

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
POLICE UNIFORM AND PLAINCLOTHES DRY CLEANING SERVICES**

I. PURPOSE OF REQUEST

The City of Federal Way ("City") is requesting quotes for the purpose of police uniform and plainclothes dry cleaning services. The City's needs are outlined in the following Request for Quotes ("RFQ").

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a contractor by November 14th, 2016.

Issue RFQ	October 17, 2016
Deadline for Submittal of Quotes	November 10, 2016 at 10:00 am
Notify Contractor Chosen	November 14, 2016

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Diane Shines, Records Administrator
Attn: Marie Byer
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835- 6704

B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ - Police Uniform and Plainclothes Dry Cleaning Services. All quotes must be received by 10:00am on November 10, 2016. On November 10, 2016 at 10:10 am they will be opened. Three (3) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted.

C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. Diane Shines, Records Administrator, or representative will notify the contractor selected by November 14, 2016.

E. All quotes must include the following information:

1. Specific experience of individuals relative to the proposed project.
2. A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
4. A proposed practice regarding lost or damaged items (including discoloration or damaged buttons).
3. A proposed budget based on the above outline of tasks, products and schedules.
4. References.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
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Total Criteria Weight	100%

Each quote will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the

quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

VI. SCOPE OF SERVICES

A. Dry Cleaning Services

The work shall commence January 1, 2017, and shall continue through no later than December 31, 2018.

Contract for services will include:

- Pick-up and delivery five (5) days per week with a 24-hour turn around.
- Special handling and cleaning of articles contaminated with blood borne pathogens (i.e., Hepatitis, HIV/AIDS virus, etc.) or other medical/biohazards and non-medical chemicals.
- Water repelling for outer garments.
- Recycling of applicable materials such as hangers or bags.
 1. Uniformed Personnel

Uniformed staffing levels are at approximately 103 officers. Per week, each

employee is authorized to receive a military press and dry cleaning service for the following articles of clothing:

- a. Uniform shirt- 3 each
- b. Uniform pants- 3 each

2. Plainclothes Personnel

Non-uniformed staffing levels are at approximately 9 command staff and 18 detectives. Per week, each employee assigned to a non-uniformed position is authorized to receive dry cleaning services for the following articles of clothing:

- a. Suit jacket or sports coat- 1 each
- b. Suit pants or slacks- 2 each
- c. Shirt or blouse- 4 each

On average the Federal Way Police Department has 300 items cleaned per month. This average is variable based on time of year as well as officers wearing alternative uniforms i.e. wash and wear jumpsuits (cleaned at home by officers) Summer months may have higher than usual numbers. A typical month would include the following items:

- a. Uniform pants/ shirts- 60
- b. Pants or slacks- 92
- c. Male shirts- 109
- d. Female shirts/blouses- 27
- e. "polo" style shirts- 10

B. Dry Cleaning Services

1. Minor Alterations – As needed

- a. Patches
- b. Name Tags
- c. Buttons
- d. Hemming

2. Major Alterations – Requires written authorization

- a. Uniform shirt (i.e. take in or let out waist)
- b. Uniform pants (i.e. take in or let out thigh area)

C. Record Keeping

Please indicate and describe your method of record keeping and invoicing as it pertains to:

1. The name of the Vendor's employee who provided the service.
2. The name of the Department's employee who received the service.
3. Description of service.
4. Date of service.
5. Cost of service.

D. Pick-up and Delivery Service

1. Pick-up and delivery five (5) days per week with a 24-hour turn around.
2. Pick-up at designated areas.
3. The department will supply each pick-up area with laundry slips.
5. The vendor will provide a supply of 30" x 40" nylon drawstring bags for employee's soiled garments.
6. The Department employees will fill out a laundry slip that will be put inside of their bag of soiled clothing. Any special requests such as alterations or repairs can be noted on the laundry slip.
7. Each pick-up location is supplied with a metal bag stand and a 30" x 40" nylon bag for employees to put their orders inside.
8. Garments will be returned on a wire hanger in standard industry plastic covers with employees name on the laundry slip that will be attached to the cover.
9. Metal clothes racks will be placed next to the bag stand for Department employees to place their used wire hangers on for recycling.
10. Biohazard contaminated items must be placed in a RED BIOHAZARD BAG with the laundry slip taped on the outside of the bag describing the type of biohazard contamination (blood, urine, vomit etc.).
11. The Vendor will provide an inventory / log sheet of all dry cleaned items returned to the Department. A Department employee will approve the inventory / log sheet before the Vendor's employee will be allowed to return the dry cleaned items to the locker rooms.

12. Vendor employees entering the Police Department to return clothing must first pass a criminal background check including but not limited to: NCIC, WASIS, WACIC, DOL, and fingerprints. Employee must also complete the required security training that will be provided by the Police Department every 2 years. A list of vendor employees eligible to enter the facility will be maintained by the Police Department.

VII. COMPENSATION

- A. Please present a schedule of cost per item and a schedule of cost for each additional service and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, and the per item charge. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
Federal Way Mirror	October 21, 2016 and October 28, 2016
DJC	October 21, 2016 and October 28, 2016
Federal Way Website	October 21, 2016