



CITY OF RIVER FALLS, WI

Dan Toland, Mayor

REQUEST FOR PROPOSAL UNIFORM SERVICES

February 29, 2016

CITY OF RIVER FALLS REQUEST FOR PROPOSAL

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Section 1 – Invitation

CITY OF RIVER FALLS
REQUEST FOR PROPOSAL (RFP)
UNIFORM SERVICES

Proposals Due by 5:00 p.m. March 18, 2016

The City of River Falls is seeking proposals from qualified parties interested in providing comprehensive uniform services and/or city-logo clothing items. Interested parties are encouraged to respond to all or some parts of the request. The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

We encourage you to be creative and educational in your responses. Format must be consistent with the requirements of the RFP. If you believe that your proposed solution or services would be beneficial to the City, we invite you to offer them. Please provide options that may create efficiencies, make improvements, and take advantage of new, applicable technologies.

If chosen, the contract term is for three (3) years, and the City reserves the right to offer an additional three (3) year renewal of contract.

The City will accept electronic or written proposals. Proposals will be accepted until 5:00 p.m. on March 18, 2016 at City Hall or by email to bbuesking@rfcity.org. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Brent Buesking
Management Analyst Fellow
City of River Falls
222 Lewis Street
River Falls, WI 54022

Written proposals must include one (1) original and three (3) copies. Electronic proposal submissions are to be attached to an email with the subject line: “River Falls Uniform Services RFP Proposal”. Questions or request for clarification may be directed to Brent Buesking, Management Analyst Fellow, by phone at (715)-426-3441 or by email to bbuesking@rfcity.org.

Section 2 – Introduction and General Information

A. Background

The City of River Falls is a full service community providing a high level of services to its residents. Services include: Police, Fire, Ambulance, City Administration, Public Works, Municipal Utilities (Electric, Water, and Wastewater), Community Development, Parks and Recreation, and Library. The City of River Falls is located in two counties, St. Croix and Pierce, and is home to approximately 15,000 residents of which 6,400 are college students. Around half of River Falls' residents commute to the St. Paul-Minneapolis region to work, as the City is located 25-30 miles east of the Twin Cities. The City of River Falls is also home to the University of Wisconsin River Falls (UWRF); an NCAA Division III institution that has been a staple for the River Falls community since 1874.

The City of River Falls has a comprehensive Uniform Policy ([Appendix A](#)). It outlines regulations and procedures regarding the eligibility, wearing of uniform, uniform items, issue and replacement, and uniform turn-in requirements. This policy will guide the RFP process.

B. Timeline for Procurement Process

The City has made every effort to include enough information in this RFP for the proposer to develop a responsive proposal. The City encourages proposers to submit the most comprehensive and competitive proposal available. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance, by the individual or firm, of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of River Falls and individual or firm selected.

The City reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposers. The City will not reimburse proposers of this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the City to accept or contract for any service.

The timing of the proposal is as follows:

TIMELINE	
Distribution of RFP	February 29, 2016
Proposal submission	March 18, 2016
Initial proposal review	March 21 – March 25, 2016
First notification to proposers	March 28, 2016
Interviews with finalists	April 4 – 8, 2016
Final selection	April 11, 2016
Final notification to interviewed proposers	April 18, 2016
Implementation of contract	May 2, 2016
Expected First Delivery of the Product	August 1, 2016

Distribution of RFP

The RFP will be emailed and/or available on the City’s website www.rfcity.org on February 29th, 2016. The “Scope of Uniform Services” form and electronic worksheets are attached to this proposal.

Proposal Submission

Proposals must be received by the City no later than 5:00 p.m., March 18, 2016.

Proposal Review

City staff will evaluate all proposals and summarize the findings. It is anticipated that the initial review process will be completed by March 25, 2016.

Interview with the Finalists

The finalists will be asked to schedule a meeting with City staff and Uniform Strategy Group members during the week of April 4 through April 8, 2016.

Final Selection

The City is expected to make the final selection by April 11, 2016. The City will work with the selected firm to complete the contract within a reasonable time. The City reserves the right to cancel negotiations prior to the execution of the contract.

Notification

We anticipate sending written notification to all proposers regarding the outcome of the RFP process by April 18, 2016.

