

URBANA & CHAMPAIGN SANITARY DISTRICT SPECIFICATIONS FOR UNIFORM RENTAL SERVICES

The Urbana and Champaign Sanitary District is seeking bids for uniform rental services for employees in the Maintenance and Operations Departments. This contract will be effective May 1, 2026 thru April 30, 2028. The Bidder shall complete every space in the Bidder's Offer column by placing either an "X" to indicate that the item will be furnished exactly as specified, or give a description to indicate any deviations of items being bid from the specifications. Any additions, deletions, or variations from these published specifications must be outlined and attached. All work to be performed under this contract shall comply with these specifications except to the extent deviations are specifically noted by the Bidder and agreed to by the Urbana & Champaign Sanitary District.

BIDDER'S OFFER

1. Specifications – Uniform Type

1.1	All uniforms supplied for the life of the contract are to be manufactured by Red Kap or Approved equal.	
1.2	Staff employee shirts are to be 65% polyester/35% combed cotton twill, poplin weave. Shirts are to be permanent press with a minimum of 4 1/4 ounces per square yard of material with two (2) pockets. Stainless steel snaps are preferred rather than buttons. Shirts are to be provided in regular, tall or extra large sizes depending upon each individual employee's size requirements. Shirts are to be provided in women's and men's styles and sizing.	
1.3	Staff employees will be given an option for pants or jeans. The pants are to be 65% polyester/35% cotton. Pants are to be permanent press with a minimum of 7 1/2 ounces per square yard of material. The blue jeans are to be the classic five pocket style jeans, prewashed style. Pants are to be provided in regular or jean cut depending upon each individual employee's style preference. Pants are to be provided in women's and men's styles and sizing. Pants are to be provided in regular, tall or extra large sized depending upon each individual employee's size requirements.	
1.4	Electrical section staff employee shirts shall be flame resistant long sleeve shirts made from 7oz 88% cotton/12% nylon twill with single button cuffs, two chest pockets with a button flap and extra long tail. Shirts are to be provided in regular, tall or extra large sizes depending upon each individual employee's size requirements. Shirts are to be provided in women's and men's styles and sizing. Shirts will be NFPA 70E Hazard Risk Category 2 compliant	

1.5	Electrical section staff employee pants shall be flame resistant classic five pocket style jeans, prewashed and made from flame resistant 100% cotton fabric. Pants are to be provided in regular, tall or extra large sized depending upon each individual employee's size requirements. Pants are to be provided in women's and men's styles and sizing. Pants will be NFPA 70E Hazard Category 2 compliant.	
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2. Uniform Program, Sizing and Color Selection

2.1	The uniform program will provide 11 shirts & 11 pants for approximately 30 staff employees and 4 electrical employees. The color selections will be made by the District after the award of the contract from choices provided by the successful bidder.	
2.2	The number and types of uniforms listed in section 2.1 are estimations. The district reserves the right to add and drop employees at the per employee cost listed in Bid Cost Summary.	
2.3	The successful bidder will schedule a time upon the awarding of this contract to fit the employees for proper sizing, taking into consideration an allowance for possible shrinkage.	

3. Pickup/Delivery

3.1	Pickup and delivery to be once per week, 52 weeks per year.	
3.2	Items under this contract are divided between two locations: Northeast Plant, 1100 E. University Ave, Urbana and Southwest Plant, 2404 S. Rising Road, Champaign. Weekly delivery and pickup service will be on the same day each week.	

4. Contract Period

4.1	The Contract shall commence on May 1, 2026 and remain in effect for a two (2) year period through April 30, 2028. All quoted prices shall be firm fixed prices for the entire contract period.	
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5. Repairs & Replacements

5.1	At initiation of contract, all uniforms are to be supplied new and unused. New employee add-ons will also be supplied new uniforms.	
5.2	All uniforms supplied will be in good condition and will be maintained and repaired as needed. New garments will be supplied when uniforms are beyond reasonable repair. The District recognizes its financial obligation for any garments which are ruined by actions of the employee. Such obligations will be negotiated between the vendor and the District to a mutually acceptable and fair arrangement consistent with items I.D. and I.E. of the Bid Response Summary.	

