

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

Purpose

The City of West Columbia SC is currently accepting proposals from qualified vendors for the provision of Uniform Rental Services for various departments of the city. It is the intent of this Request for Proposal, number 2010-PW-001, to outline the minimum requirements for the provision of this service.

Process

Interested vendors must submit written proposal(s), utilizing the forms included with this RFP, to:

Charles Garren
Public Works Director
P. O. Box 4044
West Columbia SC 29171-4044

Or, in person at:

Customer Service Center
West Columbia City Hall
200 N. 12th Street
West Columbia SC 29169
(corner of 12th Street and Jarvis Klapman Boulevard)

Proposal Deadline

All proposals must be submitted in writing, using the forms included in this RFP and must be received at City Hall before **2 p.m. on Monday, May 3, 2010**. Proposals received after this time will not be accepted. The City assumes no responsibility for submissions lost, mishandled or delivered late by delivery agents.

All eligible proposals will be opened at 2:15 p.m. on Monday, May 3, 2010 in the New Brookland Room at the City of West Columbia City Hall. All proposals will be reviewed in accordance with standard evaluation procedures and a recommendation shall be brought forward for consideration at the earliest possible public session of the West Columbia City Council. The City shall select from eligible proposals the proposal which, in the view of the council, best serves the citizens of the City of West Columbia. However, the city reserves the right to refuse any and all bids if deemed to be the best course of action for the city.

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

ADDENDA NOTIFICATION FORM

RFP # 2010-PW-001

Uniform Rental Service for Various City Departments

The City will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the city representative previously listed to determine if addenda were issued, acknowledging and incorporating it into its proposal. If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the City's website at www.westcolumbiasc.gov. It is the responsibility of the vendor to check the website for addendum up to the time of the proposal closing.

As addenda are considered binding as if contained in the original specifications, it is critical that the vendor acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 803-739-6321, attention Charles Garren. This form may also be completed, scanned and e-mailed to cgarren@westcolumbiasc.gov.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

VENDOR NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

STATEMENT OF NON SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately, fax to 803-739-6231, or e-mail to cgarren@westcolumbiasc.gov. If this statement is not completed and returned, your company may be deleted from the City of West Columbia list for this service.

We the undersigned, have declined to submit a proposal on the requested service **(2010-PW-001) Uniform Rental Service for Various City Departments** for the following reason(s):

___ Insufficient time to respond to the Request for Proposal.

___ We do not offer this service.

___ Our schedule would not permit us to perform.

___ Unable to meet bond/insurance requirements.

___ Unable to meet proposal specifications.

___ Specifications are unclear (explain below).

___ Remove us from your vendors' list for this service.

___ Other (specify below).

Remarks: _____

Vendor name: _____

Signature: _____

Telephone: _____ Date: _____

TABLE OF CONTENTS

Proposal Submittal Form	1
Addenda Notification Form.....	2
Statement of Non-Submittal	3
Table of Contents.....	4
Instructions to Vendor	5
General Provisions.....	7
Scope of Work.....	8
References	8
Initial Issuance & Outfitting of Uniforms	9
Purchase, Ownership, & Uniform Return	9
Uniform Maintenance.....	10
Pick-Up & Delivery.....	10
Technical Requirements	11
Evaluation Criteria.....	13
Confidentiality Statement.....	13
Projected Schedule	13
Forms.....	14
Vendor Reference	
Price Proposal Breakdown Sheet	

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

INSTRUCTIONS TO PROPOSERS

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this request for proposal.

1. Submit an original, so identified, and four (4) complete duplicate copies of the Proposal including a completed W-9 form and Certificate of Insurance for your agency in a sealed opaque package with the RFP number as well as the time and date for opening prominently marked on the outside.
2. In order to be considered, proposals must be submitted to or at the time, date and exact location specified. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
3. All proposals must be signed by an authorized officer or employee of the offerer.
4. All information requested of the offerer shall be entered in the appropriate space on the original forms. Failure to do so may be grounds for disqualification.
5. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal.
6. Corrections and/or modifications received after the closing time specified will not be accepted.
7. At the time that proposals are opened, the only information that will be released is the names of the participating proposers. No other information will be provided before the ranking of bidders and the issuance of award.
8. Prices will be considered net if no discount is shown.