Implementation

The entity or entities to which the contract is awarded will be required to coordinate with City staff all the activities necessary to ensure a smooth implementation. Implementation of contract is expected to begin on May 2, 2016. City staff will work with the selected entities to establish an appropriate timeline for full implementation and delivery of uniform clothing items that is suitable for all parties.

Expected First Delivery of the Product

The City's current contract expires on August 8, 2016. Therefore, the City asks that the selected vendor complete its first delivery on August 1, 2016 to ensure continuity of City operations.

The City will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the City reserves the right to modify the proposal process and dates as deemed necessary.

D. Conditions of Submittal

By the act of submitting a response to the Request for Proposal, the proposer certifies that:

- a. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge no elected official, city employee, officer or person accountable to the City of River Falls has a direct financial interest in the Proposal.
- b. The Proposer has read all parts of the Request for Proposal, including all requirements, terms and conditions, and, if its Proposal is accepted, the Proposer shall accept the contract documents in their entirety.
- c. The Proposer has quality experience providing the required services.

Section 3 – Scope of Uniform Services

The City is seeking proposals from qualified parties interested in providing all or part of the below uniform categories. The City is seeking both rental/lease uniform items and one-time purchase uniform items. *Parties may wish to submit proposals addressing all or part of the uniformed areas below.* Parties are not required to respond to all areas (A-C) of this proposal. The City will accept and review all proposals submitted regardless of whether or not they address some or all of the requested areas below. Parties should be specific as to which areas they are submitting proposals for by completing the "Scope of Uniform Services" form with their proposal.

A. Purchase/Rental/Lease Uniform Items

The City is interested in comparing the costs of purchasing items directly and renting/leasing the uniform items. Rental/lease proposals should include the costs associated with ongoing laundry and repair of these items for the length of the contract. The City is seeking proposals from qualified parties to supply full fire resistant (FR) uniforms and non-fire resistant (non-FR) uniforms to these employees. The City operates an Electric Utility which requires some of our employees' uniforms to comply with OSHA requirements, level 2 (8 cal). The City wishes for some clothing to include a logo and name patch. Parties interested in supplying FR clothing and Non-FR clothing for rental/lease/purchase to the City are encouraged to complete the "FR Clothing Quote"

worksheet and the “Non-FR Clothing Quote” worksheet attached to this proposal. The “FR Clothing Quote” details the items in which we are requesting to receive a quote. Please note that we are asking for quotes on safety vest of a category two reflective material.

B. Building Rugs

The City is seeking proposals from qualified parties to supply floor rugs and roll towels to City buildings. The City is interested in seeing the costs associated with including our logo on some of the rugs. Parties interested in supplying rugs and rug services to the City are encouraged to complete the “Rug Services Quote” worksheet attached to this proposal. This worksheet indicates the number, size, and desired change-out timeframe of rugs and roll towels for the City. The “Rug Services Quote” details the items in which we are requesting to receive a quote. For the purpose of full disclosure, parties should be aware that in order to deliver and change-out rugs in some City building locations, drivers/delivers may be subject to TIME system security requirements.

C. Other Charges

Please indicate and include in your proposal a list of all other charges that could be applied to the City of River Falls in your party’s provision of uniform services. These charges include, but are not limited charges such as cost associated with applying the City’s logo to uniform items and up-sizing charges.

Section 4 – Proposal Submission & Evaluation

A. Submission Process

The City will accept electronic or written proposals. Proposals will be accepted until 5:00 p.m. on March 18, 2016 at City Hall or by email to bbuesking@rfcity.org. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Brent Buesking
Management Analyst Fellow
City of River Falls
222 Lewis Street
River Falls, WI 54022

Written proposals must include one (1) original and three (3) copies. Electronic proposal submissions are to be attached to an email with the subject line: “River Falls Uniform Services RFP Proposal”.

B. Proposal Submittal Format

The following outline represents the desired proposal submittal format:

1. Title Page- The first page shall be the title page. The proposer should identify the RFP subject, the name of the company, local and corporate address, telephone number, name and title of contact person, and date of submission.

