



*Service Beyond Expectation*

## **Request for Proposal (RFP)**

### **Uniform Services**

**Return Proposal to:**

**Cucamonga Valley Water District  
10440 Ashford Street  
Rancho Cucamonga, CA 91730  
Attn: Jennifer Fillinger, Finance Manager  
Sam Cortes, Warehouse & Supply Coordinator  
Email [JenniferF@cvwdwater.com](mailto:JenniferF@cvwdwater.com)  
[SamC@cvwdwater.com](mailto:SamC@cvwdwater.com)**

**Issue Date:**

**July 18, 2024**

**Deadline for Proposal Submittal:**

**August 15, 2024**

**5:00 P.M. PST**

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## 1 RFP Overview

### 1.1 Purpose of RFP

The Cucamonga Valley Water District (“District”) has issued this Request for Proposal (RFP) to solicit responses from qualified vendors to provide uniform cleaning, uniform leasing, and/or uniform sales referred to herein as “Services”. The District proposes to commit to a three-year agreement for Services commencing on or about December 27, 2024 and continuing through December 26, 2027 with an option to extend the contract through December 26, 2029 (Subject to change). This commitment is contingent upon annual budget appropriations and mutual consent of both CVWD and the party selected to perform uniform services (“Vendor”).

### 1.2 Project Objectives

CVWD, through this Request for Proposal (“RFP”), intends to select one Vendor to provide the Services described herein. The selected vendor shall exhibit their ability to perform the tasks specified in the “Scope of Work Requirements” section of the RFP. Vendors are encouraged to submit suggestions of additions or modifications to the Scope of Work that will enhance or improve the Services. These suggestions are highly recommended and will be included as part of the Vendor selection process.

### 1.3 RFP Timeline

Table 1 identifies the current RFP schedule of events.

Table 1 – RFP Schedule of Events

RFP Event	Date/Time
District Issues RFP	7/18/24
Deadline for Proposer Questions	7/25/24
District Provides Responses to Questions	7/29/24
Deadline for Proposal Submissions	8/15/24, 5:00 p.m. PST
RFP review and reference check	8/15/24 – 8/22/24
Interviews with qualified firms	9/3/24 – 9/12/24
Selection of firm to be recommended	9/16/24
Recommendation to Finance Committee	October 2024
Recommendation to Board of Directors	November 2024
Start of Service	12/27/24

The District reserves the right, at its sole discretion, to adjust the RFP schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be posted to the District’s procurement website <https://www.cvwwater.com/bids.aspx>. It shall be the responsibility of any prospective Proposer to monitor the website for any amendments or addendums to this RFP; the District assumes no responsibility for notification of RFP updates beyond the related posting on the District’s procurement website identified above.

## 1.4 RFP Coordinator

All communications concerning this RFP must be submitted via email to the RFP Coordinators identified below. The RFP Coordinators will be the sole points of contact for this RFP. Both coordinators should be included in all communication.

Sam Cortes  
Warehouse & Supply Coordinator  
[SamC@cvwdwater.com](mailto:SamC@cvwdwater.com)

Jennifer Fillinger  
Finance Manager  
[JenniferF@cvwdwater.com](mailto:JenniferF@cvwdwater.com)

***Proposer's contact with anyone else in the District is expressly forbidden and may result in disqualification of the Proposer's bid.***

## 1.5 RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, notification shall be posted on the District's website: <https://www.cvwdwater.com/bids.aspx>. It shall be the responsibility of any prospective Proposer to monitor the website for any amendments to this RFP.

## 1.6 RFP Questions

Questions concerning this RFP should be submitted via e-mail to the RFP Coordinators prior to the Deadline for Proposer Questions identified in Table 1 – RFP Schedule of Events. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked. The questions submitted and the District's responses shall be posted on the District's website identified in Section 1.5.

## 1.7 Proposal Submittal

For ease of proposal submission, CVWD requests that the proposals be submitted electronically (email) no later than the date and time indicated in Table 1 – RFP Schedule of Events. **All proposal components must be received by the deadline.** Late proposals will not be accepted; the official and determining time of proposal submission shall be according to the timestamp that indicates receipt of the proposal submission in the District staff member's email inbox.

