

AN ORDINANCE TO AUTHORIZE CITY CONTRACT 16002PD -- POLICE UNIFORM CLEANING -- WITH BLUE SWAN, INC.

#4066

Sponsor:

Council
Member
M. Brown

WHEREAS, pursuant to Section 2-308 and Section 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of property or the rendering of services for more than a period of one year if approved by City Council by Ordinance; and

WHEREAS, the City desires to obtain police uniform cleaning services for the Police Department; and

WHEREAS, the City publicly advertised the specifications for such services in accordance with Section 8-200 of the City Charter and subsequently awarded City Contract 16002PD - Police Uniform Cleaning ("the Contract") - to Blue Swan, Inc. (the "Contractor"), the lowest responsible bidder; and

WHEREAS, the term of the Contract is for a period of one (1) year beginning on or about July 1, 2015, at a cost of Thirty Thousand Six Hundred Forty Five Dollars (\$30,645.00), with two possible renewals of one (1) year each at the City's option upon the same terms and conditions; and

WHEREAS, the possible renewal periods are included in the Contract in order to provide continuity of services and to take advantage of the Contractor's experience with the requirements of the Contract; and

WHEREAS, it is the recommendation of the Police Department that the City enter into the Contract with the Contractor at a cost of Thirty Thousand Six Hundred Forty Five Dollars (\$30,645.00) for a period of one (1) year, with two possible renewals of one (1) year each under the same terms and conditions, a copy of which, in substantial form, is W0078286.

attached hereto as Exhibit "A".

**THE COUNCIL OF THE CITY OF WILMINGTON HEREBY
ORDAINS:**

SECTION 1. Contract 16002PD - Police Uniform Cleaning - between the City and Blue Swan, Inc., for a period of one year beginning on or about July 1, 2015, at a cost of Thirty Thousand Six Hundred Forty Five Dollars (\$30,645.00), with two possible renewals of one (1) year each under the same terms and conditions, a copy of which, in substantial form, is attached hereto as Exhibit "A", is hereby approved, and the Mayor or his designee, and City Clerk are hereby authorized to execute as many copies of said Contract, as well as all additional undertakings related thereto, as may be necessary.

SECTION 2. This Ordinance shall be effective upon its passage by City Council and approval of the Mayor.

First Reading June 4, 2015
Second Reading . . . June 4, 2015
Third Reading June 18, 2015

Passed by City Council,
June 18, 2015

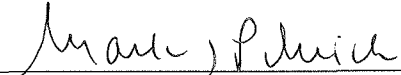
President of City Council

ATTEST:



City Clerk

Approved as to form this
2nd day of June, 2015



First Assistant City Solicitor

Approved this 2nd day of June, 2015



Mayor

SYNOPSIS: This Ordinance authorizes the City to enter into City Contract 16002PD - Police Uniform Cleaning - with Blue Swan, Inc., for a period of one (1) year at a cost of Thirty Thousand Six Hundred Forty Five Dollars (\$30,645.00), with two possible renewals of one (1) year each under the same terms and conditions.

Agenda No. 4066

IMPACT STATEMENT

This Ordinance authorizes the City to enter into City Contract 16002PD - Police Uniform Cleaning - with Blue Swan, Inc., for a period of one (1) year at a cost of Thirty Thousand Six Hundred Forty Five Dollars (\$30,645.00), with two possible renewals of one (1) year each under the same terms and conditions.

EXHIBIT A



Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: SD CITY WILM PURCHASING DIV

Ad No.: 0000276081

Address: 800 N FRENCH ST FL 5
WILMINGTON DE 19801
USA

Pymt Method Invoice

Net Amt: \$64.96

Run Times: 1

No. of Affidavits: 1

Run Dates: 01/27/15

Text of Ad:

The City of Wilmington will receive sealed bids at the Division of Procurement & Records, 5th Fl., Louis L. Redding Bldg., 800 French St., Wilm., DE 19801 for:

16002PD – POLICE UNIFORM CLEANING

Bid opening: Tuesday, February 10, 2015, at 3:00 p.m., in the Finance Department Conference Room, 5th Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801.

