

**PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND
MISSION LINEN SUPPLY**

This agreement is entered into between the County of Shasta, through Department of Support Services Purchasing Unit, a political subdivision of the State of California ("County") and Mission Linen Supply ("Consultant") for the purpose of providing Shasta County uniform and linen rentals and laundering services (collectively, the "Parties" and individually a "Party").

Section 1. RESPONSIBILITIES OF CONSULTANT.

Pursuant to the terms and conditions of this agreement, Consultant shall provide uniform and linen rentals and laundering services in accordance with the City of Redding RFP 4961 terms and conditions, Exhibit A, attached hereto and incorporated herein. To the extent there is any conflict between the terms of this Agreement, and the terms of Exhibit A, the language of this Agreement shall be controlling.

Section 2. RESPONSIBILITIES OF COUNTY.

Pursuant to the terms and conditions of this agreement, County shall compensate Consultant as prescribed in Sections 3 and 4 of this agreement and shall monitor the outcomes achieved by Consultant.

Section 3. COMPENSATION.

- A. Consultant shall be paid for the services described in this agreement in accordance with Exhibit B, attached hereto and incorporated herein.
- B. Consultant shall be paid for replacement items in accordance with Depreciation Schedule, Exhibit C, attached hereto and incorporated herein.
- C. During the term of this agreement, the Director of Support Services may approve, in writing and in advance, changes in any of Consultant's rates. Unit prices shall remain firm through April 30, 2019. Prices may be changed annually thereafter, in direct proportion to the change in the Consumer Price Index for All Urban Consumers (CPI-U).
- D. Consultant's violation or breach of agreement terms may result in fiscal penalties, withholding of compensation, or termination of agreement.

Section 4. BILLING AND PAYMENT.

- A. Consultant shall submit to each department, within five days after completion of the services prescribed in Section 1, an itemized statement or invoice of services rendered. County shall make payment within 30 days of receipt of Consultant's correct and approved statement or invoice.

- B. Should County, or the state or federal government, disallow any amount claimed by Consultant, Consultant shall reimburse County, or the state or federal government, as directed by County, or the state or federal government, for such disallowed cost.

Section 5. TERM OF AGREEMENT.

The initial term of this agreement shall begin as of the last date it has been signed by all Parties and ending April 30, 2021. The term of this agreement shall be automatically renewed by County for three additional one-year terms at the end of the initial term, under the same terms and conditions, except as provided in Section 3 unless written notice of non-renewal is provided by either Party to the other Party at least 30 days prior to the expiration of the initial term or the then current term. Notwithstanding the foregoing, County shall not be obligated for payments hereunder for any future County fiscal year unless or until County's Board of Supervisors appropriates funds for this agreement in County's budget for that County fiscal year. In the event that funds are not appropriated for this agreement, then this agreement shall end as of June 30 of the last County fiscal year for which funds for this agreement were appropriated. For the purposes of this agreement, the County fiscal year commences on July 1 and ends on June 30 of the following year. County shall notify Consultant in writing of such non-appropriation at the earliest possible date.

Section 6. TERMINATION OF AGREEMENT.

- A. If Consultant materially fails to perform Consultant's responsibilities under this agreement to the satisfaction of County, or if Consultant fails to fulfill in a timely and professional manner Consultant's responsibilities under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement for cause effective immediately upon the County giving written notice thereof to Consultant. If termination for cause is given by County to Consultant and it is later determined that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this Section.
- B. County may terminate this agreement without cause on 30 days written notice to Consultant.
- C. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of this agreement.
- D. County's right to terminate this agreement may be exercised by the Director of Support Services.
- E. Should this agreement be terminated, Consultant shall promptly provide to County any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Consultant pursuant to this agreement.

- F. If this agreement is terminated, Consultant shall only be paid for services satisfactorily completed and provided prior to the effective date of termination.

Section 7. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES.

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.
- B. No changes, amendments, or alterations to this agreement shall be effective unless in writing and signed by both Parties. However, minor amendments, including retroactive, that do not result in a substantial or functional change to the original intent of this agreement and do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Consultant and Director of Support Services, provided that the amendment is in substantially the same format as the County's standard format amendment contained in the Shasta County Contracts Manual (Administrative Policy 6-101).
- C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's exhibits or appendices, the provisions of this agreement shall govern.

Section 8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER.

Inasmuch as this agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of County. The waiver by County of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

Section 9. EMPLOYMENT STATUS OF CONSULTANT.

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Consultant performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of County is to insure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government that would be

withheld from compensation if Consultant were a County employee. County shall not be liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under County's workers' compensation insurance plan nor shall Consultant be eligible for any other County benefit. Consultant must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this agreement.

Section 10. INDEMNIFICATION.

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by County, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or by any of Consultant's subcontractors, any person employed under Consultant, or under any subcontractor, or in any capacity, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of County. Consultant shall also, at Consultant's own expense, defend the County, its elected officials, officers, employees, agents, and volunteers, against any claim, suit, action, or proceeding brought against County, its elected officials, officers, employees, agents, and volunteers, arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or any of Consultant's subcontractors, any person employed under Consultant, or under any Subcontractor, or in any capacity. Consultant shall also defend and indemnify County for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify, and hold harmless County with respect to Consultant's "independent contractor" status that would establish a liability on County for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this agreement.

Section 11. INSURANCE COVERAGE.

- A. Without limiting Consultant's duties of defense and indemnification, Consultant and any subcontractor shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this agreement Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other coverage necessary to protect County and the public with limits of liability of not less than \$1 million per occurrence; such insurance shall be primary as to any other insurance maintained by County.
- B. Consultant and any subcontractor shall obtain and maintain continuously required Workers' Compensation and Employer's Liability Insurance to cover Consultant, subcontractor, Consultant's partner(s), subcontractor's partner(s), Consultant's employees, and subcontractor's(s') employees with an insurance carrier authorized

to transact business in the State of California covering the full liability for compensation for injury to those employed by Consultant or subcontractor. Each such policy shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against *County, its elected officials, officers, employees, agents, and volunteers* which might arise in connection with this agreement. Consultant hereby certifies that Consultant is aware of the provisions of Section 3700 of the Labor Code, which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant shall comply with such provisions before commencing the performance of the work or the provision of services pursuant to this agreement.

- C. Consultant shall require subcontractors to furnish satisfactory proof to County that liability and workers' compensation and other required types of insurance have been obtained and are maintained similar to that required of Consultant pursuant to this agreement.
- D. With regard to all insurance coverage required by this agreement:
 - (1) Any deductible or self-insured retention exceeding \$25,000 for Consultant or subcontractor shall be disclosed to and be subject to approval by the County Risk Manager prior to the effective date of this agreement.
 - (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Consultant or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this agreement and continue coverage for a period of three years after the expiration of this agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Consultant or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide the insurance coverage required hereunder for claims received and reported three years after the expiration date of this agreement.
 - (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names *County, its elected officials, officers, employees, agents, and volunteers as additional insureds*. In the event that coverage is reduced or canceled, a notice of said reduction or cancellation shall be provided to County within 24 hours. Any available insurance proceeds in excess of the specified minimum limits and coverage pursuant to the terms of this agreement shall be applicable to the Additional Insured. The additional insureds coverage shall be equal to Insurance Service Office endorsement CG 20 10 for on-going operations, and CG 20 37 for completed operations.
 - (4) Each insurance policy (except for workers' compensation and professional liability policies), or an endorsement thereto, shall contain a "separation of insureds" clause which shall read:

“Separation of Insureds.

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
 - b. Separately to each suit insured against whom a claim is made or suit is brought.”
- (5) Consultant shall provide County with an endorsement or amendment to Consultant’s policy of insurance as evidence of insurance protection before the effective date of this agreement.
 - (6) The insurance coverage required herein shall be in effect at all times during the term of this agreement. In the event any insurance coverage expires at any time during the term of this agreement, Consultant shall provide County, at least 20 days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of this agreement or for a period of not less than one year. In the event Consultant fails to keep in effect at all times insurance coverage as herein provided and a renewal endorsement or policy amendment is not provided within 10 days of the expiration of the endorsement or policy amendment in effect at inception of this agreement, County may, in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.
 - (7) If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, Consultant shall provide County a certificate of insurance reflecting those limits.
 - (8) Any of Consultant’s Excess Insurance shall contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of County.

