

REQUEST FOR QUOTE

RFQ Number 7439

Work Uniform Lease Service

1.1 Statement of Objective

The objective of this Request for Quote (RFQ) is to enable Florida A & M University (FAMU) to enter into a three (3) year agreement for with a vendor to provide work uniform lease services for its main campus location in Tallahassee, Florida. FAMU estimates that there will be a requirement to lease six (6) sets of uniforms (men's and women's) for approximately one hundred fifty (150) to one hundred sixty (160) employees.

The successful Provider, if any, will enter into a contract with FAMU that provides for the performance of all mandatory conditions and requirements in this RFQ and proposed conditions and requirements that FAMU prefers in this RFQ or that FAMU determines are in FAMU's best interest.

1.2 FAMU Location

All measurements, pickup and delivery of uniforms shall take place at:

Plant Operations Warehouse

2380 Wahnish Way

Tallahassee, FL 32307

2.0 GENERAL CONDITIONS

2.1 Authorized FAMU Representative/Public Notices/FAMU Discretion

Mr. Kendall Jones, Director

Florida A&M University

Plant, Operation and Maintenance

2380 Wahnish Way

Tallahassee, FL 32307

2.2. Approximate Calendar of Events

Listed below are the dates and times by which stated actions should be taken or completed. If FAMU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFQ. All listed times are local time in Tallahassee, Florida.

Date/Time	<u>Action</u>
01/11/2011	Request for Quote Advertised
01/11/2011	Request for Quote Released
01/14/2011	Deadline for submitting questions and/or inquiries in writing only; preferably by email to Loretta.Mcnealy@famou and Purchasing@famou.edu
01/17/2010	Responses to inquiries will be posted on http://www.famou.edu/index.cfm?Purchasing&Solicitations
01/25/2011	Deadline for Written Quotes @ 2:00 P.M. Florida A&M University Office of University Purchasing and Contract Administration 208 Foote-Hiyler Administration Center Tallahassee, Florida 32307

2.3 Prosper Communications and/or Inquiries

All communication and inquiries shall be directed to Loretta McNealy using the following email addresses; purchasing@famou.edu or Loretta.McNealy@famou.edu

3.0 SPECIAL CONDITIONS

3.1 Scope of Work

The successful provider shall provide six (6) sets of lease uniforms for men and women at the designated location for the duration of the contract. The lease term will be for (3) three years with an option to renew not to exceed the original term. The lease services shall include, but are not limited to the following:

- Fitting of uniforms for all designated employees and refitting as necessary.
- Providing six (6) sets of **new** uniforms at and within the stated timeframes.
- Providing repair service for uniforms once a week and return within the stated timeframe.
- Providing alteration service for uniforms once a week and return within the stated timeframe.
- Providing replacement service for uniforms once a week and return within the stated timeframe.
- Providing invoices on a monthly basis with supporting documentation.

3.2 Uniform (Garment) Specification

A. Colors

The proposers shall be able to provide a wide range of colors in uniforms from which FAMU may select. The proposers shall provide swatches of colors that are available. Failure to provide color swatches shall constitute sufficient reason to reject the proposers RFQ submission. The successful proposers shall be responsible for replacing uniforms that are not dye fast at the successful proposers' expense.

B. Flammability

All garments provided to FAMU under this RFQ shall meet or exceed all State and Federal requirements.

C. Uniform Specifications

1. Work Shirts

Full cut with long tail, button front, double stitched seams and two (2) large reinforced, button through pockets and bar tacked top corners. No metal snaps. Collars are to be two (2) piece and lined. Front facing to be stitched down. Long and short sleeve. Fabric 65/35 Polyester/Cotton, not less than 4 ½ ounce. Permanent press blend and 100% cotton. For men and women. FAMU may request a sample of the uniforms for testing.

2. Work Pants

Full cut with set-in crotch and all points of strain reinforced. No cuff. Four (4) pockets front and two (2) back and waistband shall be lined with synthetic blend and seven (7) belt loops. Heavy duty metal zipper fly closure. Fabric: 65/35 Polyester/Cotton, no less than seven ounce permanent press, 100 % cotton and 100% cotton denim. Full cut, slim cut or jean cut. For men and women. FAMU may request a sample of the uniforms for testing.

