

LAS VIRGENES MUNICIPAL WATER DISTRICT

4232 Las Virgenes Road, Calabasas, California 91302



REQUEST FOR PROPOSALS

For

UNIFORM SERVICE

Proposal Issue Date

October 27, 2015

Proposal Submittal Due Date

5:00 p.m. on December 1, 2015

Documents available online at:

www.lvmwd.com

LAS VIRGENES MUNICIPAL WATER DISTRICT

REQUEST FOR PROPOSALS

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I. INTRODUCTION

A. General Information

The Las Virgenes Municipal Water District (District) serves the western edge of Los Angeles County including the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village. The district occupies 122 square miles and services a population of approximately 70,000. The District provides potable water, recycled water, and sanitation (wastewater) services to its customers through three separate enterprise funds. The sanitation and recycled water services are provided through a Joint Powers Authority with the Triunfo Sanitation District.

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

The District is requesting proposals from qualified firms to establish a three-year contract with two-one year renewal options to supply and service uniforms and related items for approximately 63 employees.

To be considered, five copies of a proposal must be received by **5:00 p.m. on December 1, 2015** addressed to:

Gretchen Bullock
Purchasing Supervisor
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Proposals received after the above date and time will not be considered.

B. Background

The District has approximately 63 uniformed employees in four different locations, three in Calabasas and one in Westlake Village. In a two week period these employees work 9 days, therefore 10 shirt/pant uniform sets are required for each employee. In addition to the standard uniform set employees are issued jackets, lab coats, and coveralls as needed. Bath towels, shop rags, treated dust mops, and rubber backed mats are also provided under the uniform contract.

C. Timeline

The following is a proposed timeline. Your proposal must include a detailed schedule of milestones that allow for the implementation of the new uniforms; including installation of proposer owned required equipment

Proposal Due Date	December 1, 2015
RFP Evaluation	December 2-11, 2015
Samples (if needed)	TBD
Presentation (if needed)	TBD
Notice of Intent to Award	December 21, 2015
Formal Award by LVMWD Board	January 12, 2015
Contract Completed	January 19, 2015
Kick Off Meeting	January 19, 2015
Milestones:	
Fitting/measuring of employees	January 20-26, 2015
Delivery of new garments & equipment	First week of February
Weekly service implemented	First week of February

The selected proposer will prepare an implementation plan which may be presented verbally and/or in writing.

II. SCOPE OF SERVICES

A. General

The District is seeking proposals from qualified firms to furnish, launder, repair, and deliver work uniforms and related supplies on a weekly basis for various departments at four locations for an initial term of three years with two possible one-year renewal terms.

B. Experience

Vendor must have a minimum of five (5) years experience providing similar services as requested in this RFP for at least 3 companies/agencies with a minimum of 100 employee participants

C. Samples

Proposers may be required to provide sample garments, color/fabric swatches and style choices. Samples must be representative of the quality, material, and workmanship for each item that the vendor is proposing to furnish if awarded a contract. If samples are requested, each sample must be identified with the Proposal name and with the Proposer's name securely and conspicuously affixed to each garment. Failure to submit Proposal samples within five (5) calendar days of the request may disqualify your proposal.

D. Uniform Requirements

“Standard Uniform Set” is described as consisting of one (1) shirt and one (1) pant or short which are made of a combination synthetic and cotton material, traditionally a 65/35 polyester cotton blend.

“All Cotton Uniform Set” is described as consisting of a shirt and pants that are made of a material that is 100% cotton fiber.

Shirts are required in both men's and women's styles in both blue and white. Shirts are to be button down front; and available in both short and long sleeve, with two (2) breast pockets and straight cut hems. Shirts must be available in sizes small, medium, large, X-large, 2X-large, 3X-large, 4X-large, 5X-large and 6X large. Long sleeve shirts must be available in the following sleeve lengths:

- Long 33"-34"
- X-Long 35"-36"
- XX-Long 37"

Pants are required in both men's and women's styles in navy blue. Women's and men's pants to be zipper fly, with two (2) front and two (2) back pockets, no cuff. The standard navy blue color must be available in the polyester/cotton blend as well as 100% cotton.

Shorts are required in both men's and women's styles in navy blue. Women's and men's shorts to be zipper fly, with two (2) front and two (2) back pockets, no cuff, Bermuda style length. The standard navy blue color must be available in the polyester/cotton blend.

Laboratory Coats are to be available in button and snap front closure. Long sleeve with 2 breast pockets and 2 lower pockets. Laboratory coats must be available in polyester/cotton blend.

Coveralls should be listed as both a rental item and a District owned item for laundering. Coveralls are to be one (1) piece construction, available in button, zipper and snap front, long sleeves, with pockets. Coveralls must be available in polyester/cotton blend. For the purposes of evaluation list both a rental price and/or a purchase price with weekly laundering fee. Clearly state the available and preferred option(s), rental, laundering, or both.

Jackets will be purchased from the proposer by the District and laundered by the proposer. Jackets are to have quilted lining, front zipper, 2 front pockets (no flaps), 1 sleeve pocket and be navy blue in color. Jackets require the same "Branding" as the uniform shirts.

In addition to the uniform items listed above various size mats, full size bath towels, and 18" x 18" bagged wipes will be provided by the proposer. Refer to section V. *Quantities* for a complete listing.

