

REQUEST FOR PROPOSAL

This Is Not An Order - Make A Copy For Your File - Return Original

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN) SACRAMENTO AREA SEWER DISTRICT (SASD)	Issue Date	April 23, 2018
	Bid Number	RFP#8287
C O N T R A C T O R	Return your bid in an envelope, sealed and clearly marked on outside with bid number and date shown below to: Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, California 95758 Proposal must be received and logged in prior to the date and time indicated. Proposal will not be accepted after 3:00 P.M. on: May 22, 2018	
	For Additional Information Contact	
	Issuing Officer:	Tamblynn Stewart
	Phone:	(916) 875-9014
Delivery Requirement:		

FAILURE TO SIGN THIS SECTION MAY DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the articles and/or services listed in this document at the prices and terms stated, subject to the General Conditions of this Request for Proposal:

Firm Name	Terms of Sale: NET 30
Signature	F.O.B. Point: Destination
Printed Name	Shipping Date / ARO
Federal Tax Identification Number:	Estimated Day of Arrival at Destination /After Shipment
Date:	Telephone:
E-Mail:	Fax:

UNIFORM RENTAL/LAUNDRY SERVICES
Sacramento Area Sewer District (SASD)
Sacramento Regional County Sanitation District (REGIONAL SAN)

This Request for Proposal (RFP) is to establish a service contract with a contractor to provide Uniform Rental/Laundry Service at SASD, 5026 Don Julio Blvd., Sacramento, CA 95842, 10060 Goethe Road, Sacramento, CA 95827 & REGIONAL SAN, 8521 Laguna Station Rd, Elk Grove CA 95758. In accordance with the attached specifications, terms and conditions. (Refer to Attachment A for a listing of the SASD & Regional San facilities.) The contract period will be for three (3) years with two (2) optional one year extensions.

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN THAT that Sacramento Area Sewer District and Sacramento Regional County Sanitation District (Regional San) invites sealed Proposals for Uniform Rental/Laundry Service. Sealed Proposal for RFP #8287 to provide Uniform Rental/Laundry Service, for the Sacramento Area Sanitation District (Various Sites) & Sacramento Regional County Sanitation District (Various Sites).

Proposals will be received at Sacramento Regional County Sanitation District (Regional San), 8521 Laguna Station Road, Elk Grove CA 95758 until:

May 22, 2018 by 3:00p.m.,

To be publicly opened and declared aloud by District representatives.

Any Contractor who wishes its proposal to be considered is responsible for making certain that its proposal is actually delivered to said Purchasing Office. Proposal shall be addressed to:

Sacramento Regional County Sanitation District
8521 Laguna Station Road
Elk Grove, CA 95758
Attn RFP#8287

Detailed proposal request document RFP#8287 can be obtained on Regional San website, <https://www.regionalsan.com/business-ops-bids>, and SASD website, <https://www.sacsewer.com/business-opportunities>

Mandatory pre-proposal meeting:

A mandatory pre-proposal meeting will be held on May 2, 2018 at 10a.m., Sacramento Regional County Sanitation District 8521 Laguna Station Road, Elk Grove CA.95758. The purpose of the meeting is to respond to questions from Contractors regarding the proposal.

Pre-Proposal attendees must email Tamblynn Stewart stewartt@sacsewer.com with attendee names no later than 24 hours prior to the meeting. This information is required to provide access at the Treatment Plant's security gate.

The District reserves the right to reject any or all Proposal and waive any irregularity in Proposal received.

KEY ACTION DATES

Proposal Issue:	April 23, 2018
Mandatory Pre-Proposal Meeting:	May 2, 2018 10:00 a.m. Sacramento Regional Wastewater Treatment Plant 8521 Laguna Station Road Elk Grove, CA 95758
Question & Answer Deadline:	May 8, 2018
Proposal Due:	May 22, 2018
Notice of Intent to Award:	May 30, 2018
Insurance Due:	June 13, 2018
Start of Work:	July 1, 2018

1. INTRODUCTION

- 1.1** INVITATION –SASD and Regional San, invite responses which offer to provide the services identified on the Cover Sheet.
- 1.2** DEFINITIONS - We intend to express our expectations clearly, and they are to be legally interpreted in our favor. Certain words are used throughout this document
- 1.2.1** We/Us/Our are terms which refer to the Sacramento Area Sanitation District and Sacramento Regional County Sanitation District, are both duly organized public entities. They may also be used as pronouns for various subsets of the “District’s” organization, including, as the context will indicate:
- District - Sacramento Area Sewer District/ Sacramento Regional County Sanitation District
SASD - Sacramento Area Sewer District
Regional San - Sacramento Regional County Sanitation District
- 1.2.2** You/Your are terms that refer to businesses having some sort of relationship to or with us. The term may apply differently as the context will indicate. For instance, “you” as a Contractor will have different obligations than “you” as a Bidder or Supplier will have:
- Supplier* - A business entity engaged in the business of providing contract temporary personnel services.
- Proposer* - A business entity submitting a Response to this RFP. Suppliers which may express interest in this RFP, but which do not submit a Response, have no obligations with respect to the proposal requirements.
- Contractor* - The Proposer(s) who’s Response to this RFP is evaluated as meeting the needs of SASD, Regional San. Contractor(s) will be selected for award, and will enter into a contract(s) for provision of the services described in the RFP.
- Subcontractor* - A company that enters into a business relationship with the Contractor. The Contractor may seek to place employees of the Subcontractor for the services described in the RFP.
- Contractor’s Employee* - All persons who can be offered to provide the services described in the RFP. All employees of the Contractor and the Subcontractor must be covered by the insurance programs normally provided to persons employed by a company (ex: Worker’s Comp, SDI, etc.).
- 1.2.3** Request for proposal (RFP) - This entire document, including attachments.
- 1.2.4** Response - The written, signed and sealed document submitted according to the RFP instructions. Response does not include any verbal or documentary interaction you may have with us apart from submittal of a formal response. Verbal interactions will not be binding on SASD, Regional San or Contractor(s) with respect to requirements stated within this RFP or resulting contractual obligations.

- 1.3 RFP CLARIFICATION** - Questions regarding this RFP should be directed to the Issuing Officer specified below. Answers citing the question, but not identifying the contractor, will be distributed simultaneously to all known prospective proposers via email. Oral answers provided by SASD, Regional San or its agents shall not be binding.
- 1.3.1 Deadline for Proposal Submittal – May 22, 2018 by 3:00 pm**
- 1.3.2 Proposer Responsibility** - We expect you to be thoroughly familiar with all specifications and requirements of this RFP. Your failure or omission to examine any relevant form, article, site or document will not relieve you, as a contractor, from any obligation regarding this RFP. By submitting a Response, you are presumed to concur with all terms, conditions and specifications of this RFP unless you have specifically, by Section number, raised objection. Objections we consider excessive or affecting vital terms may reduce or eliminate your prospects for award.
- 1.3.2.1 SUBMISSION OF PROPOSALS** – Proposals should be prepared in such a way as to provide a straight forward, concise delineation of capabilities to satisfy the requirements of the RFP. Extensive binding, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance and clarity of content. One master proposal and three copies shall be submitted to the issuing officer.
- 1.3.2.2 COMPLETENESS** – Proposal shall be completed in all respects as indicated. A proposal may be rejected if it is conditional or incomplete, or it contains irregularities of any kind.
- 1.3.2.3 FALSE/MISLEADING STATEMENTS** - Proposal which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system may be rejected. If, in the opinion of the District, such information was intended to mislead the District in its evaluation of the Proposal and the attribute, condition or capability as a requirement of the RFP, the Proposal shall be rejected.
- 1.3.2.4 PROPOSAL SIGNATURE** – The proposal must be signed by an individual who is authorized to bind the responding firm contractually. The signature should indicate the title or position that the individual holds in the firm. Firms who sign their contracts with the name of the firm must provide the name of the corporate officer for signature validation by the District. An unsigned proposal shall be rejected.
- 1.4 AWARD** - SASD/Regional San will award to the contractor who presents the greatest value, in our view, to SASD/Regional San from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the District to be in the best interest of SASD/Regional San. Thus, the result will not be determined by price alone.
- 1.5 CONTRACT EXECUTION** - This RFP and the Contractor’s Response will be made part of any Contract(s) and will be incorporated in the Contract as set forth.
- 1.5.1 PRECEDENCE** - In the event of contradictions or conflicts between the provisions of the documents comprising the Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Contractors Response (as it may be clarified);
 - 3) the provisions of the RFP (as it may be supplemented).

