



**Request For Proposals (RFP)
For
Local Conservation Corps Uniforms and Personal Protective Equipment**

The Purpose of This RFP

Fresno Economic Opportunities Commission (*Fresno EOC*) Local Conservation Corps (LCC) is seeking to acquire the services of an experienced uniform and/or Personal Protective Equipment (PPE) supply companies with experience in providing consistent high quality service, having experience with servicing uniform and PPE supply needs. This Request for Proposals (*RFP*) serves as the procurement process for notifying and communicating with prospective uniform and PPE supply companies (*Contractors*).

Fresno EOC LCC staff and corpsmembers (program participants) will be receiving uniform and PPE services. *Fresno EOC* has the option to hire multiple *Contractors* to provide these services.

Scope of Work & General Requirements

The work covered in this RFP includes providing LCC with purchasing and/or rental uniforms and PPE. The successful *Contractor* will deliver all items incidental to the purchase and/or rental of uniform and PPE items including but not limited to outerwear, boots, T-shirts, hoodie sweatshirts, safety vests, work gloves, eye protection, and hard hats.

Fresno EOC reserves the right to require *Contractor* to replace of any employee whose behavior, conduct, and actions are detrimental to the *Fresno EOC*.

The *Contractor* will provide and maintain a current list of all employees by name, title and address to *Fresno EOC*, who are under the employ of the *Contractor* and assigned work under this agreement.

Fresno EOC will provide the *Contractor* with emergency phone numbers enabling the *Contractor* to notify the appropriate person in a timely manner of any difficulties in delivery of ordered items.

Fresno EOC will provide the *Contractor* an LCC calendar noting hours/days of normal business operation and holiday closures.

The *Contractor* will submit a *Contractor's* monthly invoice. *Fresno EOC* will conduct periodic reviews of the *Contractor's* performance and share its findings with the *Contractor* in writing and a follow-up meeting with the *Contractor*. If deficiencies arise the *Contractor* will correct the issues within 24 hours, failure to correct the deficiencies will result in the following actions.

- *Fresno EOC* will correct the deficiencies and deduct the item(s) from the monthly invoice.
- *Fresno EOC* may terminate the contract.

The *Contractor* will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).



The *Contractor's* proposal is to include the supervisor/manager's contact information. In addition, provide a schedule of the weekly service/delivery of uniform/PPE items and/or notification of anticipated order delivery date.

Requested Uniform and PPE Items:

- Exhibit A – *LCC Uniform and PPE items* - The list of uniform and PPE equipment.

Contractor's Qualifications Questions

The proposal will include all of the following information. Failure to submit all of the required information **will** result in disqualification of the Proposal and Bid. Please follow the format below and properly identify each section accordingly.

- **Section A.** The *Contractor's* qualifications; years in business, business locations, staff profile and experience to provide uniform and PPE required by *Fresno EOC LCC*.
- **Section B.** The *Contractor* will identify the business entity as a sole proprietor, an assumed name, partnership (naming partners), or corporation. If awarded the contract, *Fresno EOC* requires a copy of your business license number(s) and/or certificate numbers. Indicate the official capacity of the person executing the proposal and bid.
- **Section C.** Provide a description of credentials, and experience of the individuals submitting the RFP. What are the number of current full-time hourly employees, current part-time hourly employees, current subcontractor employees, and the number of current salaried supervisory employees employed by the business?
- **Section D.** Provide a reference list of five (5) customers the *Contractor* currently provides uniform and PPE service. The list is to include the services provided under their contract, the number of uniforms purchased or rented and PPE purchased, and your customer's contact information (name, telephone number, and email address).
- **Section E.** Provide a list of three (3) customers the *Contractor* is no longer providing services; include your former customer's contact information (name, telephone number, and email address).
- **Section F.** Provide a self-certification stating the *Contractor* read the RFP, understands the provisions within, and will adhere to all contract provisions, if awarded the contract.
- **Section G.** Provide a statement of conflicts of interest your business, key employees, and/or sub-contractors may have regarding these services with *Fresno EOC*. The statement should include actual conflicts, and any perceived working relationships by disinterested parties as a conflict. If there are, no potential conflicts of interest please state so.



- **Section H.** Provide specific information on the termination of any contract you have been involved in such as, default, litigation, settled, or judgments entered within the last five (5) years involving your firm, joint venture partners, or sub-consultants. Include information on any convictions for filing false claims within the past five (5) years

The selected *Contractor* can employ subcontractors with *Fresno EOC's* acknowledgment, however, the *Contractor*, 1.) remains the sole point of contact with *Fresno EOC*, 2.) maintains responsible for the supervision and the performance of their subcontractors, and 3.) warrants the work of their subcontractors as if it were the *Contractor's* own work.

