



## GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 343, COUNTY ADMINISTRATION BLDG.  
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FLINT, MICHIGAN 48502

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**CINDY CARNES**  
Purchasing Manager

### **REQUEST FOR QUOTES #15-051 DRY CLEANING / LAUNDRY SERVICES FOR GENESEE COUNTY**

#### GENERAL INFORMATION

Quotes will be received until **12:00 p.m. (EDT), Tuesday, March 24, 2015**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 or [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us) for **dry cleaning and laundry services for the Genesee County Sheriff Department** and other departments as needed. Services shall consist of dry cleaning or laundering, pressing, minor repairs, and alterations of the garments listed, see the Scope of Work.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for submitting a complete quote including RFQ Cost Form page 5 and a signed Signature Page 6 to the Genesee County Purchasing Department at the above address. All submissions must be properly labeled with the quote number, quote name, quote due date and time, and your firm's name. The quote number and due date for this RFQ are:

**DUE DATE:** Tuesday, March 24, 2015 at 12:00 p.m.  
**QUOTE NUMBER:** #15-051

Failure to respond by the above due date and time will result in rejection of your quote. Quotes may be submitted at the Buy4Michigan (#303715B0004269) or MITN site for this offering, submission of quote must be completed by **Tuesday, March 24, 2015 at 12:00 p.m.** or the system will not store the quote.

## SCOPE OF WORK

### **Specifications**

- Garments consist of various fabrics and shall be either dry cleaned or laundered depending on fabric requirements.
  - The Class A uniforms are 100% polyester, the Class A uniforms can be dry cleaned or washed and pressed
  - The Correction uniforms are 65% polyester and 35% cotton. The Correction uniforms are to be washed inside out (no dry cleaning) to increase durability.
- Uniforms shall be pressed with military creases.
- Garments shall be examined for spots and stains and cleaned as needed.
- Garments shall be examined for cleanliness and re-cleaned as needed.
- Pants shall be hung on non-slip wide cardboard based hangers.
- No more than one shirt and one pant shall be hung on any hanger.
- All jackets and coats shall be hung one to a hanger with no additional items.
- All items shall be covered entirely with clear plastic for protection.

### **Repairs**

The contractor shall be required to make all minor repairs at the request of the employee turning in the items for cleaning. The following repairs shall be included in the cleaning price:

- A. Detached buttons will be reattached.
- B. Missing buttons will be replaced.

### **Alterations and Repairs**

The contractor shall be required to make alterations to uniforms at the request of the employee turning in the items for cleaning. The following alterations and repairs shall be covered by the contract:

- A. Pant alterations: waist, waist and seat, stride and hem, add SAP pocket
- B. Shirt alterations: shorten sleeves, make short sleeves, taper, add or change patches.
- C. Coat or jacket alterations: add or change patches, replace zippers.

#### **Repairs**

- A. Broken trouser zippers will be repaired or replaced.
- B. Torn seams will be repaired.

### **Service**

Maximum turn around time for dry cleaning and laundry services shall be 2 days. (Example: if clothing is received at 7:00 a.m. on Monday, the same clothing will be ready for pick-up at 7:00 a.m. on Wednesday.)

All services shall be performed in a professional manner and is subject to the approval of the individual receiving the service. The individual picking up the clothing will remove same from the plastic protective covering and inspect at that time. Inadequacies shall be reported to the counter attendant for entry into an

appropriate log that shall be submitted with the monthly invoice. All inadequacies shall be remedied immediately.

Upon employee approval of garments received, a standard receipt must be signed by the employee along with the department he or she works for listed. These receipts shall then be submitted each month to the using department with a detailed invoice for cross checking.

Include a copy of company policy for lost or items damaged while in the company's possession.

**Supplier Location**

Vendor shall pick up and deliver the Sheriff Department uniforms at the Genesee County Jail located at 1002 S. Saginaw Street, Flint City Lockup, Circuit Court 900 S. Saginaw St., and District Court 630 S. Saginaw St.

Include a list with address of business location(s) and a schedule of pick-up/delivery days and times with quote.

County personnel may drop-off and picked-up garments at the vendor's place of business. Supplier's place of business ideally should be within a 5 mile radius of the Genesee County Sheriff's Department, 1002 S. Saginaw Street, Flint, Michigan 48502. Convenience of location(s) will serve as a factor in determining award of this contract.

**Hours of Operation**

Business hours ideally should be Monday through Sunday, open as early as 7:00 a.m. to as late as 8:00 p.m., to help accommodate all shifts of staff. Include a list of hours of operation, days and hours of operation will serve as a factor in determining award of this contract.

**Quantities**

The Sherriff's department has approximately 120 employees that wear the correction uniform and approximately 80 that wear the Class A uniform. Each staff member has 3 uniforms.

The following indicated quantities are approximate totals and are not a guaranteed minimum or maximum:

<u>Item</u>	<u>Estimated # of Garments/Year</u>
Trousers	10,500
Shirts, long/short sleeves	10,500
Ties	200
Sweaters	500
Light jackets	150
Heavy jacket	400

## BILLING

A purchase order will be issued to the successful contractor. The PO number is to be referenced on all invoices for payment. All invoices shall be separated by division and directed to the using department on a monthly basis. Detailed invoices shall include, but not be limited to, the following:

- A. Name of using agencies and division i.e.; courts, jail, Fenton Twp., etc.
- B. Total number of items dry cleaned or laundered with unit prices and extended total price,
- C. Total number of minor repairs and alterations with unit prices and extended total price,
- D. All delivery tickets signed by employee receiving the service, and
- E. Monthly log of inadequacies in services.

Any discrepancies in invoicing will be referred back to the contractor for further explanation and/or adjustment

**RFQ #15-051 COST FORM  
DRY CLEANING / LAUNDRY SERVICES**

Dry Cleaning/Laundrying

Trousers	\$_____ /each
Shirts, long sleeved	\$_____ /each
Shirts, short sleeved	\$_____ /each
Jackets, heavy	\$_____ /each
Jackets, light	\$_____ /each
Ties	\$_____ /each
Sweaters	\$_____ /each

Alterations

Pant	
waist	\$_____ /each
waist & seat	\$_____ /each
stride & hem	\$_____ /each
broken trouser zipper repaired or replaced	\$_____ /each
Shirts	
shorten sleeves	\$_____ /each
make short sleeves	\$_____ /each
taper	\$_____ /each
add or change patches	\$_____ /each
Coats & Jackets	
add or change patches	\$_____ /each
replace zippers	\$_____ /each

Repairs

Torn seams will be repaired	\$_____ /each
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Pricing includes pick-up and delivery at customer location(s)       Yes     No

Quote prices will be effective May 1, 2015 to April 30, 2016; the service agreement may be renewed an additional four years after the initial term.

Company Name \_\_\_\_\_

## SIGNATURE PAGE GENESEE COUNTY RFQ #15-051

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.:

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### Contact Person

Please indicate name, telephone number, fax number, mailing address, and e-mail address of company representative for matters regarding this RFP.

CONTACT NAME	POSITION

MAILING ADDRESS

PHONE	E-MAIL

Alternate pick-up/delivery schedule included \_\_\_ Yes \_\_\_ No

Company policy for lost or items damaged \_\_\_ Yes \_\_\_ No

List with address of business location(s) \_\_\_ Yes \_\_\_ No

Schedule of pick-up/delivery days and times \_\_\_ Yes \_\_\_ No

List of hours of operation, days and hours \_\_\_ Yes \_\_\_ No

Quote prices will be effective May 1, 2015 to April 30, 2016; the service agreement may be renew an additional four years after the initial term.