

SUMMARY

The City of St. Louis Treasurer's Office ("STLTO") requests proposals ("Proposals") from independent, experienced, and qualified firms (each individually, a "Proposer" or collectively, the "Proposers") to provide uniform rental and purchase. The following guidelines will be used to administer the uniform program:

1. All employees who are assigned a uniform must wear a uniform.
2. Garments must be clean and free of holes, rips and/or tears.
3. Based upon an employee's employment status, employees must maintain a minimum number of uniform garments.

50-60 employees

11 shirts/pants (to be laundered by the uniform company).

If additional items are desired, they may be purchased by the employee.
Specifications for Uniform Rental and Laundry Services and Purchases of Work-wear and Apparel

The City of St. Louis Treasurer's Office is seeking requests for bids for uniform rental and laundry services and direct purchase of work wear and apparel for its Parking Division employees. The City of St. Louis Treasurer's Office reserves the right to choose one vendor for the entire contract or multiple vendors for various options within the contract. The Vendor shall complete every space in which the Vendor will provide a quote by marking the line with an "X" to indicate that the item can be furnished exactly as specified; marking the line with a "D" and include a separate sheet with a description to indicate any deviations of items from the specifications; or marking an "N" to indicate that the item cannot be furnished. Any additions, deletions, or variations from these published specifications must be outlined and attached. All work to be performed under this contract shall comply with these specifications except to the extent deviations are specifically noted by the Vendor. All bids are due by 5:00 PM on Friday, March 29, 2013 and should be mailed to 133 South 11th Street, St. Louis, MO 63102.

I. UNIFORM RENTAL AND LAUNDRY SERVICES

SPECIFICATIONS

- 1.1** All uniforms supplied for the life of the uniform rental and laundry services contract are to be manufactured by an approved manufacturer.

VENDOR'S OFFER

1.1 _____

1.2 All shirts to be 65% polyester/35% cotton twill, poplin weave with buttons (no snaps). Shirts to be permanent press and minimum of 4 ¼ ounces per square yard of material with two (2) pockets. Shirts to be provided either regular, tall, or extra-large sizes depending upon each individual employee's size requirements. 1.2 _____

1.3 All regular pants are to be 65%/35% cotton. Pants to be permanent press minimum of 7.5 ounces per square yard of material. Pants are to be provided in either regular or jean-cut depending upon each individual employee's preference. 1.3 _____

II. UNIFORM PROGRAM AND COLOR SELECTION

Potential Number of Employees	Division	Program	Color
42	Parking Attendant	11 Shirts & Pants	To be determined
8	Maintenance	11 Shirts & Pants	To be determined
10	Custodial	11 Shirts & Pants	To be determined
60	Total employees in assigned uniform program		

2.2 The number and types of uniforms listed in Section 2.1 are estimations. The Treasurer's Office reserves the right to add and drop employees at the per employee cost listed in Request for Proposal Cost Summary. 2.2 _____

III. PICK UP AND DELIVERY

3.1 Pickup and delivery to be once per week, 52 weeks per year. 3.1 _____

3.2 Items under contract are divided between (1) one location:
 Cupples Parking Facility, located at 421 N. 10th Street, St. Louis, MO 63102. Weekly delivery and pick-up service will be on the same day each week. 3.2 _____

IV. CONTRACT PERIOD

- 4.1** The contract shall commence on April 15, 2013 and remain in effect for a (2) two-year period through April 15, 2015. All quotes prices shall be firm fixed prices for the entire contract period. The Treasurer's Office will entertain a third-year extension of the base contract. Vendors, as alternate requests for bids, may propose firm fixed (3) three-year contracts. The Treasurer's Office shall have sole discretion in deciding which contract period is awarded. 4.1_____

V. REPAIRS AND REPLACEMENTS

- 5.1** At initiation of contract, all uniforms are to be supplied new and unused. 5.1_____

- 5.2** All uniforms supplied will be in good condition and will be maintained and repaired as needed. New garments will be supplied when uniforms are beyond reasonable repair. The Treasurer's Office recognizes its financial obligation for any garments that are ruined by actions of the employee. Such obligations will be negotiated between the vendor and the Treasurer's Office to a mutually acceptable and fair arrangement. 5.2_____

