50 per shirt.						
51	Vendor:157778			PLNT	\$581.20						
52	SCOTCHIES CLEANERS			FCW	\$96.05		Paid Cl#				
53	1827 E. MULBERRY			WDSR	\$108.55						
54	FORT COLLINS, CO. 80524				\$785.80						