



**Response to Questions**

**Request for Proposals**

**RFP #0910-06**

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

1. **Q-Will the contract be awarded to one vendor?**

**A-Not necessarily, the uniform rental will be awarded to one vendor, but the workwear apparel section may be awarded to one or many vendors depending upon the results of the proposals.**

2. **Q-What were the prices for t-shirts and sweatshirts in 2009?**

**A-T-shirts**

**\$4.50 M-2XL**

**\$5.50 3XL**

**\$6.50 4XL**

**\$12.50 2XLT**

**Sweatshirts w/hood Class II ANSI**

**\$40.00 M-XL**

**\$42.00 2XL**

**\$44.00 3XL**

**\$46.00 4XL**

3. **Q-Approximately how many weeks of vacation credit did Urbana Public Works have for the last contract?**

**A-3.5 weeks for full-time employees**

**1.5 weeks for part-time employees**

4. **Q-How many employees use the uniform services?**

**A-40 employees; 10 use all of the services**



Notice of Request for Proposals  
RFP #0910-06

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***

The RFP specifications may be obtained from Urbana Public Works, 706 S. Glover Avenue, Urbana, Illinois, 61802 or online at the City of Urbana website found at [www.city.urbana.il.us](http://www.city.urbana.il.us). Further questions may be directed to Ms. Barbara Stiehl, Assistant to the Director, at (217) 384-2342.

Proposals will be received until 2:00 p.m. prevailing time on Wednesday, March 31, 2010.

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

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William R. Gray  
Director of Pubic Works

Dated this 8<sup>th</sup> day of February, 2010.

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  
11 shirts/pants (to be laundered by the uniform company),  
5 tee-shirts/jeans (to be laundered by employee),  
11 shirts/5 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee), or  
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  
9 shirts/pants (to be laundered by the uniform company),  
4 tee-shirts/jeans (to be laundered by employee),  
9 shirts/4 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee),  
or  
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  
7 shirts/pants (to be laundered by the uniform company),  
3 tee-shirts/jeans (to be laundered by employee),  
7 shirts/3 jeans (shirts to be laundered by uniform company; jeans to be laundered by employee),  
or  
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. Coveralls
  - f. Denim shirt
  - g. Cap

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

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 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, 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
9. Unused credits may be carried over to the next year.

**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, or give a description to indicate any deviations of items from the specifications. 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.

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**I: UNIFORM RENTAL AND LAUNDRY SERVICES (OPTION 1)**

<b>SPECIFICATIONS</b>	<b>VENDOR'S OFFER</b>
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 to be 65% polyester/35% combed cotton twill, poplin weave with buttons (no snaps). Shirts to be permanent press and minimum of 4¼ ounces per square yard of material with two (2) pockets. Shirts 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 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	DNA
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	DNA
18	Operations	11/5 Shirts Only	Blue with white pinstripe	DNA
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			

\*\*Typically, there are approximately 10 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 four 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, 2010 and remain in effect for a two (2) year period through June 30, 2012. All quotes 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	<p>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. Each person's cleaned garment shall be identified to facilitate issuing of uniforms.</p> <p>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.)</p>	5.3	_____
SEASONAL AND SIZE SWITCHOVER	6.1	<p>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.</p>	6.1	_____
BILLING AND CREDITS	7.1	<p>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:</p> <p>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</p>	7.1	_____



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	_____
	7.3	Invoices to be provided weekly.	7.3	_____
	7.4	A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered.	7.4	_____
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	_____
	8.2	The vendor to provide emblems for each employee's shirts at no charge to the City. Emblems can be embroidered or silk-screened. One emblem, approximately 3" x 1½", to be located above left shirt pocket saying "URBANA PUBLIC WORKS" with company logo. A second emblem, approximately 2½" x 1", to be located above right shirt pocket saying the employee's name.	8.2	_____
	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	_____
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 Mats
- 9.2.A. Public Works Center 9.2.A. \_\_\_\_\_  
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 9.2.B. \_\_\_\_\_  
One 3’x4’ mat with heavy rubber backing.  
Color: Brown
- 9.2.C. City Building Complex 9.2.C. \_\_\_\_\_  
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.
- 9.3 Shop Towels
- 9.3.A. 9.3.A. \_\_\_\_\_  
Average use of 70 soiled towels per week
- 9.3.B. 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.
- 9.4 Fender Covers
- 9.4.A. 9.4.A. \_\_\_\_\_  
Average of two (2) soiled covers per week.
- 9.4.B. 9.4.B. \_\_\_\_\_  
No minimum guarantee or weekly  
replacement charge. City will pay for  
replacement on an actual loss basis.
- 9.5 Mops
- 9.5.A. 9.5.A. \_\_\_\_\_  
Two 42" treated mop heads per week.

