

**EXHIBIT**

**"A"**

**CITY OF ROUND ROCK  
AGREEMENT FOR PURCHASE OF  
LAUNDRY SERVICES FOR  
POLICE AND FIRE DEPARTMENT UNIFORMS FROM  
T&A CLEANERS, LLC  
dba REID'S CLEANERS & LAUNDRY**

**THE STATE OF TEXAS**

§

**CITY OF ROUND ROCK**

§

**KNOW ALL BY THESE PRESENTS:**

§

**COUNTY OF WILLIAMSON**

§

**COUNTY OF TRAVIS**

§

§

THAT THIS Agreement for purchase of cleaning services for Police Department and Fire Department uniforms, and for related goods and services, (referred to herein as the "Agreement"), is made and entered into on this the \_\_\_\_ day of the month of \_\_\_\_\_, 2018, by and between the CITY OF ROUND ROCK, TEXAS, a home-rule municipality whose offices are located at 221 East Main Street, Round Rock, Texas 78664 (referred to herein as the "City") and T&A CLEANERS, LLC dba REID'S CLEANERS AND LAUNDRY, whose offices are located at 5708 Brittllyn's Court, Austin, Texas 78730 (referred to herein as the "Services Provider").

**RECITALS:**

WHEREAS, City desires to purchase cleaning services for Police Department and Fire Department uniforms, and City desires to procure same from Services Provider; and

WHEREAS, City has issued its "Invitation for Bid" for the provision of said goods and services, and City has selected the Bid submitted by the Services Provider; and

WHEREAS, the parties desire to enter into this Agreement to set forth in writing their respective rights, duties, and obligations;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual promises contained herein and other good and valuable consideration, sufficiency and receipt of which are hereby acknowledged, it is mutually agreed between the parties as follows:

**1.01 DEFINITIONS**

A. **Agreement** means the binding legal contract between City and Services Provider whereby City is obligated to buy specified services and Services Provider is obligated to sell same. The Agreement includes the following: (a) City's Invitation for Bid, designated Solicitation Number 17-026, dated November of 2017; (b) Services Provider's Response to the

IFB; (c) contract award; and (d) any exhibits, addenda, and/or amendments thereto. Any inconsistencies or conflicts in the contract documents shall be resolved by giving preference in the following order:

- (1) This Agreement;
- (2) Services Provider's Response to IFB;
- (3) City's Invitation for Bids, exhibits, and attachments.

B. **City** means the City of Round Rock, Williamson and Travis Counties, Texas.

C. **Effective Date** means the date upon which the binding signatures of both parties to this Agreement are affixed.

D. **Force Majeure** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind from the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, restraint of the government and the people, civil disturbances, explosions, or other causes not reasonably within the control of the party claiming such inability.

E. **Goods and services** mean the specified services, supplies, materials, commodities, or equipment.

## **2.01 EFFECTIVE DATE; TERM**

A. This Agreement shall be effective on the date it has been signed by both parties hereto, and shall remain in full force and effect unless and until it expires by operation of the term stated herein, or until terminated as provided herein.

B. The term of this Agreement is for sixty (60) months from the effective date hereof. City reserves the right to review the relationship at any time, and may elect to terminate this Agreement with or without cause or may elect to continue.

## **3.01 CONTRACT DOCUMENTS AND EXHIBITS**

City selected Services Provider to supply the services as outlined in the IFB and Response to IFB submitted by Services Provider, all as specified in Exhibit "A," attached hereto and incorporated by reference. The intent of these documents is to formulate an Agreement listing the responsibilities of both parties as outlined in the IFB and as offered by Services Provider in its Response to the IFB.

The services which are the subject of this Agreement are described in Exhibit "A" and, together with this Agreement, comprise the total Agreement and they are fully a part of this

Agreement as if repeated herein in full.

#### **4.01 ITEMS AWARDED; SCOPE OF WORK**

A. All bid items on Exhibit “A” are awarded to Services Provider.

B. For purposes of this Agreement, City has issued documents delineating the required services (specifically Invitation for Bid Solicitation Number 17-026 dated November 2017). Services Provider has issued its response agreeing to provide all such required service in all specified particulars. All such referenced documents are included in Exhibit “A.” When taken together with the appended exhibits, this Agreement shall evidence the entire understanding and agreement between the parties and shall supersede any prior proposals, correspondence or discussions.

C. Services Provider shall satisfactorily provide all services described under the attached exhibits within the contract term specified in Section 2.01. Services Provider’s undertakings shall be limited to performing services for the City and/or advising City concerning those matters on which Services Provider has been specifically engaged. Services Provider shall perform its services in accordance with this Agreement, in accordance with the appended exhibits, in accordance with due care, and in accordance with prevailing industry standards for comparable services.

#### **5.01 COSTS**

A. Bid costs listed on Exhibit “A” shall be the bases of any charges collected by the Services Provider.

B. The total amount paid to the Services Provider over the term of this Agreement shall not exceed **Three Hundred Sixty-Three Thousand One Hundred Twenty-Six and 25/100 (\$363,126.25)**.

C. The total not-to-exceed fee of **\$363,126.25** shall include: (1) the Service Provider’s bid of \$67,625.25 per year as set forth in Exhibit “A”; and (2) an additional **Five Thousand Dollars (\$5,000.00)** for each year of this Agreement for additional services that may be required by the City as set forth on page two (2) of “Attachment – Bid Sheet” in Exhibit “A.” The use of additional services shall be at the sole request of the City.

#### **6.01 INVOICES**

All invoices shall include, at a minimum, the following information:

A. Name and address of Services Provider;

B. Purchase Order Number;

- C. Description and quantity of items received or services provided; and
- D. Delivery or performance dates.

## **7.01 INTERLOCAL COOPERATIVE CONTRACTING/PURCHASING**

Authority for local governments to contract with one another to perform certain governmental functions and services, including but not limited to purchasing functions, is granted under Government Code, Title 7, Chapter 791, Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102.