E. Branding-Logo and Name patches

It is the responsibility of the awarded vendor to supply all patches. Each shirt will have a 3 ¼" wide oval patch with the District logo. The patch must be of a cotton-polyester construction and will be sewn over the left breast pocket. In addition, a 3" wide embroidered patch of the same construction indicating the first name (or requested name) of the employee will be sewn over the right shirt pocket.



F. Fittings

Upon award of contract and prior to the commencement of the contract (February 6, 2015), the awarded vendor must provide new and unused uniforms for all employees required to wear a uniform regardless of size or special fitting requirements. It is anticipated that uniform fittings will begin January 7, 2015.

The vendor must measure employees to insure that correct uniform sizes are provided. The vendor must also make such additional adjustments to sleeve and leg lengths and/or waist measurements as may be necessary to maintain proper fit during the term of the contract. The vendor must provide replacement uniforms at no extra cost when an employee's size changes. The vendor will provide revised sized garments within two (2) weeks of notification to the vendor by the District.

The District will not accept men's-cut clothing for female employees unless requested by that employee. Women's-cut garments must be readily available.

All rental garments will remain the property of the vendor. The District will return uniforms to the vendor for employees that have terminated employment with the District.

G. New Garments

New garments must be provided for all employees at the beginning of the contract and for new employees as hired. Thereafter, every two-year period the vendor is to replace garments with new and unused garments for all employees no matter the condition of the used garment no later than the following dates:

- February 6, 2018
- February 6, 2019

H. Lost and Damaged Garments

Lost Garments—all lost garments must be replaced by the vendor within one (1) week. Lost garments must be replaced with new and unused garments.

Return of Damaged Garments--all damaged garments that have been taken out of service and charged to the District (see losses and depreciation schedule below), must be returned to the District. All damaged garments must be replaced with new and unused garments within one (1) week.

The District will pay the depreciated cost for each garment that has been lost or damaged by the District. Such payments will be made based on the established depreciation schedule, to be filled out by vendor Proposal Submittal Section of this RFP document.

I. Uniform Allocation

Each employee will be furnished ten (10) Standard Uniform Sets (shirt and pant) and as applicable lab coats and coveralls.

J. Deliveries and Pick-ups

The same quantity of shirts, pants and coveralls that are picked up one week, must be returned the following week. There will be no exceptions to this requirement.

Each employee's set of uniforms must be individually hung on hangers, shirt over pants, or shirts and pants hung separately on hangers.

Soiled uniforms must be picked up at the same delivery locations. The identification tags on the uniforms **must** include the in-service date for the garment, as well as the appropriate employee information. A sample of the identification tag must be attached to the proposal submittal with an explanation of how to read it. All delivery receipts/invoices must indicate the name of the employee for whom uniforms are being furnished and be grouped by individual department/division.

The vendor is responsible for physically counting each item picked up weekly for laundry service or item exchange and said count must be checked against the count of items being returned to the District. This verification process for his weekly count must be worked out and agreed upon between the Route Representative and the Department/Division Liaison (or designee) after award of contract.

Each delivery/pickup stop must have an accompanied control report for that department/division listing each person's first and last name in alphabetical order. The report must indicate the number of soiled garments picked up and the number of cleaned garments delivered for each employee. A copy of the control report must be given to the Department/Division Liaison (or designee) for that stop. An exception report must also be given to the Department/Division Liaison for that stop listing items not returned in the normal weekly exchange. If the vendor fails to deliver the control report or exception report documentation, the District will not be held responsible for the lost/damaged garments.

Deliveries will be made on the same day each week between the hours of 7:00 a.m. through 11:00 a.m. It is left to the Vendor's discretion to select Tuesday, Wednesday, or Thursday, as a delivery day and specify the delivery day in their proposal. If a holiday falls on a scheduled delivery day vendor must make delivery on another day within the same week. Vendor must provide the District with at least three (3) weeks advance notice of new delivery date for that week. Notification must first be made to the District Purchasing Division. The District reserves the right to change the delivery day at any time during the contract. Such notice will be given to vendor no less than 60 days prior to said change.

Deficiencies for single items will be corrected within one (1) week after notification. Deficiencies may include but are not limited to: incorrect size, wrong deliveries, incomplete returns, unrepaired, wrinkled or dirty items. Deficiencies for multiple items for one employee or additional items such as towels must be corrected within two business days. The District Reserves the right to cancel the order and/or to refuse

delivery if the items ordered are not furnished within the time periods established in this RFP.

K. Garment Inspection

The vendor is responsible to check each garment for missing buttons, snaps, hooks, regular wear and tear, stains, or damage and take appropriate action to correct these items when found before returning the garment to the District within two (2) weeks.

L. Cleaning and Laundering

All garments must be cleaned in non-flammable solvents and delivered in a completely clean and sanitary condition, in strict accordance with local, County and State Public Health Agency requirements. All cleaning fluids used must be completely removed by using a thorough rinse and dry process. Delivered uniforms must be free of odor and not cause skin irritations. Delivered garments will be free of all removable stains and be unwrinkled, except for unavoidable fold marks. Garments will be relatively free from wrinkles and attractive in appearance.

Garments must be sorted and bundled by employee for easy distribution. Each garment must be hung on a separate hanger.