GENERAL CONDITIONS

1. City of West Columbia reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.
2. Weekly prices will govern over unit prices.
3. In case of tie proposals, price and quality being equal, City of West Columbia reserves the right to make awards deemed to be in the best interest of the City.
4. The evaluation of the proposals and the determination as to the equality of the product(s) offered is the responsibility of the City of West Columbia.
5. Unless otherwise indicated in the proposal notice, prices shall be firm, and all proposals shall be considered valid for a minimum 90 days after the scheduled date of the RFP closing. Ambiguous proposals which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
6. Brand names and numbers, when used, are for reference only to indicate character or quality desired and do not indicate a preference.
7. Equal items will be considered; equal items shall state the brand name or quality; and the City of West Columbia's determination of what shall constitute equality shall be final and conclusive.
8. When brand name, number, or level of quality is not stated by the offerer, it is understood that the offer is exactly as specified.
9. Sales, use, or excise taxes must not be included as any part of the proposal price. These taxes, as well as any handling and shipping charges, must be shown as separate items. Shipping charges will be considered as a factor in determining awards.
10. Samples of any articles deemed necessary should be furnished free of any cost to the City of West Columbia. These samples may be retained for future comparisons. Any samples not destroyed by testing or not retained for comparisons will be returned to the offerer at the offerer's expense upon request.

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

11. The successful offerer shall indemnify and hold harmless the City of West Columbia, its officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark, or copyright.
12. In case of default by contractor, the City of West Columbia reserves the right to purchase any or all items in default in open market, charging the contractor with any excess costs. Periods of performance may be extended if the facts as to the cause of delay are justified in the opinion of the proper City of West Columbia officials.
13. Failure to Perform: If, during the term of this contract, the vendor should refuse or otherwise fail to perform any of its obligations under the contract, the City reserves the right to: 1) Obtain the goods or services from another vendor; and/or 2) Terminate the contract; and/or 3) Suspend the vendor from bidding for a specified period of time as determined by the City. If the City exercises this right, the City shall not be responsible for any portions of this contract, nor shall the City be responsible for any pro-rata billings, partial work completed, parts ordered, supplies, or any other vendor related costs related to the cancellation of this contract.
14. Billing for all services will be charged on a per-service billing for each individual department. Invoices should be separated by department and provided to the City finance office monthly with a thirty (30) day net payment schedule..
15. Uniforms are to be picked up and delivered to:

1125 Leaphart St
West Columbia, SC 29169
Approximately 50 Wearers – 3 Drop-offs
16. In addition to the Public Works department, other City departments may choose to participate in this program. If so, uniforms could also be picked up and delivered to:

Water Plant # 1
406 Sunset Blvd
West Columbia, SC 29169
Approximately 12 Wearers – 1 Drop-off

Water Plant # 2
730 Old Cherokee Rd
Lexington, SC 29071
Approximately 12 Wearers – 1 Drop-off

Water & Sewer Distribution
1125 Leaphart Street
West Columbia SC 29169
Approximately 8 Wearers – 1 Drop-off
17. Number of wearers provided in this RFP are best estimates based on personnel numbers at this time. Personnel numbers, and their need for uniforms, are subject to increase and/or decrease throughout the length of this agreement.

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) The proposal schedule and instructions to offerers, (B) General conditions, (C) General provisions, (D) Other provisions of the contract whether incorporated by reference or otherwise, and (E) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offerer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the offerer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will not be issued based solely on price as this award is considered a professional service. The City of West Columbia will consider the proposal to be most advantageous to its own interests. References will be contacted and considered as part of the award criteria based on information provided related to the service history, uniform quality and overall value of offer.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful offerer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITIES:** The offerer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as a City of West Columbia responsibility, is a responsibility of the Contractor's operation, and the offerer shall include these in the response to this request for proposal accordingly.
7. **INSURANCE:** Upon award of the contract or Purchase Order under this proposal the contractor shall maintain, throughout the performance of its obligations a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the contractor or any of its subcontractors of their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.
8. **AUDIT:** Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the City upon request for a period of five years after each contract year. For audit purposes, the Contractor shall maintain actual costs related to this contract, including but not limited to, supply costs, rental costs, personnel costs, etc., for a period of five years after each contract year.
9. **CITY BUSINESS LICENSE:** Contractor must obtain and maintain a City of West Columbia Business License throughout entire term of services.

**PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW.
SCOPE OF WORK FOR UNIFORM SERVICES**

PURPOSE:

The purpose of this scope of work is to describe the requirements of the City of West Columbia for the rental of employee uniforms and other service items.