3. Condition/Class A Uniforms

All proposers shall provide a sample of a condition/class A uniform that is to be used as replacement uniform for size changes purposes. The successful proposer's uniforms will be kept by FAMU until the expiration of the contract and then will be returned at the proposers' expense, if desired by the successful proposer. All other proposer uniforms will be returned at the proposer's expense, if desired by the proposer. All uniforms may be picked up from the Plant Operations and Maintenance Warehouse, 2380 Wahnish Way, Tallahassee, Florida 32307 within two (2) weeks of the award/expiration of the contract. In the event that the uniform is not picked up, it will be disposed of in the best interest of FAMU.

3.3 QUALIFICATION OF BIDDERS

This contract shall be awarded only to a responsive and responsible proposer, qualified to provide the goods and/or service specified. The successful proposer shall, upon request, promptly furnish FAMU sufficient evidence in order to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The proposers must submit the following information with their bid response:

- A. List a minimum of five (5) references in which similar goods and/or services have been provided within the past three (3) years including scope of work, contact names, addresses, telephone numbers and dates of service. The bidder shall provide references whose number of employees is a minimum of 150 and has a minimum of 2 delivery locations. A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that Florida A & M University may be calling them. **DO NOT** list persons who are unable to answer specific questions regarding the requirement.
- B. The proposer shall provide written evidence that it has been providing uniform rental services for a minimum of three (3) consecutive years within the past five (5) years.
- B. The proposer shall provide a copy of the company's quality control procedures. Quality control procedures shall include handling and counting procedures for pick-up and delivery of uniforms, procedures for replacement of uniforms, procedures for requesting repair or replacement of uniforms, and any other procedures as may pertain to this contract.

Failure of a proposer to provide the required information is considered sufficient cause for rejection of their proposal. **Information submitted with any previous bid shall not satisfy this provision.**

D. TRACKING FORMS

The proposer shall provide a copy of the following forms:

- 1. Delivery Ticket (This form shall be used to itemize the uniforms that were delivered to each employee at a delivery location). Delivery tickets shall include, but not be limited to, the employee's name, identification number, uniform inventories, sizes.
- 2. Repair Ticket (This form shall be used to return uniforms needing repairs).
- 3. Service Order Request (This form shall be used to request services not addressed in the Delivery and/or Repair Ticket, such as size changes).

3.4 AWARD (ALL-OR-NONE)

FAMU shall award the uniform contract to the most, responsive proposer. FAMU reserves the right to negotiate with the top ranked proposer (s).

3.5 INITIAL MEASUREMENTS

Initial measurements shall be completed within ten (10) working days after notification of bid award.

3.6 SAMPLES (UPON REQUEST)

Proposers shall provide, at their expense, samples of requested items. Upon request, FAMU will return undestroyed samples to the unsuccessful proposers, at the proposers' expense. Each individual sample must be labeled with the proposer's name, manufacturer's brand name and number, proposal number and item reference number. Requests for return of samples must be received with the sample and shall include return instructions with shipping authorization and name of carrier. If these instructions are not received, the commodities shall be disposed of at the discretion of FAMU.

3.7 AS SPECIFIED

A contract will be issued to the successful proposer with the understanding that all items delivered must meet the specifications herein. FAMU will return, at the expense of the successful proposer, items not delivered as specified.

At the option of FAMU, item(s) from any delivery may be submitted to an independent testing laboratory to determine conformity to respective specifications. Proposer shall assume full responsibility for payment of any and all charges for testing and analysis of any product offered or delivered that does not conform to the minimum required specifications.

3.8 QUANTITY

The quantities shown are estimated. FAMU reserves the right to increase or decrease the total quantities as necessary to meet actual requirements. Unless stipulated otherwise, FAMU will not accept minimum order requirements. Additionally, proposers are cautioned to propose in accordance with the unit specified on the RFQ response page.

