



**REQUEST FOR PROPOSAL #PW 21-0329-001**

**UNIFORM RENTAL/ LAUNDRY SERVICES  
FOR WORK UNIFORMS  
TOWN OF FARMVILLE, VIRGINIA**

**PROPOSAL DUE DATE: WEDNESDAY,  
APRIL 21, 2021, 2:00 PM**

**TOWN OF FARMVILLE CONTACTS:**

**ROBIN ATKINS, DIRECTOR PUBLIC WORKS,  
434-392-3331  
ratkins@farmvilleva.com**

**KIMBERLY THOMPSON, PURCHASING AGENT,  
434-392-8465  
kthompson@farmvilleva.com**

Town of Farmville  
116 N. Main Street  
P. O. Drawer 368  
Farmville, VA 23901  
Kimberly W. Thompson, Purchasing Agent  
(434) 392-8465 Fax (434) 392-3160  
Email: kthompson@farmvilleva.com

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## 1. INTRODUCTION

The Town of Farmville is seeking proposals from qualified Vendors to provide Rental/Laundry services for work uniforms. The required services and performance conditions are described in the Scope of Work (or Services).

## 2. ATTACHMENT OVERVIEW

The attachments below are included with this Request for Proposal (RFP) for your review and submittal (see asterisk):

Attachment A – Vendor’s Information Form\*

Attachment B – Scope of Work/Services

Attachment C – Insurance Requirements

Attachment D – Projects of Offeror Relative to Town’s Needs\*

Attachment E – Cost Proposal Forms\*

The items identified with an asterisk (\*) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

## 3. INSTRUCTIONS TO VENDORS

### 3.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Offeror that they:

- a. Have carefully read and fully understand the information that was provided by the Town to serve as the basis for submission of this proposal.
- b. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c. Represent that all information contained in the proposal is true and correct.
- d. Did not in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Offeror in regard to the amount, terms or conditions of this proposal.

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- e. Acknowledge that the Town has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Offeror, and Offeror hereby grants the Town permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Offeror was not fully informed to any fact or condition.

### 3.2 Addenda/Clarifications

This RFP may be downloaded from the Town of Farmville's website at [www.farmvilleva.com](http://www.farmvilleva.com). Any addenda required for this Request for Proposal will be posted on the Town's website. Offerors are responsible for keeping up to date on any addenda that may be posted.

### 3.3 Questions and Answers

Unless otherwise directed, all communications regarding this RFP, including all questions, should be submitted through the Purchasing Agent, Kimberly Thompson, by email at kthompson@farmvilleva.com.

### 3.4 Submission of Proposal

All proposals shall be submitted to:

Town of Farmville  
Attention: Kimberly Thompson, Purchasing Agent  
116 North Main Street  
Post Office Drawer 368  
Farmville, VA 23901

Proposals must be received no later than 2:00 p.m. on Wednesday, April 21, 2021. All proposals received after that time will be returned to the Offeror unopened.

The Offeror shall submit three (3) hard copies of its proposal in a sealed envelope, addressed as noted above, bearing the Offeror's name and address and clearly marked, "RFP FOR WORK UNIFORM RENTAL/LAUNDRY SERVICES, RFP #PW 21-0329-001".

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### 3.5 Fit Testing and Interview

The Town reserves the right to investigate and rely upon information from other available sources in addition to any documents of information submitted by the Offeror responding to this RFP. Staff will evaluate and rank the submitted proposals (and all other available information) in the order in which they provide the “best value” to the Town.

The Town may, in its discretion, select up to three (3) or more of the top ranked respondents to interview for this project, interview all respondents or directly negotiate with the preferred respondent. If selected as one of the finalists in the selection process, the Town reserves the right to request financial information from the Offeror. Any financial information requested will be held in confidence and used only in evaluating the financial strength of the Offeror and ability to perform all services requested. Based on the proposal, references, interviews, and selection criteria listed below, the selection panel will make a recommendation identifying the most qualified firm.

