

**REQUEST FOR PROPOSALS
WORK UNIFORMS**

**OPENING
September 5, 2017
AT 2:00 P.M. Local Time**

Sealed proposals will be received at the **City of Camilla, Attention: Uniform Proposals, at 30 E. Broad St, Camilla, GA 31730, until 2:00 p.m. local time.** on, September 5, 2017, for uniforms for the city employees.

The City reserves the right to reject any and all proposals, to waive minor irregularities, consider minor variations to specifications that are clearly detailed, and to accept the lowest or best proposal combination which appears to be in the best interest of the City. Proposals received after that time shall be considered late and will not be accepted. **All persons and entities submitting proposals are hereby notified that the City of Camilla reserves the right to seek new proposals to accept or reject any or all proposals, in part or in whole, to waive minor irregularities, technicalities, and/or informalities in proposing, and to award a contract in part or as a whole as deemed to be in the best interest of the City of Camilla.** The City of Camilla gives further notice that the lowest proposal will not necessarily be considered the best proposal, and the City reserves the right to select the proposal deemed to be in the best interests of the City. If no acceptable proposal is received The City of Camilla also reserves the right to re-submit proposals at its sole discretion.

Proposals and all addendums are available on the internet at www.camillaga.net. Click the link labeled "Requests for Proposals". The deadline for questions is Wednesday, August 23rd at 2:00pm local time. An addendum if any, will be issued no later than close of business on Thursday, August 24 and can be downloaded from the City of Camilla website under the Requests for Proposals link. A signed addendum sheet must accompany your proposal if an addendum is issued. It is the vendor's responsibility to make sure that any addenda have been reviewed and included in the proposal.

The name of the proposing companies will be read aloud in the Council Chambers located on the first floor of City at 30 East Broad Street, Camilla, GA 31730 at the appointed time. The proposals will be considered within forty-five (45) days of the proposal opening. Proposal pricing should remain effective for sixty (60) days after the proposal opening.

Questions regarding the specifications of this proposal may be answered by contacting Lisa Ferguson via email at lisaf@cityofcamilla.com. Questions will only be accepted and answered via email.

PROPOSAL FOR WORK UNIFORMS

GENERAL INFORMATION

Listed below are the specifications for the City of Camilla uniforms for employees.

These specifications are patterned after the industry standards on uniforms. All proposal offers that meet the intent of the specifications will be given full consideration.

The City of Camilla has approximately thirty (30) employees which will need uniforms. The City of Camilla will wish to rent eleven (11) sets of uniforms per employee. Some departments such as Public Works employees may receive thirteen (13) sets of uniforms per employee.

Five (5) sets to wear while the others are being cleaned

Each proposal is expected to be based on new garments. The successful vendor will be required to maintain all work uniforms on a weekly basis so that the employees are able to maintain clean uniforms.

The City of Camilla has a variety of styles and colors of uniforms in which its employees are currently wearing.

Many of our shirts shall be lightweight 65% polyester, 35% cotton Shirts: with buttons on the front, with one front pocket. All shirts shall be in appropriate male and female sizes.

Some supervisory personnel currently have a selection of Polo style pull-over shirts with Jeans or either Khakis while others have the pleated executive pants with the 65/35 Oxford Button down shirts.

The color of the Khaki pants shall be Khaki or dark blue in color and a weight appropriate Pants: for all seasons. Pants shall be lightweight 65% polyester, 35% cotton, and 7 1/2 ounces.

Jackets lining shall be nylon tricot bonded to polyurethane form. Jackets: quilted material. Jackets are dark blue, either "Eisenhower" or hip length (optional to wearer). All jackets shall be appropriate male and female sizes. Jackets will be used from October 1st through April 30th.

The Contractor will provide embroidered patches ranging in size. Patches: from 2" to 4" to 2 1/2" x 4 1/2" depicting the departmental Logo and/or department will be affixed over the pocket on the side nearest the heart on all shirts and jackets. The employee name patch will include the employee's first name. The size of the patches may change depending on the specifics of the vendor proposal. **Prior approval by the department is required before placement of patches or logos on any and all uniforms and jackets.**

Questions concerning the proposal may be directed to and answered by email Lisa Ferguson at lisaf@cityofcamilla.com. All questions must be submitted via email. All questions must be sent by 2pm on Wednesday, August 23, 2017.

RFP INFORMATION FOR SUPPLIERS

REFERENCES:

Proposer will supply, **with the proposal**, the name and addresses of three (3) firms (excluding the City of Camilla) which it has provided these types of services in the quantities listed on the Proposal Sheet in the past or with which it is under contract for such services presently and the names of company representatives who may be contacted for references and performance history. The City may utilize other reference on a proposer's performance history to determine performance history. A single negative reference, in the City's sole discretion, may be cause for disqualification of a proposer.

STATEMENT OF EXCEPTIONS:

If you wish to take exception to any part of this proposal or offer an alternate proposal, please do so in the space provided below.

ESTIMATED REQUIREMENTS:

It is estimated that the City will utilize the quantities stated in the proposal sheet during a one (1) year period. This represents a realistic estimate based on past consumption for purposes of securing a proposal price. The quantities are not firm and are not hereby ordered or called for. These estimates do not constitute an order.

ADDITIONAL QUANTITIES:

It is anticipated that the City may require additional quantities of the services described within this specification. The proposal price will apply to any additional quantities, including applicable quantity discounts, for the duration of this contract. For purposes of quantity discounts, any additional quantities will be counted as though one order had been placed for the entire quantity. The City is not obligated to purchase any item under this contract in excess of quantities stated above.

DEVIATIONS:

Any deviation from these specifications must be noted on a sheet separate from the proposal sheet, otherwise it is assumed that the proposer meets all specifications.

INVENTORY:

The successful proposer is being required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. Proposers will submit a copy of the form to be used with their proposal. The forms will be used by each location, and are subject to City approval.

The form will reflect, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week.

The form will reflect additions, deletions, and transfers effective the next week. A copy of the check-in/check-out form will be retained by both the driver and the City supervisor or designee, upon delivery at each location.

