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**FOR BIDS**

**FOR**

**BID NO. 2010-68**

**POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE**

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**415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540**  
**Phone (956) 388-8204 • Fax (956) 383-7111**



## NOTICE TO BIDDERS

Sealed bids addressed to City of Edinburg, c/o City Secretary will be received on **Monday, May 10, 2010** until **3:00 p.m.**, at which time they will be taken to the 1<sup>st</sup> floor Conference Room of City of Edinburg City Hall, located at 415 W. University Drive, Edinburg, Texas 78541 and publicly opened and read aloud. Bid must be in the City of Edinburg's possession on or before the aforementioned date and time (no late bids will be accepted).

### **BID NO. 2010-68 POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE**

**Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: [www.cityofedinburg.com](http://www.cityofedinburg.com), or may obtain copies of same by contacting the office of:**

**LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: [lfuentes@ci.edinburg.tx.us](mailto:lfuentes@ci.edinburg.tx.us)**

Questions concerning this bid may be directed to Mr. David White, Lieutenant by calling (956) 289-7700.

**Hand-deliver Bids:** 415 West University Drive, c/o City Secretary  
Department (1st Floor)

**If using Land Courier (i.e., FedEx, UPS):** 415 West University Drive, c/o City Secretary  
Department (1st Floor), Edinburg, Texas 78541

**Mail Bids:** P.O. Box 1079, Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all bids and to waive any or all formalities or technicalities and to accept the bid to be the best and most advantageous to the City, and hold the bids for a period of **60** days without taking action.

Envelopes must be clearly marked: **Bid No. 2010-68**  
**Police Department Uniform Cleaning & Pressing  
Service**

## CITY OF EDINBURG INSTRUCTIONS TO BIDDERS

### DEVIATION FROM SPECIFICATION

Please read your specifications/requirements thoroughly and be sure that the SERVICES offered comply with all specifications/requirements. Any variation from the specifications/requirements must be clearly indicated by letter attached to your bid referencing variations on a point-by-point basis. If no exceptions are noted, and you are the successful bidder, it will be required that the SERVICES be provided as specified.

### PURPOSE

(1) The purpose of these specifications/requirements and bidding documents is to execute Service Contracts for uniform cleaning and pressing service for the Edinburg Police Department for a period of one (1) year at firm unit prices, commencing from the date of award and expiring one (1) year thereafter. The City reserves the right to extend this contract for two (2) additional years in one (1) year increments, if the performance of the successful contractor is satisfactory and the unit price(s) remain unchanged.

### BID NO. 2010-68 POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE

(2) The SERVICES to be furnished under this bid shall be as specified in these bid documents. All specifications/requirements shown are minimum. There is no intention to disqualify any bidder who can meet these specifications/requirements.

### SUBMITTAL OF BID

(3) Bids will be submitted in sealed envelopes upon the blank bid form attached hereto. Each bid must be completely filled out and SUBMITTED IN ORIGINAL FORM, complete with all supporting documentation. **Bids must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the bid envelope with corresponding bid number and title.** Bids submitted by facsimile (fax) or electronically will **NOT** be accepted. Submittal of a bid in response to this solicitation for Bids constitutes an offer by the Bidder. Bids which do not comply with these specifications/requirements may be rejected at the option of the City. Bids must be filed with the City of Edinburg, before opening day and hour. No late Bids will be accepted. They will be returned to Bidder unopened (if properly identified).

**Hand-deliver Bids:** 415 West University Drive, c/o City Secretary Department (1st Floor)  
**If using Land Courier (i.e., FedEx, UPS):** 415 West University Drive, c/o City Secretary Department (1st Floor),  
Edinburg, Texas 78541  
**Mail Bids:** P.O. Box 1079, Edinburg, TX 78540-1079

### PREPARATION OF BID

(4) Bids **MUST** give full firm name and address of bidder, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **PREPARATION OF BID (cont')**

(4) Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the bid. A corporation shall execute the bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent/Bidder shall give full names and addresses of all partners. All partners shall execute the bid. Partnership and Individual Respondent/Bidder shall state in the bid the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent/Bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

### **ALTERATIONS/AMENDMENTS TO BID**

(5) Bids **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

### **SALES TAX**

(6) **STATE SALES TAX MUST NOT BE INCLUDED IN BID.**

### **SUBSTITUTIONS**

(7) No substitutions or cancellations permitted without written approval of City of Edinburg.