Top ranked respondents will be required to provide sample uniforms to test for quality and fit at the time of the interview. The Samples are to be provided to the Town **at no charge and with no charges for the one-time laundry service** for the testing process. Offerors may pick up the samples after testing is complete from the Town’s Public Works Department at 814 Longwood Avenue, Farmville, Virginia.

Town staff will meet with the recommended firm and negotiate the final form of the contract. If good faith negotiations with the selected firm are unsuccessful, the Town will terminate such negotiations, and undertake new negotiations with another finalist or finalists. The Town reserves the right to reject any or all proposal at its sole discretion and modify the evaluation process. The authorization for contract award for this Project will be upon approval of the Farmville Town Council.

### 3.6 Withdrawal of Proposals

An Offeror may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Offeror.

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### 3.7 Rights of the Town of Farmville

This RFP does not commit the Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Town reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Modify the criteria of evaluation;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Negotiate with any, all, or none of the Offerors;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Offeror in the event the originally selected Offeror defaults or fails to execute an agreement with the Town.

An agreement shall not be binding or valid with the Town unless and until it is executed by authorized representatives of the Town and of the Offeror.

## **4. INFORMATION TO BE SUBMITTED**

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Offeror's understanding of the Town's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g., brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 8 in the proposal document.

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#### 4.1 Proposal Summary

This section shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this section to a total of three (3) pages.

#### 4.2 Profile on the Offeror

This section shall include a brief description of the Offeror's size as well as the proposed local organizational structure. Include a discussion of the Offeror's financial stability, capacity, and resources.

#### 4.3 Offeror Qualifications

This section shall include a brief description of the Offeror and previous experience with uniform rental and cleaning (Attachment D). Description of uniform rental and cleaning services provided to public municipalities and private sector. Include a summary of the work performed, the total annual cost, and the name, title, and phone number of client(s) to be contacted for references.

Give a brief statement of the Offeror's ability to roll-out services and stay within budget for uniform services and cleaning. Limit this section to a total of three (3) pages.

#### 4.4 Work Plan or Proposal

This section shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Offeror understands the Town's objectives and work requirements and Offeror's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the required services and the Offeror's ability to meet the Town's schedule, outlining the approach that would be undertaken in providing the requested services.

#### 4.5 Proposed Innovations

The Offeror may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the Town with better service delivery.

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In this section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the Town.

#### 4.6 Project Staffing

This Section shall discuss how the Offeror would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project. An organizational chart for the project team shall be included. Key personnel will be an important factor considered by the review committee. If you can, include a resume or background on the key team members assigned to this project.

#### 4.7 Proposal Exceptions

This section shall discuss any exceptions or requested changes that Offeror has to the Town's RFP conditions and requirements. If there are no exceptions noted, it is assumed the Offeror will accept all conditions and requirements. Items not excepted will not be open to later negotiation.

#### 4.8 Proposal Costs Sheet and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the Town in determining the Offeror's understanding of the project, and provides staff with tools to negotiate the cost, provided in a table (See Table, Attachment E).

This Chapter shall include the proposed costs to provide the services desired. Include any other cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement with the Town. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work.

PLEASE NOTE: The Town of Farmville does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

### **5. CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a *not to-exceed budget* form of contract. The method of payment to the successful Offeror shall be on a *fixed fee* basis with a maximum "not to exceed" fee as set by the Offeror in the proposal or as negotiated between the

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Offeror and the Town as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials, and any subcontracted items of work.

## 6. INSURANCE REQUIREMENTS

The selected Offeror, at Offeror's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment C.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Risk Manager of the Town of Farmville as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. The selected Offeror agrees to provide the Town with a copy of said policies, certificates, and/or endorsement upon award of contract.