Email submission of Proposal should be made to both of the following staff members:

- ◆ Sam Cortes, Warehouse & Supply Coordinator – [SamC@cvwdwater.com](mailto:SamC@cvwdwater.com)
- ◆ Jennifer Fillinger, Finance Manager – [JenniferF@cvwdwater.com](mailto:JenniferF@cvwdwater.com)

CVWD will provide a confirmation within one business day that your proposal was received. If you do not receive a confirmation, please call the District at (909) 987-2591.

Vendors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any such request must be submitted in writing via email.

## 2 District Overview

The Cucamonga Valley Water District (CVWD or District) is a dynamic, growing organization whose purpose is to provide high quality, safe and reliable drinking water, and wastewater services, while practicing good stewardship of natural and financial resources. CVWD is one of the leading retail water providers in the region which is attributed to their innovation and leadership in addressing regional and state-wide water issues.

The District is an independent special district that operates under the authority of Division 12 of the California Water Code. CVWD was incorporated on March 25, 1955 and is governed by a five-member elected board of Directors. CVWD's service area includes the District of Rancho Cucamonga, portions of the cities of Upland, Ontario and Fontana, and some unincorporated areas of San Bernardino County. CVWD serves a population of over 190,000 customers within a 46-square-mile area, which includes approximately 50,000 water connections and 37,000 sewer connections with an average demand of approximately 50 million gallons per day.

The District employs approximately 126 authorized full-time positions and has an operating budget of over \$100 million, allocated between water, sewer, and recycled water funds.

### 3 Scope of Work

Please describe your ability to meet the requirements below. All items must be addressed in the proposal. If a requirement cannot be met, please provide an alternative approach.

#### Vendor Ability and Capacity

The vendor must have the ability and capacity to provide:

1. Options for renting, leasing or purchasing of high-quality garments in a variety of colors, materials, and types for approximately 66 staff members totaling approximately 1,640 items
2. Weekly laundering services to 66 staff members in various departments with two locations and a total of approximately 1,640 garments
3. Weekly pickup and delivery at two locations in Rancho Cucamonga:
  - a. 10440 Ashford Street
  - b. 5815 Etiwanda Avenue
4. Matching fire-retardant garments and separate laundering process as required
5. Matching sewer worker garments with a separate laundering process as required
6. A garment tracking system that ensures service accuracy and quality
7. A method for the collection and distribution of the garments to the correct staff members (e.g. lockers and collection bins)
8. Garment repair service that is high quality with short fulfillment times
9. New or replacement uniforms for staff members with minimal lead time
10. Embroidered patches with District logo, and staff member name
11. Wiper rags (red shop towels) at approximately 150/week for the Etiwanda Treatment Facility and 150/week for the Facilities Department at the Ashford campus. As well as terry cloth towels at approximately 110/week for Facilities general use at the Ashford campus.
12. Invoicing that provides detail of service costs by Department and by staff member name

**Number of Uniforms Required**

The following table summarizes the estimated number of uniforms needed by department and categorized by standard, fire resistant, and sewer:

Department	Standard						Fire Resistant		Sewer			
	Shirt – Short Sleeve	Shirt - Long Sleeve	Jeans	Pants	Shorts	Cover-alls	Shirt – Long sleeve	Pants	Shirt - Short Sleeve	Shirt - Long Sleeve	Pants	Cover-alls
Safety			9									
Warehouse			9									
Field Service	32	40	70	15			3					
Industrial Waste									9	9	2	
Treatment	53	46	99			4						
Production	13	39	66			2	38	6				
Facilities	19	8		36			12					
Fleet	5	13		19		2						
Water Maintenance	57	84	141			3	2					
Sewer Maintenance							8		43	23	63	14
<b>Totals</b>	<b>179</b>	<b>230</b>	<b>18</b>	<b>431</b>	<b>15</b>	<b>11</b>	<b>63</b>	<b>6</b>	<b>52</b>	<b>23</b>	<b>72</b>	<b>16</b>

## 4 Requirements

Proposers must meet and demonstrate the following minimal qualifications:

- ◆ **Security Requirements:**
  - The vendor must provide necessary security to protect the District's property from theft or loss. Please provide details about the security measures that are in place at the laundering facility and connected with the delivery van.
- ◆ **Customer Support Requirements:**
  - Customer Support
    - Provide customer support hours and provide a list of company holidays
    - Provide contact point for customer service
    - Provide procedures for after-hours support
    - Describe the process for addressing issues including: problem reporting, assignments, escalation, and resolution
  - Disaster Recovery Requirements
    - Vendor must have an emergency/disaster recovery plan that addresses the capabilities to provide service to the District if the main laundering service site becomes inoperable
    - Provide a summary of your company's disaster recovery plan/policy

## 5 Proposal Submission Requirements

### 5.1 General Instructions

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary.

