



Town of Wilkesboro Requests for Proposal for Uniform Rental, Purchases, and Supplies

P.O. Box 1056, 203 West Main St., NC 28697 Phone: (336) 838-3951

Name of Company / Seller: _____

Contact Person: _____

Email: _____ Phone: _____ Fax: _____

The Town of Wilkesboro is searching for qualified uniform rental and/or supply service companies. The Town of Wilkesboro is located in Wilkes County and consists of 78 full-time employees. The Town's quotation process consists of (3) area/departments with separate invoicing required for each respective area/departments to include: 1) Town Hall restroom supplies, 2) Police restroom supplies, 3) three Public Work's department subgroups: Public Buildings, Sanitation, and Water/Sewer Construction uniforms/supplies, and 4) Public Works restroom sanitizing/cleaning every two weeks. All other departments plan to purchase and launder their uniforms.

Important Information

* All proposals must be physically received (by mail or in person) at Town Hall on **September 30, 2020 before 5:00 p.m.**

* Please allow up to twenty-one (21-30) days for a response to quotations.

* The proposal values shall be valid for 60 days from deadline.

* The receipt of a contract award for Uniform Rental and/or Supplies are not considered contingent upon one another in the quotation process. If this changes final pricing, please provide two separate quotations, one for uniform rental including supplies and another for solely uniform rental.

* **If you have any questions, please contact Ken Noland, Town Manager, at (336) 838-3951 or knoland@wilkesboronc.org.** Companies wanting to meet with department supervisors, should schedule all appointments through Ken Noland.



2020 Request for Proposal

Town of Wilkesboro, P.O. Box 1056, 203 W. Main St., Wilkesboro, NC 28697

The Town of Wilkesboro invites quotations from qualified firms for Uniform Rental Services for 3 of 9 the Town of Wilkesboro departments.

SPECIAL CONDITIONS

1. **Proposal Requirement** - This bid form must be used and providing your own forms is prohibited. Extra sheets are only accepted if you do not have enough room to complete your proposal.
2. **Uniforms Samples** - Samples or photos of the uniforms used by your company must accompany the proposal response.
3. **Vendor Qualifications** - The successful company must properly complete the accounts payable vendor and W-9 forms provided by the Town of Wilkesboro.
4. **Insurance** - The proposal should include Certificate(s) of Insurance of Comprehensive General Liability Insurance and any excess liability, Automobile, and Worker's Compensation Insurance and should have to the Town of Wilkesboro as an additional assured. The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after thirty (30) days' written notice of such cancellation or alteration has been sent by certified mail to **the Town of Wilkesboro, Attn: Sarah Davis, PO Box 1056, Wilkesboro, NC 28697**. The town reserves the right to reject any carrier of insurance shown in the certificate of insurance by the company on the grounds of poor claim service or financial responsibility.
5. **Contract Time Frame** - Contract is expected to begin December 3, 2020 and expected to end December 3, 2024. The contract may be extended for an additional period of time upon agreement of both parties.
6. **Award of Contract** - The lowest proposal pricing **is not** guaranteed the contract, but an emphasis will be placed the company's being responsible, responsive company with emphasis placed on cost, quality of uniforms, references (including assigned driver references), company's account payable/receivable quality and accessibility, customer service, order accuracy, and company history.
7. **Contaminated/Soiled Uniforms** - Any contaminated uniform with e-coli or other sewer materials, the soiled uniforms should stay at work to prevent contamination of personal items/vehicle. These employees **must** have their total number of uniforms weekly. If not, they need to be provided with their uniforms later the same week or provide generic uniforms at no extra cost to the town, so each employee has enough uniforms on a daily/weekly basis.
8. **Catalogs** - The catalog/item numbers, brand, and descriptions should be used for all items on invoicing - **no generic numbers or descriptions will not be accepted**. ALL type catalogs should be provided to all departments with service at no expense. Catalogs shall be provided to the Town Hall staff as new become available.

9. **Items Required** - The numbers below for each department are approximate and are subject to change with employee turnover. Please use the below products for specifications or provide the comparable information requested and samples, which will be returned upon award of the contract.
10. **Delivery Count Sheets** - must be submitted to each department supervisor and must be signed and accepted by a Town of Wilkesboro *Supervisory Employee at the time of delivery*.
11. **Invoicing** - Accounts Payable and supervisors must be able to track uniform rental invoicing to each specific employee and department. Each departmental invoice(s) shall be itemized by employee, subtotal (pre-sales tax), NC sales tax, and weekly invoice total.

