County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

JANUARY 14, 2015
REQUEST FOR PROPOSAL
RFP # 15-01273-A149
HENRY COUNTY PURCHASING DEPARTMENT

The County of Henry, Henry County Public Service Authority, and Henry County Schools solicits firms to submit proposals for "**Professional Uniform Service Rental**." The **original** and **three (3)** submittals **(FOR A TOTAL OF FOUR (4) PROPOSALS),** marked **"Professional Uniform Service Rental" RFP #15-01273-A149** will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, January 27, 2015, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

RFP #15-01273-A149

Enclosed is a ***"Proposal Requirements and Non-Collusion Statement"*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 24 months with the right to negotiate with awarded vendor for three (3) additional 1-year terms. All contracts shall end on March 31, 2020. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Mike Amos at mamos@co.henry.va.us for any questions pertaining to this RFP.

RFP# 15-01273-A149 **SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.

B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.

C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over $5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.
My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

_____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE( ) _____

FAX( ) _____

RFP# 15-01273-A149

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

> HB 1707/SB 1346
> PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

_____ _____
AUTHORIZED VENDOR SIGNATURE DATE

_____
COMPANY NAME

_____
PRINTED NAME AND TITLE

RFP# 15-01273-A149

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-01273-A149** for **Professional Uniform Service Rental**.

_____I will be using subcontractors. (See list below)

_____I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____I will not be using subcontractors.

1.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

2.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

3.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

4.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

5.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

6.) Subcontractors Company Name_____

Contact Person _____Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____**Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

I. SCOPE OF WORK

It is the intent of this "RFP" to secure the services of a professional uniform service rental company. This vendor will supply, clean and deliver work uniforms and mats to departments within Henry County, Henry County Schools, Henry County PSA, Sheriff's Office and Courthouse.

In order to be practicable and fiscally advantageous for the vendor and Henry County and Public Service Authority, we reserve the right to negotiate with the awarded vendor on similar future projects that pertains to but not limited to (cause and effect projects) the current scope of work/project. This shall not bind the vendor or Henry County and the PSA to any future contracts with the awarded vendor.

II. PROPOSAL REQUIREMENTS

1. All employees are to receive the following items; eleven (11) pair of pants/jeans (or mixture of both), eleven (11) Long sleeve shirts, eleven (11) short sleeve shirts, and one (1) coat. Some employees will also be getting seven (7) pair of shorts and one (1) pair of coveralls.
2. All departments requiring mats are to have one (1) in place and one (1) ready for change-out at each location. Mat sizes will either be 3' x 5' or 4' x 6'. Some of the large mats will have to have customized logos.
3. All uniforms are to be cleaned and pressed on a weekly basis up to a minimum of five (5) sets per week. The vendor shall supply an information board that has a record of how many uniforms are taken and replaced each week (if we choose not to wash our own uniforms).
4. Each shirt, coverall and coat shall have name on one side and department logo on the other. **(Any labels that have to be replaced, is at the cost of the Vendor).**

5. Each uniform will be individually tagged with route no. and name and any identifying number assigned by the successful vendor.
6. Successful vendor will take individual measurements and guarantee a perfect fit.
7. Each employee uniform will be hung individually on hangers and bagged separately.
8. Uniforms that are not clean, neat or do not have a good appearance as specified will be rejected at no cost to Henry County or PSA.
9. Successful vendor will mend, patch, and replace buttons as needed to maintain a good appearance at no charge to Henry County or PSA.
10. The awarding vendor shall provide all new uniforms every eighteen (18) months, or more frequently if required because of premature wear. This cost will be at the awarding vendor's expense and include new labels.
11. Any uniform that is torn due to awarding vendor's negligence at any time during this contract will be replaced at awarding vendor's expense. Replacement will be with a new garment.
12. Any uniform that is damaged due to employee negligence during the contract should be charged at no more than 60% below wholesale value of replacement item during first year and 85% second year.
13. Mats shall have a neat appearance at all times.
14. Cost shall be firm for two (2) years with the third (3) year no greater than a 3% increase.
15. Henry County/PSA can extend the contract for two additional years at one (1) year terms. During the first year the increase shall not exceed 2% and the second year at no more than a 1% increase. **At the beginning of the fourth year, new uniforms w/labels shall be included in cost.**
16. The successful vendor must be willing and able to guarantee quoted prices and/or payments regardless if the actual value of any contract awarded as a result of the RFP is greater or lesser than the amount specified.

17. Henry County/PSA will not pay any extra due to manufacturer's price increase or fuel charge increases.
18. It will be up to the vendor to be at each site 45 minutes before closing.
19. **If all uniforms are not delivered at the site on its selected day, the remaining garments will be replaced the next working day**.
20. Some employees may choose to have pants, coats, coveralls, & shirts only.

III. INSURANCE REQUIREMENTS

The vendor must have a liability insurance policy issued by a company authorized to conduct business in Virginia in the sum of at least $1,000,000 dollars. Please provide necessary certificate of insurance with your RFP.

IV. SPECIAL REQUIREMENTS

Henry County/PSA reserves the **right to negotiate additional years of service** at any time throughout this contract period with the awarding uniform Vendor.

