



REQUEST FOR PROPOSALS

UNIFORM RENTAL SERVICES (PC644)

Issue Date: January 17, 2012

Proposals Due: February 15, 2012

Issued by:

**Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408**

REQUEST FOR PROPOSALS

UNIFORM RENTAL SERVICES (PC644)

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HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
Uniform Rental Services – RFP#PC644

I. INTRODUCTION

The Housing Authority of the County of San Bernardino, hereafter referred to as the HACSB was organized in 1941, under the U.S. Housing Act of 1937. We are governed by a seven-member Board of Commissioners, which includes two tenant commissioners and five appointed by the County Board of Supervisors. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disabled/handicapped individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance services. The HACSB is seeking proposals from interested, qualified, companies/individuals to provide uniform rental and laundry services for miscellaneous HASCBS staff.

II. PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to the HACSB as identified in the “Scope of Work” of this request.

III. BOARD

The powers of the HACSB are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Susan Benner, President/CEO

V. SCOPE OF SERVICES

Respondents will be expected to provide uniform rental and laundry services as outlined in the attached “Exhibit A” Scope of Work that has been provided.

VI. RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as well as any addenda, by the HACSB. The contact person for the HACSB is:

Mary Bigness, Procurement and Contracts Dept.
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 890-0644 ext. 2211
mbigness@hacsb.com

b. RFP Submission and Format

By this Request for Proposals, the HACSB solicits proposals to be received by **4:00 p.m. (PST) on Wednesday, February 15, 2012** in the form outlined below. **Late submittals will not be accepted.**

1. Proposals may be submitted by mail, or hand-delivered, and shall contain **One (1) signed “original” and four (4) copies.** (Please make sure to identify the “Original” on the outside of the proposal document). Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:

- Identification of the company or individual(s) including name, address, telephone number, fax number, and email address;
- Name, title, address and telephone number of contact person through the term of the contract.

In addition to submission of your proposal, the HACSB requires each bidder to include a sample of their product for each of the clothing items described in these bid documents so a comparison can be made to the uniforms currently being utilized at this agency. Upon completion of the bid process, and upon award of a contract for these services, all sample items/product will be fully returned to you.

2. Proposal shall be submitted by mail, or hand-delivered to:

**Housing Authority of the County of San Bernardino
Procurement & Contracts Department
Attn: Mary Bigness
715 East Brier Drive
San Bernardino, CA 92408-2841**

The envelope/package must be sealed and include the following notation on the bottom left hand corner of the proposal, **“Request for Proposal #PC644 for Uniform Rental Services.”** Please also include company/individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this RFP document. Proposals received after the specified date and time will not be accepted.

3. Facsimile Copies or emails will not be accepted. All proposals will become property of the HACSB upon submission.

c. RFP Terms and Conditions

The HACSB reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HACSB’s choosing.

d. Board and Staff Communications

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section VI. a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. a above.

e. Timetable:

f.

<u>Event</u>	<u>Date</u>
Request for Proposal Released	January 17, 2012
Due Date for Questions	January 31, 2012 by 3:00 P.M.
Posting of Responses for Questions	February 6, 2012
Proposals Due	February 15, 2012 by 4:00 P.M.
Evaluation Process	Week of February 15 th thru week of February 27 th , 2012
Board Approval (if required)	March 2012
Award Contract	March 2012

If you have questions regarding this proposal, you must submit them in writing by email to mbigness@hacsb.com or by Fax to (909) 890-2349, Attention: Mary Bigness, no later than **3:00 PST on Tuesday, January 31, 2012.**

Responses to all appropriately submitted questions will be posted on the HACSB website on or before **Monday, February 6, 2012.**

The deadline for submissions in response to this Request for Proposals is 4:00 p.m. (PST), Wednesday, February 15, 2012. Telephone or fax responses will not be accepted for this request. It is the intent of the HACSB to select a Uniform Services provider no later than April, 2012.

f. Release of Information

Information submitted in response to this RFP will not be released by the HACSB during the proposal evaluation process or prior to a contract award.

g. Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response.

