

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6492

UNIFORM RENTAL & FLAT SUPPLIES

FOR

VARIOUS WASHTENAW COUNTY

LOCATIONS

Prepared by:

Washtenaw County
Purchasing Division
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48104

Crystal A. Wake, C.P.M., CPPB
Senior Buyer
(734-222-6760)





WASHTENAW COUNTY

FINANCE DEPARTMENT

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6492

September 8, 2009

Washtenaw County Purchasing Division is issuing a Sealed Request for Proposal (RFP) # 6492 for Uniform Rental and Flat Supplies.

Sealed Proposals: Contractor will deliver **one (1) original and two (2) copies** to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI 48104**

By: 4:00 p.m. on Tuesday, September 22, 2009

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- The envelope should be clearly marked "**SEALED RFP # 6492**".
- Please direct purchasing or procedural questions regarding this RFP to Crystal A. Wake at **734-222-6760** or wakec@ewashtenaw.org.

Thank you for your interest.

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I. PROPOSAL

DEFINITIONS: "County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Vendor" One who performs work or furnishes materials in accordance with a purchase order.

"Uniform" Clothing worn at work locations by County employees. Clothing may have emblems to designate employee department.

PURPOSE OF PROPOSAL:

The Washtenaw County Purchasing Department is requesting proposals from qualified vendors to provide rental of Uniforms, Other Clothing Items & Flat Supplies to Various County Departments including but not limited to:

Community Support & Treatment Services

Facilities Management

Parks & Recreation

Pierce Lake Golf Course

Learning Resource Center

Children's Services Youth Center

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II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of Bid.
- D. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, the **entire** proposal document with any amendments should be returned with addenda provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **original proposal and two copies** must be at the County Purchasing Division on or before the date and time specified.
- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- G. In the event, the County receives two or more bids from responsive, responsible bidders, on or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principle office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P. O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

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III. VENDOR INFORMATION

The proposal shall include all of the following information (failure to include all the information could result in disqualification):

- A. Vendor's Qualifications – Years in business, size of operation, number of employees. **(Addenda A)**

- B. References: List three (3) references that bidder has provided similar uniform rental and cleaning supplies. Include: Company name, Contact name & phone number. **(Addenda B)**

- C. State the location from where the services would be provided. **(Addenda C)**

- D. Describe your procedure for delivery and pickup of uniforms and flat supplies from the various departments. **(Addenda D)**

- E. Please list bank reference with location and contact person. **(Addenda E)**

- F. Review requirements in **Requirements** (pg. 4) and concur that these requirements will be met. **(Addenda F)**

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IV. GENERAL SPECIFICATIONS

UNIFORM REQUIREMENTS

1. Material
Uniform shall be made of Red Kapp Industries or equal quality.
Colors will be selected by responsible departments.

General type:
65% polyester
35% combed cotton
100% cotton denim
100% cotton
2. Embroidering
All work shirts may be embroidered with custom County Emblems.
3. Uniform Rotation
Every person (except where noted) will have 11 uniforms assigned to them personally. 5 at the beginning of the cycle that are ready to wear, 1 in use and 5 back at the contractors for cleaning, repairing, etc.
4. Samples & Measurements
Upon award Vendor will visit each site with samples and take measurements. Arrangements must be made prior to visits with supervisors.
5. Damaged/Lost Clothing
Vendor would be allowed to charge back to the County charges for destroyed or lost clothing.
6. Vendor Responsibilities
Vendor will be responsible for ALL costs associated with having the uniforms available for wearing including:

Proper fit
Any patches/emblem
Pickup of soiled uniforms
Drop off of cleaned uniforms
No charge for size changes
No charge for repairs
No charge replacements due to wear

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DELIVERY LOCATIONS

Facilities Management Center
2155 Hogback
Ann Arbor, MI 48105

Human Services Center
555 Towner
Ypsilanti, MI 48198

Children's Services Youth Center
4125 Washtenaw Ave
Ann Arbor, MI 48105

Courthouse
101 E. Huron St.
Ann Arbor, MI 48104

CSTS, Federal Building
200 E. Liberty St.
Ann Arbor, MI 48104

CSTS, Washtenaw Meri Lou Recreation Center
2960 Washtenaw
Ann Arbor, MI 48104

Learning Resource Center
4135 Washtenaw Ave.
Ann Arbor, MI 48105

Parks & Recreation Administration Bldg.
2230 Platt Road
Ann Arbor, MI 48104

Pierce Lake Golf Course
1175 S. Main Street
Chelsea, MI 48118

14A District Court
122 S. Main Street
Chelsea, MI 48118

14A District Court
1000 N. Maple Road
Saline, MI 48176

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VI. TERMS AND CONDITIONS

AWARD:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to make an award fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a purchase order would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one vendor.