Proposals should be organized consistent with the outline provided in this section of the RFP. Proposers should follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all the District's information requirements.

### 5.2 Proposal Format and Content

Proposals should be structured, presented, and labeled in the following manner:

- ◆ Cover Letter
- ◆ Table of Contents
- ◆ Section 1 – Executive Summary
- ◆ Section 2 – Company Background
- ◆ Section 3 – Company Qualifications
- ◆ Section 4 – Requirements
- ◆ Section 5 – References
- ◆ Section 6 – Pricing
- ◆ Section 7 – Affirmation of independence
- ◆ Section 8 – Affirmation of minimum insurance requirement

Failure to follow the specified format, to label the responses correctly, or to address all the subsections may, at the District's sole discretion, result in the rejection of the Proposal.

#### Cover Letter

The proposal should include a cover letter that provides the following:

- ◆ Proposer's legal name and corporate structure
- ◆ Proposer's primary contact to include name, address, phone, and email
- ◆ Identification of use of subcontractors and scope of work to be performed by subcontractors
- ◆ Identification of any pending litigation against the Proposer
- ◆ Disclosure of any bankruptcy or insolvency proceedings in last ten (10) years
- ◆ Statement indicating the proposal remains valid for at least 90 days after submission, without any change to any terms or conditions contained therein

- ◆ Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the District)
- ◆ Statement of acknowledgement that the District's legal documents have been reviewed and accepted with or without exception. If exceptions are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no exceptions are noted, the District will assume that the Proposer is capable of performing all tasks and services without reservation or qualification to the contract.
- ◆ Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it. Use Bidder Affirmation and Authorization form provided in Appendix B

### **Table of Contents**

All sections should be identified, and pages are to be consecutively numbered.

### **Section 1 – Executive Summary**

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP.

### **Section 2 – Company Background**

This section of the proposal should identify the following:

- ◆ A brief description of the Proposer's background
- ◆ Identify the location of headquarters, technical support, and field offices and the location of office which would service the District
- ◆ Include organization chart for the project team

### **Section 3 – Company Qualifications**

In this section of the proposal, the Proposer shall state whether they can perform the required services as described in Chapter 3 - Scope of Work.

- ◆ Provide a description of the required tasks for the implementation and ongoing service
- ◆ Include any tasks needed to complete the setup and any recommended additions to the requirements
- ◆ Document any assumptions used in the development of the work tasks, including assistance needed from District staff, and required physical space on District property
- ◆ Specify any use of outsourcing to third parties (e.g. embroidery or garment repairs)
- ◆ Incorporate the Proposer's marketing materials to illustrate typical examples of garments that would be worn by the staff of a water and sewer utility provider

### **Section 4 – Requirements**

In this section of the proposal, the Proposer should state if they can meet all the requirements listed in Chapter 4 - Requirements.

- ◆ Respond to all requirements

- ◆ If any of the requirements cannot be supported, provide a recommendation for an alternative approach

### **Section 5 - References**

Provide a summary of the Proposer's prior experience providing similar Services. The Proposer must provide five (5) references with at least three (3) of the references for current customers utilizing similar Services. For each reference, Proposer must provide the following:

- ◆ Reference name and contact information (i.e. name, title, address, phone, and email)
- ◆ Brief description of services provided
- ◆ Start and end (if applicable) date of service

### **Section 6 – Pricing**

The District seeks a clear and comprehensive understanding of all costs associated with the uniform services.