RFP#8287 Uniform and Laundry Services
Regional San and Sacramento Area Sewer District

- 1.5 CONTRACT PERIOD** - Any contract resulting from this RFP shall be for a three-year period commencing with contract award. Regional San & SASD reserve the right to extend any resulting contract(s) for two additional one-year terms. Renewals for the fourth thru fifth year will be per mutual agreement between SASD & Regional San and the contractor.
- 1.6 ISSUING OFFICER** – The issuing officer and mailing address to send Proposal, questions, and all other correspondence concerning the RFP is:

Tamblynn Stewart,
Senior Contract Service Officer
8521 Laguna Station Road
Elk Grove, CA 95758
(916) 875-9014
stewartt@sacsewer.com

- 1.7. PROTESTS:** After receipt of the District’s “Intent to Award” notice, any contractor who has questions or concerns should immediately contact the Issuing Officer for discussion. Any contractor who believes that they have grounds for a protest must submit a written protest on company letterhead within three (3) business days after the Intent to Award letter has been sent out. Any protest letter must state the specific grounds for protest and the actions being requested of the District. **No protest received after 4 p.m. on the 3rd business day shall be accepted.**

If any District holiday falls within the 3 business day protest response period the protest acceptance period will be extended by the holiday(s). For example, if the Intent to Award notice is issued on a Friday, a protest must be received by Wednesday at 4 p.m. Should any of the 3 days be a County holiday the deadline will be extended by the number of holidays occurring during the 3 business day protest response period.

STANDARD TERMS AND CONDITIONS

PREPARATION OF RESPONSE:

- a. All information requested of the bidder must be entered in the appropriate spaces on the form. Failure to do so may disqualify your offer.
 - b. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your response. Corrections must be initiated in ink by the person signing the response.
 - c. Corrections and/or modifications received after the specified closing time will not be accepted.
 - d. Time of delivery must be stated as the number of calendar days following receipt of the order by the contractor to receipt of the goods or services by the District.
 - e. Time of delivery may be a consideration in the award.
 - f. Prices will be considered as net if no cash discount is shown.
 - g. All responses must be signed by an authorized officer or employee of the responder.
 - h. Responses must be submitted prior to the specified date and time. Late responses, telegraphic, fax, or telephone responses will not be accepted.
 - i. Submit responses in a sealed envelope with the RFP number, closing date, and time shown.
 - j. If any information contained in the response is considered confidential or proprietary by bidder, it must be clearly labeled as such and presented in a sealed envelope within the bidder's response package.
1. **BRAND NAMES:**
 - a. Brand names and numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the article. Offers for equal items must state the brand and number, or level of quality. The determination of the DISTRICT as to what items are equal is final and conclusive.
 - b. When brand, number, or level of quality is not stated by bidder, the offer will be considered exactly as specified.
 2. **SAMPLES:** Samples of articles, when required, must be furnished free of cost. Samples may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request at your expense.
 3. **AMERICANS WITH DISABILITIES ACT:** As a condition of submitting a response to the DISTRICT, the bidder certifies that its business entity is in compliance with the "Americans with Disabilities Act" of 1990, as amended. Failure to certify prohibits the award of a purchase order to the bidder.
 4. **TAXES:**
 - a. Do not include any sales, use, or federal excise taxes in your response.
 - b. If your company is outside California and collects sales tax, please state the amount as a separate item if the County is to remit the tax.
 5. **LIABILITIES:** The bidder shall hold the DISTRICT, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against the DISTRICT or bidder because of the unauthorized use of such articles.
 6. **CASH DISCOUNTS:** In connection with any cash discount specified on this response, time will be computed from the date of complete delivery of the supplies or equipment as specified, or from date correct invoices are received in the County Auditor's Office, whichever is later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.

7. **DEFAULT BY CONTRACTOR:** In case of default by contractor, the DISTRICT may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the DISTRICT. Prices paid by the District must be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the District.
8. **AWARDS:**
 - a. The DISTRICT reserves the right to: (1) award responses received on the basis of individual items, or groups of items, or on the entire list of items, (2) reject any or all responses or any part thereof; (3) waive any informality in the responses; and (4) accept the response that is in the best interest of the District. The District's decision shall be final.
 - b. Preference for California-made materials. Pursuant to Sections 4330-4333 of the Government Code, the District, in awarding the purchase, must prefer supplies partially manufactured, grown or processed in California, price, fitness and quality being equal. In order to receive preference, responses must clearly specify the item(s) for which preference is claimed and the preference applicable.
9. **RIGHT TO AUDIT:** The District reserves the right to verify, by examination of contractors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.
10. **ASSIGNMENT:** In submitting a response to a public purchasing body, the responder offers and agrees that if the response is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of part 2 of Division 7 of the Business and Professions Code), arising from the purchases of goods, materials, or services by the quote for sale to the purchasing body pursuant to the quote. Such assignment must be made and become effective at the time the purchasing body tenders final payment to the responder.
11. **SPECIAL CONDITIONS:** District standard terms and conditions must govern any contract awarded. If, after award of contract, contractor provides additional terms or conditions, they will be considered void. To the extent not otherwise stated in the contract, the California Commercial Code shall apply.

SPECIAL PROVISIONS

1. Proposal Response: In order to be considered, interested contractors must complete and return the following pages by the closing date and time shown on the cover page (page 1).
 - Cover page (page 1)
 - Attachment B - Contractor Questionnaire and copy of requested documents
 - Attachment C - Exceptions
 - Attachment D - Security Statement
 - Attachment E - Contractor References
 - Attachment F - List of Subcontractors
 - Attachment G - Contractor Price Sheet

2. Mandatory Pre-Proposal Meeting. All prospective proposers will be required to attend a mandatory pre - proposal meeting on the scheduled date and time in order to be familiar with the site and scope of work. Tentatively, only one pre-proposal meeting is planned. Therefore, interested proposers shall contact Tamblynn Stewart (916) 875-9014 stewartt@sacsewer.com within 24 hours of this meeting if you plan to attend.

Proposal received from contractors who did not attend the mandatory meeting will not be considered. To confirm your attendance, be sure to sign the attendance sheet at the mandatory pre-proposal meeting.

Site Visit: During the evaluation of proposals Contractors will make their site available to the evaluation team, upon request. If the request is rejected the proposal will be rejected.

3. Contract period: The District intends to award a contract for up to three (3) years. In order to promote efficiency and economy, the District reserves the right to extend the contract awarded for two (2) additional one-year periods. Such extension(s) will be at the option of the District, subject to same terms, conditions, favorable prices, and agreement between the contractor and the District.

4. Experience: The Contractor shall have at least three (3) years of business experience in providing uniform rental/laundry service to commercial establishments.