2. Company Qualifications- Proposers should include background information about the company's experience as well as key personnel information and their experience. A list of three appropriate references, including addresses and phone numbers of individuals, groups or organizations with which the bidder has worked during the past 3-5 years. Municipalities and government references are preferred.
3. Scope of Uniform Services Form- The completed "Scope of Uniform Services" form should immediately follow the company qualifications.
4. Worksheets- Please attach all worksheets to your proposal. Include all worksheets associated with the area in which your company wishes to supply services to the City. Electronic worksheets are attached to the RFP.
5. Other Charges- Include a document indicating a list of all other charges that could be applied to the City of River Falls in your party's provision of uniform services.
6. Other Information- The proposer may wish to include other information regarding their party's provision of uniform services.

C. Evaluation Process

Proposals will be evaluated by City staff based on value of proposal to the City. Some proposers may be asked to interview with the City. It is at the interview that the City asks to view sample products. All proposals submitted will be the primary document upon which each proposal will be evaluated.

Submitted proposals will be judged on the following evaluation criteria:

- a. The demonstrated ability of the bidder to perform the work necessary to achieve the goals of the contract, including providing adequate communication throughout the course of the contract.
- b. The experience of the firm and individuals in delivering quality uniform services with particular interest in work with other municipalities and government entities.
- c. The material quality and uniform options that are presented by the company.
- d. The proposed price and terms of the agreement that are offered.

The City reserves the right to reject any and all proposals, to waive any information or irregularities in any proposal, and to use any ideas in a proposal regardless of whether that proposal is selected.

Questions or request for clarification regarding this RFP may be directed to Brent Buesking, Management Analyst Fellow, by phone at (715)-426-3441 or by email to bbuesking@rfcity.org.



Request for Proposal: Uniform Services

Scope of Uniform Services

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Please check all areas in which your party provides a proposal for:

- FR Clothing Quote
- NON-FR Clothing Quote
- Rug Services Quote

Parties submitting proposals for rental/lease uniform garments and rug services:
Does your company clean articles contaminated with blood-borne pathogens?

Uniform Garments: ___ Yes ___ No

Rugs: ___ Yes ___ No

Appendix A – Uniform Policy

City of River Falls, Wisconsin

Uniform Policy

Approved: August 21, 2013

Effective: September 3, 2013

Updated: September 26, 2013

PURPOSE:

The purpose of this policy is to promote a positive professional image to the general public, an established organization goal of the City of River Falls. As employees of the City of River Falls, there is much exposure to the general public. The purpose of this policy is to outline regulations and procedures regarding the eligibility, wearing of uniform, uniform items, issue and replacement, and uniform turn-in requirements.

The intent of this policy is not to cover public safety personnel. Public Safety includes: Police, Fire, and EMS. These entities have established their own standard operating procedures to guide their department's uniform needs and requirements.

POLICY:

I. Eligibility

Required Uniform Personnel:

All job title classifications listed below are referred to as "required uniform personnel" for the purposes of this policy: Public Works Maintenance Lead; Public Works Maintenance; Lead WWTP Operator; WWTP Operator – Certified; Lead Water Works Operator; Water Works Operator Certified; Water Meter Mechanic Certified; Mechanic – Lead; Mechanic; Lead Journeyman Lineperson; Journeyman Lineperson; Journeyman Electric Meter Technician; and Electric Meter Technician.

Dual Office and Field Personnel:

All job title classifications listed below are referred to as "dual office and field personnel" for the purposes of this policy: Building Inspector/Code Enforcement Officer; City Planner; Engineering Technician; and Civil Engineer.

Office Personnel:

All job title classifications that work daily out of a City building and primarily work inside are referred to as "office personnel" for the purpose of this policy.

City of River Falls Volunteers:

City of River Falls volunteers may be provided, at the expense of the City, a garment that clearly displays the City's official logo. The decision to supply a volunteer with an official

City of River Falls garment is at the discretion of the volunteer coordinator. Not all City volunteers will be issued a City garment.

Temporary/Seasonal Personnel:

All temporary/seasonal personnel hired by the City of River Falls may be furnished with a City garment appropriate for their area of work. These garments will be provided at the City's expense. Temporary/seasonal employees shall be required to wear City issued uniform items while on the job.