6. Seasonal & Size Switchover

6.1	Employees shall be able, at no additional charge to the District, to seasonally switch from long sleeve to short sleeve shirts and vice versa. Historically, approximately 75% of uniformed employees switch shirts each season.	
6.2	Employees whose pant or shirt size increases or decreases will be allowed to switch sizes at no charge to the District.	

7. Billing and Credits

7.1	Vacation Credit: Prior to the beginning of the contract, the District and the successful bidder will meet to agree upon a vacation billing credit for uniforms based upon the following formula: The District will calculate the average number of weeks of vacation per year per employee. This figure will be multiplied by the uniform bid contract price shown on the Bid Response Summary, divided by 52 weeks and the result subtracted from the original bid price. This revised uniform price shall be the billed figure for which the District will pay per week per employee. As a result, there shall be no requirement for notification to the vendor of particular employees' vacation schedule.	
7.2	Other Leave Credit: If an employee will be on leave, other than vacation, for a period of three weeks or more, the District will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work.	
7.3	Invoices to be provided weekly.	
7.4	A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered.	

8. Miscellaneous Uniform Provisions

8.1	The District will not allow miscellaneous charges to the quoted weekly uniform price including but not limited to: A) Route bag charges B) Make-up charge C) Name emblems	
8.2	The vendor is to provide emblems for each employee's shirts at no charge to the District. All emblems must be fully embroidered. One emblem, approximately 2" x 2" to be located above the right shirt pocket will be the UCSD logo. A second emblem, approximately 2 3/4" x 1" to be located above the left shirt pocket saying the employee's name.	
8.3	The vendor will guarantee that, during the term of the contract, all new employee garments and replacement garments for existing employees will be delivered within 14 calendar days of order.	

9. Miscellaneous Items

9.1	The District will not pay any soiled "minimum guarantee" quantities for mats, shop towels, or mops. The District will only pay for the actual quantity of soiled items exchanged.	
9.2	Mats: Northeast Plant: (Weekly) Eight charcoal 4' x 6' mats with heavy rubber backing, 10 charcoal 3' x 10' mats with heavy rubber backing, Fourteen 3'x 4" mats with heavy rubber backing, Southwest Plant (Weekly) Six 3' x 4' mat with heavy rubber backing, Two 3' x 10" mat with heavy rubber backing, Two 3' x 5' scraper mats.	
9.3	Mops: Two 30" mop heads at each location per week. Frames and handles furnished at no charge.	
9.4	Throw away rags: clean, used Turkish towels rags purchased by the pound, approximately 20 lbs per week.	

Questions about these specifications should be directed to:

Theresa Plotner
Administrative Supervisor
URBANA & CHAMPAIGN SANITARY DISTRICT
1100 E. University Ave
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Urbana, Illinois 61803
(217) 367-3409 ext. 1257

Responses must be received by 3 p.m. on February 4, 2026

Bid Response Summary

I. SHIRTS & PANTS

A.	\$	Per week staff employee (11 shirts)
B.	\$	Per week staff employee (11 65% polyester 35% cotton pants)
C.	\$	Per week staff employee (11 jeans)
D.	\$	Shirt-District cost for replacement due to loss or damage by District
E.	\$	Pants-District cost for replacement due to loss or damage by District
F.	\$	Per week staff employee NFPA 70E compliant (11 shirts)
G.	\$	Per week staff employee NFPA 70E compliant (11 pants)

II. MATS

A.	\$	Price per 4'x 6' mat per week
B.	\$	Price per 3' x 10' mat per week
C.	\$	Price per 3' x 5' mat per week
D.	\$	Price per 3' x 4' mat per week

III. MOPS

A.	\$	Price per soiled 30" mop head
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IV. MISC.

A.	\$	Price for throw away rags by the pound, approximately 20 lbs per week.
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MISCELLANEOUS

- A. Attach sample of week and monthly billing format
- B. Attach sample of customer order agreement or contract, if such document is required by vendor
- C. Bidder to submit an all-inclusive listing of every current account serviced within Champaign County with over twenty-five employees. Listing should detail:
 1. Name of Account
 2. Address
 3. Telephone Number
 4. Contact Person
- D. If contract is awarded scheduled pick-up day will be:

Signature of Company Official

Firm Name

Print Name of Official

Firm Address

Date

City/State/Zip

Telephone