### **NO BID RESPONSE**

(8) If unable to submit a bid, bidder should return inquiry giving reasons.

### **EXCEPTIONS**

(9) Any additions, deletions, or variations from the following specifications/requirements must be noted.

(10) The bidder shall attach to his/her bid sheet a list of any exceptions to the specifications/requirements if unable to do so, on specification sheet.

### **DELIVERY**

(11) Number of days required to deliver SERVICES after receiving order must be stated in the bid. Failure to so state will obligate bidder to complete service delivery within ONE day.

### **DELAY IN SERVICE DELIVERY**

(12) When delay can be foreseen, Bidder shall give prior notice to City of Edinburg. Bidder must keep City of Edinburg advised at all times of status of order. Default in promised service delivery (without acceptable reasons) or failure to meet specifications/requirements, authorizes the City of Edinburg to purchase such SERVICES elsewhere and charge increase in cost to defaulting vendor.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **DELAY IN SERVICE DELIVERY (cont')**

(12A) Acceptable reasons for delayed delivery are as follows: Acts of God (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, war; Actions beyond the control of the successful bidder.

### **SERVICE DELIVERED PRICING**

(13) Bids in units of quantity specified - extend and show total. In the event of discrepancies in extension, unit prices will govern. Bids subject to unlimited price increase will not be considered.

### **VALID BID TIME FRAME**

(14) The City may hold bids 60 days after bid opening without taking action. BIDDERS shall be required to hold their Bids firm for the same period of time.

### **RIGHT TO REJECT/AWARD**

(15) The City of Edinburg reserves the right to refuse and reject any or all Bids, and to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

### **MULTIPLE VENDOR CONTRACTS**

(16) Bidders are advised that the City of Edinburg may award Service Contracts to multiple vendors based on low bid per item basis. All items specified on the "Bid Form" **must** reflect the individual unit prices. The City of Edinburg reserves the right to award all items individually or in any combination thereof.

### **INDEMNIFICATION CLAUSE**

(17) The Bidder agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

### **ADDENDA**

(18) Bidder shall carefully examine the bid forms, specifications/requirements, and instructions to Bidders. Should the bidder find discrepancies in, or omissions from bid forms, specifications/requirements, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Edinburg City Hall, 956-388-8972) and obtain clarification by addendum prior to submitting any bid. Explanations, interpretations, and supplemental instructions shall be in the form of written Addenda which shall become a part of the Contract documents. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed,

## **INSTRUCTIONS TO BIDDERS Continued:**

### **ADDENDA (cont')**

to all prospective Bidders. All Addenda issued in respect to this project shall be considered official changes to the original bid documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative nor binding. It shall be the Bidder(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Bidders are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Bid Submittal. Bidder(s) signature on Addenda shall be interpreted as the bidder's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any bidder to receive any such addendum or interpretation shall not relieve such Bidder from its terms and requirements. Addendums are available online at [www.cityofedinburg.com](http://www.cityofedinburg.com).

### **PAYMENT**

(19) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been provided and invoiced. No other method of payment will be considered.

### **SYNONYM**

(20) Where in this bid package ITEMS OR SERVICES is used its meaning shall refer to the purchase of SERVICES for CLEANING AND PRESSING OF GARMENTS as specified.

### **ASSIGNMENT**

(21) Neither the Bidder's contract nor payment due to an awarded vendor may be assigned to a third party without the written approval of the Purchasing Department for the City of Edinburg.