Does your company have an online account and billing capabilities, please make sure that is provided as billing option? **Yes** **No**

12. **Statements** - A statement of all departments must be submitted to the Town of Wilkesboro, Attn: Accounts Payable, P.O. Box 1056, Wilkesboro, NC 28697 for account reconciliation. If an invoice is found to be unpaid, the company shall furnish a copy of the invoice as requested via fax 336-838-7616 or email at mbrown@wilkesboronc.org for payment processing.
13. **Purchase Orders** - The Town uses blanket purchase orders numbers (PO #) for all regular monthly RENTAL uniforms, supplies, and cleaning. Any **additional PURCHASED** items are not included in these blanket PO #'s, so the driver or company should **ask for a PO # from the department** prior to invoice being submitted to accounts payable. If an invoice is received without a PO #, your invoice cannot be processed for payment until a PO # is obtained by the seller.
14. **Payment** - Payments will be made on a monthly basis as long as all invoices are furnished by the company. Our standard terms are net 30 days from the invoice date. Non-compliant invoices may require additional processing time to retrieve information from both the town and seller. Product, uniform deliveries, and invoice delivery that do not meet these requirements are subject to investigation, delay in payment, and/or possible non-payment.
15. **Personnel** - It should be the successful company's responsibility to furnish sufficient personnel to make timely deliveries and follow up on delivery variances, any uniform and supply related problems, special orders, and/or embroidery/screen printing.

It will be the responsibility of the successful seller's personnel to take/fulfil any orders, ask for a PO #, and make sure to have all instructions correct prior to special order and embroidery/screen printing to prevent untimely waiting periods for delivery of goods or inaccurate orders. Special orders with embroidery should take no longer than 3 weeks to deliver. The Town will not be responsible for any ordering or execution mishaps that are not fault of our own.

16. **Delivery Schedule** - Proposals shall include an available delivery schedule(s) with available delivery hours. Each delivery must be signed by a town department supervisory employee in order for the seller to receive payment.

17. **Uniform Style** - The uniforms will be pants and shirts. Long and short sleeve shirts shall be provided for all seasons

18. **Uniforms** - All uniforms furnished at the beginning of the contract shall be new and unused. Uniforms shall be delivered on hangers, clean, no stains, wrinkle free, and ready to wear. Pants, shirts, and rental jackets must be supplied per employee as indicated on this proposal.

Any uniform delivered otherwise will be rejected and no rental fee paid. No substitutions of quantity, uniforms, or supplies shall be made after this contract award is given unless the Town of Wilkesboro gives written permission to do so. **Rental and replacement cost of pants, shirts, jackets, and supplies (Emblems, etc.) will be a part of this proposal.**

19. **Uniform tracking** - Each uniform shall contain a unique number for tracking. The company shall utilize an electronic tracking method that counts garments after cleaning and that are being delivered. The same electronic tracking system is to be utilized to count soiled garments being returned to company for cleaning. The company shall provide a weekly count of garments cleaned and provide a count along with a count of soiled garments sent in for cleaning the previous week to department supervisor and not to accounts payable.

20. **Uniform Shortages** - All uniform shortages shall be identified by the delivery driver and brought to the attention of department 's supervisor to ensure an accurate account of all rental uniforms. To ensure a minimum of shortages, the awarded seller will document the garments picked up and delivered each week by means of electronic counting. Garments being returned from repair, alteration, or size change shall be tracked as well.

21. **Worn or Damaged Garments** - Company shall be responsible for replacing garments during the period of the contract when they become worn or damaged through normal use. Because of the public visibility of the uniforms, the Town will require that all uniforms be maintained in a condition which promotes a positive image for Town of Wilkesboro. During the contract period, the company shall inspect all soiled uniforms for stains, rips, tears, lost or broken buttons, defective mechanical fasteners, etc., and the necessary repairs shall be made before they are returned to the employee. A suitable and convenient method should be provided by the awarded seller for the employee to report needed uniform repairs. (i.e.: Card/form to be placed on or attached to the returned garment.)

22. **Lost Uniforms** - The town agrees to exercise all reasonable precautions to prevent the loss of the awarded company's uniforms. We will cooperate by returning those uniforms turned in by terminated employees. The driver or route representative shall delete the terminated employee's name from the billing and rental payments stopped the day the driver is notified.

