

DATE: 09/19/2023

NON-CONSTRUCTION CONTRACT SOLICITATION NOTICE

MTA- HQ IS NOW ADVERTISING FOR THE FOLLOWING:

SSE #: 0000447460

OPENING/DUE DATE: 10/16/2023

TYPE OF SOLICITATION: IFB

DOCUMENT AVAILABILITY DATE: 09/19/2023

SOLICITATION TITLE: All Agency Uniform Service

DESCRIPTION: This contract supports various MTA Bus Company (MTABC) Depots. The uniforms shall be used by employees in the following titles: Line Supervisors, Maintainers, Stock Room Handlers, and Cleaners. The actual number of employees that require uniforms may change at any time during the Contract. The minimum requirement apparel for this contract shall be nine (9) pairs of work pants

Funding: 100% Operating

Goals: N/A

Est \$ Range: \$5M - \$10M

Contract Term: 6 Years

****PLEASE REVIEW THE ATTACHED SCOPE OF WORK FOR ADDITIONAL INFORMATION****

() **PRE-BID CONFERENCE**
DATE:
TIME:

() **SITE TOUR** N/A

DATE:
TIME:
PLACE:
FOR MORE INFORMATION, PLEASE CONTACT:
PROCUREMENT REPRESENTATIVE: Shahidah Reynolds

EMAIL: sreynolds@mtahq.org

SCOPE OF WORK

Uniform Rental and Laundry Cleaning Services Contract for Various MTA Bus Company Depots

This is a 72 month estimated value contract for the rental and cleaning of uniforms. This contract supports various MTA Bus Company (MTABC) Depots. The uniforms shall be used by employees in the following titles: Line Supervisors, Maintainers, Stock Room Handlers, and Cleaners. The actual number of employees that require uniforms may change at any time during the Contract.

The minimum requirement apparel for this contract shall be nine (9) pairs of work pants, and nine (9) shirts (long sleeves or short sleeves as requested by the individual employee). Other Locations may have more. The Contractor shall have the following items available in this contract: hip length service jackets, coveralls, and sport jackets. Some supervisory titles may request for button down, oxford, collared shirts.

The following depots shall be covered under this contract:

- Eastchester Depot- 3320 Hutchinson Ave Bronx, NY 10475
- Yonkers Depot- 59 Babcock Pl Yonkers, NY 10703
- LaGuardia Depot- 85-01- 24th Ave Flushing, NY 11369
- Baisley Park Depot- 114-15 Guy R. Brewer Blvd. Jamaica, NY 11434
- East NY CMF- 1720 Bushwick Ave, Brooklyn, NY 11207
- College Point Depot- 128-15 28th Ave Flushing, NY 11354

The Contractor shall be located within sixty (60) miles of Columbus Circle, New York, New York

Uniform Fabric/Personalization/Safety Stripping

All pants and shirts must be made of a comfort blend of 65% cotton and 35% polyester.

The MTA Bus Company logo shall be sewn onto the right sleeve of the shirt, an American flag shall be sewn onto the left sleeve of the shirt. The employee's last name should be indicated on the front pocket. No other logos shall be sewn on the shirt without MTABC's written permission.

Reflective Safety Stripping shall be clearly visible on the shirt and pants.

- Shirts- 1" inch reflective silver lining down each sleeve and 1" inch reflective silver lining horizontally across the body back.
- Pants- 1" inch reflective silver lining around the perimeter of the pants, above the knee.
- Jackets- 1" inch reflective silver lining down each sleeve and 1" inch reflective silver lining horizontally across the body back.

Uniform Count Requirements

Each depot will require a specific number of uniforms depending on their union affiliation or work title. At a minimum the Contractor must provide the required items as listed on the table. Note that the employee count listed below is approximate and is subject to increase/decrease, at the discretion of MTABC.

<u>Depot</u>	<u>Employee Count</u>	<u>Shirts</u>	<u>Pants</u>	<u>Other</u>
<u>Eastchester</u>	<u>134</u>	<u>11</u>	<u>11</u>	<u>2 Jackets</u>
<u>Yonkers</u>	<u>60</u>	<u>11</u>	<u>11</u>	<u>2 Jackets</u>
<u>LaGuardia</u>	<u>120</u>	<u>9</u>	<u>9</u>	<u>2 Jackets</u>
<u>Baisley Park</u>	<u>107</u>	<u>9</u>	<u>9</u>	<u>2 Jackets</u>
<u>East NY- CMF</u>	<u>191</u>	<u>9</u>	<u>9</u>	<u>2 Jackets</u>
<u>College Point</u>	<u>170</u>	<u>9</u>	<u>9</u>	<u>2 Jackets</u>
	<u>782</u>			-

Garment Fittings, Ordering, and Initial Delivery/Uniform Tags

The Contractor shall take initial fittings of employees at each location, as noted above at the times directed by the Project Manager and shall deliver all garments no later than four (4) weeks from award of contract. Contractor shall do the fitting for the existing staff at the initial start-up of the contract, on dates to be specified by the MTABC. All costs for the initial fittings and subsequent fittings, including but not limited to, personalization, environmental charges, and actual fitting are included in the rental rates. Any fitting charge or personalization charge, not specified in the bid, shall not be accepted for the duration of the contract.