### **INTERPRETATIONS**

(22) Any questions concerning the conditions and/or specifications/requirements with regards to this solicitation for Bids shall be directed to the designated individuals as outlined in the Request for Bids. Such interpretations, which may affect the eventual outcome of this request for Bids, shall be furnished in writing to all prospective Bidders via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "Addenda".

### **STATUTORY REQUIREMENTS**

(23) It shall be the responsibility of the successful Bidder to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents. (To include issues related to health, environmental, and safety to name a few.)

## **INSTRUCTIONS TO BIDDERS Continued:**

### **BIDDER'S EMPLOYEES**

(24) Neither the Bidder nor his/her employees engaged in fulfilling the terms and conditions of this Purchase Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

### **RIGHT TO WAIVE**

(25) City of Edinburg reserves the right to waive or take exception to any part of these specifications/requirements when in the best interest of the City of Edinburg.

### **COOPERATIVE PRICING**

(26) Bidders are advised that in addition to responding to our "local" solicitation for bids/Bids with Dealer pricing, vendors/contractors are encouraged to provide pricing on the below referenced items/products/services based on BuyBoard, TX-MAS, HGAC and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas. If bidding other than or in addition to "dealer" pricing, kindly duplicate the bid forms for each bid being provided from a cooperative contract. Any and all applicable fees must be included. All cooperative pricing must be submitted on or before bid opening date and hour.

### **TIME ALLOWED FOR ACTION TAKEN**

(27) The City of Edinburg may hold bids 60 days after the opening of Bids without taking action. Bidders are required to hold their Bids firm for same period of time.

### **PREPARATION OF BID**

(28) The City of Edinburg shall not be held liable for any costs incurred by any bidder for work performed in the preparation of and production of a bid or for any work performed prior to execution of contract.

### **CONFIDENTIAL INFORMATION**

(29) Any information deemed to be confidential by the bidder should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the bidder may not be considered confidential under Texas Law, or pursuant to a Court order.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **VERBAL THREATS**

(30) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Vendor on contract.

### **MATHEMATICAL ERRORS**

(31) In the event that mathematical errors exist in any bid, unit prices/rates -v- totals, unit prices/rates will govern.

### **AUDIT**

(32) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

### **PAST PERFORMANCE**

(33) Vendor's past performance shall be taken into consideration in the evaluation and award of Service Contract for the Purchase of SERVICES.

### **JURISDICTION**

(34) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

### **VENUE**

(35) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

### **CONFLICT OF INTEREST**

(36) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE  
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7<sup>th</sup> business day

## **INSTRUCTIONS TO BIDDERS Continued:**

### **CONFLICT OF INTEREST (cont')**

(36) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.**

### **AWARD**

(37) For purposes of this project, award will be contingent on approval of budget.

### **SPECIAL CIRCUMSTANCES**

(38) In the event that the City of Edinburg has an immediate need for a particular service(s) that is/are on contract and the successful vendor on contract is not able to meet the special service delivery needs of the City of Edinburg, the City of Edinburg reserves the right to purchase such services elsewhere to fulfill its' immediate need.

### **TERMINATION OF CONTRACT**

(39) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, if the City is being repeatedly over charged, improperly charged, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice. The bidder shall be afforded the same right to terminate this contract in the same manner.

(40) Bidders are advised that the servicing of these garments shall be on an "AS NEEDED" basis. If the Police Department elect not to have any one of these garments serviced, this decision shall not constitute a breach of contract.

(41) Where in this bid package Service is used, its meaning shall refer to **Police Department Cleaning and Pressing Service.**

(41a) Where in this bid package the word "**Proposal**" is used, its meaning shall be synonymous with "**Bids**".

**CITY OF EDINBURG  
REQUEST FOR BIDS FOR  
POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE**

**BID NO. 2010-68**

**BID OPENING DATE: May 10, 2010 at 3:00 p.m.**

It is the intent of this Request for Bids to describe and ultimately make it possible for the City of Edinburg to contract for the below mentioned Police Department Uniform Cleaning and Pressing Service.