Other governmental entities within the State of Texas may be extended the opportunity to purchase off of the City's bid, with the consent and agreement of the successful vendor(s) and the City. Such agreement shall be conclusively inferred for the vendor from lack of exception to this clause in the vendor's response. However, all parties hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

## **8.01 NON-APPROPRIATION AND FISCAL FUNDING**

This Agreement is a commitment of City's current revenues only. It is understood and agreed that City shall have the right to terminate this Agreement at the end of any City fiscal year if the governing body of City does not appropriate funds sufficient to purchase the services as determined by City's budget for the fiscal year in question. City may effect such termination by giving Services Provider a written notice of termination at the end of its then current fiscal year.

## **9.01 PROMPT PAYMENT POLICY**

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Services Provider will be made within thirty (30) days of the day on which City receives the performance, supplies, materials, equipment, and/or deliverables, or within thirty (30) days of the day on which the performance of services was complete, or within thirty (30) days of the day on which City receives a correct invoice for the performance and/or deliverables or services, whichever is later. Services Provider may charge interest on an overdue payment at the "rate in effect" on September 1 of the fiscal year in which the payment becomes overdue, in accordance with V.T.C.A., Texas Government Code, Section 2251.025(b); however, this Policy does not apply to payments made by City in the event:

- A. There is a bona fide dispute between City and Services Provider, a contractor, a subcontractor or supplier about the goods delivered or the service performed that cause the payment to be late; or

- B. The terms of a federal contract, grant, regulation, or statute prevent City from making a timely payment with federal funds; or
- C. There is a bona fide dispute between Services Provider and a subcontractor or between a subcontractor and its supplier about the goods delivered or the service performed that causes the payment to be late; or
- E. Invoices are not mailed to City in strict accordance with instructions, if any, on the purchase order or the Agreement or other such contractual agreement.

#### **10.01 GRATUITIES AND BRIBES**

City may, by written notice to Services Provider, cancel this Agreement without liability to Services Provider if it is determined by City that gratuities or bribes in the form of entertainment, gifts, or otherwise were offered or given by Services Provider or its agents or representatives to any City officer, employee or elected representative with respect to the performance of this Agreement. In addition, Services Provider may be subject to penalties stated in Title 8 of the Texas Penal Code.

#### **11.01 TAXES**

City is exempt from Federal Excise and State Sales Tax; therefore, tax shall not be included in Services Provider's charges.

#### **12.01 ORDERS PLACED WITH ALTERNATE SERVICES PROVIDERS**

If Services Provider cannot provide the goods as specified, City reserves the right and option to obtain the products or services from another supplier or suppliers.

#### **13.01 INSURANCE**

Services Provider shall meet all requirements as stated in the attached IFB, including all attachments and exhibits thereto, and Services Provider's bid response.

#### **14.01 CITY'S REPRESENTATIVE**

City hereby designates the following representatives authorized to act in its behalf with regard to this Agreement:

Cliff Saylor, Support Services Division Manager  
Round Rock Police Department  
2701 N. Mays Street  
Round Rock, Texas 78665  
512-671-2833

## **15.01 RIGHT TO ASSURANCE**

Whenever either party to this Agreement, in good faith, has reason to question the other party's intent to perform hereunder, then demand may be made to the other party for written assurance of the intent to perform. In the event that no written assurance is given within the reasonable time specified when demand is made, then and in that event the demanding party may treat such failure as an anticipatory repudiation of this Agreement.

## **16.01 DEFAULT**

If Services Provider abandons or defaults under this Agreement and is a cause of City purchasing the specified goods elsewhere, Services Provider agrees that it may be charged the difference in cost, if any, and that it will not be considered in the re-advertisement of the service and that it may not be considered in future bids for the same type of work unless the scope of work is significantly changed.

Services Provider shall be declared in default of this Agreement if it does any of the following:

- A. Fails to make any payment in full when due;
- B. Fails to fully, timely and faithfully perform any of its material obligations under this Agreement;
- C. Fails to provide adequate assurance of performance under the "Right to Assurance" section herein; or
- D. Becomes insolvent or seeks relief under the bankruptcy laws of the United States.

## **17.01 TERMINATION AND SUSPENSION**

A. City has the right to terminate this Agreement, in whole or in part, for convenience and without cause, at any time upon thirty (30) days' written notice to Services Provider.

B. In the event of any default by Services Provider, City has the right to terminate this Agreement for cause, upon ten (10) days' written notice to Services Provider.

C. Services Provider has the right to terminate this Agreement only for cause, that being in the event of a material and substantial breach by City or by mutual agreement to terminate evidenced in writing by and between the parties.

D. In the event City terminates under subsections (A) or (B) of this section, the following shall apply: Upon City's delivery of the referenced notice to Services Provider, Services Provider shall discontinue all services in connection with the performance of this

Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after such notice of termination, Services Provider shall submit a statement showing in detail the goods and/or services satisfactorily performed under this Agreement to the date of termination. City shall then pay Services Provider that portion of the charges, if undisputed. The parties agree that Services Provider is not entitled to compensation for services it would have performed under the remaining term of the Agreement except as provided herein.

#### **18.01 INDEMNIFICATION**

Services Provider shall defend (at the option of City), indemnify, and hold City, its successors, assigns, officers, employees and elected officials harmless from and against all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees, and any and all other costs or fees arising out of, or incident to, concerning or resulting from the fault of Services Provider, or Services Provider's agents, employees or subcontractors, in the performance of Services Provider's obligations under this Agreement, no matter how, or to whom, such loss may occur. Nothing herein shall be deemed to limit the rights of City or Services Provider (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim.

#### **19.01 COMPLIANCE WITH LAWS, CHARTER AND ORDINANCES**

A. Services Provider, its agents, employees and subcontractors shall use best efforts to comply with all applicable federal and state laws, the Charter and Ordinances of the City of Round Rock, as amended, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies.

