

**AGREEMENT FOR CONTRACTOR SERVICES**

**THIS AGREEMENT**, is made and effective as of December 1, 2022, between **PRUDENTIAL OVERALL SUPPLY** ("Contractor"), and the **CITY OF ARROYO GRANDE**, a Municipal Corporation ("City"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on December 1, 2022 and shall remain and continue in effect until December 1, 2025, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Contractor shall perform the tasks described and comply with all terms and provisions set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

3. **PERFORMANCE**

Contractor shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Contractor shall employ, at a minimum generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement.

4. **AGREEMENT ADMINISTRATION**

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement. Charles Bautista shall represent Contractor in all matters pertaining to the administration of this Agreement.

5. **PAYMENT**

The City agrees to pay the Contractor in accordance with the payment rates and terms set forth in Exhibit "B", attached hereto and incorporated herein by this reference.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 5.

7. **TERMINATION ON OCCURRENCE OF STATED EVENTS**

This Agreement shall terminate automatically on the occurrence of any of the following events:

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Contractor's business; or
- (c) Assignment of this Agreement by Contractor without the consent of City.
- (d) End of the Agreement term specified in Section 1.

8. **DEFAULT OF CONTRACTOR**

(a) The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Contractor a written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. **LAWS TO BE OBSERVED.** Contractor shall:

(a) Procure all permits and licenses, pay all charges and fees, and give all notices which may be necessary and incidental to the due and lawful prosecution of the services to be performed by Contractor under this Agreement;

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those engaged or

employed under this Agreement, any materials used in Contractor's performance under this Agreement, or the conduct of the services under this Agreement;

(c) At all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, and decrees mentioned above;

(d) Immediately report to the City's Contract Manager in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders, and decrees mentioned above in relation to any plans, drawings, specifications, or provisions of this Agreement.

(e) The City, and its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this Section.

#### 10. **OWNERSHIP OF DOCUMENTS**

(a) Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files, Contractor shall make available to the City, at the Contractor's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

#### 11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all

losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees or subContractors (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of professional services under this agreement.

(b) Indemnification for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subContractors of Contractor.

(c) General Indemnification Provisions. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subContractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event Contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successors, assigns or heirs of Contractor and shall survive the termination of this agreement or this section.

## 12. INSURANCE

Contractor shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit "C" attached hereto and incorporated herein as though set forth in full.

## 13. INDEPENDENT CONTRACTOR

(a) Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Contractor in connection with performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

14. **UNDUE INFLUENCE**

Contractor declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of the City of Arroyo Grande in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Arroyo Grande will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

15. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

16. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or subContractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(b) Contractor shall promptly notify City should Contractor, its officers, employees, agents, or subContractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property

located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

17. **NOTICES**

Any notice which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:	City of Arroyo Grande Bill Robeson, Public Works Director 300 E. Branch Street Arroyo Grande, CA 93420
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To Contractor:	Prudential Overall Supply Charles Bautista 1260 E. North Avenue Fresno, CA 93725
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18. **ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the City.

19. **GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the City of Arroyo Grande.

20. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into

this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. **TIME**

City and Contractor agree that time is of the essence in this Agreement.

22. **CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL**

Contractor is bound by the contents of the City's Request for Proposal, Exhibit "D", attached hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Contractor, Exhibit "E", attached hereto and incorporated herein by this reference. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposal.

23. **CONSTRUCTION**

The parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

24. **AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this Agreement.

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he/she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF ARROYO GRANDE**

**CONTRACTOR**

By: \_\_\_\_\_  
Caren Ray Russom, Mayor

By: \_\_\_\_\_

Attest:

Its: \_\_\_\_\_  
(Title)

\_\_\_\_\_  
Jessica Matson, City Clerk

Approved As To Form:

\_\_\_\_\_  
Timothy J. Carmel, City Attorney



EXHIBIT A  
SCOPE OF WORK

**IV. SCOPE OF WORK**

**1.0 General Scope of Work**

**Continual Replacement:** Garments must at all times be in a condition acceptable to the City. Garments that, through normal use, are determined to be in an unacceptable condition shall be replaced with new garments at no cost by successful bidder. Upon request by the City, Contractor must replace unacceptable garments with new

**Repairs:** Contractor shall understand and agree that repairs which are made to a uniform, must be neat and can only be made to a uniform's seam with the same color thread of the garment or with transparent thread. A uniform shall be replaced when it becomes stained, torn and/or when there is a hole in the uniform. All repairs must be completed within seven (7) days of submission to the vendor.

**Normal Wear & Tear:** Contractor shall accept all normal wear and tear free of charge. Normal wear and tear shall be defined as garments that have become faded or discolored, small holes and/or bleach, paint, or oil spots caused by normal work related activities.

**Lost/Damage Charge:** The City understands and agrees that all rental garments remain the property of the contractor. In the event that a garment is damaged in a situation other than normal wear and tear, the City accepts the fact that a damage charge will be assessed. Loss/damage charges are to be charged at the unit prices identified on the pricing sheets of this agreement. Contractor shall identify the employee responsible for any lost/damage and identify the date said loss occurred.

