



# SANGAMON COUNTY WATER RECLAMATION DISTRICT

3000 North Eighth Street  
Springfield, Illinois 62707  
217-528-0491 TEL  
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www.scwrd.org

Request for Proposal (RFP)

Uniform Rental and Cleaning Services

Board of Trustees

RFP #25-01

Richard T. Ciotti  
President

March 31, 2025

Jim M. Reinhart  
Vice President

Sealed Response Due: April 21, 2025 at 10:00 A.M. Central Time at the District Office located at 3000 N. 8<sup>th</sup> Street, Springfield, IL, 62707.

Terry Schierholz  
Clerk

Proposals will be accepted by mail or in person delivery until the opening time and date. Any proposal delivered after the opening time and date will be refused. Bids will not be accepted by Fax or Email. All information provided must be printed or typed. **The entire proposal package must be submitted.**

John Hearn  
Trustee

Paul Ed Vehovic  
Treasurer

Bruce Stratton  
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Contact Person  
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Justin Reichert  
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Mailing Address  
3000 N. 8<sup>th</sup> Street  
Springfield, IL 62707

John Higginbotham PE PLS  
Assistant District Engineer



MEMBER  
Illinois Association of  
Wastewater Agencies

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Invitation for Proposals**

The Sangamon County Water Reclamation District (District) is seeking a qualified contractor to furnish, deliver, pick up, repair and launder uniform jackets, shirts, pants, lab coats and miscellaneous items listed in the Scope of Work and Schedule of Quantities.

The term of the contract shall begin on June 26, 2025 and end June 26, 2030. The term of the contract may be renewed for a maximum of one additional term. Prices quoted herein will remain in effect for the entire initial term of the contract. Any price increase after the initial term will be submitted in writing ninety (90) days prior to the end of the term and must be accompanied by sufficient documentation of the price change. Should the District elect not to renew the contract after June 26, 2030, the contractor will be notified in writing thirty (30) days prior to the end of the term of the contract.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the District of the Service Provider's response to determine if the proposal meets all criteria for consideration;
- Relevant experience, strength of the proposal and proposed fees; and
- If interviews with representatives of Service Providers are desired by the District, information obtained by the District within said interviews.

For the rental of items and services within the categories generally referred to as Uniform Services, Mats Services, Mop Services and Towel Services, the District reserves the right to enter into separate agreements for each or in any combination desired by the District. The District intends to enter into an agreement or agreements for the provision of the whole of rental services represented in the scope of work below.

## **Scope of Work**

The District seeks a contractor to assist with the management of the scopes within the categories of work described below (Uniform Services, Mats Services, Mop Services and Towel Services). Made part of the scopes of work described below are the attachments made part of this RFP. Attachments include Schedules of Items, Quantities and Unit Prices (Schedule) for each of the categories of work described below (Attachments A through C), a Description of Bid Items (Attachment D) and Contractor Safety Policy (Attachment E).

It shall be understood that the District cannot know the quantities of items that will be necessary throughout the duration of agreements. It shall be understood by bidders that quantities made part of this RFP are for the comparison of proposals only; any deviations of the actual quantities of items used throughout the duration of agreements and the scope represented in the Schedule shall not be the basis for any claims by any Service Provider for additional compensation. Furthermore, where discrepancies are found between amounts expressed as Item Totals and amounts provided as Unit Prices, the Unit Prices shall take precedence and be deemed correct; unit prices negotiated shall be made part of the intended agreements.

Unit prices shall be provided on the schedules included in this RFP. As part of proposal packages submitted, bidders do not have to provide proposals for the provision of products and services for each and every category of work described below; however, when submitting a proposal for the completion of the scope of work for a category described below, bidders shall submit unit prices for each and every item represented within a given Schedule. Failure to submit unit price(s) required might be interpreted by the District as basis for rejecting a bidder's proposal for a particular category of work.

## Selection Process

The District will take into account such matters it considers appropriate in selecting the successful Service Provider. The District reserves the right to reject, for any reason, any and all bids. Evaluation criteria will include:

- The bidder's ability to follow bidding instructions;
- The bidder's proposed fees as provided in the attachments; and
- References (provide a minimum of three references).