B. Services Provider acknowledges and understands that City has adopted a Storm Water Management Program (SWMP) and an Illicit Discharge Ordinance, Sections 14-139 through 14-152 of the City's Code of Ordinances, to manage the quality of the discharges from its Municipal Separate Storm Sewer System (MS4) and to be in compliance with the requirements of the Texas Commission on Environmental Quality (TCEQ) and the Texas Pollutant Discharge Elimination System (TPDES). The Services Provider agrees to perform all operations on City-owned facilities in compliance with the City's Illicit Discharge Ordinance to minimize the release of pollutants into the MS4. The Services Provider agrees to comply with of the City's stormwater control measures, good housekeeping practices and any facility specific stormwater management operating procedures specific to a certain City facility. In addition, the Services Provider agrees to comply with any applicable TCEQ Total Maximum Daily Load (TMDL) Requirements and/or I-Plan requirements.

C. In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods and services unless the contract contains written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract. The signatory executing this Agreement on behalf of

Services Provider verifies Consultant does not boycott Israel and will not boycott Israel at any term of this Agreement.

#### **20.01 ASSIGNMENT AND DELEGATION**

The parties each hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without prior written authorization of the other party.

#### **21.01 NOTICES**

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

1. When delivered personally to the recipient's address as stated in this Agreement;  
or
2. Three (3) days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated in this Agreement.

**Notice to Services Provider:**

T&A Cleaners, LLC  
5708 Brittllyn's Court  
Austin, TX 78730

**Notice to City:**

City Manager  
221 East Main Street  
Round Rock, TX 78664

AND TO: Stephen L. Sheets, City Attorney  
309 East Main Street  
Round Rock, TX 78664

Nothing contained herein shall be construed to restrict the transmission of routine communications between representatives of City and Services Provider.

#### **22.01 APPLICABLE LAW; ENFORCEMENT AND VENUE**

This Agreement shall be enforceable in Round Rock, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.



### **23.01 EXCLUSIVE AGREEMENT**

This document, and all appended documents, constitutes the entire Agreement between Services Provider and City. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing, duly authorized by action of the City Manager or City Council.

### **24.01 DISPUTE RESOLUTION**

City and Services Provider hereby expressly agree that no claims or disputes between the parties arising out of or relating to this Agreement or a breach thereof shall be decided by any arbitration proceeding, including without limitation, any proceeding under the Federal Arbitration Act (9 USC Section 1-14) or any applicable state arbitration statute.

### **25.01 SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

### **26.01 MISCELLANEOUS PROVISIONS**

**Standard of Care.** Services Provider represents that it employs trained, experienced and competent persons to perform all of the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed in a manner according to generally accepted industry practices.

**Time is of the Essence.** Services Provider understands and agrees that time is of the essence and that any failure of Services Provider to fulfill obligations for each portion of this Agreement within the agreed timeframes will constitute a material breach of this Agreement. Services Provider shall be fully responsible for its delays or for failures to use best efforts in accordance with the terms of this Agreement. Where damage is caused to City due to Services Provider's failure to perform in these circumstances, City may pursue any remedy available without waiver of any of City's additional legal rights or remedies.

**Force Majeure.** Neither City nor Services Provider shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reasons for which it is not responsible as defined herein. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

**Multiple Counterparts.** This Agreement may be executed in multiple counterparts, any one of which shall be considered an original of this document; and all of which, when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, City and Services Provider have executed this Agreement on the dates indicated.

**City of Round Rock, Texas**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_


**Attest:**

By: \_\_\_\_\_  
Sara White, City Clerk

**For City, Approved as to Form:**

By: \_\_\_\_\_  
Stephan L. Sheets, City Attorney

**T&A Cleaners, LLC**

By:   
Printed Name: Carl H Schulte  
Title: Partner  
Date Signed: 3-7-2013

# Exhibit "A"



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

**INVITATION FOR BID (IFB)**

**UNIFORM CLEANING SERVICES**

**SOLICITATION NUMBER 17-026**

**NOVEMBER 2017**

## Exhibit "A"

### Uniform Cleaning Services PART I GENERAL REQUIREMENTS

1. **PURPOSE:** The City of Round Rock, herein after "the City" seeks bids from qualified firms experienced in providing uniform cleaning services for the City of Round Rock's Police and Fire Department.
2. **BACKGROUND:** This Invitation for Bid (IFB) for professional laundry/dry cleaning services will cover the requirements to provide laundering, dry cleaning, pressing, repairs and minor alterations of uniforms for the City of Round Rock Police and Fire Departments. City personnel will be responsible for dropping off and picking up uniforms from awarded contractor's location.
3. **SOLCITATION PACKET:** This solicitation packet is comprised of the following:

Description	Index
Part I – General Requirements	Page(s) 2-5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Page 5
Part III - Supplemental Terms and Conditions	Page(s) 5-8
Part IV – Specifications	Page(s) 9-12
Attachment A – Bid Sheet	Page 13
Attachment B – Reference Sheet	Page 14
Attachment C – Addendum Acknowledgement Form	Page 15
Attachment D – Cleaning Service Questionnaire	Page 16

4. **AUTHORIZED PURCHASING CONTACT:** For questions or clarification of specifications, you may contact:

**Primary Contact:**

Juanita Fonseca, CTP  
Purchasing Technician  
Purchasing Division  
City of Round Rock  
Phone: (512) 218-5458  
E-mail: [jfonseca@roundrocktexas.gov](mailto:jfonseca@roundrocktexas.gov)

**Secondary Contact:**

Mike Schurwon, CPPB, CTPM  
Purchaser  
Purchasing Division  
City of Round Rock  
Phone: (512) 218-6682  
E-mail: [mschurwon@roundrocktexas.gov](mailto:mschurwon@roundrocktexas.gov)

## Exhibit "A"

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

5. **SCHEDULE OF EVENTS:** It is the City's intention to follow the solicitation timeline below.

EVENT	DATE
Solicitation released	November 20, 2017
Pre-Bid meeting	November 30, 2017 @ 9:00 AM, CST
Deadline for submission of questions	December 5, 2017 @ 5:00 PM, CST
City responses to questions or addendums	December 8, 2017 @ 5:00 PM, CST
<b>Deadline for submission of responses</b>	<b>December 14, 2017 @ 3:00 PM, CST</b>

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at

Questions shall be submitted in writing to the "Authorized Purchasing Contact". The City reserves the right to modify these dates. Notice of date change will be posted to the City's website <http://www.roundrocktexas.gov/bids>.

6. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

7. **PRE-BID MEETING:** A pre-bid meeting will be conducted to fully acquaint Respondents with the facilities, difficulties and/or restrictions inherent in the services specified. The pre-bid meeting will be conducted on the date specified in PART I Section 5-Schedule of Events.

7.1 Attendance at the pre-solicitation meeting is optional. Respondents shall sign-in at the pre-solicitation meeting to document their attendance.

7.2 Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-bid meeting.

8. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 5 – Schedule of Events. Mail or hand deliver sealed responses to:

City of Round Rock  
Attn: Juanita Fonseca  
Purchasing Department  
Uniform Cleaning Services, IFB No. 17-026  
Due date 12/14/2017  
DO NOT OPEN  
221 E. Main Street  
Round Rock, Texas 78664-5299

- 8.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 8.2 Facsimile or electronically transmitted responses are not acceptable.
- 8.3 Responses cannot be altered or amended after opening.

## Exhibit "A"

- 8.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 8.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 8.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

9. **BIDDER RESPONSE REQUIREMENTS:** The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Bidders are encouraged to carefully read the entire solicitation.

Bidders shall submit one (1) evident signed "Original" and five (5) copies of the response requirements including any required attachments and one (1) electronic copy of the IFB response on a flash drive. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

**For your bid to be responsive, the attachments identified below shall be submitted with your proposal.**

**Attachment A: BID SHEET:** The bid response shall be submitted on itemized, signed Bid Sheet provided in the solicitation packet. Failure to complete and sign the bid sheet may result in disqualification. If there is a conflict between the unit price and extended price, the unit price will take precedence. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

**Attachment B: REFERENCE SHEET:** Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

**Attachment C: ADDENDUM ACKNOWLEDGEMENT FORM:** Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

**Attachment D: CLEANING SERVICE QUESTIONNAIRE:** Provide a completed copy of the Cleaning Service Questionnaire Form.

10. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 10.1 Purchase price;
- 10.2 Reputation of Respondent and of Respondent's goods and services;
- 10.3 Quality of the Respondent's goods and services;
- 10.4 The extent to which the goods and services meet the City's needs;
- 10.5 Respondent's past performance with the City;
- 10.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 10.7 Any relevant criteria specifically listed in the solicitation.

## Exhibit "A"

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information.

11. **CONFIDENTIALITY OF CONTENT:** As stated in Section 16 of City of Round Rock Purchasing Definitions, Standard Terms and Conditions, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances

11.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

11.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

12. **CERTIFICATE OF INTERESTED PARTIES:** Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### PART II

#### DEFINITIONS, STANDARD TERMS AND CONDITONS AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Bidder agrees that the City's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Bidders to stay apprised of changes. The City's Definitions, Standard Terms and Conditions can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/>
2. **INSURANCE:** Insurance does not apply to this solicitation.

### PART III

#### SUPPLEMENTAL TERMS AND CONDITONS

1. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

## Exhibit "A"

- 1.1 The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.
- 1.2 Upon expiration of the contract term, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period as is reasonably necessary to re-solicit and/or complete the project up to 90 days.
- 1.3 The City reserves the right to review the awarded respondents' performance anytime during the contract term.

### 2. **SITE VISITS:**

- 2.1 The City and/or their representatives have the right to visit and inspect the bidder's facility any reasonable time prior to award and/or to conduct unannounced visits during the performance of the service.

### 3. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:

- 3.1 Be firms, corporations, individuals or partnerships normally engaged in providing Uniform Cleaning Services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
- 3.2 A minimum of one full service dry cleaning facility must be located within Round Rock City limits and at least 3 (three) additional drop off/pick up locations within 20 miles of downtown Round Rock.
- 3.3 Respondent shall have a minimum of three (3) years continuous laundering and dry cleaning experience;
- 3.4 Respondent shall be knowledgeable in the dry cleaning business to include the proper use of cleaning chemicals, stain removal, mending/alterations and equipment usage;
- 3.5 Experience must have been obtained within the last five (5) years;
- 3.6 Respondent is responsible for acquiring and maintaining all necessary licenses, registrations, certifications and permits required for operation of their business by local, state and federal laws, rules, ordinances and regulations.

### 4. **SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in Uniform Cleaning Services.

### 5. **WORKFORCE:** Successful Respondent shall:

- 5.1 Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
- 5.2 Have a trained workforce adequate in numbers and experience to satisfactorily provide the services specified herein;
- 5.3 Take all measures necessary to ensure that all their employees comply with all Federal, State and Local rules, laws and regulations.

### 6. **PRICING:** The Bidder shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds



## Exhibit "A"

and risk management. No separate line item charges shall be permitted for either response or invoice purposes.

7. **PRICE INCREASE:** Contract prices for Uniform Cleaning Services shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered on the anniversary date of the Contract each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 15% for any single line item.

7.1 **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.

7.2 **Procedure to Request Increase:**

7.2.1 Mail the written price increase request with the rate detail comparison and comprehensive calculation and any supporting documentation to the designated City Contract Specialist a minimum of 45 days prior to the annual Contract anniversary date. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock  
Purchasing Department  
Attn: Contract Specialist  
221 East Main Street  
Round Rock, TX 79664-5299**

7.2.2 Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

8. **PERFORMANCE REVIEW:** The City reserves the right to review the awarded respondents' performance anytime during the contract term.
9. **ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City; the vendor shall agree to reperform services to specification at no additional cost to the City. The City designated representative shall determine if the uniforms are to be re-cleaned, or portions thereof. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.
10. **INVOICING:** Respondent shall have the ability to have two (2) separate accounts set up for the City: one (1) for the Police Department and one (1) for the Fire Department. Respondent shall in a timely manner, submit individual dry cleaning/laundry receipts along with one (1) original and one (1) copy of each invoice for each account on a monthly basis. To ensure expedited accurate payment, all invoices shall reference the specific City of Round Rock Purchase Order Number on each invoice. Please reference the Purchase Order Number on all correspondence, packing lists/slips, and Purchase Orders. Invoices shall be itemized and include any transportation charges separately. Do not include federal excise, state or city sales tax. The City shall furnish a Tax Exemption certificate,

