

1. The contractor shall provide, f.o.b. destination within consignee's premises, all labor, materials, supplies and equipment necessary to provide uniforms for wage employees of Fort Custer National Cemetery, Augusta, MI from October 1 2016 through September 30, 2017 (base year) with four (4) option years to extend the term of the contract through September 30, 2021. The address of the cemetery is below:

Fort Custer National Cemetery
15501 Dickman Rd
Augusta, MI 49012

2. The contractor shall be responsible for providing pants and shirts for each employee. Material for pants, shirts, and coveralls to be 65% polyester 35% cotton blend. All uniforms shall be freshly cleaned, pressed and repaired. Contractor shall provide each wage grade employee with 5 changes of laundered uniforms per week and will replace items worn or damaged out at no charge. All uniforms will have name emblem (FIRST NAME) above right pocket. Name tags are sewn on - Tan patch, outlined with name in charcoal/gray sewn on the patch. Patch is then sewn onto the uniform. The contractor shall provide name patch. Fort Custer National Cemetery emblem patch (supplied by Cemetery), shall be sewn on the upper left sleeve. 15 wage employees are required to wear charcoal pants and tan shirts. Each employee will receive 13 shirts (13 short sleeves, or option of 13 long sleeves or combination of), 13 pants and 2 jackets w/ removable liner. Additionally, 1 wage employee (FOREMAN) is required to have Polo style shirts and Charcoal pants. He shall receive 13 shirts (13 short sleeves, or option of 13 long sleeves or combination of) and 13 pants, color as above. **NUMBER OF EMPLOYEES MAY INCREASE OR DECREASE AT ANY TIME. IF ADDITIONAL EMPLOYEES ARE ADDED DUE TO NEW HIRES OR SUMMER HELP, COST PER EMPLOYEE WILL REMAIN THE SAME.** The contractor shall also supply at total of 7 floor mates changed once a month listed as follows, One (1) 4x6 at admin building; 2 3x5 and 4 3x10 at the Maintenance building.

3. Upon arriving at the cemetery, the contractor will report to the maintenance building. All uniforms must be separated by name of employee and will be hung on uniform rack (provided by cemetery). Contractor shall provide a bin for placement of soiled uniforms and rack for empty hangers.

4. The COR is Mr. Adam Bydash , Fort Custer National Cemetery. Mr. Bydash can be reached at (269) 731-2338 ext. 2269. The COR is not authorized to add, modify, delete or otherwise change any of the costs, specifications, provisions, requirements, terms or conditions of any purchase order(s) issued.

5. Uniforms must be delivered and picked up on a set day M-F of each week between the hours of 8:00 a.m. and 12 p.m. local time. Any deviation to this day, due to holiday, weather, etc. shall be agreed to with the Contracting Officer's Representative (COR) with at least 24 hours advanced notice prior to arriving at the cemetery to perform work.

6. The contractor agrees to perform work in a manner conducive to the smooth, professional and respectful operation of the cemetery, taking care to avoid anything that

would negatively impact or interfere with cemetery operations. The COR, at his discretion, may direct and arrange the contractor's performance to ensure smooth cemetery operations.

7. In the event climate or weather conditions become unsuitable for deliveries or present an environmental hazard, deliveries shall be performed at the first available opportunity. Postponement due to climate or weather conditions will not be cause for penalties to the Contractor nor additional cost to the Government.

8. National cemeteries are National shrines; contractor personnel appearance and conduct shall be professional and unobtrusive at all times. Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.

9. All contractor employees will be dressed in proper attire, which includes sleeved shirt, long pants, and shoes. Tee shirts, tank tops and sandals are not acceptable. If caps are worn, they must be free of any questionable message or design.

10. The contractor will observe all traffic, parking, directional signs and regulations when using the cemetery's roadways. Vehicles shall not be driven off of the paved roadways onto non-paved areas without first securing permission from the COR.

11. The contractor agrees to leave all work areas free of debris and in the same condition as before the work commenced. The contractor agrees to take all necessary precautions in the immediate work area(s).

12. The unit price is all-inclusive and covers a complete set of uniforms for each employee at a per week cost per employee.

13. Invoices shall reference the appropriate purchase order number and be sent directly to: VA Financial Services Center, Post Office Box 149971, Austin, TX 78714. for processing.

14. PAYMENT - Payments are made by VA Financial Services Center, Post Office Box 149971, Austin, TX 78714.