## Bidder Qualifications & Proposals

Bidders interested in submitting proposals shall comply with the following:

1. On the forms provided within the attachments, clearly outline the unit prices;
2. Submit three references that you currently service;
3. Submit a certificate of liability insurance and automobile equipment insurance. The contractor will need to name the District as additional insured and meet the following liability limits if awarded an agreement: for commercial general liability insurance, \$1.0 million per occurrence and \$2.0 million aggregate; and, for automobile liability, \$1.0 million combined single limit. Also, submit proof of statutory worker's compensation coverage under Illinois law;
4. Specify a primary contact(s) anticipated to be involved in the fulfillment of the potential agreement(s); and

Bidders should be aware of the following:

- The proposal should confirm that neither the service provider(s) nor any employee would be in a conflict of interest with respect to the proposal if the service provider(s) were to be selected to perform the services required;
- All proposals will be property of the District; and
- The lowest proposal will not necessarily be accepted. The District reserves the right to reject all bids, award the agreement(s), interview service provider(s), negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful service provider(s).

## Terms and Conditions

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
2. The Service Provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the District's properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the District.
3. Any damage of public or private property caused by the Service Provider's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the District. The Service Provider shall inform the District of any damage caused by the Service Provider's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the District, the District reserves the right to repair or replace that which was damaged or assess the Service Provider such cost as may be reasonable and related to damaged caused by the Service Provider, and deduct these costs from any payment due the Service Provider.
4. It is mutually understood and agreed that the Service Provider shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the District; but in no case shall consent relieve the Service Provider from his obligations or change the terms of the contract.
5. The contract may be canceled or annulled by the District in whole or in part by written notice of default to the Service Provider upon nonperformance or violation of contract terms. The District reserves the right to terminate the service for fault at any time during the term of the contract upon five (5) days written notice to the Service Provider. Failure of the Service Provider to deliver services within the time stipulated, unless extended in writing by the District, shall constitute contract default.
6. The Service Provider shall supply both cell phone numbers and daytime office numbers of supervisors handling this contract. The Service Provider shall return all calls within one hour of the District placing the call. On-site response time for complaints must be made within twenty-four (24) hours of the initial call being made by the District. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
7. The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the District for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the

contract documents considered collectively.

8. Once all work has been completed in a satisfactory manner and the specifications stated herein have been met, payment for services and purchases shall be made within forty-five (45) days following receipt of an invoice from the Service Provider.
9. For each scope of service described within this RFP, the District shall designate persons authorized to order products and services from the provider(s). Only products and services requested and ordered by said persons shall be deemed valid. Service providers shall assure that any requests or orders for purchases, modifications, alterations, etc., received from members of District staff other than those authorized shall not be deemed valid and fulfilled.
10. Administration of services provided shall be performed to the satisfaction of the District. Administrative services shall include, but not limited to, the accounting for items purchased or rented, including the invoicing, the demonstration to the District of the acquisition of needed insurance coverages and the administration of personnel.
11. In a format acceptable to the District, invoices shall be provided commensurate with the frequency of the services provided. Invoicing for all services shall be every two weeks.
13. Prior to the commencement of services, the Service Provider(s) shall provide to the District a certificate(s) demonstrating that their company has current workers compensation, automotive liability, umbrella liability and commercial general liability coverages with reputable and stable providers.
14. The chosen service provider(s) must be able to respond to and comply with all elements listed in this RFP. Failure to comply can and will result in termination of a bid proposal or service contract.
15. Bidders may submit separate proposals for the provision of uniform, mat, towel and mop services; however, bidders do not have to submit proposals for each of the divisions (uniform, mat, towel and mop) of this RFP. If a bidder submits unit prices for the provision of services and products within a division, the bidder must submit unit prices for each and every item within that division. Failure to submit unit prices for each and every item the sets of items that are described as Uniform Services, Mat Services, Mop Services and Towel Services may, at the discretion of the District, solely, disqualify the incomplete proposal submitted by the bidder.
16. The District anticipates executing agreement extensions referenced above for durations no less than one (1) year; however, if in the best interest of the District, the District reserves the right to negotiate longer agreement durations.

This Agreement, for the provision of \_\_\_\_\_ services as defined above, is entered into on \_\_\_\_\_. This Agreement shall expire on \_\_\_\_\_.