## Exhibit "A"

if required. Invoices shall be properly labeled with the corresponding department, and sent to the following address:

**Mail invoices to:**

City of Round Rock  
Attention: Accounts Payable  
221 East Main Street  
Round Rock Texas 78664

**E-mail electronic invoice to:**

[apinvoices@roundrocktexas.gov](mailto:apinvoices@roundrocktexas.gov)

11. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
12. **PERMITS:** The Successful Respondent shall verify and obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified if required for the project.
13. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.
14. **POST AWARD MEETING:** The City and Successful Bidder(s) may have a post award meeting to discuss, but not be limited to the following:
  - 14.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
  - 14.2 Provide City contact(s) information for implementation of agreement.
  - 14.3 Identify specific milestones, goals and strategies to meet objectives.
15. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
  - 15.1. **Contractor's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
  - 15.2. **The City's designated representative:** The City's designated representative shall be:

<b>Cliff Saylor</b> Support Services Division Manager Police Department Phone: (512) 671-2833 E-mail: <a href="mailto:csaylor@roundrocktexas.gov">csaylor@roundrocktexas.gov</a>	<b>Angelo Luna</b> Administrative Manager Fire Department Phone: (512) 218-6625 E-mail: <a href="mailto:aluna@roundrocktexas.gov">aluna@roundrocktexas.gov</a>
--	--
16. **INTERLOCAL PURCHASING AGREEMENTS**
  - 16.1 The City has entered into Interlocal Agreements with other Governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same price and terms and conditions to other eligible agencies that have an interlocal agreement with the City.
  - 16.2 The City does not accept any responsibility or liability for the purchases by other government agencies through an interlocal cooperative agreement

# Exhibit "A"

## **PART IV** **SPECIFICATIONS**

### **1. PURPOSE**

The City of Round Rock, herein after "the City" seeks bids from qualified firms experienced in providing uniform cleaning services for the City of Round Rock's Police and Fire Department. The purpose is to maintain a professional appearance for all employees and to create an overall businesslike atmosphere in the workplace.

### **2. BACKGROUND**

Round Rock, Texas, with a population of around 105,000, is located 15 miles north of Austin in the Central Texas hill country. Round Rock is the 31st largest City in Texas, according to the 2010 U.S. Census Bureau data. A total of 380 employees within Police and Fire Department.

This Invitation for Bid (IFB) for professional laundry/dry cleaning services will cover the requirements to provide laundering, dry cleaning, pressing, repairs and minor alterations of uniforms for the City of Round Rock Police and Fire Departments. City personnel will be responsible for dropping off and picking up uniforms from awarded contractor's location. Police and Fire employees meet and respond to the needs of the community daily, and are the most visible representatives of the City of Round Rock. It is therefore extremely important that all employees project a positive and professional appearance at all times while on duty. All uniformed and civilian attire will be neat, pressed, and properly fit.

### **3. ORDERING AND RECORD KEEPING:**

- 3.1 A Representative of the City for Police and Fire Department will furnish awarded vendor an authorized list of employee's eligible to order.
- 3.2 The City will update the list of authorized employees as needed. Awarded vendor shall remove the employee from the authorized list within twenty-four (24) hours. A representative of the City for Police and Fire Department will be the only person authorized to coordinate pick up orders following a removal from the authorized list of employee's.
- 3.3 City issued badge must be presented to the vendor for drop off and pick up.
- 3.4 Awarded vendor shall provide paper drop off receipt to employee and email a copy of the drop off receipt to designated City contact. Drop off receipt shall contain the following: Name of Employee, Date dropped off, Number of items, Type of items, and additional services requested if applicable. Additional services include: alterations, rush order fees, items at additional cost to the City.
- 3.5 Awarded vendor shall notify City Contact if uniforms have not been picked up within seven (7) business days.
- 3.6 Rush Order fee shall be billed on a separate line item.

### **4. CONTRACTOR'S RESPONSIBILITIES:**

The successful Respondent shall have the means and the ability to provide laundry/dry cleaning services to include, but not limited to, the following:

## Exhibit "A"

### 4.1 Dry Cleaning Service:

- 4.1.1 All garments must be dry cleaned or laundered as appropriate and available for pickup twenty-four (24) hours after delivery by the employee
- 4.1.2 Upon request, same day service shall be available.
- 4.1.3 Provide cleaned garments with no "dry cleaning" odors. Garments shall be clean and fresh smelling;
- 4.1.4 Ensure garments are "lint/hair free" upon pick up;
- 4.1.5 Clean garments so that white shirts are returned white to include collars, cuffs, and pockets;
- 4.1.6 Pre-treat any stains using the correct dry cleaning method;
- 4.1.7 Ensure that no color bleeding occurs;
- 4.1.8 Stock and immediately replace buttons (provided by the City) that are lost or broken in the cleaning process at no charge to the City before items are to be picked up;
- 4.1.9 Repair/replace zippers damaged during the cleaning/pressing process at no additional cost to the City;
- 4.1.10 Provide "shine free" garments. No use of excessive heat during the pressing/drying process;
- 4.1.11 Not press wrinkles into the garment(s);
- 4.1.12 Press collars of shirts in a way that shall prevent the collar stays from showing;
- 4.1.13 Press creases in pants and shirts even and consistent with no double creases;
- 4.1.14 Hang clean garments and package in standard cellophane type bag;
- 4.1.15 Re-clean any garment at no cost to the City that does not conform to the requirements listed above.