If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

h. Term of Contract

The contract will be offered for a term of two (2) years with an option to renew for an additional one (1) year period for a total maximum term of three(3) years or until such time as cancelled per the terms of the agreement.

i. HACSB Reserves the Right to:

1. Request an oral interview with, and additional information from, companies prior to final selection of a provider.
2. Consider information about a company in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

VII. RFP QUESTIONS FOR PROVIDERS

a. Organizational and Personnel Background

State the firm's ability to provide the Services as described in the Scope of Services for this RFP. Provide a brief history of the firm and its experience, qualifications and success in providing these services. Describe what your firm's major organization strengths are.

b. Experience

Discuss your experience in serving as a provider of Uniform Rental Services.

c. Identify the specific individuals who would be assigned to work with the HACSB and specify which person would be the primary contact person with the HACSB.

1. Provide an estimate of the time that will be required to begin Uniform Rental Services as outlined in Exhibit A.

d. Price

Provide the "weekly" or "monthly" cost for rendering these services. Include all costs associated with the services to be rendered.

e. Financial Information

Include in your proposal a statement of financial resources or financial statements, which demonstrate the Contractor's ability to provide services as required.

f. Affirmative Action

The HACSB requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. RFP REVIEW

At a HACSB meeting, scheduled after such review, some of the companies that have responded may be asked to be available for interviews. If so, those companies will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

IX. PRE-BID CONFERENCE – No pre-bidder’s conference is scheduled.

X. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Uniform Rental Services. Proposals must include information on competency in performing comparable services, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a.** Brief history of the company
- b.** A listing of five (5) references where comparable services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers.
- c.** Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

XI. SELECTION CRITERIA

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below.

Selection Factors:

- a.** Experience of the company (20 points): Including number of years providing uniform rental services. The HACSB reserves the right to contact any party that the proposer has worked for in the past and to reject a proposer based on past poor performance.
- b.** Organizations qualifications (30 points): Training experience and longevity of staff; training programs; quality of operating policies and personnel procedures.

- c. Cost (35 points):
 Cost (fees), weighted, based on lowest price at 35 points

$$Score = \frac{Lowest\ Bidder's\ Price}{Bidder's\ Price} \times 35$$

- d. Financial Information (10 points): Sufficient financial resources which demonstrate the Contractor's ability to provide services as required
- e. Ownership (5 points): Certification of MBW/WBE ownership.

XII. RFP REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by the HACSB. Proposers shall not include any such expenses as part of their proposals.

Clarification to Proposals

The HACSB reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

Cancellation of the RFP

The HACSB reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACSB. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

Contacts

All questions concerning the RFP shall be directed to Mary Bigness whose contact information is provided above. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any HACSB Commissioner or the Executive Director. No oral requests for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the HACSB no later than **3:00 PST on Tuesday, January 31, 2012**. All questions and clarifications shall be answered in one written addendum, to be issued no later than **Monday, February 6, 2012** to all respondents who have been duly recorded as having received a copy in the HACSB's RFP distribution log.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the decision of the HACSB shall be final and binding upon all parties.

XIII. INSURANCE REQUIREMENTS

- A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.
- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
 - Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured*.
 - Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured*.
 - Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
 - Professional Liability:** \$1,000,000; per occurrence and aggregate.
 - Workers' Compensation:** statutory limits or,
 - Self-Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
 - Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured*.
 - Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured*.

Fire Insurance with Extended Coverage: 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured*.

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XIII. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company will be expected to sign the HACSB's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the HACSB.

EXHIBIT A

Uniform Rental Services Provider
Scope of Work

Industrial Rental Uniform Services

The successful vendor(s) shall be able to deliver, once a week, freshly laundered uniforms to various HACSB locations as designated by the HACSB, and to pick up soiled uniforms, once a week, from the same locations.

Basic rental service shall be charged per uniform set on a weekly basis. Rental rate shall apply to any period that an employee may be away from the HACSB, due to vacation or temporary illness, but such rental shall not apply to any absence of greater than one (1) week or after an employee resigns, retires, or employment terminates. (Uniforms are returned to vendor at no cost to the HACSB.)