Uniforms must be mended as necessary, however repair patches over one inch in size will not be accepted. Tear patching must not be noticeable from a distance of two (2) feet. All repairs will be at no additional charge to the District. Garments deemed by the vendor to have excessive wear and tear must not be taken out of service and charged for without prior authorization from the Department/Division Liaison.

Cleaning and laundering services shall apply to all rented garments as well as agreed upon District owned items, i.e. jackets and coveralls.

M. Soiled Garment and Hanger Collection Receptacles

Vendor will supply a collection rack for empty hangers and a hamper, locker, or bag for soiled garments at each delivery point.

N. Deletions

The Department/Division Liaison will return all work garments from a terminated employee, and inform the route representative of the termination. If the District is unable to return the garments, the employee's supervisor will authorize payment at a depreciated loss charge.

O. Continuing Contractor's Responsibilities

The Vendor will retain ownership of all rental garments for the term of the agreement. Payments for losses will be based on a depreciation schedule, as provided in these specifications.

Vendor must furnish only garments that meet the District's accepted standard of appearance. Vendor will make all repairs due to normal wear and tear. The nature of a "work" uniform suggests hard use and accelerated wear of the garments. Therefore, it is the position of the District that "damage" will occur in the normal wearing of a work uniform and replacement with a new uniform is a normal consequence. Each Department/Division Liaison will determine acceptability of uniform appearance. It will be mutually agreed that normal wear and tear includes non-willful damages incidental to working conditions where acids, flames, and similar hazards are usually present. Vendor will deliver replacements for unsatisfactory garments on the next routine delivery.

P. Uniform Point of Contact

The District's Purchasing Division is the point of contact for the District's uniform program. All notifications for things such as holiday schedule changes, and general correspondence must be made first to the Purchasing Division by email gbullock@lvmwd.com or by telephone (818) 251-2115. After notification to the Purchasing Division, the Vendor may disseminate information to the Department/Division Liaison. The District's Department/Division Liaison's will be the point of contact at each individual delivery site for immediate contact during deliveries.

Q. Route Representative

The awarded vendor must assign a consistent Route Representative to the District's account. The Route Representative is considered a key on site coordinator who must perform his/her duties responsibly, professionally and courteously with attention to detail and have the ability to follow through and handle problems promptly. The Route Representative is responsible to make sure that all uniforms picked up are delivered the following week. There may be multiple District departments/divisions that wear the same color shirt and/or pant. Special attention is required of the Route Representative to ensure that uniforms are delivered to the appropriate District department/division location.

Vendor must provide the mobile phone number for the Route Representative. Route Representative must at all times while on District property wear a uniform, badge or other means of identification established by the vendor.

The Route Representative must be competent and skilled for the work under this contract. If, in the opinion of the District, this individual is found viewed as incompetent or disorderly, refuses to perform in accordance with the specifications, terms and conditions of the contract, threatens or uses abusive language while on District property, or is otherwise unsatisfactory, that employee must be removed from all work under this contract.

R. Additional Items

Additional Items and services may be added at any time during the term of the agreement by the issuance of a change order. Pricing for additional items not specifically listed in this RFP will be negotiated prior to the change being sent to the vendor.

S. Minimum Acceptable Level of Service

The minimum acceptable level of service for this contract will be a 98% performance of each delivery to each department/division. Satisfactory performance will include no shortages, repairs completed, loss/damage replacements, clean and presentable uniforms etc. The vendor may be assessed a \$50.00 penalty for each unacceptable delivery below the 98% performance level. The District will determine such non-acceptable level of service and will notify the Customer Service Manager of any short fall in service and the assessment amount will be deducted from the invoice.

T. Service Evaluation

Service will periodically be evaluated (annually or more often when necessary) on the basis of accurate item counts, complete deliveries, repairs made in a timely and professional manner, accuracy of billing, cleanliness of garments, resolution of problems, responsiveness of the vendor's Route Representative and Customer Service Manager. This evaluation may include a survey of the delivery stop personnel as well as the District's Accounts Payable Staff. The vendor will be contacted in writing by e-mail of any problems identified in this evaluation review or during quarterly meetings. If the vendor fails to correct a problem in the allotted time frame or if the vendor has been given notice of a problem more than 3 times in a 30 day period, this may be cause for termination.

U. Delivery Locations

The District has four (4) delivery locations, three (3) located in the City of Calabasas and one (1) in the City of Westlake Village. Three (3) of the locations have multiple drop sites. Drop sites consist of 1-2 locker rooms; vestibule/mudroom with built in hanging storage rack and a shelf for towels. Location addresses are listed below:

Las Virgenes Municipal Water District-Operations
4232 Las Virgenes Road
Calabasas, CA 91302

Tapia Water Reclamation Facility
731 Malibu Canyon Road
Calabasas, CA 91302

Rancho Las Virgenes Composting Facility
3700 Las Virgenes Road
Calabasas, CA 91302

Westlake Filtration Plant

32601 Torchwood Place
Westlake Village, CA 91361

V. Quantities

The number of District’s garments and styles may change after award of proposals. In any case, the unit price will remain the same as the original proposal. The tables below list the current quantities by site location.

