

REQUEST FOR PROPOSALS  
THE CITY OF CASPER DESIRES TO SOLICIT QUALIFIED PROPOSALS  
FOR PROFESSIONAL LAUNDRY SERVICES FOR THE CITY OF CASPER

Date: July 14, 2020

The City of Casper is seeking proposals from qualified firms to provide proposals for leasing and providing laundry delivery services, repairs and replacement of uniforms, shirts, pants, coveralls, mats, and miscellaneous supplies to the City of Casper.

**Three (3) copies of printed proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming; or one (1) electronic proposal will be received at [tcottenoir@casperwy.gov](mailto:tcottenoir@casperwy.gov), until 5:00 p.m., Local time, July 31, 2020. Printed proposals should be placed in a sealed package or envelope that is externally labeled “Professional Laundry Services Proposal.” Electronic proposals shall be submitted with the subject line labeled “Professional Laundry Services Proposal.”**

**GENERAL**

Proposals shall consist of the cost for each item, vendor qualifications, experience, and references. Proposals must be clearly marked and contain original or electronic signatures and must be easily reproducible on a standard copy machine. Failure to clearly mark and provide original or electronic signatures may result in a proposal judged non-responsive and given no consideration. Suppliers are required to submit a proposal on all bid items; proposals which do not have all items bid will be judged non-responsive.

**SCOPE OF WORK DETAILS**

**PAYMENT AND INVOICING**

Separate invoices shall be mailed or delivered to each City Department within the City of Casper; Attn: Department Name, Accounts Payable; 200 N David Street; Casper, WY 82601. Electronic invoices shall be submitted to the following email address: [accountspayable@casperwy.gov](mailto:accountspayable@casperwy.gov)

**RETURN/PICK-UP OF ITEMS:**

1. It shall be the responsibility of the vendor to implement a system and maintain proper records that will require a minimum amount of effort on behalf of the users of the contract to assure accurate returns, drop-offs and pick-ups.
2. Vendor shall be required to provide the supplies and receptacle to assure accountability.
3. The vendor must describe the system to be implemented – the description must accompany your bid.
4. Vendor to provide schedule of how often pickups occur and how fast they can get garments back.

5. Vendor(s) must be able to verify pick-up and delivery or be prepared to assume responsibility of lost/misplaced item(s) and the subsequent replacement thereof, at the full replacement cost of the item(s).

### **MISHANDLED/DAMAGED AND LOST GARMENTS:**

After notification of complaint, either verbal or written, is received by the Vendor, the Vendor will have fifteen (15) days to rectify the complaint. If after fifteen (15) days the Vendor does not locate the lost garment, Vendor shall be responsible for the subsequent replacement thereof, at the full replacement cost of the item(s).

For mishandled/damaged items, if after fifteen (15) days the complaint is not resolved to the City's satisfaction, the City will call a meeting with respective vendor and all parties involved.

### **REPAIRS, ALTERATIONS AND MINOR TAILORING**

The successful Vendor shall be expected to perform all alterations that are required to keep garments in first class condition, excluding normal wear, to include but not limited to: loose belt loops, loose buttons, loose patches, loose stripes, reinforce seems, etc.

Vendor is required to provide a price list with their proposal for all other alterations and minor tailoring services they provide. The price list is to include the price per item for sewing on name tags and emblems. Items submitted for repairs, alterations, and minor tailoring shall be returned within five (5) days after receipt.

### **FIT OF GARMENTS**

All clothing shall be fit to the individual employee. A "Fitting" meeting with staff where appropriate size and length of items is recorded, or a fitting sheet shall be used to prompt employees on critical measurements to gain proper sized clothing items. Clothing items that do not fit due to poor communication during this process or shrinking shall be replaced at the vendor's expense. Changes in fit due to changes in employee measurements will not fall to the vendor. Employees shall have a period of no less than 30 days each calendar year to adjust sizes, and request different clothing sizes for the following year.

All clothing within the City of Casper Divisions shall be fully replaced every 365 days unless the department opts not to replace items on a case by case basis.

All sizes shall be made available at no additional cost, including various plus and petite sizes, as well as clothing specifically cut differently for each gender. This also includes tall sizes. Failure to provide sizes or cuts that specifically fit each individual shall be considered a breach of contract. In cases where the vendor's usual supplier does not make an appropriate size or cut item, the vendor shall submit alternate options to the City of Casper. It is at the discretion of the City to pick

a replacement item or brand. The staff member that wears the garment shall ultimately decide the appropriate size of the clothing.

Proposals that do not offer gender specific tailoring shall be considered inferior to those that do.

### Clothing Specifications

All shirts, jackets, pull-overs and hoodies must have approved City of Casper logo on upper left chest and the employees name on the upper right of chest.

(Note): Vender must have the ability to have color distinctions in shirt designs to separate worker from supervisor.