### 4.2 Laundry Service:

- 4.2.1 Be knowledgeable in the cleaning of all types of garments to include items with silk screening to ensure that cracking does not occur due to the cleaning/laundrying process;
- 4.2.2 Ensure that color bleeding does not occur. White shirts shall be white when picked up to include collars, cuffs and pockets;
- 4.2.3 Garments shall be clean and fresh smelling;
- 4.2.4 Ensure garments are "lint/hair free" upon pick up;
- 4.2.5 Pre-treat any stains using the correct laundrying method;

## Exhibit "A"

- 4.2.6 Provide "shine free" garments. No use of excessive heat during the pressing/drying process;
  - 4.2.7 Not press wrinkles into the garment(s);
  - 4.2.8 Press shirt sleeves sharply in the middle of the sleeve. If the sleeve has a patch, the patch must be centered on the sleeve and pressed flat with the crease down the middle of the sleeve;
  - 4.2.9 Press trousers consistent with the existing crease and have no double crease;
  - 4.2.10 Repair/replace zippers damaged during the cleaning/pressing process at no additional cost to the City;
  - 4.2.11 Stock and immediately replace buttons (provided by the City) that are lost or broken in the cleaning process at no charge to the City before items are to be picked up;
- Re-clean any garment at no cost to the City that does not meet or exceed requirements listed above.

### 4.3 Repair and Alteration:

- 4.3.1 Hemming;
- 4.3.2 Repair/replace zippers and buttons;
- 4.3.3 Repair button holes, microphone holes and pockets;
- 4.3.4 Sew emblems/chevrons/service bars/patches. Old emblems/chevrons/service bars/batches shall be removed before new ones are affixed;
- 4.3.5 Remove emblems/chevrons/service bars/patches;
- 4.3.6 Mend broken belt loops, tears or rips;

### 4.4 Annual Coat Cleaning

- 4.4.1 Once per year, winter coats shall be cleaned in June or July upon request. Invoices shall be created separately from the monthly invoicing for coat cleaning to include individual receipts for each coat cleaned.

## 5. DESCRIPTION AND CLEANING INSTRUCTIONS:

### 5.1 DRY CLEANING:

**Police Uniforms:** Class "A" uniforms consist of 45% worsted wool and 55% Dacron polyester. These uniforms consist of the following:

- 5.1.1 Long Sleeve shirts, military type with two (2) pleated patch breast pockets with flaps, epaulets and manufactured with two (2) permanent silicone creases in the front and three (3) in back;

## Exhibit "A"

**5.1.2** Short sleeved shirts, military type with two (2) pleated patch breast pockets with flaps, epaulets and manufactured with two (2) permanent silicone creases in the front and three (3) in back;

**5.1.3** Trousers, split seam, dress style with permanent silicone creases;

**5.1.4** Jackets, Taslon nylon B. Dry shell, waterproof, windproof, breathable lining, zip-out b warm insulated quilted liner with zip-off sleeves.

**Fire Uniforms:** Class "A" uniforms consist of 45% worsted wool and 55% Dacron polyester. These uniforms consist of the following:

**5.1.1** Long sleeve shirts, military type with two (2) pleated patch breast pockets with flaps and manufactured with two (2) permanent creases in the front and three (3) in back;

**5.1.2** Short sleeved shirts, military type with two (2) pleated patch breast pockets with flaps and manufactured with two (2) permanent creases in the front and three (3) in back;

**5.1.3** Trousers, split seam, dress style dress with permanent creases side pockets and hip pockets;

**5.1.4** Coat, double-breasted dress style with peak lapels, two (2) lower welt pockets, and upper welt simulated breast pocket, three (3) cloth-reinforce inside pockets an badge tab;

**5.1.5** Jackets, Taslon nylon B. Dry shell, waterproof, windproof, breathable lining, zip-out b. warm insulated quilted liner with zip-off sleeves.

### 5.2 LAUNDRY:

**Police Uniforms:** Both shirt and trouser consist of 35% cotton blend and 65% polyester and shall be washed inside out in cold water with mild detergent, tumble dried and pressed unless otherwise specified by the manufacturer. Starch if requested. Uniforms consist of the following:

**5.2.1** Shirts, short sleeved, Battle Dress Uniform (BDU) type with no crease in sleeves;

**5.2.2** Trousers, Battle Dress Uniform type with creases down center of each trouser leg;

**5.2.3** Shorts, Battle Dress Uniform type with creases down center of each trouser leg;

**Fire Uniforms:** The trousers and shirts consist of 100% NOMEX cotton. Uniforms consist of the following:

**5.2.1** Shirts, white, uniform with three (3) permanent creases on the back and two (2) on the front shall be washed in warm water with mild detergent, tumbled dry and pressed. Special care should be taken when pressing shirts as they have a snap button with a traditional button on top for decoration. Starch if requested.

**5.2.2** Trousers, NOMEX uniform type with creases down the center of each trouser leg shall be washed in hot water, NO starch.

## Exhibit "A"

### ATTACHMENT A BID SHEET

1. **ATTACHMENT A- BID SHEET** is posted in Solicitation Documents for IFB No. 17-026 Uniform Cleaning Services in an Excel format on the City of Round Rock website at:  
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>
  - 1.1 In order to be considered responsive Attachment A- Bid Sheet must be completed, signed by an authorized representative and returned by the deadline for submission of response indicated in Part I Section 5 – Schedule of Events.
  - 1.2 The Respondent, by submitting and signing Attachment A – Bid Sheet, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.
  - 1.3 In order to do business with the City of Round Rock you must be registered with the City's Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>.
  - 1.4 By the signature affixed on Attachment A-Bid Sheet, the Respondent hereby certifies that neither the Respondent nor the entity represented by the Respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business."
  - 1.5 The Respondent agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and the amounts shown on bid sheet.

**Exhibit "A"**  
**Attachment A- Bid Sheet**  
**Uniform Cleaning Services**  
**IFB-No. 17-026**

The Respondant represents by their signature below that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation documents contained in IFB No. 17-026 Uniform Cleaning Services. The Respondent acknowledges that he/she has received and read the entire solicitation packet, attachments and all documents incorporated by reference, and agrees to be bound by the terms therein.

Special Instructions: All prices must be quoted in order to be considered responsive, be advised that exceptions taken to any portion of the solicitation may jeopardize acceptance of the bid. The City reserves the right to purchase more or less than the quantities indicated below.