RFP Process

This RFP process is subject to change at any time and all parties who express interest in submitting a proposal will receive notification of any changes. *Fresno EOC* will post timely notifications on its website home page www.fresnoeoc.org. All communication with *Fresno EOC* regarding this RFP must be in writing, staff will not accept phone calls. Send inquiries to susan.carter@fresnoeoc.org. *Fresno EOC* will post all questions and responses on its website home page, staff will not address any specific RFP inquiries submitted after December 18, 2015 except for questions addressing the RFP process. All proposal materials received become the property of the *Fresno EOC*. *Fresno EOC* will not accept proposals after its published deadline of December 18, 2015

Proposal Evaluations

Fresno EOC will conduct an initial RFP compliance evaluation of all proposals received. *Contractors* meeting the RFP's compliance requirements will move to the short list for further evaluation. *Fresno EOC* will notify all *Contractors* of their initial evaluation status.

An evaluation committee will review and score each short list proposal. *Contractors* with the highest scores addressing the criteria in the RFP will have an opportunity for an interview with the committee. The committee will make its final *Contractor* selection after the interviews. The committee will forward their recommendation to *Fresno EOC's* CEO for execution.

Following the *Contractor's* proposal approval process, *Fresno EOC* will contact the firm and proceed with the negotiation of the contract's terms and fee structure for contract execution.

In the event that *Fresno EOC* and the selected *Contractor* cannot reach a mutual contract agreement within a reasonable negotiation period, *Fresno EOC* reserves the right to assign the work to another qualified *Contractor*.

Women, Disabled Veteran, Minority-Owned and Small Businesses

Does your business qualify as a woman, disabled veteran, minority-owned small business? If yes, provide publically certified documentation or a self-certification statement that is subject to examination.



Insurance

- The selected *Contractor* will demonstrate proof of insurance sufficient to protect all parties involved in the performance of the scope of work. Insurance requirements are the following:
- Workers' Compensation Insurance with California statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
- Commercial General Liability Insurance with a combined Single limit of \$1,000,000 each occurrence for bodily injury and property damage. The policy shall include *Fresno EOC* as an "additional insured" on general liability and automobile policies with respect to the services provided under this contract. An endorsement shall accompany certificate of insurance showing Fresno Economic Opportunities Commission, its agents, officers, directors, employees and volunteers as Additional insured under the General Liability policy and the Automobile policy
- *The Contractor* will furnish *Fresno EOC* with satisfactory certificates of insurance or a certified copy of the policy. Address Certificates to *Fresno EOC*, 1920 Mariposa Mall, Suite 330, Fresno, CA 93721 and the *Contractor* will provide a 30-day written notice to the Certificate holder of coverage cancellation on an attached endorsement.

Proposal Bids

- Exhibit B (1,2,3) - Bid Sheets
The pricing breakdown sheet for each uniform and PIP item is to insure clarity and fair bid comparison.

Evaluation

An Evaluation Committee will review and score each proposal. *Contractors* with the highest scores addressing the criteria in the RFP will have an opportunity for an interview with the Evaluation Committee. The scoring based on a 100-point scale and weighted as follows:

- Technical proposal (45-points): The *Contractor's* ability to meet the Scope of Work outlined in the RFP, past experience providing similar services to comparable clients.
- Cost (25-points): Clarity of how the *Contractor* arrived at the proposed cost.
- References (15-points): Input from references three (3) clients describing their accounts with the Consultant relative to work quality, timeliness, adherence to budget.
- Women, Disabled Veteran, Small Business (5-points): Signed certification or self-certification accepted.
- Minority-Owned Business (10-points): Signed certification or self-certification accepted.



Rejection of Contractor's RFP Proposals

The *Contractor* acknowledges the right of *Fresno EOC* to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the *Contractor's* proposal deemed most favorable to *Fresno EOC*, after examining and evaluating all proposals. In addition, the *Contractor* recognizes the right of *Fresno EOC* to reject a proposal if the *Contractor's* proposal is in any way incomplete or irregular. *Fresno EOC* reserves the right to reject any, and/or all Proposals in part or its entirety, as well as have the right to issue similar Request for Proposals (RFPs) in the future. This document is in no way an agreement, obligation or contract.

Fresno EOC has the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the proposal.

Proposal Submission

Qualified *Contractors* please submit your proposals to *Fresno EOC*. This RFP submission requires both a hard copy and an emailed pdf response.

1. Submit an original and three (3) hard copies, no later than 4:00 PM (Pacific Time), Friday, December 18, 2015. Please mail or hand deliver hard copy proposals to,

Susan Carter, Local Conservation Corps, Assistant Director
Fresno Economic Opportunities Commission
1805 E. California Ave
Fresno, CA 92706

2. Submit a digital proposal in a pdf format to susan.carter@fresnoeoc.org with subject line: LCC Uniform & PPE, no later than 4:00 PM (Pacific Time), Friday, December 18, 2015.

