



JAMES R. FOUTS, Mayor

**Purchasing Division
Office of the Controller**
One City Square, 4th Floor, Suite 425
Warren, Mi 48093-5289

Vincent Mikiel
Buyer
586-574-4675

INVITATION TO BID

ITB-W-7678

February 27, 2008

SEALED BIDS FOR FURNISHING SERVICES TO **LAUNDRY SERVICES** FOR THE CITY OF WARREN ARE BEING ACCEPTED.

SEALED BIDS **MUST BE DELIVERED TO THE**

DIVISION OF PURCHASING,
CITY OF WARREN,
1 CITY SQUARE, 4TH FLOOR
WARREN, MI 48093,

ON OR BEFORE 12:30 PM, MARCH 19, 2008

BIDS RECEIVED AFTER 12:30 PM OF THE DATE THEY ARE DUE WILL NOT BE ACCEPTED OR WILL BE MARKED LATE, AND RETAINED UNOPENED. **SUBMIT ORIGINAL AND ONE (1) COPY.**

BIDS WILL BE TRANSPORTED OVER TO THE CITY COUNCIL CHAMBERS, AUDITORIUM, WARREN COMMUNITY CENTER, 5460 ARDEN, WARREN, MI, AFTER THE PURCHASING DEPARTMENT HAS REGISTERED AND SORTED THE BIDS. THEY WILL BE OPENED AT 1:00 PM.

THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE BUYER. UNLESS OTHERWISE SPECIFIED, THERE IS NO RESTRICTION ON THE NUMBER OF ITEMS THAT MAY BE ORDERED.

BID FORMS, ADDENDA, CLARIFICATIONS AND CHANGES TO THE BID DOCUMENTS MUST BE OBTAINED ON LINE BY REGISTERING FOR THE MITN SYSTEM AS FOLLOWS: 1) GO TO www.mitn.info 2) SELECT VENDOR REGISTRATION AT THE TOP OF THE PAGE, 3) REVIEW THE VENDOR REGISTRATION OPTIONS THAT ARE AVAILABLE TO VENDORS, AND THEN 4) SELECT VENDOR REGISTRATION AT THE BOTTOM OF THE PAGE TO REGISTER. BID TABULATIONS WILL BE POSTED ON MITN.

YOU SHOULD REGISTER FOR THE FOLLOWING COMMODITY CODE:

95405 - LAUNDRY & LINEN SERVICE.

ADDITIONAL INFORMATION REGARDING THIS BID OR ANY QUESTIONS CAN BE ANSWERED BY CONTACTING THE BUYER, VINCENT MIKIEL OF THE CITY OF WARREN PURCHASING DIVISION BY E-MAIL AT vmikiel@cityofwarren.org , *Subject: ITB-W-7678.*

Sincerely,

Vincent Mikiel
Buyer

BID PROPOSAL: The undersigned proposes to **FURNISH LAUNDRY SERVICES: SHEETS, BLANKETS AND FIRE FIGHTING GEAR FOR THE POLICE AND FIRE DEPARTMENTS** to the City of Warren, in accordance with the attached specification requirements to be considered an integral part of this proposal at the prices shown on the following pages and summarized below:

COST FOR ESTIMATED ANNUAL REQUIREMENTS OF LAUNDRY SERVICES:

TOTAL COST FIRE	\$
TOTAL COST POLICE	\$
GRAND TOTAL	\$
NOTE: THIS TOTAL MUST EQUAL THE GRAND TOTAL OF ITEMS QUOTED ON THE FOLLOWING PAGE. IN CASE OF DISCREPANCIES BETWEEN TOTAL AND UNIT PRICES, UNIT PRICES SHALL PREVAIL.	

The undersigned has carefully checked the bid figures and understands that he shall be responsible for any error of omission in this bid offer and is in receipt of all addenda as issued.

Signature of _____ DATE _____
Authorized Company Representative

 (Print name of Signature) COMPANY NAME _____

ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER E-MAIL ADDRESS

WARRANTY (If Applicable) BID PAYMENT TERMS (BLANK WILL BE CONSIDERED NET 30)

EXCEPTIONS: Where an exception to any specification is taken, such exception shall be clearly indicated below and along with the specifications attached hereto, shall be considered an integral part of this bid.