Any garments turned in to be laundered and not returned in a two-week period, will not be charged for the time period until the uniforms are delivered.

Notification to the City of any losses must be made in a timely manner to provide opportunity for the City to identify problem areas and to provide corrective action.

**New Employees:** The City reserves the right to add employees at any time during the term of the contract. New employees shall be supplied with appropriate uniforms within a reasonable time period after verbal notification to the Contractor by the City. Contractor shall provide the City with name(s) of persons to contact with additions of new employees and deletions of terminating employees. Contractor must supply new uniforms to new employees. There shall be no initial fee to add employees and the weekly service rates will be as stated under the original agreement.

**Weekly Turn In:** City employees shall turn in worn uniforms weekly for pickup by the Contractor. Contractor shall return the same number of laundered uniforms as the were turned in by each employee. Ideally each employee shall turn in 5 worn uniforms weekly.

**Service Cancellation:** The City may cancel service for any employee(s) at any time without a monetary penalty being imposed by the vendor. Upon cancellation, all uniforms will be turned in to the vendor. If there is a shortage, the City will make restitution. Cost of replacement shall be determined by the replacement charge unit price of the contract. The City will not pay for normal wear and tear of the returned uniforms.

**Delivery/System Locations:** The City and the Contractor shall mutually agree upon which day(s) of the week the Contractor shall pickup and deliver the uniforms. The Contractor understands there are five (5) delivery/pickup locations.

**Public Work Yard:** 1375 Ash Street, Arroyo Grande (uniforms, mats, auto towels)

**Police Department:** 200 North Halcyon Road, Arroyo Grande (mats only)

**Women's Club/Community Center:** 211 Vernon Street, Arroyo Grande (mats, mopheads)

**Recreation Center:** 1221 Ash Street, Arroyo Grande (mats, mopheads)

**City Hall:** 300 East Branch Street, Arroyo Grande (mats only)

**Garments Specification:** Garments initially provided to the City shall be new. Replacement garments shall also be new. All garments provided shall be free from defect upon commencement of the contract and when added during the contract period. Fabric shall be City Employees option (A) 65% Polyester, 35% Cotton or (B) 100% Cotton. The City reserves the right to designate which employee shall be outfitted with which fabric on an individual basis. Divisions may have a portion of their employees in blends and a portion in 100% cotton.

Uniform items that are within 1/4oz of specification will be considered. Proposals that offer less substantial items by a few percent will be evaluated accordingly.

**Special 100% Cotton:** Uniforms shall have no metal buttons or snaps; however these shall have metal zippers on the pants.

**Shirts:** Shall be a regular style with short or long sleeves (City employees option), two pockets with buttons. The City employee's will have a choice of fabric, either 100% cotton or polyester cotton blend, and color.

**Trousers and Shorts:** All "Brushed Twill" trousers are to be no less than 9 oz. weight, poly/cotton blend, with the choice of western or regular cut. Brushed Twill Flex-Waist

trousers shall be vat dyed and Sanforized with zipper fly, double stitched seat seams, bar tacked at points of stress, hemmed not cuffed. All Cotton Flex-Waist Shorts are an alternative and will be purchased by the City and laundered by the Contractor.

**Pressing:** All shirts shall be form pressed. All trousers shall be flat pressed. Following pressing, Contractor shall protect the uniforms from wrinkling during the storage and delivery process. The City may reject any uniforms delivered with wrinkles.

**Proper Fit:** The Contractor must individually measure each City employee to assure the uniforms being supplied will fit properly. Following initial delivery, each employee shall have the opportunity to secure adjustments to make certain his/her personal requirements are being met. During the contract period, if uniforms do not fit properly they will be replaced at no charge to the City.

**Uniform Samples:** Successful Contractor may be required to submit, for City approval, samples of the following items: ONE SHIRT, ONE PAIR OF TROUSERS, ONE CITY SEAL/EMBLEM and other items.

**Mats and Rags:** Standard floor mats and rags are to be laundered and delivered at an agreed upon schedule at designated facilities.

**Additional Charges:** Charges not identified on the pricing sheets of this agreement, such as service charges for specific departments or any other additional charges will not be honored by the City and should be included in unit pricing.