\_\_\_\_\_  
DISTRICT (Signature)

\_\_\_\_\_  
CONTRACTOR (Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

**Contractor to sign when proposal submitted.  
The District to sign only if proposal accepted.**

Starting on June 26, 2025, the District intends to enter into an agreement with a provider of rental uniform services. As of the date of the distribution of this RFP, the District has Fifty-Three (53) positions that require uniform services; throughout the duration of an agreement for the provision of uniform services, as the number of employees requiring uniforms either increases or decreases, without claim for additional compensation, and based upon the agreed unit prices, the supplier shall adjust as necessary to continue the provision of uniform services to the whole of the District's uniformed workforce.

Uniform services shall be provided weekly. Uniforms provided shall be professional in appearance.

As of the date of the distribution of this RFP, uniformed employees of the District are allotted twelve (12) uniforms, each uniform consisting of a set of pants and shirts; additionally, each employee is allotted two (2) cool-weather jackets. Other garment types and materials might be allowed as permitted by the District. During any given week, upon delivery, the supplier shall provide to each employee six laundered and pressed pants and six laundered and pressed shirts, with the balance of uniforms retrieved by the supplier for laundering. Delivered garments shall be hung in the designated areas of each respective employee. At the time of each delivery, from provided hampers, dirtied uniforms shall be taken by the Service Provider for laundering at the Service Provider's facilities.

At the end of the weekly provision of uniform services, to designated persons of the District, the provider thereof shall immediately provide a report summarizing rental services provided, a packing slip(s) associated with each garment purchased and delivered and an invoice in accordance with the agreement and inclusive of charges resulting from both rentals and purchases. The rental summary report shall minimally include the date of service and, for each employee, an itemized summary of the garment items delivered, garment items picked up for laundering and any rental garments that are missing. The itemization of the summary reports shall be consistent with the listing of items within the agreement for the provision of such services.

At the completion of each calendar year, the provider of uniform services shall deliver to a designated person of the District a report of the total of uniform services provided during the prior calendar year. At the termination of the agreement, prior to final payment for compensation due, the Service Provider shall deliver to the District a report of the total of uniform services provided during the current calendar year. For the time period in question, such annual reports shall include a summary of the total quantity of each garment item rented, purchased or replaced and the total amount of charges resulting therefrom.

Non-Fire Rated Shirts provided shall be professional in appearance, without obvious and unacceptable signs of wear, collared, color to be determined by District of available colors, 4.25 oz., minimum, 65/35 poly/cotton, reinforced at stress points and buttoned, with no gaps. Shirts shall include at-least one button- through chest pocket. Shirts shall be available in long sleeves and short sleeves.

Fire Rated Shirts provided shall be professional in appearance, without obvious and unacceptable signs of wear, collared, color to be determined by District from available colors, minimum 6 oz. , 88% cotton/ 12% Nylon twill, reinforced at stress points and buttoned, with no gaps. Shirts shall include at least one button- through chest pocket. Fire Rated Shirts shall meet ARC Rating: 8.7 ATPV, Cat 2, NFPA 2112. Shirts shall be available in long sleeves.

Non-Fire Rated Pants provided shall be professional in appearance and without obvious and unacceptable signs of wear; furthermore, pants provided shall be inclusive of cuts for both men and women. Pant color to be determined by District from available colors, flat-front, minimum 7.5 oz., , preshrunk, 65% polyester/ 35% cotton twill and reinforced at stress points. Pants must also come with front and back pockets, buttoned-closures and heavy-duty zippers.

Fire Rated Pants provided shall be professional in appearance and without obvious and unacceptable signs of wear; furthermore, pants provided shall be inclusive of cuts for both men and women. Pant color to be determined by District from available colors, flat-front, minimum 8.5 oz., preshrunk, 88% cotton/12% Nylon twill and reinforced at stress points. Pants must also come with front and back pockets, buttoned-closures and heavy-duty zippers. Fire Rated Pants shall meet ARC Rating: 12.4 ATPV, Cat 2, NFPA 2112.