IT IS MANDATORY OF ALL BIDDERS TO RETURN THIS SHEET FULLY COMPLETED INCLUDING SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE WITH THEIR SEALED BID.

DETAILED PRICING (Enter TOTAL on Page 2)

ITEM	EST QTY PER YR.	UNIT	BRAND	UNIT PRICE	EST. TOTAL
FIRE DEPT					
F1	20,000	LB	Sheets & Pillow Cases	\$	\$
F2	600	EA	Pressing of Sheet	\$	\$
F3	1,200	EA	Pressing Pillow Case	\$	\$
F4	288	EA	Fire Coat w/liner	\$	\$
F5	288	EA	Fire Pants w/liner	\$	\$
SUB- TOTAL FIRE DEPT. (Enter this amount on Page 2)					\$
POLICE DEPT					
P1	4,160	EA	Blanket	\$	
P2	40	EA	Prisoner Uniform	\$	\$
SUB- TOTAL POLICE DEPT. (Enter this amount on Page 2)					\$
GRAND TOTAL - POLICE & FIRE DEPT. (Enter this amount on Page 2)					\$

DELIVERY LOCATIONS:

Police Department Jail: 29900 Civic Center Drive, Warren, MI 48093

Fire Department: as per locations in the attached specifications

NFPA REQUIREMENTS

Fire pants and fire coats must be cleaned in accordance with NFPA specifications (Applicable portions may be downloaded as separate documents).

CANCELLATION:

The City may cancel the proposed contract with a prior notice of thirty (30) days if the Vendor's services prove unsatisfactory.

Authorized signature for _____
Cancellation Clause

ESTIMATED QUANTITIES:

Quantities are estimated for bid award purposes and may increase or decrease based upon actual need. The City has provided the best estimate of quantities and actual usage may increase or decrease. Vendor shall supply items as per bid and hold the City harmless for increase or decreases in quantities. The following quantities are the best estimates from the departments.

Fire	laundry cleaning	20,000 lbs. annually
Fire	pillow cases	600 ea. annually
Fire	sheets	1,200 ea. annually
Fire	protective gear	288 pants & 288 coats
Police	blankets	80 weekly
Police	prisoner uniforms	as needed (minimal usage)

Authorized signature for _____
Estimated Quantities Clause

DELIVERY:

Delivery/pick-up time will be twice a week with a minimum of three (3) days between deliveries with the exception of fire coats and fire pants. The 144 fire coats and fire pants will be laundered in October and April of each year. These items will require three special pick-ups of approximately 40 sets each and returned within 72 hours.

Please indicate:

- We can meet this schedule
- We cannot meet this schedule but offer completion as follows:

_____ Number of days to complete delivery, after receipt of notice to service.

Authorized signature for _____
Delivery Clause

AWARD CLAUSE:

The evaluation factors and award of the bids shall be based upon a combination of factors, including but not limited to bid price, adherence to specifications, references and any other factors that may be in the City of Warren’s best interest. The City reserves the right to reject low bids which have major deviations from our specifications; to accept a higher bid which has only minor deviations. The City further reserves the right to split award by low total bid by group to Fire and Police Department.

Authorized signature for _____
Award Clause

PRICE CLAUSE:

The City of Warren requests that prices be held firm for 60 days or bid award, whichever comes first except for the successful bidder whose prices shall be held firm for the entire contract period beginning from date of award.

Authorized signature for _____
Price Clause

INSURANCE:

The awarded bidder will be required to provide the City with certificates of insurance naming the County of Macomb, City of Warren, City of Warren Municipal Building Authority, the 37th District Court, all elected appointed officials, employees and volunteers as individuals acting within the scope of their authority, AS AN

ADDITIONAL INSURED: and providing the following coverage and limits. Sub-contractors utilized by the awarded bidder shall be subject to these same conditions:

COMMERCIAL GENERAL LIABILITY:

The following coverage is part of the General Liability policy:

Policy should be on an **OCCURRENCE BASIS WITH COMBINED SINGLE LIMITS.**

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage-Any one fire	\$ 50,000
Medical Expense-Any one person	\$ 5,000
Per project aggregate limit ,Independent contractors coverage, Broad form property damage	
Blanket contractual liability coverage	

AUTOMOBILE LIABILITY:

Automobile liability insurance coverage shall be \$1,000,000 combined single limit for any auto and include hired autos and non-owned autos.