5. Scope of work:
 - a. Contractor shall provide uniform Rental as specified herein for SASD/Regional San facilities, as specified in attached schedule.
 - b. Contractor shall furnish all necessary labor, supervision, travel, equipment, materials, and supplies to perform the specified for this agreement.
 - c. Contractor shall provide sufficient labor and supervision at all times to carry out the work satisfactorily, and shall ensure that only competent workers who are skilled in the type of work specified are employed.

If the District determines that a person is incompetent or disorderly, the Contractor shall immediately remove such person from performing any further service under this agreement.

- d. Contractor shall provide relief personnel as necessary to ensure that adequate service level is maintained and performed per specifications agreed upon from any resulting contract, regardless of employee absenteeism.
- e. Assigned personnel shall be able to speak, read, and understand the English language to the extent needed to perform services satisfactorily and safely at all district facilities. Assigned personnel shall be able to read and understand all warning and danger signs posted throughout the district facilities of potential hazards and instructions to safety.
- f. Contractor will be required to learn the proper operation of the security system, including card-lock access badges.
- g. Contractor shall notify District of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, graffiti, vandalism, and/or damage to building contents.
- h. The successful proposer and their employees will be responsible for adhering and conforming to all District security procedures and policies. This will include observing and reporting any suspicious or unusual activity that threatens safety or security. Relevant security policies and procedures will be made available to all bidders attending the mandatory walk-through.
- i. Contractor shall only bill the District monthly in arrears for the satisfactory service performed.
- j. Contractor shall provide process for transfer of employee's uniforms / billing invoices and the ability to change delivery locations as employees are transferred to different departments while remaining on same team invoice. Contractor shall provide a written or physical example of the process with proposal.
- k. For sizes Small, Medium, Large, and Extra Large, contractor shall provide new uniforms within 10 business days from date of the order or of the change-order. For sizes 2X and up, contractor shall provide new uniforms within 20 business days of the order or change-order.
- l. Contractor shall scan at delivery site all soiled uniforms (i.e. shirts and pants) picked up and the clean uniforms delivered. Quantity of clean garments delivered should equal the quantity of soiled garments scanned the previous week. Contractor shall provide itemized receipt/report of the garments scanned for pickup and delivery prior to leaving site. This report shall also make note of garments needing repair or replacement. Contractor must provide this printed receipt/report before leaving site or that (week) invoice will be denied payment.
- m. Driver shall have a minimum of 1 year of experience with the preference of the same driver for all locations specified in Attachment A.

Each wearer shall be provided a unique number belonging only to that wearer regardless of physical location. Example: Wearer #12 is located at the South Yard. Wearer #12 transfers to the North Yard. For garment routing purposes the labels on the garments may need to change, but they should remain wearer #12.

6. Equipment:
 - a. The equipment used by the Contractor and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained, and which will insure compliance with the intent of this contract.
 - b. In cases where particular types of equipment have been banned, or in cases where the District has condemned for use of any piece of equipment, the Contractor shall remove such equipment from the site of work. Failure to do so within a reasonable time may effect a breach of contract.
7. Materials and supplies:
 - a. Only first class standard brands of materials and supplies will be acceptable in the performance of this work. The District reserves the right to specify the type and quality of all materials and supplies to be used in the work.
8. Storage of equipment, materials, and supplies:
 - a. The Contractor shall obtain prior approval from the designated District representative for any space or area required for storage of the Contractor's equipment, materials, and supplies.
 - b. Equipment, materials, and supplies shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
9. Starting hours of work: See "Facilities & Schedule" in *Attachment A*. Typically standard work hours are 6:30am to 2PM (Monday through Thursday) to pick up / delivery uniforms and laundry.
10. Proposed weekly price: Your proposed weekly price shall include all necessary labor, supervision, travel, equipment, materials, supplies, employer payments, overhead and profit, and applicable taxes. Enter your proposed weekly price in Attachment G – Contractor Pricing. Any additional fees or charges should be amortized into the unit prices therefore no additional fees should be proposed.
11. Annual compensation increases: All pricing shall be firm fixed for 1 year from the date of signed award and contract. Any and all price increases after 1 year shall be considered and approved or rejected in writing by the District Purchasing Representative.
12. Field inspection:
 - a. The work shall be under the direction, supervision, and inspection of the District representative or his agents acting for him in the supervision of this contract. Written reports on the findings from inspections will be furnished to the Contractor for corrective action. Written reports on the finding

from inspections will be furnished (usually via email) to the Contractor for corrective action, and must be acknowledged within 24 hours, and corrected no later than 5 working days, unless otherwise stated in this RFP.

Inspection shall not relieve the Contractor of his obligations to inspect and furnish material and workmanship in accordance with the contract. Imperfections of materials or workmanship overlooked by the inspectors shall not be exempted from rejection if they shall later be discovered.

13. Responsibility of Contractor:

Contractor shall be responsible for the work and bear all losses resulting to him or her, on account of the amount or character of the work to be done. This shall include any work subcontracted by the Contractor to another party, under this contract.

Contractor shall assume all losses resulting to him or her from unforeseen difficulties, accidents, or other causes.

Contractor shall neither assign nor subcontract the work without prior approval from the District. It shall be agreed that any subcontracting shall be solely between the Contractor and the subcontractor. Contractor shall remain responsible for the performance of the work, and the party dealing directly with District. Interested contractors shall be referenced in Attachment B (Contractor Questionnaire of the proposal response) whether any portion of the work will be subcontracted.

14. Health and safety:

- a. Contractor shall provide injury and illness prevention training to employees; specifically, employees shall be trained in hazardous materials and bio-hazardous materials (clean up and dispose of bodily fluids, human waste, etc.) handling and disposal procedures.
- b. Contractor is required to label and identify all materials subject to the requirement of the California Code of Regulations, Title 8, Article 110, Section 5194.
- c. Contractor shall plan and conduct work in a manner that will safeguard all persons from injury and shall take all precautions as required by Cal-OSHA and General Industrial Safety Orders for health and safety.

Before starting any part of the work, contractor's assigned personnel must first attend a safety training session presented by District staff for specific areas of the (REGIONAL SAN) plant where hazardous chemicals are stored. When necessary, the District may expect the attendance of drivers to a safety training sessions at no additional expense to the District. The District may stop any person who has not attended a required safety training session from further performing on the contract. In addition, the District may stop any person who has not adhered to the plant's safety requirements from further performing on the contract.

15. Evaluation and award: The evaluation team will consist of a representatives from both the SASD & REGIONAL SAN - Proposal will be evaluated in three phases, as follows:

Phase 1: In phase 1, Proposal will be examined as to whether or not the proposers understood and responded in accordance with the following requirements:

1. Attendance by the contractor at a pre-proposal meeting is mandatory
2. Proper completion and submittal of required proposal documents and attachments

Contractors who did not respond in accordance with any of the above requirements will be immediately disqualified.

Phase 2: In phase 2, Proposals that were not disqualified in phase 1 will be evaluated and scored using the table below.

Evaluation Criteria	Maximum Points	Score
Qualification · Experience · References · Quality of service · Promptness of service · Reliability/dependability	10 5 5 5	 _____ _____ _____
Capacity/Capabilities · Equipment/Uniform tracking (i.e. scanning) (on-line app). · Capability to print a delivery/pickup receipt while contractor is still onsite is mandatory. · Account Management – response to issues	15 15 10	 _____ _____ _____
Employment Practices · Policies and procedures · Employee benefits · Training · Injury & illness prevention program (safety) · Affiliations and accreditations	1 1 1 1 1	 _____ _____ _____ _____ _____
Work Plan · Schedule, work plan, products, and staffing · Contractor’s commitments, warranties and representation (quality assurance)	10 10	 _____
Quality of Response · Adherence to RFP special provisions, specifications, terms and conditions · Completeness of answers to questionnaire	5 5	 _____ _____
	Total score →	100

Phase 3: In phase 3, those proposers with a score of less than 75 will be disqualified. Competitive pricing will determine the successful proposer from all of those with a score of 75 or greater.