Superintendents and Supervisors are encouraged to participate in the uniform policy and program at their own discretion.

II. Wearing of Uniform (Guidelines)

When uniforms are worn, care should be taken that they fit properly. Uniforms should be clean and properly maintained.

Employees should not report to work wearing soiled, torn, or unserviceable uniforms.

The City issued uniform garments may be worn back and forth to work as a convenience to the employee. It is reasonable for an employee to wear their City issued uniform garments while pursuing normal life activities such as (but not limited to): going out to lunch or dinner, going to a retail store, etc. Employees are asked to use good judgment and discretion as to which life activities are appropriate to pursue while wearing a City issues uniform garment. Inappropriate personal use of work uniforms will be subject to disciplinary action.

Uniform garments that are rented by the City and some purchased uniform items shall be professionally cleaned at the expense of the City. A proper cleaning schedule will be established based on the uniform garment and its expected need for cleaning.

All employees that are classified under the eligibility section of this policy as "required uniform personnel" will be expected to begin their workday in uniform. City-issued uniform garments outlined in the "uniform guidelines and items" section of this policy shall be provided to personnel at the expense of the City.

Under special circumstances, such as attending training or meetings, a required uniform employee may not be required to wear their City issued uniform garments to work. Special circumstances will be determined by the employee's supervisor or the Division Head. When these special circumstances arise the employee will be required to wear a City issued safety vest while performing work in the field during the course of that particular day.

All employees that are classified under the eligibility section of this policy as "dual office and field personnel" will be expected to wear their uniform items, or a City logo garment, when conducting business in the field. Business in the field is defined as any work being conducted outside of your primary place of work.

All employees that are classified under the eligibility section of this policy as "office personnel" will be expected to wear their uniform items when the City deems appropriate. Office personnel are encouraged to wear their City garments when they deem appropriate. Appropriate situations to wear a City issued garment include, but are not limited to, City sponsored events and Casual days.

III. Uniform Items

All garments:

All provided uniform garments shall display the general City logo.

Garments produced for field staff may include patches or specific identification components to reflect specialized training or certificates related to work being provided by that individual employee or department.

Garments may display a department's individual logo.

Existing safety vests or other City issued items on hand on the effective date of this policy, that do not have a City logo, can continue to be assigned and worn until deemed worn or unsafe for use by a Supervisor.

Required Uniform Personnel Job Classification:

It is understood that the job duties of required uniformed personnel have been determined as appropriate and necessary to have full uniform provided to them by the City. A uniform is essential to the safety and wellness of these job classifications. Employees who work in positions that have potential exposure to an electric arc are required to wear and maintain FR clothing compliant with NESC, Section 41.

Full-Uniform Personnel City Issued Garments: Full-uniform personnel for the City of River Falls will wear a version of a button-down uniformed shirt (short-sleeve or long-sleeve depending on weather and season), a high-visibility tee shirt and an industrial-style pant as their official uniform. Seasonal jackets and a safety vest will be provided to the employee. The following items shall be provided to employees at the expense of the City:

- Flame-Resistant (FR) Required Personnel:
 - Button-down-shirts: Employees shall be issued at the City's expense long-sleeve button-down shirts
 - Long-sleeve Henley shirts: Employees shall be permitted to rent FR long-sleeve Henley shirts
 - Pants- Employees shall be permitted to rent FR industrial-style pants
 - Winter Jackets: Employees shall be permitted to rent FR winter jackets
 - Safety Vests
 - Tee shirts: The City will issue FR tee-shirts to employees. No tank tops and sleeveless tee shirts will be permitted. Employees will be issued replacement tee shirts once a year or when a shirt is deemed unserviceable by a supervisor.
- Other Personnel (non-FR):
 - Button-down-shirts: Employees shall be permitted to rent short and long sleeve, button-down shirts
 - High-visibility tee-shirts: Employees shall be permitted to rent short sleeve high-visibility tee-shirts
 - Pants- Employees shall be permitted to rent industrial-style pants
 - Winter Jacket: Employees shall be permitted to rent winter jackets
 - Lightweight-jacket: The City will issue lightweight-jacket to employees. OSHA compliant lightweight coats will be provided as an option to

- employees wishing to wear this item as a part of their city-issued uniform garments.
- Safety Vests

Dual Office and Field Personnel Job Classification:

The following items may be provided to employees at the expense of the City:

- Safety Vest
- Winter Jacket
- Polo's

Some dual office and field personnel may choose to receive city logo garments, such as polo's, to wear while out in the field. These city logo garments may be provided to these employees at the expense of the city.

