

**REQUEST  
FOR  
PROPOSALS**

**UNIFORM SERVICES**



**The City of Grove  
104 W. Third  
Grove, Oklahoma 74344**

**RFP SUBMITTAL DEADLINE**

**Friday, June 12, 2015**

**10:00 am**

**RFP #15-0612**

**RFP SUBMITTAL DEADLINE AND DELIVERY LOCATION**

Sealed RFP submittals must be received and time stamped by **10:00 A.M. LOCAL TIME, JUNE 12, 2015.** Sealed RFP submittals will only be accepted at the following location:

**DELIVERY ADDRESS**

**CITY OF GROVE**  
**CITY CLERK**  
**104 W. THIRD**  
**GROVE, OKLAHOMA 74344**

It is the sole responsibility of the firm to ensure that the sealed RFP submittal arrives at the above location by the specified deadline regardless of the method chosen by the firm for delivery. Faxed or electronically transmitted RFP submittals will not be accepted in response to this RFP.

Point of Contact – The City of Grove designates the following as its representative and Point of Contact for this RFP. Contractors and all interested parties shall restrict all contact with City of Grove staff and direct all questions regarding this RFP to the following Point of Contact:

City of Grove  
Debbie Bottoroff, Assistant City Manager  
104 W. Third  
Grove, OK 74344  
E-mail: [dbottoroff@sbcglobal.net](mailto:dbottoroff@sbcglobal.net)  
Phone: 918-786-8798 ext. 120  
Fax: 918-786-8939

Upon submission, all pages in the Request for Proposals packet must be filled out completely. If bidder does not provide a service requested, it shall be appropriately noted; blank items will cause the proposal to be incomplete.

The City of Grove will determine if the proposals are complete; any in-complete proposals received will not be considered. The City of Grove’s determination will be final.

UNDERSTAND AND AGREE                      Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

## REQUEST FOR PROPOSALS

### **PURPOSE AND SCOPE:**

The purpose of this document is to Request Proposals to provide Uniform Service to approximately 45 employees. It is the intent of the specifications included with the proposal to generally describe the service desired in sufficient detail as to secure proposals on comparable services. All details not specifically mentioned that are necessary in order for the services to be performed as intended shall be included. All merchandise and services provided are expected to meet or exceed professional standards in quality.

The purchaser reserves the right to reject any and all proposals, waive all irregularities or technicalities without assigning reason therefore, and to make awards in the best interest of the purchaser.

No Vendor may withdraw his proposal within 30 days after the actual date of opening thereof.

Bidder must be able to install account within thirty (30) days from award of contract or contract becomes null and void.

UNDERSTAND AND AGREE                      Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

### **DEFINITIONS:**

**Vendor:** The individual, firm, partnership, manufacturer, or corporation who submits a Proposal or to whom the contract is awarded by the purchaser and who is subject to the terms thereof. For proposal purposes the contractor, vendor, and proposer are synonymous.

**Equal:** Shall be taken in the general sense and shall not mean identical. These specifications establish minimum requirements and in no way are intended to prohibit the bidding of any manufacturer's item of equal material or performance. This agency shall be the sole judge of equality.

**Purchaser:** The end user of the service and merchandise specified or the applicable purchasing agency. Herein referred to as "City" or purchaser.

UNDERSTAND AND AGREE                      Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

### **PROPOSAL EVALUATION:**

Proposal evaluation by the purchaser will be based as a minimum of the following criteria: Completeness of documents; contractor's past performance; contractor's previous services to the City of Grove; contractor's reliability factors; contractor's maintainability considerations; contractor's logistical and service support; quality of merchandise and cost. The Purchaser shall be the sole judge of these criteria and the purchaser's decision shall be final.

UNDERSTAND AND AGREE                      Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

Following review of the proposals, the successful Company will be notified in writing, verbal acknowledgment will not be considered as official notification and will not obligate the City in any way.

### **CONTRACT/TERM**

The Company must enter into a contract with the City of Grove prior to any performance of services. The contract shall be valid for one (1) year and may automatically renew for up to five (5) additional one (1) year terms, unless either party cancels the contract with thirty (30) days written notice. Contract period begins July 1, 2015.