16. **Non-performance:**

- a. Whenever, in the opinion of the District, the work is neglected by the Contractor, the District may request to have the Contractor bring additional labor, materials, and supplies into the work. If this request by the district is delivered electronically or in writing, an acknowledgement of receipt is required within 24 hours with correction of the unsatisfactory condition(s) made within (5) working days. If the Contractor fails to correct the unsatisfactory condition(s) within five (5) working days, the Contractor shall be advised of such in writing. The District shall have no obligation to give the Contractor more than two (2) notices of unsatisfactory performance during the contract period; and, should the Contractor again fail to perform the services pursuant to the contract, the District may declare the contract in default, terminate the contract, and contract with another.
- b. In the event of default by Contractor, the District shall be liable only for payment of those services performed and accepted prior to the date of termination. Additionally, the Contractor and/or surety may be held liable and may be assessed any and all costs for the re-procurement of services.
- c. Upon termination due to unsatisfactory performance, the District shall be under no obligation to buy any equipment, materials, or supplies remaining in the Contractor's inventory that the Contractor bought in anticipation of this contract.

17. **Insurance:** Contractor is required to provide insurance coverage of types and amounts as specified under *Insurance Requirements for Contractors*.

18. **Surety against theft:**

Contractor shall, at its own expense, be bonded against theft. Such (fidelity) bond shall be not less than \$50,000 per occurrence and shall be provided within fourteen (14) days after notification of award.

19. **Background check:**

- a. The District reserves the right to review the personal background and conduct security clearances on the Contractor's assigned personnel. The Contractor shall certify that all employees assigned to work under the contract have successfully passed a criminal background check, prior to assignment. The Contractor shall cooperate with the District authorities and shall comply with all regulations in effect during the contract period.
- b. Upon the request of the District, the successful proposer maybe required to provide the names of all persons who may be assigned to do the work on the contract for the purpose of completing a criminal background check. The following information shall be provided with each name to the District: date of birth, Social Security number, California driver's license number, and current address.
- c. Any person or persons not acceptable to the District shall be prohibited from working on the contract. The contract may not be awarded if the Contractor will be unable to perform the work with the number of persons acceptable to the District.

GENERAL TERMS AND CONDITIONS

- A. Valid offer: Proposal received is an irrevocable offer and shall be valid for ninety (90) days following the closing date for receipt of Proposal.
- B. Changes to the proposal: The District retains the right to negotiate changes in a proposal by any offeror, and to reject any or all proposals if none of the submissions are responsive to its needs.
- C. Public Record: All proposal's become the property of the District. Accepted proposal and any subsequent award become public records. Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal will not be considered proprietary information.
- D. Terms of sale: Terms of sale may include a cash discount; however, a minimum of "Net 30 days" will be required for this RFP/award.
- E. Cash discounts: Cash discounts of less than thirty (30) days and cash discounts offered with 10th proximo will be considered as "Net 30 days" in the calculation of lowest proposal.
- F. F.O.B. point: The F.O.B. point shall be F.O.B. destination (SASD, Regional San facilities).
- G. Licenses and permits: Contractor shall obtain and keep in effect at all times during the duration of the contract, any licenses and permits necessary for the Contractor's operations. All such costs shall be at the Contractor's expense.
- H. Health and safety: The Contractor shall plan and conduct the work in a manner that will safeguard all persons from injury and shall take all precautions as required by Cal-OSHA (California-Occupational Safety and Health Administration) and the General Industry Safety Orders for health and safety.
- I. Hazardous materials: All materials subject to the requirements of the California Code of Regulations, Title 8, Article 110, Section 5194 must be identified.
- J. Material safety data sheet: It is required by law that all hazardous materials be accompanied with a "material safety data sheet" (MSDS) at time of delivery.
- K. Issuance of keys: Keys to work areas, if required, must be obtained from the facilities managers. Receipt of keys shall be signed for by the Contractor or authorized representative. Upon completion of the work, all keys shall be returned to the facilities managers. If Contractor fails to return all keys issued or loses any keys during the contract term, Contractor will be liable for the total cost of labor and materials to re-key all areas accessible with the lost keys. This includes electronic card-lock keys.
- L. Work on District premises: Except for those risks inherent in the work to be performed by the Contractor, the District agrees to provide the Contractor and its employees a safe working environment for any work in the performance of this contract that must be undertaken on premises owned or leased by the District. While the Contractor's employees are on the District's premises, the Contractor shall maintain strict work

discipline and effect its work in compliance with governmental laws or regulations pertaining to occupational safety and health. Contractor shall not enter District premises to start work without making prior arrangements.

- M. Standards of conduct: The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to his/her employees as may be necessary. In addition, the Contractor and crew shall always be courteous, cooperative, and professional toward District representatives and the public in the course of their work. All assignments and problems shall be handled promptly and professionally to the satisfaction of the District.
- N. Public safety: The Contractor shall erect such warning and directional signs as may be necessary for public safety.
- O. Protection of property: The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damage to existing facility or property caused by the contractor's personnel or equipment will be promptly repaired by the District to the condition existing before the damage occurred, and the Contractor and/or the Contractor's surety shall fully reimburse the District for all expenses, including the cost of labor.
- P. Correspondence: The Contractor shall acknowledge all inquiries and complaints within 24 hours, and correction made within in 5 working days unless otherwise specified in this RFP. The Senior Contract Services Officer shall be copied on all correspondence.
- Q. Timely reporting of incidents: The Contractor shall immediately report any on-the-job incident to the District representative. At the earliest available time following the incident, the Contractor shall prepare and submit a written report to the District representative, fully documenting the incident.
- R. Right to terminate: Either party may terminate this agreement, without cause, by notice from the terminating party to the other party specifying the effective date of termination, which date shall be at least thirty (30) calendar days after receipt of notice by the non-terminating party. Notwithstanding, the Contractor shall remain obligated to perform services pursuant to this agreement and the District shall remain obligated to pay compensation for services performed prior to the effective date of such termination.
- S. Changes in requirements: Should the District, at any time during the progress of said work, request any alterations, deviations, additions, or omissions from the said agreement, specifications, or plans, it shall be at liberty to do so. And the same shall in no way affect or make void the agreement, but will be added to or deducted from the amount of said agreement price as the case may be, by a fair and reasonable valuation subject to the mutual agreement of the parties.
- T. Unrestricted quantities: The District is not limited to purchase all of its requirements from any contract resulting from this RFP/award.