All uniforms will remain the property of the supplier. The HACSB will return uniforms to the supplier for employees that are terminated.

The service shall start out with all new and unused clothing. No seconds or previously supplied clothing will be acceptable. Contractor will be required to maintain uniforms that appear to be new and of professional quality, with no tears, worn spots, faded colors, improper fit, etc. throughout the term of the contract. This shall be left to the discretion of the HACSB.

Supplier is responsible for measuring all individuals covered in this contract, and shall guarantee proper fit at the time of the contract start date.

Supplier shall provide at no cost to the HACSB the initial issue for all employees who participate in this program, including any new employees.

The selected firm will be required to provide quality, reliable service with special attention given to meeting required schedules for delivery, serving the designated locations, and submitting properly annotated invoices. Services will include the following:

- Provide weekly on-time deliveries of uniforms to specified delivery locations during the hours of operation noted in this RFP, which are as follows:

<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>	<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>
Waterman Gardens 425 Crestview Avenue San Bernardino, CA 92410 Contact: Nancy Finch, Property Manager (909) 885-1593	AMP 202	Maplewood Homes 1738 West 9 th St. San Bernardino, CA 92411 Contact: Nancy Finch, Property Manager (909) 890-5350	AMP 203

Mt. Vernon – Colton AMP 206 772 Pine St. Colton, CA 92324 Contact: Lucy Leslie, Property Manager (909) 824-8277	Redlands Public Housing AMP 205 131 East Lugonia Avenue Redlands, CA 92374 Contact: Angela Lindsey, Property Manager (909) 890-5320
Chino Public Housing 13088 Monte Vista Avenue Chino, CA 91710 Contact: Lucy Leslie, Property Manager (909) 628-3413	Cabinet Shop/CAP Fund 660 E. Olive Street San Bernardino, CA 92410 Contact: Maurice Camp, Project Manager (951)526-6786

- **Business Hours for deliveries are:**

Monday-Thursday: 9:00 A.M. to 4:00 P.M.
(Offices are closed for Lunch from 12:00 P.M. – 1:00 P.M.)
Hours on Working Fridays: 9:00 A.M. to 4:00 P.M.
(Closed most Holidays)

- Provide a variety of uniform types such as Pants (some western cut and some regular cut), Coveralls (white cotton), Shirts (short-sleeved & some long-sleeved), Dungaree pants and shirts, and Industrial multi-use pocket short.

Additional clothing items which may be ordered on an “as-needed” basis include Men’s and Women’s Polo Shirts in various colors - short-sleeved banded mesh.

- Provide an experienced Account Manager assigned to the HACSB to implement and manage the services. The Account Manager will be assisted by other member’s of the selected Firm’s staff in completing key activities. This includes an experienced Customer Service Representative to handle problems or complaints. If there is a change in the Account Manager assigned to the HACSB, then the HACSB is to be notified of such change, and provided with the new Account Manager’s contact information.

HACSB Emblem and Name Patch

All shirts and coveralls shall have the HACSB emblem, which shall be provided to the HACSB by the vendor, and sewn on all shirts and coveralls by the supplier. Name patches shall be provided by the supplier, at no cost to the HACSB, and sewn on the shirts and coveralls. Name patches shall have the first name or "nickname” of the employee. Name patches shall be embroidered and have an embroidered outside edge in a complimentary color to the appropriate uniform. Names shall also be embroidered in blue, on a white or off-white background. HACSB emblem will be required on all caps as ordered or requested.

Uniform Requirements

The HACSB estimates that it shall be necessary to furnish uniforms for approximately 50 full or part-time employees. The HACSB reserves the right to increase or decrease the quantity of uniforms required at the same price as bid.

