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. <u>Faxed or electronically transmitted RFP submittals will NOT be accepted in response to this RFP.</u>

<u>Point of Contact</u> – 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

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.

REQUEST FOR PROPOSALS

PURPOSE AND SCOPE:

The purpose of this document is to Request Proposals to provide Uniform Rental Services to approximately 35 employees, miscellaneous facility items and out-right purchases. 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 City 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 City.

No Company may withdraw his bid proposal within 30 days after the actual date of opening

void. Company must be able to install account by July 1, 2021 or contract becomes null and
UNDERSTAND AND AGREE Yes No Initial
DEFINITIONS: Company: 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.
Purchaser: The end user of the service and merchandise specified or the applicable purchasing agency. Herein referred to as "City".
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. <u>City shall be the sole judge of equality.</u>
UNDERSTAND AND AGREE Yes No Initial
PROPOSAL EVALUATION: Proposal evaluation by the City will be based as a minimum of the following criteria Completeness of documents; company's past performance; company's previous services to the City of Grove; company's reliability factors; company's maintainability considerations; company's logistical and service support; quality of merchandise and cost. The City shall be the sole judge of these criteria and the City's decision shall be final.
UNDERSTAND AND AGREE Yes No Initial
Following review of the proposals, the successful Company will be notified in writing, verba 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, 2021.

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

Oxford Shirts - 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

Work Pants - 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

Jackets - 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:			
	ith short or long				
\$	_ Weekly rental o	charge per	employee	with Laundry S	ervice
	_ Weekly rental o				
					vith Laundry Service
\$	_ Weekly rental o	charge per	employee	Premium Size v	vithout Laundry Service
	ith short or long				
	_ Weekly rental o				
	_ Weekly rental o				
\$	_ Weekly rental of	charge per	employee	Premium Size v	vith Laundry Service
\$	_ Weekly rental (charge per	employee	Premium Size v	vithout Laundry Service
6 5 1					
Cargo Pants	\\/ - -			:u. 1 d C	
	_ Weekly rental o				
	_ Weekly rental o				
					vith Laundry Service
\$	_ weekiy rentai (charge per	employee	Premium Size v	vithout Laundry Service
Carbartt® or F	gual Carpontor 1	oanc			
	qual Carpenter Jo _ Weekly rental o		omnlovoo	with Laundry C	orvico
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Ψ	_ Weekly relital t	charge per	citipioyee	Fremium Size v	vitilout Lauriury Service
Work Jeans					
	_ Weekly rental o	charge ner	emnlovee	with Laundry S	ervice
	Weekly rental o				
					vith Laundry Service
					vithout Laundry Service
Υ		criar go por	cp.o,cc		vicious Educiary Convice
Cargo Shorts					
	_ Weekly rental o	charge per	emplovee	with Laundry So	ervice
	Weekly rental o				
					vith Laundry Service
					vithout Laundry Service
	_ ,	5 1	. ,		,
Jacket					
\$	_ Weekly rental of	charge per	employee	with Laundry S	ervice
\$	_ Weekly rental of	charge per	employee	without Laundr	y Service
\$	_ Weekly rental of	charge per	employee	Premium Size v	ervice y Service vith Laundry Service vithout Laundry Service
\$	_ Weekly rental of	charge per	employee	Premium Size v	vithout Laundry Service
Vest					
\$	_ Weekly rental o	charge per	employee	with Laundry S	ervice
\$	_ Weekly rental of	charge per	employee	without Laundr	y Service
\$	_ Weekly rental of	charge per	employee	Premium Size v	vith Laundry Service
\$	_ Weekly rental o	charge per	employee	Premium Size v	ervice y Service vith Laundry Service vithout Laundry Service
			!	5	
Rental Fees fo	r Uniforms are cha	rged for: (Ir	ndicate One)	

	M PREP CHARGES hirts, jackets and vests		
	ed name and logo, prep	/make-up	
Name	\$	per garment	
Name Company Logo Pren/Make-up Char	\$	per garment	
Prep/Make-up Char	ge \$	per garment	
TOTAL	\$	per garment	
RENTAL UNIFOR	M EXCHANGE CHARGI	≣	
			<i>rear & tear</i> (per garment)
			nen they have holes, cuts, rips, tears,
thread bare, or if bl	leach or any other item h	nas stained them to the p	point they have lost their color.
Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$	\$	\$	\$
Work Jeans	Cargo Shorts	Jackets	Vests
\$	\$	\$	\$
		-	that has not been returned, lost, o
Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$	\$	\$	\$
Work Jeans	Cargo Shorts	Jackets	Vests
\$	\$	\$	\$
Replacement Chargestroyed (per gari		tems <u>over 18 months</u> t	that has not been returned, lost, o
Classic Shirts	Oxford Shirts	Cargo Pants	Carpenter Jeans
\$	\$	\$	\$
Work Jeans	Cargo Shorts	Jackets	Vests
\$	\$	\$	\$
	M REPAIR OR MENDI Charges for rental items		
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 \$_____ per week Environmental Fee \$_____ per week **Energy Charge** \$_____ per week Misc. Service Charges \$_____ per week Delivery Fee 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. \$_____ per towel Rental fee Replacement cost \$_____ per towel Loss Charge % \$_____ per towel Is this a weekly flat rate charge? _____Yes ____No Mats Rental Fee Loss/Replacement Cost 2x3: Spring Step \$_____ per mat \$_____per mat \$ per mat \$ per mat 3x4: Colored 3x5: Duralite \$_____ per mat \$_____per mat \$_____ per mat \$____per mat Scraper \$ _____ per mat \$____per mat Xtrac \$_____ per mat Photo \$_____per mat