WORKERS' COMPENSATION INSURANCE:

Workers' compensation insurance shall be statutory under the State of Michigan Workers' Compensation Act.

Insurance certificates shall contain a provision to the effect that the insurance company **SHALL NOTIFY** the City at least **thirty (30)** days prior to **CANCELLATION OR MATERIAL CHANGE** of the insurance (SEE SAMPLE CERTIFICATE).

- () Can meet insurance as indicated.
- () Cannot meet but offer the following: _____

INDEMNITY CLAUSE

To the fullest extent permitted by law, Contractor expressly agrees to indemnify and hold City harmless against all losses and liabilities arising out of bodily injury or property damages based upon any act or omission, negligent or otherwise, of Contractor or anyone acting on contractor's behalf in connection with or incident to this Contract or the work to be performed hereunder, except that contractor shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence.

For the purposes of this indemnity clause, "City" shall mean the City, its elected and appointed officials, employees, and volunteers working on behalf of the City; "losses and liabilities" shall mean loss, cost, expense, damage, liability or claims, whether groundless or not; "personal injury" shall mean false arrest, erroneous service of civil papers, false imprisonment, malicious prosecution, assault and battery, libel, slander, defamation of character, discrimination, mental anguish, wrongful entry or eviction, violation of property or deprivation of rights, privileges or immunities secured by the constitution and laws of the United States of America or the State of Michigan, for which Vendor may be held liable to the injured party in any action at law, suit in equity or other proceedings for redress; "bodily injury" shall mean bodily injury, sickness or disease (including death resulting at any time there from) mental anguish and mental injury which may be sustained or claimed by any person or persons; and "property damage" shall mean the damage or destruction of any property, including the loss of use thereof.

The contractor's obligation to indemnify and hold the City harmless shall include, but not be limited to (1) the obligation to defend the City from any such suit, action or proceeding, and (2) the obligation to pay any and all judgements which may be recovered in any such suit, action or proceeding, and/or any and all expenses, including but not limited to costs, attorney fees and settlement expenses which may be incurred.

Authorized signature for _____
Insurance and indemnity clause

REFERENCES:

Please list the municipalities/companies for which your company has provided similar products or services.

1. Agency: _____ Year _____

Address _____

Contact Name: _____ Phone _____

2. Agency: _____ Year _____

Address _____

Contact Name: _____ Phone _____

3. Agency: _____ Year _____

Address _____

Contact Name: _____ Phone _____

GENERAL CONDITIONS

Bids and all information requested of the vendor shall be entered in the appropriate space on the enclosed form and signature page. Failure to do so may disqualify your offer.

Bids must be submitted by the date specified and at or prior to the time specified to be considered. Late bids, e-mail, telegraphic, or telephone bids will **NOT** be accepted.

Submit ORIGINAL AND ONE (1) COPY with a label on the outside of the ENVELOPE STATING VENDORS NAME, COMMODITY OR SERVICE AND BID NUMBER

An authorized officer or employee of the bidder shall sign all bids.

Vendor **changes or alterations to the bid documents including the specification may result in the bid being considered non-responsive** and/or the bidder being debarred. The only authorized vendor changes will be in the areas provided for the bidder's response including the "Exceptions" section of the bid proposal and on separate attached sheets provided by the vendor and clearly identified. If a change or alteration to the bid document is undetected, and the bidder is awarded the contract, the original terms, conditions, and specification in the authorized version of the bid document will be applicable during the terms of the contract.

Prices quoted shall be exclusive of any rebates due the City of Warren. Any rebates the City of Warren may be authorized should be shown as a separate line item and include expiration date.

Corrections and/or modifications received after the closing time specified will not be accepted.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Time of delivery may be a consideration in the award.

All prices will be bid F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES and remain in effect for at least 60 days unless otherwise specified.

Brand names and numbers, when used, are for reference to indicate the character or quality desired, unless specifically stated "No Substitutes".

Alternate items of the same quality will be considered, provided your offer clearly describes the article. Offers for alternate items shall state the brand and number, or level or quality. When the bidder does not state brand, or level of quality, it is understood the offer is exactly as specified.