## **UNIFORM DESCRIPTIONS**

Uniform rentals shall be based on a 5-day workweek and consist of 11 shirts, 11 denim jeans/uniform pants or shorts. Employees shall be able to mix and match various types of shirts and/or sleeve length at no extra cost. Employees shall be able to select jeans or uniform pants only, or mix and match either jeans or uniform pants with shorts.

In addition to the uniform rentals, the proposal shall include rental prices for 1 jacket and 1 vest per employee.

Employees shall have the choice of laundry service or not. Proposal shall include cost for rental with and without laundry service. Laundry service shall include pickup of soiled garments and delivery of clean garments a minimum of one time per week.

Uniform rentals shall consist of the following type of merchandise for Men and Women that may be mixed and matched as previously listed:

Work Shirts – Long/short sleeve

Polo Shirts - Long/short sleeve

Executive Shirts - Button-down collar  
Long/short sleeve

T-shirts: - 50/50 cotton/poly blend  
Short sleeve  
Various colors per department

Work Pants - Cargo style,  
Pleated front or  
Flat (no-pleats) front

Jeans - Regular or Carpenter fit  
100% cotton denim

Shorts - Cargo style,  
Pleated front or  
Flat (no-pleats) front

Jackets - Hip length jacket in midweight twill with two side slash pockets  
and triceps pencil pockets  
Quilted perma-lining

Vests - Quilted vest filled with insulation  
Ribbed-knit collar

**UNIFORM PRICES**

Uniform Prices in proposal shall remain firm for entire contract term. No price increases will be allowed during contract term.

**Rental Contract Price**

Uniform Cost: 5 uniforms per week (as described above allowing for mix & match)

\$\_\_\_\_\_ per employee with Laundry Service

\$\_\_\_\_\_ per employee without Laundry Service

Jacket and Vest Cost:

\$\_\_\_\_\_ per employee with Laundry Service

\$\_\_\_\_\_ per employee without Laundry Service

Rental Fees for Uniforms are charged for: (Indicate One)

\_\_\_\_\_ Entire Inventory

\_\_\_\_\_ Only Items in the City's possession

**Purchase Contract Price**

50/50 cotton/poly blend T-shirts: 6 t-shirts per employee per year

\$\_\_\_\_\_ per employee

\$\_\_\_\_\_ per employee Premium Size

**INSTALL CHARGES**

*Initial Prep Charges for shirts, jackets and vests*

Includes emblems, prep/make-up

Name Emblem \$\_\_\_\_\_ per garment

Company Emblem \$\_\_\_\_\_ per garment

Prep/Make-up Charge \$\_\_\_\_\_ per garment

TOTAL \$\_\_\_\_\_ per garment

**AFTER INSTALL – LIFE OF CONTRACT**

*Prep Charges for shirts, jackets and vests*

Includes emblems, prep/make-up

Name Emblem \$\_\_\_\_\_ per garment

Company Emblem \$\_\_\_\_\_ per garment

Prep/Make-up Charge \$\_\_\_\_\_ per garment

TOTAL \$\_\_\_\_\_ per garment

**PREMIUM SIZE CHARGE**

*Premium Size Charge for special cut garments*

Weekly Rental Charge \$\_\_\_\_\_ per garment

One Time Order Fee \$\_\_\_\_\_ per garment

**EXCHANGE CHARGE**

*Exchange Charge for worn-out rental items under normal wear & tear (per garment)*

Shirt, jeans/pants, shorts, jackets or vests shall be considered worn out after 18 months or when they have holes, cuts, rips, tears, thread bare, or if bleach or any other item has stained them to the point they have lost their color.