- U. Subcontracting: The performance of the work may not be subcontracted except upon written consent of the District; and, no such subcontracting will be permitted if it would relieve the original Contractor or his surety of their responsibilities under the agreement.
- V. Non-recognition of subcontractors: No subcontractor will be recognized as such, and all persons engaged in the work under the contract will be considered as employees of the Contractor, and their work shall be subject to all provisions of the contract. The District and its representatives will deal only with the Contractor, who shall be responsible for the proper execution of the work.
- W. Dismissal of unsatisfactory employees: If any person employed by the Contractor or any subcontractor fails or refuses to carry out the directions of the District representative, or is, in the opinion of the District representative, incompetent, unfaithful, intemperate, or disorderly; or uses threatening or abusive language to any person at the facility; or if otherwise unsatisfactory, he/she shall be removed from the work immediately, and shall not again be employed on the work except upon consent of the District representative.
- X. Liability of District officials: Neither the District, nor its officers, employees, agents, nor representatives, nor any of them shall be responsible for any liability arising in the performance of the contract. For instance, the Contractor may elect to store his/her equipment, materials, and supplies at the job site (upon obtaining permission), but does so at his/her own risk.
- a. Nondiscrimination: The Contractor shall not discriminate in the provision of services because of color, race, creed, national origin, religion, sex, sexual orientation, age, or physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), the American with Disabilities Act (42 U.S.C. Section 12131 et seq.), and all other applicable laws and regulations requiring no discrimination.
 - b. Non-assignment: Contractor shall neither assign nor subcontract any of the services required under this contract without prior written consent of the District.
 - c. Contractor not an agent: Except as District may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this agreement to bind District to any obligation whatsoever.
- Y. Compliance with all laws: Contractor shall comply with all applicable federal, state, and local statutes, ordinances, regulations, directives, and laws and this contract shall be deemed to be executed with the state of California and construed with and governed by the laws of the state of California.
- Z. Criminal Background Check: The Contractor selected may be required to provide the name, date of birth, and social security number of all personnel who will be assigned to do the work, for the purpose of obtaining a criminal background check from the Sacramento County Sheriff's Department. This information must be furnished within twenty-four (24) hours, and shall apply to any new personnel due to employee turnover.
- AA. Clarification, Exception or Deviation: Each proposer may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly

identified and submitted with your proposal response. If there are no clarification, exception or deviation indicated, it will be considered that none exist.

BB. In writing: Oral communications with District employees about this Request for Proposal shall not be binding on the District, and shall not excuse the Contractor from any obligation set forth herein. No modification or amendment to this Request for Proposal shall be valid unless it is set forth in writing -- via a signed addendum or amendment from District Purchasing.

CC. Integration: This contract constitutes the entire contract between the District and the Contractor regarding the subject matter of the contract. Any prior agreements, whether oral or written, between the District and the Contractor regarding the subject matter of this contract are hereby-terminated effective immediately upon full execution of this contract. No modification or amendment to this contract shall be valid unless it is set forth in writing and is signed by the parties hereto.

Independent contractor:

1. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor's assigned personnel shall not be entitled to any benefits payable to employees of District. District is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this agreement; and as an independent contractor, Contractor hereby indemnifies and holds District harmless from any and all claims that may be made against District based upon any contention by any third party that an employer-employee relationship exists due to this agreement.
2. It is further understood and agreed by the parties hereto that Contractor in the performance of its obligation hereunder is subject to the control or direction of District as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by Contractor for accomplishing the results.
3. If, in the performance of this agreement, Contractor employs any third persons, such person shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor.
4. It is further understood and agreed that as an independent contractor and not an employee of District, neither the Contractor nor Contractor's assigned personnel shall have any entitlement as a District employee, right to act on behalf of District in any capacity whatsoever as agent, nor to bind District to any obligation whatsoever.
5. It is further understood and agreed that Contractor must issue W-2 and 941 Forms for income and employment tax purposes, for all of Contractor's assigned personnel under the terms and conditions of this agreement.

Responsibility of independent contractor:

1. Contractor as an independent contractor, shall be liable and hereby expressly assumes and accepts exclusive liability as an employer under the Federal Insurance Contribution Act, the Federal Unemployment Tax Act, Federal Social Security Act, the Unemployment Compensation Act, or any other Federal or State laws or acts which in any way affect or relate to the relationship of employer and employee, and shall be liable for Social Security or Unemployment Compensation or other taxes or penalties arising or levied by reason of the employment of such persons, and shall be responsible for the collection and remittance of any taxes so levied, upon Contractor, on account of the persons employed by Contractor.

Invoicing:

1. Prepare two (2) separate invoices in duplicate. Send the original and duplicate copies of invoices to:

Attention: Accounts Payable
Sacramento Area Sewer District
10060 Goethe Road
Sacramento, CA 95827

Attention: Accounts payable
Sacramento Regional County Sanitation District
8521 Laguna Station Rd
Elk Grove, CA 95758

2. Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; "bill to" and "ship to" addresses; purchase order number (PO#); quantities; item descriptions, unit prices and extensions; sales/use tax; and an invoice total.
3. For payment purposes, the contractor shall obtain a PO# from the District for each separate order/invoicing. These are individually numbered for control purposes, and each separate order/invoicing will require a unique PO# to be issued to the Contractor by the District. If the PO# does not appear on the contractor's invoice, payment may be delayed because it would generally take longer to match the contractor's invoice with the district's ordering document.
4. Invoices shall be rendered monthly in arrears. Payments shall be based only on verified delivery slips. Contractor must provide delivery scan receipt/report or the invoice will be denied payment.
5. Invoice discrepancies shall be handled in a professional, courteous, and expeditious manner.
6. In the State of California, government agencies are not allowed to pay excess interest and late charges. Per Government Codes, Section 926.10, interest shall be entitled commencing the 61st day and shall be 6 percent per annum.

Insurance Requirements

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT SACRAMENTO AREA SEWER DISTRICT

Without limiting CONSULTANT's indemnification, CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONSULTANT, its agents, representatives, or employees. REGIONAL SAN shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of REGIONAL SAN Risk Manager, insurance provisions in these requirements do not provide adequate protection for REGIONAL SAN and for members of the public, REGIONAL SAN may require CONSULTANT to obtain insurance sufficient in coverage, form and amount to provide adequate protection. REGIONAL SAN's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

1. Verification of Coverage

CONSULTANT shall furnish REGIONAL SAN with certificates evidencing coverage required below. Copies of required endorsements must be attached to certificates provided. REGIONAL SAN Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of REGIONAL SAN and general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by REGIONAL SAN before performance commences. REGIONAL SAN reserves the right to require that CONSULTANT provide complete, certified copies of any policy of insurance including endorsements offered in compliance with these specifications.

2. Minimum Scope of Insurance

Coverage shall be at least as broad as:

GENERAL LIABILITY: Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by REGIONAL SAN Risk Manager.

AUTOMOBILE LIABILITY: Insurance Services Office's Commercial Automobile Liability coverage form CA 0001. Commercial Automobile Liability: auto coverage symbol "1" (any auto) for corporate/business owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply. Personal Lines automobile insurance shall apply if vehicles are individually owned.

WORKERS' COMPENSATION: Statutory requirements of the State of California and Employer's Liability Insurance, if applicable.

FIDELITY BOND: Blanket Fidelity Bond or Blanket Employee Dishonesty Bond. The Blanket Fidelity Bond or Blanket Employee Dishonesty Bond shall include Client's Property (CR 04 01) or a form that is as broad as the CR 01 01.

UMBRELLA or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and any other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

3. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

General Liability shall be on an Occurrence basis (as opposed to Claims Made basis).
Minimum limits and structure shall be:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$2,000,000

Automobile Liability:

- a. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
- b. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

Workers' Compensation: Statutory.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Fidelity Bond: \$50,000 per occurrence.

4. Deductibles and Self-Insured Retention

Any deductible or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by REGIONAL SAN.

5. Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

6. All Policies:

- a. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-: VII. SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT Risk Manager

may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT and the general public are adequately protected.

- b. **MAINTENANCE OF INSURANCE COVERAGE:** The CONSULTANT shall maintain all insurance coverages and limits in place at all times and provide SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT with evidence of each policy's renewal within ten (10) days of its anniversary date. CONSULTANT is required by this Agreement to immediately notify SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. CONSULTANT shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope, or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.