3.9 RENEWAL OPTION

The successful proposer shall be awarded a contract for a (3) year term, with the option to renew not to exceed the original term. The option for renewal shall only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. Any renewal shall be subject to the appropriation of funds by FAMU.

3.10 INFORMATION AND DESCRIPTIVE LITERATURE

Proposers shall enter the manufacturer and manufacturer part number on the bid response page. Additionally, the proposers shall submit with their proposal response, manufacturer cut sheets, sketches, descriptive literature and/or complete specifications for said item(s). Literature shall provide sufficient detail to verify compliance to bid specifications. The failure of the descriptive literature to show that the item(s) offered conforms to the requirements of this solicitation shall result in the rejection of the proposal. Reference to literature submitted with a previous bid or literature which has

been created by any entity other than the manufacturer will not satisfy this provision. FAMU reserves the sole right to determine acceptance of offered item(s).

3.11 POST AWARD MEETING

Within five (5) working days after receipt of notification of award of the contract, successful proposer shall meet with the designated FAMU representative(s) at the delivery location to discuss job procedures and scheduling.

3.12 GENERAL

The successful proposer shall supply approximately one hundred fifty (150) to one hundred sixty (160) employees with six (6) sets of lease uniforms. Leased uniforms will not be laundered by the successful proposer. All uniforms will be delivered to FAMU within thirty (30) days of measuring the employee for the uniform size.

Rates shall include, but not limited to, fuel, travel, mileage, manpower, equipment and any/all incidental expenses as may arise from this service. FAMU shall not be subject to any minimum invoice charges, delivery charges, or fuel surcharges.

FAMU shall determine the style and color of the uniforms to be provided.

3.13 MEASUREMENTS / FITTINGS

The successful proposer shall provide on-site service to measure individual employees to insure proper fit of uniforms. "Measuring" shall include physical measurements taken by an experienced professional and "trying on" a sample uniform of the exact type and size that the employee will be ordering. NO VERBAL MEASUREMENTS SHALL BE ACCEPTABLE. Sample uniforms shall be washed prior to fitting. Time for measuring shall be at the discretion of the designated FAMU representative. Uniforms that do not fit properly shall not be accepted and shall be returned to the successful proposer at no additional charge to FAMU.

Normal working hours for the University are 7:00 AM to 5:00 PM. No measuring shall be completed outside of normal working hours, unless requested by designated FAMU representative.

If any employee can not wear the style or standard sizes known within the industry, it shall be the responsibility of the successful proposer to acquire clothing from an acceptable source in order to provide uniforms for all personnel who require them, at no additional cost to FAMU. FAMU shall approve, in writing, all special size / style uniforms. FAMU will request a sample before final approval.

3.14 DISCONTINUED STYLES

The successful proposer shall research and recommend comparable style uniforms for those items which are discontinued during the contract period within five (5) working days after notification of

discontinuation. FAMU shall approve, in writing, all substitutions. FAMU will request a sample before final approval.

3.15 LOST / DAMAGED UNIFORMS

FAMU shall assume responsibility for any lost / damaged uniform only when it is proven that the uniform was lost / damaged through the negligence of the FAMU employee. The nature of a “work” uniform suggests hard use and accelerated wear of the uniform. Therefore, it is the position of FAMU that “damage” will occur in the normal wearing of a work uniform and replacement with a new uniform is a normal consequence. Payment for uniforms shall be based on the awarded vendor’s replacement charge on the Proposal Response Page minus a depreciation charge of 33 1/3% per year or fraction thereof.

3.16 NEW UNIFORMS

In order to ensure a professional looking appearance, all uniforms will be swapped out for new uniforms when an employee has been on the uniform contract for thirty six (36) months. The pricing for the uniforms will be the replacement cost pricing that was originally stated in the response to the RFQ. New uniforms are to be delivered within thirty (30) days of notification by the designated FAMU representative. Uniforms that do not fit will be returned to the successful proposer for new replacements. Uniforms that are not delivered during this time frame will be deducted from the invoice.