EXHIBIT B

PAYMENT SCHEDULE

**CITY OF ARROYO GRANDE  
PUBLIC WORKS DEPARTMENT  
QUOTATION PAGE**

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	21	125	\$.16	\$36.96
SHIRTS	21	125	\$.15	\$34.65
POLO SHIRTS	2	11	\$.30	\$3.30
<b>TOTAL</b>			\$.31	\$74.91

DIVISION EMBLEMS – to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$ \_2.50\_\_\_\_\_ \$\_\_\_\_\_

CITY EMBLEMS – to be provided by the vendor to the left sleeve, 2” down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge.  
\$ \_2.50\_\_\_\_\_ \$\_\_\_\_\_

NAME TAGS – to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$ \_1.50\_\_\_\_\_ \$\_\_\_\_\_

PRICE FOR JACKETS BOUGHT OUTRIGHT \$ \_25.00\_\_\_\_\_

GO0128, GO0356, GO0575

PRICE FOR COVERALLS BOUGHT OUTRIGHT \$ \_26.00\_\_\_\_\_

PRICE FOR SHORTS BOUGHT OUTRIGHT \$ \_20.00\_\_\_\_\_

Cost to launder jackets \$ \_0.85\_\_\_\_\_

Cost to launder coveralls \$ \_0.48\_\_\_\_\_

Cost to launder shorts \$ \_0.21\_\_\_\_\_

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) \$ \_552.00\_\_\_\_\_

SHOP TOWELS (DYED) EVERY OTHER WEEK (50) \$ \_3.50\_\_\_\_\_

AUTO SEAT COVERS EVERY OTHER WEEK (10) \$ \_5.00\_\_\_\_\_

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (66)

28 - 3' x 4' (mats) \$ \_56.00\_\_\_\_\_ 1 - 2' x 3' (scraper) \$ \_n/a\_\_\_\_\_

18 - 4' x 6' (mats) \$ \_45.00\_\_\_\_\_ 8 - 3' x 5' (scraper) \$ \_8.00\_\_\_\_\_

6 - 3' x 10' (mats) \$ \_21.00\_\_\_\_\_ 5 - 4' x 6' (scraper) \$ \_7.50\_\_\_\_\_

FLOOR MOPS EVERY OTHER WEEK (12)

24” dry (3) \$ \_3.00\_\_\_\_\_

36” dry (1) \$ \_1.25\_\_\_\_\_

Wet (8) \$ \_10.00\_\_\_\_\_

REPLACEMENT OF LOST OR DESTROYED ARTICLES

Trousers \$ \_24.10\_\_\_\_\_ Shop Towels \$ \_45.00\_\_\_\_\_

Shirts \$ \_20.14\_\_\_\_\_ Seat Covers \$ \_18.56\_\_\_\_\_

## EXHIBIT C

### INSURANCE REQUIREMENTS

*Prior to the beginning of and throughout the duration of the Work, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Contractor agrees to amend, supplement or endorse the existing coverage to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.*

*Contractor shall provide the following types and amounts of insurance:*

Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy from CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage from CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Contractor, subContractors

or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000.00 per occurrence.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designated to protect against acts, errors or omissions of the Contractor and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

*Insurance procured pursuant to these requirements shall be written by insurer that are admitted carriers in the state California and with an A.M. Bests rating of A- or better and a minimum financial size VII.*

General conditions pertaining to provision of insurance coverage by Contractor. Contractor and City agree to the following with respect to insurance provided by Contractor:

1. Contractor agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Contractor also agrees to require all Contractors, and subContractors to do likewise.

2. No liability insurance coverage provided to comply with this Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to a loss. Contractor agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all Contractors and subContractors to do likewise.

3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any Contractor or subcontractor.

6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Contractor shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Contractor's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Contractor or deducted from sums due Contractor, at City option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to City of any cancellation of coverage. Contractor agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Contractor or any subContractor, is intended to apply first and on a primary, noncontributing basis in relation to any other insurance or self insurance available to City.

10. Contractor agrees to ensure that subContractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subContractors and others engaged in the project will be submitted to City for review.

11. Contractor agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any Contractor, subContractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to City. If Contractor's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At the time the City shall review options with the Contractor, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor ninety (90)



days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City will negotiate additional compensation proportional to the increase benefit to City.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Contractor acknowledges and agrees that any actual or alleged failure on the part of City to inform Contractor of non-compliance with any insurance requirements in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.

15. Contractor will renew the required coverage annually as long as City, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.

16. Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Contractor's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.

17. The provisions of any workers' compensation or similar act will not limit the obligations of Contractor under this agreement. Contractor expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.

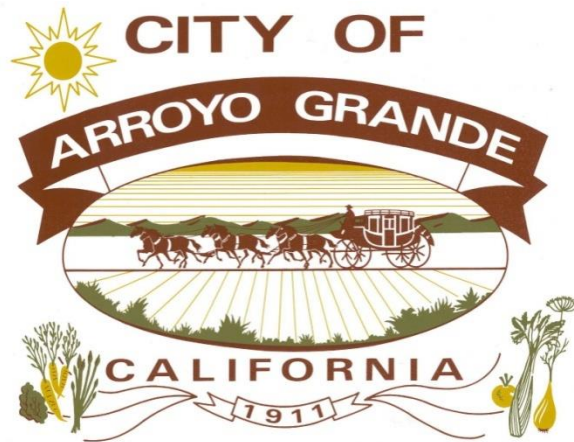
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

21. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

22. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

EXHIBIT D

CITY'S REQUEST FOR PROPOSAL



❖ **REQUEST FOR PROPOSALS** ❖

**City of Arroyo Grande / Public Works Department  
PUBLIC WORKS UNIFORM RENTAL  
AND RELATED SERVICES**

Arroyo Grande, California

Issuing Entity: City of Arroyo Grande  
Public Works Department  
1375 Ash Street  
Arroyo Grande, California 93420

Proposal Due Date: August 25, 2022 by 2:00 PM

08/15/22

**SUBJECT: CITY OF ARROYO GRANDE – PUBLIC WORKS UNIFORM RENTAL  
AND RELATED SERVICES**

The City of Arroyo Grande is soliciting proposals for laundry services for Public Works Department employee uniforms and assorted linens. The successful Contractor will pick up garments and assorted items including rags, auto towels, wet and dry mop heads, and mats; launder, repair, and deliver to various City locations on a weekly basis. Ownership of these items is to remain with the Contractor unless specifically noted. Uniforms, rags, auto towels and mop heads must be delivered clean, dry, free of stains and rust, holes, mildew, and other foreign materials, and shall have no objectionable odors. Specific service delivery requirements, quality expectations and anticipated uniform quantities along with other relevant information is listed in the attached Request for Proposal.

The City of Arroyo Grande reserves the right to postpone, accept or reject any and all proposals in whole or in part, on such basis as the City of Arroyo Grande deems to be in its best interest to do so.

Please note that your submittal shall reach the following address by August 25, 2022, at 2:00 p.m., or your proposal will not be accepted. Please include your fee schedule with your proposal.

Attention: Lydia Castillo, Administrative Secretary  
City of Arroyo Grande – Public Works Department  
1375 Ash Street  
Arroyo Grande, CA 93420

Should you require further information or clarification, please contact Bill Robeson, Public Works Director, at (805) 473-5466 or via e-mail at [brobeson@arroyogrande.org](mailto:brobeson@arroyogrande.org). **An electronic version will be available upon request by contacting Lydia Castillo at (805) 473-5485 or via e-mail at [lcastillo@arroyogrande.org](mailto:lcastillo@arroyogrande.org).**

Sincerely,

Bill Robeson  
Public Works Director  
City of Arroyo Grande

**REQUEST FOR PROPOSAL**  
**Public Works Uniform Rental and Related Services**  
**City of Arroyo Grande**

**I. GENERAL PROJECT DESCRIPTION**

The City of Arroyo Grande is seeking qualified Laundry Service companies capable of fulfilling all requirements contained in this Request for Proposal (RFP). It is important to become fully familiar with all of the provisions of the RFP. The Contractor will be responsible for all deliveries of uniforms, apparel, and other assorted items, freshly processed, repaired and finished, and will replace uniforms and apparel worn out through normal wear at no additional charge. Uniforms and apparel that are lost or damaged (except through normal wear) will be paid for by the City at the agreed upon replacement charge. Uniforms and apparel that have been turned in to be laundered, but not returned to the City within two weeks, will not be charged until the uniforms are delivered.

General parameters associated with the provision of uniform services include the following:

- a. Supplier is to provide all uniforms, emblems, and name tags in the design, material and color required by the City to dress and identify City employees covered by this agreement.
- b. Supplier shall tag each garment to identify the user, and the month/year of issue. It is understood by the City and Supplier that the City may choose to use 100% cotton shirts for some personnel. Those shirts maybe required by the City to be replaced prior to their useful life because of fading. The pro-rated fee using the formula will also be used for these replacements.
- c. The supplier is to provide shop rags, protective clothing, and doormats as specified.
- d. The supplier is to provide all labor, equipment, transportation, and materials necessary for the laundering, pickup and delivery of the above garments and supplies on a weekly basis.

**II. TERM OF WORK**

The City of Arroyo Grande expects to enter into a three-year contract effective September 13, 2022.

### **III. GENERAL TERMS AND CONDITIONS FOR PROPOSAL SUBMITTAL**

#### **1.0 General**

The following terms and conditions shall prevail unless otherwise modified by the City of Arroyo Grande within this proposal document. The City of Arroyo Grande reserves the right to deem unresponsive any proposal that takes exception to the terms and conditions.

#### **2.0 Proposal Completion**

Each proposal must be signed by an authorized contractual agent and required information must be provided on the attached Proposal Questionnaire. Proposal requirements are listed below. Expenses incurred in developing and submitting a proposal is borne entirely by the bidder.

#### **2.1 Confidentiality of Proposal Information**

Each proposal and supporting documents must be submitted in a sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. The outside of the sealed envelope is to be labeled: **Public Works Uniform Rental and Related Services**. Bid proposals will be received by the City of Arroyo Grande until 2:00 p.m. on August 25, 2022.

#### **2.2 Late Proposals**

Proposals received after the deadline designated in this proposal document will not be considered and will be returned unopened.

