



MANCHESTER TOWNSHIP

1 Colonial Drive
Manchester, New Jersey 08759
732-657-8121

Sean Canning
Division of Purchasing

Kenneth Palmer
Mayor

June 15, 2021

RE: 2021 Dry Cleaning of Police Uniforms

The Township of Manchester is soliciting firm, fixed quotes for dry cleaning services for a one-year period effective August 1, 2021 with the option to renew for 2 additional years at the same rates on an annual basis if mutually agreed to by both parties.

We are asking you to provide pricing 2 ways; (1) Standard drop off- picking up by the officers and (2) Drop off and delivery service to Manchester Township Police Department.

Pickup and delivery shall be three times a week: Monday, Wednesday, and Fridays.
Pickup/delivery location: Manchester Township Police Department, 1 Colonial Drive.

Items are to be cleaned, with any necessary repairs and/or alterations performed as needed. Upon completion of cleaning services, items being returned are to be placed on hangers in plastic covers, and appropriately tagged with the officer's name and accompanied by a delivery slip(s) indicating the type and number of items cleaned, repaired or altered. The contractor is responsible to provide garment racks and personalized garment bags for each officer to remain at 1 Colonial Drive.

During each exchange of goods, items must be accounted for. Contractor is solely responsible for replacing any articles lost or damaged during cleaning process. Quantities are estimated; not guaranteed.

Method of award: Which ever quote is in the best interest of Manchester Township, cost and other factors considered. N.J.S.A 40A:11-6

Please email quotes to Purchasing@manchestertwp.com no later than July 7, 2021.



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 Mayor

| <i>Item</i> | Estimated Annual Quantity | Your Quote Each | |
|---------------------------------|------------------------------|-------------------|----------------------------------|
| | | Standard cleaning | Drop off and delivery service |
| <i>Uniform shirts</i> | 3000 | \$ | \$ |
| <i>Uniform pants</i> | 3000 | \$ | \$ |
| <i>Uniform Dress Blouse</i> | 100 | \$ | \$ |
| <i>Uniform Jackets</i> | 200 | \$ | \$ |
| <i>Uniform ties</i> | 50 | \$ | \$ |
| <i>Civilian ties</i> | 50 | \$ | \$ |
| <i>Civilian Dress Shirt</i> | 500 | \$ | \$ |
| <i>Civilian Dress Pants</i> | 10 | \$ | \$ |
| <i>Civilian Polo Shirt</i> | 500 | | |
| <i>Minor mending</i> | 30 | \$ | \$ |
| <i>Major alterations</i> | 15 | \$ | \$ |

Thank you for your prompt attention to this matter.

Sincerely,

Sean Canning, QPA
 Division of Purchasing
 Department of Administration