Contractor shall be responsible for individual measurements and final fit of garments. Any garments measured incorrectly shall be replaced within three (3) weeks.

For customized fittings such as double extra-large (XXL), triple extra-large (XXXL), up to 6XL, Tall, etc., the turnaround time shall be within six (6) weeks.

The initial issuance of garments shall be enough to cover a full work week (5 working days) for each type of garment (shirt/pants set) prior to the final order. The initial issue shall be all new uniforms, unwashed and unworn. Four (4) or six (6) sets of garments shall be delivered the following week according to the uniform requirements at each depot. The balance shall be delivered on the subsequent delivery day.

MTABC shall supply a list of employees, eligible for garments under this contract. MTABC shall include employee names and employee ID (pass number) to the Contractor. This information must be included on the Contractor's records for reference when submitting invoices. Each garment assigned to employees must be **clearly tagged and barcoded** with their own unique Contractor ID and/or employee ID pass number for easy identification.

Garment and Supplies, Rental and Service Requirements

Garments shall be changed out, at no cost to the MTABC for repairs. These repairs shall include, but not limited to, missing buttons, torn fabric, and worn out fabric, etc. Uniforms with excess wear and tear and discoloration must be replaced with new uniforms at no additional cost to MTABC.

1. All rented items shall be repaired by the Contractor at no charge to MTABC.
2. Any item that requires replacement due to normal wear (ripped belt loop, broken, zipper, snags, small tears, etc.) shall be replaced by Contractor at no charge, other than the applicable customization costs.
3. Contractor must supply a separate (highly visible) plastic bag for items that need repair. This bag must be available at all times for employee use. The employee shall indicate what needs to be repaired on the uniform, place it securely inside the plastic bag, and place inside the laundry bin. The Contractor shall provide an interim replacement, in the event the repairs are not made in a timely manner.
4. Repair patches, shall not be accepted. Any garment, that is repaired, must be approved by the MTABC and deemed 'acceptable'. Any garment deemed 'unacceptable' shall be replaced.
5. Contractor shall supply loaner or spare inventory garments to cover shortages and/or temporary uniforms for new employees.
6. Any personal items left in uniforms and retrieved with the laundry, are to be packaged and returned to the location on a weekly basis.
7. The Contractor shall pick-up soiled garments/supplies and shall deliver fresh garments/supplies once a week. Each employee's clean garments shall be individually hung on hangers and secured, with a tag referencing the employee pass number and/or Contractor ID.
8. Delivery Invoices must be signed by an authorized person at time of delivery. The MTABC reserves the right to refuse payment on any unsigned invoices or invoices signed by an unauthorized person. This invoice must indicate the quantities of each item, the date of delivery, and the price per item. A separate delivery invoice is required for each depot.
9. Contractor shall provide a multiple part packing slip (numbered & dated) for signature (required), upon return of uniforms at each location.
10. Contractor shall provide weekly delivery reports and monthly summary invoices to the Project Manager.
11. Contractor shall maintain and provide evidence of OSHA, EPA, & DEP Compliance.
12. Contractor shall submit Insurance Certificate, and maintain insurance coverage.
13. Contractor shall submit all Material Safety Data Sheets for all chemicals, cleaning solutions and detergents used in the cleaning process, prior to award for approval by the Project Manager/Office of System Safety.

14. Contractor shall assume responsibility of any lost or machine damaged garments.

Required Equipment/Fixtures (Lockers and Laundry Bins)

Contractor must provide a suitable locker with a rack to hang garments on when returned to the employees.

Contractor must provide a designated container bin for employees to put soiled uniforms in, at no cost to the MTA. A tour of the locker room areas shall be made during the initial site visit. The Contractor may take measurements during this visit to assist them in preparing their proposal for a clean/soiled storage system per each location.

Lockers must be provided for each employee, at no additional cost to MTABC. Each locker must be designated with the employee ID or a unique Contractor ID.

Cleaning Requirements

The Contractor shall wash and clean the uniforms in NPA free and phosphate free detergents and/or shall use environmental-friendly detergent products to help minimize environmental impact. MTABC is committed to purchasing products that have earned the Energy Star label, and have met the Energy Star specifications for energy efficiency, wherever possible and practical.

Payment and Invoicing

One monthly invoice shall be submitted to the Project Manager for all the depots. This invoice shall include the rental fees associated with the Contract as listed on the Price Schedule and lists all employees receiving the uniforms. All invoices shall be paid under the same master purchase order number. MTABC shall verify delivery information from packing slips with summary invoice and submit to MTA Business Service Center for invoice processing.