#### **2.3 Proposal Shall Remain in Effect**

All proposals submitted in accordance with the terms and conditions of the RFP shall be binding upon the bidder for 120 calendar days after the proposal opening.

#### **2.4 City Standard Agreement**

The Contractor agrees to execute the Standard City Agreement, without modification, and to furnish proof of the specified insurance coverage within 30 days after Notice of Acceptance of the proposal by the City of Arroyo Grande. The City will assume that all firms submitting proposals agree to the terms of the Standard City Agreement.

#### **2.5 Responsible Firms**

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

## **2.6 Financial Responsibility**

The Proposing Contractor shall provide information demonstrating to the City of Arroyo Grande that it has the necessary financial resources to perform the contract in a satisfactory manner and within the specified time. Acceptable financial responsibility must be established by copies of audited or certified financial statements, balance sheets, bank references, and other related financial information that the Proposing Contractor deems relevant to the project.

If a Proposing Contractor deems such information confidential or proprietary in nature, the Proposing Contractor shall place this portion of its proposal in a separate envelope clearly and prominently marked "Proprietary Information." The City of Arroyo Grande shall not disclose or reveal the contents of such separately designated proprietary information unless required to do so by law.

## **2.7 Regulatory Requirements**

The Contractor shall comply with all Federal, State, and local licensing and/or regulatory requirements (including permits) for the provision of uniform laundry services.

The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Any name appearing on the U.S. Comptroller General's list of ineligible contractors for federally funded and assisted contracts is not an eligible bidder and will not be considered.

In connection with the performance of this contract, the Contractor shall comply with the requirements of Section 508 of the Clean Water Act and Section 306 of the Clean Air Act. These regulations prohibit the use of facilities included in the EPA "List of Violating Facilities" under non-exempt federal contract. In addition, these provisions require the reporting of any violations to FTA and to the EPA.

## **2.8 Safety**

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

## **2.9 Licenses, Permits, and Taxes**

The Contractor shall be appropriately licensed for the work required by the contract. The Contractor is also responsible to secure a City of Arroyo Grande business license, prior to commencing any work. The cost for any required licenses or permits shall be the responsibility of the Contractor. The Contractor is liable for any and all taxes due as a result of the contract.



### **3.0 Submission of Proposal**

Proposals shall be submitted with the original and two (2) printed copies of the enclosed forms. No faxed submittals will be accepted. These must be received by 2:00 pm, August 25, 2022.

City of Arroyo Grande – Public Works Department  
Attn: Lydia Castillo, Administrative Secretary  
1375 Ash Street  
Arroyo Grande, CA 93420

### **3.1 Evaluation and Selection Process**

Contractors who possess the capabilities and conform to the solicitation requirements will be placed on the Approved Vendor List for Uniform Laundry Rental and Related Services.

**However, regardless of rates proposed, the City of Arroyo Grande reserves the right to select other than the lowest price proposal and will also utilize but not be limited to the City of Arroyo Grande Municipal Code, Chapter 3.08, Section 3.08.020(G), Guidelines for Evaluating Bids; and Section 3.2 of this RFP (Selection Criteria and Consideration).**

### **3.2 Selection Criteria and Consideration**

The proposals will be evaluated based on the following factors. Factors are listed according to the relative importance of each factor.

- A. The Proposing Contractors demonstrated understanding of the scope of work and services to be provided as outlined in this RFP.
- B. The Proposing Contractor provided references and demonstrated ability to provide the said services to similar businesses and organizations.
- C. The Proposing Contractor's uniform options including but not limited to color selections, material options, uniform styles and sizes.
- D. The Proposing Contractor's inclusion of other services which it feels would benefit the City of Arroyo Grande in reaching the goals of this RFP.
- E. Fee (separate sealed envelope).

### **3.3 Vendor Selection**

Contractor selection will be based on an evaluation of each of the criteria listed above and on the professional qualifications and experience necessary for the timely and satisfactory fulfillment of the services.

## **IV. SCOPE OF WORK**

### **1.0 General Scope of Work**

**Continual Replacement:** Garments must at all times be in a condition acceptable to the City. Garments that, through normal use, are determined to be in an unacceptable condition shall be replaced with new garments at no cost by successful bidder. Upon request by the City, Contractor must replace unacceptable garments with new

**Repairs:** Contractor shall understand and agree that repairs which are made to a uniform, must be neat and can only be made to a uniform's seam with the same color thread of the garment or with transparent thread. A uniform shall be replaced when it becomes stained, torn and/or when there is a hole in the uniform. All repairs must be completed within seven (7) days of submission to the vendor.

**Normal Wear & Tear:** Contractor shall accept all normal wear and tear free of charge. Normal wear and tear shall be defined as garments that have become faded or discolored, small holes and/or bleach, paint, or oil spots caused by normal work related activities.

**Lost/Damage Charge:** The City understands and agrees that all rental garments remain the property of the contractor. In the event that a garment is damaged in a situation other than normal wear and tear, the City accepts the fact that a damage charge will be assessed. Loss/damage charges are to be charged at the unit prices identified on the pricing sheets of this agreement. Contractor shall identify the employee responsible for any lost/damage and identify the date said loss occurred.