ADDENDUM TO PROPOSAL:

If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the City's website at www.westcolumbiasc.gov and will be provided via e-mail to all vendors receiving this request for proposals. All amendments issued by the City of West Columbia must be acknowledged in writing by vendor. It is the responsibility of the Vendor to check the website for addendum up to the time of the proposal closing.

CONTRACT TERM:

The intent of this proposal is a resulting multi-year contract commencing on July 1, 2010, continuing for a total of sixty (60) months and ending June 30, 2015. Proposal prices shall remain firm for the entire term of the contract except that if any reduction in price is announced during the life of this contract, the City shall receive the benefit of such reduction.

Vendor acknowledges that this agreement is contingent upon the City's appropriation of funds. The Vendor agrees that if funds are not appropriated, an unconditional sixty (60) day written notice of cancellation may be submitted.

Sub-contracting of services shall not be allowed.

RENEWAL OPTION:

This agreement may be extended by mutual consent of both parties for a period of two (2) consecutive one (1) year terms provided the Vendor agrees to extend under the same unit price(s), terms & conditions and that the service provided has been satisfactory to the City.

USING AGENCIES AND DEPARTMENTS:

Although certain City of West Columbia departments may have been specified herein as users, the prices, terms and conditions specified in this proposal shall apply to any City of West Columbia department that may wish to utilize the contract.

The Vendor is not authorized to make substitutions or provide any additional items on this contract unless approved by the City Administrator or designated contact(s). Changes made without the knowledge or approval of the City Administrator or Contact will result in non-payment of the additional cost and may result in cancellation or non-renewal of the contract(s).

TIME OF DELIVERY:

Vendors shall pickup soiled laundry & other rental items as well as deliver clean laundry & items once each week at each facility. Pickup and delivery shall occur on the same day and at the same approximate time each week and shall be coordinated with the Director for each facility. The vendor shall be responsible for notifying each facility at least one week in advance of any change in schedule due to holidays, etc.

Freight shall be FOB destination to the shipping address specified by the ordering City department. The Vendor shall be responsible for all freight charges.

In the event of a holiday or other City closing on a scheduled pickup or drop off date, a pre-arranged schedule shall to be made to facilitate the pickup and delivery of uniforms on another day during that week.

REFERENCES:

A list of four (4) references including the business name, contact person, address, phone number, and years of service with that company shall be provided with the submitted proposal. The total number of employees serviced with each company should be provided as well. **References will be contacted, and the reports they provide on service history and uniform quality will be considered as part of the award criteria.**

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

INITIAL ISSUE OF UNIFORMS:

The first issuance of uniforms shall be new never worn uniforms. There shall be no Prep Charges for the initial issuance of uniforms. From that point forward, garments must be maintained by the Vendor at an acceptable level as determined by the City. Maintenance will be performed through weekly inspection, proactive repairs and replacements as needed.

During the length of the contract, NEW EMPLOYEES will receive like-new garments. The total set up cost to add new employees to a department with a breakdown of fees included to arrive at that total shall be included on the price breakdown sheet.

The Vendor shall be responsible to provide, and sew on the necessary EMBLEMS to each set of uniforms at no additional initial charge to the City. Glue and other adhesives will not be accepted. Samples of emblems may be submitted along with proposals. Pricing for both screened and embroidered emblems shall be supplied.

For the purpose of this contract, a uniform shall consist of one pair of trousers and one shirt (long and/or short sleeved). Based on a five (5)-day workweek, the total requirement is eleven (11) sets per individual in order to provide proper rotation for laundering on a weekly basis. Pricing for a home-wash program providing five (5) sets per individual shall also be included in the proposal.

It shall be the responsibility of the Vendor to measure the employee for the proper fit, to assure that the authorization form is correctly completed, and to return a copy of the authorization form to each Department serviced under this contract.

OUTFITTING OF UNIFORMS:

Vendor shall have fifteen (15) working days from receipt of a City purchase order to complete the fittings and to furnish all employees with new uniforms. Vendor shall be required to do all fitting on site at each of the City locations. All personnel shall be fitted with care to insure proper sizing, including any unusual or unique sizes necessary to insure comfortable wear, and first class appearance of each individual. Each employee shall be individually measured by trying on sample uniforms.

The Vendor shall, during the period of this contract, provide all means necessary for the fitting and altering of uniforms furnished. Uniform size changes shall be at no additional charge to the City during the contract period. In the event that a special cut or size is needed, specifications and additional fees involved in the cleaning of said uniforms must be included in proposal.

