



**SECTION II**  
**SCOPE OF WORK**  
**UNIFORM RENTAL SERVICES**  
**EVENT # 3636**

**2.0 Broad description of Project:** The City of Savannah is soliciting proposals from experienced and qualified proposers to provide uniform rental services to various City departments. Additionally, the purchase of certain polo shirts with embroidered City logo and department names will be included in this proposal. The scope of services described in this event is a general guide and is not intended to be a complete list of all work and materials necessary to complete the project or supply goods or services. The scope of services contains work tasks believed necessary for providing uniform rental service that meet the City of Savannah's needs. **Electronic responses will not be accepted.**

**2.1 Scope of Services**

The successful proposer shall provide the following services at a minimum: Each uniformed position shall be provided with eleven (11) complete **NEW** uniforms consisting of eleven (11) shirts each (short or long sleeve), eleven (11) trousers/work pants, and two (2) jackets at contract award. It is estimated that each uniformed position will return five (5) complete uniforms weekly for laundry.

The quantities listed on the fee proposal sheet are estimates only. The City reserves the right to increase or decrease the quantities stated as it deems necessary. Uniform styles and quantities may also be customized to meet the needs of the department. The unit prices quoted by the vendor shall remain firm for the term of this agreement.

**2.2 Uniform Maintenance**

New and unused uniforms shall be supplied at the beginning of the contract period. New employees added to the service after the beginning of the contract shall also be furnished with new and unused uniforms. During the contract period, the vendor shall inspect all soiled uniforms for rips, tears, lost or broken buttons, defective mechanical fasteners, etc., and necessary repairs shall be made before uniforms are returned to employees with no additional cost to the City of Savannah. Where the City of Savannah determines such repairs destroy or seriously impair the appearance of the uniform, the vendor shall replace the garment with a new garment, including prepping (emblems and patches), at no additional cost to the City of Savannah. Any uniform delivered otherwise will be rejected and no rental fee shall be paid. If uniforms are determined to be damaged due to gross negligence by or willful acts of City employees, the City of Savannah shall either be charged for replacing the garment with a new or acceptable used garment or the City of Savannah may enter into a Garment Maintenance program (price included in proposal by vendor, whichever the City feels is in its best interest. Failure to keep uniforms in proper repair and neat appearance, or to render prompt service as specified, shall be cause for cancellation of this contract.

## 2.3 Emblems/embroidery and Patches

Emblems/embroidery and name tags with the City's logo and department name will be supplied by the successful vendor and sewn on shirts and jackets at a point designated by each department. The cost of the emblems or embroidery and any application costs, will be the vendor's responsibility and must be included in the rental price for the garments. **No additional payment will be made for emblems/embroidery required under this contract.** New shirts and/or jackets will be supplied with the following embroidered emblem and patches.

- 2.3.1 The emblem shall either be directly embroidered on the shirt or shall be a patch (matching the color of shirt) with white lettering.
- 2.3.2 Patch size is three and three quarters (3  $\frac{3}{4}$ ) inches long by one and three quarters (1  $\frac{3}{4}$ ) inches wide, the lettering size shall be one half ( $\frac{1}{2}$ ) inch and read "City of Savannah", and will also include the City's logo artwork. The logo shall be provided to the successful company upon award of the contract. Patch or embroidery shall be located above the left shirt pocket.
- 2.3.3 Each shirt and/or jacket shall also include name patches/embroidery that will be located above the right shirt pocket with the employee's name. Direct name embroidery will be considered in lieu of patches. **ALL LETTERING WILL BE X-PRESS OR EMBROIDERED. NO LAUNDRY MARKED OR SILK SCREENED EMBLEMS WILL BE ACCEPTED.**
- 2.3.4 All garments will be finished with a woven (not printed) label, permanently affixed. It will include the fiber content of the fabric and identification of brand, as well as garment care instructions. All flame resistant clothing must meet National Electrical Code, National Fire Protection Standards, and the Occupational Safety and Health Standards.
- 2.3.5 All garments shall have the employee's name, location, and date of issue permanently affixed in an inconspicuous place to prevent loss or theft.