63 Uniformed Employees	Shirt				Pant		Short	Lab Coat
	L/S		S/S		cotton	blend		
	cotton	blend	cotton	blend			blend	blend
Tapia (14)--2 drop sites		45		85		122	8	11
Westlake (3)-1 drop site	10	13		7	5	11	14	15
Ops (40)--2 drop sites	49	135	81	135	144	192	63	3
Rancho (6)--2 drop sites		43		22		58	2	
blend = 65/35								
Grand Total	59	236	81	249	149	383	87	29
*48 employees in blue shirt/15 in white shirt uniform								
Mats	Rancho		Westlake		Tapia	Ops	Totals	
(scraper) 3x5					1			1
3x5	1		1		4	2		8
4x6	1		2		2	6		11
3x10	2		2		6	2		12
Towels	65		20		55	85	225	
Bagged Wipes 18 x18						4	4	

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals **must be received in writing by 5:00 p.m. on Friday, Nov. 13** to gbullock@lvmwd.com or

Gretchen Bullock
Purchasing Supervisor
Las Virgenes Municipal Water District
4232 Las Virgenes Road, Calabasas, CA 91302

Fax (818) 251-2116

Answers to questions received will be posted online no later than November 19, 2015 at <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>. It is the proposer's responsibility to ensure that they access and review any questions and answers posted. The District is not responsible to notify individual potential bidders of the availability of questions and answers beyond this notice.

CONTACT WITH PERSONNEL OF THE DISTRICT OTHER THAN ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Addendums – The District may post Addendums to the RFP online at the District's website (www.lvmwd.com). It is the potential proposer's responsibility to access any addendums and ensure that stated requirements are met.

B Submission of Proposals

The following material is required to be received by 5 p.m., December 1, 2015 for a proposing firm to be considered:

Five (5) copies of the Proposal to include the following:

1. Title Page

Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

4. Personnel

Describe the staffing model your firm will use to fulfill the Scope of Work. Provide listing of all key personnel who will be assigned to the District such as the route manager. Any changes to the key personnel must be approved by the District prior to award.

5. References

List a minimum of three (3) references for whom comparable services were provided. Provide names and **current** contact information as well as a summary of services provided.

6. Qualifications and Experience

Describe your firm's qualifications to complete this Scope of Work. Explain why your firm is the best to deliver this Scope of Work and provide examples of your firm's work.

7. Detailed proposal

The detailed proposal should follow the order in Section II – Scope of Services and should provide sufficient detail to understand how the scope will be accomplished.

8. Costs

Costs proposals must be submitted on the District provide Price Proposal Submittal form, Attachment A, Complete all sections of the price schedule, a unit price and an extended total for each item listed in Section II – Scope of Services is required. Any cost not explicitly proposed will be ineligible for payment. Fuel surcharges are not allowed.

V. EVALUATION PROCEDURES

A. Review of Proposals

Proposals submitted will be evaluated by key District personnel. The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a) The firm has no conflict of interest with regard to any other work performed by the firm for the District.

-
- b) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

2. Qualifications

- a) Quality of the product offered, including expected lifetime.
- b) The firm's past experience and performance on comparable contracts. Demonstrated results of projects with similar Scopes of Service.
- c) Proposed timeline from contract inception, employee fittings, to delivery and implementation, including but not limited to timeline to remedy vendor error
- d) Quality of the plan and approach to complete the Scope of Services.
- e) Quality of the firms invoicing methods and methods for resolving discrepancy.
- f) Length of the initial contract period offered by firm.
- g) Ability of the firm to provide selected items for rent and sale as well as launder District owned items such as jackets.

3. Costs:

Cost of completing the required Scope of Services. The District will select the firm with the highest overall ranking after considering both technical qualifications and price. For this RFP, Technical Qualifications will have a higher weight than Price.

C. Oral Presentation

During the evaluation process, the District may, at its sole discretion, request any one, all, or no firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the District may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The District will recommend a contract to the Board based upon the recommendation of District staff reviewing the proposals.

VI. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS

A. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right without prejudice to reject any or all proposals.

B. Receiving Time / Late Proposals

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the District prior to the proposal closing time. Late proposals will be returned unopened to the sender. Postmarks are not accepted, all responses must be received by the District by the deadline. E-mailed proposals will not be considered.

C. Acceptance of Conditions Governing this RFP

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

D. Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. Any cost incurred by the proposer for set up and demonstration or for interviews shall be borne solely by the proposer.

E. Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any request must be submitted in writing.

F. Sub-contractors

Use of sub-contractors must be clearly explained in the proposal and identified by name. Prime contractors shall be wholly responsible for the entire performance whether or not sub-contractors

G. Best and Final Offer

The District reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the District. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

H. Disclosure of Proposal Contents

The All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

I. Manner of Payment

The District shall make one monthly payment to selected proposer within thirty (30) days of receipt of the final invoice submittal or delivery of services for each month, whichever is later. It is left to the Proposer's discretion to invoice weekly or monthly.

J. Insurance

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, properly endorsed naming "Las Virgenes Municipal Water District, its officers, employees, and agents as additional insured", boilerplate terminology such as "where required by written contract" or "certificate holder" will not be accepted. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.