Section 12. NOTICE OF CLAIM; APPLICABLE LAW; VENUE.

- A. If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant’s performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect County, Consultant shall give prompt and timely notice thereof to County. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.

- B. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

Section 13. COMPLIANCE WITH LAWS; NON-DISCRIMINATION.

- A. Consultant shall observe and comply with all applicable present and future federal laws, state laws, local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this agreement.
- B. Consultant shall not discriminate in employment practices or in the delivery of services on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, medical condition (including cancer, HIV, and AIDS) physical or mental disability, use of family care leave under either the Family & Medical Leave Act or the California Family Rights Act, or on the basis of any other status or conduct protected by law.
- C. Consultant represents that Consultant is in compliance with and agrees that Consultant shall continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101, *et seq.*), the Fair Employment and Housing Act (Government Code Sections 12900, *et seq.*), and regulations and guidelines issued pursuant thereto.
- D. No funds or compensation received by Consultant under this agreement shall be used by Consultant for sectarian worship, instruction, or proselytization. No funds or compensation received by Consultant under this agreement shall be used to provide direct, immediate, or substantial support to any religious activity.
- E. In addition to any other provisions of this agreement, Consultant shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of Consultant's noncompliance with the provisions of this section.

Section 14. ACCESS TO RECORDS; RECORDS RETENTION.

- A. County, federal, and state officials shall have access to any books, documents, papers, and records of Consultant that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Consultant or County. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after County makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant shall maintain appropriate records to insure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this agreement. Consultant shall maintain records providing information that account for all funds and expenses related to the provision of services provided pursuant to this agreement. Access to these records shall be provided to County during working days, 8:00 a.m. to 5:00 p.m. and at other times

upon reasonable notice by County, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement.

- C. Consultant agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, or County audit directly related to the provisions of this agreement. Consultant agrees to repay County the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims. Consultant agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this agreement if evidence exists of less than full compliance with this agreement including, but not limited to, exercising a right of set-off against any compensation payable to Consultant.

Section 15. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.

Consultant's failure to comply with state and federal child, family, and spousal support reporting requirements regarding Consultant's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. Consultant's failure to cure such default within 90 days of notice by County shall be grounds for termination of this agreement.

Section 16. LICENSES AND PERMITS.

Consultant, and Consultant's officers, employees, and agents performing the work or services required by this agreement, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by County.

Section 17. PERFORMANCE STANDARDS.

Consultant shall perform the work or services required by this agreement in accordance with the industry and/or professional standards applicable to Consultant's work or services.

Section 18. CONFLICTS OF INTEREST.

Consultant and Consultant's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this agreement.

Section 19. NOTICES.

- A. Except as provided in Section 6.C. of this agreement (oral notice of termination due to insufficient funding), any notices required or permitted pursuant to the terms and provisions of this agreement shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given: (1) upon personal delivery; or (2) if sent by first class mail, postage prepaid, two days after the date of mailing.

If to County: Director of Support Services
 1450 Court Street, Suite 348
 Redding, CA 96001
 Phone: (530) 225-5515
 Fax: (530) 225-5345

If to Consultant: Branch Manager
 Mission Linen Supply
 1481 Beltline Road
 Redding, CA 96003
 Phone: (530) 243-0465

- B. Any oral notice authorized by this agreement shall be given to the persons specified in Section 19.A. and shall be deemed to be effective immediately.
- C. Unless otherwise stated in this agreement, any written or oral notices on behalf of the County as provided for in this agreement may be executed and/or exercised by the County Executive Officer.

Section 20. AGREEMENT PREPARATION.

It is agreed and understood by the Parties that this agreement has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this agreement within the meaning of Section 1654 of the Civil Code.

Section 21. COMPLIANCE WITH POLITICAL REFORM ACT.

Consultant shall comply with the California Political Reform Act (Government Code, Sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the County's Conflict of Interest Code, with regard to any obligation on the part of Consultant to disclose financial interests and to recuse from influencing any County decision which may affect Consultant's financial interests. If required by the County's Conflict of Interest Code, Consultant shall comply with the ethics training requirements of Government Code Sections 53234, *et seq.*

Section 22. PROPERTY TAXES.

Consultant represents and warrants that Consultant, on the date of execution of this agreement, (1) has paid all property taxes for which Consultant is obligated to pay, or (2) is current in payments due under any approved property tax payment arrangement. Consultant shall make timely payment of all property taxes at all times during the term of this agreement.

Section 23. SEVERABILITY.

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

Section 24. COUNTY'S RIGHT OF SETOFF

To the fullest extent permitted by law, County shall have the right but not the obligation, to setoff, in whole or in part, against any compensation owed to Consultant or any of its subsidiaries under any contract with the County, any amount of any Federal or State audit liability owed by or claimed or asserted against the County or any amounts owed to County by Consultant or its subsidiaries.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, County and Consultant have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SHASTA

Date: _____

Les Baugh, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: _____
Deputy

Approved as to form:
RUBIN E. CRUSE, JR
County Counsel

Adam Pressman 6/21/18
By: Adam Pressman
Senior Deputy County Counsel

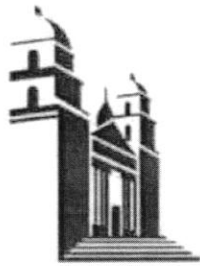
RISK MANAGEMENT APPROVAL

By: James Johnson 06/25/18
James Johnson
Risk Management Analyst III

CONSULTANT

Date: 6/21/18

By: Dale Hogue Branch Manager
Dale Hogue
Branch Manager
Tax I.D.#: 95-1942549



Mission Linen Supply

MISSION LINEN & UNIFORM SERVICE

Textile Rental
Uniform Rental
Industrial Laundry Services
Floor care
Healthcare
Apparel

March 7th, 2018.



PREPARED BY:

Jesse Lewis

Account Representative

Approved by:

Dale Hogue

Branch General Manager

Response to RFP Schedule 4961

Acknowledgment and In Receipt of:

4961-Addendum No. 1

Attachment B-Inventory - Revision 1

Mission Linen Supply is in agreement with article II, sub section J: Optional 'Piggyback' Provision and will extend pricing terms and condition of this proposal to other government agencies.

Exceptions and deviations to this RFP

Mission Linen has provided one (1) full copy of IIPP included in Original Unbound. (4) Additional copies of Injury and Illness Accident Prevention Program (IIPP) Policies and Procedures with table of contents only. Additional copies of full IIPP will be provided if requested.

Mission Linen Supply would like to thank you for the opportunity to earn your business. At Mission Linen Supply, we pride ourselves on service, honesty and integrity. Our family owned and operated company has been in business since 1930. Listed below are the responses to your pre established questions.

2) Contractor Qualifications, Experience and Resources-

- A. How Long Has Mission Linen Supply been operating in Shasta County?
 - Mission Linen Supply has been operating in Shasta County for 34 years.
- B. Are you a stand-alone firm or a division of a larger firm? If a division, please provide a list of other locations or divisions/services your firm provides.
 - Mission Linen is a 2nd generation family owned and operated company since 1930. Providing linens, uniforms and related products through more than 50 facilities in California, Arizona, New Mexico, Texas and Oregon.
- C. A description of you firm's experience in performing this type of work, process and procedures.
 - Mission Linen Supply has been setting an industry standard for 88 years providing rental uniform and linen service for thousands of customers per day. Our Chico facility processes up to 240,000 lbs. of soiled product each week.
- D. Provide location of cleaning facility and geographical area this cleaning facility serves. If outside the Redding area, indicate location of nearest facility in which "extra" inventory and delivery trucks are maintained, and provide a summarized list of the inventory maintained at this facility.
 - Our industrial wash facility is located in Chico California, approximately 70 miles from the Redding branch. The Chico facility processes and shuttles daily to Redding branch. Our Redding branch located at 1481 Beltline Rd and is more than adequately stocked with additional/extra product to sustain any need or emergency services for our customers.
- E. Describe how you insure compliance at your cleaning facility with hazardous waste regulations
 - Mission Linen Supply is Title 22 compliant with the State of California Health & Human Services Agency, HACCP Certified and adheres to all Universal Precautions.
- F. Provide catalog and/or descriptive literature, labeled with Proposer's name, with full illustrations and detailed specifications for each item on Attachment B. If submitting a full-line catalog, Proposer shall highlight only those items he proposes to furnish under this contract.
 - Please see Mission Linen Supply Rental catalog and Bulwark/Lapco/Carhartt FR catalogs.