Specifications may be obtained at the above address for the Division of Procurement & Records.

Philip Ceresini
Purchasing Agent II
Division of Procurement and Records
Department of Finance

pceresini@wilmingtonde.gov
www.wilmingtonde.gov

1/27-NJ

0000276081-01

INSTRUCTIONS TO BIDDERS

1. Bids on City Contract 16002PD – POLICE UNIFORM CLEANING will be publicly opened and read aloud in the 5th Floor Conference Room, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware, on Tuesday, February 10, 2015 at 3:00 p.m.

2. Proposals must be in triplicate, sealed in an envelope, and the envelope endorsed "**Bid for City Contract 16002PD – POLICE UNIFORM CLEANING**" and addressed to the Department of Finance, Division of Procurement and Records, 5th Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.

3. Any bid may be withdrawn prior to the schedule time for opening of bids or authorized postponement thereof. No bid may be withdrawn within thirty (30) calendar days after the actual opening thereof.

4. The successful bidder will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.

5. The corporation, the successful bidder shall furnish a certificate from the State where it is incorporated, stating that it is a subsisting corporation. The corporation shall also furnish one (1) original and two (2) copies of the excerpts of the corporate minutes, which grant authority to those who sign and attest the contract. The Corporate Seal shall be affixed where signatures are attested.

6. The successful bidder will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.

7. The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency's District Office reserves the right to contact the successful minority bidder and/or subcontractor to confirm any participation in the Procurement process.

8. The successful bidder certifies that they are not listed on the Federal Government, Excluded Parties List System (www.sam.gov). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.

9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:

- A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
- B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
- C. Respect employee's voluntary freedom of association.
- D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.

- E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
- F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
- G. Work with governments and communities in which you do business to improve the quality of life in those communities – their educational, cultural, economic, and social well-being – and seek to provide training and opportunities for workers from disadvantaged backgrounds.
- H. Promote the application of these principles by those with whom you do business.

10. **Award and Execution of Contract**

- A. **Consideration of Proposals.** After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices, unless the proposals states a different basis for comparing bids. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern.

Before awarding the contract, a bidder may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgment of the department the best interest of the City will be promoted thereby.

- B. **Award of Contract.** The award of the contract, if it be awarded, must be within thirty (30) calendar days after the opening of proposals to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposals that his bid has been accepted and has been awarded the contract.
- C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.
- D. **Right to Audit.** The City Auditor or his designee shall have the right to audit the contract and any books, documents, or records relating thereto.

THIS CONTRACT DOES NOT REQUIRE A BID BOND OR PERFORMANCE BOND.

WILMINGTON DEPARTMENT OF POLICE

CONTRACT 16002PD

POLICE UNIFORM CLEANING

I. Insurance

1. Vendor must have sufficient insurance coverage in the amount to replace items lost or damaged due to fire, theft or in the cleaning process. Successful vendor shall provide the City with certificate of insurance.

II. Delivery

1. Pickup and delivery to be three (3) times a week: Mondays, Wednesdays, and Fridays – **prior to 4:00 P.M.**
2. Vendor is to establish an accounting system which guarantees that all items picked up are delivered in the specified time limits listed below.
 - a. Items picked up on Mondays are to be returned the following **Wednesday of that same week.**
 - b. Items picked up on Wednesdays are to be returned the following **Friday of that same week.**
 - c. Items picked up on Friday are to be returned the following **Monday.**

III. Location of Pick-up and Delivery

1. All completed items are to be delivered to the William T. McLaughlin Public Safety Building located at 300 North Walnut Street, Wilmington, Delaware. Specific location within the building will be designated to the successful bidder.

IV. Pick-up/Drop-off at Vendor's Location

1. Vendor's location should be available between the hours of 7:00 A.M. and 5:00 P.M. for any officer to pick up and drop off clothing.
2. Invoice ticket must be marked by vendor when received, if clothing is uniformed or non-uniformed.

Clothing Specifications
(Uniform Clothing Only)

V. Shirts

Long Sleeve and Short Sleeve

- a. 75% Dacron polyester, 25% Worsted wool. b. 65% Polyester, 35% cotton.
- c. 100% cotton.

