

# REQUEST FOR PROPOSALS



The Public Works Department is requesting proposals for:

## Purchase of Uniforms

RELEASE DATE: August 1, 2017

RESPONSE DUE: August 31, 2017

## **GENERAL INFORMATION / BACKGROUND**

The City of San Fernando is requesting proposals from qualified firms to Initiate the purchase of uniforms for approximately 37 employees per the attached provisions, detail and bid list. This will be a cash project through a purchase order for FY 2018 through June 30, 2018, with the option to renew for three years through June 30, 2021. The bid shall be valid for 60 days.

This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal. Consultant should include a summary showing project understanding, approach, proposed scope, schedule with deliverables and budget. Failure to submit information in accordance with the RFP's requirements and procedure may be cause for rejection.

## **SCOPE OF WORK**

The Scope of Work is intended as a guide only. The proposer is advised to add any critical tasks or elements which may have been overlooked, or delete any extraneous tasks deemed not necessary to the success of the project:

1. Contract will be awarded for one year, with city option to renew for a second, third and fourth year. Total four year value not to exceed \$25,000.
2. Bid **each** item separately, with prices to include sales tax, application of embroidery, logos and patches. See Attachment B
3. Uniforms will be purchased for approximately 32 full-time employees and 5 part-time employees.
4. Selected Bidder will supply sample of each bid item.
5. Selected Bidder will provide **exact** items specified as indicated; no substitutes unless approved in advance by the City
6. Selected Bidder will come to the Public Works Operations Center located at 120 Macneil Street, San Fernando, CA, within ten working days of award of contract for uniform fittings. Appointment for uniform fittings will be made for 7:00 a.m. on a weekday convenient to both parties.
7. Delivery of complete order shall be within 30 days after order is placed; no partial orders accepted. It is agreed by the parties to the contract that the penalty for failure to complete uniform order under this contract is the amount of five percent (5%) of the original contract amount per month for each and every month's delay beyond the time prescribed

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to complete the order. Vendor agrees to pay such penalty as herein provided, and in case the same are not paid, Vendor agrees the City of San Fernando may deduct the amount thereof from any money due or that may become due the Vendor under contract.

8. EACH individual employee's order MUST be ITEMIZED and INVOICED.
9. Invoices must be separated by DIVISION and accompanied by employee's separate itemized order list (see attached format).
10. Bids must be firm for 60 days.

### **UNIFORM INSIGNIAS**

The following insignia are described for use on City Public Works Uniforms. A summary on the next page shows which insignia are to be used for each uniform item.

**CITY LOGO:** Embroidered over left pocket with "City of San Fernando" (3/8" lettering) and "Public Works" in script (5/16" lettering). See attachment A [\*City Logo Sample\*](#). Logo should be centered over the pocket, with bottom of logo 3/4" over the top of the pocket. Uniform items receiving logo are:

- T- shirts
- Sweatshirts (with no pocket)
- Golf Shirts or Polo Shirts
- Jackets
- Coveralls

**NAME:** Employee's "Name" embroidered in script opposite of left pocket (i.e. right side) in 1/2" lettering. Name should be at equal height with city logo. Uniform items receiving names are:

- T- shirts
- Sweatshirts (with no pocket)
- Golf Shirts or Polo Shirts
- Jackets
- Coveralls
- Poplin Button Front Work Shirt

**LETTERING:** All Lettering will be in black, except for Navy Blue shirts, which will receive lettering in white.

**CITY EMBLEM (PATCH):** On left side 3 1/2" round City emblem (Patch). Patches will be provided by vendor. Patches should be centered over the pocket with bottom of patch 1" above the top of

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the pocket (sample patch will be provided by City). See attachment A *City Emblem Sample*. Items receiving patch are:

- All Jackets
- Poplin Button Front Work Shirt

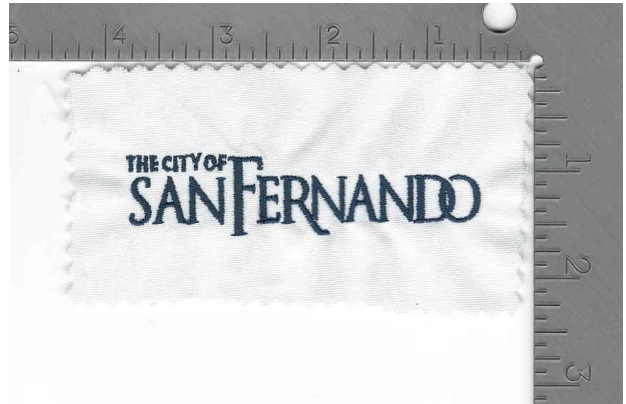
### **SUMMARY OF UNIFORM INSIGNIAS**

<b>Uniform Articles</b>	<b>City Emblem – 3½” Patch</b>	<b>City Logo</b>	<b>Name</b>
Poplin Work shirt, Button Front	X		X
T-Shirts		X	X
Sweatshirt		X	X
Golf or Polo Shirt		X	X
Jackets	X		X
Coveralls		X	X

CITY EMBLEM SAMPLE (PATCH)



CITY LOGO SAMPLE EMBROIDERED



## **INSTRUCTIONS TO SUBMITTING FIRMS**

### **A. Examination of Proposal Documents**

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in an efficient and cost-effective & manner.