Contractor must provide a sample invoice listing any and all charges that may appear for the duration of the contract. Each potential charge should include an explanation as to when it may be applied and how it is calculated. Some examples would be Maintenance Fee, Stop Minimum, Inventory Minimum, Energy Charges, Fuel Charges, etc.

Employee Transfers/Vacations/Terminations – The weekly charge for any individual leaving the MTABC's employment and/or vacating a position requiring a uniform shall be terminated once notification has been provided to the Contractor. MTABC employees have an option to transfer within various depots. The employee has been instructed to leave their uniforms in their assigned locker when transferring to another depot. The employee shall notify the Contractor's representative to remove them from the uniform roster. When the employee transfers to another depot, he/she shall notify the Contractor's representative there and the Contractor shall re-order a new set of uniforms for them. The Contractor shall provide an interim uniform until a replacement uniform has been received.

Price Schedule

The Price Schedule included in this Contract shall be a fixed rate for 36 months.

Rental Fee and Laundry Cleaning Services

Flat rate Monthly rental for nine (9) pairs of pants and nine (9) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Inclusive of jackets for some locations. Inclusive of Laundry service.

Flat rate Monthly rental for eleven (11) pairs of pants and eleven (11) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Inclusive of jackets for some locations. Inclusive of Laundry service

Flat rate Monthly rental for nine (9) pairs of pants and nine (9) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Inclusive of jackets for some locations. Exclusive of Laundry service

Flat rate Monthly rental for eleven (11) pairs of pants and eleven (11) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Inclusive of jackets for some locations. Exclusive of Laundry service.

There will be no additional Cost for Customized Sizes.

Additional Cost for hip length service jackets and work jackets, if applicable.

Laundry Cleaning

Laundry cleaning services shall be included in the rental fee where applicable. These items should be dropped off inside the laundry bins by employees choosing to have their clothes washed by the Contractor.

Buy Back Cost

No Charge for Unreturned Items- for each garment (shirts, pants and jackets) as well as customized sizes (i.e. XXXL, Tall) and other garments. All costs shall be included in the monthly rental fee.

Disposition of Uniforms at the Expiration of the Contract

Upon expiration of the 36 month term of the contract, provided that there is a change in the contractor, MTABC has the option, with 30 days written notice to the Contractor that it can wear out the uniforms for an additional 90 days, at the rates set forth in the contract. During the 90 days wear-out period the Contractor shall make arrangements for the uniforms and lockers return process on a per depot basis, to allow for an orderly transition to another Contractor. At the end of the 90 day period, all remaining uniforms shall be the property of the MTABC. Lockers may be purchased by MTABC, at a mutually agreeable rate.



Date:	09/18/2023
Manager Name, Email, Phone No.	Shahidah Reynolds, Sreynolds@mtahq.org, (646) 901-8971
	BRTUN EVENT 0000447460 Price Schedule- Monthly Uniform Rental and Laundry Cleaning Services for MTA Bus Company

PRICE SCHEDULE

Bidder must quote a delivered price – additional charges for shipping on invoices will not be considered.

Line No.	Commodity Number	Description	Estimated Quantity	Unit Price	Time Month	Extended Amount (Qty x Unit Price x Time)
1		Flat rate Monthly rental for nine (9) pairs of pants and nine (9) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. . Inclusive of Laundry service	1099		72	
2		Flat rate Monthly rental for eleven (11) pairs of pants and eleven (11) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Inclusive of Laundry service	1880		72	
3		Flat rate Monthly rental for nine (9) pairs of pants and nine (9) shirts (long and short sleeves). This includes customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Exclusive of Laundry service	1099		72	
4		Flat rate Monthly rental for eleven (11) pairs of pants and eleven (11) shirts (long and short sleeves). This includes	1880		72	

		customized sizes i.e. XXL, XXXL, Tall, etc. Shirts may include oxford, button down collared shirts for supervisory titles. Exclusive of Laundry service				
5		Flat rate monthly rental for two (2) jackets (light, sport, spring, hip length etc.)	880		72	

If quoting an alternate "Equal" product (other than item requested), indicate manufacturer's name and part number. Include catalog cut, descriptive literature and detailed technical specification. The alternate item quoted must be the same form, fit & function as the item requested. Failure to provide this information when quote is due may result in a finding of non-responsiveness.

Prospective Bidders are advised to carefully review all information herein prior to offering a quote. At MTA's sole discretion, this solicitation can result in multiple awards.

THIS QUOTE IS VALID FOR 60 DAYS.

☐ No Quote Reason _____

Company Address: _____

Phone: # _____ Fax: _____

FOB POINT: _____ PAYMENT TERMS: _____

To register on the My MTA Portal (preferred), please visit www.MYMTA.info
--

Technical Specifications
Provide Rental and Cleaning Services of Maintenance Uniforms
For Authority Personnel

Section I - Scope

- 1.0 Under the terms of this contract the “Contractor”, shall provide rental and cleaning services of maintenance uniforms for Triborough Bridge and Tunnel Authority (Authority) employees. The Contractor shall provide weekly rental and cleaning services at approximately nine (9) Authority locations.

