



RFP #1314-22

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REQUEST FOR PROPOSALS

Proposals will be received at the Office of the Director of Public Works, City of Urbana, Illinois, for:

*Uniform Rental and Laundry Services and
Purchase of Workwear and Apparel*

until 2:00 P.M., Tuesday, July 15, 2014 and publicly opened and read aloud at that time.

Specifications may be obtained from the Office of the Director of Public Works, 706 South Glover Avenue, Urbana, Illinois, 61802, or by contacting the Assistant to the Director of Public Works at blstiehl@urbanailinois.us. The information will also be available via web at www.urbanailinois.us.

The City reserves the right to reject any or all bids and to waive irregularities or technicalities.

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William R. Gray, P. E., Director
PUBLIC WORKS DEPARTMENT
City of Urbana, Illinois 61802

RFP# 1314-22
Uniform Rental and Laundry Services
and
Purchase of Workwear and Apparel



City of Urbana, Illinois
Public Works Department
706 S. Glover Avenue
Urbana, IL 61802
(217) 384-2342

Issued Sunday, June 29, 2014
Responses due Tuesday, July 15, 2014

CITY OF URBANA, ILLINOIS
Department of Public Works

In response to a request to provide its employees with a flexible uniform program, the Urbana Public Works Department is seeking requests for proposals for uniform rental and purchase. The following guidelines will be used to administer the uniform program:

1. All employees who are assigned a uniform **must** wear a uniform.
2. Garments must be clean and free of holes, rips and/or tears.
3. Based upon an employee's employment status, employees must maintain a **minimum** number of uniform garments.
 - a. Full-time employees may choose from one of the following options:
 - 1) 11 shirts/pants (to be laundered by the uniform company),
 - 2) 5 tee-shirts/jeans (to be laundered by employee),
 - 3) 11 shirts/5 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee), or
 - 4) 5 tee-shirts/11 pants (shirts to be laundered by employee; pants to be laundered by uniform company)
 - b. $\frac{3}{4}$ part-time employees may choose from one of the following options:
 - 1) 9 shirts/pants (to be laundered by the uniform company),
 - 2) 4 tee-shirts/jeans (to be laundered by employee),
 - 3) 9 shirts/4 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee), or
 - 4) 4 tee-shirts/9 pants (shirts to be laundered by employee; pants to be laundered by uniform company)
 - c. $\frac{1}{2}$ part-time employees may choose from one of the following options:
 - 1) 7 shirts/pants (to be laundered by the uniform company),
 - 2) 3 tee-shirts/jeans (to be laundered by employee),
 - 3) 7 shirts/3 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee), or
 - 4) 3 tee-shirts/7 pants (shirts to be laundered by employee; pants to be laundered by uniform company)
4. In addition, employees will have credits available to select from the following options:
 - a. Sweatshirts
 - b. Long-sleeved tee-shirts

- c. Jacket
- d. Polo shirt
- e. Bib overalls
- f. Denim shirt
- g. Vest
- h. Arbor tech pants
- i. Wind shirt

If additional items are desired, they may be purchased by the employee. *(Actual credits will be assigned based upon costs obtained from vendors; additional items may be added based upon these costs.)*

5. Credit will be assigned based upon employment status. This is available to all employees (possible exception would be for those with clothing allowance). Credits (up to 75 credits) could be carried over from one year to the next. The credits are not redeemable for cash.
 - a. Full-time employees (non-bargaining unit, bargaining unit) – 6 credits
 - b. $\frac{3}{4}$ part-time employees – 4 credits
 - c. $\frac{1}{2}$ part-time employees – 3 credits
6. If a bargaining unit employee chooses the shirts/pants option, the uniforms are the property of the uniform company. Employees are responsible for those garments. Missing items should be reported immediately. Damaged uniforms will be repaired or replaced by the uniform company.
7. If a bargaining unit employee chooses the tee-shirt/jeans option, the garments are the property of the employee. Employees are responsible for the laundering and repair of the garments. If the garments are damaged beyond repair, the City of Urbana will replace individual articles of clothing.
8. Under the tee-shirt/jeans option, an employee may forego the issuing of tee-shirts and jeans if that employee has previously issued tee-shirts and jeans that acceptable as defined in #2. If an employee chooses to forego the tee-shirts/jeans option, the employee will be credited a maximum of 19 credits (based upon employment status), which can be used to purchase additional items described in #4. Each pair of jeans is equivalent to 3 credits; each tee-shirt is equivalent to 1 credit.
 - a. Credit for each pair of jeans – 3
 - b. Credit for each tee-shirt – 1