## 2.4 Uniform Material

The uniform materials shall conform to the following criteria or comparable material:

- 2.4.1 **Regular Work Shirt** - Long and short sleeves shall be available and will be made of four and a half (4 $\frac{1}{2}$ ) ounce (oz.) poplin, 65 percent (%) polyester/35% cotton, with pre-cure durable press fabric and soil release. The shirt will have a minimum of six (6) buttons with vertical buttonholes and gripper at the neck. The two-piece collar will be lined and have sewn-in-stays. The cuffs will be one piece and fully lined. Acceptable colors are green, navy, light blue, lagoon green, charcoal with navy stripe, light blue with white stripe, light blue with navy stripe, medium blue with navy stripe, white with gray stripe, and white with blue stripe.

- 2.4.2 **Men's Work Pant** – Pant will be durable press, 65% polyester/35% combed cotton, and approximately eight and a quarter (8 ¼) oz. twill. The pant will have a heavy duty brass ratchet zipper, button closure, inner-lined waistband, belt loops, two (2) slack style front pockets, two (2) set-in hip pockets, darts over hip pocket for better fit, and left hip pocket with button closure. Acceptable colors are brown, navy blue, green, tan, spruce green, charcoal, black, white, and light gray.
- 2.4.3 **Women's Work Pant**- Fabric will be durable press, 65% polyester/35% combed cotton, and approximately eight and a quarter (8 ¼) oz. twill. The pant will have a heavy duty brass ratchet zipper with hook and eye closure. The waistband will be inner-lined with half-elastic backs with no belt loops. Acceptable colors are brown, navy blue, green, tan, spruce green, charcoal, black, white, and light gray.
- 2.4.4 **Jacket** – The jacket will be manufactured using seven and a half (7 ½) oz. twill, 65% Polyester/35% combed cotton, durable press, with a 100% nylon sewn in lining. The lining will be made from high melting point quilted taffeta and one eighth (1/8) inch polyurethane foam or equivalent. The jacket will have a solid brass zipper, two (2) position adjustable cuffs, and a two-piece, top-stitched collar with sewn in stays. It will have two (2) lower inset slash pockets and a patch pocket on the left sleeve and will be waist or hip length with adjustable waistband tabs. Acceptable colors are navy and charcoal.
- 2.4.5 **Men's or Women's Flame Resistant Shirt** – The shirt will be made from seven (7) oz. twill, 100% cotton and have six (6) buttons with vertical button holes, and button at the neck. The shirts will also have a two (2) piece, fully lined collar with no stays, and one (1) piece fully lined cuffs. Shirts will be long sleeve only. Acceptable colors are spruce green, navy, brown, tan, medium gray, and charcoal.
- 2.4.6 **Men's or Women's Flame Resistant Pant** – The pant will be made from nine (9) oz. twill, 100% cotton. The pant will have a brass ratchet zipper, button closure, inner-lined waistband, two (2) sets of slack style front pockets, two (2) single welted hip pockets, with a button closure on left pocket. Acceptable colors are navy, medium blue, light blue, tan, postman blue, white, and spruce green.
- 2.4.7 **Men's or Women's Flame Resistant Jacket**- Jacket fabric will be made from nine (9) oz. twill, 100% cotton. The jacket will have a solid brass zipper and be made with a flame resistant liner. It will have a two (2) piece lined collar with sewn-in stays, two (2) piece adjustable cuffs, welted slash pocket, and be waist or hip length. Acceptable colors are navy and charcoal.
- 2.4.8 **Men's or Women's Executive Shirt** - The shirt fabric will be four and a half (4 ½) oz., 60% combed cotton/40% polyester. The shirt will be Oxford style and be available in short and long sleeves. It will have seven button front placket, banded collar, box-pleated back, tailored sleeve placket, and spade-style chest pocket.

Acceptable colors are light blue, white, and white with blue stripes.