Pants

- a. 74% Dacron polyester, 25% Worsted wool, 1% Lycra, 12.5-13.0 oz. per linear yard.
- b. 65% Polyester, 35% cotton.

Coats

Outer Lining – Gore-Tex Jacket

- a. 330 Denier Cordura Nylon and 2-ply Taslanized Nylon filling treated with durable fluorocarbon water and stain release agents.
- b. Entire lining encased in Gore-Tex fabric.

Inner Lining – Gore-Tex Jacket

- a. 3M Thinsulate C-200 quilted.
- b. Nylon tricot backing.
- c. Cloth type 28 gauge nylon tricot knit.

Wind Breaker - 100% Nylon

VI. Civilian Dress Specifications

Due to the various types of clothing purchased by the individual officer, vendor is responsible to see what type of garment is to be cleaned and to use the proper method for its cleaning.

VII. Ties

75% Polyester, 25% cotton.

VIII. Hats

Standard 8-point police hat, fully lined rayon with leather inner band.

IX. Ballistic Vest Carriers

50% Polyester, 50% cotton.

X. Cost Guarantee

1. Prices to be firm during the term of the contract.
2. **For information to the vendor:** The Wilmington Department of Police has approximately 340 officers with each officer being issued: 5 each of uniform shirts and pants; 2 uniform coats; 2 uniform hats; 2 uniform ties, along with 1 ballistic vest carrier. Also, officers who are equipped have at least 1 dress blouse coat.
3. Any other clothing which is directly identified as part of the Wilmington Police uniform, including the Communications Division.

XI. Special Provisions

The term of this contract is expected to run from July 1, 2015 through June 30, 2016. The Wilmington Department of Police maintains the option to extend this contract for two (2) additional one-year periods. Terms and conditions of contract must remain the same. The City will give 60 days' advanced written notice if the contract is to be extended.

The bidder agrees that the contract may be terminated by the City, at its discretion, in the event of incomplete and/or unsatisfactory performance of work by the vendor.

Any questions or additional information should be directed to Colleen O'Brien-Heffron of the Support Services Division at 576-3603.

CONTRACT 16002PD

<u>Item No.</u>	<u>Approx. Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
(14)		<i>Detective Female Clothes:</i>		
	50	Women's Blouse	\$ 1.00	\$ 50.00
	50	Women's Slacks	\$ 1.00	\$ 50.00
	50	Women's Suits	\$ 4.00	\$ 200.00
	10	Women's Skirts	\$ 1.00	\$ 10.00
GRAND TOTAL				\$ 300.00

ADDITIONAL ITEMS: THESE ITEMS ARE NOT FOR BID COMPARISON.

- (1) Vest Carrier \$ 10.00
- (2) Police Dickies \$ 10.00
- (3) Civilian Polo Shirt \$ 10.00

FIRM: BLUE SWAN INC
CORP.
 Corporation, Partnership, Individual

PER: RONALD OLIVERE
 Name (typed or printed)

TITLE: PRES.

ADDRESS: 2001 DELAWARE AVE
WILM, DE 19806

PHONE: 302 652-7607

EMAIL: LRONOLIVERE@AOL.COM

FAX: 302 652-7625

FEDERAL ID #: 510248044

PROPOSAL FORM

DATE: FEB 9, 2015

CONTRACT: 16002PD

Our City of Wilmington Business License Number is 005931

This Proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserves the right to reject any and all proposals when, in its judgment, it is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver, per specifications, the item(s) listed below to the City of Wilmington, Department of Police, Public Safety Building, 300 North Walnut Street, Wilmington, Delaware 19801:

