

REQUEST  
FOR  
PROPOSALS

UNIFORM SERVICES



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

RFP SUBMITTAL DEADLINE

Monday, March 1, 2021

10:00 am

RFP #21-3-01-2021

**RFP SUBMITTAL DEADLINE AND DELIVERY LOCATION**

Sealed RFP submittals must be received and time stamped by **10:00 A.M. LOCAL TIME, MARCH 1, 2021.** 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 company bidding to ensure that the sealed RFP submittal arrives at the above location by the specified deadline regardless of the method chosen by the company 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. Companies 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@cityofgroveok.gov](mailto:dbottoroff@cityofgroveok.gov)  
Phone: 918-786-6107  
Fax: 918-786-8939

Upon submission, all pages in the Request for Proposals packet must be filled out completely. If company bidding 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 \_\_\_\_\_



## **RENTAL UNIFORM SERVICES**

### **DESCRIPTIONS**

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

In addition to the uniform rentals, the proposal shall include rental prices for 2 jackets and 2 vests 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:

<u>Classic Shirts</u> –	Classic uniform shirt, designed for year-round wear Breathable 65/35 poly/cotton blend Available in long and short sleeve
<u>Oxford Shirts</u> -	No-iron and wrinkle-resistant Adjustable cuff buttons Back box pleat and double yoke with button-down collars Left chest pocket Available in long and short sleeve
<u>Jeans</u> -	Carhartt® Carpenter Jeans or Equal Carhartt® tough with full seat and thighs, multiple tool pockets 19" leg opening to accommodate work boots 11.75oz. garment-washed 100% cotton denim  Work Jeans Relaxed fit through the seat and thighs and a mid-rise waistband 14.50oz. 100% pre-washed cotton
<u>Work Pants</u> -	Cargo Pants Flexible, durable fabric with button closure and reinforced belt loops 65/35 poly/cotton ComfortFLEX fabric
<u>Shorts</u> -	Cargo Shorts Comfortable and durable Designed with a generous retail fit and wider leg openings 65/35 poly/cotton Comfort Flex fabric
<u>Jackets</u> -	Hip length jackets Classic cold weather jacket featuring front pockets and left arm pencil pockets 65/35 poly/cotton mid-weight twill, permanent quilted nylon lining
<u>Vests</u> -	Quilted vest filled with insulation Ribbed-knit collar

**RENTAL UNIFORM PRICES**

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

List the minimal size that is considered a Premium Size and will require an additional charge.

Shirts: \_\_\_\_\_ Pants: \_\_\_\_\_ Jeans: \_\_\_\_\_ Shorts: \_\_\_\_\_  
Jacket: \_\_\_\_\_ Vests: \_\_\_\_\_

Classic Shirts with short or long sleeves

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Oxford Shirts with short or long sleeve

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Cargo Pants

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Carhartt® or Equal Carpenter Jeans

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Work Jeans

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Cargo Shorts

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Jacket

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

Vest

- \$ \_\_\_\_\_ Weekly rental charge per employee with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee without Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size with Laundry Service
- \$ \_\_\_\_\_ Weekly rental charge per employee Premium Size without Laundry Service

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

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

**RENTAL UNIFORM PREP CHARGES**

*Prep Charges for shirts, jackets and vests*

Includes embroidered name and logo, prep/make-up

Name	\$ _____	per garment
Company Logo	\$ _____	per garment
Prep/Make-up Charge	\$ _____	per garment
TOTAL	\$ _____	per garment

**RENTAL UNIFORM EXCHANGE CHARGE**

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

Uniform items 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.

Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$ _____	\$ _____	\$ _____	\$ _____
Work Jeans	Cargo Shorts	Jackets	Vests
\$ _____	\$ _____	\$ _____	\$ _____

**RENTAL UNIFORM REPLACEMENT CHARGE**

*Replacement Charge for rental uniform items 18 months or less that has not been returned, lost, or destroyed (per garment)*

Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$ _____	\$ _____	\$ _____	\$ _____
Work Jeans	Cargo Shorts	Jackets	Vests
\$ _____	\$ _____	\$ _____	\$ _____

*Replacement Charge for rental uniform items over 18 months that has not been returned, lost, or destroyed (per garment)*

Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$ _____	\$ _____	\$ _____	\$ _____
Work Jeans	Cargo Shorts	Jackets	Vests
\$ _____	\$ _____	\$ _____	\$ _____

**RENTAL UNIFORM REPAIR OR MENDING CHARGE**

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

Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$ _____	\$ _____	\$ _____	\$ _____
Work Jeans	Cargo Shorts	Jackets	Vests
\$ _____	\$ _____	\$ _____	\$ _____

**RENTAL UNIFORM SIZING CHARGE**

Each employee shall be allowed one sizing change per type of garment per year; list the charge for employees who change garment size more than one time per year.

Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$ _____	\$ _____	\$ _____	\$ _____
Work Jeans	Cargo Shorts	Jackets	Vests
\$ _____	\$ _____	\$ _____	\$ _____

**MISCELLANEOUS RENTAL CHARGES**

**MISCELLANEOUS ITEM CHARGE**

Bag Charges \$\_\_\_\_\_

Hanger Caddy Charges \$\_\_\_\_\_

Other Misc. Charges \$\_\_\_\_\_

Please list and describe:

---

---

---

**SERVICE CHARGE**

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

**FACILITY SERVICE CHARGE**

Shop Towels

Charges for shop towels shall be the same unit price per towel no matter what the quantity amount per weekly rental.

Rental fee \$\_\_\_\_\_ per towel

Replacement cost \$\_\_\_\_\_ per towel

Loss Charge % \$\_\_\_\_\_ per towel

Is this a weekly flat rate charge?

\_\_\_\_ Yes \_\_\_\_ No

<u>Mats</u>	Rental Fee	Loss/Replacement Cost
2x3: Spring Step	\$_____ per mat	\$_____ per mat
3x4: Colored	\$_____ per mat	\$_____ per mat
3x5: Duralite	\$_____ per mat	\$_____ per mat
Scraper	\$_____ per mat	\$_____ per mat
Xtrac	\$_____ per mat	\$_____ per mat
Photo	\$_____ per mat	\$_____ per mat



**ITEMS TO PURCHASE**

**DESCRIPTION**

- Polo Shirts - 100% Polyester  
Short sleeve  
Assorted colors
- T-shirts - 50/50 cotton/poly blend  
Short sleeve, with pocket  
Assorted safety colors per department
- Fire Resistant - Carhartt® or Equal FR Coveralls  
7 oz., 7 oz, 88% Cotton/12% high tenacity Nylon twill

**PURCHASED ITEMS PRICES**

The prices for items purchased shall remain firm for entire contract term. No price increases will be allowed during contract term. Purchased items do not include Laundry Service.

**Purchased Items Contract Price**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| Polo Shirts:                     | T-shirts:                        |
| \$_____ per garment              | \$_____ per garment              |
| \$_____ per garment Premium Size | \$_____ per garment Premium Size |
- Fire Resistant Coveralls: long sleeve
- |                     |                                  |
|---------------------|----------------------------------|
| \$_____ per garment | \$_____ per garment Premium Size |
|---------------------|----------------------------------|

**PREP CHARGES**

Prep Charges for Polo shirts purchased, includes embroidered name, position and logo, prep/make-up

- |                     |                     |
|---------------------|---------------------|
| Name & Title        | \$_____ per garment |
| Company Logo        | \$_____ per garment |
| Prep/Make-up Charge | \$_____ per garment |
| TOTAL               | \$_____ per garment |

*Prep Charges for T-shirts purchased includes screen print, prep/make-up*

- |                     |                     |
|---------------------|---------------------|
| Company Logo        | \$_____ per garment |
| Prep/Make-up Charge | \$_____ per garment |
| TOTAL               | \$_____ per garment |

The City of Grove requests that any other fees for purchased items, 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.

**COMPANY INFORMATION**

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

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

COMPANY PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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

CONTACT PHONE: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

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

Has Company 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 entity and years of service provided:

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

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

DATE:

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

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

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

## REFERENCES

Company must provide a minimum of three references; City prefers Oklahoma municipalities or other government entities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**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 Company to submit the attached Bid. Affiant further states that the Company 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.

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

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
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

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 company 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: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

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

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