Section II - Term of the Contract

- 2.0 The term of the Contract shall be six (6) years.

Section III - Estimated Quantities

- 3.0 The Contractor shall provide uniform rental and cleaning for approximately 350 Authority Maintenance Employees. The Contractor’s bid price shall include, but not be limited to, all direct or indirect costs associated with rental, cleaning, alterations, and delivery of the uniforms (including tolls, travel time, etc.).

Section IV - Contractor Requirements

- 4.0 The Contractor shall supply the Authority maintenance employees with cotton wrinkle resistant shirts, pants and blended jackets as specified in Section VII.
- 4.1 The Contractor shall supply uniforms to fit every Authority maintenance employee. The Contractor shall measure each employee to ensure proper fit.
- 4.2 The Contractor shall provide all alterations to the uniforms at no charge to the Authority (example, hemming to pants and alterations as needed).
- 4.3 The Contractor shall provide all repairs and alterations to the clothing as necessary during the term of the contract at no charge to the Authority.
- 4.4 The Contractor shall provide an exchange of clothing when an employee changes to or from a welder, tow truck operator, personnel involved in burning and those assigned to the auto shops. There can be approximately 50 of these exchanges each year.
- 4.5 The Contractor shall pick up soiled laundry and deliver clean laundry once a week to each facility on a scheduled basis. The clean clothing shall be returned on hangers and hung in predetermined personnel clothing transfer lockers.

- 4.6 The Contractor shall keep a record of what is picked up and what is returned in conjunction with the facility superintendent or their designee. The Contractor and facility representative shall sign the delivery ticket. A copy of the delivery ticket shall be left at the facility and a copy shall be sent to the Project Manager with the invoice.
- 4.7 Unless there is additional service on the garment, it shall be returned on the next scheduled delivery. In the event a garment requires additional service, it shall be returned no later than the second week. If the garment is not repairable, the Project Manager shall be notified.
- 4.8 The Contractor shall distribute all clothes; both initial distribution and subsequent warehouse inventory and shall be permanently tagged with the employee's name, location, locker number and date of issue. Electronic tagging (example: Bar coding and or QR coding) is preferred, but not required. The Contractor shall use a method to identify the issue date of the clothing on the label for the initial issue as well as second issue at the beginning of year four (4).
- 4.9 The Contractor shall submit all packing slips to the Project Manager upon receipt of garments received by vendors. The Contractor shall assure that all garments received from vendors for the Authority conform to the specifications supplied to them by the Project Manager.
- 4.10 The Contractor shall be required to perform alterations to the uniforms during the entire term of the contract. All alterations shall be made at no cost to the Authority. Examples of the alterations are as follows:
- The pants shall be hemmed (No Cuffs).
 - Replace missing buttons on maintenance employees' pants and shirts.
 - If uniforms specified are not available in female sizes, the Contractor shall provide all alterations and garment modifications necessary. (There are approximately ten (10) female maintenance employees requiring uniforms).
- 4.11 The Contractor shall be responsible for any garments that are lost or damaged after pickup or on their premises.

Section V - Authority Requirements

- 5.0 The Authority will provide lockers at each pick up / delivery location.
- 5.1 The Project Manager will submit a list of personnel by location in the first week of each month and notify the Contractor during the month of personnel changes.
- 5.2 The Project Manager will have the authority to decide all questions of fact in connection with the work.
- 5.3 The Project Manager will supply the Contractor with the names, facility locations and locker numbers of all new employees.
- 5.4 A transferred employee may be one that changes lockers or changes location and lockers or may be transferring from a non-uniform position to a uniform position or may be transferring from one category to another requiring a uniform change.

In all cases, the Project Manager will notify the Contractor and the Contractor shall change their records accordingly. In the event one employee transferring from one locker to another or one location to another, the employee will tag his or her clothes accordingly. The Contractor shall change tags and return the clothes within two weeks from pickup.

Section VI - Uniform Distribution

- 6.0 The Contractor shall distribute the initial issuance of uniforms based on approximately three hundred and fifty (350) employees. During the term of the contract, the Authority averages approximately twelve (12) to fifteen (15) newly hired or retired employees per year.
- 6.1 At the inception of the contract, the Contractor shall issue new clothing as per specifications. The Contractor shall provide new issuance of uniforms at the end of year three (3) of the contract at no additional cost. The cost for the new uniforms shall be incorporated into the monthly rental cost. The Contractor shall deliver the new uniform first and then coordinate the return of the old uniforms. The issue quantities are approximate and are subject to change.

