

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REQUEST FOR PROPOSALS (RFP)

UNIFORM CONTRACT BID

STANDARD INSTRUCTIONS TO VENDORS

January 16, 2018

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Board of Trustees of the Orange County Mosquito and Vector Control District (OCMVCD), Garden Grove, California, is accepting sealed proposals for Uniform Vendor Services. Upon award of the contract, the uniform vendor selected shall have the following details within the service agreement: the contract shall continue for thirty-six months from the first delivery date and include an option in favor of the District for a one-term renewal. Sample of District contract is attached for review (Exhibit A). Any increases in compensation are to be negotiated. Cancellation shall require a 60-day written cancellation notice.

II. KEY EVENT DATES

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|---------------------------------------|-----------------------|
| Posting of RFP for Public View | January 18, 2018 |
| Advertisement of RFP | January 22 & 23, 2018 |
| Mandatory Job Walk | February 5, 2018 |
| Proposal Submittal Deadline | February 13, 2018 |
| Public Opening of Submitted Proposals | February 13, 2018 |
| Contract Award | March 15, 2018 |

III. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

Request For Proposal (RFP) documents, which include this RFP and the proposed contract, may be obtained at the Orange County Mosquito and Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, 92843 at no charge, from:

Dana Zamora
Operations Specialist
(714) 971-2421 Ext. 122
dzamora@ocvcd.org

IV. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

All proposals/bids shall be submitted to the office of the Orange County Mosquito and Vector Control District located at 13001 Garden Grove Boulevard, Garden Grove, California, 92843, at the front desk. Proposals will be accepted until the hour of 3 P.M. on Tuesday, February 13, 2018. Late proposals will not be accepted. All bids must be actually received by OCMVCD no later than the date and time specified. Postmarks shall not be considered. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. mail or walk-in.

All proposals shall include an executed and signed copy of vendor's proposal. All proposals must be mailed or delivered to the Orange County Mosquito and Vector Control District, Attn: Operations Specialist, 13001 Garden Grove Boulevard, Garden

OCMVCD Uniform RFP

Grove, California 92843. All proposals must be clearly marked in the lower left corner of a sealed envelope with the following information:

Uniform Contract Bid
Due: Tuesday, February 13, 2018, 3:00 P.M.
SEALED PROPOSAL

Failure to do so may result in premature disclosure of your proposal and disqualification of the bid. Any proposal received after the specified date and time shall be returned unopened.

V. MANDATORY JOB WALK

A mandatory pre-bid job walk will take place on Monday, February 5, 2018 at 10:00 A.M., at the Orange County Mosquito and Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California 92843. Any vendor who wishes to submit a proposal for the specified project must attend the job walk.

VI. INSURANCE REQUIREMENTS

The vendors shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work.

The vendor shall maintain limits of insurance no less than:

1. General Liability: **\$1,000,000** (Including operations, products and completed operations.)

Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** Per accident for bodily injury and property damage.
3. Workers' Compensation: **As required by the State of California.**
Contractor shall provide a waiver of subrogation endorsement, under the terms of the workers' compensation insurance.
4. Employer's Liability: **\$1,000,000** Per accident for bodily injury or disease.
 - If vendor maintains higher limits than the minimums shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the vendor.

OCMVCD Uniform RFP

- The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance.
- All insurance to be provided by the vendor shall be issued by a company authorized to do so in the State of California.

VII. ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

1. All proposals received will be publicly opened on February 13, 2018, at 3:01 P.M., examined and declared by the Director of Operations. All proposals examined and declared will be recommended by the Director of Operations to the District Manager and District Counsel for examination and presentation to the Board of Trustees at the Board’s regular meeting on March 15, 2018.
2. The successful Bidder shall guarantee its proposal for a period of ninety (90) calendar days from the date of the bid opening. The successful Bidder shall deliver two (2) full, complete, executed and signed sets of Contract Documents, including the Contract, and Insurance Certificates to the District by February 20, 2018.
3. The District reserves the right to reject any and all bids.

VIII. SCOPE OF WORK

1. Uniforms

Once a week uniforms are to be picked up at OCMVCD out of the dirty laundry bins. Dirty laundry is to be counted and marked with a proper pick-up receipt. The majority of both full-time and seasonal employees will have an approximate count per wearer of 11 sets of uniforms. Clean uniforms must be delivered and hung by Contractor in the appropriate area at OCMVCD once a week. An OCMVCD representative and Contractor’s driver will review the receipt and it will be verified and signed by an OCMVCD representative.

2. Floor Mats

Every week, three (3) logo floor mats will be picked-up and replaced. There are approximately 15 floor mats around the District to be picked up and replaced once a month or as requested by staff due to wear and tear. Also, OCMVCD will lease seven (7) scraper mats from Contractor that will be serviced by Contractor upon request.

3. Shop Towels

Every week, shop towels are to be picked-up and Contractor shall ensure a minimum of 100 clean shop towels shall be available each week at OCMVCD. These towels are to be retrieved and dropped off at the Garage area.

Award of Contract

Prospective Contractor should have experience and quality references in the Government Services arena. The contract shall be awarded to the lowest responsible bidder unless the Board determines that the public interest requires otherwise.

Company Experience/Products

Bidders should have the below criteria within their business structure to be considered prospective Contractors for Orange County Mosquito and Vector Control District:

1. The proposed uniforms should be of the highest quality; preferably manufactured by the same company offering the weekly services to ensure consistent fit, garment /wash quality, turnaround, and supply stock.
2. Company should service locally and have quality references within the Southern California region with high image/service requirements to be called on by OCMVCD prior to award.
3. Company should offer a range of uniform options within each department with flexibility for seasonal/business service fluctuations.
4. The selected Vendor must provide at least a two-man route.

OCMVCD Personnel and Equipment

1. Full-time employees
Approximately 46 employees both men and women
2. Seasonal employees
Approximately 55 employees both men and women
Uniforms
 - Button down collard work shirt (polyester cotton blend)
 - Standard work pants (polyester cotton blend)
 - Cargo pants (polyester cotton blend)
3. Floor Mats
 - 4 X 6 mats
 - District logo
 - Standard
 - Scraper
 - 3 X5 mats
 - District logo
 - Standard
 - Scraper
4. Shop Towels
Weekly delivery of clean towels to OCMVCD to maintain a minimum 100 towel count.

IX. ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

1. Seasonal garments stored about six (6) month out of the year.

2. Keeping all names and logo's for Seasonals on the garments during the six (6) months storing period.

X. PROPOSAL FORMAT AND CONTENT

1. Format

Proposals should be typed with a standard 12 point font, double-spaced and submitted on 8 1/2" x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11"x17" format. Proposals should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged and presentations should be brief and concise. Proposals should not exceed fifty (50) pages in length, excluding any appendices.

2. Letter of Transmittal

The Letter of Transmittal shall be addressed to Lawrence Shaw, Director of Operations and must, at a minimum, contain the following:

- a. Identification of person or entity that will have contractual responsibility with the District. Identification shall include legal name of entity, address, telephone and fax number. Include name, title, address, and telephone number of the contact person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors, if any, including legal name of company, contact person's name and address, phone number and fax number; relationship between contractor and subcontractors, if applicable.

XI. PRE-CONTRACTUAL EXPENSES

The District shall not, in any event, be liable for any pre-contractual expenses incurred by Contractor in the preparation of its proposal. Contractor shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Contractor in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the District;
3. Negotiating with the District any matter related to this proposal; or
4. Any other expenses incurred by Contractor prior to date of award, if any, of the agreement.