K. Contract Documents

Upon final selection the successful proposer will be required to sign the District's Service Agreement, Attachment B. The contract Documents will consist of this RFQ; the successful proposer's completed and signed RFP Response Form. The contract resulting from the RFP shall be subject to the terms and conditions as provided within the RFP in an updated form during the term of the Agreement. The District does not sign contracts generated by vendors.

For your proposal to be considered, you must include a copy of the manufacturer’s specification indicating a full description of the garment/item proposed. You must also indicate the color choices for each garment as well as the lead time (availability) of each garment. Please provide color swatches and or pictures to clearly identify life like colors.

Shirts must be available in the following sleeve lengths

- Long 33”-34”
- X-Long 35”-36”
- XX-Long 37”

Ten (10) uniform shirts and ten (10) pairs of uniform pants/shorts will be issued to each employee. Due to alternate 9/80 work schedule the weekly quantity will alternate between five (5) and four (4). On the day of uniform delivery, five (5) of each will be delivered clean, four (4) will be in the laundry waiting for pick up and one (1) will be in service worn by the employee, on alternate weeks four (4) of each will be delivered clean, five (5) will be in the laundry waiting for pick up and one (1) will be in service worn by the employee. For the purpose of submitting your price, please indicate:

- Unit price for each garment under the “Weekly Rental Price Per Each Garment” column.
- Extended price which is the unit price of the garment multiplied by 260 (10 each x 26 weeks) under the “Extended Price Per Employee” Column

In accordance with your Request for Proposals, the following price by garment is submitted to the Las Virgenes Municipal Water District...

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
1	Men’s Pant: Synthetic Blend 65/35	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue			
	Availability by Size and Lead Time (Please indicate below)			
	Up to 40”	42” – 50”	52” – 60”	60” plus
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	

>>>Continued on next page<<<

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)	
2	Men's Pant: 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$	
		Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Blue			
		Availability by Size and Lead Time (Please indicate below)			
		Up to 40"	42" – 50"	52" – 60"	60" plus
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)		

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)	
3	Men's Short:	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$	
		Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Blue			
		Availability by Size and Lead Time (Please indicate below)			
		Up to 40"	42" – 50"	52" – 60"	60" plus
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)		

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)	
4	Women's Pant: Synthetic Blend 35/65	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$	
		Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Blue			
		Availability by Size and Lead Time (Please indicate below)			
		Up to 40"	42" – 50"	52" – 60"	60" plus
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)		

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)	
5	Women's Pant: 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$	
		Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Blue			
		Availability by Size and Lead Time (Please indicate below)			
		Up to 40"	42" – 50"	52" – 60"	60" plus
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment)		

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
6	Women's Short:	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue			
	Availability by Size and Lead Time (Please indicate below)			
	Up to 40"	42" – 50"	52" – 60"	60" plus
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
7	Shirts – Men's style Long Sleeve Synthetic Blend 35/65	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available ____ Weeks	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
8	Shirts – Men’s style Short Sleeve Synthetic Blend 35/65	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$ _____	\$ _____
	Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
9	Shirts – Men’s style Long Sleeve 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$ _____	\$ _____
	Required Color: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
10	Shirts – Men’s style Short Sleeve 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
11	Shirts – Women’s style Long Sleeve Synthetic Blend 65/35	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
12	Shirts – Women’s style Short Sleeve Synthetic Blend 65/35	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
13	Shirts – Women’s style Long Sleeve 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
14	Shirts – Women’s style Short Sleeve 100% Cotton Fiber	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)
15	Coveralls Synthetic Blend 65/35	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$
	Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item			
	<input type="checkbox"/> Blue <input type="checkbox"/> White			
	Availability by Size and Lead Time (Please indicate below)			
	S, M, L & XL	2XL & 3 XL	4XL	5XL
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)

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Item #	Garment Description	Uniform Manufacturer of Garment Proposed	Weekly Rental Price Per Each Garment	Extended Price Per Employee (Unit Price multiplied by 260)	
	Laboratory/Shop Coat Synthetic Blend 65/35	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color	\$	\$	
Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item					
16	<input type="checkbox"/> White <input type="checkbox"/> Blue				
	Availability by Size and Lead Time (Please indicate below)				
	S, M, L & XL	2XL & 3 XL	4XL	5XL	6XL +
<input type="checkbox"/> size is available _____ Weeks	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	<input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment)	

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Miscellaneous Rental Items:

For the purpose of submitting your price, please indicate:

- Weekly Unit price for each item under the "Weekly Rental Price" column.
- Extended price which is the unit price of the item multiplied by estimated weekly quantity (stated in column header) under the "Extended Weekly Price"

i.e. Item #17 enter unit price multiplied by 225, item# 18 enter unit price multiplied by 4, etc.