Submission Deadline Friday, December 18, 2015; 4:00 PM (Pacific Time)

Please sign and return the authorization statement found on the next page. Thank you for your consideration and interest in *Fresno EOC*.



**Request For Proposals (RFP)
For
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Authorization:

The undersigned hereby asserts that he/she has the authority to submit this proposal, that all information contained in it is true, correct and complete, and that the undersigned has the authority to enter into a contract with Fresno Economic Opportunities Commission (*Fresno EOC*) Local Conservation Corps should it select and approve the *Contractor* for services, as negotiated.

Name of *Contractor*

Name of Principal/CEO/Owner

Signature

Title

Phone

Address

City/State/Zip

Date

License # (if applicable)

Email

FAX

Exhibit A - List of Uniform and PIP Items (Rental and Purchase)**Uniform - Rental:**

| | | | | |
|--------|---------------------------|---------------------------------------|-------------|-----------------------------|
| Item 1 | Cargo Work Pant - Men's | SZ: Waist 28-46 Even; Length to order | Color: Navy | Dickies or comparable brand |
| | Cargo Work Pant - Women's | SZ: Waist 6-20 Even; Length to order | Color: Navy | Dickies or comparable brand |

Uniform - Purchase:

| | | | | |
|--------|--------------------------------------|--------------------------------|-------------------|---|
| Item 2 | *Tshirt - Short Sleeved | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| | *Tshirt - Long Sleeved | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| Item 3 | *Polo short sleeved - Men's | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| | *Polo short sleeved - Women's | SZ: Sm - 3X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| | *Polo long sleeved - Men's | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| | *Polo long sleeved - Women's | SZ: Sm - 3x | Color: Dark Green | Gilden Dry Blend 50/50 or comparable |
| Item 4 | *Hoodie Sweatshirt - pull over | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Heavy Blend 50/50 or comparable |
| Item 5 | *Water Resitant Lined Jacket w/ Hood | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Port Authority Style#J327 or comparable |
| | *Water Resitant Lined Jacket w/ Hood | SZ: Sm - 5X - occasional 6X-8X | Color: Navy | Port Authority Style#J327 or comparable |

* = Silk Screened - 1 color (white) - 3 logos/2positions

| | | | | |
|--------|--|-------------------------------|--------------|------------------------|
| Item 6 | Work Boots - Mid - Steel Toe - Men's | SZ: 7 - 13 - occasional 14-16 | Color: Brown | Die Hard or comparable |
| | Work Boots - Mid - Steel Toe - Women's | SZ: 5 - 10 - occasional 11-12 | Color: Brown | Die Hard or comparable |

PIP - Purchase:

| | | | | |
|---------|---|----------------------------------|--|---|
| Item 7 | **Safety Vest | SZ: Sm - 5X - occasional 6X-8X | Tingley Style/Color #V73852 or comparable | |
| | ** = Silk Screened - 1 color (Black) - 3 logos/2positions | | | |
| Item 8 | Gloves - Leather Work | SZ: Sm - XL | Firm Grip Cowhide w/Black Mesh #5104 or comparable | |
| | Gloves - Nylon Nitrate | SZ: Sm - XL | Condor or MaxiFoam Lite or comparable | |
| Item 9 | Hard Hat - Type 1 Class C LT | SZ: Adjustable - 6 point ratchet | Color: White | JSP or Pyramex w/ full brim or comparable |
| Item 10 | Safety Glasses | SZ: One size | Ztek #Z874 or comparable | |

RFP: Fresno EOC Local Conservation Corps

Exhibit B-1: Bid Sheet for (Item 1) Cargo Pants - Rental

Company/Contractor Name:

Person Completing Bid:

Date:

UNIFORM RENTAL

| Item 1 | Cargo Work Pant - Men's | SZ: Waist 28-46 Even; Length to order | Color: Navy | Dickies or comparable brand | | | Min order # associated with bid price |
|--------|-----------------------------------|---------------------------------------|-----------------|-----------------------------|-----------------|--------------|---------------------------------------|
| | | SIZE(s) | Set UP Fee/Pant | Total Cost/Pant: | Weekly Fee/Pant | Buy Out/Pant | |
| | FEES/COSTS: (Less Taxes/Delivery) | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Item 1 | Cargo Work Pant - Women's | SZ: Waist 6-20 Even; Length to order | Color: Navy | Dickies or comparable brand | | | Min order # associated with bid price |
| | | SIZE(s) | Set UP Fee/Pant | Total Cost/Pant: | Weekly Fee/Pant | Buy Out/Pant | |
| | FEES/COSTS: (Less Taxes/Delivery) | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

If not Dickies Cargo Pants - Brand Information:

Additional Fees/Costs - List Below (i.e. Delivery, shipping, etc.)