Non-Fire Rated Cool Weather Jackets provided shall be professional in appearance and without obvious and unacceptable signs of wear; jackets shall be provided without a hood; color to be determined by District from available colors, have shells constructed of either a 65/35 poly/cotton twill blend, 7.5 oz., minimum, with 100% nylon liner and sufficient thermal protection to be worn comfortably in cool to slightly colder temperatures; Jackets shall be hip length. Jackets shall be provided with both heavy-duty zippers and minimum of both two kangaroo pockets and inside pockets.

Fire Rated Jackets provided shall be professional in appearance and without obvious and unacceptable signs of wear; jackets shall be provided without a hood; color to be determined by District from available colors. Jackets shall have shells constructed of 100% cotton, 9 oz., minimum, and sufficient thermal protection to be worn comfortably in cool to slightly colder temperatures; and lining sufficient to be worn comfortably in extreme cold weather conditions. Jackets shall be provided with both heavy-duty zippers and minimum of both two kangaroo pockets and inside pockets. Liners shall be either a permanently-stitched or zipper(s)-removable liner; liners shall be heavy-duty and 100% cotton fleece; minimum 20 oz.

As provided by, sewn and maintained on both the right chest and left chest of shirts and provided by the Service Provider, shirts and jackets shall include separate emblems with both the employee's first name and the District's logo and underlying name. The emblem with the District logo shall be 4" to 4½" in width by 2" to 2½" in height; The District logo and name shall be shown in full colors consistent with the logo as provided; if necessary, the District logo and name will be provided in digital format by the District to the Service Provider. The emblem with the employee's name shall

have a white background with navy-colored stitching and be sized at least 3.375” by 1.375”, with the employee’s first name in black script lettering;

Flame resistant (FR) materials and features shall conform to the specifications above except that the items described are compliant with all local, state and federal regulations, including, but not limited to, ATPV, NFPA 70E, UL/NFPA 2112 and OSHA standards applicable to working environments within an industrial facility. If requested by the District, providers of such garments shall submit to the District documentation that demonstrates compliance with applicable regulations.

Lab coats provided shall be white, buttoned, pocketed and constructed of 80/20 poly/cotton poplin.

Hampers provided shall be at least thirty inches by thirty inches by twenty four inches. Hampers provided shall be professional in appearance, easily moved via rolling for cleaning purposes and open such that disposal of soiled garments is able to be completed in a touch-less manner.

The District intends to enter into an agreement with a provider of rental mats services. The mats will be placed at various buildings at the Spring Creek WWTP and Sugar Creek WWTP. The placement and maintenance of mats within and around buildings within the District's WWTP are intended to both keep outside materials from entering the buildings via foot traffic and the enhancement of safety via the prevention of accumulating water on floors. All provided mats shall be, in the opinion of the District, professional in quality and removed if unprofessional in appearance, ineffective in their support of the objectives detailed previously or deteriorated such that they pose a safety hazard.

The types and locations of mats shown within the attachments are the District's best assessment of those necessary to achieve both ends; however, after the entering into an agreement for the provision of mat rental services, the District intends to leverage the expertise of the service provider to better achieve the desired ends. If, at any time during the duration of the agreement for the provision of mat services, the placement of mats deviates in any manner from the representations offered in the attachments, the service provider shall be compensated based on the unit prices made part of said agreement. As made part of the Schedule of Items, Quantities and Unit Prices, the quantities for the provision of each type and dimension of mats is based on the anticipated usage of mats as represented in the attachments.

Mats shall be serviced weekly; scraper mats may be cleaned in place; walk-off mats, high-traffic mats and other mats specifically intended for use with scraper mats as part of a dual-mat system shall be laundered elsewhere at the facilities of the Service Provider. Immediately upon removal of mats for laundering, replacement mats of the same type and dimensions shall be put down in place. The weekly service of scraper mats shall include the cleaning of the mats in place.

At the end of the weekly provision of mat services, to designated persons of the District, the provider thereof shall immediately provide a report summarizing rental services provided and an invoice in accordance with the agreement and inclusive of charges resulting. The rental summary report shall minimally include the date of service and an itemized summary of mats delivered and picked up for laundering. The itemization of the summary reports shall be consistent with the listing of items within the agreement for the provision of such services.