Any garments turned in to be laundered and not returned in a two-week period, will not be charged for the time period until the uniforms are delivered.

Notification to the City of any losses must be made in a timely manner to provide opportunity for the City to identify problem areas and to provide corrective action.

**New Employees:** The City reserves the right to add employees at any time during the term of the contract. New employees shall be supplied with appropriate uniforms within a reasonable time period after verbal notification to the Contractor by the City. Contractor shall provide the City with name(s) of persons to contact with additions of new employees and deletions of terminating employees. Contractor must supply new uniforms to new employees. There shall be no initial fee to add employees and the weekly service rates will be as stated under the original agreement.

**Weekly Turn In:** City employees shall turn in worn uniforms weekly for pickup by the Contractor. Contractor shall return the same number of laundered uniforms as the were turned in by each employee. Ideally each employee shall turn in 5 worn uniforms weekly.

**Service Cancellation:** The City may cancel service for any employee(s) at any time without a monetary penalty being imposed by the vendor. Upon cancellation, all uniforms

will be turned in to the vendor. If there is a shortage, the City will make restitution. Cost of replacement shall be determined by the replacement charge unit price of the contract. The City will not pay for normal wear and tear of the returned uniforms.

**Delivery/System Locations:** The City and the Contractor shall mutually agree upon which day(s) of the week the Contractor shall pickup and deliver the uniforms. The Contractor understands there are five (5) delivery/pickup locations.

**Public Work Yard:** 1375 Ash Street, Arroyo Grande (uniforms, mats, auto towels)

**Police Department:** 200 North Halcyon Road, Arroyo Grande (mats only)

**Women's Club/Community Center:** 211 Vernon Street, Arroyo Grande (mats, mopheads)

**Recreation Center:** 1221 Ash Street, Arroyo Grande (mats, mopheads)

**City Hall:** 300 East Branch Street, Arroyo Grande (mats only)

**Garments Specification:** Garments initially provided to the City shall be new. Replacement garments shall also be new. All garments provided shall be free from defect upon commencement of the contract and when added during the contract period. Fabric shall be City Employees option (A) 65% Polyester, 35% Cotton or (B) 100% Cotton. The City reserves the right to designate which employee shall be outfitted with which fabric on an individual basis. Divisions may have a portion of their employees in blends and a portion in 100% cotton.

Uniform items that are within 1/4oz of specification will be considered. Proposals that offer less substantial items by a few percent will be evaluated accordingly.

**Special 100% Cotton:** Uniforms shall have no metal buttons or snaps; however these shall have metal zippers on the pants.

**Shirts:** Shall be a regular style with short or long sleeves (City employees option), two pockets with buttons. The City employee's will have a choice of fabric, either 100% cotton or polyester cotton blend, and color.

**Trousers and Shorts:** All "Brushed Twill" trousers are to be no less than 9 oz. weight, poly/cotton blend, with the choice of western or regular cut. Brushed Twill Flex-Waist trousers shall be vat dyed and Sanforized with zipper fly, double stitched seat seams, bar tacked at points of stress, hemmed not cuffed. All Cotton Flex-Waist Shorts are an alternative and will be purchased by the City and laundered by the Contractor.

**Pressing:** All shirts shall be form pressed. All trousers shall be flat pressed. Following pressing, Contractor shall protect the uniforms from wrinkling during the storage and delivery process. The City may reject any uniforms delivered with wrinkles.

**Proper Fit:** The Contractor must individually measure each City employee to assure the uniforms being supplied will fit properly. Following initial delivery, each employee shall have the opportunity to secure adjustments to make certain his/her personal requirements are being met. During the contract period, if uniforms do not fit properly they will be replaced at no charge to the City.

**Uniform Samples:** Successful Contractor may be required to submit, for City approval, samples of the following items: ONE SHIRT, ONE PAIR OF TROUSERS, ONE CITY SEAL/EMBLEM and other items.

**Mats and Rags:** Standard floor mats and rags are to be laundered and delivered at an agreed upon schedule at designated facilities.

**Additional Charges:** Charges not identified on the pricing sheets of this agreement, such as service charges for specific departments or any other additional charges will not be honored by the City and should be included in unit pricing.

## **2.0 Records**

The Contractor is responsible to maintain current records of all uniforms by Division and employee as well as all miscellaneous mats, rags, and other linens by drop off location. A current inventory is to be provided to the City of Arroyo Grande upon request and automatically distributed annually in the month of January.

## **2.1 Invoices**

Invoices shall be submitted in duplicate to the City of Arroyo Grande prior to the tenth working day of each month. Individual invoices are to be provided for services rendered the previous month for each separate facility. The City of Arroyo Grande shall notify the Contractor in writing within 30 days of receipt of the invoice of any items questioned. The City of Arroyo Grande will remit payment to the Contractor of all invoices submitted within 30 days of resolving any items in question.