7. Commercial General Liability and/or Commercial Automobile Liability:

- a. ADDITIONAL INSURED STATUS: SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento, their respective governing boards, officers, directors, officials, employees, and authorized agents and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of CONSULTANT; products and completed operations of CONSULTANT; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no endorsed limitations on the scope of protection afforded to SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT, and the County of Sacramento, their respective governing boards, officers, directors, officials, employees, and authorized agents and volunteers.
- b. PRIMARY INSURANCE: For any claims related to this agreement, CONSULTANT'S insurance coverage shall be endorsed to be primary insurance as respects SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento, their respective governing boards, officers, officials, employees and authorized agents and volunteers. Any insurance or self-insurance maintained by SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento, their respective governing boards, officers, directors, officials, employees, and authorized agents and volunteers shall be excess of CONSULTANT's insurance and shall not contribute with it.
- c. SEVERABILITY OF INTEREST: CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- d. SUBCONTRACTORS: CONSULTANT shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONSULTANT's subcontractor.

8. Workers' Compensation:

WORKERS' COMPENSATION WAIVER OF SUBROGATION: The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento, their respective governing boards, officers, directors, officials, employees, and authorized agents and volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONSULTANT. Should CONSULTANT be self-insured for workers' compensation, CONSULTANT hereby agrees to waive its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento, their respective governing boards, officers, directors, officials, employees, authorized agents and volunteers.

9. Notification of Claim

If any claim for damages is filed with CONSULTANT or if any lawsuit is instituted against CONSULTANT, that arise out of or are in any way connected with CONSULTANT's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT, CONSULTANT shall give prompt and timely notice thereof to SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT and SACRAMENTO AREA SEWER DISTRICT. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

Indemnification

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless REGIONAL SAN, SACRAMENTO AREA SEWER DISTRICT and the COUNTY OF SACRAMENTO, their respective Boards, and their officers, directors, officials, employees, and authorized agents and volunteers (collectively "Indemnified Parties"), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively "Claims"), including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, resulting from injuries to or death of any person, including employees of either party hereto, and damage to or destruction of any property, or loss of use or a reduction in value thereof, including the property of either party hereto, arising out of, pertaining to, or resulting from the acts or omissions of CONTRACTOR, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the CONTRACTOR, or for which CONTRACTOR is legally liable under law. CONTRACTOR understands and agrees that this indemnity obligation shall apply regardless of whether any loss, damage or cost arises from, whether in whole or in part, any acts or omissions, or any other negligence, concurrent or otherwise, on the part of Indemnified Parties, or any other party indemnified hereunder, except only those Claims caused by the sole negligence or willful misconduct of an Indemnified Party

The right to defense and indemnity under this Section arises upon occurrence of an event giving rise to a Claim and, thereafter, upon tender in writing to CONTRACTOR. CONTRACTOR shall defend Indemnified Parties with counsel reasonably acceptable to Indemnified Parties. Notwithstanding the foregoing, the Indemnified

Parties shall be entitled, on their own behalf, and at the expense of CONTRACTOR, to assume control of its defense or the defense of any Indemnified Party in any legal action, with counsel reasonably selected by them. Should the Indemnified Parties elect to initially assume control of its defense, or the defense of any Indemnified Party, it does so without prejudice to its right to subsequently request that CONTRACTOR thereafter assume control of the defense and pay all reasonable attorneys' fees and costs incurred thereby.

This indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by CONTRACTOR or CONTRACTOR's subcontractors at any tier.

Nothing in this indemnity obligation shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this indemnity obligation shall survive the expiration or termination of the Agreement.

PRIMARY SPECIFICATIONS

UNIFORM RENTAL/LAUNDRY SERVICE

The following specifications outline minimum acceptable standards

1. Pants and Shirts

Fabric: 65% poly and 35% cotton; 100% cotton
Style: Pants- Work type, zipper fly and hemmed bottoms
Shirts- Work type, convertible collars, 2 breast pockets, long and short sleeves.
Color: Dark pants, with lighter shirts in blue, brown, khaki, green, orange, red, white and yellow.

2. Arc Rated Pants and Shirts

Fabric: 100% cotton or Poly/Cotton blend meeting Fire Rated ATPV 8.0 Minimum
Style: Pants- Work type, zipper fly and hemmed bottoms
Shirts- Work type, convertible collars, 2 breast pockets, long sleeves.
Color: Various

3. Coveralls

Fabric: 65% poly and 35% cotton; and 100% cotton
Style: One piece with zipper, snap or button closure
Color: Various

4. Shop Coats

Fabric: 65% poly and 35% cotton
Style: Knee length, coat style with side opening
Color: Various

5. Lab Coats and Smocks

Fabric: 65% poly and 35% cotton
Style: Knee length, button closure, single and double-breasted
Color: Various

NOTE: All uniforms offered will be subjected to approval by authorized personnel at the various district locations within the Districts. All 100% cotton uniforms furnished shall be pre-washed or pre-shrunk for proper fit. Garments will be of a standardized size and fit, those deviating from this are subject to replacement.

6. Emblems

Most uniforms will require two (2) emblems. Color of emblems shall be as specified by District personnel. Employee's first name shall appear on emblem over left breast pocket- approximately 3" long x 1 1/2" wide. Name of District shall appear on emblem over right breast pocket- oval in shape, approximately 4 1/2" long 3" wide. It is recommended that Contractor's submit "proofs" of SASD and Regional San logos with proposals. Emblems and installation shall be included in the price of new uniforms therefore contractor should amortize price into unit price of uniforms

7. DELIVERY

Pickup and delivery of uniforms shall be provided on a weekly exchange basis. The District requires scanning of all uniforms and laundry. The District will inspect and verify each delivery for completeness and accuracy through comparison of vendor-supplied on-site scans of current pickup and delivery to the vendor-supplied scan of the previous week's pickup and delivery. An itemized slip shall accompany each delivery, noting any known shortages for garment that are out for replacement or repair. Shortages need to be investigated by the contractor and replacement uniforms delivered within 48 hours.

8. DELIVERY POINTS

Pickup and delivery of uniforms shall be provided, as required, to the various points located within the geographic boundaries of District. A listing of the District's current delivery addresses are shown in Attachment A. Contractor shall provide delivery to specific drop points as required at the listed addresses. Contractor needs to be able to scan uniforms to specific delivery drop points. These delivery drop points should be identified on delivery scan receipt/report.

9. QUALITY

- a. The Contractor shall furnish new high quality uniforms, in the initial issue. Colors shall be clear and sharp. Uniforms shall be clean and pressed in accordance with the best practices of the trade and in compliance with the State of California Dry Cleaning Code.
- b. All uniform exchanges, replacements or additions shall be made with brand new uniforms.
- c. All uniforms shall be replaced periodically with new uniforms, as follows:
 - i. Poly/Cotton Blends- every 18 months
 - ii. Full Cottons- every 12 months
 - iii. Fire Rated – 24 months

10. QUANTITIES

- a. The quantities or counts, as shown in Attachment G, are approximate. The District does not guarantee to purchase a minimum quantity and does not guarantee to purchase Contractors remaining stock.

- b. The Contractor shall maintain a sufficient stock of all uniforms in order to provide designated District Personnel with the exact number of garments
- c. The Contractor shall maintain a sufficient stock of new uniforms for emergency replacement purposes.
- d. The Contractor shall furnish NEW uniforms as required for new District personnel. The Contractor shall maintain a sufficient stock of standard-size (Small-XL) uniforms in order to handle exchanges, replacements, repairs or additions within (10) working days. Contractor shall maintain sufficient stock, or expedite shipping for plus-size (2X and up) garments in order to handle exchanges, replacements, repairs or additions within (20) working days. In addition, all repairs must be replaced one for one either with a substitute garment or repairable garment within the laundry cycle (generally one week time frame).