Sample of articles, when required, shall be furnished free of cost, of any sort, to the City of Warren. Samples of articles selected may be retained for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the vendor's expense.

If vendor **supplies tangible products only** to the City of Warren, **taxes** should not be included in your bid as the City of Warren is tax exempt.

The City's normal payment terms are 30 days in connection with cash discounts specified with this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Prices will be considered as net if no cash discount is shown.

IMPORTANT: All City of Warren purchases require a **MATERIAL SAFETY DATA SHEET** where applicable, in compliance with the "MIOSHA "Right to know" law.

THE ABOVE GENERAL CONDITIONS ARE CONSIDERED IN FORCE UNLESS SPECIFICALLY ADDRESSED IN ANOTHER SECTION OF THE BID DOCUMENT.

WARREN FIRE DEPARTMENT**MINIMUM SPECIFICATIONS FOR LAUNDRY SERVICE
AND THE CLEANING OF FIRE FIGHTING PROTECTIVE GEAR**

- I. Following are the minimum specifications for Laundry Service to be provided to the City of Warren Fire Department.
- Laundry to be cleaned includes sheets, pillowcases, bath towels, kitchen towels, facecloths, dishcloths and potholders.
 - The total weight of the laundry to be serviced is approximately twenty thousand (20,000) pounds.
 - The laundry must be weighed dry only.
 - The servicing company shall replace all laundry lost or torn.
 - Sheets and pillowcases shall be pressed. Please state the cost for pressing, per sheet and pillowcase, if not included in the total per pound price.
 - Delivery time will be twice a week with a 24-hour turnaround.
- II. Following are the minimum specifications for the cleaning of fire fighting protective gear that has been contaminated with hydrocarbon buildup and/or blood-borne pathogens.
- Protective gear contaminated with hydrocarbon buildup and/or blood borne pathogens shall be cleaned in accordance with the attached N.F.P.A. "*Cleaning Procedures for Structural Fire Fighting Protective Clothing.*" NO CHLORINE BLEACH washed with a Ph neutral detergent. And drip dried (no drier heat may be applied)
- **SEE ATTACHED
NFPA 1581-11 6-4.6 & 6-4.7 & Appendix A
NFPA 1971-24
- This service shall be provided on an as needed basis at least every six- (6) months.

The Fire Stations to be serviced are located as follows:

Fire Station No. 1	8321 East Nine Mile Road
Fire Station No. 2	23293 Schoenherr Road
Fire Station No. 3	23620 Ryan Road
Fire Station No. 4	6361 Chicago Road
Fire Station No. 5	29900 Hoover Road
Fire Station No. 6	3090 East Twelve Mile Road
Apparatus Garage	6415 Chicago

The bid price quoted for laundry service as described above must include delivery and pickup. (Twice a week with a 24-hour turnaround.) Vendors should also note that Fire Station No. 4 and the Apparatus Garage are co-located.

Questions pertaining to this bid are to be directed to the Warren Fire Department, Chief Jerry Tignanelli at 756-2800, Ext. 101.

**APPENDIX A:
NFPA CLEANING
PROCEDURES FOR
STRUCTURAL FIRE FIGHTING
PROTECTIVE CLOTHING**

tion of the emergency medical operation. They should also be decontaminated at the end of the work-shift if it is possible that the surface has been contaminated since the last decontamination was performed.

CAUTION

To ensure the effectiveness of any sterilization or disinfection process, equipment and instruments first should be thoroughly cleaned of all visible soil.

A-6-3.9 A 1:100 dilution of household chlorine bleach (5.25 percent sodium hypochlorite) to water is permitted to be used as a general surface disinfectant; however, it is corrosive to metal and is capable of interfering with the function of electronic equipment. (See also A-6-3.8.)

A-6-4.1 Clean protective clothing reduces health and safety risks. Clothing should be cleaned frequently to reduce the level of, and bodily contact with, contaminants. User agencies should establish guidelines for frequency and conditions for garment cleaning. For gross contamination with products of combustion, fire debris, or body fluids, removal of contaminants by flushing with water as soon as practical is necessary, followed by appropriate cleaning.

Decontamination is sometimes impossible where personal protective clothing is contaminated with chemical, radiological, or biological agents. Where decontamination is not possible, garments should be discarded in accordance with local, state, and federal regulations.