Uniform sets may consist of one of the following: 1) one (1) shirt (long or short sleeves and one (1) pair of trousers; 2) one (1) shirt (long or short sleeves); one (1) pair of coveralls, and two (2) pairs of industrial multi-use pocket shorts w/11" inseam. These shall be measured to fit the individual. (All measuring shall be accomplished within one (1) week at each department's convenience and shall take place at the locations listed in the RFP)

Shirts - Shirt material shall be 65% Dacron polyester, 35% combed cotton *, 4.77 ounces per square yard, crease resistant fabric, vat-dyed for maximum color retention and sanforized with a maximum 1% shrinkage. They shall have long or short sleeves as selected by employee. Long sleeve shirts shall have lined cuff and all shirts will have long tails.

(* Some individuals may require 100% cotton shirts.)

Regular Shirts - Poplin, 65% polyester, 35% combed cotton, sport shirt styling, six (6) button closure, gripper at neck, two (2) button-through pockets, pencil stall in left pocket.

Trousers - HACSB employees shall have a choice of regular cut or western cut pants. The material of all trousers shall be 65% Dacron polyester, 35% cotton twill, seven (7) ounces per square yard, crease resistant fabric, vat-dyed for maximum color retention and sanforized with a maximum 1% shrinkage. They shall be of single needle open seamed construction, zipper fly, stop fly, 5/8" wide belt loop and double stitched without cuff.

Regular Pants - 2 slack-style pockets, 2 set-in hip pockets, stop button through left hip pocket, no button right hip pocket, slight tapered leg, heavy duty brass zipper, button closure.

Western Cut (Jean Cut) Pants - 2 frontier-style pockets, 2 double-needle patch hip pockets, boot flare leg, heavy-duty brass zipper, button closure.

Coveralls - Coveralls shall be 65% Fortel (or acceptable equal) polyester, 35% combed cotton, pre-cure durable press, two-way brass zipper, gripper at neck, collar - one piece, topstitched; hemmed sleeves, set-in front pockets, two breast pockets, two patch hip pockets, rule pocket, action-back, side vent openings.

Color: White

Industrial Work Shorts – Must be 11" inseam. Cell phone pocket with hidden snap, front pockets with reinforced stitching, two back pockets. 65% polyester/35% cotton resists staining, wrinkling and fading with soil-release finish; gusseted crotch for easy movement.

Polo Shirts (Men's and Women's) Various Colors: 100% cotton, short-sleeve banded mesh, stain release when washed, no-curl collar which lays flat, wrinkle resistant, non-fade, sturdy reinforced shoulders, neat banded sleeves. Machine Washable.

Jacket: 27" Lined Slash Pocket Mid-weight, heavy-duty 65% polyester/35% cotton twill insulated with polyurethane foam and smooth nylon quilted lining. Utility pocket on sleeve and two-piece top-stitched collar and sturdy brass zipper.

Cap (Baseball Cap): Brushed twill cap, low-profile baseball cap, sewn eyelets for ventilation, fit adjusts with hook-and-loop strap, 100% cotton. Hand wash.

Unless otherwise specified or requested, shirts are Light Blue with Navy Stripe, regular pants are Navy Blue, and Industrial Work Shorts are Navy Blue.

GARMENT QUALITY REQUIREMENT

A. Maintenance of Garments

The supplier shall:

1. Launder/clean all uniforms exclusively in the supplier's own plants in accordance with the County of San Bernardino and State of California Public Health Agencies.
2. Keep garments in a presentable condition at all times. If, solely in the opinion of the HACSB, garments are worn or unsatisfactory, they shall be replaced immediately. Failure to provide new replacement garments within one (1) cycle will result in double credits for said garments until the replacement. Any garments not replaced within four (4) weeks may result in termination of the contract for nonperformance. Uniforms replaced for fair wear and tear, size, style or type changes will be at no additional cost or fee to the HACSB for either the uniform or the name tag.
3. Be responsible for normal wear of the uniforms and maintain them in an excellent state of repair at all times. Garment life shall be based upon a normal wear basis, replacements shall be provided as required to allow for a "first-class" appearance at all times.
4. Repair all general cuts, tears and damage to uniforms caused by normal hazards of the employee's work, at no cost to the HACSB. Garments damaged beyond repair, solely in the judgment of the HACSB, by employee's carelessness, will be replaced and charged to the HACSB (see Section C) in the week following the damaged garment being returned to the delivery point with notations. All garments in need of repair shall be delivered on the next scheduled delivery. In addition, supplier shall furnish written instructions and provide a simplified repair/ replacement policy at all pick-up/delivery points within the HACSB. Periodically, the route person shall verify the instructions are still present at the sites as well as provide any and all tags as may be necessary to keep the system operating.