MTA Bridges and Tunnels
Technical Specifications

- 6.2 The Contractor shall distribute the following quantities of uniforms to each maintenance employee, such as welders, tow truck operators, personnel involved in burning and those assigned to the auto shops as indicated below:

6.2.1	Long Sleeve Shirt	13 Each
6.2.2	Pants	13 Each
6.2.3	Jackets	2 Each

- 6.3 The Contractor shall distribute the following quantities of uniforms to each maintenance employee other than those listed in paragraph 6.2 as indicated below:

6.3.1	Short Sleeve Shirt	6 Each
6.3.2	Long Sleeve Shirt	7 Each
6.3.3	Pants	13 Each
6.3.4	Jackets	2 Each

- 6.4 Upon completion of the contract, the Authority shall return all old garments to the Contractor. The final pick-up day of the garments shall take place between 30 and 45 days after the contract expires. In the event the Contractor does not make the final pick up of the old garments after 60 days, all unreturned garments will then become the property of the Authority and the Authority will dispose of them.

- 6.5 There shall be no additional charges to the Authority for old garments returned at the end of the contract no matter what condition that they are in.

- 6.6 There shall be **no** value to the clothing at the end of year three (3) and at the end of the contract.

- 6.7 The Contractor at the termination of the contract shall destroy all clothing that contains MTA Bridge and Tunnels patches including logo, employee names, or labels. All patches including logo and employees' names must be destroyed at the end of the contract.

Section VII - Uniform Specifications

- 7.0 Short Sleeve Work Shirts, Red Kap SC40SG5 (or equal)

7.0.1	100% Wrinkle Resistant Cotton
7.0.2	6 oz. Twill
7.0.3	2 Button through Pockets
7.0.4	Pre-Cure durable press, easy cars, tunnel finish
7.0.5	Six button with vertical buttonholes with a button at the neck
7.0.6	Color – Spruce Green

- 7.1 Long Sleeve Work Shirts, Red Kap SC30SG5 (or equal)
 - 7.1.1 100% Wrinkle Resistant Cotton
 - 7.1.2 6 oz. Twill
 - 7.1.3 2 Button through Pockets
 - 7.1.4 Pre-Cure durable press, easy cars, tunnel finish
 - 7.1.5 Six button with vertical buttonholes with a button at the neck
 - 7.1.6 Color – Spruce Green
- 7.2 Work Trousers, Red Kap PC20SG3 (or equal)
 - 7.2.1 100% Cotton Twill
 - 7.2.2 Relaxed Fit
 - 7.2.3 Permanent Press
 - 7.2.4 7.5 oz. Twill
 - 7.2.5 Brass Zipper with Button Closure at Waistband
 - 7.2.6 2 Inset Front Pockets and 2 Inset Rear Pockets
 - 7.2.7 Darts over Rear Pockets for Enhanced Fit
 - 7.2.8 Triple Stitched Crotch
- 7.3 Work Jacket, Red Kap JT50SG3 (or equal)
 - 7.3.1 65% Polyester / 35% Cotton
 - 7.3.2 7.5 oz. Twill
 - 7.3.3 Permanent Press
 - 7.3.4 Brass Closure Zipper
 - 7.3.5 29” Length
 - 7.3.6 2 Lower Inset Pockets
 - 7.3.7 Permanently Lined, Black 100% Nylon Taffeta Quilted to a 3.3 oz. Polyurethane Foam.
- 7.4 The Contractor shall supply the Authority with embroidered employee nametags and the “MTA Bridges and Tunnels” Logo using a blue patch with white letters and a dark blue border.
- 7.5 The shirts shall have the MTA Bridges and Tunnels Logo sewn on to left breast above the pocket. The Contractor shall supply and install a 1-inch tall, embroidered MTA Logo on the Left side of all shirts and jackets above the pocket. The Logo shall be the official MTA Bridges and Tunnels logo. The patches shall be blue with a white logo and letters. The vendor shall have prior approval for the patches before installing them on the shirts and jackets.

MTA Bridges and Tunnels
Technical Specifications

- 7.6 The Contractor shall supply and install a 1-inch tall-embroidered name patch on the Right side of all shirts and jackets above the pocket. The nametags shall have the employee's first letter of their first name, followed by a period, space, then the employee's last name. The patches shall be blue with white letters. The vendor shall seek approval for the patches before installing them on the shirts and jackets.
- 7.7 The Jacket shall have the MTA Bridges and Tunnels Logo sewn on to left breast. The employee's name patch shall be sewn on to right breast. All the embroidered patches shall be supplied by launderer.