A-6-4.6 Some components of such garments are inherently flame resistant but lose their physical integrity on exposure to chlorine bleach. Other components actually lose their flame-resistant properties and thermal insulation on exposure to chlorine bleach. In either case, the protection provided by the garment is compromised.

There are industrial cleaning products and facilities available for protective clothing that merit investigation. The manufacturer of protective clothing should be contacted for additional information. Where not explicitly outlined by the manufacturer, the following procedures are recommended for cleaning and disinfecting protective clothing.

(a) *Spot Cleaning.* Precleaners should be used to clean light spots and stains on protective clothing. Precleaner should be squirted once or twice onto the soiled areas. The fabric should be rubbed together gently until a light foam appears on the surface and carefully rinsed off with cool water.

(b) *Pretreating.* Liquid detergent should be applied directly from the bottle onto the soiled areas. The fabric should be rubbed together gently until a light foam appears on the surface. The garments should be placed into the washing machine as specified in (c), and the remaining amount of the recommended detergent should be added. To clean garments that are heavily soiled, a liquid detergent or precleaner solution should be used in the following manner prior to laundering:

- (1) The garment should be air-dried before applying product.
- (2) The liquid detergent or precleaner should be squirted directly onto the stain and the surrounding areas (three to four squirts). It should be made certain that the soiled area is soaked with the product.

- (3) A soft bristle brush (toothbrush or fingernail-type brush dipped in water) should be used to scrub the soiled area gently for about 1 minute.
- (4) The liquid detergent or precleaner should be reapplied to the soiled areas again (one or two squirts).
- (5) The garment should be placed into the washing machine as described in (c).

(c) *Washing Instructions.* Protective clothing should be washed separately from other garments. All hooks and eyes should be fastened, and the garment should be turned inside out or placed in a large laundry bag that is tied shut to avoid damage to the washtub. A stainless steel tub should be utilized if available.

These instructions should be used for cleaning any of the following wash loads in a large capacity (16-gal) top-loading or front-loading washing machine:

- (1) One protective coat and one protective trouser
- (2) Two protective coats
- (3) Two protective trousers

Prior to washing, heavily soiled garments should be pretreated using the procedures outlined in (b). Detailed washing instructions are as follows:

- (1) While the washing machine is filling with hot water [120°F to 130°F (49°C to 55°C)], one-half cup (4 oz) of liquid oxygenated bleach (chlorine bleach should not be used) and one cup (8 oz) of liquid detergent should be added. These products are readily available in supermarkets.
- (2) The washing machine should be filled to the highest water level.
- (3) The garments to be washed should be added.
- (4) The washing machine should be set for normal cycle, cotton/white, or similar setting.
- (5) The machine should be programmed for double rinse. If the machine does not automatically double rinse, a complete second cycle should be run without adding detergent or oxygenated bleach. Double rinsing helps remove any residual dirt and ensures detergent removal.
- (6) The garments should be removed from the washing machine and dried by hanging in a shaded area that receives good cross ventilation, or they should be hung on a line and a fan should be used to circulate the air. A water extractor is permitted to be utilized.

(d) *Laundrying and Cleaning Products.* Some examples of products that are permitted to be utilized for cleaning, spot cleaning, and pretreating include the following:

- (1) Cleaning: Liquid Wisk®, Liquid Cheer®, Liquid Tide®, Liquid Fab®
- (2) Oxygenated Bleaching: Liquid Clorox 2®, Liquid Vivid®

WARNING

DO NOT USE CHLORINE BLEACH ON FIRE FIGHTER PROTECTIVE CLOTHING

- (3) Spot Cleaning and Pretreating: Liquid Spray and Wash®, Liquid Tide®, Liquid Shout®

A-6-5 For information regarding management of medical waste or other regulated waste, the following publications should be referenced:

- (1) *EPA Guide for Infectious Waste Management*, U.S. Environmental Protection Agency

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NFPA 1581

Standard on

Fire Department Infection Control Program

2000 Edition

This edition of NFPA 1581, Standard on Fire Department Infection Control Program, was prepared by the Technical Committee on Fire Service Occupational Medical and Health, and acted on by the National Fire Protection Association, Inc., at its November Meeting held November 14–17, 1999, in New Orleans, LA. It was issued by the Standards Council on January 14, 2000, with an effective date of February 11, 2000, and supersedes all previous editions.