Shirts                      Pants                      Jeans  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Shorts                      Jackets                      Vests  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

**LOSS REPLACEMENT CHARGE**

*Loss Replacement or Destroyed Charge on rental Items*

Shirts                      Pants                      Jeans  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Shorts                      Jackets                      Vests  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

*Loss Replacement or Destroyed Charges on rental items over 18 months old*

In Service garments

Shirts                      Pants                      Jeans  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Shorts                      Jackets                      Vests  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Terminated Employee garments

Shirts                      Pants                      Jeans  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Shorts                      Jackets                      Vests  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

**REPAIR OR MENDING CHARGE**

*Repair or Mending Charges for rental items (per garment)*

Shirts                      Pants                      Jeans  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

Shorts                      Jackets                      Vests  
\$ \_\_\_\_\_              \$ \_\_\_\_\_              \$ \_\_\_\_\_

**MISCELLANEOUS CHARGES**

Bag Charges \$ \_\_\_\_\_  
Hanger Caddy Charges \$ \_\_\_\_\_  
Other Misc. Charges \$ \_\_\_\_\_  
Please list and describe:

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**SERVICE CHARGES**

Fuel Charges \$ \_\_\_\_\_ per week  
Environmental Fee \$ \_\_\_\_\_ per week  
Energy Charge \$ \_\_\_\_\_ per week  
Misc. Service Charges \$ \_\_\_\_\_ per week  
Delivery Fee \$ \_\_\_\_\_ per week  
Is Delivery Fee charged at each stop where garments are delivered?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**MISCELLANEOUS FACILITY SERVICE**

Shop Towels

Rental fee \$ \_\_\_\_\_ per towel  
Replacement cost \$ \_\_\_\_\_ per towel  
Loss Charge % \$ \_\_\_\_\_ per towel  
Is this a weekly flat rate charge? \_\_\_\_\_ Yes \_\_\_\_\_ No

Mats

	Rental Fee	Loss/Replacement Cost
2x3	\$ _____ per mat	\$ _____ per mat
3x4	\$ _____ per mat	\$ _____ per mat
3x5	\$ _____ per mat	\$ _____ per mat
3x10	\$ _____ per mat	\$ _____ per mat
4x6	\$ _____ per mat	\$ _____ per mat

Soap Dispensers

2000 ML Soap Dispenser \$ \_\_\_\_\_ per dispenser  
Soap Service Charge \$ \_\_\_\_\_ per dispenser/weekly refills  
\$ \_\_\_\_\_ per dispenser/every other week refills  
\$ \_\_\_\_\_ per dispenser/monthly refills

Dust Mops

30" Dust Mop \$ \_\_\_\_\_ per mop  
48" Dust Mop \$ \_\_\_\_\_ per mop  
60" Dust Mop \$ \_\_\_\_\_ per mop

Rental Fees for Miscellaneous Facility Service are charged for: (Indicate One)

\_\_\_\_\_ Entire Inventory \_\_\_\_\_ Only Items in the City's possession

**MINIMUM CHARGE**

Minimum Charge for account \$\_\_\_\_\_per invoice

**YEARS OF SERVICE**

How many Years of Service has Company been in business: \_\_\_\_\_

Has Vendor previously provided service to the City of Grove?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, how many years: \_\_\_\_\_ List Years: \_\_\_\_\_

Has Company provided services to any other municipalities or government entities:

\_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

+++++  
The City of Grove requests that any other fees, not stated, be specifically specified in the proposal. Any fees not specified in the proposal will not be considered for payment by the City of Grove.

Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information or sheets may be included with the proposal if needed.

VENDOR INFORMATION

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

REFERENCES

1) COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

2) COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

3) COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

VENDOR MUST PROVIDE A MINIMUM OF THREE REFERENCES. (Prefer Oklahoma municipalities)

**NON-COLLUSION AFFIDAVIT**

STATE OF OKLAHOMA )

)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached Bid. Affiant further states that the Bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a Contract.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

My commission number: \_\_\_\_\_

## **CREDIT CHECK AUTHORIZATION**

The City is required to determine whether a company who may be awarded a contract is financially responsible. The City will run a credit check on the potential company before award of the contract. Please complete the following information and submit with your bid.

Company/Contractor

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

I hereby authorize the City of Grove or credit bureau or other investigative agency employed by the City of Grove to obtain credit reports, history and other information to evaluate the financial responsibility of the firm/contractor named above. As to the City of Grove, I hereby expressly waive all privileges and claims to confidentiality which the said may have with respect to such information. This authorization is irrevocable until 90 days after all proposals have been opened.

Photocopies of this authorization shall be effective to the same extent as the original.

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_