### Coveralls

FR Rated

Color to be determined by Division

Similar or equivalent to Carhartt Model 387-81 brand fit and finish

Metal zipper

Breathable material

- 9-ounce, 100% cotton FR twill
- Meets the performance requirements of NFPA 70E
- UL® classified to NFPA 2112
- FR and NFPA 2112/CAT 2 labels sewn on left-chest pocket
- Strong triple-stitched main seams
- Spread collar; Brass front zip with Nomex® FR zip tape; Inner and outer storm flaps
- Pleated bi-swing back for extra stretch across the shoulders
- Two chest flap pockets
- Two pass-through pockets
- Utility pocket
- Leg openings fit over boots for easy on and off

### Shirts

Similar or equivalent to Carhartt Model 396 fit and finish

Long sleeve

Color to be determined by Division

Rip stop material

Stretch fabric

Industrial strength zippers

Multi front pockets: Two patch one vertical

Back bi-swing with mesh shoulder insert

73% Polyester

27% Cotton

4.4 Ounce fabric

Proposals that offers long and short sleeve options will be judged superior to those that do not

Proposals that offer Enhanced Visibility options will be judged superior to those that do not

### Pocket-T Work Shirt

Color determined by supervisor of each work group.

- 5.8-ounce, 100% cotton
- Double needle stitching to help with durability
- Side vents at hem
- Side-seam construction minimizes twisting
- Left-chest pocket with pencil stall
- Tagless neck label for a smooth feel
- ANSI T-Shirt Class 2

### PANTS

#### Summer Pant

Similar or equivalent to Carhartt Cargo 381 5- pocket work pant fit and finish and or Carhartt 382 Carpenter Jean.

- Relaxed fit for comfort
- Leg opening fits over boots
- Large reinforced back pockets
- Relaxed fit through seat & thigh
- Classic 5-pocket styling for storage
- Lighter weight fabric: 13.5 ounces

#### Winter Pant

Similar or equivalent to Carhartt Men's, flannel-lined pants. Model B-111

- 12-ounce, 100% ringspun cotton duck
- 4.5-ounce, 100% cotton flannel lining for comfort m
- Multiple tool and utility pockets
- Left-leg hammer loop
- Washed duck for durability, and warmth
- Black in color

Providing articles of clothing of different material, fit or overall quality shall not be considered equal, specifically fabric weights that are less than specified.

## **FINISHED PRODUCTS:**

All articles are to be processed in such a manner to render the finished product professional in appearance. The City of Casper expects the successful vendor(s) to utilize cleaning products and processes capable of removing all stains and odors. The successful vendor is to have necessary expertise to clean items in such a manner so shrinkage and other damages do not occur.

In the event this agreement is terminated, the City of Casper shall make a good faith effort to return all property owned by the vendor by sending written notice of its intentions. If after 90 days vendor property has not been claimed, the City of Casper reserves the right to dispose of said property as it sees fit.

## **PROPOSAL**

1. Three (3) copies of the proposals or one (1) electronic proposal shall be submitted. Proposals must include the following information:

- a. Contact Information

The Vendor shall provide name, address, and telephone numbers of all the parties involved in the service proposal. Third party vendors may only be used with prior authorization of the City of Casper.

- b. Company Description

The Vendor shall provide a summary of his/her company qualifications, expertise, customer support, and customer service standards including garment inspection, tracking systems, and quality assurance measures.

- c. Project Staffing

Vendor will discuss how they would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

- d. Pricing

Vendor will state the pricing of the professional services from a uniform supply company capable of leasing and providing laundry delivery services, repairs and replacement of uniforms, shirts, pants, coveralls, mats, and miscellaneous supplies to the City of Casper. The City shall not pay any mileage or fuel surcharges related to this contract.

Item No.	Description	Estimated Qty. of Employees	Weekly Cost Per Employee	Annual Cost (Qty. of Employees X Weekly Cost X 52)
1	<b>Weekly Uniform Lease: MENS Option 1</b> 15 Standard Pants/Jeans/Winter pants in combination 15 Standard or Enhanced visibility industrial Shirts (L/S or S/S) per Employee; 5 Pants/Jeans and 5 Shirts Laundered Each Week	221	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
2	<b>Weekly Uniform Lease: MENS Option 2</b> 15 Standard Pants/Jeans per Employee; 5 Pants/Jeans Laundered Each Week	221	\$	\$
3	<b>Weekly Uniform Lease: WOMENS Option 1</b> 15 Standard Pants/Jeans and 15 Standard Shirts (L/S or S/S) per Employee; 5 Pants/Jeans and 5 Shirts Laundered Each Week	10	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
4	<b>Weekly Uniform Lease: WOMENS Option 2</b> 15 Standard Pants/Jeans per Employee; 5 Pants/Jeans Laundered Each Week	10	\$	\$
5	<b>Weekly Light Coverall Lease:</b> 2 per Eligible Employee; Laundered Each Week	60	\$	\$
6	<b>Weekly Heavy Coverall Lease:</b> 2 per Eligible Employee; Laundered Each Week	60	\$	\$
7	<b>Weekly Lab Coat:</b> 2 per Eligible Employee; Laundered Each Week	60	\$	\$
8	<b>Weekly Shop Coat:</b> Laundered Each Week	60	\$	\$
9	<b>Solid Waste Light coverall</b> <b>11 per employee</b> 5 laundered Each week	20	\$	\$