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.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.

<b>SPECIFICATIONS</b>	<b>VENDOR'S OFFER</b>
1.1 <b>Jeans</b> All jean pants are to be 14 ounce 100% blue cotton denim with double stitched seams and five-pocket style, relaxed fit, to be manufactured by Carhartt or approved equal.	1.1 _____
1.2 <b>Tee-shirts</b> All tee-shirts are to be 50%/50% polyester/cotton blend, 5.6 ounces minimum weight, 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 silk screen method in one color and in one location.	1.2 _____
1.3 <b>Polo shirts</b> All polo shirts are to be polyester/cotton blend, welt collar and cuff, two-button placket, 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.	1.3 _____
1.4 <b>Sweatshirts (midweight)</b> 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 and in one location.	1.4 _____
1.5 <b>Sweatshirts (midweight)</b> 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 and in one location.	1.5 _____
1.6 <b>Sweatshirts (midweight)</b> All sweatshirts are to be crew neck, polyester/cotton blend, 10 ounces minimum weight (midweight),	1.6 _____

- available in lime/yellow or approved high visibility color. Logo to be imprinted using silk screen method in one color and in one location.
- 1.7 **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 and in one location.

1.7

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|------------------------|--|------|-------|
|                        | 1.12 <b>Lined Duck Bib Coveralls</b> 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. Logo to be embroidered in two colors in one location.                                   | 1.12 | _____ |
|                        | 1.13 <b>Lined Zip-to-Waist Duck Bib Coveralls</b> All coveralls are to be 100% ring-spun cotton duck, 100% nylon lining quilted to midweight polyester insulation, fully insulated bib, 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. Logo to be embroidered in two colors in one location. | 1.13 | _____ |
|                        | 1.14 <b>Jacket</b> 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.  | 1.14 | _____ |
|                        | 1.15 <b>Denim Shirt</b> 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.  | 1.15 | _____ |
| MISCELLANEOUS<br>ITEMS | 2.1 The City will not allow miscellaneous charges to the quoted garment price including but not limited to:<br>A) make-up charges<br>B) name emblems<br>C) shipping and handling charges<br>D) large and/or tall sizes charges   | 2.1  | _____ |
|                        | 2.2 All garments are to be supplied new and  | 2.2  | _____ |

unused.

- |     |  |     |       |
|-----|--|-----|-------|
| 2.3 | Any defective garments received shall be replaced at no cost to the City.  | 2.3 | _____ |
| 2.4 | The vendor to provide logos or emblems for each employee's shirts, jackets, coveralls and caps 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 above the cap's brim saying "URBANA PUBLIC WORKS" with company logo. | 2.4 | _____ |

**III. SELECTION PROCESS**

The City will select a vendor or vendors using a Quality Based Selection (QBS) process. Critical factors in that selection will include responsiveness of the proposal to this RFP, relevant experience and client references. 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**

- A) \$ \_\_\_\_\_ per pair of jeans
- B) \$ \_\_\_\_\_ per tee-shirt (long sleeves)
- C) \$ \_\_\_\_\_ per tee-shirt (short sleeves)
- D) \$ \_\_\_\_\_ per polo shirt (long sleeves)
- E) \$ \_\_\_\_\_ per polo shirt (short sleeves)
- F) \$ \_\_\_\_\_ per sweatshirt (midweight, hooded)



- G) \$ \_\_\_\_\_ per sweatshirt (midweight, hooded, zipper front)
- H) \$ \_\_\_\_\_ per sweatshirt (midweight, crew neck)
- I) \$ \_\_\_\_\_ per sweatshirt (heavyweight, hooded)
- J) \$ \_\_\_\_\_ per sweatshirt (heavyweight, hooded, zipper front)
- K) \$ \_\_\_\_\_ per sweatshirt (heavyweight, crew neck)
- L) \$ \_\_\_\_\_ per cap
- M) \$ \_\_\_\_\_ per unlined duck bib coveralls
- N) \$ \_\_\_\_\_ per lined duck bib coveralls
- O) \$ \_\_\_\_\_ per lined zip-to-waist duck bib coveralls
- P) \$ \_\_\_\_\_ per jacket
- Q) \$ \_\_\_\_\_ per denim shirt (long sleeve)

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, 2013?

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- E) If 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