<u>Item No.</u>	<u>Approx. Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
(1)	11,000	Wilmington Police Pants <i>(to include breeches)</i>	\$ <u>1.75</u>	\$ <u>19,250.00</u>
(2)	7,000	Wilmington Police Long-Sleeve Shirt	\$ <u>1.00</u>	\$ <u>7,000.00</u>
(3)	9,000	Wilmington Police Short-Sleeve Shirt	<u>0.20</u>	\$ <u>1,800.00</u>
(4)	200	Wilmington Police Coat, with Lined Lining		\$ <u>2.00.00</u>
(5)	200	Windbreaker Jacket		\$ <u>200.00</u>
(6)	200	Wilmington Police Ties <i>(black clip-on)</i>		<u>20.00</u>
(7)	125	Detective Civilian Dress Suit (2-piece)		<u>375.00</u>
(8)	150	Detective Civilian Dress Pants		<u>62.50</u>
(9)	3,500	Detective Civilian Dress Shirt		<u>75.00</u>
(10)	110	Detective Civilian Dress Sport Jacket		<u>7.50</u>
(11)	20	Detective Civilian Dress Overcoat		<u>7.00</u>
(12)	20	Dress Raincoat <i>(uniform & non-uniform personnel)</i>		<u>20</u>
(13)	120	Black/Dark Blue Sweater		<u>2.00</u>

19,250.00 +
 7,000.00 +
 1,800.00 +
 200.00 +
 200.00 +
 20.00 +
 375.00 +
 262.50 +
 875.00 +
 192.50 +
 20.00 +
 20.00 +
 120.00 +
 50.00 +
 50.00 +
 200.00 +
 10.00 +
 30,645.00 *

OFFICE OF PUBLIC SAFETY
DEPARTMENT OF POLICE
WILMINGTON, DELAWARE



MEMORANDUM

TO: Gary Fullman, Manager
Procurement and Records Division
Department of Finance

FROM: Bobby L. Cummings *BL Cummings*
Chief of Police *2.25.2015*

DATE: February 25, 2015

RE: Police Cleaning Contract #16002PD

Having reviewed all the bids, I am recommending the low bidder, Blue Swan Inc. to be awarded the contract. The total price of the contract is \$30,645.00. If you have any questions, please contact Colleen O'Brien Heffron at 576-3603.

cc: Phil Ceresini

CERTIFICATE OF AWARD OF CONTRACT

I hereby certify that Contract No. 16002PD is on this 4th of March, 2015 awarded to Blue Swan, Inc in the amount of \$30,645.00 as per Proposal dated 2/9/2015 and that this award is made in compliance with Wilm. Code (Charter), Section 8-200, to wit:

1. Plans and specifications for the work, supplies, or materials were filed with the Department of Finance, Division of Procurement and Records for public inspection on 1/27/2015
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 1/27/2015 stated that bids would be opened at 3:00 p. m. on 2/10/2015
3. All sealed bids received were publicly opened in the office of the Department of Finance, Division of Procurement and Records in the presence of the City Auditor and Department not represented desiring to make the purchase at 3:00 p.m. on 2/10/2015. Other persons present at the opening of the bids were: Phil Ceresini, Tina Romano-Austin, Yvette
4. Bids were submitted by the following contractors in the following amounts:

<u>Contractor</u>	<u>Address</u>	<u>Date of Bid</u>	<u>Amount</u>
1. Superior Cleaner	Wilmington, DE	2.10.15	\$71,178.55
2. Blue Swam	Wilmington, DE	2.10.15	\$30,645.00
3. Fema Dry Cleaning Serv	Wilmington, DE	2.10.15	\$87,185.45

5. City License Number _____

6. Upon recommendation of Chief of Police Department and after due consideration, I determined that the contractor to whom this award is made was the lowest responsible bidder. In support of this determination I have received the following written recommendations, which are on file at my office:

<u>Author</u>	<u>Employment Position</u>	<u>Date</u>
<u>Bobby L. Cummings</u>	<u>Chief of Police</u>	<u>2/25/2015</u>

Approved as to Form

First Assistant City Solicitor



Department of Finance, Division of Procurement

Delaware

PAGE 1

The First State


I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "BLUE SWAN, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE FOURTEENTH DAY OF MAY, A.D. 2013.

0887398 8300

130544374



You may verify this certificate online
at corp.delaware.gov/authver.shtml


Jeffrey W. Bullock, Secretary of State
AUTHENTICATION: 0431617

DATE: 05-14-13

BLUE SWAN INC

CERTIFIED COPY OF RESOLUTIONS

BLUE SWAN INC DEL.