Office Personnel Job Classification:

The City will purchase and provide an official city logo garment to office personnel as deemed appropriate by City leadership. These items include, but are not limited to: Polo shirts, dress shirts, blouses, and sweaters.

Shorts Policy:

The purpose of this section of the Uniform Policy is to establish criteria and applicable tasks for which summer shorts will be allowed as an alternative to conventional uniform pants outlined in this policy. Each Department or Division will be responsible for identifying tasks and enforcing circumstances for which summer shorts will be allowed. Special circumstances can included, but are not limited to, River Falls Days and other City sponsored special events.

All employees must be prepared to respond to a change in task assignment by having long pants with them at all times. There will be no exception to this condition. Employees not prepared to address a change in tasks will lose their privileges to wear shorts.

Criteria for Shorts: acceptable length will be 2 inches above the kneecap, all shorts must have hemmed bottoms, and shorts must be a durable type material comparable to jeans or uniform rental material. Khaki would be an acceptable short material.

IV. City Footwear Reimbursement

The City of River Falls may issue a footwear reimbursement to eligible employees. The footwear reimbursement is intended to assist employees with the purchase of footwear required by their job duties. Employees may choose footwear styles and vendors of their own choosing subject to supervisor approval. The City will provide an annual footwear reimbursement of up to \$150 to eligible employees after an employee supplies a receipt of footwear purchase and a completed Footwear Reimbursement form to their supervisor. Annual for the purpose of this policy means January 1st to December 31st of a calendar year.

Footwear is to be deemed safe to be worn for work activities by an employee's Supervisor. Footwear purchased with the assistance of this reimbursement is expected to be worn during

working hours. Eligibility of employees for a City issued footwear reimbursement shall be determined by department heads and supervisors.

Please complete the Footwear Reimbursement form from Human Resources.

V. Issue and Replacement

Issuance at time of hire

At the time of initial employment, employees will be eligible for an uniform as classified in this policy will be properly outfitted with the necessary uniform garments required for their job duties and classification.

Replacement schedule

An appropriate replacement schedule will be created and implemented upon the passage of this policy. The replacement schedule will be determined based on factors such as the specific garments and its typical lifespan. The replacement schedule may also be determined by the City's selected uniform vendor.

Replacement of all uniforms, outside of general replacement schedule, shall take place once a determination has been made that they are no longer serviceable.

Replacement requests will be processed by the Supervisor and records maintained.

Unserviceable uniforms are defined as:

Torn, ripped or soiled beyond reasonable repair or cleaning. Small tears or rips shall be repaired promptly.

Worn out by normal wear and washing to the they are disintegrating

Uniforms that do not fit due to change in body dimensions

VI. Uniform Turn-in Requirements

All rental uniform and safety issued items will be required to be returned to the City upon termination, resignation, or retirement, of an employee. City purchased items may be required by the Supervisor, Department Head, or Division Head to be turned in by the last day of employment, upon termination, resignation, or retirement, of an employee. It is the discretion of the Department or Division Head which City issued uniform items may be retained by an employee upon their departure from the organization.

VII. Department Issued Safety equipment

Outside the scope of this policy is the requirement for some departments to provide various job/task specific safety equipment. These items include, but are not limited to: Gloves, safety glasses, coveralls, and footwear protection from chemicals. These items are intended to be purchased and supplied to employee's separate of the Uniform Policy. The River Falls Safety Committee is expected to provide guidance and recommendations for the purchase of these safety related items.

VIII. Uniform Committee

A Uniform Committee will be established to perform a regular assessment of the uniform program and to make suggestions of improvements to the policy. The Uniform Committee shall have equal representation of job classifications affected by this policy. The Committee shall meet annually. The committee may meet regularly, if deemed necessary by City leadership or if uniform issues arise that prompt a review of the policy.