11. QUALITY CONTROL

- a. Each district base shall have the autonomy to determine the fitness and acceptability of the uniforms and emblems supplied to meet its requirements.
- b. All uniforms shall be properly fitted to the satisfaction of the District personnel, All 100% cotton uniforms shall be pre-washed or pre-shrunk for proper fitting.
- c. In the event a uniform is unacceptable, the Contractor shall be notified and a written explanation shall be attached to the uniform. The Contractor shall promptly exchange the unacceptable uniform with an acceptable uniform.
- d. As mentioned in Section 9d above, the contractor shall make a determination and recommendation on repair or exchange of uniform or laundry within five (5) working days to the appropriate District employee.

12. SHORT DELIVERY

Uniforms missed in the regular delivery or replacements shall be delivered within 48 hours from regular delivery schedule date. When these are delivered, these should also be scanned and the receipt/report presented to the district's uniform administrator.

13. UNIFORM EXCHANGE

Uniforms may be exchanged for reasons such as size, wear, color or style, and shall be provided at no extra cost to the District. Damaged garments that are to be replaced must be presented to district uniform administrator for approval. Damaged garments that have already reached their end of life as outlined previously in section 9 shall be replaced free of charge. Any garments replaced without prior approval by the district uniform administrator shall be replaced at no cost to the district.

14. PRICE ADJUSTMENT

Charges shall be adjusted or deleted in the event of a prolong illness, leave of absence or vacation on a part of a designated District employee. In this case the Contractor or employee's supervisor may request to have that employee's uniforms returned.

15. LAUNDRY SERVICE ONLY

SASD and Regional San may require laundry service only, for items that are owned by the Districts. Unit price provided for this item in Attachment "G" shall include: pickup and delivery; laundry service; button maintenance/replacement; and minor repairs at no additional charge to the District. Some of these garments specify cold water wash only; please indicate if cold water wash is feasible.

16. CONTROL REPORT

Each stop shall be accompanied by a control report listing using a numeric or alpha numeric report system and stating number of garments picked up and number delivered. An exception report shall be given for known items not returned in the normal weekly exchange. Payment will not be processed without itemized scan of picked up and delivered uniforms. This control report shall be provided the day of the service therefore scanning capabilities are required.

17. SAMPLES

Prior to the award of the contract, the District may require that samples be submitted for evaluation and/or testing. The samples provided by the contractor shall represent the exact items and/or products proposed and supplied. The District may perform selected inspections and test to verify that the items and/or products proposed meet the requirements of this specification. Samples must be received within five (5) working days from request.

18. MOVEMENT/TRANSFER OF WEARERS

Emblem change and garment relabel due to moving employees among departments or to the other district may be required. These changes need to be provided at no cost to the District.

19. OTHER SERVICES AS REQUIRED

Requests may be made for services not covered by any resulting contract. In such cases, the District may request the Contractor to furnish complete cost information in order to verify whether the charges are fairly established.

20. COOPERATIVE PURCHASING

If mutually agreeable to both parties, the use of any resulting contract may be extended to other government agencies within Sacramento County. It shall be understood that all terms and conditions as specified herein shall apply.

ATTACHMENT A

Locations

UNIFORM RENTAL/LAUNDRY SERVICE

#	AREA	FACILITY	DAY	TIME
1	NORTH WAREHOUSE (SASD)	5026 DON JULIO BLVD	WEDNESDAY	6:30AM – 2PM
2	SOUTH WAREHOUSE AND GOETHE FACILITY (SASD)	10060 GOETHE ROAD	WEDNESDAY	6:30AM – 2PM
3	ELK GROVE (REGIONAL SAN)	8521 LAGUNA STATION RD	FRIDAY	6:30AM – 2PM
4	INTERCEPTOR (REGIONAL SAN) NATOMAS PUMP STATION	AIRPORT ROAD	TUESDAY	6:30AM – 2PM

Note. All days are subject to change, by mutual agreement between the District and the Contractor. Delivery day is not critical, but North and South Warehouses must be delivered on the same day. Delivery to Elk Grove may be broken into two days if deemed necessary, and upon mutual agreement. Staff will not be available after 3:00pm to sign invoices or receive the delivery scan receipt/report.

**Prefer to have one driver to service all locations as staff transfers do occur from one district facility to another

ATTACHMENT B

CONTRACTOR QUESTIONNAIRE

In submitting a proposal, each Contractor shall also provide the following information: (Use additional sheets, if necessary.) Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying Proposal must address all items, incomplete Proposals will be rejected.

Organization: Describe your firm's qualifications to provide the service specified in this RFP. Be sure to include: founding date (month and year) and brief history of firm; facility/office location, current number of employees (full-time and part-time); special equipment acquired for the work; firm's vision and mission statements, and key services offered.

Tracking: Describe your firm's procedures for tracking uniforms upon arrival at your plant and subsequent delivery back to specific delivery drop points.

Laundry Only Service Tracking: Describe your firm's procedures for tracking non-rented garments upon arrival at your plant and subsequent delivery back to specific delivery drop points.

Loss/Damaged: Describe your firm's procedures for identifying and replacing lost and or damaged/abused uniforms. Include how charges are assessed.

Repairs: Describe your firm's procedures for identifying/handling repairs. Timeframe required for replacement of buttons, zippers, etc... Are loaner garments available if repairs take longer than a week? Provide an example of your exception report for garments that are out of service for repair.

Employee Transfers: How does your company handle moving of uniforms from one work location to another work location (i.e. forms, transactions, new uniforms, change delivery location tag, etc...)

New Employees: Describe your firm's procedures for adding new wearers to an invoice.

CONTRACTOR QUESTIONNAIRE

(Continued)

New Team Invoice: Describe your firm's procedures for adding a new team/subaccount and creating a new invoice.

References: List three or more clients for whom you have been providing Laundry services to. List references that are current and similar in size and scope of work. For each of these references, include organization name, address, and the name and telephone number of the contact person.

Contract administrator: Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract, if awarded to your firm.

Emergency information: List name and telephone number of person(s) that the District may need to contact in case of an emergency after hours, on weekends or holidays.

Subcontracting: Is your firm planning to subcontract portions of the work? yes ___ or no ___. If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted in each case.

Employees: How many employees do you plan to hire or retain to provide the services specified in this RFP? Are they going to be permanent, full-time or part-time employees? How long must a part-time employee work in your firm to become a permanent, full-time employee? What percentage of your staff is currently employed full-time, on a permanent basis?

Employment practices: Include with your submittal a summary of your firm's employment policies and procedures, as well as any equal employment opportunity and affirmative action policies. In addition, include a summary of your firm's safety training and injury & illness prevention programs.

Affiliations and accreditations: **What are your firm's affiliations and accreditations?**

CONTRACTOR QUESTIONNAIRE
(Continued)

Business License: Include with your submittal a copy of your firm’s current business license. (Be sure to include a copy of same for any subcontractor listed above.)

Certificate of Insurance: The Contractor must have insurance meeting the minimum insurance requirements set forth herein (see *Insurance Requirements for Contractors*). Include a copy of your firm’s insurance certificate or a letter from surety stating that your firm is insurable for the limits required if awarded the contract. Certificate of insurance must be furnished to the District within four (4) days after notification of award.

Criminal Background Check: The Contractor selected may be required to provide the name, date of birth, and social security number of all personnel who will be assigned to do the work, for the purpose of obtaining a criminal background check from the Sacramento County Sheriff’s Department. This information must be furnished within twenty-four (24) hours, and shall apply to any new personnel due to employee turnover.

Clarification, Exception or Deviation: Each proposer may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your proposal. If there are no clarifications, exception or deviation indicated, it will be considered that none exist.