Specifications for Uniform Rental and Laundry Services and Purchase of Workwear and Apparel

The City of Urbana Public Works Department is seeking requests for proposal for uniform rental and laundry services and direct purchase of workwear and apparel for its employees. The City of Urbana reserves the right to choose one vendor for the entire contract or multiple vendors for various options within the contract. The Vendor shall complete every space in which the Vendor will provide a quote by marking the line with an "X" to indicate that the item can be furnished exactly as specified; marking the line with a "D" and include a separate sheet with a description to indicate any deviations of items from the specifications; or by marking with an "N" to indicate that the item cannot be furnished. Any additions, deletions, or variations from these published specifications must be outlined and attached. All work to be performed under this contract shall comply with these specifications except to the extent deviations are specifically noted by the Vendor.

I: UNIFORM RENTAL AND LAUNDRY SERVICES (OPTION 1)

SPECIFICATIONS		VENDOR'S OFFER
1.1	All uniforms supplied for the life of the uniform rental and laundry services contract are to be manufactured by Red Cap or approved equal.	1.1 _____
1.2	All shirts are to be 65% polyester/35% combed cotton twill, poplin weave with buttons (no snaps). Shirts are to be permanent press and minimum of 4¼ ounces per square yard of material with two (2) pockets. Shirts are to be provided in either regular, tall or extra large sizes depending upon each individual employee's size requirements.	1.2 _____
1.3	All regular pants are to be 65% polyester/35% cotton. Pants are to be permanent press and minimum of 7.5 ounces per square yard of material. Pants are to be provided in either regular or jean-cut depending upon each individual employee's preference.	1.3 _____

UNIFORM PROGRAM AND COLOR SELECTION 2.1

Potential Number of Employees**	Division	Program	Shirt Color	Pant Color
2	Fleet	13/5 Shirts & Pants	Charcoal with blue pinstripe	Navy blue
3	Operations	11/5 Shirts & Pants	Blue with white pinstripe	Navy blue
1	Fleet	11/5 Shirts Only	Charcoal with blue pinstripe	Navy blue
1	Public Facilities	11/5 Shirts & Pants	Light blue	Navy blue
2	Parking Deck	11/5 Shirts & Pants	Navy blue	Navy blue
2	Operations	11/5 Shirts & Pants	Light blue Women's sizing	Navy blue (Women's sizing, side elastic)
5	Arbor	11/5 Shirts Only	White with gray pinstripe	Charcoal Gray
18	Operations	11/5 Shirts Only	Blue with white pinstripe	Navy blue
1	Public Facilities (p/t)	9/4 Shirts & Pants	Light blue	Navy blue
3	Parking Deck	9/4 Shirts & Pants	Navy blue	Navy blue
1	Fleet (p/t)	7/3 Shirts & Pants	Charcoal with blue pinstripe	Navy blue
1	Parking Deck	7/3 Shirts & Pants	Navy blue	Navy blue
40	Total employees in assigned uniform program			

** There are approximately 4 employees who currently participate in the shirts/pants program.

2.2 The number and types of uniforms listed in Section 2.1 are estimations. The City reserves the right to add and drop employees at the per employee cost listed in Request for Proposal Cost Summary 2.2 _____

PICKUP/ DELIVERY 3.1 Pickup and delivery to be once per week, 52 weeks per year. 3.1 _____