23. **Makeup Charges** - The Town will not pay for any makeup charges if any employee fails to turn in the correct number of uniforms weekly or turns in the more uniforms the following week(s).

24. **Uniform Insurance** - Emblem, uniforms insurance, and any other program(s) should be included with our service contract(s). You must attach flyer or brochure to this bid that explains each program.

25. **Emblems** - Town of Wilkesboro emblems will be sewn on and first names of each employee will be ironed on each shirt. A sample or photo of an emblem should accompany the proposal. Any uniform emblems or emblem embroidery of rentals should be included with our contract at no additional costs.
26. **Restocking/Exchange Fees** - The Town will not pay any restocking, exchange, or other fees if a garment does not fit or meet expectations upon delivery. Any additional fees not mentioned in this proposal cannot be paid without prior consent from the Town Manager to check for current funding appropriations.
27. **Substitutions** - You may attach flyer, brochure, or catalog (with page marked) of any comparable items along with samples of each. Please mark items as rental items, and purchase items.
28. **Images** - Images are courtesy of our current vendor and no copyright infringement should be taken. These images are provided to make sure we are proposing the current type and standard of uniforms employees are wearing.
29. **Indemnification** - To the fullest extent permitted by law, the seller shall indemnify and hold harmless the owner and the agents, consultants, and employees of the owner, from and against all claims, damages, losses and expenses including, but not limited to, attorneys' fees, arising out of or resulting from the performance or failure of performance of the company, provided that any such claim, damage, loss of expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the employees of the company, or the seller's sub-contractor. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this item 29.
30. **Annual Funding Appropriations** - This contract will be subject to the annual budgeting appropriation by the Town Council under the authority NC G.S.159-8. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for the continuance of this contract, the Town shall be entitled to immediately terminate this contract, without penalty, fees or liability. The Town will pay the normal servicing fees that were executed by the company through the last day of the current fiscal year or funds available.
31. **E-verify & Divestment Acts** - Each company shall confirm that they comply with each of these laws: E-verify § 64-25 thru § 64-38, Iran Divestment § 147-86.55 thru § 147-86.63, Sudan Divestment § 147-86.41 thru § 147-86.49 & Companies Boycotting Israel Act § 147-86.80 thru § 147-86.84.
32. **Affirmative Action** - The awarded company shall take affirmative action in complying with all Federal and State requirements concerning fair employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.
33. **MWBE/HUB Participation** - The Town of Wilkesboro does not discriminate in its administering of any programs and activities. We invite and encourage participation in this procurement process by minority-owned businesses, women-owned businesses and businesses owned by disabled persons.




These businesses must register with the NC Historically Underutilized Businesses (HUB) Office to be consider as a HUB vendor and more information may be obtained at <http://ncadmin.nc.gov/businesses/hub>.

34. **Proposals** - The Town of Wilkesboro reserves the right to reject or accept any or all proposals.
35. **Contract Governance** - This proposal or any contract resulting from the quote shall be governed by and according to the laws of the State of North Carolina. Any litigation to enforce such agreement or any of its provisions shall be brought in Wilkes County, North Carolina.
36. **References** - A minimum of four (4) references for past performance must accompany the proposal response. These references should include but not limited to customer service (including assigned driver references), billing, timeliness, and uniform quality.
37. **Oral interviews** - The town reserves the right to request oral interviews or request additional written information or samples from any or all companies. The town also reserves the right to award a contract based on proposals received without further discussion or negotiation.
38. **Cancellation** - The contract may be cancelled upon thirty (30) days written notice by either party unless work proves unsatisfactory. In the unsatisfactory case, the contract may be cancelled immediately. The Town reserves the right to cancel any contract awarded pursuant to this request for proposal without penalty for lack of appropriated funds, rental rate requests which are deemed to be excessive and non-compliant with the Consumer Price Index, non-performance (to include customer service), or default by the awarded seller for any reason which may be considered to be in direct conflict to the best interest of the Town of Wilkesboro.
39. **Public inspection of bids** - Proposals submitted shall not be subject to public inspection until a contract is awarded.
40. **Contact** - Your point of contact for this proposal is **Town Manager, Ken Noland**. Respondents are not to contact any town employee, staff, or its associates in reference to this proposal. No prior or post award verbal conversation(s) or agreement(s) with any officer, agent, or employee of the Town shall affect or modify any terms or obligations of this proposal or any contract resulting from this proposal.