- 2.4.9 **Men's or Women's Trouser** – The trouser will be double pleated, 65% polyester/35% cotton, brushed twill blend, lined waistband, over-edged seams, brass zipper, and hook and eye closure. Acceptable colors are charcoal, tan, black, and navy.
- 2.4.10 **Security Shirt** - The fabric will be 65% Polyester/35% Cotton. The shirt will be available in short or long sleeve and shall have a badge harness, badge tab, self-epaulets, pocket flaps with pleated pockets, and scalloped flaps with Velcro closure. It will also have sewn in military creases, a two (2) button adjustable cuff, placket front, built-in pencil pocket and dress style top-stitched banded collar with stays. Acceptable colors are white and medium blue.
- 2.4.11 **Men's and Women's Cargo Pant**- The fabric will be 65% polyester/35% super rasser twill. The pant will have two (2) large cargo style pockets with flaps and Velcro closure. The right pocket will have an additional scissor pocket with two (2) Velcro closure straps. Acceptable colors are navy, tan, and charcoal.
- 2.4.12 **Men's or Women's Denim Blue Jean**- The jeans will be made from 14 oz., 100% cotton denim, have a brass zipper with metal shank button, and five (5) pocket styling. Acceptable colors are medium or dark indigo.
- 2.4.13 **Work Coverall** - The coverall fabric will be seven and a half (7 ½) o., 65 % polyester/35% cotton twill. It will have six (6) pockets, a rule pocket, one (1) piece collar, side vent openings, and safety-stitched seams. Acceptable colors are charcoal, navy, white, postman blue, and spruce green.
- 2.4.14 **Shorts** – The shorts fabric will be seven and a half (7 ½) oz., 65% polyester/35% cotton twill blend. The shorts will have a front zipper with button closure at the top, double pleats, two (2) front pockets and two (2) back pockets (men's), or two (2) front pockets and one (1) back pocket (women's). Acceptable colors are navy, charcoal, khaki, and tan.
- 2.4.15 **Executive Shorts**- 65% Poly/35% brushed cotton. The shorts will have a front zipper with button closure at the top, double pleats, two (2) front pockets and two (2) back pockets. Acceptable colors are navy, charcoal, khaki, and tan.
- 2.4.16 **Polo Shirt** – The shirt fabric will be a cotton/polyester blend pique and will have a three (3) button placket. Acceptable colors are navy, green, white, black, and charcoal.
- 2.4.17 **High Performance Polo Shirt** - The shirt will be made from six (6) oz., 100% spun polyester micropiqué with moisture-management technology and will resist staining, shrinkage, wrinkles, and fading. It will have athletic-style sleeves, a comfortable rib-knit collar, and a reinforced three (3) button placket. Acceptable

colors are navy, green, white, black, and charcoal.

- 2.4.18 **Winter Coverall** - The coverall will have a 30 degree temperature rating. The fabric will be a 100% acrylic shell and insulated with eight (8) oz. polyester Hollofil® or equal. Acceptable colors are navy, brown, black, and blaze orange.
- 2.4.19 **Dickies Premium Multi-Use Pocket Pant** – The pants will be constructed from seven and three-quarter (7 ¾) oz., 65% polyester/35% cotton E-Z touch fabric with StayDark™ technology. The style will be a relaxed fit that allows for bending and twisting. They pants will have a permanent press finish, reinforced front pocket and multi-use side pocket with hidden snap closure, wider, stronger belt loops and metal tack button waist closure. The color will be indigo.
- 2.4.20 **Three-Season Jacket**- The jacket fabric will be seven and a half (7 ½) oz., 65% polyester/35% cotton twill with a tunnel collar. It will have a durable shell and a quilted nylon/taffeta lining. The jacket will have contemporary raglan-sleeve styling with rib-knit cuffs and waist. It will have two (2) slash front pockets, an inside pocket, and pencil slot on left sleeve. Acceptable colors are black, dark green and navy.
- 2.4.21 **Flame Resistant Coverall** – The coverall will have an Arc Thermal Performance Value (ATPV) of 8.7, National Fire Protection Act (NFPA) 70E Hazard Risk Category 2, and be NFPA 2112 Certified, multiple pockets, pass-thru access to pants, snap-wrist closures, solid brass breakaway zipper. Acceptable colors are gray and navy.
- 2.4.22 **High Visibility Shirt** – The shirt fabric will provide enhanced visibility and will be made with reflective material (ANSI Class II or better). It will have a button-front closure with pockets.
- 2.4.23 **High Visibility Pant** – The pant fabric will provide enhanced visibility, reflective material (ANSI Class II or better), durable fabric, front zipper, front and back pockets.
- 2.4.24 **High Visibility Jacket** – The jacket fabric will provide enhanced visibility, reflective material (ANSI Class II or better), durable fabric, lined jacket, heavy-duty zippered front, with pockets.
- 2.4.25 **100% Cotton Shirt** – The shirt fabric will be six (6) oz., 100% cotton, fade-resistant, wrinkle-resistant, tailored collar, button-front closure with breast pockets. It will be available in long and short sleeves. Acceptable colors are navy, green, white, and light blue.
- 2.4.26 **100% Cotton Pant** – The pant style will be flat front, built-in creases, deep front pockets, brass ratcheting zipper, stain resistant, and fade resistant. Acceptable colors are navy, brown, charcoal, and green.