	3.2	Items under contract are divided between five locations: Urbana Public Works Center, 706 South Glover; Urbana Civic Center, 108 E. Water; Urbana Parking Deck, Broadway and Elm; Landscape Recycling Center, 1210 E. University; Urbana City Building, 400 S. Vine, Urbana. Weekly delivery and pick-up service will be on the same day each week.	3.2	_____
CONTRACT PERIOD	4.1	The Contract shall commence on July 1, 2014 and remain in effect for a two (2) year period through June 30, 2016. All quoted prices shall be firm fixed prices for the entire contract period. Under Item VI.D. of the Request for Proposal Response Summary, the City will entertain additional contract terms for a third year extension of the base contract. Vendors, as alternate requests for proposal, may propose firm fixed three (3) year contracts. The City shall have sole discretion in deciding which contract period is awarded.	4.1	_____
REPAIRS & REPLACEMENTS	5.1	At initiation of contract, all uniforms are to be supplied new and unused.	5.1	_____
	5.2	All uniforms supplied will be in good condition and will be maintained and repaired as needed. New garments will be supplied when uniforms are beyond reasonable repair. The City recognizes its financial obligation for any garments that are ruined by actions of the employee. Such obligations will be negotiated between the Vendor and the City to a mutually acceptable and fair arrangement consistent with items I(F) and I(G) of the Request for Proposal Response Summary.	5.2	_____
CLEANING	5.3	In accordance with modern standard practices and the state of the art, any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the City. Garments to be cleaned shall be picked up and returned weekly.	5.3	_____

Each person's cleaned garment shall be identified to facilitate issuing of uniforms.

The City promotes environmentally safe and sustainable laundry practices. Thus, the City will give preference to vendors using products and practices that promote pollution prevention and toxin reduction. The Vendor must list the types of laundry chemicals used to clean garments at its facility. (Vendors using non-toxic detergents designed for use in motels, hospitals and retirement home laundries that contain no phosphates and that are highly efficient when removing ground-in dirt from garments will be given preference.)

SEASONAL AND
SIZE
SWITCHOVER

6.1 Employees shall be able, at no additional charge to the City, to seasonally switch from long sleeve to short sleeve shirts and vice versa. Historically, approximately 50% of uniformed employees switch shirts each season. Additionally, those employees whose pant or shirt size increases or decreases will be allowed to switch sizes at no charge to the City.

6.1 _____

BILLING AND
CREDITS

7.1 Vacation Credit: Prior to the beginning of the contract, the City and successful Vendor will meet to agree upon a vacation billing credit for uniforms based upon the following formula:

7.1 _____

The City will calculate the average number of weeks of vacation per year per employee. This figure will be multiplied by the uniform request for proposal contract price shown on the Request for proposal Response Summary, divided by 52 weeks and that quotient subtracted from the original request for proposal price. This revised uniform price shall be the billed figure for which the City will pay per week per employee. As a

result, there shall be no requirement for notification to the Vendor of particular employees' vacation schedules.

7.2	Other Leave Credit: If an employee will be on leave, other than vacation, for a period of three weeks or more, the City will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work.	7.2 _____
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7.3	Invoices to be provided weekly.	7.3 _____
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7.4	A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered.	7.4 _____
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MISCELLANEOUS
UNIFORM
PROVISIONS

8.1	The City will not allow miscellaneous charges to the quoted weekly uniform price including but not limited to: A) route bag charges B) make-up charges C) name emblems D) shipping and handling charges E) large and/or tall sizes charges	8.1 _____
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8.2	The Vendor is to provide emblems for each employee's shirts and include any charge as part of the proposal price. There will be no additional charge to the City for the emblems. Emblems can be embroidered or silk-screened. One emblem, approximately 3" x 1½", is to be located above left shirt pocket stating "URBANA PUBLIC WORKS" or "LANDSCAPE RECYCLING CENTER" with company logo. A second emblem, approximately 2½" x 1", is to be located above the right shirt pocket stating the employee's name.	8.2 _____
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8.3	The Vendor will guarantee that, during the term of the contract, all new employee garments and replacement garments for existing employees will be delivered within 14 calendar days of order.	8.3 _____
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MISCELLANEOUS ITEMS	9.1	The City will not pay any soiled "minimum guarantee" quantities for mats, shop towels, fender covers or mops. The City will only pay for the actual quantity of soiled items exchanged.	9.1	_____
	9.2	<u>Mats</u> 9.2.A. Public Works Center Two 4'x6' mats with heavy rubber backing. Two 3'x10' mats with heavy rubber backing. Color: Gray/Black One 4'x6' mat with City of Urbana logo (furnished by City). Color: Gray/multi 9.2.B. LRC Facility One 3'x4' mat with heavy rubber backing. Color: Brown 9.2.C. City Building Complex Four 4'x6' mats with City of Urbana logo (furnished by City). One 3'x4' mat with City of Urbana logo (furnished by City). Color: Gray/multi Once per week pickup and delivery.	9.2.A.	_____
			9.2.B.	_____
			9.2.C.	_____
	9.3	<u>Shop Towels</u> 9.3.A. Average use of 70 soiled towels per week 9.3.B. No minimum guarantee. Weekly replacement charge acceptable or City will pay for replacement on an actual loss basis. Vendor agrees to buy back any surplus inventory accumulated through weekly replacement charge.	9.3.A.	_____
			9.3.B.	_____
	9.4	<u>Fender Covers</u> 9.4.A. Average of two (2) soiled covers per week.	9.4.A.	_____