G. State whether or not your facility provides cleaning for arc flash clothing. If so, provide information regarding your cleaning process for arc flash and flame resistant clothing, including how it is kept separate from other clothing during the cleaning process. Be sure to flag those pages in your catalog which provide information on the type of arc flash clothing available. Please note whether you would launder city-owned arc flash clothing.

- Mission Linen Supply does provide cleaning for Arc-Flash "FR" Clothing.
- Our FR process starts with the RSSR separating the soiled uniforms away from standard industrial garments these FR uniforms are bagged and labeled as FR and are processed with a specific FR wash formula based on our FR manufactures recommendations. Injection Wash formula FR/Colored Coats and wash time cycles can be provided any time if requested by the City of Redding.
- Mission Linen Supply will provide cleaning for city-owned Arc-Flash garments.

H. Personnel Resources

a) Responsible Personnel

- Branch General Manager - Dale Hogue (530)243-0465
dhogue@missionlinen.com (25+ years of industry experience)
- Route Sales Supervisor - Robert Ackley (530)243-0465
rackley@missionlinen.com (10+ years of industry experience)
- Account Representative- Jesse Lewis (530) 243-0465
jelewis@missionlinen.com (12+ years of industry experience)
- Office Manager- Angela Wipf (530)342-4110
awipf@missionlinen.com (2+ years of industry experience)

b) Provide location of accounts receivable staff.

- Mission Linen Supply accounts receivable staff is located in Chico and Redding, Ca.
Branch General Manager - Dale Hogue dhogue@missionlinen.com
Office Manager- Angela Wipf awipf@missionlinen.com
Accounts Receivable - Samantha Wolf swolf@missionlinen.com

c) Route Personnel- Route Sales Service Representatives (RSSR) that will Service the Redding Area.

- Larry Duncan; 13+ years industry experience
- Cory Mathews; 7+ years industry experience
- Chris Young; 6+ years industry experience
- Greg Higgins; 24 + years industry experience
- Steven Lovelace; 30+ years industry experience
- Edwin Steffen; 7+ years industry experience

- d) For the Redding area, indicate how many full and part time employees are on the payroll. If additional employees would need to be hired if awarded the City's Contract, indicate how many, and in what capacity.
- Mission Linen Supply in the Redding area currently has ten full-time employees. In the event Mission Linen Supply is awarded the City's contract the Redding branch would not need to hire additional employees.
- e) Describe your employee retention and benefits program.
- Mission Linen Supply in the Redding area has great retention, With an average of 9.5 years between ten full time employees
 - RSSR's health and welfare benefits are through Teamsters Local 137.
 - All other non-exempt full-time employees have HRA benefits through Mission Linen Supply.
- f) Provide a copy of your Injury and Illness Accident Prevention Program (IIPP) Pursuant to Section 3203 of the California Administrative Code.
- See attached copy.

3) Contract Administration –

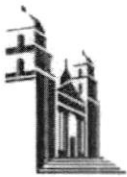
- A. Provide a sample of a completed delivery ticket (from another customer).
- See attached copy
- B. Provide a sample of an invoice, if separate from the delivery ticket (from another customer).
- See attached copy from section 3-A
- C. Submit a sample Monthly statement (from another customer).
- See attached copy
- D. Provide a detailed description of invoicing and accounts receivable process.
- Invoices are generated from our contracted inventory billing percentages, terms, and conditions. Our RSSR's handheld units will create an electronic invoice screen per account location. Once the electronic invoice is approved and signed by our customer contact, an electronic invoice copy is sent to that assigned accounts mobile contact email address for that specific department and location. Once the electronic email has been settled, it will the automatically enter into our accounting system for statement billing. You may access any invoice or statement through our "My Account portal".

- E. Describe how your inventory is tracked from the time it is picked up to the return delivery.
- All uniform/garments are inspected and sorted by our professionally trained RSSR's at time of pickup/delivery (pant, shirt & coverall and FR) garments are sorted into labeled slings for particular item category. Once the slings are weighed and scanned they are washed and partially dried, as the garments are placed on hangers for tunnel finish, each garment is laser scanned by its own unique bar code and counted through Soft Troll Auto Track system, this system automatically ties out by route, individual, day, and account. Once completed the garments are then delivered back to Redding in order of route and stop location.
- F. Explain how the inventory is tracked for the linens and dust control items. Since these are cleaned as soiled, rather than a specific delivery amount each week, please provide a detailed response.
- All allied flat goods mats, towels, mops and linens are sorted and clean counted per locations inventory levels, contracted inventory billing percentages, terms, and conditions. At time of delivery RSSR will enter counted soil into handheld unit for the following weeks service demand for each location.
 - Fire Department Exception: Fire stations linen will be delivered the same quantities entered into the log book by fire station personnel for the prior week's usage. The RSSR would then enter the current usage numbers for the week into the handheld for next week's delivery.
- G. Delivery process:
- Describe your typical delivery process.
 - Each RSSR has a set route and delivery schedule. Upon arrival your RSSR will meet with appointed department contacts for delivery, allied item, or uniformed wearer changes. Our RSSR's will then begin with soil pick up and sort he will enter his "soiled" count into his handheld for the next weeks cleaned delivery demand. RSSR will bring in previous weeks uniform and allied products cleaned and processed for delivery to their specified location. Once the delivery is finished the RSSR will meet with appointed department contact and have the electronic invoice approved and signed.
 - If Items are cleaned outside of the Redding area, how are they delivered to Redding and how often?
 - All allied items (linens and dust control) clean demand is created from week prior's soiled count. A new weekly cleaned delivery demand is created for current weeks Bulk Load build sheet. Our soiled allied products are cleaned and processed in Chico, Ca. Our uniform/garments are cleaned and processed in Sacramento, Ca. The Redding depot receives cleaned delivery from Chico and Sacramento daily.
 - When and who verifies that the correct number of items are being delivered?
 - At time of delivery your RSSR will verify each location is receiving the correct items and quantities based on previous week soiled pick up, contracted inventory levels, terms, and conditions.

- d) Describe the means of communication with the driver while on his/her route.
 - All RSSR's have company issued cellular phones for communication purposes.
- e) Explain how deliveries are handled for holidays.
 - All RSSR's will communicate holiday schedules to customer via "holiday schedule notice". Mission Linen Redding will run one day behind/ahead during the week of a holiday. Our relief RSSR's will cover one day of each route in Holiday make up.
- f) Explain your quality control practices for assuring accurate deliveries.
 - Our inspection program ensures your garments and allied items are always kept in the best possible shape. Our RSSR does inspect each garment or allied item during time of soil pick up. The RSSR will separate flagged/found garments or allied items in need of repair/replacements. The garment or allied products are re inspected at soil sort. The garment or allied item is finally inspected again at final tie-out for delivery. Mission Linen strives to provide the best quality product available in the textile industry. From time to time a "rejected" item may pass through our system undetected. In this case simply set aside the item for the RSSR and we will replace/repair or credit the item as necessary.

H. Problem solving process:

- a) Explain how delivery problems are resolved.
 - Mission Linens Redding service team prides itself with same day or within 24 hour problem resolution to any and all delivery problems brought to the attention of Mission Linen and will be handled directly and locally by Dale Hogue (Branch General Manager) or Robert Ackley (Route Supervisor). If any COR location has a service issue they may call the Redding branch directly at 530-243-0465 or email dhogue@missionlinen.com or rackley@missionline.com. Mission Linen Redding has a 24 hour on call answering service as well.
- b) Indicate the response time for incorrect or shorted deliveries.
 - Depending on the nature of the incorrect/shorted delivery the response time for a delivery call will be same day or within 24 hours from time of notification.
- c) Describe the procedure that would take place to correct the problem, beginning with the notification by a City staff person.
 - Any and all problems brought to the attention of Mission linen will be handled directly and locally by Dale Hogue (Branch General Manager) or Robert Ackley (Route Supervisor). In the event of any problems or service related issues have been identified by COR personnel they may contact the Redding branch directly at 530-243-0465 or email dhogue@missionlinen.com or rackley@missionline.com. Our local management team will work with each department in regards to service issue/problem and resolution.