B. Contractor's Representative

The supplier will provide the HACSB, with the name of the person who will represent the supplier in the administration of this contract. This person must be within the level of management capable of acting without recourse in making decisions with respect to this agreement. This person must be able to meet with HACSB management on a regular basis thus ensuring compliance with contract terms.

C. Reasonable Wear, Repair & Lost Garments

Reasonable wear of garments is expected and is to be included in the suppliers' cost projections. The HACSB expects that the supplier will replace any and all garments, which, by reason of wear, do not present the proper image the HACSB wishes to maintain. This replacement shall be done at no cost to the HACSB.

The supplier at no cost will provide minor repairs such as, but not limited to, button replacement, zipper replacement and small tear patching to the HACSB. (Tear patching must not be readily noticeable from a distance of two (2) feet.)

The HACSB at a pro rated basis using the 1/36 formula detailed herein will pay for garments requiring replacement due to damage caused by the employee, not attributable to normal wear and tear.

1. 1/36 Formula

The supplier will prorate the cost of uniform replacements by attributing a value to the garments over the 36-month period of the contract. If a uniform is replaced because of damage by the employee or at the request of the HACSB (barring those, which result in a change of department, by employee or change in uniform color or styling), or for reasons other than normal wear and tear, the HACSB will pay the prorated fee.

Example: Shirt 36-month value: \$12.00
 Monthly prorate: \$ 0.333
 The replacement cost of \$12.00 would be reduced by \$ 0.333 per
 month of service.

1. Lost Garments

In that all garments remain the property of the supplier, a loss charge may be levied against the HACSB of San Bernardino when a garment is lost by HACSB personnel and not returned. Prior notification to the HACSB using Department/ Division of all replacement charges will be required prior to their appearance on an invoice.

RENTAL SERVICE REQUIREMENTS

Price per item includes all rental costs, sales tax, environmental fee, the cost of the original fitting, attachment and removal of HACSB patches, cleaning, exchange replacement due to wear, minor repairs, delivery and pickup, etc. Name patches and HACSB logo patches shall be provided by vendor.

No added charges or resizing fees shall be levied provided the employee does not change sizes more than once a year.

The uniform service company shall levy no added surcharges of any kind due to increases in operating expenses. **Future fuel surcharges will not be accepted, or service charges.**

All trousers, shirts, and coveralls originally issued will be new. All trousers, shirts, and coveralls will be replaced every 18 months. All uniforms shall be to the satisfaction of the manager of each department using the uniforms. The supplier will immediately replace any uniform not meeting these standards of neat appearance.

Prices shall remain firm for base period of contract. In the event of price increases beyond the reasonable control of Contractor, including but not limited to prevailing wage requirements, collective bargaining agreements, government mandates, insurance costs, and supply price changes; Contractor will provide to HACSB a written request for a change order accompanied by bona fide proof of said change at least 30 days in advance of effective date. HACSB retains the sole right to accept or reject changes for supply prices. Contractor shall also, in the event of a reduction in cost of these items, provide HACSB with an equitable reduction in cost, with notification 30 days in advance of effective date.

A. **Uniforms:** Eleven (11) Sets per two-week period for each employee. Inventory is 11 changes per person (including one "swing" change) and is for a full two-week cycle. Six shall be in the possession of the employee and five shall be in the possession of the uniform laundry service.

All bids will be given consideration on an "or equal" basis. Please indicate brand and manufacturer of units you propose to furnish. Bids shall include descriptive literature and/or brochures. Samples may be requested by Purchasing during bid and evaluation process. A plant visit and inspection may be required by the HACSB to ensure vendor's performance and compliance to bid specifications.