9.4.B.

No minimum guarantee or weekly replacement charge. City will pay for replacement on an actual loss basis.

9.4.B. _____

9.5 Mops

9.5.A.

Two 42" treated mop heads per week.

9.5.A. _____

9.5.B.

Frame and handles furnished at no charge.

9.5.B. _____

9.6 Lockers

9.6.A.

Vendor to supply standard garment lockers in good working order and appearance, chronologically numbered with individual locks and keys for each employee and location serviced under this contract.

9.6.A. _____

9.6.B.

The City shall be supplied with a master key for all lockers.

9.6.B. _____

II: PURCHASE OF WORKWEAR AND APPAREL (OPTION 2)

There will be approximately 80 employees who will be eligible to use credits for these items.

SPECIFICATIONS		VENDOR'S OFFER
1.1a	Jeans (Relaxed Fit) All jean pants are to be 14 ounce minimum weight 100% blue cotton denim with double stitched seams and five-pocket style, relaxed fit, bootcut fit, to be manufactured by Carhartt or approved equal. Waist 30" to 44"; inseam 29" to 36".	1.1a _____
1.1b	Jeans (Carpenter) All jean pants are to be 14 ounce minimum weight 100% blue cotton denim with double stitched seams with two front quarter top pockets at waist, hammer loop, ruler pocket and two back patch pockets, relaxed fit, to be manufactured by Carhartt or approved equal. Waist 29" to 44"; inseam 29" to 36".	1.1b _____
1.1c	Jeans (Women's Relaxed Fit) All jeans pants are to be 14 ounce 100% blue cotton denim with double stitched seams and five pocket style, bootcut fit, to be manufactured by Carhartt or approved equal. Size 4 to 24; inseam 30" to 32".	1.1c _____
1.2a	Cargo Shorts All cargo shorts are to be 7.5 ounce 100% twill relaxed fit with multiple snap pockets or approved equal. Size 30" to 44"; inseam 10" to 13".	1.2a _____
1.2b	Jean Shorts All jean shorts are to be 14 ounce 100% blue cotton denim, relaxed fit, 5 pocket style to be manufactured by Carhartt or approved equal. Men's Size 29" to 44"; inseam 10" to 13", Women's Size 4 to 28; inseam 10" to 13".	1.2b _____
1.3a	Tee-shirts All tee-shirts are to be 50%/50% polyester/cotton blend, 5.6 ounces minimum weight, with a front pocket manufactured by Jerzee, Gildan or approved equal. Tee-shirts shall be available in both long and short-sleeve style in safety lime/yellow or approved high visibility color. Logo is to be imprinted using	1.3a _____

silk screen method in one color or
embroidered in two colors and in one location.
Size Small to 5XL; Regular and Tall.

