

REQUEST FOR PROPOSAL

UNIFORM RENTAL & LAUNDRY SERVICES

FOR

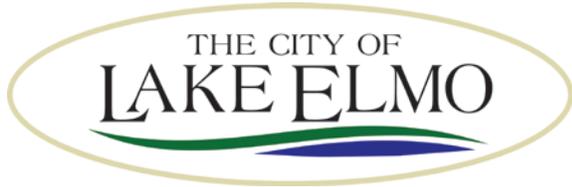
CITY OF LAKE ELMO

Prepared By:

City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042

Adam Bell
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(651)747-3914





City of Lake Elmo

REQUEST FOR PROPOSAL

June 3, 2014

City of Lake Elmo is issuing a Request for Proposal (RFP) for Uniform Rental & Laundry Services.

Proposals: Consultant will deliver **two (2)** copies to the following address:

City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042

by 4:00 p.m. on MONDAY, June 16, 2014

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 City Clerk.

- Please mark your envelope clearly as follows: "**UNIFORM RFP**".
- Please direct questions regarding this RFP to Adam Bell at (651)747-3914 or abell@lakeelmo.org.

Thank you for your interest.

RFP Timeline

June 4, 2014

Publication of the RFP ad:

- League of Minnesota Cities website <http://www.lmnc.org>
- City website <http://www.lakeelmo.org>
- Print and online editions of the *Saint Paul Pioneer Press* newspaper

June 16, 2014 at 4:00 pm
July 1, 2014

Deadline for Submission of Proposals
City Council Approval

**City may conduct individual interviews with Vendor

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I. INTRODUCTION

DEFINITIONS:

"City" is City of Lake Elmo, Minnesota.

"Bidder" an individual or business submitting a bid to City of Lake Elmo.

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

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

PURPOSE OF PROPOSAL:

City of Lake Elmo is requesting proposals from qualified vendors to provide rental of Uniforms, Other Clothing Items & Laundry Services to Various City Departments including but not limited to:

Public Works

Parks & Recreation

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II. PROPOSAL TERMS

- A. City of Lake Elmo 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 City of Lake Elmo may consider. The City does not intend to award a bid fully on the basis of any response made to the proposal; the City 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 City's specifications and needs.

- B. The City 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 City to be in the best interests of the City 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 City Clerk's 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 City Clerk's Office on or before the date and time specified.

- F. Proposals should be prepared simply and economically providing a straightforward, 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, and 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 laundry services from the various departments. It is preferred that the Vendor pick up and deliver to cut down the turnaround time. **(Addenda D)**
- E. Review requirements in **Requirements** (pg. 4) and concur that these requirements will be met. **(Addenda E)**

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IV. TERMS AND CONDITIONS

REQUIREMENTS

1. **Material**

The proposal should recommend uniforms appropriate for the above referenced City Departments. Industry standards should be considered. The City strictly adheres to all state and federal regulations regarding safety standards, so cut of uniform as well as type of material will be considered as part of the RFP review. Colors will be selected by responsible departments.

Uniform Descriptions

Industrial Uniforms for Approximately Eight (8) Employees. Each Employee will determine his or her combination of shirt and pants type.

a. **Industrial Shirts:**

Polyester/cotton blend, permanent press, wash and wear, long or short sleeves (employee's combination preference). Uniform shirts are to be button down front with two (2) breast pockets. Shirts will have first name embroidered directly or on patch on right breast and City emblem embroidered directly or on the same size patch on the left breast.

b. **Men's and Women's Industrial Pant (Long):**

Polyester/cotton blend, permanent press, plain front, wash and wear, heavy-duty zipper and button front closure. Pants shall not have cuffs. Shall have minimum of two (2) front pockets and two (2) rear pockets.

c. **Men's and Women's Side Elastic Industrial Pant (Long):**

Polyester/cotton blend, flat front, permanent press, wash and wear, heavy-duty zipper, and button front closure. Pants shall not have cuffs. Shall have minimum of two (2) front pockets and two (2) rear pockets.

