

REQUEST FOR PROPOSAL

#6070

UNIFORM RENTAL & FLAT SUPPLIES

FOR

**VARIOUS WASHTENAW COUNTY
LOCATIONS**

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6070

April 28, 2003

Washtenaw County Purchasing Division is issuing a Sealed Request for Proposal (RFP) #6070 for Uniform Rental & Flat Supplies.

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

**Washtenaw County Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 2:00 p.m. on MONDAY May 12, 2003

This submission shall include the entire Request for Proposal document and any amendments if issued. **Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked **"SEALED RFP #6070"**.
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at **734-222-6760**.

Thank you for your interest.

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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 employment 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 Mental Health

Drain Commissioner

Facilities Management

Facilities Fleet

Parks & Recreation

Pierce Lake Golf Course

Library Learning Resource Center

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.

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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. It is preferred that the Vendor pick up and deliver to cut down the turnaround time. (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. TERMS AND CONDITIONS

REQUIREMENTS

1. **Material**

Uniform shall be made of Red Kapp Industries or equal quality. Colors to 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 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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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 90 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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DELIVERY LOCATIONS:

Facilities Management Center
2155 Hogback
Ann Arbor, MI 48105

Human Services Center
555 Towner
Ypsilanti, MI 48198

Juvenile Detention Youth Center
4125 Washtenaw Ave
Ann Arbor, MI 48105

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

Drain Commissioner
705 N. Zeeb Road
Ann Arbor, MI 48107-8645

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

Mental Health, Washtenaw Recreation Center
2960 Washtenaw
Ann Arbor, MI 48104

Library 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

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BID SHEET: Bidders are required to insert Price for Rental and Purchase.

#	EST QTY	DESCRIPTION	RENT PER EMPLOYEE WEEKLY	BUY PER EMPLOYEE WEEKLY
<u>UNIFORMS</u>				
1.	11	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.	11	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.	11	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.	5	Cost for emblem and sewing emblem	\$ _____	
5.	1	Cost of lost Uniforms/Clothing Items		
		Smock	\$ _____	
		Shirt	\$ _____	
		Pant	\$ _____	
		Lab Coat	\$ _____	

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#	EST QTY	DESCRIPTION	RENT PER EMPLOYEE WEEKLY	BUY PER EMPLOYEE WEEKLY
<u>FLAT SUPPLIES</u>				
6.	500	Terry Bar Towel 12" X 24"	\$ _____	\$ _____
	185	Terry Turk Towel Large	\$ _____	\$ _____
7.	20	Wet mops 24 oz.	\$ _____	\$ _____
	20	Wet mop Handles	\$ _____	\$ _____
8.	2	Dust mop 24" Heads	\$ _____	\$ _____
	9	Dust mop 36" Heads	\$ _____	\$ _____
	3	Dust mop 48" Heads	\$ _____	\$ _____
	2	Dust mop 60" Heads	\$ _____	\$ _____
	8	Dust mop Handles	\$ _____	\$ _____
	1	Dust mop Frame 60"	\$ _____	\$ _____
	4	Dust mop Frame 48"	\$ _____	\$ _____
	3	Dust mop Frame 36"	\$ _____	\$ _____
	1	Dust mop Frame 24"	\$ _____	\$ _____
	20	Mat M.B. 3 x 5	\$ _____	\$ _____
	20	Mat M.B. 4 x 6	\$ _____	\$ _____
	1	Gel Deodorant Dispenser	\$ _____	\$ _____

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ADDENDA

Attach requested **ADDENDA A** thru **F** to the balance of this RFP.

See page 3 for information to include.

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SIGNATURE PAGE

_____ Signature	_____ Company Name		
_____ Print Name	_____ Company Address		
_____ Title	_____ City	_____ St.	_____ Zip
_____ Telephone #	_____ Fax #		
_____ Federal Tax ID #			
			<i>CHECK ONE</i>
			Partnership _____
			Non Profit Corp. _____
			Profit Corp. _____
			Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

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