<b>Item No.</b>	<b>Description</b>	<b>Estimated Weekly Quantities</b>	<b>Weekly Cost For Each Unit</b>	<b>Annual Cost (Weekly Cost X 52)</b>
10	Shop Cloths	600	\$	\$
11	Micro Tech Pro Towels	40	\$	\$
12	2x3 Mats	15	\$	\$
13	3x5 Mats	20	\$	\$
14	3x5 Mats, Safety	27	\$	\$
15	3x5 Mats, Super Tread	5	\$	\$
16	3x5 Mats, Comfort	5	\$	\$
17	3x10 Mats	13	\$	\$
18	Urinal Mats	5	\$	\$
19	Bar Towels	90	\$	\$
20	Bath Towels	60	\$	\$
21	Towel Cabinet	13	\$	\$
22	36" Dust Mop	10	\$	\$
23	Mop Head	23	\$	\$

<b>Description</b>	<b>Replacement Cost</b>
Standard Shirt Short Sleeve	\$
Standard Shirt Long Sleeve	\$
Standard Pants	\$
Lightweight Coverall	\$

Heavyweight Coverall	\$
Lab Coat	\$
Shop Coat	\$
Shop Cloth	\$
Fender Cover	\$
Micro Tech Pro Towels	\$

e. References

The Vendor shall provide a list of four references; include Company Name, Individuals Name, Phone Number and Years of Service with that Company. The references must be from companies which the Vendors have performed similar work for. Please submit references in the following format:

1. Account Name:  
Address:  
Contact Person/Title:  
Phone Number:  
Number of years servicing this account:
  
2. Account Name:  
Address:  
Contact Person/Title:  
Phone Number:  
Number of years servicing this account:
  
3. Account Name:  
Address:  
Contact Person/Title:  
Phone Number:  
Number of years servicing this account:
  
4. Account Name:  
Address:  
Contact Person/Title:  
Phone Number:  
Number of years servicing this account:



2. The following items apply to all submitted Proposals:

a. Submission of Proposals

Written or electronic proposals must be submitted to City of Casper. Three (3) printed copies of each proposal should be placed in a sealed package or envelope. Each package or envelope should be externally labeled, "Professional Laundry Services Proposal." One (1) electronic proposal shall be submitted to [tcottenoir@casperwy.gov](mailto:tcottenoir@casperwy.gov), and the subject line should be labeled, "Professional Laundry Services Proposal."

b. Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Vendor. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

c. Late Proposals

Proposals will be accepted until 5:00 p.m., Local time, July 31, 2020. Late proposals will not be accepted. It is the responsibility of the Vendor to insure that the proposal arrives prior at the specified location prior to 5:00 p.m., Local Time. Three (3) copies of printed or one (1) electronic proposal must be submitted to the specified place by the specified due date. Written proposals should be placed in a sealed package or envelope that is externally labeled "Professional Laundry Services Proposal." Electronic proposals shall be submitted with the subject line labeled "Professional Laundry Services Proposal."

d. Rejection of Proposals

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, to request amendments or modifications to submitted proposals, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

e. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

f. Incurring Costs

The City of Casper is not liable for any costs incurred by the Vendor prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a requested demonstration or presentation.

g. Acceptance of Proposal Content

The contents of the proposal of the successful Vendor may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Vendor may be removed from future solicitations.

**TIME TABLE**

Following is the tentative timetable for this RFP:

1. Proposals Due	July 31, 2020
2. Selection of Vendor	August 12, 2020
3. Review/Signed Contract for Professional Services	August 21, 2020
4. City Council Award of Contract for Professional Services	September 1, 2020
5. Contract for Professional Services Commences	October 18, 2020

The submittal of a proposal indicates that the Vendor has no problem in keeping this schedule.

**CONTRACT**

The Vendor will be required to sign a Three **(3) Year** contract with an optional Two **(2) Year** extension at the end of the third year with the City relating to the work to be performed. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the vendor, termination of the contract, ownership of material, changes, submission of material, and obligations of the City. The contract will commence on October 18, 2020.

**SELECTION**

The selection of the Vendor will be based upon total cost, ability to meet required and preferred specifications, project team qualifications, demonstrated knowledge and experience, customer service, and willingness to meet time requirements. The City reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the Vendor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by City Staff and authorized, via contract award, by City Council.