**GENERAL REQUIREMENTS AND AGREEMENT FOR POLICE DEPARTMENT UNIFORM CLEANING AND PRESSING SERVICE:**

The SERVICES will be provided for approximately 117 police officers.

Vendor submitting a bid must have a drop off/pick up location within the Edinburg City limits.

The successful contractor proposes and offers to furnish all material, tools, and equipment except as may be expressly provided otherwise in this contract and all supervision and labor necessary to perform and complete the following service for the Edinburg Police Department.

**ITEM NO. 1:** POLICE OFFICER UNIFORM SHIRTS, SHORTS, AND PANTS, POLO UNIFORM SHIRTS, AND BATTLE DRESS UNIFORMS "BDU's" SHIRTS AND PANTS MUST BE WASHED AND MANUALLY PRESSED PER MANUFACTURER'S RECOMMENDATION.

**ITEM NO. 2:** POLICE OFFICER JACKETS MUST BE DRY-CLEANED. MANUAL PRESSING OF JACKETS MUST BE DONE IF NECESSARY FOR A NEAT AND ORDERLY APPEARANCE.

**ITEM NO. 3:** CIVILIAN TYPE OF DRESS SHIRTS AND DRESS SLACKS MUST BE CLEANED AND PRESSED PER MANUFACTURER'S RECOMMENDATION.

The successful contractor agrees to report to the person designated by the Chief of Police any uniforms, which he/she cannot service, and reason(s) why same cannot be serviced.

All shirts shall be pressed with military creases front and back. All shirt sleeves shall be pressed with creases and all pants and shorts shall be pressed with pant leg creases so that a neat and orderly appearance is presented.

All service performed by the successful contractor shall be done in a workmanlike manner and conform with recognized and generally accepted standards for work of this kind.

## **REQUEST FOR BIDS FOR POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE (Continued):**

Successful contractor agrees to begin work herein contemplated immediately after written notice to proceed from the City to do so and to prosecute such work to completion in accordance with the number of days as stated in the bid form (attached) with reasonable diligence. This contract shall expire one year from date of award. The City of Edinburg reserves the right to extend the contract(s) for a period of two (2) additional years in one (1) year increments, if the unit prices remain firm and the performance of the contractor was satisfactory.

Neither successful contractor nor his/her employees and subcontractors engaged in said work shall be considered employees of the City. The method and manner of performance of successful contractor's undertaking hereunder shall be under the exclusive control of the successful contractor and City shall only have the right to require performance by successful contractor of their undertakings hereunder. The City shall have the right of inspection of their undertakings hereunder. The City shall have the right of inspection of work while it is in progress at any time and at reasonable times.

Successful contractor agrees to carry adequate public liability insurance, workman's compensation insurance and any other type and amounts of insurances as required by law, as well as being in compliance with any and all other applicable statutory requirements.

Successful contractor shall provide the person designated by the Chief of Police with individual tickets manually signed by the department employee requesting the service. Same ticket shall show employee identification number, date, quantity of garments, type of garment, cost per garment and total cost. These tickets must accompany each monthly invoice.

**All uniforms must be completely serviced and stored in an enclosed area away from exposure to weather elements i.e., dust, rain, etc., and protected against theft.**

Uniforms that are damaged by the successful contractor to the extent that they are unserviceable or do not present a neat and well ordered appearance, the successful contractor will either repair said clothing or reimburse the City of Edinburg for the said garments at the current replacement cost. The City shall have the right to make the decision whether said damaged garments should be repaired or replaced. Any repairs occasioned by damage done by the successful contractor shall be without charge to the City. Usual and normal wear and tear shall not be considered damage done to said garments by the successful contractor.

If at the sole discretion of the City of Edinburg or its designated representative, the workmanship provided by the successful contractor does not meet with the approval and/or acceptance of the City of Edinburg, or its designated representative, the right is reserved to withhold payment for such garments until the successful contractor makes proper corrections. Furthermore, the City of Edinburg, or its designated representative, shall reserve the right to terminate this contract at any time if the quality of workmanship produced by the successful contractor is consistently unacceptable as determined by the City of Edinburg or its designated representative.