3x10:	Traffic	\$	_ per mat	\$	_per mat	
4x6:	Colored	\$	_ per mat	\$	_per mat	
	Scraper	\$	_ per mat	\$	_per mat	
	Xtrac	\$	_ per mat	\$	_per mat	
	<u>Dispensers</u> Dispenser	\$	_per dispenser			
Refills: Hand S	Scrub Degreaser	\$	_per dispenser/weekly r	efills		
		\$	_per dispenser/every otl	ner week refills		
		\$	_per dispenser/monthly	refills		
Hand S	Soap	\$	_per dispenser/weekly r	efills		
		\$	_per dispenser/every otl	ner week refills		
Duct M	long	\$	_per dispenser/monthly	refills		
Dust M 30" Du	ist Mop	\$	per mop			
48" Du	st Mop	\$	per mop			
60" Du	st Mop	\$	per mop			
Rental	Fees for Facility Service a _ Entire Inventory	are charged for: (•	he City's possess	ion	
MINII	MUM CHARGE FOR ALI	. RENTAL SERV	ICES			
Minimu	ım Charge for all rental s	ervices \$	per invoice			
the progression.	ty of Grove requests that opposal. Any fees not sp	ecified in the pro	posal will not be consid	lered for paymer		

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

ITEMS TO PURCHASE

Polo Shirts -	100% Polyester Short sleeve Assorted colors			
<u>T-shirts</u> -	50/50 cotton/poly blend Short sleeve, with pocket Assorted safety colors per department			
<u>Fire Resistant</u> -	Carhartt® or Equal FR Coveralls 7 oz., 7 oz, 88% Cotton/12% high tenacity Nylon twill			
PURCHASED ITEMS F The prices for items p allowed during contract	urchased shall remain		contract term. No price increases will be aundry Service.	
Polo Shirts:	ntract Price	T-shirts:		
\$ per gal	rment	\$	_ per garment	
\$ per gal	rment Premium Size	\$	_ per garment Premium Size	
Fire Resistant Coveralls:	long sleeve			
\$ per gal	rment	\$	_ per garment Premium Size	
PREP CHARGES Prep Charges for Polo sl	hirts purchased, include	s embroidered na	ame, 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-shirt	ts purchased includes so	reen print, prep/	make-up	
Company Logo	\$	_ per garment		
Prep/Make-up Charge	\$	_ per garment		
TOTAL	\$	_ per garment		
			ems, not stated, be specifically specified in the considered for payment by the City of	

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

Grove. Please specify:

COMPANY INFORMATION

COMPANY NAME:			
ADDRESS:			
COMPANY PHONE:			
CONTACT NAME & TITLE:			
CONTACT PHONE:	CONTACT EMAIL:		
How many Years of Service	e has Company been in business:		
If Yes, how many years: _	provided service to the City of Grove? _	YES	NO
Has Company provided se	rvices to any other municipalities or go _ NO	vernment ent	ities?
If Yes, please list entity an	nd years of service provided:		
SIGNATURE OF AUTHORIZ	ZED COMPANY REPRESENTATIVE:	DATE:	
Subscribed and sworn to b	pefore 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:	
	PHONE:	
	CONTACT NAME & TITLE:	
	PHONE:	
2)	COMPANYANAF	
2)	COMPANY NAME:	
	ADDRESS:	
	PHONE:	FAX:
	CONTACT NAME & TITLE:	
	PHONE:	EMAIL:
3)	COMPANY NAME:	
	ADDRESS:	
	PHONE:	FAX:
	CONTACT NAME & TITLE:	·
	PHONE:	EMAII ·

NON-COLLUSION AFFIDAVIT

STATE OF OKLAHOMA)			
)			
COUNTY OF)			
duly sworn, on oath says that the attached Bid. Affiant fur collusion among bidders in refixed price or to refrain froquantity, quality or price in prospective contract, or in concerning exchange of more letting of a Contract.	ther states the estraint of free om bidding; n the prospe any discussi	e agent author at the Compar edom of compo or with any c ective contract ons between	ny has not been a etition by agreeme city official or en c, or any other to bidders and an	pany to submit a party to any ent to bid at a apployee as to terms of said any city official
Authorized signature:				
Title:				
Date:				
Subscribed and sworn to bef	ore 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 bured employed by the City of Grove to obtain credit report evaluate the financial responsibility of the company Grove, I hereby expressly waive all privileges and contain may have with respect to such information. The 90 days after all proposals have been opened.	orts, history and other information to named above. As to the City of claims to confidentiality which the
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 o	lay of, 2021.
Notary Public	
My commission expires:	
My commission number:	