Mission Linen Supply

MISSION LINEN & UNIFORM SERVICE

EXHIBIT A

- d) Explain how billing problems are resolved.
- Any and all billing problems brought to the attention of Mission Linen will be handled directly and locally by Dale Hogue (Branch General Manager), Robert Ackley (Route Supervisor) or Angela Wipf (Office Manager). In the event of any billing problems have been identified by COR personnel they may contact the Redding branch directly at 530-243-0465 or email dhogue@missionlinen.com, rackley@missionline.com, awipf@missionlinen.com. Our local management team will work directly with each department and City of Redding Purchasing department in regards to billing problem and resolution.
- e) Describe your process for escalating problems until a resolution is reached.
- Any and all problems brought to the attention of Mission linen will be handled directly and locally by Dale Hogue (Branch General Manager) or Rob Ackley (Route Supervisor) Robert Ackley. In the event of any problems or service related issues have been identified by COR personnel they may contact the Redding branch directly at 530-243-0465 or email dhogue@missionlinen.com or rackley@missionline.com. Our local management team will work with each department in regards to service issue/problem and resolution.
 - In the unlikely event our local management team has not satisfied the City of Redding issues you may escalate contact to: 530-342-4110 or email to: (District Manager) Dennis Pieper dpieper@missionlinen.com (Office Manager) Angela Wipf awipf@missionlinen.com. Mission Linen Supply "My Account Portal"
- f) Describe your employee policy for discrepancies.
- RSSR's must report any and all invoice/delivery/billing discrepancies to Dale Hogue (Branch General Manager) or Rob Ackley (Route Supervisor).
- g) How do you handle discrepancies, and what are the ramifications to driver and line personal.
- All discrepancies and ramifications are handled per Mission Linen policies and procedures and in the accordance to the bargaining agreement with Teamsters union local 137.
- 4) **References** – Supply a minimum of (3) or more references in similar scope and size with whom you currently providing uniforms and laundry service. Locations in Shasta County are strongly desired. Use form supplied with this RFP- Attachment D.

In Addition;

- a. List all litigations involving your firm or branch that have occurred in the past (3) three years. Indicate if plaintiff or defendant. If litigation is closed, what was the outcome?
 - None
- b. Provide a list of clients that have terminated or elected not to renew its services with your firm in the last (5) years and provide the reason why.
 -
 -
 -
 -

5) Insurance

- Please see attached insurance letter with the verbiage from RFP

6) Exceptions and deviations to this RFP

- As the incumbent uniform provider for the City of Redding, Mission Linen has the unique ability to honor the existing 18 month depreciation scale listed as ~~attachment G2~~ ^{EXHIBIT C}. These additional savings would be in affect for all City of Redding employee garments still in existing service for the prior 18 months and are in good quality. Benefits to this exemption are for existing employees in need of redress, size change, damage replacement or wear/tear replacements at (zero) \$0.00 charge to the City of Redding. All Mission Linen uniforms are date coded and labeled on each garment at time of issue for depreciation scale accuracy.

**CITY OF REDDING
SPECIFICATIONS FOR
UNIFORM AND LAUNDRY RENTAL AND CLEANING SERVICES
RFP SCHEDULE NO. 4961**

I. INTRODUCTION/GENERAL BACKGROUND

The City of Redding intends to contract with an established and qualified uniform and laundry rental and cleaning service provider (Contractor) to supply uniforms for approximately 130 designated employees, linens, floor mats, and shop towels to designated City Departments at 34 various locations throughout the City. Employees, products and locations may be added or deleted at the City's option at any time during the contract period.

CONTRACT TERM

Successful Proposer agrees to provide Uniform and Laundry Rental and Cleaning Service, as may be required, for the contract period of May 01, 2018 through April 30, 2021. This agreement may be extended by mutual consent for three (3) additional one (1) year periods.

Upon award of contract, each employee will be measured to ensure garments are properly fitted. Pricing proposed shall not change for any plus size fittings.

At commencement of contract (May 01, 2018) Contractor must provide new and unused uniforms for all employees required to wear a uniform.

AGREEMENT PRICES

Unit prices shall remain firm for the first year of the contract (May 01, 2018 through April 30, 2019). Prices may be changed annually thereafter, in direct proportion to the change in the Consumer Price Index for All Urban Consumers (CPI-U), All items in West – Size Class B/C, not seasonally adjusted, (Series ID: CUURX400SA0), as reported by the Bureau of Labor Statistics of the U.S. Department of Labor. The base index shall be the December 2017 index (149.920). Changes in prices will be no more frequent than every 12 months, if necessary.

EXPERIENCE

Proposer shall have been in the business of uniform and laundry rental and cleaning service continuously for a minimum of the past five (5) years and have experience working with agencies of similar size and scope.

II. SCOPE OF WORK

A. INVENTORY

INVENTORY QUANTITIES

Inventory quantities are estimates only based on current usage. Successful Proposer agrees to waive any differences, whether more or less, in quantities listed in ^{EXHIBIT B} Attachment B and those actually ordered and shall service on a weekly or bi-weekly basis as requested by the City. Employees may be added or deleted from the uniform service program at any time during the contract term and the number of changes of each garment, linen, or laundry item per week may be increased or decreased. The addition or deletion of employees to rental uniform service shall be authorized by the Purchasing Division, only.

Contractor shall furnish, at no charge, sweeping tools, continuous towel cabinets (if

required), and soiled item containers.

LINENS

Soiled linens are to be picked up weekly, or bi-weekly as shown on ~~Attachment A~~ ^{EXHIBIT B}, and replaced with the same number of clean linens. The Contractor shall maintain a sufficient inventory of all required linen items so as to satisfactorily meet the requirements of the using departments. All towels are to be delivered clean and sterilized, and shall be in perfect condition. There shall be no stains, holes, ragged edges, or tears in any items.

Linen charges (including detail terry towels) are to be "as used". For example, if five bath towels are used, five clean bath towels are delivered, and the City is charged for five bath towels.

~~Note: For purposes of proposal evaluation, when completing Attachment B, the formula calculates 1/2 of the inventory amount x the piece rate to arrive at the weekly total.~~

DUST CONTROL ITEMS

Dust control items (shop towels, mops, and mats) shall be picked up weekly or bi-weekly as shown on ~~Attachment A~~ ^{EXHIBIT B}, and replaced with the same number of clean items. The Contractor shall maintain a sufficient inventory of all required dust control items so as to satisfactorily meet the requirements of the using departments. Contractor shall not exceed the stated inventory level as shown on ~~Attachment B~~ ^{EXHIBIT B}, unless the Purchasing Division requests a change to the inventory level.

Dust control item charges are to be at 50% of inventory amount. For example, if the inventory is 100 shop towels, the City is billed a flat rate for 50 shop towels per week, whether or not 50 are soiled.

~~Note: For purposes of proposal evaluation, when completing Attachment B, the formula calculates the inventory amount x the flat rate to arrive at the weekly total.~~

UNIFORMS

Contractor shall provide an inventory of eleven (11) uniforms for each employee (unless otherwise indicated on ~~Attachment B~~ ^{EXHIBIT B}). This will allow for five (5) changes per week; one (1) to be worn, five (5) dirty and in for laundering, five (5) clean and available at the work site. In all cases, employees will receive back the same number of uniforms as were deposited for cleaning.

Each employee will be allowed to select any combination of short or long sleeve shirts and pants. Coveralls or lab coats are also required. Please note that all coveralls are long sleeve.

Uniform charges are to be billed at 50% of inventory amount. For example, if the inventory is 11, the City is billed for 5.5 uniforms per week. If the inventory is 3, the City is billed for 1.5 uniforms per week.

~~Note: For purposes of proposal evaluation, when completing Attachment B, the formula calculates 1/2 of the inventory amount x the piece rate to arrive at the weekly total.~~

UNIFORM MEASUREMENTS

Measurements or fitting of uniforms are the Contractor's responsibility. Contractor shall measure or fit employees for uniform, within five (5) working days from date of request, in such a manner that a reasonably good fit is assured. The measurement and fitting of employees shall be coordinated with the Division Supervisor. Complete sets of uniforms shall be provided no later than ten (10) working days from date of measurement. An additional ten (10) working days may be allowed for unusual sizes. If the Contractor delivers improperly fitted uniform garments, he will be required to make satisfactory adjustments within five (5) working days. The City will not be charged for any size change as a result of the initial fitting not being correct.