3.17 SIZE CHANGES

The successful proposer will provide size change uniforms on an “as needed basis” as determined by FAMU. Size change uniforms will be proper fitting and no less than grade **A**. Size change uniforms must be acceptable to FAMU. Unacceptable size change uniforms will be returned to the successful proposer for replacement.

Size change uniforms shall be provided within fourteen (14) calendar days from the date of determination for a size change. If size change replacement is not completed within this time frame, the rental and lease charges will be deducted from the invoice.

3.18 ALTERATIONS / REPAIRS

Leased uniforms will be turned in on the designated pick up day for alterations / repairs.

The successful proposer shall be responsible for the alterations and/or repairs of all uniforms provided under this contract. Repairs shall include, but not be limited to, zippers, buttons, tears, holes, split seams, etc.

The successful proposer shall inspect uniforms and complete the required task. Repairs shall be completed within one (1) week. If repairs are not completed within this time frame, the lease charge will be deducted from the invoice.

Uniforms with holes that are 3/8" or less may be patched; however, uniforms with holes exceeding 3/8" shall be replaced.

3.19 COLORS

All standard colors shall be available. Availability of colors shall include as a minimum, but should not be limited to the following:

PANTS COLOR	SHIRT COLOR
Navy blue	Light blue and light blue with white pin stripes
Gray	Light gray and light gray with white pin stripes
Brown	Tan
Dark green	Light green
White	White
Black	Light gray and smoke gray
Blue jean	All above colors

It shall be the responsibility of FAMU to select the style and color of their uniform.

The successful proposer shall be responsible for insuring that the uniforms maintain their basic colors. Uniforms that fade shall be replaced or have the color restored at the successful proposer's expense, if not caused by employee laundering. The designated FAMU representative will determine whether the uniform fading was caused by employee laundering or a manufacturer's defect.

3.20 LOGO / NAME PATCH

The proposer shall include in their proposal two (2) patches per shirt, one (1) name and one (1) entity patch. Patches shall be made of twill material. Patches shall be attached to the uniform shirt by stitching only.

Shirts with misspelled names or incorrect entity patches will be returned to the successful proposer for correction. These shirts will be deducted from the invoice until such time as they are corrected and accepted by the designated FAMU representative.

3.21 PICKUP / DELIVERY

The pickup / delivery date and time shall be as agreed upon by the successful proposer and the designated FAMU representative at each pickup / delivery location. No pickup or delivery shall be made after normal working hours. Once established and agreed upon, the pickup / delivery date and time shall not change without prior mutual agreement. Holidays or a change in work hours may cause the pickup / delivery date and time to change on occasion, but the regularly scheduled

pickup / delivery date and time shall resume immediately thereafter. Pickup / delivery shall be made one (1) time per week at the designated location.

The designated pickup / delivery location shall have a FAMU designated representative. The driver for that route shall clear all pickups and deliveries with the designated FAMU representative and the driver shall both sign all pickup / delivery receipts to confirm their accuracy. All uniforms shall be individually counted by the delivery driver and confirmed by the designated FAMU representative.

Uniforms for each employee shall be clipped together and labeled with the employee's name for ease of identification.

Delivery tickets, if applicable, shall accompany each weekly delivery and shall include, but not be limited to, the employee's name, identification number, uniform inventories, sizes, number of uniforms delivered.

Repair Tickets and Service Order Request forms must accompany all uniforms that are picked up and returned with the requested service.

3.22 NEW EMPLOYEES

Any new employee shall be provided with new uniforms within thirty (30) days after request by the designated FAMU representative. The designated FAMU representative shall contact the vendor to schedule measuring / fitting for each new employee.

