

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

Date: February 21, 2017

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 Public Services Department of the City of Casper.

Proposals will be received by the City of Casper Support Services Department upstairs in Fleet/Meter Services conference room, Attn: Darren Mizokami, Meter Services, 1800 East K Street, Casper, Wyoming, until 4:00 p.m., Local time, March 27, 2017. Three (3) copies of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. Proposals should be placed in a sealed package or envelope that is externally 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 signatures and must be easily reproducible on a standard copy machine. Failure to clearly mark and provide original 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.

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).

After Award, the City of Casper Support Services Department reserves the right to negotiate and resolve any systematic difficulties with the successful vendor as they pertain to the Return/Pick-up system.

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 three (3) to five (5) days after receipt.

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.

PROPOSALS

1. Three (3) copies of the proposals 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
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involved in the service proposal.

b. Company Description

The Vendor shall provide a one page summary of his/her company, qualifications, and expertise, and support and customer service standards.

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 local 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 Public Services Department of the City of Casper.

Item No.	Description	Estimated Qty. of Employees	Weekly Cost Per Employee	Annual Cost (Qty. of Employees X Weekly Cost X 52)
1	Weekly Uniform Lease: MENS Option 1 11 Standard Pants/Jeans and 11 Standard Shirts (L/S or S/S) per Employee; 5 Pants/Jeans and 5 Shirts Laundered Each Week	60-90	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
2	Weekly Uniform Lease: MENS Option 2 11 Standard Pants/Jeans per Employee; 5 Pants/Jeans Laundered Each Week	60-90	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
3	Weekly Uniform Lease: WOMENS Option 1 11 Standard Pants/Jeans and 11 Standard Shirts (L/S or S/S) per Employee; 5 Pants/Jeans and 5 Shirts Laundered Each Week	5-10	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>

4	Weekly Uniform Lease: WOMENS Option 2 11 Standard Pants/Jeans per Employee; 5 Pants/Jeans Laundered Each Week	5-10	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
5	Weekly Light Coverall Lease: 2 per Eligible Employee; Laundered Each Week	20-60	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
6	Weekly Heavy Coverall Lease: 2 per Eligible Employee; Laundered Each Week	20-60	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
7	Weekly Lab Coat: 2 per Eligible Employee; Laundered Each Week	20-60	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>
8	Weekly Shop Coat: Laundered Each Week	20-60	\$ <u>P</u> \$ <u>S</u>	\$ <u>P</u> \$ <u>S</u>

Item No.	Description	Estimated Weekly Quantities	Weekly Cost For Each Unit	Annual Cost (Weekly Cost X 52)
9	Shop Cloths	600	\$	\$
10	Micro Tech Pro Towels	40	\$	\$
11	2x3 Mats	15	\$	\$
12	3x5 Mats	20	\$	\$
13	3x5 Mats, Safety	25	\$	\$
14	3x5 Mats, Super Tread	5	\$	\$
15	3x5 Mats, Comfort	5	\$	\$
16	3x10 Mats	10	\$	\$
17	Urinal Mats	5	\$	\$
18	Bar Towels	90	\$	\$
19	Bath Towels	60	\$	\$

20	Towel Cabinet	1-5	\$	\$
21	36" Dust Mop	10	\$	\$
22	Mop Head	15	\$	\$

Description	Replacement Cost
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:
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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 (not electronic) proposals must be submitted to City of Casper Support Services Department, Attn: Darren Mizokami, Meter Services, 1800 East K Street, Casper, Wyoming, by 4:00 p.m., Local time, March 27, 2017. Three (3) printed (non-electronic) 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."

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

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 4:00 p.m., Local Time, March 27, 2017. Three (3) copies of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. Proposals should be placed in a sealed package or envelope that is externally 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.

TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposals Due	3/27/17, 4:00 PM
2.	Selection of Vendor	4/3/17
3.	Reviewed/Signed Professional Services Contract	4/17/17
4.	City Council Award of Professional Services Contract	5/16/17

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 **3 Year** contract 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.

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.