Section VIII - Holidays / Delivery Schedule

- 8.0 The Contractor shall either advance or postpone the pickup and delivery by one day, in a week during which any of the following holidays occur on a Monday through Friday.
- | | |
|--------|----------------------------|
| 8.0.1 | New Year's Day |
| 8.0.2 | Martin Luther King Day |
| 8.0.3 | Lincoln's Birthday |
| 8.0.4 | Washington's Birthday |
| 8.0.5 | Memorial Day |
| 8.0.6 | Fourth of July |
| 8.0.7 | Labor Day |
| 8.0.8 | Columbus Day |
| 8.0.9 | Election Day |
| 8.0.10 | Veteran's Day |
| 8.0.11 | Thanksgiving Day |
| 8.0.12 | Day After Thanksgiving Day |
| 8.0.13 | Christmas Day |
- 8.1 The Contractor shall notify the Facility Superintendent or their designee one week in advance of any change of schedule. The Contractor shall visibly post a sign indicating revised schedule for holidays one (1) week prior at each facility.
- 8.2 The Contractor shall pickup and drop off uniforms between the hours of 8:00 AM and 3:00 PM from Monday to Friday with the exclusion of holidays. Any change in schedule shall be made one week in advance with the approval of the facility superintendent.

Section IX - Repairs to the Garments

- 9.0 The Contractor shall repair the uniform items as specified below within five (5) working days. All repairs shall be made at no cost to the Authority.

MTA Bridges and Tunnels
Technical Specifications

- 9.1 The Contractor shall repair uniform seams by sewing in a manner consistent with the original manufacturer of the item and with a preshrunk, colorfast thread of like weight and color. This shall include the necessary look and reinforcing stitches needed to keep the stitching from unraveling.
- 9.2 The Contractor shall replace buttons, snaps, and zippers, etc. including broken or worn components by stitching said items to the uniform in a manner consistent with the original manufactured item at no cost to the authority.
- 9.3 The Contractor shall replace garments when considered unserviceable, torn or worn beyond repair, or when excessively repaired so as to present a poor appearance. The final decision for disposal of unserviceable garments will be made solely by the Project Manager.
- 9.4 The Contractor shall be required to provide replacement items during the term of the contract. The Authority will be charged for replacement items or when articles need to be replaced due to damages that are beyond repair on a sliding scale rate for years one (1) through six (6).

Section X - Authority Facility Locations and Number of Employees

MTA Bridges and Tunnels Uniform Delivery Address			
Bronx Whitestone Bridge	Approximate # of Employees	Hugh L. Carey Tunnel	Approximate # of Employees
1 Hutchinson River Parkway Bronx, NY 10465	15	160 Hamilton Avenue Brooklyn, NY 11231	39
Central Maintenance North	Approximate # of Employees	Cross Bay Veterans Memorial Bridge	Approximate # of Employees
50 Bronx Shore Rd Randall's, NY 10035	98	2050 Cross Bay Blvd. Broad Channel, NY 11693	4
Fleet Operation	Approximate # of Employees	Henry Hudson Bridge	Approximate # of Employees
38 Central Rd Randall's, NY 10035	29	2152 Henry Hudson Parkway New York, NY 10034	7
Queens Midtown Tunnel	Approximate # of Employees	Marine Parkway Bridge	Approximate # of Employees
10-55 51st Avenue Long Island City, NY 11101	37	5555 Flatbush Ave Brooklyn, NY 11234	13
Robert F. Kennedy Bridge	Approximate # of Employees	Throgs Neck Bridge	Approximate # of Employees
20 Central Rd Randall's, NY 10035	18	4260 Throgs Neck Expressway Bronx, NY 10465	18
Verrazzano-Narrows Bridge		Approximate # of Employees	
1 Verrazzano Bridge Plaza Staten Island, NY 10305		74	

Section XII - Contents of a Typical Safety Plan

- 11.0 Policy of consultant and or Contractor concerning safety.
- 11.1 Scope of safety policy as it applies to the project. If a generic plan is submitted, site-specific information must be included as well as any additional needs.
- 11.2 Safety Organization: The Contractor shall designate an individual in their organization who is responsible for safety and has the background and authority to know what constitutes safe practices and directs their implementation at the site.
- 11.3 Special provisions for project safety and health programs, if applicable. Example: scaffolding, trenching, blasting, welding, hoists, cranes, maintenance and protection of traffic, confined space entry, etc.
- 11.4 Safety and Health Training: Shall include the Contractor's plan for regular scheduled safety meetings and other training to ensure safe practices.
- 11.5 Reporting and Records Requirements: Shall include posting of emergency numbers, information and a liaison with the Authority Project Manager and or General Manager of the Facility.
- 11.6 First Aid and Medical Emergencies: Shall include equipment available at the work site and its accessibility for use with plans for replacement of expended First Aid materials.
- 11.7 Sanitation and Drinking Water.
- 11.8 Personal Protective Equipment: Shall include hard hats, safety shoes, harnesses, gloves, goggles, safety belts, etc.
- 11.9 Housekeeping.
- 11.10 Fire Protection and Prevention: Shall include providing fire extinguishers at Authority jobsites, fire drills, and training.
- 11.11 Electrical Safe Practices: Shall include lighting, temporary circuits, insulated tools, ground fault interruption (GFI) with lockout / tag out practices.
- 11.12 Industrial Hygiene: Shall include Right-To-Know, SDS, etc.
- 11.13 Environmental Protection: Shall include Contractor personnel protection, Authority personnel protection, and prevention of air, water, and soil contamination.