**REQUEST FOR BIDS FOR POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE (Continued):**

In the event that the City of Edinburg does not appropriate funds for this service or wishes to discontinue funding of this service, this contract shall automatically become null and void, without penalty to the City of Edinburg.

The City agrees to pay the successful contractor for such service as follows: Successful contractor and Police Department representative will certify at the end of each month the number of uniforms serviced. The successful contractor shall provide monthly individual tickets signed by individual police officers, identifying dates, type of garment serviced and number of each type of garment serviced. Payment of such invoices will be made by check and mailed within 30 days after the invoice is certified for payment by the Police Department. No other method of payment will be used.

**CITY OF EDINBURG  
 BID FORM FOR  
 POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE**

**BID NO. 2010-68**

**BID OPENING DATE: May 10, 2010 at 3:00 p.m.**

I/We submit the following bid in **ORIGINAL FORM** for **Police Department Uniform Cleaning and Pressing Service** according to City of Edinburg requirements, less tax:

**NOTE:** In addition to responding to our "local" solicitation for bids/proposals vendors/contractors are encouraged to provide pricing on the above referenced items/products/services based on Buyboard, HGAC, TXMAS and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas (any and all applicable fees must be included). All cooperative pricing must be submitted on or before bid/proposal opening date and hour.

<b><u>CHECK ONE</u></b>	
<input type="checkbox"/> BUYBOARD	<input type="checkbox"/> HGAC
<input type="checkbox"/> TX DIR	<input type="checkbox"/> TFC
<input type="checkbox"/> TXMAS	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> DEALER/LOCAL	<b>Specify</b>
CONTRACT NUMBER: _____ (if applicable)	COMMODITY NUMBER: _____ (if applicable)

**ITEM NO. 1: POLICE OFFICER UNIFORM SHIRTS, SHORTS, AND PANTS, POLO UNIFORM SHIRTS, AND BATTLE DRESS UNIFORMS "BDU's" SHIRTS AND PANTS MUST BE WASHED AND MANUALLY PRESSED PER MANUFACTURER'S RECOMMENDATION.**

Uniform Shirts ea.	\$ _____
Uniform Shorts ea.	\$ _____
Uniform Pants ea.	\$ _____
Polo Shirts ea.	\$ _____
BDU's Pants ea.	\$ _____
BDU's Shirts ea.	\$ _____

**BID FORM FOR POLICE DEPARTMENT UNIFORM CLEANING & PRESSING SERVICE (Continued):**

**ITEM NO. 2:** POLICE OFFICER AND POLICE SERVICE OFFICER JACKETS MUST BE DRY-CLEANED. MANUAL PRESSING OF JACKETS MUST BE DONE IF NECESSARY FOR A NEAT AND ORDERLY APPEARANCE.

Jackets ea.           \$ \_\_\_\_\_

**ITEM NO. 3:** CIVILIAN TYPE OF DRESS SHIRTS AND DRESS SLACKS MUST BE CLEANED AND PRESSED PER MANUFACTURER'S RECOMMENDATION.

Shirts ea.           \$ \_\_\_\_\_  
Slacks ea.           \$ \_\_\_\_\_

Geographical location(s) of business where uniforms are to be taken: \_\_\_\_\_  
\_\_\_\_\_

Specify business hours of operation: \_\_\_\_\_

Number of days to service uniforms and have same ready for delivery ARO \_\_\_\_\_.

*All Addenda issued in respect to this project shall be considered official changes to the original bidding documents. It shall be the Bidder(s) responsibility to ensure that all Addenda have been received. Furthermore, bidders are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Bid Submittal. Bidder(s) signature on Addenda shall be interpreted as the vendor's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original bidding documents.*

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**SIGNATURE:** \_\_\_\_\_

**TYPE/PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_