d. **Cargo Pants/Shorts (Long/Short):**

Polyester/cotton blend, Cargo Pants/Shorts, permanent press, wash and wear, heavy-duty zipper and zipper chain. Pants shall not have cuffs. Shall have minimum of two (2) front pockets, two (2) rear pockets, and two (2) large leg patch pockets.

e. **Uniform Jacket:**

Polyester/cotton blend twill shell, quilted permanent lining, adjustable cuffs, solid brass zippered front closure, with minimum of either slash or inseam pockets on each side, and available in both waist and hip length styles. Jackets will have first name embroidered directly or on patch on right breast and City emblem embroidered directly or on the same size patch on the left breast.

f. **Jeans Any Style:**

100% Cotton Denim, heavy-duty zipper and button front closure. Shall have minimum of two (2) front pockets and two (2) rear pockets.

g. **Coveralls:**

Polyester/cotton blend, front closure, long sleeve. Shall have minimum of one (1) left chest pocket and two (2) lower pockets.

2. **Embroidering**

All work shirts may be embroidered with custom City Emblems.

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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 City 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:

City of Lake Elmo 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 City may consider. The City does not intend to make an award fully on the basis of any response made to the proposal; the City 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 City's specifications and needs.

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

TERM:

The term is for one (1) year. If both the City and Vendor agree, the term can be extended up to a three year term.

NO PRICING CHANGES ARE ALLOWED DURING THE FIRST YEAR OF THE TERM. FOR SUBSEQUENT YEARS, NO PRICE CHANGES WILL BE ALLOWED WITHOUT AGREEMENT OF ALL THE PARTIES. Any price increase must be submitted to the City at least 60 days prior to the end of the annual term.

COST OF RFP:

The City 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 City 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:

Lake Elmo Public Works Building
3445 Ideal Avenue
Lake Elmo, MN 55042

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

#	EST QTY	UNIFORM DESCRIPTION	PER EMPLOYEE	
			RENT WEEKLY	BUY WEEKLY
1.	8	WORK SHIRTS		
		5-day rotation (11 Shirts) (5 clean, 1 in use, 5 in cleaning)	\$ _____	\$ _____
		4-day rotation (9 Shirts) (4 clean, 1 in use, 4 in cleaning)	\$ _____	\$ _____
		3-day rotation (7 Shirts) (3 clean, 1 in use, 3 in cleaning)	\$ _____	\$ _____
2.	8	WORK PANTS		
		5-day rotation (11 Pants)	\$ _____	\$ _____
		4-day rotation (9 Pants)	\$ _____	\$ _____
		3-day rotation (7 Pants)	\$ _____	\$ _____
3.	8	SIDE ELASTIC WORK PANTS		
		5-day rotation (11 Pants)	\$ _____	\$ _____
		4-day rotation (9 Pants)	\$ _____	\$ _____
		3-day rotation (7 Pants)	\$ _____	\$ _____
4.	8	CARGO PANTS/SHORTS		
		5-day rotation (11 Pants)	\$ _____	\$ _____
		4-day rotation (9 Pants)	\$ _____	\$ _____
		3-day rotation (7 Pants)	\$ _____	\$ _____
5.	8	DENIM JEANS		
		5-day rotation (11 Jeans)	\$ _____	\$ _____
		4-day rotation (9 Jeans)	\$ _____	\$ _____
		3-day rotation (7 Jeans)	\$ _____	\$ _____
6.	8	JACKETS-		
		2 day rotation (2 Jackets) (1 clean/in use, 1 in cleaning)	\$ _____	\$ _____
7.	4	COVERALLS-		
		2 day rotation (5 Coveralls) (2 clean, 1 use, 2 in cleaning)	\$ _____	\$ _____
8.	1	Cost for emblem and sewing emblem	\$ _____	
9.	1	Cost for emblem embroidery	\$ _____	
10.	1	Cost of lost Uniforms/Clothing Items		
		Shirt		\$ _____
		Work Pant		\$ _____
		Side Elastic Work Pant		\$ _____
		Cargo Pant/Short		\$ _____
		Jeans		\$ _____
		Jacket		\$ _____
Coverall		\$ _____		

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ADDENDA

Attach requested **ADDENDA A** thru **E** 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 # _____	URL/Email Address _____

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.