- ◆ Provide a cost estimate and fee schedule outlining costs per the required tasks identified in the Scope of Work Requirements Section
- ◆ Provide a schedule of all other miscellaneous fees and charges. A Pricing Sheet is included in this RFP. (Attachment A) Complete the document in its entirety or substitute your own pricing schedule that utilizes a similar format and return with the other required information
- ◆ In areas where the scope is not clearly defined due to reasons that cannot be determined until the project is underway, please provide an anticipated cost for additional goods and services
- ◆ Provide an explanation of any cost escalation or inflation factors that will be applied during the three-year term of this agreement
- ◆ Provide an example of the appearance and format of the typical periodic invoice for the relevant services that will be provided to the District

### **Section 7 – Affirmation of Independence**

In this section, the Proposer must provide an affirmative statement that it is independent of the Cucamonga Valley Water District and all of its employees.

### **Section 8 – Affirmation of Minimum Insurance Requirement**

In this section, the Proposer must provide proof of insurance for the duration of the agreement with the following minimum coverage:

- ◆ General Liability – commercial coverage no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage
- ◆ Automobile Liability – coverage no less than \$1,000,000 per accident for bodily injury and property damage
- ◆ Workers' Compensation and Employer's Liability – limits of \$1,000,000 per accident for bodily injury or disease
- ◆ Professional Liability – coverage no less than \$1,000,000 per claim in Errors and Omissions Insurance and Professional Liability coverage

## 6 Proposal Evaluation

An Evaluation Committee will review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review if warranted. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all proposals that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements and pass the initial review will go through the detailed review.

Submitted proposals will be evaluated on the following criteria:

- ◆ Quality, clarity, and responsiveness of proposal
- ◆ Ability to meet the needs of the District
- ◆ Qualification of staff assigned to the service
- ◆ Quality and appearance of uniforms available for rent, lease or purchase from the Vendor
- ◆ Anticipated value and price
- ◆ References
- ◆ Results of interviews and demonstrations and review of product samples
- ◆ Ability to prepare and execute a contract in a timely manner
- ◆ Commitment to continually evolve service to remain current with best practices

The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after the evaluation of proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

## **7 RFP Terms and Conditions**

### **A. Collusion**

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

### **B. Gratuities**

No person will offer, give or agree to give any District employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the District. No District employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a District contract.

### **C. Required Review and Waiver of Protests**

Proposers should carefully review this RFP and all attachments/appendices and ask any questions necessary to clarify the material. Questions concerning the RFP must be made in writing and received by the District no later than the "Deadline for Proposer Questions" identified in Table 1 – RFP Schedule of Events in Chapter 1.3 – RFP Timeline. This will allow issuance of any necessary amendments and help prevent the opening of proposals that may be defective and upon which a contract award could not be made.

Protests based on questions will be considered invalid and will be waived if said questions were not brought to the attention of the District by the Deadline for Proposer Questions.

### **D. Nondiscrimination**

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's contractors. Accordingly, all Proposers entering into contracts with the District will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

### **E. Proposal Preparation Costs**

The District will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

## **F. Proposal Withdrawal**

To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator identified in Chapter 1.4. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

## **G. Proposal Errors**

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

## **H. Incorrect Proposal Information**

If the District determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

## **I. Prohibition of Proposer Terms and Conditions**

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the District, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

## **J. Bid Protest Procedure**

Submitted bids will be timely made available for review upon written request of any bidder. Bidders may file a "protest" of a Bid with District's Director of Finance and Technology. The protest must:

1. Be filed in writing within five (5) business days after the bid opening date;
2. Clearly identify the alleged irregularity or other basis for the protest;
3. Specify, in detail, the factual and legal grounds for the protest; and
4. Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not meet all these requirements, the District will reject it without further review. If the protest is timely and complies with all the above requirements, the Director of Finance and Technology Services, or other designated District staff member, shall review the protest, any response from the challenged bidder, and all relevant information. District will provide a written response to the protestor, which shall not be appealable. The procedure and time limits set forth in this paragraph are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

## **K. Assignment and Subcontracting**

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, will be the prime Contractor and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Proposer. The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

#### **L. Right to Refuse Personnel**

The District reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime Contractor or its subcontractors. The District reserves the right to interview and approve all Proposer staff members. Proposer's staff may be subject to the District's background and drug testing processes at any time.

