

## **HALTON REGIONAL POLICE SERVICES – DRY CLEANING**

### **ACCOUNT REQUIREMENTS:**

Term of agreement: Jan 1<sup>st</sup>, 2025 – Dec 31<sup>st</sup>, 2025

The Halton Regional Police Service (HRPS) issues the following cleaning chits to each of the approximately 950 HRPS uniform and civilian members annually.

Forty (40) Uniform/Plain Clothes cleaning chits for the cleaning of police uniforms and/or civilian clothing items.

Two (2) Parka/Jacket/Top Coat cleaning chits for the cleaning and waterproofing of police patrol jackets and top coats.

HRPS member shall provide a valid and signed Chit (or chits) prior to service provider commencing the dry cleaning or laundering services.

The Chit has a validity period which commence on January 1<sup>st</sup> and expires December 31<sup>st</sup> of the current year.

Service Provider MUST only accept the current year's Chit at the time the clothing item is provided for dry cleaning.

Only clothing items identified on the Chit shall be cleaned in exchange for a valid Chit, unless otherwise pre-approved by the HRPS Purchasing Supervisor.

### **The Vendor shall provide the following minimum level of Service:**

- a) Availability from Monday to Saturday (excluding statutory holidays)
- b) Perform the cleaning services to the clothing items within 3 business days from receipt of the clothing items.
- c) Sleeves on all uniform and civilian blouses and shirts shall not be creased.
- d) All seams and minor tears shall be repaired when necessary
- e) All buttons on trouser and shirts shall be replace where necessary
- f) Loose uniform buttons shall be secured by the Service Provider at no charge to the HRPS
- g) Missing uniform buttons shall be replaced by the Service Provider at no additional charge to HRPS. HRPS shall provide replacement uniform buttons to the Service Provider when requested.
- h) All uniform tunics and trousers and all civilian suits shall be returned on hangers and as individual orders.
- i) All shirts shall be folded and bagged in accordance to the proper method or on hangers when requested by the HRPS member.