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| 1.3b | Tee-shirts All tee-shirts will meet ANSI /ISEA Class 2 standards at a minimum, moisture wicking polyester or cotton or polyester/cotton blend (such as “Moisture-Wick,” “Dri-Release,” “Airex,” “Cool Max” or comparable equal), with a front pocket. Tee-shirts shall be available in both long and short-sleeve style in safety lime/yellow or approved high visibility color. Logo is to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.3b | _____ |
| 1.3c | Tee-shirts All tee-shirts will meet ANSI Class 3 standards at a minimum, moisture wicking polyester or cotton or polyester/cotton blend (such as “Moisture-Wick,” “Dri-Release,” “Airex,” “Cool Max,” or comparable equal), with a front pocket. Tee-shirts shall be available in both long and short-sleeve style in safety lime/yellow or approved high visibility color with flexible reflective striping. Logo is to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.3c | |
| 1.4a | Polo shirts All polo shirts are to be polyester/cotton blend, welt collar and cuff, two-button placket minimum, available in men and women sizes, Jerzee, Gildan or approved equal. Shirts are to be available in both long and short-sleeve style. Logo to be embroidered in two colors and in one location. Men’s Size Medium to 5XL; Regular and Tall; Women’s Size Small to 3XL. | 1.4a | _____ |
| 1.4b | Polo shirts All polo shirts are to be polyester/cotton blend, welt collar and cuff, two-button placket minimum, available in men and women sizes, moisture wicking polyester or cotton or polyester/cotton blend (such as “Moisture-Wick,” “Dri-Release,” “Airex” or comparable equal), with a front pocket. | 1.4b | _____ |

Shirts are to be available in both long and short-sleeve style. Logo to be embroidered in two colors and in one location. Men's Size Medium to 5XL; Regular and Tall; Women's Size Small to 3XL.

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| 1.5 | Sweatshirts (midweight) All sweatshirts are to be hooded, with drawstring closure, polyester/cotton blend, two front pouch pockets, 10 ounces minimum weight (midweight), available in lime/yellow or approved high visibility color. Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.5 | _____ |
| 1.6 | Sweatshirts (midweight) All sweatshirts are to be hooded, with front zipper, polyester/cotton blend, two front pouch pockets, 10 ounces minimum weight (midweight), available in lime/yellow or approved high visibility color. Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.6 | _____ |
| 1.7 | Sweatshirts (midweight) All sweatshirts are to be crew neck, polyester/cotton blend, 10 ounces minimum weight (midweight), available in lime/yellow or approved high visibility color. Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.7 | _____ |
| 1.8 | Sweatshirts (heavyweight) All sweatshirts are to be hooded, with drawstring closure, polyester/cotton blend, two front pouch pockets, 12 ounces minimum weight (heavyweight), available in lime/yellow or approved high visibility color. Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.8 | _____ |

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| 1.9 | Sweatshirts (heavyweight) All sweatshirts are to be hooded, with front zipper, polyester/cotton blend, two front pouch pockets, 12 ounces minimum weight (heavyweight), available in lime/yellow or approved high visibility color . Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.9 | _____ |
| 1.10 | Sweatshirts (heavyweight) All sweatshirts are to be crew neck, polyester/cotton blend, 12 ounces minimum weight (heavyweight), available in lime/yellow or approved high visibility color . Logo to be imprinted using silk screen method in one color or embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.10 | _____ |
| 1.11 | Unlined Duck Bib Overalls All coveralls are to be 100% ring-spun cotton duck, 12 ounces, adjustable front-elastic suspenders, zipper fly, two lower-front pockets, chap style double front with cleanout bottoms to accommodate knee pads, two reinforced back pockets, ankle-to-thigh leg zippers, to be manufactured by Carhartt or approved equal. . Waist 30" to 44"; inseam 30" to 36". | 1.11 | _____ |
| 1.12 | Lined Duck Bib Overalls All coveralls are to be 100% ring-spun cotton duck, 100% nylon lining quilted to midweight polyester insulation, 12 ounces, adjustable front-elastic suspenders, zipper fly, two lower-front pockets, chap style double front with cleanout bottoms to accommodate knee pads, two reinforced back pockets, ankle-to-thigh leg zippers with storm flaps, to be manufactured by Carhartt or approved equal. Waist 30" to 44"; inseam 30" to 36". | 1.12 | _____ |
| 1.13 | Lined Zip-to-Waist Duck Bib Overalls All coveralls are to be 100% ring-spun cotton duck, 100% nylon lining quilted to midweight polyester insulation, fully insulated bib, 12 | 1.13 | _____ |

ounces, adjustable front-elastic suspenders, zipper fly, two lower-front pockets, chap style double front with cleanout bottoms to accommodate knee pads, two reinforced back pockets, ankle-to-thigh leg zippers with storm flaps, to be manufactured by Carhartt or approved equal. Waist 30" to 44"; inseam 30" to 36".