At the completion of each calendar year, the provider of mat services shall deliver to a designated person of the District a report of the total of mat services provided during the prior calendar year. At the termination of the agreement, prior to final payment for compensation due, the Service Provider shall deliver to the District a report of the total of mat services provided during the current calendar year. For the time period in question, such annual reports shall include a summary of the total quantity of each mat item rented and the total amount of charges resulting therefrom.

Scraper mats shall include Cintas Active Scraper mats, UniFirst UniScraper mats and Aramark Scraper Mats. Scraper mats provided shall be able to be utilized as an outdoor component of a two-mat system intended for indoor/outdoor removal of debris prior to entry. Scraper mats provided shall be

both resistant to skidding and sufficiently heavy not to become a tripping hazard; furthermore, the tread of scraper mats shall promote traction by removing water from walking surfaces.

Non-Slip mats shall include walk-off mats as provided by Cintas, the Great Impressions 2.0 Walk-Off Mats as provided by UniFirst and Aramark Standard Mats. Non-Slip mats provided shall be able to be utilized either alone or as an indoor component of a two-mat system intended for indoor/outdoor removal of debris prior to entry. Non-Slip mats provided shall be both resistant to skidding and sufficiently heavy not to become a tripping hazard.

Traffic mats shall include Cintas TRAFFIC mats, the Aramark Steady Step Mat or an equivalent approved prior to the receipt of proposals. Traffic mats shall be intended for use in either heavy wheel and foot traffic, and be resistant to mat movement. Traffic mats provided shall be able to be utilized either alone or as an indoor component of a two-mat system intended for indoor/outdoor removal of debris prior to entry.

Urinal mats shall be absorbent, washable and resistant to mat movement; furthermore, they shall neutralize odors.

Dust Mop shall be a synthetic cotton blend. Mops shall be 30” in width.

Dust Mop Handles shall be compatible with Dust Mop provided.

Wet Mops shall be 100% synthetic and resistant to mildew and bleach. Mops shall be a minimum 16” in length.

Wet Mop Handles shall be compatible with Wet Mop provided.

Shop towels provided shall be all-cotton, all-purpose wiping towels intended for use in industrial settings. Towels provided shall be both approximately 18” by 18” in dimensions.

Soda Towels shall be a cotton/polyester blend primarily used for glassware. Towels shall be approximately 15” by 29”.

Bar Towels shall be a cotton/polyester. Towels shall be ribbed and approximately 16” by 19”.

To assist bidders in determining the cost breakdown associated with the various bid items listed in the “Schedule of Items, Quantities and Unit Prices” (Schedule), the following descriptive breakdown is provided. This breakdown is intended as a guide for the Service Provider's benefit and may not be complete. Unit prices provided shall be in United States dollars. It shall be understood that references to the “Service Provider” shall mean the company or companies who the District enters into an agreement or agreements (the agreement) for the provision of items and services described below.

Costs incurred by the Service Provider and associated with the repair of damage to either public or private property, caused by work performed by the Service Provider in the completion of this Project, shall be the exclusive responsibility of the Service Provider and shall be included in the unit prices.

Unit prices to be paid shall include all costs resulting from the provision of labor, equipment, administration and materials necessary to provide the products and services listed in the Schedule, described below and specified in this RFP, including, but not limited to, costs associated with the following: the provision of fuel for delivery and transportation; vehicle maintenance, repair and depreciation; any fines levied by governing authorities and resulting from the provision of services; operator (driver) costs including those inclusive of any weekends, overtime and holidays; the provision of required insurance coverages, including the provision of certificates demonstrating the acquisition and maintenance of required coverages; the administration of the work as described above; and all costs for shipment of ordered items to the District.

For Uniform Services, the unit prices provided, the Service Provider shall provide uniform components for rental, as specified.