Item #	Description	Manufacturer of Towel Proposed	Weekly Rental Price Per Each Towel	Extended Weekly Price (Unit Price multiplied by 225)	
17	Towel, Full Size Bath	Mfr: _____	\$	\$	
		<input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color			
		Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> White			

Item #	Description	Uniform Manufacturer of Wipe Proposed	Weekly Rental Price Per Each Bag of Wipes	Extended Weekly Price (Unit Price multiplied by 4)	
18	Bagged wipes/rags 18" x 18"	Mfr: _____	\$	\$	
		<input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color			
		Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Red			

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Item #	Description	Uniform Manufacturer of Mat Proposed	Weekly Rental Price Per Each Mat	Extended Weekly Price (Unit Price multiplied by 1)	
19	Mat, Scraper Style 3' x 5'	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color	\$	\$	
		Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Black <input type="checkbox"/> Blue			

Item #	Description	Uniform Manufacturer of Mat Proposed	Weekly Rental Price Per Each Mat	Extended Weekly Price (Unit Price multiplied by 8)	
20	Mat, 3' x 5'	Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color	\$	\$	
		Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item			
		<input type="checkbox"/> Black <input type="checkbox"/> Blue			

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Items to be purchased by District from Vendor and laundered as needed by vendor:

Each uniformed employees may be issued two jackets and two sets of coveralls which will be purchased by the District from the Vendor and laundered as needed.

For the purpose of submitting your price, please indicate:

- Unit price for each garment under the "Purchase Price" column.
- Extended price which is the unit price of the garment multiplied by 126 (2 each x 63 employees) under the "Extended Price"
- Unit price for one (1) laundering of garment under "Launder Price" column
- Item #25 Extended Monthly Price for Laundering which is the launder price of the garment multiplied by 63 (1 each x 63 employees) under the "Extended Monthly Laundering Price" column
- Item #26 Extended Monthly Price for Laundering which is the launder price of the garment multiplied by 189 (3 each x 63 employees) under the "Extended Monthly Laundering Price" column

Item #	Garment Description	Uniform Manufacturer of Proposed Garment	Purchase Price Per Each Garment	Extended Price (Unit Price multiplied by 126)
25	Jacket, quilted lining, front zipper, 2 front pockets, 1 sleeve pocket.	Mfr: _____	\$	\$
		<input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color	Launder Price Per Each Garment	Extended Monthly Laundering Price (Unit Price multiplied by 63)
			\$	\$
Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item				
<input type="checkbox"/> Blue				

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Item #	Garment Description	Uniform Manufacturer of Proposed Garment	Purchase Price Per Each Garment	Extended Price (Unit Price multiplied by 126)
26	Coverall, Synthetic blend	Mfr: _____	\$	\$
		<input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color	Launder Price Per Each Garment	Extended Monthly Laundering Price (Unit Price multiplied by 189)
			\$	\$
Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item				
<input type="checkbox"/> Blue				

Additional Fees:

List any additional fees not specifically listed in price schedule above, i.e. environmental, applicable taxes, etc. related to this proposal in the space below. Fuel surcharge fees will not be allowed. Fees not listed will not be allowed.

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Depreciation Replacement Schedule (Replacement due to District responsible damage or lost garment):

#	Description	Cost To Replace a Garment That Was In Service 0-6 Months	Cost To Replace a Garment That Was In Service 6 Months and 1 Day to 12 Months.	Cost To Replace a Garment That Was In Service 12 Months and 1 Day to 18 Months.	Cost To Replace a Garment That Was In Service 18 Months and 1 Day Or More
1	Men's Pant Synthetic Blend	\$	\$	\$	\$
2	Men's Pant 100% Cotton Fiber	\$	\$	\$	\$
3	Men's Short Synthetic Blend	\$	\$	\$	\$
4	Women's Pant Synthetic Blend	\$	\$	\$	\$
5	Women's Pant 100% Cotton Fiber	\$	\$	\$	\$
6	Women's Short, Synthetic Blend	\$	\$	\$	\$
7	Shirt, Men's Style Long Sleeve Synthetic Blend	\$	\$	\$	\$
8	Shirt, Men's Style Short Sleeve Synthetic Blend	\$	\$	\$	\$
9	Shirt, Men's Style Long Sleeve 100% Cotton Fiber	\$	\$	\$	\$
10	Shirt, Men's Style Short Sleeve 100% Cotton Fiber	\$	\$	\$	\$
11	Shirt, Women's Style Long Sleeve Synthetic Blend	\$	\$	\$	\$
12	Shirt, Women's Style Short Sleeve Synthetic Blend	\$	\$	\$	\$
13	Shirt, Women's Style Long Sleeve 100% Cotton Fiber	\$	\$	\$	\$
14	Shirt, Women's Style Short Sleeve 100% Cotton Fiber	\$	\$	\$	\$
15	Coverall, Synthetic Blend	\$	\$	\$	\$
16	Laboratory/Shop Coat, Synthetic Blend	\$	\$	\$	\$
17		\$	\$	\$	\$
18		\$	\$	\$	\$
19		\$	\$	\$	\$
20		\$	\$	\$	\$
21		\$	\$	\$	\$
22		\$	\$	\$	\$

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We have submitted one (1) original and four (4) copies of this bid submittal to the Las Virgenes Water District

We have provided a sample of the following with our proposal submittal:

- Sample invoice including an explanation of how to read it
- Garment identification tag including an explanation of how to read it
- Delivery Ticket
- Control Report
- Exception Report
- Color Samples
- Color Samples

Are all shirts available in the following sleeve lengths?

- Long 33"-34" Yes No, please explain: _____
- X-Long 35"-36" Yes No, please explain: _____
- XX-Long 37" Yes No, please explain: _____

How do you handle inventorying of larger size garments?