UNIFORM RENTAL AUTHORIZATION FORM:

City employees will be required to sign a Uniform Rental Authorization form. This form will show the number of uniforms issued each employee and will serve as a guide to the number of units to be turned in when an employee leaves. The successful bidder shall furnish this form to each of the departments using the rental uniform service.

LIST OF NAMES:

The City will furnish the names of new employees and also of those departing. This information will be furnished to the route person on an as-required basis.

PURCHASE:

The Vendor shall agree to sell to the City an employee's uniforms if it is in the best interest of the City and the employee. Conditions of sale would be based on medical or health reasons such as but not limited to allergies and rashes caused by the industrial cleaning process used by the Vendor.

GARMENTS OWNERSHIP: It is understood that all garments furnished under this proposal are to remain the property of the vendor unless otherwise noted. In the event that a uniform is damaged and the City is being charged a replacement cost, the City should be given the option of keeping the damaged uniform at no additional cost to the City.

UNIFORM RETURN:

At the termination of the contract, or at the termination of an employee, all rental uniforms will be returned to the vendor within thirty (30) working days, and rental on the uniform will cease at that time. Uniforms not returned by the employee will be paid for by the City. Charges for unreturned uniforms will be based upon replacement prices as stated at the time of this agreement.

Employees on extended leave, four (4) weeks or longer, will not be charged rental until their resumption of duty. The City must notify the Vendor of the employees' leave and return date. Failure to notify the Vendor justifies the Vendor charging rental on the uniforms.

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

UNIFORM MAINTENANCE:
CLEANING/LAUNDERING

- All uniforms must be washed, extracted, and tumbled in full accord with the State of South Carolina requirements governing commercial and industrial laundries.
- All uniforms must be laundered using non-allergic detergents or cleaners that leave the garment clean and odor free.
- All garments must be laundered using a microbe inhibiting wash process.
- Uniforms, which retain an offensive smell or residual odor after laundering, will not be acceptable. There will be no charge for garments not cleaned to satisfaction.
- Part of the cleaning process shall include an inspection of all garments to identify needed repairs. Any repair needs identified during the inspection process shall be remedied prior to return of the garment.

REPAIR / REPLACEMENT

- All uniforms shall be maintained by the Vendor in a reasonable condition to include the replacement of buttons and the sewing of tattered and torn uniforms.
- Maintenance will be performed through weekly inspection, proactive repairs and replacements as needed. Uniforms delivered with rips, holes, missing buttons, and/or etc. will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition. All badly damaged or faded uniforms, which are deemed as unfit by the City, shall be replaced by the Vendor during the contract period.
- Repair tags shall be provided to each location at start-up of the contract and as needed throughout the term of the contract. Any uniform tagged for repairs shall be returned in a repaired condition with a ticket indicating the repairs have been made, or shall be replaced within one week (next delivery). In the event that a repair will take longer than one week, the Vendor shall acknowledge by written communication, fax or e-mail and shall provide a date for delivery of the item.
- Vendor agrees to issue weekly individual credits if items are not returned in one business week. Credits shall continue until the request is fulfilled.
- Replacement of uniforms shall be with new or like new uniforms.
- Uniforms that fade shall be replaced or have color restored.
- Worn or damaged items as a result of normal wear and tear are to be replaced promptly by the contractor at no cost to the City other than initial set-up charges.
- Any item rejected for use by the City shall be replaced promptly by the contractor to the satisfaction of the City at no cost other than initial set-up charges.

PICK-UP AND DELIVERY

- Laundered garments shall be returned grouped according to individual employee name and/or number, on clothes hangers. Executive wear shall be placed in polyethylene type bags.
- Every garment must be bar-coded and must be automatically and electronically tracked in and out of the laundering facility. A weekly printed report of pickup and delivery, as well as a weekly printed report of repaired garments, must be provided at the time of service.
- The contractor will work with customers to identify and keep separate items coming from different departments to avoid mixing and/or loss of inventories.
- Garment Exchange Lockers and/or a Z-rack must be available. Pricing must be included in the proposal.
- Soiled Garment Bins must be provided to include separate soil bins for garments in need of repair.
- To ensure good communication between the vendor and the City, a documentation logbook shall be provided to each delivery location. Weekly notations of service shall be made and signed by the driver and the City representative(s) for the entire term of the service. The logbook shall provide at least three copies of said notations, one of which shall remain in the logbook and at the delivery location for the entire term of the service.
- Service complaints will be reported to the Vendor as soon as the City is made aware of such. Vendor will be given twenty-four (24) hours to respond and provide the City with a course of action and time-line to correct the problem.
- Updated and accurate invoices must be provided for each delivery location at time of delivery, and drivers must be able to provide invoices reflecting any credits or changes from that delivery. Invoices should also be available for online viewing.