- 11.14 Cold Weather and Hot Weather Safe Practices.
- 11.15 Use of Power Actuated Tools and method of complying with New York City Fire Department Regulations by using person holding a Certificate of Fitness.

Section XII - Additional Health & Safety Requirements

- 12.0 The Contractor must provide a minimum of two (2) copies of the manufacturer's developed Safety Data Sheets (SDS) for each chemical substance introduced at the facility. The SDS shall be sent to the Authority Project Manager with the anticipated quantity to be used, method of application and location of storage. All of the SDS shall be submitted and fully approved by the Authority prior to the start of work involving the particular substances on the project.
- 12.1 All products and materials used in connection with this project shall remain asbestos and lead free.
- 12.2 The Contractor shall immediately notify the Authority's Project Manager if during the course of the project there should be a discovery of any undetermined substances, including suspected asbestos containing materials (ACM) and or suspected lead containing materials (LCM). No work shall be performed in any area with suspected ACM and or LCM without the prior authorization of the Project Manager.
- 12.3 For the duration of the contract, the Contractor shall adhere to the applicable Federal, State, and local laws, codes, rules and regulations for the protection of the environment. If hazardous waste materials are detected or generated at any time, the Authority's Project Manager shall be immediately notified of each and every occurrence. No work shall be performed in any area with suspected hazardous materials without prior authorization of the Project Manager.
- 12.4 In accordance with OSHA and New York State Labor Law, the Contractor shall be responsible for the compliance with applicable laws, codes, rules, regulations and standards with respect to safety and health. The Contractor shall inspect and report compliance with all safety and health regulations in accordance with the approved safety plan, and that requirements regarding safety and health are being fully implemented. The Contractor shall monitor or provide the project with the adequate safeguards, including but not limited to the proper shoring, trenching, safe rigging, safety nets, fencing, barricades, scaffolding, and ladders, that are necessary for the protection of its employees, as well as the public and Authority employees. All rigging and scaffolding must be of good sound materials, of adequate dimensions for its intended use, and substantially braced, tied, or secured to insure absolute safety for those required to use it, as well as those within its vicinity. All riggings, scaffolding, and ladders shall be OSHA approved.

- 12.5 If any emergency condition should develop during the entire project, the Contractor shall immediately notify the Authority's Project Manager and or General Manager of the facility of each and every occurrence. The Contractor should also recommend any appropriate courses of action to the Authority's Project Manager.
- 12.6 Any review, acceptance, or approval of the Contractor's safety plan shall be construed merely to mean that the Authority is unaware of any reasons at the time to object thereto. Approval by the Authority of the safety plan shall not impose any liability upon the Authority's Project Manager and or the Authority itself, nor shall any such approval relieve the Contractor of any responsibilities under the contract.
- 12.7 The Contractor shall provide the maintenance of traffic and the protection of the public from damage to person or property, within the limits of and for the duration of the contract, through completion. This requirement shall include furnishing, installing, and maintaining temporary construction signs, sign supports, cones, arrow board trailers or arrow panels, truck mounted and other safety equipment, and maintenance of traffic control devices or methods as required as per the New York State Department of Transportation Manual of Uniform Traffic Control Devices.
- 12.8 All projects with respect to any Authority buildings shall conform to the New York State Uniform Fire Prevention and Building Code, and the Authority's obligations under the Americans with Disabilities Act.

Prior to the start of any demolition work, relocation, repairing or re-routing of existing ducts, cables, conduits, raceways, junction boxes, plumbing lines, or roof structures, the Contractor shall notify the Project Manager in advance and obtain full clearance of any asbestos containing materials (ACM) and or lead containing materials (LCM) within this work area. At no time should the Contractor be permitted to perform any work in an area presumed to be of (ACM) and or (LCM) without the prior authorization of the Project Manager.

Section XIII - Accidents and Personal Injuries

- 13.0 The Contractor shall provide such equipment and facilities as necessary or required in case of accident and or personal injury, for first aid service to anyone who may be injured during the progress of work, within the limits of and for the duration of the contract. In addition, the Contractor shall have standing arrangements for the removal and hospital treatment of any person who may be injured or who may become ill.

- 13.1 The Contractor must report immediately to the Authority's Project Manager, any accident and or personal injury resulting in lost time to employees, vehicle accidents, or any accident resulting in damage to Authority property or the public and shall furnish in writing full information including testimony of witnesses regarding any and all accidents and injuries.