## 2.6 Uniform Measurements

Upon award of the contract, the selected vendor shall promptly arrange to measure all designated employees who are to be furnished uniforms and will maintain a file on sizes for replacement uniforms as needed. All measurements will be taken at a location specified by the City representative. The vendor shall provide qualified personnel to take measurements, and will ensure that all designated employees are measured. Measurements and delivery of uniforms shall be completed within 30 days of contract award. All uniforms must be available in men's and women's sizes. Male and female sizes must be available in small through fifteen (15) XL. **The successful vendor will maintain adequate stock of uniform items to insure proper execution of contract.**

## **2.7 Uniform Cleaning**

All garments/uniforms shall be laundered using detergents or cleaners and pressed which leave the garments odor free. All garments must be washed using methods in full accord with the State of Georgia requirements governing commercial and industrial laundries. All garments must be treated for mildew prevention. Uniforms which retain an offensive smell or residual odor after laundering will not be acceptable. The City will notify the selected vendor of any uniforms deemed to be unsanitary, unclean, or that have an odor present. The selected vendor shall provide corrected uniforms the following working day at no additional cost to the City.

## **2.8 Delivery/Pick-up Points**

Normal pickup and delivery service will be furnished one (1) time a week. This shall occur on the same day of the week and time every week. Special arrangements and notices are to be furnished to the City representatives for holiday week deliveries. The schedule shall be reviewed and approved by the City representative prior to commencement of work. All changes to this schedule must also be reviewed and approved by the City representative.

Uniform deliveries/pickups will be at the following locations:

- 6 East Bay Street, 2<sup>nd</sup> Floor Inspectors Area
- 14 Interchange Court
- 702 Stiles Avenue
- 1325 and 1327 Dean Forest Road
- 6900 Sallie Mood Drive, Southside lot, front and rear shop office
- 1100 West Gwinnett Street, Building C
- 8 Interchange Court
- 5 Interchange Court
- 100 East Bryan Street
- 100 East Broughton Lane

## **2.9 Delivery Pick-up/Drop-off**

The City requires signed weekly pickup/delivery tickets, signed by the City staff and the successful vendor's delivery personnel. The successful vendor will be required to establish a check-in/check-out inventory system of all locations where garments will be delivered and picked up. **The vendor shall submit with proposal, a sample check-**

**in/check-out form.** The check-in/check-out form, at a minimum, must show the number of pieces turned in by and the number of pieces returned by the vendor each week. The City of Savannah will have a designated employee coordinate check-in/check-out at each location.

Except as otherwise specified, each employee's clean laundry, properly laundered and pressed, shall be returned (one set per hanger) and delivered to the appropriate work location. Supervisory uniforms must have plastic covers.

#### **2.10 Repaired Uniforms**

Garments shall be tagged, returned in a repaired condition or replaced within one (1) week (next delivery) at no cost to the City. Repair tag tickets must be supplied by the successful vendor, so that City employees may tag the damaged uniform. The tag must be attached to the repaired uniform when returned and marked "repaired."

#### **2.11 Lost Uniforms**

The City of Savannah agrees to use all reasonable precautions to prevent the loss of the contractor's uniforms, and will cooperate by returning those uniforms turned in by terminated employees. However, the City will not be responsible for replacing any lost uniform that has been determined to be lost by the vendor. Replacement clothing may be new or used if deemed acceptable by the City of Savannah. The City will be responsible if clothing is determined to be lost by a City employee.

#### **2.12 Shortages**

Any shortages MUST be delivered the following working day after delivery or error if incorrect counts are found. If the error is significant and will cause a disruption to the City's service, the error must be corrected the same day at no additional cost to the City.

#### **2.13 Rental Charges**

The vendor's route representative shall be notified when any employee is terminated and the employee's name shall immediately be deleted from the billing ticket and rental payments stopped. Uniform rental payments will be paid for an employee who is absent from work for four (4) weeks or less. Employees on extended leave time of four (4) weeks or longer shall not be charged until resumption of duty. The City will be responsible for notifying the vendor of all employee leave and return date.

Size changes will be made as needed at no additional cost to the City of Savannah.

When a new employee is to be provided with uniforms, the vendor's route representative shall be notified and a complete set of uniforms (name and logo emblems included) shall be provided within two (2) weeks from date of request.