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

TECHNICAL REQUIREMENTS:

Sizes up to a 6X in shirts, jackets, and vests must be available.
Sizes up to a 60" waist in pants and shorts must be available.

Minimum specifications for **Industrial Uniform Shirts:**

- 65/35 Polyester/Cotton
- Collar with sewn-in stays
- Chest pockets with bar-tacked pencil stall
- Color – Standard solid and striped colors must be available.
- Employees shall have the option to choose long or short sleeves, or a combination of both.
- Two (2) patches should be on each shirt. One patch must have the employee's name. The other must include the City's logo.
- **NOTE: Women's shirts must also be available & any pricing difference must be clearly identified**

Minimum specifications for **Industrial Uniform Pants:**

- 65/35 Polyester/Cotton
- Plain Front
- Button Front Closure
- Front and Back Pockets
- Both regular and elastic pants must be available
- Color – Standard colors must be available
- **NOTE: Women's pants must also be available & any pricing difference must be clearly identified**

Minimum specifications for **Jacket:**

- 65/35 Polyester/Cotton
- Slash pockets
- Adjustable cuffs and waistband tabs
- Zip front with lined collar
- Color – Standard colors must be available

Minimum specifications for **Polo Shirts:**

- 100% Spun Polyester
- Left Chest Pocket
- Three button placket
- Color – Standard colors and designs must be available

Minimum specifications for **Executive Shirts:**

- 60/40 Cotton/Polyester oxford cloth
- Button front and button-down collar
- Left chest pocket
- Buttoning sleeve placket and cuffs
- Color – Standard colors must be available

Minimum specifications for **Executive Pants:**

- 65/35 Polyester/Cotton brushed twill
- Pleated front
- Hook and Eye Closure
- Front and Back Pockets
- Color - Standard colors must be available

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

Minimum specifications for **Cargo Pants**:

- 65/35 Polyester/Cotton
- Flat Front
- Relaxed Fit
- Two (2) Cargo pockets with secure closures
- Color – Standard colors must be available

Minimum specifications for **Industrial Uniform Shorts**:

- 65/35 Polyester/Cotton
- Plain Front
- Button Front Closure
- Front and Back Pockets
- Color – Standard colors must be available

Minimum specifications for **Safety Vests**:

- ANSI-certified mesh - 100% polyester
- ANSI 107 - Class 2
- 3M™ Scotchlite™ Reflective Material, front and back, 2"
- Zip-front closure.
- Color – Safety Yellow

ADDITIONAL INFORMATION TO INCLUDE & LIST SEPARATELY IN THE PROPOSAL:

Environmental Waste Fees, Energy Surcharges, or Fuel Charges per location must be detailed in pricing provided.

A detailed description of respondent's communication processes for customers should be provided.

ADDITIONAL SERVICES NEEDED:

MATS (List price per mat) All mats must be ADA approved.

- 3' x 5' Scraper Mats
- 3' x 4', 4' x 6', 3' x 10' Floor Mats
- 3' x 4', 4' x 6', 3' x 10' Logo Mats

SHOP TOWELS

- Shop Towels shall be 100% cotton
- Pricing Structures & Replacement Costs must be detailed in the proposal

AIR FRESHENERS

- Must not require batteries

HAND CARE PRODUCTS

- 2000 ml Pumice Hand Cleaner and Dispenser
- Manual-Touch Foam Soap and Dispenser

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

CONFIDENTIALITY

By submitting a proposal in response to this solicitation, a respondent acknowledges that the City of West Columbia is a governmental entity subject to South Carolina Public Records Law. The respondent further acknowledges that any material or documents provided to the City of West Columbia may be “public record” and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide the City of West Columbia with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under South Carolina law; the respondent shall indicate that belief by typing or printing, in bold letters, the phrase “Proprietary Information” on the face of each affected page of such material. The respondent shall submit to the City of West Columbia both a complete copy of such material and a re-dated copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

FACTORS TO BE CONSIDERED IN AWARD OF PROJECT

All proposals will be evaluated based on, but not limited to, the responding Vendor’s experience, technical ability, project approach, overall proposal, total cost and overall best business fit for the City. Any deviations from the minimum requirements listed in this request for proposal must be clearly identified and explained in detail.