## **V SCHEDULE**

The proposals shall be received no later than 2:00 p.m. on August 25, 2022 at:

City of Arroyo Grande – Public Works Department  
Attn: Lydia Castillo, Administrative Secretary  
1375 Ash Street  
Arroyo Grande, CA 93420

Consultant is expected to begin fulfilling the requirements of this proposal within 30 days of contract award.

### **III PROPOSAL REQUIREMENTS**

#### **A. Commitment**

The individual or company official with the power to bind the company in its proposal must sign the proposal. The contents of the proposal shall become a contractual obligation if the Contractors proposal is accepted.

#### **B. Company Questionnaire**

The proposal questionnaire must be completed, signed and attached to the front of the company's proposal.

#### **C. Supporting Documentation**

The proposal must include documents and information to substantiate the following:

1. The Proposing Contractors understanding of the scope of work and services to be provided as outlined in this RFP.
2. The Proposing Contractor provided references and demonstrated ability to provide the said services to similar businesses and organizations. List references on the proposal questionnaire.
3. The Proposing Contractor's uniform options including but not limited to color selections, material options, uniform styles and sizes. Catalogs may be attached to the proposal.
4. The Proposing Contractor's inclusion of other services which it feels would benefit the City of Arroyo Grande in reaching the goals of this RFP.

#### **D. Fee**

Contractor's proposed fees for the various laundering services must be attached separately. Unusually high or low fees will affect the ratings. The proposed fees are to be on a "fixed fee" basis per item for the services to be rendered and shall include all of Contractors costs including but not limited to material, labor, delivery and taxes.

**City of Arroyo Grande**

Public Works Uniform Laundry Services

**PROPOSAL QUESTIONNAIRE**

<b>1</b>	Firm Name:			
	Address:			
	City, ST Zip:			
	Phone:		Fax:	
	Contact:		Title:	
	Email address:			
<b>2</b>	<b>Description of Service provider</b> Provide a brief description of your company's history and the services provided: (additional information may be attached)			
<b>3</b>	<b>Service References</b> Provide at least three (3) references for contracts or services that respondent has provided service to that are similar in nature to the responsibilities listed in this RFP.			
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	
<b>MANAGEMENT AND STAFFING</b>				
<b>4</b>	<b>Contact Person</b>			
	The Contractor shall provide a qualified manager responsible for the quality, timeliness, and accurate reporting of the potential services performed as described in this RFP. This person will also serve as the liaison between the Contractor and City of Arroyo Grande.			
	Name:		Title:	
	Phone:		Email:	
	Signature		Date:	

**CURRENT CITY OF ARROYO GRANDE PUBLIC WORKS  
UNIFORM / LAUNDRY INVENTORY  
(Subject to change as stated within the Scope of Work)**

**Uniform Totals**

<b>No. of Total Employees</b>	<b>Uniforms &amp; apparel</b>	<b>Changes (per week)</b>
21	Shirts – 11 for each employee	5
21	Pants – 11 for each employee	5
6	Cover-alls – 2 for each employee	1

**DIVISION SPECIFIC**

Field Operations: (Streets, Parks, Gov. Buildings, Soto Sports Complex)

<b>Type</b>	<b>Item</b>	<b>Frequency</b>	<b>Max weekly usage</b>
100% Cotton or 65/35 Blend	Pants	Weekly	75
100% Cotton or 65/35 Blend	Shirts	Weekly	75
100% Cotton or 65/35 Blend	Shorts	Weekly	10
TBD	Coveralls	Weekly as necessary	4

**Utilities**

<b>Type</b>	<b>Item</b>	<b>Frequency</b>	<b>Max weekly usage</b>
100% Cotton or 65/35 Blend	Pants	Weekly	35
100% Cotton or 65/35 Blend	Shirts	Weekly	35
100% Cotton or 65/35 Blend	Shorts	Weekly	4
TBD	Coveralls	Weekly as necessary	4

**Fleet Maintenance**

<b>Type</b>	<b>Item</b>	<b>Frequency</b>	<b>Max weekly usage</b>
100% Cotton or 65/35 Blend	Shirts	Weekly	5
100% Cotton or 65/35 Blend	Pants	Weekly	5
TBD	Coveralls	Weekly	1

**Public Works Supervisors**

<b>Type</b>	<b>Item</b>	<b>Frequency</b>	<b>Usage</b>
100% Cotton or 65/35 Blend	Polo Shirts	Weekly	10
100% Cotton or 65/35 Blend	Pants	Weekly	10

**Other Linens**

<b>Quantity provided</b>	<b>Description</b>	<b>Frequency</b>
50	Shop Towels	Bi-Weekly
10	Auto Seat Covers	Bi-Weekly
2	Floor Rugs 3 x 10	Bi-Weekly
6	Rubber Mat 3 x 4	Bi-Weekly
1	Scraper mat 3 x 5	Bi-Weekly
12	Dust/Wet Mops (see breakdown on next page)	Bi-Weekly

