



## **REQUEST FOR PROPOSAL UNIFORM RENTAL SERVICES**

The Capital Region Airport Authority (CRAA) hereby requests from persons, firms, or corporations, who meet the qualifications hereinafter set forth, proposals to provide Uniform Rental Services, at Capital Region International Airport, Lansing, Michigan, as more particularly, set forth in the contract.

For the information of interested firms and their convenience in the submission of a proposal, the following documents, which constitute the Proposal Package, are being furnished and attached hereto:

1. Instructions to Proposers;
2. Price Form;
3. Uniform Rental Specifications;

This contract covers uniform rental services for Maintenance Department personnel at Capital Region International Airport, 4100 Capital City Blvd, Lansing, Michigan 48906.

Proposal will be received in the Administration offices of the Capital Region Airport Authority, third floor of the Terminal Building located at 4100 Capital City Blvd, Lansing, Michigan, 48906. Each proposer must complete and return the attached Price Form, filling in the form completely and in full accordance with these instructions; so that the proposal is received by 3:00 p.m. May 2, 2016. Proposals received after this specified time will not be given consideration.

The CRAA reserves the right to consider the relative experience and qualifications of each of the respective proposers and to select the proposer to whom it will award a contract. Each proposer must produce evidence satisfactory to the CRAA concerning the experience and ability of the firm to complete the Uniform Rental Services Contract.

The CRAA reserves the right to reject any and all proposals and to waive any informality or irregularity in the submittals. The CRAA shall be the sole judge of the adequacy of proposer's qualifications. The CRAA will award to the proposer best meeting the airport's needs, as determined by the CRAA in its discretion. The CRAA is not bound to award the Concession based on lowest price. The CRAA reserves the right to negotiate with one or more proposer after submittal. The CRAA may, in its discretion, conduct one or more interviews with proposers prior to selection.

Interested firms should familiarize themselves fully with these documents and the needs of the CRAA. The submission of a proposal shall mean that the proposer is thoroughly familiar with all of the stipulations and requirements.

Should a proposer find any discrepancy in or omissions from these "Instructions", or other documents, he/she should at once notify the CRAA in writing, which will send clarifying written instructions to all prospective proposers. The CRAA will not accept responsibility for any other explanations or interpretations of the instructions.

No proposal will be considered from any person, firm or corporation who has failed to perform acceptably any existing or prior contract or agreement with the CRAA.

**Ron O'Neil**  
**Director of Maintenance**  
**517-886-3729**

## **GENERAL SPECIFICATIONS**

1. Proposals for all work in connection with the contract referenced above will be received by the Capital Region Airport Authority, Capital Region International Airport, 4100 Capital City Boulevard, Lansing Michigan 48906, until date and time stated.
2. The specifications, along with all necessary forms and other contract documents can be obtained from the Airport Authority Administrative Offices located on the third floor of the Terminal Building.
3. All proposers must demonstrate they have the resources and capability to provide uniform rental services as provided herein:
  - a. Proposers must demonstrate they are financially stable with at least five (5) years experience on work of this type and scope.
  - b. Proposers shall include with their submittal no less than three (3) comparable references of current work being performed.
  - c. Proposers must provide a company organizational plan explaining who will be the point of contact for this contract, his/her title, and all necessary contact information.
4. Before submitting proposals, all documents must be reviewed to avoid omissions and to ensure a complete proposal is submitted. No claims for additional compensation will be considered, or paid to any contractor, due to said contractor's failure to be fully informed of the scope of work.
5. Work performed as part of this contract shall commence on June 13, 2016. The term of this contract shall be for three years, provided the successful contractor satisfactorily performs his/her obligations in accordance with the contract. Additionally, two (2) 1 year options are available subject to renegotiation.
6. Successful contractor will be responsible for all insurances as outlined within the contract, and must provide proof of said insurances to the Airport Authority. Failure to provide such proof of insurance may result in immediate termination of the contract.
7. Successful contractor shall be responsible for all sales, use, consumer and other taxes as required by law. The Authority is a tax exempt organization.
8. Proposals may be withdrawn in person or by written request prior to time specified for opening.
9. Contractor vehicles shall be clearly marked with company name.
- 10. Samples and specification sheets for each item proposed must be furnished with the proposal.**

## **MAINTENANCE PERSONNEL UNIFORMS AND LINENS**

- A. New uniforms shall be furnished at the beginning of the contract and thereafter as may be required for additional personnel. Upon receipt of initial order, the successful vendor agrees to measure each employee and furnish a full set of uniforms within 30 calendar days. Current employees will be measured the week of May 10, 2016. Employees hired after initial order will be furnished a full set of uniforms within 14 calendar days of being measured.

The successful vendor agrees to have the uniforms at the Capital Region International Airport for distribution during normal working hours on or before June 13, 2016.

- B. Delivery of clean uniforms and pickup of soiled uniforms will be on a weekly schedule. Uniforms must be picked up and delivered to each department individually. Damaged garment bags are to be supplied at each location.
- C. All shirts will have Capital Region International Airport name and logo embroidered over the left shirt pocket and individual names embroidered over the left shirt pocket, if applicable, or on the left side of the shirt.
- D. Invoices are to be submitted **by department** on a weekly basis with a month statement issued the first week of each month. The uniform supplier agrees **not** to invoice for repair charges or size change charges.
- F. Uniforms are to be furnished in sets as follows:

(1) **Terminal Maintenance**

11 each Uniform Pants  
11 each Uniform Polo Shirts  
2 each Pairs of Coveralls

(2) **Terminal Maintenance Electrician**

33 each Uniform Carpenter Pants – 100% cotton  
33 each Dress Uniform Long or Short Sleeve Shirts 100% cotton  
6 each Pairs of Coveralls

(3) **Field Maintenance**

88 each Uniform Pants  
88 each Dress Uniform Long or Short Sleeve Shirts  
16 each Pairs of Coveralls

(4) **Antimicrobial Floor Mats TSA Screening Area**

Thirty (30) each 2' x 4' Anti-slip Velcro Backed or Similar  
Every Three Months (Quarterly)

(5) **Linen And Floor Mats Field Maintenance**

Fifty (50) each Shop Rags Cotton  
Four (4) each Fabric Roll Towels  
Four (4) each 3' x 5' Floor Mats  
One (1) each 4' x 10' Floor Mat

(6) **Linen And Floor Mats Terminal maintenance**

Fifty (50) each Shop Rags Cotton  
Two (2) each 3' x 10' Floor Mats  
Four (4) each 6' x 12' floor Mats

Color selections will be made once contract is awarded.  
Cleaning of supplied coveralls is included in this contract.  
Supervisors to be invoiced with Field Maintenance Department.  
Director of Maintenance to be invoiced with Terminal Maintenance Department.

CRAA BID FORM

Instructions: Mail form to arrive or deliver by the time and place shown in the RFP in sealed envelope clearly marked with item being proposal. No late, faxed, or emailed proposals will be accepted.

The undersigned has read and understands the specification and agrees to provide products and/or services in accordance with the specifications as follows:

**UNIFORM RENTAL SERVICES**

Annual Contract Price:     \$ \_\_\_\_\_

**REFERENCES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Bid prices remain firm for 30 days.**

**COMPANY**

**TELEPHONE**

**ADDRESS (Include Zip Code)**

**AUTHORIZED SIGNATURE**

**PRINT NAME**

**TITLE**

**DATE**