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| 1.14a | Jacket All jackets shall have a wind and water resistant outer shell made of 100% nylon, zip-in/zip-out inner shell of 100% polyester no-pill fleece, Velcro-close cuffs, draft flap, zippered front pockets, in high visibility and one other color. Logo to be embroidered in two colors in one location. Men's Size Medium to 5XL; Regular and Tall; | 1.14a | _____ |
| 1.14b | Jacket All jackets shall be 100% ring spun cotton duck, 12 ounce weight, quilted polyester insulated lining, zippered front, draft flap, two front pockets, one chest pocket with pocket closures. Logo to be embroidered in two colors in one location. Men's Size Medium to 5XL; Regular and Tall; | 1.14b | _____ |
| 1.14c | Hooded Duck Jacket All jackets are to be 100% ring-spun cotton duck, 12 ounce, 100% polyester thermal lining, attached thermal-lined hood with drawcord closure, two inside pockets, two large lower-front pockets, rib knit cuffs and waistband, zippered front. Logo to be embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall. | 1.14c | _____ |

MISCELLANEOUS ITEMS	1.15 a	Twill or Denim Shirt All twill shirts shall be 100% cotton or cotton blend, 6 ounce weight, button-down collar, long-sleeves, double-needle stitching. Left chest patch pocket. All denim shirts shall be 100% cotton denim, 6 ounces weight, button-down collar, long-sleeves, double-needle stitching, left chest patch pocket. Logo to be embroidered in two colors in one location. Men's Size Medium to 5XL; Regular and Tall; Women's Size Small to 3XL.	1.15a	_____
	1.15 b	Windshirt V-neck 100% polyester raglan sleeve windshirt with jersey fabric lining, water and wind repellent, vented underarms, ribbed neckline, cuffs and waist, side pockets and bottom draw cord. Logo to be embroidered in two colors and in one location. Size Small to 5XL; Regular and Tall.	1.15b	_____
	1.1 6	Vest All vests shall be 100% cotton duck, 12 ounce weight, quilted polyester insulated lining, zippered front, draft flap, two front pockets. Men's sizes Medium to 5XL; Regular and Tall.	1.16	_____
	1.1 7	Tech Pants All pants shall be 7 ounce nylon moisture wicking, articulated knees, cargo pockets on thighs, rear pocket flaps.	1.17	_____
	2.1	The City will not allow miscellaneous charges to the quoted garment price including but not limited to: A) make-up charges B) name emblems C) shipping and handling charges D) large and/or tall sizes charges other than the following breakdown that shall be included as part of the bid: Small through large sizes Extra large and larger and tall sizes The quoted garment price shall include any of these charges.	2.1	_____
	2.2	Vendor shall confirm receipt of orders within seven (7) calendar days of submittal. All	2.2	_____

garments are to be supplied new and unused within **thirty (30) days** of the placement of orders. Vendor must notify the City immediately if there are any delays.

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| 2.3 | Any defective garments received shall be replaced at no cost to the City. | 2.3 | _____ |
| 2.4 | The Vendor is to provide logos or emblems for each employee's shirts, jackets, vests and sweatshirts at no additional charge to the City. Logos or emblems can be embroidered or silk-screened as described above. One logo or emblem, approximately 3" x 1½", to be located above left shirt pocket or located on left upper side of jacket stating "URBANA PUBLIC WORKS" or "LANDSCAPE RECYCLING CENTER" with company logo. | 2.4 | _____ |

III. SELECTION PROCESS

The City will select a vendor or vendors using a Quality Based Selection (QBS) process. Vendors shall be asked to supply product sample(s) prior to final selection. Critical factors in that selection will include responsiveness of the proposal to this RFP, relevant experience, client references, price and the ability to meet specifications. The City reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials.

Interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements, if such information cannot be satisfactorily obtained over the telephone or via e-mail.