## 7. REVIEW AND SELECTION PROCESS

Town staff will evaluate the proposals provided based on the following criteria:

CRITERIA	WEIGHT
Quality and completeness of proposal;	10%
Offeror's compliance with applicable laws, regulations, policies (including Town council policies), guidelines and orders governing prior or existing contracts performed by the contractor.	10%
Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Offeror; Ability to ensure hygiene and minimize waste	10%
Offeror's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Offeror's prior record of performance with Town or others in similar venues.	10%
References; at least three references, to include recent experience, contract sizes, duration of the relationship	10%

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Cost to the Town; The Town shall not use the lowest responsible bid criteria in selecting a qualified Proposal. Cost, as listed above, is one of several criteria utilized by the Town in selecting the most qualified Proposal and the Town is, therefore, not required to accept the lowest bid	40%
Offeror's ability to perform the work within the time specified, proximity to Town and availability during project	10%

The selection committee will make a recommendation to the Town Council. The Town Council will make the final determination on the award of a contract. The Town has the discretion to make modifications to the selection process and criteria.

## 8. ORAL INTERVIEWS

Offerors may be required to participate in an oral or virtual interview.

## 9. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the Town. Response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Offeror as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The Town shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Virginia Freedom of Information Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the Virginia Freedom of Information Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town may not accept or approve that the information that an Offeror submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the Town shall provide the Offeror who submitted the information with reasonable notice to allow the Offeror to seek protection from disclosure by a court of competent jurisdiction.

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## **10. COLLUSION**

By submitting a proposal, each Offeror represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Offeror has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Offeror has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **11. DISQUALIFICATION**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- a. Evidence of collusion, directly or indirectly, among Offerors in regard to the amount, terms, or conditions of this proposal;
- b. Any attempt to improperly influence any member of the evaluation team;
- c. Existence of any lawsuit, unresolved contractual claim or dispute between Offeror and the Town;
- d. Evidence of incorrect information submitted as part of the proposal;
- e. Evidence of Offeror's inability to successfully complete the responsibilities and obligation of the proposal; and
- f. Offeror's default under any previous agreement with the Town, which results in termination of the Agreement.

## **12. NON-CONFORMING PROPOSAL**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non- acceptance of the proposal, at the sole discretion of the Town.

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## ATTACHMENT A - OFFEROR'S INFORMATION FORM

### OFFEROR (please print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person, title, email, telephone, and fax number: \_\_\_\_\_

\_\_\_\_\_

Offeror, if selected, intends to carry on the business as (check one):

- Individual
- Joint Venture
- Partnership
- Corporation

Date incorporated? \_\_\_\_\_ In what state? \_\_\_\_\_

Date authorized to do business in Virginia? \_\_\_\_\_

Other (explain): \_\_\_\_\_

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Offeror that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Offeror was not fully informed as to any fact or condition.



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## ATTACHMENT B – SCOPE OF SERVICES

### 1. INTRODUCTION

Offeror will provide rental, laundering and delivery of uniforms for Public Works Department and Farmville Area Bus. Services shall include laundering and repair of rented uniforms. The contractor will be required to upgrade uniforms with new items, as needed, at no cost to the Town. Contractor will furnish all materials, labor services and special skills required to provide this service as described in these specifications.

### 2. SAMPLE AND FITNESS TESTING

**Contractors are required to submit a sample, at their own expense, to be tested by the Town. The samples are due once the Offeror has been notified that they have been selected to the final round of interviews and must be delivered to:**

**In Person: Public Works Department, 814 Longwood Avenue, Farmville, VA 23901  
 Attention: Robin Atkins, Director of Public Works**

Item #	Qty	Pant Size	Size/Shirt Type	Color
1	1	Various in sizes	JEAN – COTTON, PREWASHED	DENIM
2	1	Various in sizes	JEAN/CARHARTT CARPENTER OR (EQUIVALENT)	DENIM
3	1	Various in sizes	CARGO PANT - TWILL OR COTTON BLEND	NAVY
4	1	Various in sizes	CARGO PANT - TWILL OR COTTON BLEND	CHARCOAL
5	1	Various in sizes	WORK PANT - TWILL	CHARCOAL
6	1	Various in sizes	WORK PANT – TWILL	NAVY
7	1	Various in sizes	WORK PANT - TWILL	KHAKI
8	1	Various in sizes	SHORT SLEEVED WORK SHIRT – POLY/COTTON BLEND	LT. BLUE
9	1	Various in sizes	SHORT SLEEVED WORK SHIRT – POLY/COTTON BLEND	LT. GREY
10	1	Various in sizes	LONG SLEEVED WORK SHIRT – POLY/COTTON BLEND	LT. BLUE