ATTACHMENT C
EXCEPTIONS TO PROPOSAL

ATTACHMENT D

SECURITY STATEMENT

Subject: Use of Confidential SASD/REGIONAL SAN Information

Our company will respect and maintain strict confidentiality in the use of all data that our company employees may gain access to for the purpose of preparing a response to RFP 8287 and for the performance of any subsequent contract. Information obtained from the SASD/REGIONAL SAN will be used only by authorized company employees and for only those purposes for which the SASD/ REGIONAL SAN provides the information. Those employees who handle the information will be notified of its strictly confidential nature. Our company will also take responsibility for returning to SASD & REGIONAL SAN promptly after use, all documents supplied along with all records of information derived therefrom.

Sincerely,

Signature Block for Company Representative

Date

ATTACHMENT E
Contractor References

(Please do not list SASD or Regional San as references)

R-1

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-2

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-3

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-4

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

ATTACHMENT F

LIST OF DESIGNATED SUBCONTRACTORS
 (Includes suppliers)

Prime Contractor Name: _____ Date: _____
 Address: _____

 Telephone number: _____

Subcontractor Name/Address/ Phone No.	Description of work to be performed by subcontractor	Anticipated Subcontract Amount

Additional sheets may be used if additional space is needed.

The undersigned proposer assures that no subcontractor or supplier may be added, deleted, or changed without the express written approval of the awarding body.

 Signature of Prime Contractor/Title

ATTACHMENT G
CONTRACTOR PRICE SHEET

All items must be priced or Proposal will be rejected.
Part 1
SASD/REGIONAL SAN

For furnishing to SASD uniform rental and cleaning services, as required, in accordance with the following provisions and attached specifications.

Note: The proposed prices shall be firm for the first three (3) years of the contract. Unit prices shall include: pickup and delivery; emblems; uniform rental; laundry services; button/zipper replacements; and minor repairs at no extra charge. Any other costs or fees should be amortized into your unit prices.

Note: In order for the proposal to be considered responsive, every line item for Price Schedule below, to include Categories A, B and C, must be bid. INCOMPLETE PROPOSALS WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED.

Quantities stated in this pricing schedule are estimates only of the SASD & REGIONAL SAN requirements. Contractor agrees to furnish more or less than the estimates at the unit prices quoted in accordance with availability of funds and actual needs as they occur throughout the contract period.

For SASD the prices quoted below should be based on five (5) changes plus one (1) per week, per employee. This will give each employee a total of eleven (11) uniforms as applicable. Employees will turn five (5) uniforms for cleaning each week while retaining six (6) in their possession. For Regional San and Interceptor sites the prices quoted should reflect a total of (15) uniforms: (5) changes plus (5) per week, per employee. Employees will turn five or more uniforms for cleaning each week while retaining the remainder in their possession.

PRICE SCHEDULE

CATEGORY A – UNIFORM RENTAL AND LAUNDRY SERVICES

Item No.	(1) Estimated Employees	Description	(2) Weekly Price Per Employee [Based on 5 garments per week] (Except Jackets)	(3) Total Weekly Price [Column (1) x Column (2)]	Total Annual Price [Column (3) x 52 weeks]
1.	80	Work Shirts 65/35 Poly/Cotton	\$	\$	\$
2.	135	Work Shirts 100% Cotton	\$	\$	\$
3.	20	Work Shirts Premium Type	\$	\$	\$
4.	5	Oxford Pinpoint 100% Cotton Shirt	\$	\$	\$
5.	80	Work Pants Poly/Cotton Blend	\$	\$	\$

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Item No.	(1) Estimated Employees	Description	(2) Weekly Price Per Employee [Based on 5 garments per week] (Except Jackets)	(3) Total Weekly Price [Column (1) x Column (2)]	Total Annual Price [Column (3) x 52 weeks]
6.	135	Work Pants 100% Cotton	\$	\$	\$
7.	10	Denim Jeans 100% Cotton	\$	\$	\$
8.	10	Shop Coats	\$	\$	\$
9.	10	Smocks or Aprons	\$	\$	\$
10.	20	White Lab Coats	\$	\$	\$
11.	100	Fire Rated (FR) shirts	\$	\$	\$
12.	100	Fire Rated (FR) pants	\$	\$	\$
13.	20	Coveralls	\$	\$	\$
14.	10	Work Shorts Poly/Cotton Blend	\$	\$	\$
15.	20	Polo Mesh Poly/Cotton Blend	\$	\$	\$
16.	20	Polo Mesh 100% Cotton	\$	\$	\$
17.	100	Slash Pocket Mid-Weight Work Jacket	\$	\$	\$
18.	50	Light Weight Work Jacket	\$	\$	\$
Subtotal Items 1 through 18:					

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CATEGORY B – RENTAL and MAINTENANCE OF MISCELLANEOUS TOWELS, RUGS, and MOPS

Item No.	Estimated Quantity	Description	Weekly Price	Annual Extended Price
19.	300	#1 Shop Dyed Towels 18x18 100% Cotton	\$	\$
20.	175	Towel – Bath Industrial 16” x 16”	\$	\$
21.	30	Bath #2 Towels	\$	\$
22.	40	Bath Towels Standard	\$	\$
23.	75	Windshield Towels	\$	\$
24.	505	Towel – Bar – Mop	\$	\$
25.	200	Entrance rugs – 3’ x 5	\$	\$
26.	200	Entrance Rugs – 4’ x 6’	\$	\$
27.	75	Mat, Runner – 2’ x 10’	\$	\$
28.	75	30” Dust Control Mops	\$	\$
29.	75	42” Dust Control Mops	\$	\$
30.	50	60” Dust Control Mops	\$	\$
Subtotal Items 19 through 30:				
Overall Bid Price(Total of lines 1 through 30):				

ADDITIONAL SERVICES

Laundry Services Only

In the event SASD & REGIONAL SAN should require cleaning services of District owned clothing during the period of this contract, provide unit prices in the spaces below. If, for any item on this proposal, Contractor has special requirements (such as placement of a barcode label) or any other special offers for that particular item, state them to the right of the item or refer to an attachment that gives the information.

Item No	Description	Price Per Garment Washed	Special Offers or Special Requirements
1.	Work Shirts	\$	
2.	Executive Dress Shirts	\$	
3.	Work Pants	\$	
4.	Executive Dress Slacks	\$	
5.	Jeans (Denim and Western)	\$	
6.	Coveralls	\$	
7.	T-Shirts	\$	
8.	Shop Coats/Laboratory Coats/Smocks	\$	
9.	Polo Shirts	\$	
10.	Foul Weather Jackets	\$	
11.	Mid-Weight Slash Pocket Work Jackets	\$	
12.	Heavy-Weight Hooded Winter Jacket	\$	
13.	Fluorescent Winter Jacket with Reflective Material (May Require Cold Water Wash)	\$	
14.	Lightweight Reflective Safety Vest (May Require Cold Water Wash)	\$	

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Garment Purchases (Purchases will be made on an **as needed basis only.**)

A. Jackets	Slash Pocket Ike Jacket or equal (Will require SASD & REGIONAL SAN Seal patch, department and employee name embroidered on jackets)	<u>Unit Price</u> (Estimate 100 jackets as required)
	_____	\$ _____
	Manufacturer/Model Number	

B. Miscellaneous Garments In the event SASD & Regional San requires the purchase of miscellaneous items, Proposer shall provide a percentage discount allowed SASD & Regional San from your garment Manufacturer's Published Price List for purchase of such items.

State Percentage Discount allowed SASD & Regional San _____ %

Price List No. _____ **Dated** _____

Applicable Price Column: _____ **(Enclose copy)**