This edition of NFPA 1581 was approved as an American National Standard on February 11, 2000.

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6-4 Clothing and Personal Protective Equipment.

6-4.1* The fire department shall clean, launder, and dispose of personal protective equipment at no cost to the member. The fire department also shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the member.

6-4.2 If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.

6-4.3 All personal protective equipment shall be removed prior to leaving the work area.

6-4.4 Clothing that is contaminated with large amounts of body fluids shall be placed in leakproof bags, sealed, and transported for proper cleaning or disposal.

6-4.5 Cleaning or disinfecting of contaminated structural fire-fighting clothing, personal protective garments, station/work uniforms, or other clothing shall take place in the proper area as specified in either Section 3-5 or Section 3-7. To avoid the possibility of spreading infectious diseases by cross-contamination, the cleaning of contaminated personal protective equipment, station/work uniforms, or other clothing shall not be done at home.

6-4.6 Structural fire-fighting protective clothing, gloves, station/work uniforms, and protective footwear shall be cleaned and dried according to the manufacturer's instructions as needed and at least every 6 months. Chlorine bleach or cleaning agents containing chlorine bleach shall not be used.

***6-4.7** When a garment is contaminated, it shall be cleaned as soon as possible.

6-4.8 When personal protective equipment is removed, it shall be placed in an appropriate designated area or container for storage until cleaned or disposed of.

6-4.9 Self-contained breathing apparatus (SCBA) respirator cleaning, maintenance, and care shall follow Paragraph H of the OSHA Respiratory Protection Standard 29 *CFR* 1910.134 and Appendix B-2, "Respiratory Cleaning Procedures."

6-5* Disposal of Materials.

6-5.1 Sharps containers shall be disposed of in accordance with applicable federal, state, and local regulations.

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NFPA 1971

Standard on

Protective Ensemble for Structural Fire Fighting

2000 Edition

This edition of NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, was prepared by the Technical Committee on Structural Fire Fighting Protective Clothing and Equipment, released by the Technical Correlating Committee on Fire and Emergency Services Protective Clothing and Equipment, and acted on by the National Fire Protection Association, Inc., at its November Meeting held November 14-17, 1999, in New Orleans, LA. It was issued by the Standards Council on January 14, 2000, with an effective date of February 11, 2000, and supersedes all previous editions.

This edition of NFPA 1971 was approved as an American National Standard on February 11, 2000.

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* 2.4 Recertification.

2.4.1 All individual elements of the protective ensemble that are labeled as being compliant with this standard shall undergo recertification on an annual basis. This recertification shall include the following:

- (1) Inspection and evaluation to all design requirements as required by this standard on all manufacturer models and components
- (2) Testing to all performance requirements as required by this standard on all manufacturer models and components with the following protocol:
 - a. Where a test method incorporates testing both before and after laundering preconditioning specified in 6-1.2 and the test generates quantitative results, recertification testing shall be limited to the conditioning which yielded the worst case test result during the initial certification for the model or component.
 - b. Where a test method incorporates testing both before and after laundering preconditioning specified in 6-1.2 and the test generates non-quantitative results (e.g., pass/fail for melt/drip), recertification shall be limited to a single conditioning procedure in any given year. Subsequent annual recertifications shall cycle through the remaining conditioning procedures to ensure that all required conditionings are included over time.
 - c. Where a test method requires the testing of three specimens, a minimum of one specimen shall be tested for annual recertification.
 - d. Where a test method requires the testing of five or more specimens, a minimum of two specimens shall be tested for annual recertification.

CHECK LIST FOR BIDDERS**MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.**

_____ Is your bid **PROPERLY SIGNED** on the **AUTHORIZED REPRESENTATIVE** portion of the **BID FORM, AND ALL CLAUSES AS INCLUDED IN THE BID DOCUMENT?**

_____ If required, have you entered a unit price for each bid item?

_____ If requested, have you entered the unit price? (Unit Price governs)

_____ Is the envelope containing your bid properly identified that it is a sealed bid with Bid number and does it contain the correct project name and bid opening date?

_____ Late bids will **NOT** be considered. **Bids must be received by the Purchasing Division before 12:30 P.M., Wednesday, on the date specified.**