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11	1	Various in sizes	LONG SLEEVED WORK SHIRT – POLY/COTTON BLEND	LT. GREY
12	1	Various in sizes	SHORT SLEEVED POLO SHIRT – POLY/COTTON BLEND	VARIOUS
13	1	Various in sizes	LONG SLEEVED POLO SHIRT – POLY/COTTON BLEND	VARIOUS
14	1	Various in sizes	LINED WORK JACKET – POLY/COTTON BLEND	NAVY
15	1	Various in sizes	LINED WORK JACKET – POLY/COTTON BLEND	CHARCOAL

### **3. LAUNDER**

Contractor shall launder rented garments. On occasion, individuals may launder rented garments themselves. Contractor must supply bins to store soiled garments for pickup. Contractor must supply lockers for storage of uniforms. Clothing must be ironed and pressed.

### **4. LIQUIDATED DAMAGES**

Liquidated damages of \$270 per day will be applied for all services that are not satisfied in the proper time frame stated within the scope of work.

### **5. CONTRACT TERM**

The Town intends to award a three (3) year contract with the option for two (2), one-year extensions.

### **6. RENTAL**

The following Town of Farmville Departments require uniform rental services. The number of employees may change from time to time.

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Division	Estimated Number of Employees
Public Works	43
Water Treatment	6
Wastewater Treatment	6
Farmville Municipal Golf Course	3
Farmville Area Bus	15
<b>Total Number of Employees</b>	<b>73</b>

## 7. INVENTORY TRACKING (INITIAL ISSUE, INVENTORY, CHANGES)

Contractor shall issue new standard uniforms to employees at the beginning of the contract period as specified by each department. Thereafter, the Contractor shall maintain sufficient stock to provide complete new uniform sets within one to two weeks for newly hired employees.

The inventory per person per week will be five (5) uniforms per employee per week. Employee will have the option to choose short sleeve shirts, long sleeve shirts or the combination thereof, so long as not to exceed (5) uniform shirts in total. One extra uniform will also be accounted for, as the employee will be wearing a uniform. Some employees will be given additional shirts to satisfy the requirements of the Department.

## 8. MEASUREMENTS OF INDIVIDUALS

Contractor shall be responsible for individual measurements and resultant fit of the uniforms. Contractor shall provide uniforms for all employees regardless of size or special fitting requirements. All garments, when issued are to be new. No used garments shall be issued at any time during the period of the contract unless a garment has been returned for repair during the garment's stated life span.

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Contractor shall provide new uniforms at no extra cost upon Town's request. Contractor shall take employee measurements at various Town facilities. Contractor shall work with Individual divisions to coordinate dates and times for measurements. Alterations may be required for certain individuals and Contractor shall supply cost associated with each uniform alteration.

The Contractor shall maintain a record of uniform size (pants waist and length, shirt size and jacket size) for each employee that has been issued a uniform. Contractor shall add or delete items and quantities used, as required, to meet Town's needs.

Contractor should allow for shrinkage on standard issue 100% cotton uniforms of about 3"-5".

Account Representative will be notified of additions of new employees requiring fitting for new uniforms.

## **9. MARKING, TOWN EMBLEMS, NAME PATCHES**

Contractor shall mark or label each leased item of clothing clearly but, inconspicuously, to permit identification of garments by each employee.

The Contractor shall furnish and sew on the Town of Farmville emblem, individual name patches and/or lettering on the front of garments. Name labels and Town emblems, provided by contractor, shall be placed on every shirt, and jacket. Design of the labels and Town emblem must receive prior approval by the Director of Public Works before initial issue.

## **10. PICK-UP/DELIVERY**

Contractor is responsible for pick-up and delivery of all leased uniform items. Contractor shall supply hanger racks and soiled laundry container(s).

Contractor shall pick up soiled garments once a week from various departments and deliver on hangers to the same location within one week. Contractor shall replace garments not properly washed and ironed within two (2) working days.