Measurements and color selection by each department will be taken within one week of award of contract, at each location's convenience. Appointments will be made between vendor and department supervisor for this procedure. Fittings will be done at delivery locations.

Supplier shall tag each garment to identify the user and the month/year of issue. Included, as part of this bid; is the right of the HACSB to order such additional garments or HACSB items to be cleaned, not herein listed. If any such additional garments or items to be cleaned should be required, HACSB Purchasing shall negotiate the price with the supplier.

Successful bidder shall supply inventory count sheet of uniforms picked up and uniforms delivered each week before departure from premises.

C. Purchase of Uniforms:

- The HACSB recognizes that it may be necessary to purchase new uniforms during the period of this contract. Quantities for each employee are to be determined by each location according to their need. In addition, prior authorization by the HACSB's Property Manager is required before any new uniforms are ordered.
- Specifications shall be in accordance with the contract specifications described in Section IV Contract Specifications.
- Bid prices shall include sewing on the HACSB emblem and providing and sewing on nametags per contract specifications described in Section IV.
- Since uniforms shall be purchased on an "as needed" basis, bid prices on the purchase of uniforms shall remain firm for three years. These prices will also be used in the computation of premature replacement value utilizing the 1/36 formula (Section V. - C. Reasonable Wear, Repair & Lost Garments).

Item	Cost	Monthly Depreciation	*Cost to Purchase
1. Shirt: Regular	\$	36 = \$	N/A
2. Trousers: Regular	\$	36 = \$	N/A
3. Trousers: Jean Cut	\$	36 = \$	N/A
4. Shirt: Executive	\$	36 = \$	N/A
5. Shorts:	\$	36 = \$	N/A
6. Coveralls	\$	36 = \$	N/A
7. Shop Coat: Knee Length	\$	36 = \$	N/A
8. Shop Towels	\$	36 = \$	N/A
9. *Polo Shirt (Men's)	\$	36 = \$	\$
10. *Polo Shirt (Women's)	\$	36 = \$	\$
11. Industrial Work Shorts	\$	36 = \$	N/A
12. *Cap with Agency Logo	\$	36 = \$	\$
13. *Jacket	\$	36 = \$	\$

For this Bid to be valid, this sheet must be signed

Date _____ Signature _____

EXHIBIT B

Contact Information Form

To: Mary Bigness, Procurement and Contracts Dept.
(900) 890-0644 Ext 2211, (909) 890-2349 Fax, e-mail
mbigness@hacsb.com

This fax is to acknowledge that we are in receipt of your RFP #PC644 Uniform Services and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact HACSB-information listed above)

NO BID. Indicate *any* of the following. We:

- Do **NOT** desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
 - Cannot comply with specifications/scope of work, Explain: _____

 - Cannot meet delivery requirements, Explain: _____

 - Do not regularly provide this type of product/service
 - Other, Explain: _____
 - Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

EXHIBIT C

PROPOSAL FORM

Proposal: **Uniform Rental Services Provider RFP#PC644**

Vendor Name: _____

To: The Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the scope of work in accordance therewith, for the sum of:

Uniform Item	Price
Pants , poly cotton blend, western cut	
Replacement cost if not returned upon termination	
Pants , poly cotton blend, regular cut	
Replacement cost if not returned upon termination	
Shirt , poly cotton blend, short sleeve	
Replacement cost if not returned upon termination	
Shirt , poly cotton blend, long sleeve	
Replacement cost if not returned upon termination	
Coverall , white cotton	
Replacement cost if not returned upon termination	
Dungaree pants	
Replacement cost if not returned upon termination	
Dungaree Shirt	
Replacement cost if not returned upon termination	
*Polo Shirt (Men's) (Purchase and cleaning)	
Replacement cost if not returned upon termination	
*Polo Shirt (Women's) (Purchase and cleaning)	
Replacement cost if not returned upon termination	
Industrial Work Shorts	
Replacement cost if not returned upon termination	
*Cap (Baseball Cap with Logo) (Purchase)	
Replacement cost if not returned upon termination	
*Jacket (Purchase)	

Emblem, agency name and logo patch	
Emblem, name	

Please note: If there are any additional costs associated with garments that are considered to be of a “special size”, then you need to include those costs and list the sizes that would be associated with the costs in your proposal.