Each garment shall be adequately marked with employee name to assure ready identification of employee's uniform. Additionally, the date the uniform is first provided shall be noted on the uniform label. This date is important should the City become responsible for depreciated replacement costs, (see *Product Replacement/Deficiencies and Depreciated Cost*, Section II. B.). The Contractor shall promptly measure and outfit with new garments any eligible City employee added to the rental uniform service, per the schedule outlined above. Likewise, Contractor shall provide replacement uniforms when an employee's size changes at no additional cost to the City, and per the above schedule.

UNIFORM QUALITY

All uniforms initially provided shall be new and unused. All garments shall be cleaned and delivered in a completely sanitary condition in strict accordance with local, county, and state public health laws and regulations.

Contractor is further required to maintain uniforms provided in a presentable and fully usable condition (i.e. clean and neat, wrinkle free, with a complete set of matching buttons, and neatly repaired tears). It is preferred the uniforms be delivered free of scent, however, if there is a scent, it must be pleasant.

All garments must meet a City standard of acceptable appearance. Acceptability of appearance shall be determined by the applicable Division Supervisor. The City will not accept improperly sized, wrinkled, dirty, permanently stained or otherwise unacceptable uniforms. When uniforms fall below the standard of acceptable appearance, they shall be repaired, or replaced with new items, as applicable.

Included in the prices bid, are repair of minor tears, replacement of buttons, replacement of zippers, etc. All damage to uniforms that is the result of normal wear and tear by employees assigned to strenuous physical activities, or by those who work with heavy equipment, shall be repaired or replaced by the Contractor at no additional cost to the City. Damaged uniforms, if repairable, shall be repaired within one (1) week. Contractor shall supply replacements within one (1) week if repairs are not made.

UNIFORM CHANGEOVER

Uniforms provided shall be replaced when they fall below minimum acceptable appearance standards; or, if requested by the City, replaced when they have been used in the field for 18 months. Replacement shall be new and of appropriate size. City reserves the right to determine level of appearance standards. Uniform changeovers shall be scheduled upon request by the City and shall be provided at no additional cost to the City.

There shall be no change to the type, style, make or model of the items furnished during the contract term without prior written approval of the Purchasing Division, only.

UNIFORM PATCHES

The Contractor shall furnish and maintain, as part of his rental service, embroidered name patches for uniform garments, as requested by the Division Supervisor. The name patches shall be 1-5/8" x 3-5/8" with script lettering. The Contractor shall affix the patches to the shirts, lab coats, and coveralls. Please note that not all City Divisions require name patches, and a few employees require American flag patches. Patches provided by the Contractor shall meet the approval of the Division Supervisor as to quality and accuracy.

There shall be no additional preparation charges for emblems and name emblems upon initial set-up.

UNIFORM COLOR, BLEND AND STYLE

Shirts and lab coats shall be manufactured of 65% polyester and 35% cotton, with a minimum weight of seven (7) ounces per square yard, and made of wrinkle resistant fabric, Reed Mfg., or City approved equal. Shirts may be short sleeve and/or long sleeve, as requested by the City.

Pants shall be manufactured of 65% polyester and 35% cotton, and shall have a zipper fly, 2" wide belt loops, and no cuffs, Reedflex Softouch Twill, or City approved equal. Coveralls shall be manufactured of 100% cotton, 8.25 oz. Twill; or 65% polyester and 35% cotton, 7.5 oz. Twill. Some employees may require 100% cotton pants and shirts due to electrical work hazards. Those are specifically noted in the proposal document. Proposers shall provide catalog, and specify garments to be supplied, with their proposal.

A choice of colors shall be provided at no cost differential.

All uniforms provided shall meet or exceed federal, state, and local flammability and toxicity standards.

FLAME RESISTANT AND ARC FLASH CLOTHING

Contractor shall carry NFPA 70E HRC categories 1 and 2 arc flash protective clothing.

- a) Contractor shall carry various brands of arc flash protective clothing (e.g. Carhartt, Bulwark, and Lapco, or City approved equal)
- b) Contractor shall carry various styles of arc flash protective clothing (e.g. long sleeve shirts, pull over shirts, button up shirts, jean pants and cargo pants)
- c) Contractor shall have the ability to service this type of clothing

B. PRODUCT REPLACEMENTS / DEFICIENCIES AND DEPRECIATED COST

Deficiencies shall be corrected within 24 hours after notification. Deficiencies may include but not be limited to; incorrect size, wrong deliveries, incomplete returns, unrepaired, wrinkled or dirty items. The City 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 bid.

Should the Contractor discover that garments have been lost, stolen, or damaged beyond repair from other than normal wear and tear while in the City's possession, the Contractor shall notify the Division Supervisor (or his designated City representative) and the Purchasing Division in writing within five (5) working days of discovery. Notification must be by letter or email to the Purchasing Division. Notation on an invoice or delivery ticket is not considered sufficient notification. Notification by the Contractor exceeding

five (5) working days, or not by letter or email, may not be considered.

The City will make every effort to locate the missing garments within five (5) working days after receipt of written notification. If unable to locate the uniforms, the City will be responsible for depreciated replacement costs, as outlined in Attachment C. Garment depreciation shall commence from date of issue, but shall not exceed 18 months. The City shall not be responsible for payment of lost garments used more than 18 months. Replacement costs for garments and the monthly percentage depreciation allowance credit shall be as indicated on Attachment C. The depreciated value of the garment shall be the difference between the stipulated replacement charge and the total depreciation allowance credit as of the date of loss or damage (total depreciation allowance credit = monthly percentage credit x number of months the article has been in service).

For non-garment items, charges for lost, stolen, or damaged items will not be considered, unless negligence on the part of the City can clearly be demonstrated to the Purchasing Division. Notification requirements are as outlined above.

C. DELIVERY

Delivery and pick-up shall be made weekly, (or bi-weekly as outlined in Attachment A) at the delivery points specified herein, on the same day(s) of each week and all items delivered on those days. Deliveries shall be made between the hours of 8:00 a.m. and 3:30 p.m. on a regular business day, unless other arrangements have been made with the Division Supervisor.

It will be the responsibility of the Contractor to develop the delivery schedule, and provide such schedule to the Purchasing Division upon commencement of contract. The site-specific Division Supervisor will designate a City representative who will have the responsibility of working with the Contractor to resolve problems. Delivery locations may be changed at any time at the City's discretion.

Employees will receive back the same number of items, in the same styles and sizes (including name patches, if applicable), as were picked up for cleaning. Upon delivery, the driver may be required to count incoming and/or outgoing garments in the presence of a City employee.

Uniforms picked-up and delivered shall be itemized by employee name. Each employee's sets shall be hung on hangers, shirt over trouser, or shirt and trouser hung separately on hangers. These hangers shall be secured together and labeled by laundry marks sequentially. Empty hangers shall be picked up by the route driver from a collection rack supplied by the Contractor. All soiled garments, linens, and dust control items shall be picked up at the same time.

D. INVOICING

Each location shall be invoiced separately. Invoices shall be emailed to the location's representative within 24-hours of delivery. The City will pay from a monthly statement, which shall be provide for each location or one (1) monthly statement with separate line items by location. The statement shall be emailed directly to the Purchasing contact listed on the purchase order. City's minimum acceptable payment terms are net 30.

At the time of delivery and pick-up, the Division Supervisor or his designated City representative shall sign and receive a copy of the delivery ticket, either by email or

hardcopy, for that location. The delivery ticket, at a minimum, must list the delivery location, quantity of items delivered and picked-up, description (including employee name), unit price, extension, and total for that delivery. It shall be the Contractor's responsibility to keep track of picked-up and delivered items.

Proposer shall submit, at time of submitting proposal, one sample (from another customer) of a completed delivery ticket, one sample of an invoice (if separate from delivery ticket), and one sample (from another customer) of a monthly statement, indicative of what would be used for the City's account.

Proposer shall provide, at time of submitting proposal, a detailed description of invoicing and accounts receivable processes.

Charges for uniforms that have been acknowledged by the City to be lost, stolen, or damaged beyond repair from other than normal wear and tear while in the City's possession, shall be itemized on a separate delivery ticket and include the employee name, and the Division Supervisor's signature.

Contractor shall be paid for uniforms provided while in the possession of the City, including periods of employee short term sick leave, holiday and vacation time. In the event an employee permanently leaves the City, Contractor shall be paid only for rental and cleaning up to the date of uniform return. The City may remove and reinstate employees from the inventory at no cost to the City, to accommodate for long term illness, vacation, leave of absence, etc. City shall not be charged for employee uniforms removed from inventory for long term absences.