Contractor shall complete an itemized list of the leased uniform items and quantity being picked up for laundering. Contractor shall submit a copy of the itemized list to the unit for reconciliation when the clean garments are returned. Contractor shall remain at the delivery site while the

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garments are checked in. Uniforms are to be entered into the system at our site prior to removal. Contractor shall correct any discrepancy within 24 hours.

Every six months, inventory must be taken by Contractor of garments issued to each individual employee. This data will be reconciled with inventory data from the Town for verification of number of garments issued and on hand. Data should also be compared with the Contractor's original inventory.

### **11. DAMAGED/REPAIR/REPLACEMENT ITEMS**

The Town shall determine the conditions under which a garment is considered damaged and/or is the need of repair or needs to be replaced and the level of charges associated with each. Wear and tear period shall be determined by the Town at all times.

The Town expects a uniform to last a year. If a uniform fails within less than a year at no fault of the employee, the uniform shall be replaced at no charge. If a uniform is damaged by an employee, other than regular expected wear and tear, then the Town is responsible for a prorated amount of the cost. For example, if a garment's lifespan is one year, but the garment fails within six months, then the Town is only responsible for 50% of the cost of the uniform replacement.

Replacement uniform pieces shall be new. Turn Around time shall be 1- 2 weeks.

### **12. LOST ITEMS**

Contractor shall include a cost for replacement for each item. The formula used in pro-rating the charges shall be the same formula used for replacing damaged uniform.

### **13. BILLING**

Contractor shall submit invoices weekly. The invoice shall include account number, names of employees and the number and type of garment rented and cleaned; or laundered only. The invoice shall segregate charges by Department.

Billing shall be based on the cost approved by Town and incorporated as part of the contract. There shall be no other charges on the bill not otherwise approved or included in the contract. The Town may order additional items. These additional items must be approved by the Director of Public Works in writing.

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Contractor shall remove employee names from billing upon notification of separation from Town or discontinued employment within one week of notification from the Town.

#### **14. GARMENT SPECIFICATIONS – STANDARD ISSUE**

##### **Work Shirt:**

- Work shirt with lined collar and cuffs
- Long sleeve and short sleeve
- 65% poly/35% cotton
- Colors – Light blue or light gray (may be striped)
- Two button-through pockets
- Men’s and women’s sizes as required.

##### **Work Pants:**

- Industrial type, plain front, set-in waistband, no cuffs
- Poly/ cotton
- Colors – Navy, Charcoal and Khaki
- Non-corrosive heavy-duty brass zipper for the fly
- Belt loop, center stitched, sewn into waistband
- Men’s and women’s sizes required.

##### **Jeans:**

- 5-pocket styling
- Relaxed fit
- 100% cotton denim fabric
- Both carpenter style (Carhartt or equivalent) and trouser style.

##### **Cargo Pant:**

- Multiple tool & utility pockets with a left leg hammer loop and right leg utility band (Carhartt Original Fit or Equivalent)
- 100% cotton canvas
- Colors – Navy and Charcoal

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**Polo Shirts:**

- Long Sleeve and Short Sleeve
- 60/40 poly/cotton pique
- No curl collar
- Various colors
- Men's and women's sizes required

**Lined Work Jacket:**

- 65/35 poly/cotton twill
- Ribbed cuffs and waistband
- Front Zip
- Colors – Navy and Charcoal

**Additional Specifications:**

- New uniforms for new employees
- Replacement uniform pieces – should be new
- Cleaning detergent –needs to remove oil, grease  
option for hypoallergenic
- Turnaround time: 1-2 weeks for new or replacement uniform
- Mending, repair to meet turnaround time (1-2 weeks)
- Lockers – will need lockers to establish quality control

~ End of Attachment~

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## ATTACHMENT C - INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her/its officers, agents, representatives, employees, and/or subcontractors.

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability** (“CGL”) covering on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000** per occurrence.
2. **Automobile Liability**: as required by the State of Virginia.
3. **Workers’ Compensation**: as required by the State of Virginia, with Statutory Limits, and Employers’ Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Contractor requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to the Town.

### *Other Insurance Provisions*

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **The Town of Farmville, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance.