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Public Works: 24 rental uniform employees

1302 N. Collegiate Drive, Wilkesboro, Brian Severt, Superintendent

Uniform Photo	Description per employee	Rental per week	Replacement Cost per Unit
	<p>11 per employee Carhartt Carpenter jeans</p> <p>Regular Jeans</p> <p>Cargo Pants</p> <p>Size Premium cost per garment:</p> <p>OR</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
	<p>11 per employee Comfort blue pants</p> <p>Size Premium cost per garment:</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>
	<p>11 per employee Comfort button-up shirt - solid grey w/ neon green ANSI Class 2 strips</p> <p>- long sleeve</p> <p>- short sleeves</p> <p>Size Premium cost per garment:</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

Uniform Rental Extra Fees

	Rental per week	Replacement Cost per unit
Size Premium	\$ _____	\$ _____
Emblem Charges	\$ _____	\$ _____
Uniform Insurance program	\$ _____	\$ _____
_____ Insurance program	\$ _____	\$ _____
_____ Insurance program	\$ _____	\$ _____
_____ Insurance program	\$ _____	\$ _____
_____ Insurance program	\$ _____	\$ _____
Per location/address service/stop/delivery fee	\$ _____	\$ _____
Makeup Charges	\$ _____	\$ _____

Rental Supplies Pricing: * * *

	Rental per week with container sizes (ex: per roll, case etc.)	Purchase /Unit Cost
Per unit bath towel-white per week	\$ _____	\$ _____
Per unit hand towel-white per week	\$ _____	\$ _____
Per unit 36" dust mop rental per week	\$ _____	\$ _____
24 oz. Antibacterial wet mop head	\$ _____	\$ _____
Heavy duty scrub service fee	\$ _____	\$ _____
Per unit heavy duty abrasive soap _____ fl. oz.	\$ _____	\$ _____
dispenser *	\$ _____	\$ _____
weekly rental/service fee **	\$ _____	\$ _____
Per unit moisturizing soap _____ fl. oz.	\$ _____	\$ _____
dispenser *	\$ _____	\$ _____
weekly rental/service fee **	\$ _____	\$ _____
Per unit air freshener _____ fl. oz.	\$ _____	\$ _____
dispenser *	\$ _____	\$ _____
weekly service fee **	\$ _____	\$ _____
dispenser batteries	\$ _____	\$ _____
Per unit Urinal Screen/Block refill	\$ _____	\$ _____
weekly service fee **	\$ _____	\$ _____
Commode mat	\$ _____	\$ _____
Centers pull paper towel - white (# of sheets _____ per roll)	\$ _____	\$ _____
dispenser *	\$ _____	\$ _____
weekly rental/service fee **	\$ _____	\$ _____
Toilet paper 9" roll 2-ply refill (feet _____ per roll)	\$ _____	\$ _____
dispenser double roll *	\$ _____	\$ _____
weekly rental/service fee **	\$ _____	\$ _____

* Please specify if proposal includes free dispenser usage with purchase of company's refillable products. If not, specify dispenser cost, including a "Yes" or "No" if product is interchangeable with other refill brands.





** Are the dispenser battery costs included in the weekly rental/service fee or are they extra fee associated? Please specify.


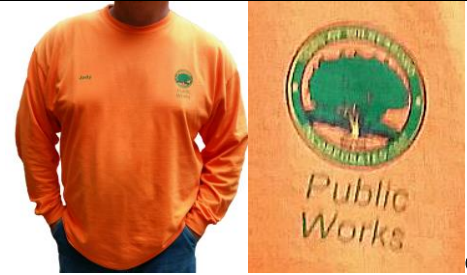
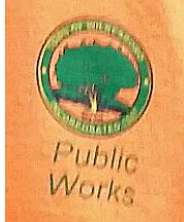


*** If you have a comparable, but different product than above, please specifies. Additionally, the town may require samples of each product for review.





Purchased Items:







Unit Cost
with container sizes (ex: per roll, case etc.)