PROJECTED SCHEDULE

Thursday, April 15, 2010	Requests for proposal distributed
Monday, May 3, 2010	2 p.m. - Proposals due at City Hall
Monday, May 3, 2010	2:15 p.m. Eligible proposals opened, New Brookland Room, City Hall
Tuesday, May 18, 2010	Deadline for Notification of Award to successful vendor (if any)
Wednesday, May 19, 2010	Preparation by awarded vendor begins
Thursday, July 1, 2010	Service under awarded bidder begins

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

VENDOR REFERENCES

The following information is required in order that your proposals may be reviewed and properly evaluated.

Vendor Name: _____ Vendor Contact: _____

Length of time vendor has been in business: _____ Contact Phone: _____

Local Commercial and/or Governmental References for whom you have previously performed similar contract services:

1. _____

Name of Organization

Years Servicing This Organization

Address

Address

Telephone

Contact Person

2. _____

Name of Organization

Years Servicing This Organization

Address

Address

Telephone

Contact Person

3. _____

Name of Organization

Years Servicing This Organization

Address

Address

Telephone

Contact Person

4. _____

Name of Organization

Years Servicing This Organization

Address

Address

Telephone

Contact Person

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

PROPOSAL BREAKDOWN SHEET

Item Type	Specifications	Inventory Issued	Rental Rate Per Change	Weekly Rental Rate	Replacement Rate Per Item
Work Shirt	Industrial Men's Shirt	11			
Work Shirt	Industrial Women's Shirt	11			
Work Pants	Industrial Men's Pants	11			
Work Pants	Industrial Women's Pants	11			
Work Pants	Cargo Pants	11			
Work Shorts	Industrial Shorts	11			
Jackets	Industrial Jackets	2			
Vests	Safety Vests	2			
Executive	Executive Pants	11			
Executive	Oxford Shirts	11			
Executive	Polo Shirts	11			

Item Type	Weekly Quantity	Weekly Rate	Replacement Rate Per Item
3' x 5' Scraper	1		
3' x 4' Floor Mat	1		
4' x 6' Floor Mat	1		
3' x 10' Floor Mat	1		
3' x 4' Logo Mat	1		
4' x 6' Logo Mat	1		
3' x 10' Logo Mat	1		
Shop Towels	100		
Air Freshener	1		
Manual-Touch Foam Dispenser and Soap	1		
2000 ml Dispenser and Soap	1		

City of West Columbia
 Request for Proposals (2010-PW-001)
 Uniform Rental Service for Various City Departments

HOME-WASH PROPOSAL BREAKDOWN SHEET

Item Type	Specifications	Inventory Issued	Rental Rate Per Change	Weekly Rental Rate	Replacement Rate Per Item
Work Shirt	Industrial Men's Shirt	5			
Work Shirt	Industrial Women's Shirt	5			
Work Pants	Industrial Men's Pants	5			
Work Pants	Industrial Women's Pants	5			
Work Pants	Cargo Pants	5			
Work Shorts	Industrial Shorts	5			
Executive	Executive Pants	5			
Executive	Oxford Shirts	5			
Executive	Polo Shirts	5			

City of West Columbia
Request for Proposals (2010-PW-001)
Uniform Rental Service for Various City Departments

ADDITIONAL FEES PROPOSAL BREAKDOWN

Description	Fee Charged
Uniform Size Up-charge Percentage Fee is Charged for shirt sizes ____ & over and pant sizes ____ & over.	____% Increase to weekly rate
Service Charge per Physical Location*	
Fuel Service Charge per Physical Location*	
Environmental Fee per Physical Location*	
Nametags (Sewn on) Screen Print per garment	
Nametags (Sewn on) Embroidered per garment	
Direct Embroidery per garment	
City Emblem (Sewn on) Screen Print per garment	
City Emblem (Sewn on) Embroidered per garment	
Other Preparation and/or Set-up Charges (describe below):	
Provide Pricing and Descriptions for Garment Lockers, Soil Lockers, Repair Lockers, and Z-rail Systems:	

*Locations may have multiple drop-off points

Authorized Vendor Representative: _____
(Please Print)

Vendor Representative Signature: _____