



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: Rental and Cleaning of Uniforms FY23 – One-Year Contract with Two One-Year Options

Issued Date: April 25, 2022

Date to be opened: May 23, 2022 @ 2:00 p.m. (EST).

Issuing Department: Public Property

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”

Pre-bid Conference

There will be no pre-bid conference.

Submit your questions [using the link to this form](#). To see the status of your question, as well as other questions previously submitted by other interested parties, [use this link](#).

Deadline for question submission: Friday, May 13th, 2022, by 4:30 p.m. (EST).



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INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE: This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.**

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



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BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on:*
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested (as indicated on page 5 of this document under "Bid Terms")*

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**



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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 3 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder’s responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Write the “Item Description” here): _____

If the bidder’s company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island* _____

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

**** If you are submitting a unit price bid, please insert “Unit Price Bid”***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



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BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____, 20_____.

Signature of Representation

Printed Name



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BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20 _____.

Signature of Representation

Printed Name



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WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.
The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Form Instructions:

Access all bid forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using



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the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? MBE WBE Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.

The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**

Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements.

Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



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SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary NAICS _____

Code: _____

Item Description (as seen on RFP): _____

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

| Proposed Subcontractor | MBE | WBE | Primary NAICS Code | Date of Mobilization | \$ Value of Subcontract |
|--|-----|-----|--------------------|----------------------|-------------------------|
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| A. MBE SUBCONTRACTED AMOUNT: | | | | | \$ |
| B. WBE SUBCONTRACTED AMOUNT: | | | | | \$ |
| C. NON MBE WBE SUBCONTRACTED AMOUNT: | | | | | \$ |
| D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR: | | | | | \$ |
| E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D): | | | | | \$ |
| F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide the sum of A and B by E and multiply result by 100). | | | | | % |

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director. Initial _____

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal. State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP):

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

| MBE/WBE Company Name | Individual's Name | Company Trade | Why did you choose not to work with this company? |
|----------------------|-------------------|---------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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BID PACKAGE SPECIFICATIONS

The City of Providence, Rhode Island (“The City”) is seeking proposals (“Proposals”) from qualified vendors to provide Rental and Cleaning of full Uniforms services for approximately 500 employees, for multiple city departments. This is a one-year contract with a two one-year options for renewal. In addition to the rental of uniforms, the City is also looking to purchase apparel. Apparel items to be purchased include but not limited to polo shirts, button down shirts, light weight and winter jackets, hoodies, winter bib coveralls. In lieu of providing all clothing specifications, the City intends for firms to provide a percentage discount off catalog/list pricing. Both purchased apparel and uniform rentals should include women’s and men’s, size range needs to include small, medium, large and up to 5X.

The successful bidder will be required to provide and maintain lockers for each employee at multiple facilities. The successful bidder will be responsible for furnishing and maintaining uniforms, make weekly deliveries to each location. Uniforms shall consist of a combination of garments listed in this bid. Rental items will include cleaning, maintenance, alterations and replacement if necessary.

Each shirt and jacket will require customized department’s emblem. The emblem will either be silk screen or embroidered as noted in specifications.

Bidders will explain in detail the process of handling and cleaning uniforms that have been exposed to silica.

Bidders will explain in detail the process for cleaning uniforms, pick-up and delivery, and how alterations and size exchanges are to work if awarded the contract.

The City may also request to rent other items such as floor mats and shop towels. Bidders should include with their bid a list of items which can be rented.

General Information

1. This is a One-Year Blanket Contract from July 1, 2022 through June 30, 2023, with Two One-Year Options for renewal. The City reserves the right to exercise each One-Year if deemed to be in its best interest. **ALL PRICES QUOTED MUST REMAIN FIRM FOR THIS TIME PERIOD.**
2. All quoted prices are to include any and all cost associated with performing these services, including rental of lockers, silk screening and embroidery as per spec, and weekly deliveries.
3. Deliveries will be accepted Monday through Friday (Excluding Holidays) between the hours of 9:00 am through 3:00 pm. It is the responsibility of the vendor to obtain proper signature for deliveries.
4. This contract is expected to be in place on July 1, 2022. Uniforms need to be available and on-site at this time.