UP CHARGES

No start-up costs, set-up or measuring fees, preparation charges, minimums, disposal or environmental fees, conversion costs, minor repair or replacement expenses will be allowed. No cost differential will be allowed for petite, long, small, extra large, extra-extra large, or triple x sizes. No cost differential will be allowed for different colors.

E. ADDITIONAL ITEMS

The City may desire to rent additional items not specifically listed (i.e. tablecloths, napkins, etc.). Upon mutual agreement of unit costs, Contractor shall provide items not specifically listed in accordance with all specifications, terms and conditions contained herein. Invoices for such items shall be included in the monthly statement.

F. CONTRACTOR PERSONNEL

An inside sales representative and/or route supervisor, as well as accounts receivable staff, familiar with the City's account shall be available during normal business hours to answer questions, take orders, and resolve problems.

A primary and back-up driver shall be designated to service the City's accounts. Drivers should be helpful and courteous.

The Contractor warrants that all persons employed have satisfactory past records indicating their ability to accept the kind of responsibility anticipated in this type of work. All Contractor employees shall be required to wear uniforms, badges or other means of identification which are to be furnished by the Contractor and must be worn at all times while on City property.

G. SAMPLES

Vendors requested to participate in the Oral Presentation portion of this RFP will first be requested to provide the following sample items.

- a) Pants - Flat front, 65% Poly/ 35% Cotton (Navy)
- b) Shirt - 65% Poly/ 35% Cotton, Short Sleeve
- c) Coveralls - 65% Poly/ 35% Cotton
- d) Jumbo Bath Towel
- e) Shop Towel

These samples shall be provided within two business days of the request, at no cost to the City. Samples provided shall be representative of items to be supplied.

Each sample and swatch shall be clearly identified with the Proposer's name. Samples will be returned to the unsuccessful Contractors after award of contract; selected Contractor's samples may be retained by the City for the duration of the contract as control items.

H. INVENTORY SPREADSHEET

The Contractor and the City shall work cooperatively to update the inventory list (Attachment B) with each inventory quantity change and/or employee change. All changes to the inventory list will be emailed from the Purchasing Division to the Contractor. No other changes to the inventory shall be allowed, unless authorized by the Purchasing Division.

I. INSURANCE REQUIREMENTS

~~Contractor will hold City harmless from any claims for damages of any kind whatsoever by any person occasioned by Contractor personnel's activities. Current insurance certificates, per the attached insurance requirements will be required throughout the contract period. Proposer must also submit with the bid proposal, a letter from the proposer's insurance carrier indicating that the insurance company has read the insurance requirements stated herein, and will be able to provide the certificate and endorsement for the coverage required.~~

J. OPTIONAL 'PIGGYBACK' PROVISION

Proposers are requested to indicate in the Cover Letter if they will extend the pricing terms and conditions of this proposal to other government agencies, if the supplier is the successful Bidder. If the successful Bidder agrees to this provision, participating agencies may enter into a contract with the successful Bidder for the purchase of the same commodities based on the terms, conditions, and prices offered by the successful supplier to the City of Redding for this proposal. The City of Redding will have no financial or contractual obligation in connection with any transactions with other public agencies. Minor changes in terms and conditions may be negotiated by participating agencies and the successful supplier. This offer shall be made available to participating agencies for up to one year following the award of this contract by the City of Redding to the successful supplier. Acceptance or refusal of this provision will not be considered in evaluation of this proposal.

K. TERMINATION OF CONTRACT

Upon termination or other expiration of the contract, each party will assist the other party in orderly termination of the contract and the transfer of all assets, tangible and intangible,

as may facilitate the orderly, non-disrupted business continuation of each party.

FOR CAUSE

In the event the Contractor fails to meet the performance requirements of the contract, as determined solely by the City, the City may terminate the contract without penalty and be relieved of any further consideration to the Contractor. Notice of such termination shall be in writing and shall take effect ten (10) calendar days after mailing such notice. In the event of termination, the full extent of City liability shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction of the City prior to termination.

FOR CONVENIENCE

City may terminate the contract resulting from this bid at any time, and without cause, upon thirty (30) calendar days' written notice.

III. PROPOSAL SUBMITTALS

- A. Proposal Submission - To be considered, all Proposals must be submitted in the manner set forth in this RFP. It is the Responder's responsibility to ensure that its/their Proposal arrives on or before the specified time.
- B. All interested and qualified Responders are invited to submit a Proposal for consideration. **Proposer shall provide one (1) original and five (5) copies of the proposal. Proposer shall provide one (1) fee proposal in a separate sealed envelope. Pricing shall not be mentioned anywhere in the proposal.**
- C. Submission of a Proposal indicates that the Responder has read and understands this entire RFP, to include all appendices, attachments, exhibits, schedules, and addenda (as applicable) and agrees that all requirements of this RFP have been satisfied.
- D. Proposals must be submitted in the format described in this Section. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
- E. Proposals must be complete in all respects as required in this Section. A Proposal may not be considered if it is conditional or incomplete.
- F. Proposals must be received at the designated location and no later than the date and time specified in the RFP cover letter. All Proposals and materials submitted become the property of the City.

IV. PROPOSAL FORMAT

The proposal shall include the following information in the order listed below:

- 1. **Cover/Transmittal Letter** - Letter is to be signed, **in ink**, by a member of the organization having the authority to negotiate and execute contracts on behalf of the firm. Cover letter

must acknowledge receipt of any and all addenda, by number, if any were issued (if in doubt, visit Purchasing's website at www.CityofRedding.org/PurchasingBids or contact Amber Edenburn, Senior Buyer, at (530) 225-4135 or aedenburn@cityofredding.org.)

2. Contractor Qualifications, Experience and Resources -

- A. How long has your business been operating in Shasta County under the current name?
- B. Are you a stand-alone firm or a division of a larger firm? If a division, please provide a list of the other locations or divisions/services your firm provides.
- C. A description of the firm's experience in performing the work described in this RFP.
- D. Provide the location of the cleaning facility and the geographical area this cleaning facility serves. If outside the Redding area, indicate location of nearest facility in which "extra" inventory and delivery trucks are maintained, and provide a summarized list of the inventory maintained at this facility.
- E. Describe how you ensure compliance at your cleaning facility with hazardous waste regulations.
- F. Provide catalog and/or descriptive literature, labeled with Proposer's name, with full illustrations and detailed specifications for each item on Attachment B. If submitting a full-line catalog, Proposer shall highlight/flag only those items he proposes to furnish under this contract.
- G. State whether or not your facility provides cleaning of arc flash clothing. If so, provide information regarding your cleaning process for arc flash and flame resistant clothing, including how it is kept separate from other clothing during the cleaning process. Be sure to flag those pages in your catalog which provide information on the type of arc flash clothing available. The City currently owns FR jackets and sweatshirts that are washed on an as-needed basis. Please note whether you would launder city-owned arc-flash clothing..
- H. Personnel Resources
 - a) Responsible Personnel - List the Territory Manager, Route Supervisor, Accounts Receivable staff, and other key staff who will be directly involved in this Contract. Include a concise statement of qualifications and experience of each person. An organizational chart of key personnel, phone numbers, and email addresses for each should be included. The City anticipates that the selected Proposer will take great care in the designation of a lead individual as coordinator of the service for the City.
 - b) Provide location of accounts receivable staff.
 - c) Route Personnel - List personnel employed by the contractor in the Redding area qualified to service the City's delivery locations. Include name, number of years employed in this capacity by your company, dispatched from what location, geographical service area for this employee, and, from

the client reference list, indicate which clients are serviced by this employee. Include how many drivers would be assigned to the city's account, including how the locations would be assigned.

- d) For the Redding area, indicate how many full and part time employees are on the payroll. If additional employees would need to be hired if awarded the City's contract, indicate how many, and in what capacity.
- e) Describe your employee retention and benefits program.
- f) Provide one (1) copy, on disk or USB drive, of your Injury and Illness Accident Prevention Program (IIPP) pursuant to California Code of Regulations, Title 8, Section 3203.

