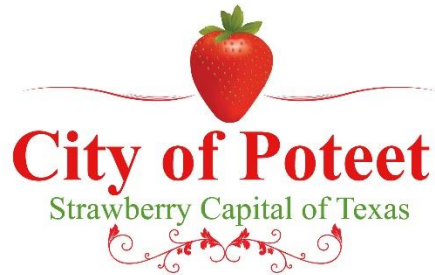


City of Poteet
Request for Proposals
Uniform Services
RFP 2021-03





Request for Proposals for Uniform Services

RFP 2021-03

Proposal Submittal Date, Time and Location

December 22, 2021 @ 2:00 PM CST
City of Poteet
481 Avenue H
Poteet, TX 78065

Email Questions to:

Kerry McCollough
City Secretary
Kmcollough@poteettexas.gov

***Mail Proposals to:**

City of Poteet
Attn: Kerry McCollough
PO Box 378
Poteet, TX 78065

Hand Carry Proposals to:

City of Poteet
Attn: Kerry McCollough
481 Avenue H
Poteet, TX 78065

Mark Envelope: "Uniform Services Proposals:

Attn: Kerry McCollough, City Secretary

**City of Poteet
Request for Proposals
For Uniform Services**

1. General Information:

- 1.1. City of Poteet (Herein the “City”) is soliciting proposals to enter into an agreement to provide Uniform Services for approximately 10 employees for a three (3) year period.
- 1.2. The City will accept proposals until 2:00 PM CST on December 22, 2021. Proposals after 2:00 PM, December 22, 2021 will be considered non-responsive. There shall be no public opening of submitted proposals.
- 1.3. This solicitation does not commit the City to award a contract, to pay costs incurred in the preparation of proposals, or to procure services, the City reserves the right to accept or reject any or all proposals received as a result of this solicitation or to cancel in part, or in its entirety, this proposal if it is deemed to be in the best interest of the City to do so.
- 1.4. It is the Proposer’s sole responsibility to insure submitted proposals are received by the City at the time and place as indicated in the RFP.
- 1.5. Uniformed employee count is not guaranteed and may fluctuate through the term of the contract.

2. Scope of Work:

- 2.1. To provide 100% uniform rental services to be utilized by the City employees.
- 2.2. All employees shall be individually sized. Measurements shall not be requested orally.
- 2.3. Approximately 10 employee shirts poly-blend with reflective striping. These numbers may not be exact.
- 2.4. The City has one service location:

3. Requirements

- 3.1. Although every effort has been made to be precise as possible in the preparation of this solicitation, it is the responsibility of the Proposer to ensure that uniform services proposed meet the requirements, general terms and conditions as stated in the RFP.
- 3.2. The uniform service provider shall provide the following:

- 3.2.1.** Uniforms shall be new, not used. Shirts shall be equally distributed with short and long sleeve with reflective striping, Jackets, blue jeans, shall be cotton/poly blend.
- 3.2.2.** Neither repairs or alterations noted, either, by the City staff or during the inspection process prior to cleaning, shall be made prior to the garment being returned.
- 3.2.3.** Comprehensive garment insurance program.
- 3.2.4.** Additional charges for any reason must be approved by the City before charges are assessed and paid to the City.
- 3.2.5.** There shall be no additional cost for unusual sizes or for size upgrades.
- 3.2.6.** All replacements, repairs, and upgrades guaranteed in two weeks. If, for any reason corrections are not made within the two-week service period, the City shall be credited for the related charges and shall continue to be credited until the service deficiency is corrected as determined by the City.
- 3.2.7.** Uniforms for new hires will have guaranteed delivery in three weeks or less.
- 3.2.8.** Provide two weeks plus one supply of uniforms which equates to eleven (11) shirts (five (5) long-sleeve and six (6) short sleeve, eleven (11) long pants., one (1) winter or lined jacket.
- 3.2.9.** The uniform provider shall provide options for odd sizes such as size 33 and 35.
- 3.2.10.** Uniforms shall be professionally finished.
- 3.2.11.** Emblems shall be sewn on and not glue pressed for jackets and shirts. All uniforms shall have company logo and individual wearer name. Uniform logo design to be used is included with this RFP as Exhibit A.
- 3.2.12.** For sizes up to 5X delivery shall be made within three (3) weeks. For sizes larger than 5X, delivery shall be made no later than five (5) weeks.
- 3.2.13.** Incoming and outgoing uniforms shall be counted on-site with copies provided to staff each week.
- 3.2.14.** Provide carpeted entryway mats in various sizes as needed (ex 3' x 5' and 4'x6').

3.2.15. Invoice for payment shall be organized by department, by employee to make for an easier payment processing by the City Accounts Payable.

3.2.16. Other services, as deemed beneficial by the proposer may be submitted for the City review. These will be considered optional with no guarantee of the City acceptance.

4. Amendments to Proposal:

4.1. The City may institute changes or modifications to this solicitation and shall notify known participants by an addendum to this Request for Proposal. However, the City reserves the right to negotiate minor aspects of implementation with Proposers. It is the Proposer's responsibility to provide all items incidental to the implementation, even though they may not be precisely delineated in the proposal document.