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5. The successful bidder will measure each employee for correct sizing of all uniforms. The awarded vendor will be responsible for obtaining measurements during all employee's normal work shifts. The City has employees on all three shifts. The successful vendor agrees to correct any unsatisfactory fit for the term of the contract.
6. The general and specific characteristics of the attached specifications **shall not** be interpreted as to exclude any manufacturer or vendor that would reasonably be considered as a comparable product. Comparable products require the City's approval.
7. The award of this contract in no way obligates the City to buy the estimated quantities or spend the corresponding estimated dollars. This proposal mentions quantity to provide bidders an estimate of garments which may be required.
8. The City reserves the right to cancel this contract at any time with a 30-day written notice.
9. The City has approximately 400 employees who require uniforms.
10. These specifications have been drafted for rental of uniforms for the Department of Public Works, the Department of Parks, the Police Department, and the Fire Department. However, The City of Providence reserves the right to rent additional uniforms for other departments for quoted prices.
11. The successful bidder shall be required to stock all rental items listed in the specifications. New rentals and replacement rentals must be delivered with 10 business days of the order placed.
12. Acceptability of proposed color match to be determined solely by The City.
13. The City reserves the right to buy or rent any quantity of all items listed in these specifications as deemed necessary.
14. The awarded vendor agrees to warranty all uniforms against tears, burns, etc. and agrees to replace garment at no charge. Visibly worn or untidy uniforms will be replaced at the discretion of the City. Garments are to be delivered within 10 business days of the order placed.
15. The City reserves the right to select color of all garments. Shirts may be a combination of white, light blue, dark blue, lime green, orange, ash or grey. All pants will be either tan or dark blue.
16. The City is requesting each bidder submit a list of references of current clients including number of uniformed employees, length of contract and contact person.
17. The City reserves the right to see and approve samples and view bidder's facility prior to award.



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18. The awarded vendor will be required to designate a company representative's available during normal working hours to resolve issues.
19. New garments to be provided at the beginning of this contract (July 1, 2022).
20. The Departments' Logo is registered and is the sole property of the City. It is unlawful to use said logo without permission from the City in writing.
21. The successful bidder will supply locked lockers for each employee at different locations. Bidder will visit each location at least once a week for pick -up and deliveries. (Locations will be provided via addendum).
22. Prior to any purchase, the successful bidder will be required to submit samples of each garment for final approval. The City reserves the right to change colors and/or garment. Vendor may adjust pricing if garment is changed.
23. Some employees will require oversized garments (3xl, 4xl, 5xl etc.). The bid should include if additional pricing is required.

Proposal

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide qualifications and experience of key staff providing the cleaning, rental, and delivery of uniforms.
2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience providing the services of cleaning, rentals and delivery of uniforms. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided. References from other municipalities similar to the City of Providence are preferred.
3. **Quality of Garments** - Please describe in detail the quality of the fabrics of the uniforms.

B. Cost Proposal

1. Provide rental price per week and the cost of outright purchase on the bidder's blank page attached herein.
2. Provide you payments terms: The price(s)/invoice can be discounted by _____%, if payment is made within _____ days. These payment terms shall apply to all purchases.
3. Does your firm have a City of Providence Business License? _____ Yes _____ No



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C. MBE/WBE Proposal

Read and complete the forms on pages 9 to 13 of this solicitation.

Evaluation Criteria

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor MWBE proposals shall be evaluated and assigned up to 5 bonus points for MWBE participation.