**Prompt service of no more than two (2) weeks maximum is required in putting new employees into uniforms or ordering additional garments regardless of time remaining on the contract. For oversized clothing, no more than three (3) weeks will be allowed.**

## **2.14 Invoice and Payment**

Printed invoices must display correct quantities and charges for garments. Detail should be provided for each individual employee. Invoices **cannot** be hand corrected and partial payments will not be made by the City of Savannah. It is the vendor's responsibility to provide accurate invoices for payment. City of Savannah will provide for payment of invoices within 30 days of receipt of accurate or corrected invoice. The City of Savannah will not be charged or incur any penalties or fees for delays in payment due to inaccurate invoices.

## **2.15 Proposal Format**

Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities and qualifications as requested
- b) Fee proposal as detailed in Section III (In separate envelope)
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- d) References with contact information of customers of similar size and scope
- e) Other submittals as requested

## **2.16 Basis of Award**

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Evaluation of uniforms (30 points)
- b) Fee (20 points)
- c) Methodology (such as delivery, repair and invoicing) (20 points)
- d) Qualifications and experience (20 points)
- e) Local Preference (5 points)
- f) References (5 points)

Proposals shall be evaluated by a selection committee. The selection committee will conduct interviews with all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation. City of Savannah will award a contract to the proposer who provides the best combination of service and price.

**2.17 Copies:** One (1) unbound, printed, and signed original, and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined. **Electronic responses will not be accepted.**

**2.18 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.



**2.19 Minority/Woman Business Enterprise Goals:** The City of Savannah has not established an M/WBE goal for this project.

**2.20 Qualifications**

Each vendor shall submit a summary of their qualifications and experience and provide detailed description of required qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

Each vendor shall furnish with his proposal a list of at least five (5) accounts of comparable size which are now being served in the general area. The vendor shall give the name of the company, the number of employees serviced and the name of the individual within the company who may be contacted for reference. The proposer must show proof of having a warehouse within a 50 mile radius of Savannah, Georgia.

**2.21 Insurance and Certificate of Insurance Requirements:**

The Mayor and Aldermen of the City of Savannah should be CERTIFICATE HOLDER

Commercial General Liability:

Limits (or higher):

General Aggregate:	\$2,000,000
Products Completed Operations Aggregate:	\$2,000,000
Each Occurrence Limit:	\$1,000,000
Personal Injury Limit:	\$1,000,000
Damage to Premises Rented to You	\$1,000,000 Any One Event
Medical Expenses	\$ 5,000 Any One Person

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- No exclusions for subcontractors
- Includes current operations, ongoing operations and completed operations (no exclusions of these)

Commercial Auto:

Limits: \$1,000,000 per Occurrence & Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Workers Compensation & Employers Liability: (includes coverage for all employees, volunteers and others under your direction and supervision)

Limits:

Part A: Workers Compensation: Statutory (include State of Georgia)

Part B: Bodily Injury by Accident: \$500,000 Each Accident

Bodily Injury by Disease: \$500,000 Policy Limit

Bodily Injury by Disease: \$500,000 Each Employee

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Commercial Umbrella:

Limits: \$5,000,000 per Occurrence & Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- *This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation)*

Professional Liability:

Limit: \$1Million per Project

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Other Items Required:

- No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.
- All insurance carriers in the policy / COI are required to have an AM Best Rating of A-, IX or better

- The City of Savannah is not responsible for any of the property used in or owned by consultant
- All deductibles in the coverage are the responsibility of Named Insured on policy
- Any modifications to specifications must be approved by the City.
- This contract requires the consultant to indemnify and hold harmless the City in all consulting work, projects and services provided. The consultant also agrees to indemnify for costs of preparing and defending lawsuits from consulting work, projects and services provided.

#### **2.22 Contract Award**

This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

#### **2.23 Uniform Sample Meeting**

A mandatory sample meeting will be scheduled with each vendor. Vendors will be required to present a sample of their garments and color swatches for evaluation to the selection committee before a contract is awarded. Vendors shall agree to furnish samples of items offered at no expense to the City of Savannah. All samples provided shall be clearly labeled with the proposer's name and event number. Proposals that do not comply with these requirements or equivalent will be subject to rejection.

#### **2.24 Fees**

Proposer shall submit fees based on the detailed listing in Section III of the RFP.