5. Proposal Constitutes Offer:

5.1. By submitting the proposal, the Proposer agrees to be bound by all the requirements, terms and conditions set forth in this RFP. The RFP document will be incorporated as part of the contract and shall be binding for the term of the agreement.

6. Preparation of Proposal:

6.1. Proposal should be complete, clear and carefully worded. Proposal must convey all information by the City. If a proposal contains less than the required information or if the proposal fails to conform to the essential requirements of the Request for Proposal, the City may declare the proposal non-responsive and/or non-responsible.

6.2. Proposers are required to submit one (1) original and one (1) copy of their proposal. Address proposal with return address and title.

7. Errors and Omissions:

7.1. It shall be considered that Proposers are knowledgeable of all specifications, requirements, terms and conditions by the submission of an offer to this Request for Proposal and shall be considered prima facie evidence that the Proposer has made such an investigation.

7.2. All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal. Erasures or use of typewriter correction fluid

may be cause for rejection. No proposal shall be altered or amended after specified time for opening.

8. Discussion/Negotiations:

8.1. Discussions may be conducted with apparent responsive Proposers for the purpose of clarification to assure full understanding of the requirements for the request for proposal.

8.2. Proposer agrees that during the period following issuance of a request for proposal and prior to award of contract, Proposer shall not discuss or attempt to negotiate with the City any aspects of the procurement without prior approval from the City Administrator.

9. Proposer Withdrawal:

9.1. If at any time prior to the opening date and time for the RFP, a Proposer decides to withdraw their proposal, written notice shall be given via email, U.S. mail or courier service to Kerry McCollough, City Secretary, 481 Avenue H, Poteet Texas 78065 requesting withdrawal. Email request to Kmccollough@poteettexas.gov.

10. Proprietary Information:

10.1. Any proprietary information submitted, and noted as such by the proposer, shall remain confidential as permitted by law.

11. Public Records:

11.1. Once awarded, all information submitted relating to this proposal, except for proprietary information, shall become part of public record in accordance with the City's and State's Public Information Policies.

12. Term of Contract:

12.1. The intent of this request for proposals is for awarding a contract to cover a three (3) year period and may, at the City's option and only with the written approval from both parties, extend the contract period for an additional three (3) year period pending an updated price review (if available). Proposer shall notify in writing at least sixty (60) calendar days prior to the expiration of the original contract of the City's intent to extend to contract period.

13. Proposer Qualifications:

13.1. Proposers must, upon request of the City, furnish satisfactory evidence of their ability to furnish uniform services in accordance with the requirements of this request for proposal. The City reserves the right to

make the final determination as to the Proposer's ability to provide services as requested herein.

14. References:

14.1. Proposer must provide at least five (5) reference accounts for which your company is currently providing service. Include the name of the company, phone number, street address, individual contact and email address. Preference in awarding this proposal may be given to services providers who have accounts similar to the City.

15. General Evaluation:

15.1. Although price will be a factor in the proposal evaluation, it is specifically a consideration of secondary importance to the requirements identified in the proposal. The City reserves the right to accept other than the lowest priced proposal.

16. Basic Evaluation Procedure:

16.1. Step 1 Review of all proposals to ensure conformance to the RFP.

Step 2 The elimination of all proposals that deviate substantially from the basic intent of the proposal.

Step 3 An assessment of the remaining proposals. This assessment will include a review of the Proposer's qualifications and previous experience.

Step 4 Evaluation of submitted references.

Step 5 Recommendation for contract award.

17. Award Criteria:

17.1. Award will be based on reference evaluations, responsiveness and responsibility compliance to all requirements, scope of work statements, and total cost analysis as deemed in the best interest of the City.

17.2. Award will be made to one uniform provider for all services. Due to the complexity of the proposal, the time frame for award of contract may exceed thirty (30) days.

Uniform Services Pricing Worksheet

Worksheet must be completed in full

Item Description	Price per Week
Polyester/Poly Blend	
Standard Blue jeans	\$ _____
Long-Sleeve Shirt – Navy Blue - Reflective	\$ _____
Short Sleeve Shirt – Navy Blue - Reflective	\$ _____
Standard Jacket – Navy Blue	\$ _____
Entryway Carpeted Mats	
3' x 5' (Color: Dark Gray/Black)	\$ _____
4' x 6' (Color: Dark Gray/Black)	\$ _____
Delivery/Service Charge (per week)	\$ _____
Additional Charges:	
_____	\$ _____
_____	\$ _____
_____	\$ _____

No additional charges shall apply unless otherwise noted on this worksheet

PROPOSAL CONSTITUTES OFFER

By submitting a proposal, the respondent agrees to be bound by all the requirements, terms and conditions set forth in this proposal document. A proposal containing variations from the requirements, terms and conditions set forth herein may, at the sole discretion of the City, be declared non-responsive. The requirements, terms and conditions set forth in this document will become part of the successful vendor’s contractual obligations upon award of the contract.

The proposer understands that quoted prices are inclusive of all costs and that no additional costs, incidental or otherwise shall apply.

Vendors FED ID Number

OFFEROR/VENDOR

Authorized Signature

Printed Name

Business Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Email: _____

References

Firm Submitting Proposal: _____

1 Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

2 Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

3 Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

4 Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

5 Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

EXHIBIT A

Logo Example:

