|  |  |
| --- | --- |
| Project Name: | Uniform & Rug Services |
| Project Location: | City of Buchanan Public Works, Wastewater Treatment |
| Issue Date: | July 22, 2025 |
| Bid Due Date: | August 12, 2025 |

**GENERAL OVERVIEW**

The purpose for this Request for Proposal (RFP) is to solicit proposals from interested vendors to provide City uniforms, rugs, and shop towels for rental and use by the City’s Public Services Departments (Streets, Water, and Wastewater).

The City is seeking an exclusive uniform and work apparel vendor that can supply approximately 12 employees with uniforms, as well as rugs and shop towels.

Pickup of soiled uniforms, rugs and shop towels and delivery of clean uniforms shall be on a weekly basis and at two (2) locations within the City as designated by the City.

**CLOTHING SPECIFICATIONS**

Standard Uniform Package:

* 5 button-down shirts
* 6 hi-vis short sleeve shirts
* 11 Pants

All apparel should be new, unused and not previously sold to another customer. Clothing shall be free of defect in material and workmanship. If there are additional charges for specific sizing, that must be annotated in the fee proposal.

Approximately 12 employees will fall under this contract, requiring uniforms. The City’s preference is to have both clothing types coming from the same vendor. It is also further understood that the City shall not be obligated to purchase or pay for any product(s) covered unless and until ordered and received in good condition by the City. The City may increase or decrease the number of uniforms (or employees) as it deems necessary. The City reserves the right to or services similar products to/from this contract as it deems necessary during the life of the contract. No minimum order quantity of products shall be required under this contract.

The City logo is included in this RFP. When a City logo is required to be embroidered on a garment, the City will provide the Vendor with a digital file of the City logo. The City will have logos embroidered in full color, as well as some logos that utilize only white threading. All shirts, sweatshirts, and outerwear must have the embroidered City logo. The City’s logo shall be located on the shirts, sweatshirts and outerwear on the left breast pocket, or in the event there is no pocket on the garment, in the left breast pocket area.

|  |  |  |  |
| --- | --- | --- | --- |
| **City Location** | **Product/Item Needed** | **Quantity Needed** | **Frequency Serviced** |
| **Department of Public Works** | 4 x 6 Mat | 1 | Monthly |
| 3 x 10 Mat | 4 | Monthly |
| Uniform Package | 7 | Weekly |
| Towels | 200 | Monthly |
| **Buchanan City Hall** | 4 x 6 Mat | 2 | Monthly |
| 3 x 10 Mat | 1 | Monthly |
| **Wastewater Treatment Plant** | Uniform Package | 3 | Weekly |
| 4 x 6 Mat | 5 | Monthly |
| Towels | 50 | Monthly |
| **Water Office** | Uniform Package | 2 | Weekly |

**PROPOSAL EVALUATION AND CONTRACT AWARD**

* The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.
* The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.
* The City of Buchanan reserves the right to reject any and all proposals or to request additional information from any or all proposers.
* It is anticipated that the City will establish a contract with a selected business for a one (1) year term with two mutually agreed upon one (year) renewal terms for an intended three year relationship before rebidding this service. A contract for this term will be prepared and entered into with the successful proposer.

**SCHEDULE**

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **August 12 by 10:00 AM**. **Electronic submissions will not be accepted.** All proposals shall be in a sealed package marked: ATTN: BID – Uniforms & Rug Services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Please submit your sealed bid by **August 12, 2025 at 10 AM EST** to:  Kalla Langston-Weiss, City Clerk  302 North Red Bud Trail  Buchanan, MI 49107 | For any questions regarding the project, please contact:  Emma Lysy, Administrative Assistant  (269) 695-3844 ext. 10  elysy@cityofbuchanan. |

**ATTACHMENT – CITY LOGO**

A white tree with leaves and a bird on it

AI-generated content may be incorrect.

**UNIFORM & RUG SERVICES WORKSHEET**

Please check areas in which your party is providing a proposal for:

□Uniform Clothing Quote

□ Rug Services Quote

Indicate whether your company will clean articles contaminated with human waste. Workers on occasion may have to deal with a sewer main break that could result on waste getting on clothing:

□Yes

□No

Please indicate your cost per item, replacement cost, and servicing frequency ability for the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Charge Per Change/Item** | **Replacement Cost**  **(Loss/Damage Value)** | **Servicing Frequency** |
| 3 x 10 Mat |  |  |  |
| 4 x 6 Mat |  |  |  |
| Shop Towels |  |  |  |
| High Visibility Shortsleeve Shirts |  |  |  |
| Button Down Shirts |  |  |  |
| List Avalable Shirt Brands |  |  |  |
| Cargo/Carpenter Jeans |  |  |  |
| List available Pant Brands: |  | | |

Please indicate any additional charges that the City may incur from obtaining your services:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate if there are inflationary costs over the term of the contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

**PROPOSAL SUBMITTED BY: (PLEASE PRINT)**

Company Name Phone Number

Address City, State Zip code

Contact Person/Person Submitting Proposal Email

Signature of Person Submitting Proposal Date