RFP: Fresno EOC Local Conservation Corps

Exhibit B-2: Bid Sheet for Shirts, Outerwear (Items 2, 3, 4, 5) - purchase to include *silkscreening

* = Silk Screen each garment - 1 color (white) - 3 logos/2positions

Company/Contractor Name:

Person Completing Bid:

Date:

| Uniform - Purchase | | | | | | |
|--------------------|--------------------------------------|--------------------------------|--------------------------------|---|---------------------------------------|---------------------------------------|
| Item 2 | *Tshirt - Short Sleeved | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Tshirt | | |
| | | | | | | |
| | | | | | | |
| Item 2 | *Tshirt - Long Sleeved | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Tshirt | | |
| | | | | | | |
| | | | | | | |
| Item 3 | *Polo short sleeved -Men's | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Polo | | |
| | | | | | | |
| | | | | | | |
| | Item 3 | *Polo short sleeved - Women's | SZ: Sm - 3X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price |
| | | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Polo | |
| | | | | | | |
| | | | | | | |
| | Item 3 | *Polo long sleeved - Men's | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price |
| | | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Polo | |
| | | | | | | |
| | | | | | | |
| Item 3 | *Polo long sleeved - Women's | SZ: Sm - 3x | Color: Dark Green | Gilden Dry Blend 50/50 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Polo | | |
| | | | | | | |
| | | | | | | |
| Item 4 | *Hoodie Sweatshirt - pull over | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Gilden Heavy Blend 50/50 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Hoodie | | |
| | | | | | | |
| | | | | | | |
| Item 5 | *Water Resitant Lined Jacket w/ Hood | SZ: Sm - 5X - occasional 6X-8X | Color: Dark Green | Port Authority Style#J327 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Jacket | | |
| | | | | | | |
| | | | | | | |
| Item 5 | *Water Resitant Lined Jacket w/ Hood | SZ: Sm - 5X - occasional 6X-8X | Color: Navy | Port Authority Style#J327 or comparable | Min Order # associated with bid price | |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Jacket | | |
| | | | | | | |
| | | | | | | |

If not noted brand - list brand and brand information:

Additional Fees/Costs - List Below (i.e. Delivery, shipping, etc.):

RFP: Fresno EOC Local Conservation Corps

Exhibit B-3: Bid Sheet for Boots, PPE (Items 6,7,8,9,10) purchase to include *silkscreening on Safety Vest

* = Silk Screen each garment - 1 color (black) - 3 logos/2positions

Company/Contractor Name:

Person Completing Bid:

Date:

Uniform - Purchase

| | | | | | |
|---------|--|----------------------------------|--|---|---------------------------------------|
| Item 6 | Work Boots - Mid - Steel toe - Men's | SZ: 7-13 - occasional 14-16 | Color: Brown | <i>Die Hard</i> or comparable | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Boot Pair | |
| | | | | | |
| | | | | | |
| Item 6 | Work Boots - Mid - Steel toe - Women's | SZ: 5-10 - occasional 11-12 | Color: Brown | <i>Die Hard</i> or comparable | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Boot Pair | |
| | | | | | |
| | | | | | |
| Item 7 | *Safety Vest | SZ: Sm - 5X - occasional 6X-8X | <i>Tingley Style/Color #V73852</i> or comparable | | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Safety Vest | |
| | | | | | |
| | | | | | |
| Item 8 | Gloves - Leather Work | SZ: Sm-XL | <i>Firm Grip Cowhide w/ Black Mesh #5104</i> or comparable | | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Jacket | |
| | | | | | |
| | | | | | |
| Item 8 | Gloves - Nylon Nitrate | SZ: Sm-XL | <i>Condor</i> or <i>MaxiFoam Lite</i> or comparable | | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Jacket | |
| | | | | | |
| | | | | | |
| Item 9 | Hard Hat - Type 1 Class C LT | SZ: Adjustable - 6 point ratchet | Color: White | <i>JSP</i> or <i>Pyramex</i> w/ Full Brim or comparable | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Hard Hat | |
| | | | N/A | | |
| | | | | | |
| Item 10 | Safety Glasses | SZ: One Size | <i>Ztek #Z874</i> or comparable | | Min order # associated with bid price |
| | COSTS: (Less Taxes/Delivery) | | SIZE(s) | Total Cost/Pair of Safety Glass | |
| | | | N/A | | |
| | | | | | |

If not noted brand - list brand and brand information:

Additional Fees/Costs or other information - List Below (i.e. Delivery, shipping, etc.):