Section XIV - Fires at Construction Sites

- 14.0 The facility desk officer shall be notified immediately of any fire observed at the work site. This notification shall be made by the fastest possible means. Where a 2-way radio transmitting on the Authority frequency is available, that 2-way radio shall be used to contact the desk officer by using the facility name. If a suitable 2-way radio is not available, a facility phone, cellular phone or outside phone line shall be used to call the facility desk officer. The desk officer shall be advised of all relevant information, which must include a description of the exact location of the fire. If the fire is located on or adjacent to the roadway, the location description shall include bridge lamppost or tunnel marker number, lane direction and lane number.

Section XV - Personnel Safety Equipment

- 15.0 For the duration of the contract and in accordance with OSHA and New York State Labor Law, the Contractor shall take responsibility to ensure that all employees of this project are provided with the necessary personal protective equipment (PPE), including any required personnel traffic safety equipment. Personal protective equipment as required shall include, but not be limited to, the appropriate and or approved hard hats, safety shoes, gloves, goggles, eye face shield protection, safety belts, harnesses, respirators, hearing protection, traffic safety vests, etc.
- 15.1 All Contractor employees walking on or along the Authority roadways and toll plazas, and other areas of Authority facilities designated by the Authority during the course of the contract, shall at all times wear safety equipment designed to provide high visibility under all lighting and weather conditions. The safety equipment shall be worn on all occasions, no matter how brief. Furthermore, the safety equipment shall be worn whenever so directed by the Project Manager and other authorized Authority personnel.
- 15.2 The safety equipment shall be for outermost wear and shall consist of fluorescent orange, pink or lime green material and safety reflective material, or equipment with both properties combined. The exact nature of the equipment required (generally safety vests) will be determined by the Authority, and may be modified by the Authority during the course of the contract as it deems fit. All safety equipment provided and worn shall be subject to approval by the Project Manager, General Manager, Maintenance Superintendent, or their designee.

- 15.3 The Contractor shall have the responsibility for monitoring and enforcing compliance by all its employees with these provisions regarding the wearing of safety equipment. Any Contractor employee not in compliance with having the appropriate personal protective equipment (PPE) will be forbidden to work on all Authority premises.
- 15.4 All costs of whatever nature associated with providing all the required safety equipment, including the costs of furnishing, maintaining, repairing, and replacing such equipment shall be included in the Gross Sum Bid of the Bidder's Proposal. No separate measurement and payment will be made for any compliance work within this section.

PRICE SCHEDULE
RENTAL AND CLEANING SERVICES OF MAINTENANCE UNIFORMS FOR
AUTHORITY PERSONNEL
Year 1-3

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Number of Weeks</u>	<u>Unit Price (In Figures)</u>	<u>Extended Total Price (In Figures)</u>
1.	Provide all labor, equipment and materials to provide rental and cleaning services of maintenance uniforms for Authority personnel in accordance with the technical specifications.	350 Sets	X 156	X \$ _____ —	= \$ _____ —
2.	Replacement charge for uniform pants for the first year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
3.	Replacement charge for uniform pants for the second year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
4.	Replacement charge for uniform pants for the third year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
5.	Replacement charge for uniform shirts for the first year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
6.	Replacement charge for uniform shirts for the second year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —

7.	Replacement charge for uniform shirts for the third year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$_____ = \$_____ _
8.	Replacement charge for uniform jackets for the first year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$_____ = \$_____ _
9.	Replacement charge for uniform jackets for the second year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$_____ = \$_____ _
10.	Replacement charge for uniform jackets for the third year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$_____ = \$_____ _

PRICE SCHEDULE
RENTAL AND CLEANING SERVICES OF MAINTENANCE UNIFORMS FOR
AUTHORITY PERSONNEL
Year 4-6

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Number of Weeks</u>	<u>Unit Price (In Figures)</u>	<u>Extended Total Price (In Figures)</u>
11.	Provide all labor, equipment and materials to provide rental and cleaning services of maintenance uniforms for Authority personnel in accordance with the technical specifications.	350 Sets	X 156	X \$ _____ —	= \$ _____ —
12.	Replacement charge for uniform pants for the fourth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
13.	Replacement charge for uniform pants for the fifth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
14.	Replacement charge for uniform pants for the sixth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
15.	Replacement charge for uniform shirts for the fourth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —
16.	Replacement charge for uniform shirts for the fifth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ —	= \$ _____ —

17.	Replacement charge for uniform shirts for the sixth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	150 Each	X	\$ _____ _	=	\$ _____ _
18.	Replacement charge for uniform jackets for the fourth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$ _____ _	=	\$ _____ _
19.	Replacement charge for uniform jackets for the fifth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$ _____ _	=	\$ _____ _
20.	Replacement charge for uniform jackets for the sixth year of the Contract in accordance with paragraph 9.4 of the technical specifications.	75 Each	X	\$ _____ _	=	\$ _____ _

Gross Sum Bid (Items 1 through 20)

\$ _____
(In Figures)

Gross Sum Bid [Items 1 through 20 (in words)]: _____ dollars
and _____ cents.