3. Contract Administration -

- A. Provide a sample of a completed delivery ticket (from another customer).
- B. Provide a sample of an invoice, if separate from the delivery ticket (from another customer).
- C. Submit a sample of a monthly statement (from another customer).
- D. Provide a detailed description of invoicing and accounts receivable processes.
- E. Describe how your inventory is tracked from the time it is picked up to the return delivery.
- F. Explain how the inventory is tracked for linens and dust control items. Since these are cleaned as soiled, rather than a specific delivery amount each week, please provide a detailed response.
- G. Delivery processes:
 - a) Describe your typical delivery process.
 - b) If items are cleaned outside the Redding area, how are they delivered to Redding and how often?
 - c) When and who verifies that the correct number of items are being delivered?
 - d) Describe the means of communication with the driver while on his route.
 - e) Explain how deliveries are handled for holidays.
 - f) Explain your quality control practices for assuring accurate deliveries.
- H. Problem solving processes:
 - a) Explain how delivery problems are resolved.
 - b) Indicate the response time for incorrect or shorted deliveries.
 - c) Describe the procedure that would take place to correct the problem, beginning with the notification by a City staff person.
 - d) Explain how billing problems are resolved.
 - e) Describe your process for escalating problems until a resolution is reached.
 - f) Describe your employee policy for discrepancies.
 - g) How do you handle discrepancies, and what are the ramifications to the

driver and line personnel.

4. **References** - Supply a minimum of three (3) or more references in similar scope and size with whom you are currently providing uniforms and laundry service. Locations in Shasta County are strongly desired. Use form supplied with this RFP - Attachment D.

In addition:

- a) List all litigations involving your firm or branch that have occurred in the past three (3) years. Indicate if plaintiff or defendant. If litigation is closed, what was the outcome?
 - b) Provide a list of clients that have terminated or elected not to renew its services with your firm in the last five (5) years and provide the reasons why.
5. ~~**Insurance** - Provide a letter from the proposer's insurance carrier indicating that the insurance company has read the insurance requirements stated in the attached *Insurance Requirements for City of Redding Contractors* and will be able to provide the certificate and endorsement for the coverage required. A copy of proposer's insurance policy will not satisfy this requirement.~~
 6. **Exceptions and deviations to this RFP.** You must provide a section entitled "Exceptions" in which you either state your firm has no exceptions or deviations from the RFP, or in which you state your exceptions and deviations (regardless if the information is presented elsewhere in the proposal).

V. PROPOSAL SUBMITTALS

Pages in the proposal shall be typed and double sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to forty (40) pages. Only the specifically requested information shall be submitted. Promotional or other unsolicited material may not be submitted. If a consultant recognizes a more efficient method of accomplishing a specific task or item, the consultant's fee shall reflect the City's requested work and the cost increase/savings for the more efficient method shall be noted separately.

The Proposer shall submit One (1) original, unbound proposal and five (5) copies in a sealed box or envelope clearly marked with the Company's name and the description "**UNIFORM AND LAUNDRY RENTAL AND CLEANING SERVICES, Schedule No. 4961.**" The proposals shall be received at the City Clerk's office by the time and at the location noted on the cover sheet of this RFP.

One (1) set of the Proposer's fee schedule (Attachments B and C) for the services required in this proposal shall be submitted along with the copies of the proposal, in a separate sealed envelope with the same notation as the proposals.

Vendors **MUST** obtain an electronic (Microsoft Excel™) spreadsheet (with formulas built in) from the Purchasing Division prior to submitting a Proposal. Please note that the awarded Vendor will be requested to provide an electronic copy of this spreadsheet.

Note: Bid prices shall include all labor, materials, equipment, licenses, disposal or environmental fees, insurance, transportation, overhead and profit, fuel surcharges, and applicable tax.

It is further agreed that the materials to be furnished under this proposal will be delivered f.o.b. City

of Redding, Redding, California, with supplier paying any and all shipping or delivery costs.

Proposals received incomplete or late for any reason may not be reviewed. The City has the right to waive minor irregularities in any proposal received.

VI. EVALUATION FACTORS

PHASE 1 EVALUATION:

1. Contractor Qualifications, Experience, and Resources
Experience, qualifications, and resources of the Contractor in providing uniform and laundry services.
2. Contract Administration
 - Invoicing capabilities
 - Inventory tracking process
 - Delivery process
 - Inventory and invoice dispute resolution processes
3. Completeness of Proposal
Compliance with proposal submittal requirements, including overall quality, clarity and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the Contractor's overall quality assurance standards to be used in performance of the contract.
4. References
The ability of the proposer to perform the required duties and/or provide the materials and services. The capacity of the proposer to perform or provide the service promptly, within the time specified, and without delay or interference; other relevant information given by the references.
5. Cost - Price shall include any and all expenses by Proposer. This includes, but is not limited to; name tags, fittings, preparation charges (i.e., sewing patches on garments, repair), laundering, etc.

PHASE 2 EVALUATION:

6. Oral Presentation by short list of top respondents, at the City's sole discretion.

VII. EVALUATION CRITERIA AND AWARD OF CONTRACT

Proposals submitted will be subject to the City's selection procedures for technical and/or professional consultants. Accordingly, final selection will be based upon overall capability to perform services, and not exclusively upon cost of services.

All proposals received by the submittal deadline will be evaluated in two phases by an evaluation team comprised of representatives from various City divisions, based on the selection criteria described herein, and its associated point value. Respondents receiving the highest total point value for Phase 1 may be invited to interview and provide a presentation to the evaluation team.

The highest ranked respondent will be awarded the contract in a manner consistent with the City purchasing ordinance.

A selection panel will evaluate proposals that satisfactorily meet the evaluation criteria. These proposals will be evaluated in the following areas:

Scoring Component		% of
1.	Contractor Qualifications, Experience and Resources	20%
2.	Contract Administration	20%
3.	Completeness of Proposal Format	10%
4.	References	10%
5.	Cost	30%
6.	Oral Presentation	10%
Total possible score		100%

PROPOSED RFP SCHEDULE

Notice of RFP	Monday, February 05, 2018
Deadline for Submitting Questions by 5:00 p.m.	Tuesday, February 20, 2018
Submission due to City by 3:00 p.m.	Wednesday, March 7, 2018
Phase 1 Evaluation Completed	Friday, March 16, 2018
Selected Vendors to Provide Samples	Tuesday, March 20, 2018
Phase 2 Oral Interview	Tuesday, March 27, 2018
Notification to all Respondents of Contract Award	Monday, April 2, 2018
Contract Commences	Monday, April 30, 2018

*Note: The City anticipates providing notice to the successful proposer to allow sufficient time to acquire inventory, and have all deliveries in place the week of April 30, 2018. The successful proposer shall work cooperatively with the City, and our current service provider, to determine a delivery schedule for that week, that will be agreeable to all parties.

Due to constant employee movement the awarded vendor will receive a finalized inventory spreadsheet which may differ than the spreadsheet in this RFP.

QUESTIONS / CITY OF REDDING CONTACTS

If a potential proposer received this solicitation document through some means other than from the City of Redding (including from the City of Redding Internet web site), it is the responsibility of the potential proposer to advise the assigned City of Redding Purchasing contact of its intention to submit a proposal so that any addenda or other correspondence related to this solicitation will be sent to the potential proposer. When contacting the Purchasing Division, the proposer should provide the solicitation number located on the cover page of this document. Transmittal of this information must be in writing, by U.S. Mail, fax, or e-mail. Transmittal of this information via telephone is not acceptable.

Any questions regarding this RFP shall be submitted in writing to Amber Edenburn, Senior Buyer, via email at aedenburn@cityofredding.org. The cut-off date and time for receiving questions regarding this RFP is noted on the cover notice. At the City's sole discretion, if any response provided is deemed material to understanding this project the City will issue a formal addendum to all known interested parties.

Before submitting the proposal, Proposer shall acknowledge the Addendum No. of each Addendum received on their cover letter. Failure to acknowledge any addenda issued may cause the proposal to be considered non-responsive. Proposer may contact the Purchasing Division to confirm the number of addenda (if any), that have been sent. Alternately, addenda are posted to the Purchasing Division's website at www.CityofRedding.org/PurchasingBids, and it is the responsibility of the potential proposer to assure he/she has copies of each addendum.