Vendor's Additional Comments: _____

The undersigned states and declares as follows: that the proposer has carefully read and examined all of the Proposal Documents including exhibits and attachments; and that the proposer will comply with the proposal terms and conditions. The undersigned agrees to supply and deliver services/materials in strict conformity with the specifications and instructions enclosed with the Request for Proposals for the prices set forth above in this proposal price schedule.

It is understood that this proposal shall remain open and shall not be withdrawn for a period of ninety (90) days from the proposal due date.

It is further agreed that the materials/services to be furnished under this bid shall be delivered at such time and in such quantities as called for by the Las Virgenes Municipal Water District.

Proposer is required to submit One (1) original and four (4) copies of this proposal which include the following items:

- a. Sample Invoice
- b. Sample Garment Identification Tag including an explanation of how to read it
- c. Sample Delivery Control Ticket
- d. Sample Exception Report
- e. Color samples or fabric swatches of proposed garments
- f. Manufacturer’s Full Garment Specification for each item

The proposer’s authorized officer identified below hereby declares that the representations in this proposal are true and correct and of my own personal knowledge, and that these representations are made under penalty of perjury under the laws of the State of California, and that I am duly authorized to bind this firm to this proposal.

Proposer:

Corporate Name of Proposer	Date
----------------------------	------

By: _____	Title: _____
Authorized Signature	

Print Name	E-mail
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	Phone
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Address	Fax
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Las Virgenes Municipal Water District VENDOR SERVICE AGREEMENT—Uniform Services

As of Month XX, 2015, **Las Virgenes Municipal Water District** hereinafter called "District," and **Insert Vendor Name, Inc.**, hereinafter called "Vendor," agree as follows:

1. Purpose.

Under this Agreement, Vendor shall provide uniform services to District, located at 4232 Las Virgenes Road, Calabasas, California, in the prescribed manner, at the prescribed locations and times listed in attached hereto as Exhibit "A", Uniform Services Request for Proposal.

2. Delivery.

The Vendor shall, in good workmanlike and professional manner, furnish the uniform services described in Exhibit "A" for the duration of the contract period per the frequency schedule listed in Exhibit "A".

3. Consideration.

(a) The District shall pay Vendor for the services in the amounts stated on the Bid Form-Schedule submitted by Vendor and attached hereto as Exhibit "B".

(b) The District shall make one monthly payment to Vendor within thirty (30) days of receipt of the final properly prepared invoice submittal or delivery of services for each month, whichever is later. It is left to the Vendor's discretion to invoice weekly or monthly.

(c) The District may retain out of any amounts due the Vendor sums sufficient to cover any unpaid claims; provided, however, that sworn statements of said claims shall have been filed with the District.

(d) The District shall deduct from invoices and shall not pay the following:

(d1) Any charges attributable to work that have, in the opinion of the District representative, not been performed or have been improperly performed by the Vendor. Billing adjustments for this unsatisfactory service shall be permanent retention of 100% of the estimated monthly cost for work that is incomplete or deficient as stated herein.

(d2) Any claims for extra work unless the work was approved in writing in advance by the District representative.

4. Term.

This Agreement shall commence on the date above written, and shall continue until February 1, 2019, with two (2) possible one (1) year renewal options at the District's choosing. The District will notify Vendor of intent to renew or not at least 30 but no longer than 60 days prior to end of original contract term.

5. Specifications

The services shall be performed in accordance with the Exhibit "A" and the agreed upon exceptions noted in proposal documents submitted by Vendor on Exhibit "B".

6. Subcontracts.

The Vendor shall not subcontract or assign responsibility for performance of any portion of this Agreement without the prior written consent of the District.

7. Independent Contractor.

The Vendor is an independent contractor, and not an employee of District.

8. Indemnification.

Vendor shall defend, indemnify, and hold harmless District, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Vendor or Vendor's officers, employees, or agents. Vendor's duty to indemnify and defend does not extend to the damages or liability caused by the District's sole negligence, active negligence, or willful misconduct.

9. Insurance.

(a) Vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work hereunder by the Vendor, officers, agents, employees, or volunteers.

(b) Vendor shall provide the following coverage:

(1) Commercial general liability insurance written on an occurrence basis in the amount of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The insurance policy shall be amended to provide the general aggregate limit shall apply separately to the work under this Agreement or the general aggregate shall be twice the required per occurrence limit.

(2) Automobile liability insurance insuring all owned, non-owned and hired automobiles, in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation insurance as required by the Labor Code of the State of California with the statutory limits required by the Labor Code.

(4) Employer's liability insurance of at least \$1,000,000 per occurrence.

(c) The insurance policies required above shall be endorsed to contain the following specific provisions:

(1) Commercial general liability and automobile liability:

(i) District and its officers, employees, agents and volunteers are specifically named as additional insureds.

(ii) Vendor's insurance shall be primary insurance as respects

the District, its board members, officers, employees, agents and volunteers and any insurance or self-insurance maintained by District shall be in excess of Vendor's insurance and shall not contribute to it.

(iii) Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage under the policy provided to District, its board members, officers, employees, agents and volunteers.

(iv) The policies shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against District, its board members, officers, employees, agents and volunteers, for any claims arising out of the work of Vendor.

(v) The policies may provide coverage which contains deductible or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to District under such policies. Vendor shall be solely responsible for deductible and/or self-insured retention and District, at its option, may require Vendor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance policies that contain deductibles or self-insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of District.