I, the undersigned, Secretary of (Name of Firm), a (State or Commonwealth where incorporated) Corporation, hereby certify that the following Resolutions excerpted from the Minutes of the Corporation were duly adopted by unanimous consent of the Board of Directors of the Corporation, on the MARCH day of 2015.

RESOLVED, that the President (list any other officer by title, authorized to sign contracts), of this Corporation be and he hereby is authorized to execute and deliver on behalf of this Corporation a contract and other contract documents by and between this Corporation and the City of Wilmington, Delaware, Department of Finance, (Title of Contract), for the Contract Price of \$ _____ and it was

FURTHER RESOLVED, that the Secretary of this Corporation be and (he or she) hereby is authorized to attest to the said contract and other documents.

I further certify that the foregoing Resolutions have not been rescinded or modified and remain in full force and effect.

I further certify that the following are the names of all Officers qualified to sign for the Corporation:

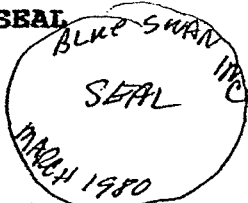
President	<u>L.R. OLIVERE</u>
Vice President	<u>L.R. OLIVERE</u>
Treasurer	<u>JOAN OLIVERE</u>
Secretary	<u>L.R. OLIVERE</u>
Assistant Secretary	<u>JOAN OLIVERE</u>

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Corporation this MARCH day of MARCH, 2015 A.D.

L.R. OLIVERE

Name Typed, Secretary

CORPORATE SEAL



--- - - C O N T R A C T -----

THIS AGREEMENT, made the _____ day of _____ in the year **Two Thousand Fifteen** and between the City of Wilmington, a municipal corporation of the State of Delaware, acting through the agency of the Department of Finance, Division of Procurement and Records, party of the first part (hereinafter designated the Owner), and **Blue Swan, Inc** party of the second part (hereinafter designated the Contractor)

WITNESSETH, that the Contractor, in consideration of agreements herein made by the Owner, agrees with the Owner as follows:

Article 1. The Contractor shall and will furnish and deliver per specifications, on contract **16002PD "Police Uniform Cleaning"** for the Department of Police in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date **1/27/2015** and specifications identified as Contract No. **16002PD** and by the signatures of the parties hereto, are, together with the said Advertisement for Bids, Instructions to Bidders, Forms of Proposal and/or other documents pertinent thereto, hereby acknowledge and incorporated into these presents and are to be taken as a part of this Contract.

Article 2. It is understood and agreed by and between the parties hereto that the amount of this Contract is in the amount of **Thirty Thousand Six Hundred Forty Five Dollars----- 00/100 (\$30,645.00)** as per Proposal dated **2/9/2015** to the Department of Finance, Division of Procurement and Records.

Article 3. In the performance of this Contract, the Contractor shall not discriminate or permit discrimination against any person because of his race, color, religion or his national origin.

Article 4. This Agreement shall bind the heirs, executors, administrators, successors and assigns to the respective parties hereto.

In witness whereof the party of the first part has, by recommendation of the **Chief of Police Department**, caused the hand of **Dennis P. Williams**, the mayor, and the corporate seal of the City of Wilmington, attested by the City Clerk, to be hereunto affixed; and the party of the second part has caused the hand of its' President, (or his authorized representative) and its' corporate seal, attested by the Secretary or assistant Secretary, to be hereunto affixed.

Dated the day and year first above written in the City of Wilmington, County of New Castle, State of Delaware.

Signed, Sealed and delivered
in the presence of:

THE CITY OF WILMINGTON

Witness

By: _____
Dennis P. Williams , Mayor

ATTEST:

City Clerk

BLUE SWAN, INC

Catherine Collier

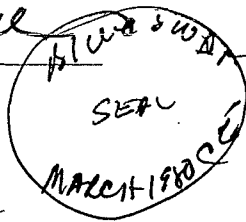
Witness

By: *R. Oliver*

President (Seal)

ATTEST: *R. Oliver*

Secretary



Approved as to form on this _____

Day of _____, 2015

First Assistant City Solicitor