No.	Description	Estimated Quantity	Unit	Unit Cost	Extended Total
	<b>DRY CLEAN</b>				
1	Dry Clean - Shirt, Long sleeve	1,800	EA	\$ 2.70	\$ 4,860.00
2	Dry Clean - Shirt, Short sleeve	9,000	EA	\$ 2.60	\$ 23,400.00
3	Dry Clean - Trousers	10,500	EA	\$ 2.70	\$ 28,350.00
4	Dry Clean - Coat	150	EA	\$ 3.50	\$ 525.00
5	Dry Clean - Jacket	150	EA	\$ 3.25	\$ 487.50
6	Dry Clean - Tie	50	EA	\$ 1.50	\$ 75.00
7	Dry Clean - Battle Dress Uniform (BDU) Shirt	30	EA	\$ 2.60	\$ 78.00
8	Dry Clean - Battle Dress Uniform (BDU) Trousers	700	EA	\$ 2.70	\$ 1,890.00
9	Dry Clean - Flight Suit	6	EA	\$ 15.00	\$ 90.00
10	Dry Clean - Shirt, Cotton/Poly Blend	25	EA	\$ 2.75	\$ 68.75
11	Dry Clean - Kilt	25	EA	\$ 2.50	\$ 62.50
12	Dry Clean - Kilt, Pleats/Heavy	2	EA	\$ 3.00	\$ 6.00
13	Dry Clean - Shorts	20	EA	\$ 2.50	\$ 50.00
14	Dry Clean - Polo Shirt	25	EA	\$ 2.50	\$ 62.50
	<b>LAUNDRY</b>				
15	Laundry - Shirt, Cotton/Poly Blend - No Starch	30	EA	\$ 2.00	\$ 60.00
16	Laundry - Shirt, 100% Cotton - No Starch	50	EA	\$ 2.00	\$ 100.00
17	Laundry - Trousers, Cotton/Poly Blend - No Starch	1000	EA	\$ 2.70	\$ 2,700.00
18	Laundry - Shorts, Cotton/Poly Blend - No Starch	500	EA	\$ 2.50	\$ 1,250.00
19	Laundry - Trousers, NOMEX - No Starch	1300	EA	\$ 2.70	\$ 3,510.00
	<b>Annual Total</b>				\$ 67,625.25



**Exhibit "A"**  
**Attachment to Bid Sheet**  
**Uniform Cleaning Services**  
**IFB-No. 17-026**

**Additional Services - (Information Only)** The City may require additional services under this Agreement. Complete pricing below. An additional \$5,000 in annual dollar authority will be added to each term of the contract for the optional purchase of goods and services

No.	Description	Quantity	Unit Price
<b>STARCH</b>			
20	Additonal Charge for Light Starch	1	\$ -
21	Additonal Charge for Medium Starch	1	\$ -
22	Additional Charge for Heavy Starch	1	\$ -
<b>ALTERATIONS</b>			
23	Affix "Police", "Fire" Patches (Quantity 1) - Shirt, Long Sleeve	1	\$ 8.00
24	Affix "Police", "Fire" Patches (Quantity 1) - Shirt, Short Sleeve	1	\$ 8.00
25	Affix "Police", "Fire" Patches (Quantity 1) - Trousers	1	\$ 8.00
26	Affix "Police", "Fire" Patches (Quantity 2) - Shirt, Long Sleeve	1	\$ 15.00
27	Affix "Police", "Fire" Patches (Quantity 2) - Shirt, Short Sleeve	1	\$ 15.00
28	Affix "Police", "Fire" Patches (Quantity 2) - Trousers	1	\$ 15.00
29	Affix "Police", "Fire" Patches (Quantity 3) - Shirt, Long Sleeve	1	\$ 20.00
30	Affix "Police", "Fire" Patches (Quantity 3) - Shirt, Short Sleeve	1	\$ 20.00
31	Affix "Police", "Fire" Patches (Quantity 3) - Trousers	1	\$ 20.00
32	Affix Service Bar Sews - Shirt, Long Sleeve	1	\$ 8.00
33	Affix Service Bar Sews - Shirt, Short Sleeve	1	\$ 8.00
34	Affix Service Bar Sews - Trousers	1	\$ 8.00
35	Affix stripe on trouser legs	1	\$ 8.00
36	Affix buttons	1	\$ -
37	Affix zippers in trousers	1	\$ 12.50
38	Add Velcro - Jacket	1	\$ 15.00
39	Add Velcro - Trousers	1	\$ 15.00
40	Hem - Shirt, Long Sleeve	1	\$ 10.00
41	Hem - Shirt, Short Sleeve	1	\$ 10.00
42	Hem trouser legs	1	\$ 10.00

**Exhibit "A"**  
 Attachment D - Bid Sheet  
 Uniform Cleaning Services  
 IFB-No. 17-026

43	Shorten trouser legs	1	\$	12.50
44	Lengthen trouser legs	1	\$	10.00
45	Taper - Jacket	1	\$	15.00
46	Taper - Trousers	1	\$	15.00
47	Alter Jacket	1	\$	20.00
48	Alter Coat	1	\$	20.00
49	Alter size of trousers at seat	1	\$	15.00
50	Alter size of trousers at waist	1	\$	15.00
<b>RUSH ORDER</b>				
51	Rush Order Fee - Same day delivery per Part IV Specifications, Number 4 Contractor's Responsibilities, Section 4.1 Dry Cleaning Service, Bullet 4.1.2	1	\$	-
52	% Discount for additional services			%

COMPANY NAME: T&A CLEANERS LLC \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE:  \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ KARL SCHULTE \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL: 713-824-9581 \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ REIDSCLEANERS@OUTLOOK.COM \_\_\_\_\_

## Exhibit "A"

### ATTACHMENT B: REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: 17-026 UNIFORM CLEANING SERVICES  
RESPONDENT'S NAME: TSA CLEANERS LLC DATE: 12-12-17

Provide the name, address, telephone number and E-MAIL of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

1. Company's Name MARRIOTT NORTH at ROUND ROCK  
Name of Contact SUE KUNZ (KUNZ)  
Title of Contact GUEST SERVICES MANAGER  
E-Mail Address Sue. Kunz @ marriott.com  
Present Address 2600 La Frontera Blvd  
City, State, Zip Code Round Rock, Texas 78681  
Telephone Number (512) 733-6767 Fax Number: ( )
  