Unit prices to be paid for rentals shall include costs resulting from, but not necessarily limited to, the following tasks necessary for the provision of uniform: the provision of specified uniform components; delivery to and retrieval from the District facilities located at 3000 N. 8<sup>th</sup> Street and 3300 Mechanicsburg Road, in Springfield, IL; the distribution of uniform components into lockers designated for each employee who utilizes delivered uniform components; the collection of soiled uniform components from a provided hamper; for either laundering or replacement, the transport of soiled uniform components to facilities of the Service Provider; at the time of each delivery and removal of uniform components, to the District’s Executive Director or an assigned representative, the provision of reports documenting both uniform components both delivered and removed as rentals, including replacements, inclusive of sufficient information to identify the quantity and type of uniform components and delivered for each District employee; the laundering of soiled uniform components; and the annual provision, to the District’s Executive Director or an assigned representative, of a report documenting quantities and descriptions of uniform components rented during the prior calendar year, inclusive of sufficient information to allow understanding of the quantity and type of uniform components rented. Not included within the unit prices for either garment rentals or replacements shall be costs resulting from the placement of emblems onto garments as specified. Additionally, unit prices

for rentals shall be inclusive of all sizes to professionally uniform District employees.

Unit prices to be paid for replacements shall include costs resulting from the need to replace a uniform component for reasons other than normal wear. Compensation to the Service Provider for the replacement of a uniform component shall be merited for reasons that render the uniform component unacceptable for further use by the District including, but not limited to, reasons such as both the need for a size change for any given employee of the District and a catastrophic and premature defect in a uniform component caused by an action of a member of the District's staff. Compensation to the Service Provider for the replacement of a uniform component shall not be merited for defects experienced during the course or normal wear and use including, but not limited to, fraying, fading, or other failures of the material caused by normal wear, the failure of reinforced seams, the separation of tags from garments, the failure of zippers and the separation of buttons from garments.

For Emblem Placement Fee and First Name Patch Fee, bidders shall submit a unit price per emblem for the one-time placement of emblems and name patch, as specified, on garments detailed above. Compensation for this item shall be afforded to the Service Provider only once in response to the placement of specified emblems and name patch prior to a garment being placed into service.

For Hampers, the unit price provided, bidders shall provide and maintain a uniform disposal hamper as specified within this RFP.

For Mat Service, the unit prices provided, bidders shall provide mats for rental. Unit prices to be paid shall include all labor, equipment, administrative and material costs.

Unit prices to be paid for rentals shall include all labor, equipment, administrative and material costs resulting from, but not necessarily limited to, the following tasks necessary for the provision of mats: the provision of specified mats; delivery to and, when necessary, from the District facilities located at 3000 N. 8<sup>th</sup> Street and 3300 Mechanicsburg Road, in Springfield, IL; the collection of soiled mats for laundry at the facilities of the Service Provider; for those mats that are not to be laundered, the in-place cleaning of soiled mats; for either laundering or replacement, the transport of soiled mats to facilities of the Service Provider; at the time of each delivery and removal of mats, to the District's Director of Operations or an assigned, the provision of reports documenting mats both delivered and removed as rentals, inclusive of sufficient information to identify the quantity and type of mats delivered and removed; the laundering of soiled mats; and the annual provision, to the District's Executive Director or an assigned representative, of a report documenting quantities and descriptions of mats rented during the prior calendar year, inclusive of sufficient information to allow understanding of the quantity and type of mats rented. Unit prices provided for mats shall be inclusive of all available mat colors, including those specified by the District.

1. Purpose - Safety is of utmost concern at the District and management's commitment to safety is our highest priority. For this reason, we require all contractors to review this safety policy prior to beginning any work and to sign a statement of understanding before being allowed to begin work at the treatment plant or on the collection system. Please read the policy, then sign and date the form.

Contract personnel working at the Sangamon County Water Reclamation District Treatment Plants and the District's Remote sites are responsible for maintaining a work environment that is free from recognized safety and health hazards. These policies are in effect to protect contractors, District employees and the public we serve. Therefore, the following, basic contractor safety rules have been established as minimum safety requirements for work performed at the Sangamon County Water Reclamation District Wastewater Treatment Plants and Remote Sites. All contractors as always remain liable for their own safety violations and any damages, penalties, fines and other consequences resulting from their safety violations. All contractors will be held accountable for following these rules on the job. Failure of the contractor to comply with and adhere to these rules will be regarded as a breach of the contractor's obligation under the contract, and could result in, among other things, payments withheld and/or termination of the contract. Specific contract employees may be barred from the site for unsafe behavior.