TERM:

The term is for one (1) year. If both the County and Vendor agree, the term could be extended for years two (2) and three (3). The term could extend out to three years to allow the vendor to amortize his expense in producing the individualized uniforms, and so, lower the per year cost to the County.

NO PRICING CHANGES ARE ALLOWED DURING THE FIRST YEAR OF THE TERM. FOR YEARS (2) AND OR (3) NO PRICE CHANGES WILL BE ALLOWED WITHOUT AGREEMENT OF ALL THE PARTIES. For price changes to be considered for years (2) and or (3) information justifying a price increase must be submitted to Purchase Division at least 60 days prior to the end of the one year term.

COST OF RFP:

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

INSPECTION OF FACILITIES:

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

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BID SHEET

Bidders are required to insert Price for Rental and Purchase. For Item #1 the County will require long and short sleeved shirts depending on the season. Only five (5) shirts, either long or short, will be in service at any given time.

#	EST QTY	DESCRIPTION	RENT PER EMPLOYEE WEEKLY	BUY PER EMPLOYEE
<u>UNIFORMS</u>				
1.	50	Cotton Shirts/Denim Cotton Pants Button down front w/chest pockets Denim Jeans Cotton 100%		
		5-day rotation (11 Uniforms) (5 clean, 1 in use, 5 in cleaning)	\$ _____	\$ _____
		4-day rotation (9 Uniforms) (4 clean, 1 in use, 4 in cleaning)	\$ _____	\$ _____
		3-day rotation (7 Uniforms) (3 clean, 1 in use, 3 in cleaning)	\$ _____	\$ _____
2.	5	SMOCKS-Button Down Front 3/4 length Sleeve 80% poly/20% cotton.		
		2 day rotation (5 Smocks) (2 clean, 1 in use, 2 in cleaning)	\$ _____	\$ _____
3.	2	LAB COATS-Button Down Front Long Sleeve left chest pocket. 2 lower patch pockets 80% poly/20% cotton.		
		2 day rotation (5 Lab Coats) (2 clean, 1 use, 2 in cleaning)	\$ _____	\$ _____
4.	1	Cost for emblem and sewing emblem	\$ _____	
5.	1	Cost of lost Uniforms/Clothing Items		
		Smock	\$ _____	
		Shirt	\$ _____	
		Pant	\$ _____	
		Lab Coat	\$ _____	

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BID SHEET

Bidders are required to insert Price for Rental and Purchase.

#	EST QTY	DESCRIPTION	RENT WEEKLY	PURCHASE
<u>FLAT SUPPLIES</u>				
6.	450	White Dish Towel 15" X 26"	\$ _____	\$ _____
	10	#1 White Bath Towel	\$ _____	\$ _____
	50	#1 Blue Steamer Towel	\$ _____	\$ _____
7.	12	Wet mops 24 oz.	\$ _____	\$ _____
	3	Wet mop Handles	\$ _____	\$ _____
8.	4	Dust mop 36" Heads	\$ _____	\$ _____
	8	Dust mop 60" Heads	\$ _____	\$ _____
	7	Dust mop Handles	\$ _____	\$ _____
	6	Dust mop Frame 60"	\$ _____	\$ _____
	1	Dust mop Frame 36"	\$ _____	\$ _____
9.	38	Mat M.B. 3 x 5	\$ _____	\$ _____
	32	Mat M.B. 4 x 6	\$ _____	\$ _____
	124	Mat M.B. 3 x 10	\$ _____	\$ _____
	1	Mat M.B. 3 x 5 Coffee	\$ _____	\$ _____
	3	Mat M.B. 3 x 5 W/Logo	\$ _____	\$ _____
	13	Mat M.B. 3 x 10 W/Logo	\$ _____	\$ _____

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Bidders are required to insert Price for Rental and Purchase.

#	EST QTY	DESCRIPTION	RENT WEEKLY	PURCHASE
<u>FLAT SUPPLIES</u>				
14		Mat M.B. 4 x 6 W/Logo	\$ _____	\$ _____
10		Mat M.B. 3 x 5 Kleenscrape	\$ _____	\$ _____
9		Mat M.B. 3 x 5 Comfort Flow	\$ _____	\$ _____

ADDENDUM

Bidder must attach requested **ADDENDA "A through G"** to be eligible to bid on this RFP. Failure to attach information could result in disqualification. (See page 3 for information to include.)

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SIGNATURE SHEET

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ URL/Email Address

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section II, G. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.