Questions about these specifications should be directed to:

Barbara Stiehl
Assistant to the Director
URBANA PUBLIC WORKS
706 South Glover Street
Urbana, Illinois 61802
(217) 384-2342

Request for Proposal Response Summary

OPTION 1. UNIFORM RENTAL AND LAUNDRY SERVICES

I. UNIFORMS

- A) \$ _____ per week employee (13/5 shirts and pants)
B) \$ _____ per week employee (11/5 shirts and pants)
C) \$ _____ per week employee (11/5 shirts only, no pants)
D) \$ _____ per week employee (9/4 shirts and pants)
E) \$ _____ per week employee (7/3 shirts and pants)
F) \$ _____ shirt--City cost for replacement due to loss by City
G) \$ _____ pants--City cost for replacement due to loss by City

II. MATS

- A) \$ _____ price per 3'x4' mat per week
B) \$ _____ price per 4'x6' mat per week
C) \$ _____ price per 3'x10' mat per week

III. SHOP TOWELS

- A) \$ _____ price per soiled shop towel
B) \$ _____ City cost for replacement of lost shop towels
C) _____ % towel replacement charge as percentage of each week's soiled

IV. FENDER COVERS

- A) \$ _____ price per soiled fender cover

V. MOPS

- A) \$ _____ price per soiled 42" mop head

OPTION 2. PURCHASE OF WORKWEAR AND APPAREL

- | | | |
|-------|----------|--|
| 1.1a) | \$ _____ | per pair of relaxed fit jeans (waist 29-40) |
| 1.1a) | \$ _____ | per pair of relaxed fit jeans (waist 42-44) |
| 1.1b) | \$ _____ | per pair of carpenter's jeans (waist 29-40) |
| 1.1b) | \$ _____ | per pair of carpenter's jeans (waist 42-44) |
| 1.1c) | \$ _____ | per pair of ladies' jeans (4-16) |
| 1.1c) | \$ _____ | per pair of ladies' jeans (18-28) |
| 1.2a) | \$ _____ | per pair of cargo shorts (waist 29-40) |
| 1.2a) | \$ _____ | per pair of cargo shorts (waist 42-44) |
| 1.2b) | \$ _____ | per pair of men's jean shorts (waist 29-40) |
| 1.2b) | \$ _____ | per pair of men's jean shorts (waist 42-44) |
| 1.2b) | \$ _____ | per pair of women's jean shorts (4-16) |
| 1.2b) | \$ _____ | per pair of women's jean shorts (18-28) |
| 1.3a) | \$ _____ | per tee-shirt (long sleeves) (S –L) |
| 1.3a) | \$ _____ | per tee-shirt (long sleeves) (XL-5XL and Tall) |
| 1.3a) | \$ _____ | per tee-shirt (short sleeves) (S-L) |
| 1.3a) | \$ _____ | per tee-shirt (short sleeves) (XL-5XL and Tall) |
| 1.3b) | \$ _____ | per tee-shirt moisture wicking (long sleeves) (S-L) |
| 1.3b) | \$ _____ | per tee-shirt moisture wicking (long sleeves) (XL-5XL and Tall) |
| 1.3b) | \$ _____ | per tee-shirt moisture wicking (short sleeves) (S-L) |
| 1.3b) | \$ _____ | per tee-shirt moisture wicking (short sleeves) (XL-5XL and Tall) |
| 1.3c) | \$ _____ | per tee-shirt moisture wicking (long sleeves) (S-L)(ANSI Class 3) |
| 1.3c) | \$ _____ | per tee-shirt moisture wicking (long sleeves) (XL-5XL and Tall)(ANSI Class 3) |
| 1.3c) | \$ _____ | per tee-shirt moisture wicking (short sleeves) (S-L)(ANSI Class 3) |
| 1.3c) | \$ _____ | per tee-shirt moisture wicking (short sleeves) (XL-5XL and Tall)(ANSI Class 3) |
| 1.4a) | \$ _____ | per polo shirt (long sleeves) (S-L) |
| 1.4a) | \$ _____ | per polo shirt (long sleeves) (XL-5XL and Tall) |
| 1.4a) | \$ _____ | per polo shirt (short sleeves) (S-L) |
| 1.4a) | \$ _____ | per polo shirt (short sleeves) (XL-5XL and Tall) |