Contractors at the Sangamon County Water Reclamation District will be selected not only on their capabilities and quality of work, but also on their safety programs and performance. Contractors must have written safety and health programs and provide adequate training for their employees. A contractor's safety performance will be periodically evaluated to verify compliance with this policy. Any failure on the part of the District to ensure that contractors have adequate safety policies or to evaluate contractors' safety compliance or record of safety violations does not relieve any of the contractors' liability to abide by these policies or for any damages, penalties, fine, and other consequences resulting from their safety violations. These rules apply to all contractors and their employees and such contractors working at all Sangamon County Water Reclamation District facilities.

## 2. Definitions

- a. Plant Contact Person - The Sangamon County Water Reclamation District, Spring Creek Wastewater Treatment Plant employee who will be the contractor's main contact is the District Safety Officer he/she will be responsible for contractor's compliance with these rules.
- b. Contractor - Any individual or company that provides services to the Sangamon County Water Reclamation District, Spring Creek Wastewater Treatment Plant.

## 3. Responsibilities

- a. The Plant Contact Person is responsible for ensuring that these rules are implemented.
- b. The Plant Contact Person is responsible for the contractors' compliance with Contractor Safety Rules.

- c. The contractor is responsible for assuring that each of his/her employees, agents, invitees, and subcontractors is trained and acts in accordance of all applicable standards of the Occupational Safety and Health Act, all codes, laws and ordinances that are applicable.
- d. The Plant Contact Person is responsible for controlling contract personnel, vehicles, and providing orientation material.
- e. The Plant Contact Person is responsible for the administration and regular audit of these rules.

#### 4. Vehicle Control

- a. Contractor personal vehicles must be parked in the space assigned
- b. Vehicle speed limit on site is 10 M.P.H.
- c. All vehicles are subject to search.
- d. All vehicles must be in safe operating condition. This includes such safety items as properly working brakes, horns, lights, back-up alarms, etc.

#### 5. Personnel Control

- a. Each contract employee will report to his or her supervisor each shift he/she works at the site, and contractors working in operating areas are required to check in with the area supervisor before each working shift. The Contact Person for the contractor may fulfill the obligation of notifying the area supervisor for the contractor on a daily basis.
- b. Contract personnel are permitted only in their assigned work area.
- c. Contract personnel are not permitted use of the change house except with prior approval from the Sangamon County Water Reclamation District, Spring Creek Wastewater Treatment Plant Contact Person.
- d. Contract personnel are not to use the Sangamon County Water Reclamation District machines, tools, shop equipment, etc., except at the direction of the Plant Contact Person.
- e. Use or possession of explosives, firearms, alcoholic beverages, or drugs is not permitted in the Sangamon County Water Reclamation District facilities.
- f. Contract personnel under the influence of alcohol or drugs or debilitating prescription drugs, will not be permitted in any facility or perform contact work. The Contractor is responsible for the action of his employees.
- g. Contract personnel will wear appropriate clothing. Short pants and sleeveless shirts are not permitted. Sturdy leatherwork grade shoes (preferably with steel toes) are required outside of office areas.
- h. Contract personnel will wear contractor supplied or personal safety glasses (Per ANSI Z87.1- 1968) while on site.
- i. The contractor will supply all required personal safety protective devices and clothing, e.g. goggles, face shields, gloves, dust and vapor masks, etc. (Ref. OSHA 1926.100 to 1926.1073).
- j. Contract personnel are not permitted to smoke in any SCWRD facility except in areas designated by the Sangamon County Water Reclamation District Contact Person.

6. Contractor Equipment

- a. All required equipment and supplies, unless otherwise specified by the terms of the contract, will be supplied by the contractor. This includes safety equipment, operating equipment, hand tools, barricades, and other associated material.
- b. All tools and equipment must be maintained in safe condition and used properly. Sangamon County Water Reclamation District reserves the right to require contractors to stop work with defective or improperly used tools.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