#### **M. Proposal of Additional Services**

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the District.

#### **N. Licensure**

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The District may require any or all Proposers to submit evidence of proper licensure.

#### **O. Conflict of Interest and Proposal Restrictions**

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the District in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

#### **P. Contract Negotiations**

After a review of the proposals and completion of the demonstration and POC, the District intends to enter into contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked service provider.

## **Q. Execution of Contract**

If the selected Proposer does not execute a contract with the District within fifteen (15) business days after notification of selection and approval by the District's Board of Directors, the District may give notice to that service provider of the District's intent to select from the remaining Proposers or to call for new proposals, whichever the District deems appropriate.

## **R. Right of Rejection**

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive and the proposal may be rejected. Proposers must comply with all the terms of this RFP and all applicable State laws and regulations. The District may reject any proposal that does not comply with all the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

## **S. Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

## **T. Proprietary Information**

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the District for honoring such a designation. The failure to so label any information that is released by the District will constitute a complete waiver of all claims for damages caused by any release of the information.

## **U. Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the District and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

## **V. RFP and Proposal Incorporated into Final Contract**

This RFP and the successful proposal will be incorporated into the final contract.

## **W. Proposal Amendment**

The District will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, to the District.

## **X. Consultant Participation**

The District reserves the right to share with any consultant of its choosing this RFP and proposal responses in order to secure a second opinion. The District may also invite said consultant to participate in the Proposal Evaluation process.

## **Y. Warranty**

The selected proposer will warrant that the uniforms will conform in all material respects to the requirements and specifications as stated in this RFP.

## **Z. Rights of the District**

The District reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Proposals
- Postpone opening proposals, if necessary, for any reason
- Remedy errors in the Request for Proposal process
- Approve or disapprove the use of particular subcontractors
- Negotiate with any, all, or none of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposals
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the District

An agreement will not be binding or valid with the District unless and until it is approved by the District Board and executed by authorized representatives of the District and of the Proposer.

## 8 Appendix A – Pricing Schedule

Complete this pricing schedule or substitute your own pricing schedule that utilizes a similar format. Include all associated charges and fees.

For short-sleeve and long-sleeve shirts – please provide pricing on a medium blue/grey lightweight fabric typically 65/35 poly/cotton.

For pants – please provide pricing for navy blue pants that allow for mobility. We are currently using a 7.75 oz 65/35 poly/cotton twill. Staff are interested in considering Carhartt brand relaxed fit pants if that pricing is available.

**Note:** The number of garments in this table are estimates and will vary.

	Number of Items	Weekly Laundering Cost per Piece	Total Weekly Cost
<b><u>Weekly Laundering Services</u></b>			
Standard Garments			
Shirts – Short Sleeve	179		
Shirts – Long Sleeve	230		
Jeans	18		
Pants	431		
Shorts	15		
Coveralls	11		
Fire Resistant Garments			
Shirts– Long Sleeve	63		
Pants	6		
Sewer Worker Garments			
Shirts – Short Sleeve	52		
Shirts – Long Sleeve	23		
Pants	72		
Coveralls	16		
Other Charges			
Delivery			
Fuel			
Invoicing			
Other			
<b><u>Purchase / Buyout Cost</u></b>			
Standard Garments			
Shirts – Long Sleeve			
Shirts – Short Sleeve			
Jeans			

Pants			
Shorts			
Coveralls			
Fire Resistant Garments			
Shirts– Long Sleeve			
Pants			
Sewer Worker Garments			
Shirts – Long Sleeve			
Shirts – Short Sleeve			
Pants			
Coveralls			
<b>Embroidery Costs</b>			
District Logo			
Staff Name			
<b>Repair Costs</b>			
<b>Towel &amp; Rag Services</b>			
Launder - Bagged 18x18 Wipers (Red lint-free)	150		
Replace - Bagged 18x18 Wipers (Red lint-free)	150		
Blue All-Purpose Terry Cloths	110		

## 9 Appendix B – Bidder Affirmation and Authorization

Respondents are required to complete and submit this form

### Affirmation and Authorization

Please sign and include this page with your proposal.

NAME OF BIDDER: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

FEDERAL TAX I.D.: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

The undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named Company.

Signature: \_\_\_\_\_