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2. For any claims related to this project, the **Contractor's insurance coverage shall be primary** insurance coverage as respects the Town, its officers, officials, employees, and volunteers. Any insurance maintained by the Town, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Town.

***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the State of Virginia.

***Waiver of Subrogation***

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Town for all work performed by the Contractor, its employees, agents, and subcontractors.

***Verification of Coverage***

Contractor shall furnish the Town with original Certificates of Insurance including an additional insured endorsement and all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Town before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

***Subcontractors***

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Town is an additional insured on insurance required from subcontractors.

***Maintenance of Insurance***

Maintenance of insurance by Contractor as specified shall in no way be interpreted as relieving Contractor of its indemnification obligations or any responsibility whatsoever and the Contractor may carry, at its own expense, such additional insurance as it deems necessary.

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***Special Risks or Circumstances***

The Town reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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**ATTACHMENT D - PROJECTS OF OFFEROR RELATIVE TO  
TOWN'S NEEDS**

Project Name \_\_\_\_\_

Client \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Percentage of Work Firm was responsible for: \_\_\_\_\_

Client Contact Information: \_\_\_\_\_

Did your company meet the project schedule:  Yes  No

Give a brief statement of the organization's adherence to the schedule and budget for the project:

---

Project Name \_\_\_\_\_

Client \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Percentage of Work Firm was responsible for: \_\_\_\_\_

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Client Contact Information: \_\_\_\_\_

Did your company meet the project schedule:  Yes  No

Give a brief statement of the organization's adherence to the schedule and budget for the project:

Project Name \_\_\_\_\_

Client \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Percentage of Work Firm was responsible for: \_\_\_\_\_

Client Contact Information: \_\_\_\_\_

Did your company meet the project schedule:  Yes  No

Give a brief statement of the organization's adherence to the schedule and budget for the project:

---

Project Name \_\_\_\_\_

Client \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

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Total Project Cost: \_\_\_\_\_

Percentage of Work Firm was responsible for: \_\_\_\_\_

Client Contact Information: \_\_\_\_\_

Did your company meet the project schedule:  Yes  No

Give a brief statement of the organization's adherence to the schedule and budget for the project:

---

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**ATTACHMENT E- COST PROPOSAL & BID RESPONSE**

<i>Item</i>	<b>Colors (Desired)</b>	<b>Sizes</b>	<b>Qty per week (approximate)</b>	<b>Rental Unit Cost</b>	<b>Rental Extended Price per Week</b>	<b>Brand &amp; Product Code  (specify below)</b>	<b>Replacement Cost to Town for damage to garments, outside of normal wear and tear</b>	<b>Normal Wear &amp; Tear Period (specify your W&amp;T period e.g., 12-24 months)</b>
1. Work Shirt Short or Long Sleeve	Light Blue & Light Gray	Sm -4XLT	40	\$ _____	\$ _____		\$ _____	
2. Work Pant	Navy or Charcoal	W: 26-60" Ins: 26-36"	19	\$ _____	\$ _____		\$ _____	
3. Jeans-carpenter & trouser style	Blue denim	W: 26-60" Ins: 26-36"	18	\$ _____	\$ _____		\$ _____	
4. Cargo Pant	Navy & Charcoal	W: 26-60" Ins: 26-36"	21	\$ _____	\$ _____		\$ _____	
5. Polo shirt	Various	Sm -4XLT	18	\$ _____	\$ _____		\$ _____	
6. Lined Work Jacket	Navy & Charcoal	Sm -4XLT	58	\$ _____	\$ _____		\$ _____	
<b>GRAND TOTAL</b>			174	\$ _____	\$ _____			

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ITEM	COST
Providing and affixing patches with individual name	\$
Affixing Town provided logo patches	\$
Environmental Fees	\$
Garment Preparation for size change	\$
Garment Preparation for color change	\$
Garment Preparation for new employee after initial installation	\$
Depreciation scale	\$
Other – enter any additional charges not listed in the proposal. Any charges not listed in the proposal or herein will not be paid.	\$
Alterations-Please list the cost and type for alterations. If left blank it will be considered to be at no cost to the Town.	\$