### **B. Questions/Clarifications**

Please direct any questions regarding this RFP to Frank Avila, Equipment & Materials Supervisor via e-mail at [FAvila@SFCity.org](mailto:FAvila@SFCity.org). Questions must be received by 5:00 p.m. on **Thursday, August 10, 2017**. All questions received prior to the deadline will be collected and responses will be emailed by **Tuesday, August 15, 2017**.

### **C. Submission of Bid Proposals**

All bid proposals shall be submitted via email to Frank Avila at [FAvila@SFCity.org](mailto:FAvila@SFCity.org) and the subject line of the email shall read, "City of San Fernando RFP – Pavement Management Service Upgrade." Proposals must be received no later than Wednesday, **August 31, 2017 by 5:00 p.m.** All proposals received after that time will not be accepted.

### **D. Withdrawal of Proposals**

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal, signed by or on behalf of, the prospective firm.

### **E. Rights of City of San Fernando**

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

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### F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City review and approval of the recommended firm.

### G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## SCHEDULE FOR SELECTION

RFP Available:	August 1, 2017
Deadline for submittal of Questions:	August 10, 2017
Response to Questions:	August 15, 2017
Deadline for submittal of Proposal:	August 31, 2017
Review, Approval & Vendor Selection:	September 5, 2017
Notification to Awarded Vendor	September 7, 2017

## METHOD OF SELECTION AND NOTICES

The Deputy City Manager/Public Works Director will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

## INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. City of San Fernando Business License (If awarded)
3. Statement of product warranties

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In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.



### 3M Scotchlite™ Reflective Material

#### ANSI/ISEA 107-2004 MADE EASY: A Quick Reference to High-Visibility Safety Apparel

The American National Standard for High-Visibility Safety Apparel and Headwear (ANSI/ISEA 107-2004) is a standard established by American National Standards Institute, Inc.

Construction, utility, police, emergency medical services, fire fighters and airport ramp workers are routinely exposed to the hazards of low visibility while on the job. This standard provides guidelines for the selection and use of high-visibility safety apparel such as shirts, rainwear, outerwear, safety vests and headwear to improve worker visibility during the day, in low-light conditions and at night.

Significant changes to the first edition (ANSI/ISEA 107-1999) include recognition of headwear as high visibility accessory products, inclusion of reflective patterns, such as logos, the distinction between woven and knitted fabrics as background material, and removal of previous test criteria that added no value. The appendices have been expanded to include additional examples of garment designs and now include forms for standard test reports and an apparel and headwear compliance certificate.

This information, ANSI/ISEA 107-2004 Made Easy: A Quick Reference to High-Visibility Safety Apparel, summarizes the main provisions of the standard including minimum performance criteria and basic design requirements. You should obtain a copy of the standard and refer to it for more detailed information. And remember, there is more to designing a high-visibility safety garment than meeting the minimum performance specifications and design guidelines of the ANSI/ISEA 107-2004 standard. Garment designs should incorporate the full range of your needs for functionality, comfort, durability and image.

#### **ANSI/ISEA 107-2004 specifies the following:**

- Design
- Requirements for Background and Combined-Performance Retroreflective Materials
- Photometric and Physical Performance Requirements for Retroreflective Materials
- Care Labeling

#### **Scope & Purpose: It's about people**

Before the first publication of this standard in 1999, there was no regulation or specific guideline for the design and performance of materials for high visibility safety apparel in the U.S. Since 1999, private industry as well as various federal, state, and local authorities have recognized the ANSI/ISEA 107-1999 standard.

Until the release of the 2003 edition, the MUTCD provided only general guidelines for worker visibility in work zones, requiring that flaggers wear garments visible from 1,000 feet away. Historically, MUTCD focused on visibility from the driver's perspective: the use of traffic cones, barrels, and signs to provide motorists with visual cues and clear channels of traffic. In the 2003 edition, the writers specify requirements for use of high visibility apparel compliant with ANSI/ISEA 107 by both flaggers and other roadway workers, and in doing so, place the focus on visibility from the worker's as well as the driver's perspective.