**CITY OF ARROYO GRANDE  
PUBLIC WORKS DEPARTMENT  
QUOTATION PAGE**

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	21	125	\$	\$
SHIRTS	21	125	\$	\$
<b>TOTAL</b>			\$	\$

DIVISION EMBLEMS – to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$\_\_\_\_\_ \$\_\_\_\_\_

CITY EMBLEMS – to be provided by the vendor to the left sleeve, 2” down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge. \$\_\_\_\_\_ \$\_\_\_\_\_

NAME TAGS – to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$\_\_\_\_\_ \$\_\_\_\_\_

PRICE FOR JACKETS BOUGHT OUTRIGHT \$\_\_\_\_\_  
 PRICE FOR COVERALLS BOUGHT OUTRIGHT \$\_\_\_\_\_  
 PRICE FOR SHORTS BOUGHT OUTRIGHT \$\_\_\_\_\_  
 Cost to launder jackets \$\_\_\_\_\_  
 Cost to launder coveralls \$\_\_\_\_\_  
 Cost to launder shorts \$\_\_\_\_\_

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) \$\_\_\_\_\_

SHOP TOWELS (DYED) EVERY OTHER WEEK (50) \$\_\_\_\_\_  
 AUTO SEAT COVERS EVERY OTHER WEEK (10) \$\_\_\_\_\_

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (66)  
     28 - 3' x 4' (mats) \$\_\_\_\_\_ 1 - 2' x 3' (scraper) \$\_\_\_\_\_  
     18 - 4' x 6' (mats) \$\_\_\_\_\_ 8 - 3' x 5' (scraper) \$\_\_\_\_\_  
     6 - 3' x 10' (mats) \$\_\_\_\_\_ 5 - 4' x 6' (scraper) \$\_\_\_\_\_

FLOOR MOPS EVERY OTHER WEEK (12)  
     24” dry (3) \$\_\_\_\_\_  
     36” dry (1) \$\_\_\_\_\_  
     Wet (8) \$\_\_\_\_\_

REPLACEMENT OF LOST OR DESTROYED ARTICLES  
 Trousers \$\_\_\_\_\_ Shop Towels \$\_\_\_\_\_  
 Shirts \$\_\_\_\_\_ Seat Covers \$\_\_\_\_\_



## EXHIBIT E

### CONTRACTOR'S PROPOSAL

#### **CITY OF ARROYO GRANDE PUBLIC WORKS DEPARTMENT QUOTATION PAGE**

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	21	125	\$.16	\$36.96
SHIRTS	21	125	\$.15	\$34.65
POLO SHIRTS	2	11	\$.30	\$3.30
<b>TOTAL</b>			\$.31	\$74.91

DIVISION EMBLEMS – to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$ 2.50\_\_\_\_\_ \$\_\_\_\_\_

CITY EMBLEMS – to be provided by the vendor to the left sleeve, 2" down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge. \$ 2.50\_\_\_\_\_ \$\_\_\_\_\_

NAME TAGS – to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$ 1.50\_\_\_\_\_ \$\_\_\_\_\_

PRICE FOR JACKETS BOUGHT OUTRIGHT \$ 25.00\_\_\_\_\_

GO0128, GO0356, GO0575

PRICE FOR COVERALLS BOUGHT OUTRIGHT \$ 26.00\_\_\_\_\_

PRICE FOR SHORTS BOUGHT OUTRIGHT \$ 20.00\_\_\_\_\_

Cost to launder jackets \$ 0.85\_\_\_\_\_

Cost to launder coveralls \$ 0.48\_\_\_\_\_

Cost to launder shorts \$ 0.21\_\_\_\_\_

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) \$ 552.00\_\_\_\_\_

SHOP TOWELS (DYED) EVERY OTHER WEEK (50) \$ 3.50\_\_\_\_\_

AUTO SEAT COVERS EVERY OTHER WEEK (10) \$ 5.00\_\_\_\_\_

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (66)

28 - 3' x 4' (mats) \$ 56.00\_\_\_\_\_ 1 - 2' x 3' (scraper) \$ n/a\_\_\_\_\_

18 - 4' x 6' (mats) \$ 45.00\_\_\_\_\_ 8 - 3' x 5' (scraper) \$ 8.00\_\_\_\_\_

6 - 3' x 10' (mats) \$ 21.00\_\_\_\_\_ 5 - 4' x 6' (scraper) \$ 7.50\_\_\_\_\_

FLOOR MOPS EVERY OTHER WEEK (12)

24" dry (3) \$ 3.00\_\_\_\_\_

36" dry (1) \$ 1.25\_\_\_\_\_

Wet (8) \$ 10.00\_\_\_\_\_

REPLACEMENT OF LOST OR DESTROYED ARTICLES

Trousers \$ 24.10

Shop Towels \$ .45

Shirts \$ 20.14

Seat Covers \$ 18.56