**All Rental Unit Prices shall be for a two-week period.  
 Replacement Unit Prices are for Each Replacement Unit.**

Schedule of Quantities; Uniform Services

Item	Description	Quantity	Unit Price	Item Total	
1.	Cold Weather Hip Jacket	SM-XL	42	_____	_____
		2XL-4XL	38	_____	_____
2.	Cold Weather Hip Jacket Replacement	SM-XL	EACH	_____	
		2XL-4XL	EACH	_____	
3.	Fire Rated Cold Weather Hip Jacket	SM-XL	14	_____	_____
		2XL-4XL	2	_____	_____
4.	Fire Rated Cold Weather Hip Jacket Replacement	SM-XL	EACH	_____	
		2XL-4XL	EACH	_____	
5.	Cargo Pants, 65% poly/35% Cotton		480	_____	_____
6.	Cargo Pants, 65% poly/35% Cotton Replacement		EACH	_____	
7.	Fire Rated Cargo Pants, 88% cotton/12% Nylon		156	_____	_____
8.	Fire Rated Cargo Pants, 88% cotton/12% Nylon Replacement		EACH	_____	
9.	Short Sleeve Work Shirts, 65% Poly/35% Cotton	SM-XL	114	_____	_____
		2XL-4XL	120	_____	_____
10.	Short Sleeve Work Shirts, 65% Poly/35% Cotton Replacement	SM-XL	EACH	_____	
		2XL-4XL	EACH	_____	
11.	Long Sleeve Work Shirts, 65% Poly/35% Cotton	SM-XL	114	_____	_____
		2XL-4XL	120	_____	_____
12.	Long Sleeve Work Shirts, 65% Poly/35% Cotton Replacement	SM-XL	EACH	_____	
		2XL-4XL	EACH	_____	

**All Rental Unit Prices shall be for a two-week period.  
 Replacement Unit Prices are for Each Replacement Unit.**

13.	Item Omitted			----- ----- =====	----- ----- =====
14.	Item Omitted			----- ----- =====	
15.	FR Long Sleeve Work Shirts, 88% Cotton/12% Nylon				
		SM-XL	84	-----	-----
		2XL-4XL	24	-----	-----
16.	FR Long Sleeve Work Shirts, 88% Cotton/12% Nylon Replacement				
		SM-XL	EACH	-----	
		2XL-4XL	EACH	-----	
17.	Short Sleeve T-Shirts, 100% Cotton				
		SM-XL	250	-----	-----
		2XL-4XL	48	-----	-----
18.	Short Sleeve T-Shirts, 100% Cotton Replacement				
		SM-XL	EACH	-----	
		2XL-4XL	EACH	-----	
19	Long Sleeve T-Shirts, 100% Cotton				
		SM-XL	250	-----	-----
		2XL-4XL	48	-----	-----
20	Long Sleeve T-Shirts, 100% Cotton Replacement				
		SM-XL	EACH	-----	
		2XL-4XL	EACH	-----	
21	Lab Coats		20	-----	-----
22	Lab Coats Replacement		EACH	-----	
23	Emblem Placement Fee		EACH	-----	-----
24	First Name Patch Fee		EACH	-----	-----
25	Hamper		3	-----	-----

**All Rental Unit Prices shall be for a two-week period.  
 Replacement Unit Prices are for Each Replacement Unit.**

Schedule of Quantities; Mat Services

Item	Description	Quantity	Unit Price	Item Total
26	Mat; Traffic; 3' x 4'	41	_____	_____
27	Mat; Traffic; 4' x 6'	5	_____	_____
28	Mat; Traffic; 3' x 10'	7	_____	_____
29	Mat; Scrapper; 3' x 5'	124	_____	_____
30	Mat; Non-Slip Backed; 3' x 4'	4	_____	_____
31	Mat; Non-Slip Backed; 3' x 4'	1	_____	_____
32	Mat; Urinal	7	_____	_____

Schedule of Quantities; Mop Services

Item	Description	Quantity	Unit Price	Item Total
33	Mop; Dust; Synthetic	42	_____	_____
34	Mop; Wet; Synthetic	50	_____	_____
35	Dust Mop Handle	10	_____	_____
36	Wet Mop Handle	10	_____	_____

Schedule of Quantities; Towel Services

Item	Description	Quantity	Unit Price	Item Total
37	Towel: Soda; Cotton/Poly Blend; 15"x26"	350	_____	_____
38	Towel: Shop; Cotton/Poly Blend; 18"x18"	1200	_____	_____
39	Towel; Bar; Ribbed, Cotton/Poly Blend; 16"x19"	200	_____	_____