2. Company's Name HYATT PLACE AUSTIN / ROUND ROCK  
Name of Contact MINDI MARSHALL  
Title of Contact GENERAL MANAGER  
E-Mail Address mindie.marshall @ hyatt.com  
Present Address 420 Sundance Parkway  
City, State, Zip Code Round Rock Texas 78681  
Telephone Number (512) 244-4300 Fax Number: (512) 244-4342
  
3. Company's Name Sheraton - Austin/Georgetown Hotel & Conference Center  
Name of Contact Brent Richardson  
Title of Contact Director of Front Office  
E-Mail Address Brent.richardson @ sheraton.com  
Present Address 1601 Woodlawn Avenue  
City, State, Zip Code Georgetown Texas 78629  
Telephone Number ~~737~~ 444-2791 Fax Number: ~~737~~ 444-2729  
737

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

## Exhibit "A"

### ATTACHMENT C: ADDENDUM ACKNOWLEDGMENT FORM

**NOTE:** If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

**Addenda Acknowledgment:** The undersigned acknowledges the receipt of the following Addenda:

Addendum #: 1 Dated: 12-7-2017  
Addendum #: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum #: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum #: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum #: \_\_\_\_\_ Dated: \_\_\_\_\_

Respondent (Company): TJA Cleaners LLC dba Reid's Cleaners & Laundry

Signature (in ink): 

Name (Typed/printed): Karl H Schulte

Title: Partner Date: 12-12-2017

# Exhibit "A"



## CITY OF ROUND ROCK INVITATION FOR BID (IFB) UNIFORM CLEANING SERVICES

IFB No. 17-026

Addendum No. 1

Date of Addendum: 12/7/2017

Addendum No. 1, dated Thursday, December 7, 2017 is being issued to include changes to the Contractor responsibility requirements for IFB No. 17-026 – Uniform Cleaning Services, as outlined below:

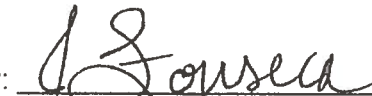
The following "Change" is being made to PART IV Specifications, Section 4. Contractor's Responsibilities as follows:

Reference: Section 4.4 Annual Coat Cleaning

Change Section 4.4.1 – From: Once per year, winter coats shall be cleaned in June or July upon request. Invoices shall be created separately from the monthly invoicing for coat cleaning to include individual receipts for each coat cleaned.

Change Section 4.4.1 – To: Once per year, winter coats shall be cleaned in June or July upon request by the Fire Department. Winter coats shall be cleaned upon request for the Police Department year-round. Invoices shall be created separately from the monthly invoicing for coat cleaning to include individual receipts for each coat cleaned.

Approved by:

  
Juanita Fonseca, Purchaser

Date:

12/7/17

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

  
Vendor

  
Authorized Signature

12/13/17  
Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.

## Exhibit "A"

### ATTACHMENT D CLEANING SERVICE QUESTIONNAIRE

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE IFB # 14-006

Business Name: T&A CLEANERS LLC DBA REID'S CLEANERS & LAUNDRY

Contact Name: KARL SCHULTE OR ANDREW UNDERWOOD

Phone Number: KARL SCHULTE CELL(713-824-9581) ANDREW UNDERWOOD CELL(512-767-8178)

Fax Number: 512-879-3595

E-Mail Address: REIDSCLEANERS@OUTLOOK.COM

Location of Primary Facility:  
303 WEST LIBERTY, ROUND ROCK, TEXAS 78664

Hours and Days Open: MONDAY-FRIDAY 6:30AM TO 7:00PM; SATURDAY 8:00AM TO 5:00PM CLOSED ON SUNDAYS

Does your company have other locations/branches? If so please list: (Add continuation page as needed)

Address: 3750 GATTIS SCHOOL ROAD, ROUND ROCK, TEXAS 78664 (HEB CENTER)

Point of Contact: BRITTANY RODRIGUEZ

Address: 4500 WILLIAMS DRIVE, SUITE 210, GEORGETOWN TEXAS 78633 (HEB CENTER)

Point of Contact: MARTHA MENDO

Address: 10510 WEST PARMER LANE, SUITE 114, AUSTIN, TEXAS 78727 (AVERY RANCH)

Point of Contact: BEA SOSA

Does your company provide a secure drop box? STEINER RANCH HAS ONE; WILL ADD ONE AT ROUND ROCK PLANT IF WE ARE AWARDED THIS BID WITHIN 60 DAYS

Dry Cleaning Process used: HYDROCARBON

Filtration Method used: CARBON CORE AND SPIN DISC

How often is filter cleaned? SPIN DISC AFTER 20 CYCLES; CARBON CORE - 3 TO 4 TIMES A YEAR

Do you distill solvent? YES-CONTINUOUSLY

Do you pre-treat for spots? YES

Brand of Soap: OPTIX BY FAUTLESS

Brand of Sizing/Starch: FAULTLESS

**Exhibit "A"**  
CITY OF ROUND ROCK

**UNIFORM CLEANING SERVICES-IFB 17-026**

**ATTACHMENT D**

**CLEANING SERVICE QUESTIONNAIRE-ADDITIONAL LOCATIONS**

**Address: 1700 West Parmer Lane, Suite 220, Austin, Texas 78727 (Parmer and Metric)**

**Point of Contact: Alejandra Herrera**

**Address: 1050 North Lakeline Blvd, Cedar Park, TX, 78613 (1431 and Lakeline)**

**Point of Contact: Cynthia Luna**

**Address: 13435 North Highway 183, Suite 307, Austin, TX 78750 (Anderson Mill and 183)**

**Point of Contact: Michelle Vilchiz**

**Address: 900 RR 620, Suite B 111, Lakeway, Texas 78734 (Lakeway Blvd and 620)**

**Point of Contact: Claudette Williams**

**Address: 2900 North Quinlan Park, Austin, Texas 78732 (Steiner Ranch) This is an operating plant but is operated under the DBA of "Steiner Cleaners". This has a secure drop box.**

**Point of Contact: Veronica Cruz**

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