The City reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria

| Evaluation Criteria | Possible Points |
|---|------------------------|
| Staff qualifications/credentials providing cleaning, rental and delivery services of uniforms | 20 points |
| Overall qualifications and experiences of the firm providing these services to other municipalities | 30 points |
| Quality of the garments | 20 points |
| Total Possible Technical Points | 70 points |
| Cost Proposal* | 30 points |
| Total Possible Evaluation Points | 100 points |
| MWBE Participation** | 5 Bonus points |
| Total Possible Points | 105 points |



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***Cost Proposal Evaluation**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****MBE/WBE Participation Evaluation:**

A. Calculation of MWBE Participation Rate

1. **MWBE Participation Rate for Non-MWBE Vendors.** The MWBE participation rate for non-MWBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-MWBE vendor's total contract price that will be subcontracted to MWBEs by the non-MWBE vendor's total contract price. For example, if the non-MWBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to MWBEs, the non-MWBE's MWBE participation rate would be 12%.
2. **MWBE Participation Rate for MWBE Vendors.** The MWBE participation rate for MWBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the MWBE vendor's total contract price that will be subcontracted to MWBEs and the amount that will be self-performed by the MWBE vendor by the MWBE vendor's total contract price. For example, if the MWBE vendor's total contract price is \$100,000.00 and it subcontracts and will perform a total of \$8,000.00 of the work itself, the MWBE vendor's MWBE participation rate would be 20%.

B. Points for MWBE Participation Rate:

The vendor with the highest MWBE participation rate shall receive the maximum MWBE participation points. All other vendors shall receive MWBE participation points by applying the following formula:

$$(\text{Vendor's MWBE participation rate} \div \text{Highest MWBE participation rate}) \times \text{Maximum MWBE participation points}$$

For example, assuming the weight given by the RFP to MWBE participation is 5 points, if Vendor A has the highest MWBE participation rate at 20% and Vendor B's MWBE participation rate is 12%, Vendor A will receive the maximum 5 points and Vendor B will receive $(12\% \div 20\%) \times 5$ which equals 3 points.



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General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Departments then transmit the results from the Cost Evaluation Phase to Purchasing through a Final Evaluation Memo, recommending the award to the highest ranked technically qualified vendor.



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**Bidder's Blank
Men's Garments**

| Garment | Rental Price Per Week | Outright Purchase |
|--|------------------------------|--------------------------|
| Pants - Dark blue, industrial work pants, poly blend (basic cut) | | |
| Pants - Dark blue, cargo, industrial work pants, 65% poly /35% cotton (basic cut) | | |
| Pants – Dark blue, industrial work pants, 100% cotton (basic cut) | | |
| Pants – Tan, industrial work pants, poly blend (basic cut) | | |
| Pants – Tan, cargo, industrial work pants, 65% poly/35% cotton (basic cut) | | |
| Pants – Tan, industrial work pants, 65% poly 35% cotton (basic cut). | | |
| Sweatshirt – Silkscreen logo, medium weight fleece, crew neck in 11 oz. cotton/poly blend, cuffs and waist band | | |
| Button down - Standard uniform button down work shirt Poly/cotton blend. Two chest pockets. Light blue. 2 Patches, Name patch and logo patch -Short sleeve -Long sleeve | | |
| Oxford Button Down – light blue, or white with embroidered logo. 74% cotton 26% poly | | |
| T-shirts - Silk screened logo,50/50 with pocket, grey, orange, dark blue or lime green "Fruit of the Loom BEST" or equal product -Short sleeve & long sleeve | | |
| Class 2 high-Vis T-shirt – fluorescent yellow | | |
| Shop Towels | | |
| Hooded Sweatshirt - Silk screened logo, Berco 60% cotton/40% poly thermal lined. Navy blue | | |