(vi) Prior to start of work under this Agreement, Vendor shall file with District evidence of insurance as required above from an insurer or insurers certifying to the required coverage.

(2) Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Vendor or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District, Attention: Office Manager.

(d) Insurance required by this Agreement shall be placed with insurers licensed by the State of California to transact insurance business of the types required herein. Each insurer shall have a current Best Insurance Guide rating of not less than A: VII unless prior approval is secured from the District as to the use of such insurer.

10. Damages.

All damages incurred to District facilities by the Vendor's operation shall be repaired or replaced at the Vendor's expense. Repairs will be performed by the District or contractor of its choice and the Vendor shall reimburse the District for the value of the repair.

11. Changes in Work.

The District representative and/or his designee may prescribe, in writing, a modification of requirements or of methods of work; or in the quantity of character or the work to be furnished. In the event conditions develop which, in the opinion of service provider, make strict compliance with these contract specifications impractical, service provider shall submit to the District representative for his/her consideration and approval or disapproval, a written request for modification of requirements of the work. This request shall set forth in detail, the reasons why the specified requirements are

considered impractical and service provider's proposal for any alternate that will relieve this alleged impracticality.

If such changes increase or diminish the quantity or amount of work to be done, they shall not constitute the basis for a claim for damages or anticipated profits on the work that may be dispensed with; provided that as such changes or alterations render useless any work already done or materials already furnished or used in the work, the District representative shall make reasonable allowance therefore, which action shall be binding upon both parties. Should any contract item be deleted in its entirety, payment will be made only for actual costs incurred prior to notification of such deletion.

Should the District need to increase or decrease the work, regardless of the change, all changes made to the contract documents, whether it be character of the work or quantity of the work, must be agreed upon, in writing, by both District representative and service provider and implemented with a change order. If no prices are named in the contract to cover such changes or alterations, the cost of such changes shall be determined by agreement between the District representative and the service provider. If an agreement cannot be reached, such changes shall be covered as hereinafter provided for as extra work

12. Extra Work.

Any extra work performed hereunder shall be subject to all of the provisions of the contract and service provider's sureties shall be bound with reference thereto as under the original contract.

Extra work and material will ordinarily be paid for at a lump sum or unit price agreed on in writing by the District representative and service provider before the extra work shall be ordered.

13. Temporary Suspension of Work.

The District shall have the authority to suspend the work wholly or in part, for such period as the District deems necessary, due to unsuitable weather or to such other conditions as are considered unfavorable for the suitable prosecution of the work. The service provider shall immediately comply with the written order of the District to suspend the work wholly or in part, and shall not resume the work until ordered to do so in writing by the District.

In the event that a suspension of work is ordered because of failure on the part of the service provider to carry out orders given or to perform any provisions of the work, such suspension of work shall not relieve the service provider of its responsibility to complete the work within the time limits set forth in the contract documents, and shall not be considered cause for extension of the time for completion, and further, such suspension of Work shall not entitle the service provider to any additional compensation.

14. Disputes.

Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which service provider may be required to do, or respecting the size of any payment to service provider during the performance of this contract, said dispute shall be decided by the District representative which shall be final.

15. Termination for Breach.

If the service provider willfully violates any of the conditions or covenants of the contract documents, including refusal or failure to prosecute the work or any separable part thereof with diligence and in accordance with the schedule specified by the contract documents, or if the service provider should be adjudged as bankrupt, or if service provider should make a general assignment for the benefit of service provider's creditors, or if a receiver should be appointed on account of service provider's insolvency, or the service provider should violate any of the provisions of this contract, the District may serve written notice upon the service provider and service provider's surety of the District's intention to terminate this contract. This notice of intent to terminate shall contain the reasons for such intention to terminate this contract, and a statement to the effect that the service provider's right to perform this contract shall cease and terminate upon the expiration of ten (10) days unless such violations have ceased and arrangements satisfactory to the District have been made for correction of said violations

16. Termination for Convenience.

The District may terminate performance of the work called for by the contract documents in whole or, from time to time, in part, if the District determines that a termination is in the District's best interest.

The service provider shall terminate all or any part of the work upon delivery to the service provider of a notice of termination specifying that the termination is for the convenience of the District, the extent of termination, and the effective date of such termination.

After receipt of notice of termination, and except as directed by the District representative, the service provider shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately stop work as specified in the notice.

17. Miscellaneous.

(a) The waiver by either party of any breach of this agreement shall not bar the other party from enforcing any subsequent breach thereof.

(b) Notices shall be deemed received when deposited in the U. S. Mail with postage prepaid and registered or certified addressed as follows unless advising in writing to the contrary:

Las Virgenes Municipal
Water District
ATTN: *District Contact*
4232 Las Virgenes Road
Calabasas, CA 91302

[Vendor name]
ATTN:
[address]
[city, state, zip]

(f) If an action at law or in equity is brought to enforce this agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.

(g) This Agreement represents the entire understanding of District and Vendor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

(h) This Agreement shall be interpreted and construed under, and the rights of the parties will be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed the date first above written.

APPROVED:
[District]

APPROVED:
[Vendor]

By: _____

By: _____

David Pedersen, General Manager

[Print Name & Title]

Approved as to Form:

By: _____
District Counsel