In accordance with modern standard practices and the state of the art, any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the Treasurer's Office. Garments to be cleaned shall be picked up and returned weekly. Each person's cleaned garment shall be identified to facilitate issuing of uniforms. 5.3_____

The Treasurer's Office promotes environmentally safe and sustainable laundry practices. Thus, the Treasurer's Office will give preference to vendors using products and practices that promote pollution prevention and toxin reduction. The Vendor must list the types of laundry chemicals used to clean garments at its facility. (Vendor using non-toxic detergents

designed for use in motels, hospitals, and retirement home laundries that contain no phosphates and that are highly efficient when removing ground-in dirt from garments will be given preference.)

VI. SEASONAL AND SIZE SWITCHOVER

- 6.1** Employees shall be able, at no additional charge to the Treasurer's Office, to seasonably switch from long sleeve to short sleeve shirts and vice versa. Historically, approximately 50% of uniformed employees switch shirts each season. Additionally, those employees whose pant or shirt size increases or decreases will be allowed to switch sizes at no charge to the Treasurer's Office. 6.1_____

VII. BILLING AND CREDITS

- 7.1** Vacation Credit: Prior to the beginning of the contract, the City and successful vendor will meet to agree upon a vacation billing credit for uniforms based upon the following formula: 7.1_____

The Treasurer's Office will calculate the average number of weeks of vacation per year per employee. This figure will be multiplied by the uniform request for bid, divided by 52 weeks and that quotient subtracted from the original request for bids price. This revised uniform price shall be the billed figure for which the Treasurer's Office will pay per week per employee. As a result, there shall be no requirement for notification to the vendor of particular employee's vacation schedules.

- 7.2** Other Leave Credit: If an employee will be on leave, other than vacation, for a period of three weeks or more, the Treasurer's Office will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work. 7.2_____

- 7.3** Invoices to be provided weekly. 7.3_____

- 7.4 A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered. 7.4_____

VIII. MISCELLANEOUS UNIFORM PROVISIONS

- 8.1 The Treasurer's Office will not allow miscellaneous charges to the quoted weekly uniform price including but not limited to: 8.1_____
- A) route bag charges
 - B) make-up charges
 - C) name emblems
 - D) shipping and handling charges
 - E) large and/or tall sizes charges

- 8.2 The vendor to provide emblems for each employee's shirts and include any charge in as part of the proposal price. There will be no additional charge to the Treasurer's Office for the emblems. Emblems should be embroidered patch-style. One emblem, approximately 3" x 1½", to be located above left shirt pocket saying "ST. LOUIS CITY TREASURER'S OFFICE/PARKING" OR "ST. LOUIS CITY TREASURER'S OFFICE/MAINTENANCE" OR "ST. LOUIS CITY TREASURER'S OFFICE/CUSTODIAL" with company logo. A second emblem, approximately 2½" x 1", to be located above right shirt pocket saying employee's name. 8.2_____

- 8.3 The vendor will guarantee that, during the term of the contract, all new employee garments and replacement garments for existing employees will be delivered within 14 calendar days of order. 8.3_____

The vendor will guarantee that, during the term of the contract, all newly hired employees will be fitted and delivered new uniforms in 7 – 10 days from their date of hire.

IX. MISCELLANEOUS ITEMS

- 9.1 Vendor to supply standard garment lockers in good working order and appearance chronologically numbered with individual locks and keys for each employee and location serviced under this contract. 9.1_____
- 9.2 The Treasurer's Office shall be supplied with a master key for all lockers. 9.2_____

X. MISCELLANEOUS REQUIREMENTS

- A) Attach sample of weekly and monthly billing format.
 - B) Attach sample of customer order agreement or contract, if such document required by vendor.
 - C) Vendor to submit an all-inclusive listing of every current account service within City of St. Louis with over five year period.
 - D) Contract terms; if any would you offer the contract for a third year through June 30, 2016?
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- E) If Uniform Rental and Laundry Services contract is awarded, schedule pickup day will be:
- _____

SIGNATURE OF COMPANY OFFICIAL

FIRM NAME

PRINT NAME OF OFFICIAL

FIRM ADDRESS

DATE

TELEPHONE