Vendor shall also complete, sign and attach “Attachment C” to be considered responsive

2. In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)

EXHIBIT D

COMPANY INFORMATION

Each bid shall set forth the full names and residences of all persons and parties interested in the bid. If the bid is by a corporation, state names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign. If the bid is by a partnership or a joint venture, state the names and addresses of all general partners and joint ventures. If the bidder is a sole proprietorship or another entity that does business under a fictitious name, the bid shall be in the real name of the bidder with a designation following showing "DBA (the fictitious name)": provided, however, no fictitious name shall be used unless there is a current registration with the appropriate County Recorder. In case of corporations, include the names of the President, Secretary, Treasurer, and Manager.

The undersigned, as bidder declares that all documents regarding this bid have been examined and that, if awarded, will enter into a price agreement with the HACSB. The bidder acknowledges that addenda number (if any) to have been received and have been examined as part of the bid document. In submitting the bid response, the bidder agrees that acceptance of this bid by the HACSB within ninety (90) days after the bid opening constitutes a contract.

Firm Name: _____

Address: _____

Telephone:(____)_____ Fax: (____)_____

Federal Tax Number: _____

Signature: _____

Circle One: Owner Partner Officer

Print Above Name: _____

Title: _____

Date: _____

For this Bid to be valid, this sheet must be signed

Date _____ Signature _____

EXHIBIT D - COMPANY INFORMATION (continued)

Awarded contractor must possess a valid Business License, and all necessary permits, prior to contract award.

All bidders must submit the following information with their written bid submittal: (You may use additional sheets if desired)

- 1. Length of time your firm has been in business: _____
- 2. Length of time at current location: _____
- 3. Type, number and HACSB business license(s): _____

References:

Submit the company names, addresses, telephone numbers, contacts, and a brief contract description of at least three clients in California for whom comparable projects (per proposed price agreement requirements) have been completed:

Name	Address	Contact	Phone	Description

For this Bid to be valid, this sheet must be signed

Date _____ Signature _____

EXHIBIT D - COMPANY INFORMATION (continued)

1. Type of organization:

a. ____ A corporation, organized and existing under the laws of the State of California.

President: _____

Secretary: _____

Treasurer: _____

Manager: _____

b. ____ A partnership (If so, please list partners):

c. ____ An individual:

Name: _____

1. Number of Employees: _____

2. Plant Locations, capabilities and capacities: _____

3. Explain in-place control systems, checks and balances, methods of garment coding and accountability:

For this Bid to be valid, this sheet must be signed

Date _____ Signature _____

EXHIBIT D - COMPANY INFORMATION (continued)

4. Will your company be able to deliver freshly-laundered uniform once a week to designated locations? Yes No

5. Will your company pick up soiled uniforms, once a week, at designated locations?

Yes No

6. Will uniforms be laundered and pressed exclusively in your plant? If not, explain.

7. Explain garment cleaning/finishing procedures and methods.

8. Explain your replacement policy. Include normal wear and tear for uniforms lost, stolen, or mutilated, and paint or stained uniforms.

For this Bid to be valid, this sheet must be signed

Date _____ Signature _____

EXHIBIT D - COMPANY INFORMATION (continued)

9. Describe your method for providing the HACSB with a detailed invoice listing of all charges by employee name. Attach a sample invoice.

10. For Uniform Shirts: What is the actual material bid? What mill? What manufacturer?

11. For Uniform Trousers/Pants: What is the actual material bid?
What mill? What manufacturer?

12. What is your delivery schedule?

13. Name of person who will represent your firm should you be awarded the contract.

For this Bid to be valid, this sheet must be signed

Date_____ Signature_____