**2.25** The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

**SECTION III**

**FEE PROPOSAL**

***ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT [WWW.SAVANNAHGA.GOV](http://WWW.SAVANNAHGA.GOV). ELECTRONIC SUBMISIONS WILL NOT BE ACCEPTED.***

I have read and understand the requirements of this request for proposal RFP Event # 3636 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

<b>ITEM NO.</b>	<b>DESCRIPTION (Initial Issue)</b>	<b>ESTIMATED QTY.</b>	<b>MANUF. NAME &amp; MODEL NO.</b>	<b>UNIT PRICE PER SET, PER WEEK</b>	<b>TOTAL UNIT PRICE X QTY.=</b>	<b>TOTAL COST (TOTAL UNIT PRICE X 52 WEEKS=)</b>
1.	Complete Uniform (Consisting of 11 shirts, 11 work pants, and two jackets) Per Specs 2.4.1 through 2.4.4	400 sets				
2.	Work Shirt only (11 each) Per Spec. 2.4.1	50 sets				
3.	Work Pant only Male: (11 each) Per Spec 2.4.2	125 sets				
4.	Work Pant only Female: (11 each) Per Spec 2.4.3	10 sets				
5.	Jacket only (2 per set) Per Spec. 2.4.4	100 sets				
6.	Flame Resistant Shirt only (11 each) Per Spec. 2.4.5	20 sets				
7.	Flame Resistant Pant only (11 each) Per Spec. 2.4.6	12 sets				
8.	Flame Resistant Jacket only (2 each) Per Spec. 2.4.7	12 sets				
9.	Executive Shirts only (11 each) Per Spec. 2.4.8	100 sets				
10.	Trouser only (11 each) Male: Per Spec 2.4.9	36 sets				
11.	Trouser only – Female (11 ea) Per Spec 2.4.9	6 sets				

12.	Security Shirt only (11 each)-Per Spec. 2.4.10	5 sets				
13.	Cargo Pant only (11 each)-Per Spec. 2.4.11	100 sets				
14.	Denim Blue Jean (11 each) Per Spec. 2.4.12	40 sets				
15.	Work Coverall only (11 each)- Per Spec. 2.4.13	75 sets				
16.	Shorts only (11 each) Per Spec. 2.4.14	10sets				
17.	Executive Shorts only (11 each Per Spec. 2.4.15	5 sets				
18.	Polo Shirts only (11 each)- Per Spec. 2.4.16	50 sets				
19.	High Performance Polo (11 each) Per Spec. 2.4.17	12 sets				
20.	Winter Coveralls (2 each) Per Spec. 2.4.18	125 sets				
21.	Dickie Premium Multi-use Pocket Pants (11 each) Per Spec. 2.4.19	12 sets				
22.	Three-Season Jacket (2 each) Per Spec 2.4.20	24 sets				
23.	Flame Resistant Coverall Per Spec. 2.4.21	6 each				
24.	High Visibility Shirt (11 each) Per Spec. 2.4.22	200 sets				
25.	High Visibility Pant (11 each) Per Spec 2.4.23	60 sets				
26.	High Visibility Jacket (2 per set) Per Spec 2.4.24	200 sets				
27.	100% Cotton Work Shirt (11 each) Per Spec 2.4.25	36 sets				
28.	100% Cotton Pant (11 each) Per Spec 2.4.26	25 sets				
29.	Polo Shirt for Purchase embroidered with City Logo and Department Name Per Spec. 2.4.16	100 each				

**Uniform Rental Total**      \$ \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
**Area Code**

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
**Area Code**

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS RFP:**

**ADDENDUM #** \_\_\_\_\_

**DATE** \_\_\_\_\_

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):**

**CHECK ONE:**

\_\_\_\_\_ **NON-MINORITY OWNED**

\_\_\_\_\_ **AFRICAN AMERICAN**

\_\_\_\_\_ **HISPANIC**

\_\_\_\_\_ **WOMAN (non-minority)**

\_\_\_\_\_ **ASIAN AMERICAN**

\_\_\_\_\_ **AMERICAN INDIAN**

\_\_\_\_\_ **OTHER MINORITY Describe** \_\_\_\_\_

## NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

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Signature

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Title

## PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has **not** been certified is **not** qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_ Event No. 3636

Project Title: \_\_\_\_\_

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			

MBE Participation Value: \_\_\_\_\_ %      WBE Participation Value: \_\_\_\_\_ %      M/WBE Participation Value: \_\_\_\_\_ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, **conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

### Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website at [www.savannahga.gov](http://www.savannahga.gov).*



## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either **minority**-owned and controlled or **woman**-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved **prior** to the due date of this bid. A firm that has submitted an application for certification but has **not** been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.