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|--------|----------|--|
| 1.4b) | \$ _____ | per polo shirt moisture wicking(long sleeves) (S-L) |
| 1.4b) | \$ _____ | per polo shirt moisture wicking (long sleeves) (XL-5XL and Tall) |
| 1.4b) | \$ _____ | per polo shirt moisture wicking (short sleeves) (S-L) |
| 1.4b) | \$ _____ | per polo shirt moisture wicking (short sleeves) (XL-5XL and Tall) |
| 1.5) | \$ _____ | per sweatshirt (midweight, hooded) (S-L) |
| 1.5) | \$ _____ | per sweatshirt (midweight, hooded) (XL-5XL and Tall) |
| 1.6) | \$ _____ | per sweatshirt (midweight, hooded, zipper front) (S-L) |
| 1.6) | \$ _____ | per sweatshirt (midweight, hooded, zipper front)(XL-5XL and Tall) |
| 1.7) | \$ _____ | per sweatshirt (midweight, crew neck) (S-L) |
| 1.7) | \$ _____ | per sweatshirt (midweight, crew neck) (XL-5XL and Tall) |
| 1.8) | \$ _____ | per sweatshirt (heavyweight, hooded) (S-L) |
| 1.8) | \$ _____ | per sweatshirt (heavyweight, hooded) (XL-5XL and Tall) |
| 1.9) | \$ _____ | per sweatshirt (heavyweight, hooded, zipper front) (S-L) |
| 1.9) | \$ _____ | per sweatshirt (heavyweight, hooded, zipper front) (XL-5XL and Tall) |
| 1.10) | \$ _____ | per sweatshirt (heavyweight, crew neck) (S-L) |
| 1.10) | \$ _____ | per sweatshirt (heavyweight, crew neck) (XL-5XL and Tall) |
| 1.11) | \$ _____ | per unlined duck bib coveralls (waist 30-40) |
| 1.11) | \$ _____ | per unlined duck bib coveralls (waist 42-44) |
| 1.12) | \$ _____ | per lined duck bib coveralls (waist 30-40) |
| 1.12) | \$ _____ | per lined duck bib coveralls(waist 42-44) |
| 1.13) | \$ _____ | per lined zip-to-waist duck bib coveralls (waist 30-40) |
| 1.13) | \$ _____ | per lined zip-to-waist duck bib coveralls(waist 42-44) |
| 1.14a) | \$ _____ | per jacket (S-L) |
| 1.14a) | \$ _____ | per jacket (XL-5XL and Tall) |
| 1.14b) | \$ _____ | per duck jacket (S-L) |
| 1.14b) | \$ _____ | per duck jacket (XL-5XL and Tall) |
| 1.14c) | \$ _____ | per hooded duck jacket (S-L) |
| 1.14c) | \$ _____ | per hooded duck jacket (XL-5XL and Tall) |
| 1.15a) | \$ _____ | per denim or twill shirt (long sleeve) (S-L) |
| 1.15a) | \$ _____ | per denim or twill shirt (long sleeve) (XL-5XL and Tall) |

- 1.15b) \$ _____ per windshirt (S-L)
1.15b) \$ _____ per windshirt (XL-5XL and Tall)
1.16) \$ _____ per vest (M-L)
1.16) \$ _____ per vest (XL-5XL and Tall)
1.17) \$ _____ per pair of tech pants (waist 29-40)
1.17) \$ _____ per pair of tech pants (waist 42-44)

VI. MISCELLANEOUS REQUIREMENTS

- A) Attach sample of weekly and monthly billing format.
- B) Attach sample of customer order agreement or contract, if such document required by Vendor.
- C) Vendor to submit an all-inclusive listing of every current account serviced within Champaign County with over twenty-five employees. Listing should detail:
- 1) name of account
 - 2) address
 - 3) telephone number
 - 4) contact person
- D) What contract terms, if any, would you offer the contract for a third year through June 30, 2017?

- E) If Uniform Rental and Laundry Services contract is awarded, scheduled pickup day will be:

_____.

SIGNATURE OF COMPANY OFFICIAL

FIRM NAME

PRINT NAME OF OFFICIAL

FIRM ADDRESS

DATE

CITY/STATE/ZIP

TELEPHONE