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City of San Fernando - Fiscal Year 2018 Uniform Price Bid Sheet

Attachment B

COMPANY NAME:

COMPANY REPRESENTATIVE (print name):

DATE:

UNIFORM ARTICLES	BRAND	STOCK NO.	DESCRIPTION / COLORS	COST w/Tax S-XL	COST w/Tax XXL-UP	Column for City Use Only
Standard Work Pants, Regular Weight Red-E-Prest Pant	RED KAP	PT10	Colors: Brown, Navy*			
Standard Work Pants, Regular Weight Iron Tough Jean	Dickies	C-7988	(Fits Over Boots) – Colors: Brown, Navy*			
Standard Work Pants, Heavy Duty Duck Utility Jeans 100% Cotton	Dickies	1939	Colors: Timber, Black**			
Industrial Cargo Pants	Dickies	2112372	Colors: Tan, Navy*, Black**			
Standard Work pants	Dickies	Original 874	Colors: Brown, Navy*, Black**			
Premium Industrial Cotton work pants Relaxed fit 100% cotton	Dickies	LP310	Colors: Dark Navy, Khaki			
Work Shorts, Cargo Pocket with Velcro	Dickies	WR 545	Colors: Navy*, Black**			
Work Shorts, Carpenter/Multi-use Pocket	Dickies	WR 825	Colors: Dark Brown, Khaki			
T- Shirt w/pocket, Long Sleeve 100% Cotton	C-Port	PC61LSP	Colors: Orange, Navy*			
T- Shirt w/pocket, Short Sleeve 100% Cotton	C-Port	PC61P	Colors: Orange, Navy*, Light Blue*			
T-shirt w/pocket, Short sleeve Ultra Blend 50/50	Gildan	8300	Colors: Orange, Navy*, Light Blue*			
T-shirt No pocket, Short/long sleeve 100% polyester Dry zone wicking	Sportec	T473 / (LS)	Color: Navy*, Black**			
Button Shirt, poplin blend,2 pocket Short Sleeve	RED KAP	SP14	65% Polyester/ 35% Cotton, Toughtex Colors: Orange, Navy*, Light Blue*, Tan**			
Button Shirt, poplin blend,2 pocket Long Sleeve	RED KAP	SP14L	65% Polyester/ 35% Cotton, Toughtex Colors: Orange, Navy*, Light Blue*, Tan**			
Button Shirt, poplin blend, button collar 1 Pocket Short Sleeve	RED KAP	SP80	65% Polyester/ 35% Cotton, Toughtex Colors: Navy*, Light Blue*, Tan**			
Button Shirt, poplin blend, button collar 1 Pocket, Long Sleeve	RED KAP	SP90	65% Polyester/ 35% Cotton, Toughtex Colors: Navy*, Light Blue*, Tan**			

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Button Shirt, 100% cotton ,2 pocket Long Sleeve	RED KAP	SC30	100% Cotton, 6 oz. Twill Colors: Orange, Navy*, Light Blue*, Khaki**			
Button Shirt, 100% cotton ,2 pocket Short Sleeve	RED KAP	SC40	100% Cotton, 6 oz Twill Colors: Orange, Navy*, Light Blue*, Khaki**			
Polo Shirt, Short Sleeve, w/pocket	San Mar	K500P	5oz Cotton/Poly Blend Colors: Orange, Ultra Marine Blue*, Navy*, Tan**			

UNIFORM ARTICLES	BRAND	STOCK NO.	DESCRIPTION / COLORS	COST w/Tax S-XL	COST w/Tax XXL-UP	Column for City Use Only
Fleece Hooded Zippered Sweatshirt	Sport-Tek	F258	9oz Fleece, 60% Polyester/40% Cotton, Thermal Knit Heather Gray Lining. Colors: Orange, Navy*, Black**			
Pull over Sweatshirt	Gildan	18000	Min. 7.75oz fleece, 50% Cotton/50% Polyester, No Pocket Colors: Orange, Navy*, Lt Blue*, Black**			
Jacket, Waist Length safety stripe with Fleece Liner	Port Authority	SRJ754	Performance Requirements: ANSI 107-2004 Class 3 Certified Reflective Stripes - Colors: Orange or Lime/Yellow			
Jacket, Waist Length safety stripe with Fleece Liner	Port Authority	J754R	Colors: Navy*, Black**			
Belt	Red Cap	AB14BK	1½" Belt with Velcro Closure			
Belt	Red Cap	AB12	No Buckle - Non-scratch Belt. Color: Black			
Belt	Dickies	11D0227	Metal Buckle - Jean Belt. Color: Black			
Baseball Cap style with City Logo	P/A Flex fit	C813	Baseball Cap: 98%Cotton / 2% Spandex. Sizes: S-M and L-XL only. Colors: Orange, Navy, Brown, Black			
Beanie	Cornerstone	CS800	Colors: Orange or Yellow			
Jacket - Waist Length with Fleece Liner	Port Authority	J7545	Colors: Orange, Lime/Yellow			
Jacket - Parka Length with Fleece Liner	Port Authority	J799 (S)	Performance Requirements: ANSI 107-2004 Class 3 Certified Reflective Stripes - Colors: Lime/Yellow, Orange or Navy* Blue*			
Regular Coverall	Red Cap	CT100VB	Performance Requirements: ANSI 107-2004 Class 3 Certified Reflective Stripes - Colors: Orange or Navy*			
Regular Coverall, Long length	Red Cap	CT10LOVB	Performance Requirements: ANSI 107-2004 Class 3 Certified Reflective Stripes - Colors: Orange or Navy*			
<b>TOTALS (Includes current sales tax, application of embroidery and logos)</b>						
For City use >						