3.23 DELIVERY LOCATION

All uniforms will be delivered to the following location:

Plant Operations Warehouse

2380 Wahnish Way

Tallahassee, FL 32307

Contact: Charles Williams

(850) 599-8047

3.24 INVOICES

Invoices shall be submitted on a monthly basis to the FAMU designated representative and must include the following information:

- A. Invoice number
- B. Date of service
- C. Contract/PO number
- D. Employee number

- E. Description of each item
- F. Quantity of each item
- G. Unit price for applicable item

UNIFORM LEASE CONTRACT

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE
1.	SHIRT, WORK, <u>LEASE</u> OF, MEN OR WOMEN, LONG SLEEVE OR SHORT SLEEVE, 65/35 POLYESTER/COTTON OR PERMANENT PRESS BLEND. MANUFACTURER: _____ MANUFACTURER STYLE #: _____	PER SHIRT / PER WEEK	\$ _____
2.	SHIRT, WORK, <u>LEASE</u> OF, MEN OR WOMEN, LONG SLEEVE OR SHORT SLEEVE, 100% COTTON. MANUFACTURER: _____ MANUFACTURER STYLE #: _____	PER SHIRT / PER WEEK	\$ _____
3.	PANTS, WORK, <u>LEASE</u> OF, MEN OR WOMEN, FULL CUT, 65/35 POLYESTER/COTTON. MANUFACTURER: _____ MANUFACTURER STYLE #: _____	PER PAIR / PER WEEK	\$ _____
4.	PANTS, WORK, <u>LEASE</u> OF, MEN OR WOMEN, FULL CUT, 100% COTTON OR 100% DENIM COTTON. MANUFACTURER: _____ MANUFACTURER STYLE #: _____	PER PAIR / PER WEEK	\$ _____
		TOTAL OFFER (ITEMS 1-4)	\$ _____

Firm Name _____

**REPLACEMENT COST FOR UNIFORMS DOCUMENTED TO BE LOST/DAMAGED
BY FAMU PERSONNEL AS SPECIFIED HEREIN.**

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	X	WEIGHT FACTOR	X	NO. OF UNIFORMS	=	FACTORED RATE
5.	SHIRT, WORK, MEN OR WOMEN, LONG OR SHORT SLEEVE, ANY FABRIC, EXCEPT 100% COTTON.	EACH	\$ _____	X	.45	X	150	=	\$ _____
6.	SHIRT, WORK, MEN OR WOMEN, LONG OR SHORT SLEEVE, 100% COTTON.	EACH	\$ _____	X	.05	X	150	=	\$ _____
7.	PANTS, WORK, MEN OR WOMEN, FULL CUT, 65/35 POLYESTER/COTTON.	EACH	\$ _____	X	.25	X	150	=	\$ _____
8.	PANTS, WORK, MEN OR WOMEN, FULL CUT, 100% COTTON OR 100% DENIM COTTON.	EACH	\$ _____	X	.25	X	150	=	\$ _____
TOTAL (Items 1-4)									\$ _____
TOTAL FACTORED RATE (Items 5-8)									\$ _____
TOTAL COMBINED (Items 1-8)									\$ _____

Are swatch samples included per UNIFORM (GARMENT) SPECIFICATION # 3.2A? YES ____ INITIAL ____

Is a sample of a condition/class code A UNIFORM (GARMENT) SPECIFICATION # 3.2C3? YES ____ INITIAL ____

Is Qualification of Bidders information included, per SPECIAL CONDITIONS #_3.3A, B & C? YES ____ INITIAL ____

Is Information and Descriptive Literature included, per SPECIAL CONDITIONS #3.11? YES ____ INITIAL ____

Firm Name _____

*** PLEASE AFFIX SIGNATURE WHERE INDICATED**

(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR RFQ)

By signature on this document, proposer acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of FAMU solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by FAMU in official amendments prior to this date of submittal.

FIRM NAME: (Enter the entire legal name of the proposing entity)

DATE:

*** SIGNATURE:** _____

PRINT NAME:

PRINT TITLE:

ADDRESS: _____

CITY / STATE: _____ ZIP CODE: _____

TELEPHONE # ()

E-MAIL:

TOLL FREE # ()

FAX #: ()

APPLICABLE LICENSE(S) NUMBER # _____ TYPE: _____

FEDERAL ID # _____

Firm Name _____