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| Garment | Rental Price Per Week | Outright Purchase |
|--|------------------------------|--------------------------|
| <p>3 Season Jacket - Embroidered logo and first name, nylon outer shell. insulated with pill resistant polyester.</p> <p>Fleece lining. Tri-Mountain.</p> | | |
| <p>Parka - Heavyweight with detachable hood, 80% polyester, 20% cotton. Navy Pioneer Millennium 2000, embroidered logo and first name.</p> | | |
| <p>Coveralls - Deluxe navy blue perma press insulated twill</p> | | |
| <p>Safety high vis bomber jacket - PVC coated polyester, nylon lining with heavy poly fleece removable inner jacket and removable outer jacket sleeves. Black collar cuffs and waistband. Ansi class 3 high visibility fluorescent lime yellow. with silk screen logo</p> | | |
| <p>Rain gear – with silk screen logo</p> | | |
| <p>Winter Tote - Yupoong Heavyweight cuffed navy blue knit hat, one size fits all. -Department Logo -Department logo & Union logo ("Local 1033" all white)</p> | | |
| <p>Baseball Cap - Six panel flexfit twill navy blue baseball. PW logo embroidered -Department logo & Union logo ("Local 1033" all white)</p> | | |



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Women's Garments

Please specify if garment is a different style than men's.

| Garment | Rental Price Per Week | Outright Purchase |
|---|------------------------------|--------------------------|
| Pants - Dark blue, industrial work pants, poly blend (basic cut) | | |
| Pants - Dark blue, cargo, industrial work pants, 65% poly /35% cotton (basic cut) | | |
| Pants – Dark blue, industrial work pants, 100% cotton (basic cut) | | |
| Pants – Tan, industrial work pants, poly blend (basic cut) | | |
| Pants – Tan, cargo, industrial work pants, 65% poly/35% cotton (basic cut) | | |
| Pants – Tan, industrial work pants, 65% poly 35% cotton (basic cut) | | |
| Sweatshirt – Silkscreen logo, medium weight fleece, crew neck in 11 oz. cotton/poly blend, cuffs and waist band | | |
| Button down - Standard uniform button down work shirt Poly/cotton blend. Two chest pockets. Light blue. 2 Patches-Name patch and logo patch -Short sleeve -Long sleeve | | |
| Oxford Button Down – light blue, or white with embroidered logo. 74% cotton 26% poly | | |
| T-shirts - Silk screened logo,50/50 with pocket, grey, orange, dark blue or lime green "Fruit of the Loom BEST" or equal product -Short sleeve & long sleeve | | |
| Class 2 high-Vis T-shirt – fluorescent yellow | | |
| Hooded Sweatshirt - Silk screened logo, Berco 60% cotton/40% poly thermal lined. Navy blue | | |



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| Garment | Rental Price Per Week | Outright Purchase |
|---|------------------------------|--------------------------|
| <p>3 Season Jacket - Embroidered logo and first name, nylon outer shell. insulated with pill resistant polyester. Fleece lining. Tri-Mountain.</p> | | |
| <p>Parka - Heavyweight with detachable hood, 80% polyester, 20% cotton. Navy Pioneer Millennium 2000, embroidered logo and first name.</p> | | |
| <p>Coveralls - Deluxe navy blue perma press insulated twill</p> | | |
| <p>Safety high vis bomber jacket - PVC coated polyester, nylon lining with heavy poly fleece removable inner jacket and removable outer jacket sleeves. Black color large cuffs and waistband. Ansi class 3 high visibility fluorescent lime yellow. with silk screen logo</p> | | |
| <p>Rain gear – with silk screen logo</p> | | |
| <p>Winter Tote - Yupoong Heavyweight cuffed navy blue knit hat, one size fits all. -Department Logo -Department logo & Union logo ("Local 1033" all white)</p> | | |
| <p>Baseball Cap - Six panel flexfit twill navy blue baseball. PW logo embroidered -Department logo & Union logo ("Local 1033" all white)</p> | | |



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Please list any other related items

| Garments | Rental Price Per Week | Outright Purchase |
|-----------------|------------------------------|--------------------------|
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The City reserves the right to purchase any quantity of any item listed in the awarded vendor's current catalog. The City will pay current catalog list price minus _____%

Explain in detail the process for cleaning uniforms. pick-up and delivery, how alterations and size exchanges are to work if awarded the contract.

Explain in detail lockers specifications and return bid specifications.

Describe prorated price for non-returned rentals.

Describe in detail your inventory control.



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SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- W-9 Form.
- Proof of insurance