Per unit commercial can liners 12-16 gal 0.5 mil white	Qty: ____ /case	\$ _____
Per unit commercial can liners 30-33 gal 2 mil black	Qty: ____ /case	\$ _____
Per case HD 8 mil gloves powdered	Sizes: Medium	\$ _____
Per case HD 8 mil gloves powdered	Sizes: Large	\$ _____
Per case HD 8 mil gloves powdered	Sizes: X-large	\$ _____
Per case HD 8 mil gloves powdered	Sizes: XX-large	\$ _____

Photo	Description	Unit Price
	Gatorade 21 oz. powder makes 2.5 gallons - Orange or Fruit punch	\$ _____
	Per Case Toilet Seat covers	Qty: ____ /case \$ _____
	Sun visors - green	\$ _____
	Ball caps with flexible fit with mesh back - Color: black	\$ _____

	<p>Ball caps - with adjustable closure - Color: <u>camouflage</u></p>	<p>\$ _____</p>
 <p>Orange</p>	<p>T-shirt - long sleeve Brand: _____ Sizes: _____ Size Premium cost per garment:</p>	<p>\$ _____ \$ _____</p>
 <p>Orange</p>	<p>T-shirt - short sleeve Brand: _____ Sizes: _____ Size Premium cost per garment:</p>	<p>\$ _____ \$ _____</p>
	<p>Screen print charge of employee's name or town's name on purchased items</p>	<p>\$ _____</p>
 <p>Neon Green/Yellow Green</p>	<p>High Image T-shirt - short sleeve Brand: _____ Sizes: _____ Size Premium cost per garment:</p>	<p>\$ _____ \$ _____</p>

 <p>Neon Green/Yellow Green</p>	<p>Parka/Raincoat ANSI Class 3</p> <p>Brand: _____</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
 <p>Orange</p>	<p>Jacket ANSI Class 3</p> <p>Brand: _____</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
	<p>Raincoat</p> <p>Brand: _____</p> <p>Colors: _____</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
	<p>Rain Pant</p> <p>Brand: _____</p> <p>Colors: _____</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>

 <p>Brown</p>	<p>Overalls Duck</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
   <p>Brown</p>	<p>Hooded Jacket Duck</p> <p>Sizes: _____</p> <p>Size Premium cost per garment: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
 <p>Current Seal</p>	<p>One time setup fee of embroidery on purchased items _____</p> <p>One time setup fee for screen printing of town seal _____</p> <p>Embroidery of town seal on purchased items _____</p> <p>Embroidery of town seal & town motto on purchased items _____</p> <p>Embroidery of town seal & department on purchased items _____</p> <p>Embroidery charge of employee's name or town's name on purchased items _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
	<p>Screen print of town seal & dept. name 1 color on purchased items _____</p> <p>Screen print of town seal & dept. name 2 color on purchased items _____</p> <p>Screen print of town seal & dept. name 3 color on purchased items _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

Restroom Sanitizing/Cleaning

bi-weekly

Price per stall or square footage

\$ _____ per stall

3 stalls and 3 urinals

\$ _____ per sq. ft.

Any fees not mentioned in this quote should be listed below:

Per Unit Full Description - Brand, Color, Qty., Size, etc.

Unit Price /time frame

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
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_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

An additional sheet of paper may be used if necessary.

Proposal Information Sheet

Name of Firm _____

Location of Firm _____

Owner of Firm _____

Number of Years in business? _____

Is business full or part-time? _____

Do you maintain an office that is staffed during normal daily business hours? _____

Number of persons employed on a regular basis. _____

Do you offer direct sale, non-rental or catalog uniform or items? _____

Who will be the Town's contact person in the event your firm is awarded the contract? _____

All signatures shall be signed by an authorized officer or employee of the submitting organization.

Signature _____ Print Name _____

Title _____

Telephone # _____ email: _____

References:

Please give four (4) references of firms for which you have provided uniform rental services within the past five (5) years (please attach an assigned driver reference list if separate). Each reference should be a customer for more than 3 years.

<u>Name & Address of Firm</u>	<u>Contact Persons</u>	<u>Telephone #</u>	<u>Email Address</u>

Proposals for services are **due on September 30, 2020, before 5:00 p.m.**

Sealed proposals are to be mailed to: Town of Wilkesboro
Attention: Ken Noland - Uniform Proposal
P.O. Box 1056
Wilkesboro, NC 28697

Any questions should be directed to: **Ken Noland**
(336) 838-3951 or email at knoland@wilkesboronc.org