



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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November 4, 2022

CITY OF AUBURNDALE, FLORIDA

INVITATION TO BID  
CITY POLICE AND FIRE UNIFORM  
DRY CLEANING CONTRACT

The City of Auburndale will receive sealed bids for the City's Police and Fire Uniform Dry Cleaning Contract until Friday, December 2, 2022, at 12:00 p.m. (noon). The City's Police and Fire Uniform Dry Cleaning Contract proposal that is accepted and approved by the Auburndale City Commission will take effect on January 1, 2023 and be effective until March 2025.

One (1) original submittal of the proposal must be addressed to the Assistant City Manager and mailed to Post Office Box 186, Auburndale, Florida, 33823, or delivered to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, 33823, on or before the above specified date and time. Each bid must be submitted in a sealed envelope and addressed to the Assistant City Manager, City of Auburndale, and plainly marked in the lower left corner of the envelope "Sealed Bid – Proposal for the City of Auburndale's Police and Fire Uniform Dry Cleaning Contract."

Proposers are also required to include a completed Non-Collusion Affidavit of Prime Bidder Form and PUR 7068 Form with the sealed bid.

The City reserves the right to reject any or all bids, to waive informalities, to re-advertise and to accept the bid in the best interest of the City, which may not necessarily be the lowest bid. Reasonable variations from bid specifications will be considered.

Sincerely,

Amy Palmer  
Assistant City Manager

## BID SPECIFICATIONS

1. Prompt and courteous service shall be provided to the Police and Fire Departments.
2. The following articles are to be Dry Cleaned and Pressed:

### Police & Fire

Uniform Long Sleeve Shirt  
Uniform Short Sleeve Shirt  
Trousers  
Winter Uniform Jacket  
Sweater/Sweatshirt  
Windbreakers  
Fabric Tablecloths  
Honor Guard Jacket/sport coat

### Police & Fire Civilian Clothes

Women's Pants  
Shirt  
Blouse  
Men's Trousers  
Sport Coat

3. The following items are to be Laundered, Starched and Pressed:

### Police & Fire

Uniform Dress Shirt  
Uniform Dress Pant

4. The following items are to be only Pressed:

### Police & Fire

Uniform Dress Shirt  
Uniform Dress Pant

5. Laundry will be picked up and delivered at the Police and Fire Departments three (3) times per week.
6. The successful contractor will identify all articles they pick up with the employees name and will ensure proper identification upon deliver. The contractor shall provide a minimum of two (2) laundry bags for each Police and Fire employee.

7. The successful contractor shall furnish proof of insurance prior to the commencement of the Police and Fire Uniform Dry Cleaning Contract or when requested by the City of Auburndale.
8. The successful contractor shall be licensed to perform all duties associated with this Invitation to Bid and should maintain all necessary City and County permits and licenses.
9. All tools, equipment, and motor vehicles necessary for performing all duties associated with this Invitation to Bid shall be furnished by the successful contractor.
10. The City's proposed Police and Fire Uniform Dry Cleaning Contract will take effect on January 1, 2023, or on the date of award by the Auburndale City Commission, whichever is later, and will expire on March 1, 2025. The City reserves the right to terminate this contract with thirty (30) days notice.
11. The proposed bid should include all costs associated with this Invitation to Bid.

CITY OF AUBURNDALE, FLORIDA

BID FORM  
CITY POLICE AND FIRE UNIFORM DRY CLEANING CONTRACT

The proposer declares that they will provide the City's Police and Fire Departments with Dry Cleaning Services in accordance with the specifications of this document, and comply with all federal, state and local laws and requirements for the following rates:

**Proposed Dry Cleaning and Pressing Rates:**

Police & Fire

Uniform Long Sleeve Shirt \$ \_\_\_\_\_ each

Uniform Short Sleeve Shirt \$ \_\_\_\_\_ each

Trousers \$ \_\_\_\_\_ each

Winter Uniform Jacket \$ \_\_\_\_\_ each

Sweater/Sweatshirt \$ \_\_\_\_\_ each

Windbreakers \$ \_\_\_\_\_ each

Fabric Tablecloths \$ \_\_\_\_\_ each

Honor Guard Jacket/sport coat \$ \_\_\_\_\_ each

Police & Fire Civilian

Women's Pants \$ \_\_\_\_\_ each

Shirt \$ \_\_\_\_\_ each

Blouse \$ \_\_\_\_\_ each

Men's Trousers \$ \_\_\_\_\_ each

Sport Coat \$ \_\_\_\_\_ each

**Proposed Laundering, Starching and Pressing Rates:**

Police & Fire

Uniform Dress Shirt \$\_\_\_\_\_ each

Uniform Dress Pant \$\_\_\_\_\_ each

**Proposed Pressing Rates:**

Police & Fire

Uniform Dress Shirt \$\_\_\_\_\_ each

Uniform Dress Pant \$\_\_\_\_\_ each

**Note:** This Bid Form should be included with the above referenced information in a sealed envelope. All bids must be returned to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, by 12:00 p.m. (noon), on Friday, December 2, 2022.

\_\_\_\_\_  
Name of Bidder and Company (Please print or type)

\_\_\_\_\_  
Contact Person Telephone No.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip code

\_\_\_\_\_  
Signature Date

## NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,  
deposes and says that:

(1) He/she is \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, the Bidder that has submitted the attached  
Bid:

(2) He/she is fully informed respecting the preparation and contents of the  
attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents,  
representatives, employees or parties in interest, including this affiant, has in any way  
colluded, conspired, connived or agreed, directly or indirectly with any other Bidder,  
firm or person to submit a collusive or sham Bid in connection with the Contract for  
which the attached Bid has been submitted or to refrain from bidding in connection  
with such Contract, or has in any manner, directly or indirectly, sought by agreement  
or collusion or communication or conference with any other Bidder, firm or person to  
fix the price or prices in the attached Bid or of any other Bidder, or to fix any  
overhead, profit or cost element for the Bid prices or the Bid price of any Bidder, or to  
secure through any collusion, conspiracy, connivance or unlawful agreement any  
advantage against the Redevelopment Authority of the County of Fayette or any  
person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are  
not tainted by any collusion, conspiracy, connivance or unlawful agreement on the  
part of the Bidder or any of its agents, representatives, owners, employees, or parties  
in interest, including this affiant.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Title)

My commission expires \_\_\_\_\_

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO AND MINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
[print name of the public entity]  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
[signature]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped  
commission name of notary public)