The successful vendor shall comply with Section 22.1-296.1 of the Code of Virginia by certifying that vendor's employees who visit the schools **<u>have not been</u>** convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

V. EVALUATION CRITERIA & SELECTION PROCEDURE

Selection will be made of one (1) Uniform Rental Company deemed to be fully qualified and best suited.

1. Cost reduction as evidenced through competitive pricing (including payment terms) and other cost saving methods proposed.

2. Vendor's ability, capability, and skills to provide the services requested.
3. Vendor being licensed in the State of Virginia.
4. Vendor possessing or willing to obtain a Henry County business license.
5. Availability of prompt service as evidenced by promised response times.
6. Quality of uniforms based on three (3) references supplied to us by your company (that has uniforms & mats).
7. Vendor's ability to honor change-out request every eighteen (18) months or as needed.
8. The delivery time of at least once a week and with a minimum of five (5) sets per week.
9. The ability to have a cost reduction if Henry County/PSA choose to wash their own uniforms and service our own mats once we have them in place.
10. Henry County/PSA may reduce the garments and service to accommodate normal turnover of employees in the ordinary course of County/PSA business at no charge to the County or PSA. Any new person added would be set-up with new clothes and labels at no cost to County or PSA.
11. Vendor shall provide regularly scheduled deliveries of merchandise freshly processed, repaired and finished in accordance with generally acceptable textile rental industry, and will replace merchandise worn out through normal wear and tear at no cost to County or PSA employees.
12. Henry County/PSA may terminate this Agreement (at no cost to the County/PSA) during the initial term or any renewal term for deficiencies in service and/or quality of merchandise by informing in writing of the present nature of the complaint; allowing vendor at least (30) days to correct the complaint.
13. Henry County/PSA will be exempt from all services charges.

VI. PRICING OF WORK

Unit prices shall be based on 50% of inventory, i.e. the number of uniforms, and mats delivered each week after cleaning. (Note: all pants/shorts to be cargo style w/leg side pockets)

	Uniform/Mats **(vendor cleans)** Unit price	Uniform/Mats **(supply only no cleaning)** Unit Price
1. Cotton Pants (11)	$_____	$_____
2. 65/35 Pants (11)	$_____	$_____
3. Blue Jeans (11)	$_____	$_____
4. Shorts (7)	$_____	$_____
5. Cotton Shirts (11)	$_____	$_____
6. Poly Shirts (11)	$_____	$_____
7. Dress Shirts (11)	$_____	$_____
8. Polo Shirts (11)	$_____	$_____
9. Work Coats (2)	$_____	$_____
10. Dress Work Coats (2)	$_____	$_____
11. Coverall (1)	$_____	$_____
12. 4’ x 6’ mats plain ea.	$_____	$_____
13. 4’ x 6’ mats w/logo ea.	$_____	$_____
14. 3’ x 5’ mats ea.	$_____	$_____

All label & sewing shall be included in cost.
Cost of eighteen (18) month change-out should be included if any.
$_____

VII. Quoted pricing shall remain firm for the first twenty-four months for this contract. The price increase for the beginning of the third (3rd) year shall be no more than 3%. For the remaining two additional years no more than 2% can be added to the beginning of the 4th year and 1% to the 5th year.

VIII. The successful vendor will note that Henry County/PSA pays two (2) times per month by invoice on the 15th and last day of the month. Henry County Schools pays at the end of each month only.

IX. Henry County/PSA is exempt from sales and excise taxes.

X. Henry County/PSA shall have the right to audit all invoices submitted by the vendor. This includes the right to audit all relevant data upon which the vendor's prices are based.

XI. **Addition Scope of Work:**
Please provide any additional uniform service rental options that may be beneficial for Henry County, PSA or Henry County Schools.

Contract will begin on April 1, 2015, therefore, employees will need to be sized and with uniforms prior to April 1, 2015.

<u>"Attachment A"</u>

Henry County and PSA

Uniforms and Mats

		Employees	Mats
1.	Henry County Service Center		
	PSA Employees	17	
	Parks & Recreation	5	
	911 Employee	1	
	Henry County Refuse	6	
	Mats w/Logos		4
2.	County Administration Bldg.		
	County Maintenance	6	
	PSA Meter readers	3	
3.	County Admin. 2nd Floor		
	PSA Engineering	2	
	PSA Engineering (shirt only)	1	
	County Bldg. Inspection	3	
	County Admin. Bldg. Mats		3
	County Admin. Bldg. Mats w/logo		2
4.	County Jail Mats		4
	HC Courthouse Mats		2
	Sheriff's Office Mats		9
5.	PSA Philpott Water Plant	7	
6.	Lower Smith River Plant	4	
7.	Koehler Sewer Plant	3	
	TOTALS	58	24

<u>"Attachment B"</u>

Henry County Schools

Uniforms and Mats

		Employees	**Mats**
1.	School Maintenance Facility		
	Employees	18	
	Mats		0
2.	School Bus Garage		
	Employees	8	
	Mats		0
	TOTALS	26	0