VIII. ATTACHMENTS

- A. Delivery Locations
- B. Inventory
- C. Depreciation Schedules:
 - C1. Products
 - C2. Garments
- D. References
- E. City of Redding Holidays - 2018
- F. Proposal General Conditions
- G. Insurance Requirements

CITY OF REDDING, CALIFORNIA**REQUEST FOR PROPOSALS
GENERAL CONDITIONS****1. PUBLIC INFORMATION**

All submitted proposals and information included therein or attached thereto shall become public record upon their delivery to the City. Proposals may be reviewed by outside interested parties after all proposals received for a particular project have been reviewed and the intended awardee has been selected.

By submission of a proposal, Consultant understands and agrees that the City of Redding is subject to the California Public Records Act (Cal. Gov. Code section 62500 et seq.), and that all or part of the proposal submitted by Consultant may be subject to disclosure therein regardless of whether the proposal or part thereof is marked as proprietary. The City reserves sole discretion to determine whether disclosure is necessary under State law, and Consultant hereby releases City from all liability relating to such disclosure. City shall have no obligation to litigate the issue of disclosure under the Act on behalf of Consultant.

2. RFP ADDENDA

The City of Redding reserves the right to amend, alter, or revoke this RFP in any manner at any time. At the City's sole discretion, modifications, clarifications, or additions will be distributed as an addendum to all known proposers. It is the responsibility of all interested parties to verify the existence of addenda (check Purchasing's website at www.cityofredding.org/PurchasingBids or call/ email the stated City contact).

3. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the vendor.

4. PROPOSALS

All proposals will be firm for a period of ninety (90) calendar days following the required date of submission unless an alternate time frame is stated in the Request for Proposal.

5. WITHDRAWAL OF PROPOSAL

Any proposer may withdraw their proposal, either personally or by written request at any time prior to the scheduled closing time for the receipt of proposals. Such requests are to be directed to the City Clerk

6. SELECTION PROCEDURES

Proposals submitted will be subject to the City's selection procedures for technical and/or professional consultants. Accordingly, final selection will be based upon overall capability to perform services and not exclusively upon cost of services.

The City may make any investigation it deems necessary to determine the ability of a Proposer to carry out the obligations indicated in the Request for Proposal and the submitted Proposal. At the City's sole discretion, the Proposer shall furnish to the City all information and data for this purpose if materials submitted by, or investigation of, any Proposer fails to satisfy the City that the Proposer is properly qualified to carry out the stated obligations.

7. RIGHT TO REJECT PROPOSALS

The City reserves the right to reject any and all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any combination of items.

8. CITY OF REDDING BUSINESS LICENSE

Any individual or firm chosen for an award as the result of the City's Request for Proposal process must have a current City of Redding Business License on file with the office of the City Clerk prior to the release of the award.

The selected firm shall execute an agreement with the City within ten (10) working days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the City. Failure of the selected firm to meet contract submission requirements (e.g. insurance) or failure to timely execute an agreement with the City may result, in the sole discretion of the City, a decision to select from the remaining proposers or to call for new proposals.

PIGGYBACK PRICING

Location	Billing Code <i>xxxx = size</i>	Invoice Discription	Rate Per Unit	Long Description
Facilities Management	3404 xxxx	Shr-Blu/Wht Ps-Gm-SS	\$ 0.40	Shirt. 65% Polyester / 35% Cotton blend. Blue/white stripe. Short sleeve
1958 Placer Street	3049 xxxx	Shr-Spgm-Cotdura-Ss	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Spruce Green
Redding	3033 xxxx	Sh-Sc40-Cot-Navy-SS	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Navy Blue
95500	3074 xxxx	Sh-SS Men Cotton-GG	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Grey
Weekly Delivery	1213 xxxx	Sh-Pm-K500P-PK-R-Blu	\$ 0.32	Performance Knit Polo 65/35. Collar. 3 button. One pocket
	3584 xxxx	Sht-SS-Wrang Den	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve.
	3094 xxxx	Shr-Spgm-Cotdura-LS	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Long sleeve. Spruce Green
	3103 xxxx	Sh-Sc40-Cot-Navy-LS	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Long sleeve. Navy Blue
	3068 xxxx	Sh-LS Men Cotton-GG	\$ 0.40	Button shirt. 100% cotton. 2 pocket. Long sleeve. Grey
Fleet Management	3499 xxxx	SH-SS-Crew-Bk/Char	\$ 0.32	Mechanics Style Shirt. 65% Polyester / 35% Cotton blend. 2 pocket. Short sleeve
1654 Court St.	2132 xxxx	Pant-Ind-CH-Durakap	\$ 0.33	Mechanics Style Pant. 65% Polyester / 35% Cotton blend. 2 front and rear pockets.
Redding	12240000	Towel-Shop-Dyed	\$ 0.05	Towel - Shop. 100% cotton. Minimum size 16 x 16
94000	86990305	Mat-Comfort-Flow-BLK	\$ 2.25	Mat 3 x 5 Gripper. Nitrate Rubber. Vented for air flow.
Weekly Delivery	86940305	Mat-Kleen-Scrape-3X5	\$ 1.00	Mat 3 x 5 Scraper. Nitrate Rubber. Raised Pattern.
	76080310	Mat-NY/RB Ox Gry-3X10	\$ 3.00	Mat 3 x 10 Walk Off. Heavy Traffic. Rubber back.
	81215407	SCX-Disp-2125ML-BLK	\$ -	Soap Dispenser
	81215526	Soy IND Handcleaner Ea	\$ 15.75	Soap - Soy Walnut Shell
Public Health Lab	1758 xxxx	Ct-Lab Pop-W/Nkit Cf	\$ 0.68	Lab Coat. 80% Polyester / 20% Cotton blend. 3 pockets. Knit cuffs. SNAP closure
2615 Breslauer Way	41340000	Towel-Bath-Jumbo	\$ 0.19	Towel - Bath. 100% cotton. Minimum size 22 X 44
Redding				
41100				
Weekly Delivery				
Shasta County Corporation Yard -	2319 xxxx	SH-SS-HIVIS-Ripstop	\$ 0.40	HiVis shirt. ANSI-rated Class 2. 65% Polyester / 35% Cotton blend. Short Sleeve.
Roads	2330 xxxx	SH-LS-Ripstop Yel/Gr	\$ 0.40	HiVis shirt. ANSI-rated Class 2. 65% Polyester / 35% Cotton blend. Long Sleeve.
4363 Eastside Rd	87399023	Mop-Wet-Tube-MF-BL-L	\$ 0.75	Mop - Wet. Antimicrobial
Redding	7062xx00	Dust Mop-xx-Untreate	\$ 0.70	Mop - Dust. Electrostatic
30100	80121100	Towel-Roll-White-LRG	\$ 5.00	Continuous Roll Towel
Weekly Delivery	85050000	Roll Towel Cab-Black	\$ -	Continuous Towel Dispenser
	12240000	Towel-Shop-Dyed	\$ 0.05	Towel - Shop. 100% cotton. Minimum size 16 x 16
	86990305	Mat-Comfort-Flow-BLK	\$ 2.25	Mat 3 x 5 Gripper. Nitrate Rubber. Vented for air flow.
	76080310	Mat-Ny/Rb Ox Gry-3X10	\$ 3.00	Mat 3 x 10 Walk Off. Heavy Traffic. Rubber back.
	83300000	Fmatic-Air Frsh-Disp	\$ 1.75	Air Freshener Dispenser

Shasta County Corporation Yard - Shop 4413 Eastside Rd Redding 30100 Weekly Delivery	3803 xxxx	SHT-SS-65/35-Crew-BK	\$	0.32	Button shirt. 65% Polyester / 35% Cotton blend. 2 pocket. Short sleeve
	3802 xxxx	SHT-LS-65/35-Crew-BK	\$	0.32	Button shirt. 65% Polyester / 35% Cotton blend. Two pocket. Long sleeve. (winter)
	2707 xxxx	Pant Pre-washed Jean	\$	0.40	100% Cotton Classic Work Jean. 13.75 oz
	2021 xxxx	PT-RedKap Pant	\$	0.40	Lightweight twill ripstop pant. 70 poly/28 cotton/2 spandex
	3094 xxxx	Shr-Spgm-Cotdura-Ss	\$	0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Spruce Green
	3103 xxxx	Sh-Sc40-Cot-Navy-Ss	\$	0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Navy Blue
	3068 xxxx	Sh-SS Men Cotton-GG	\$	0.40	Button shirt. 100% cotton. 2 pocket. Short sleeve. Grey
	80121100	Towel-Roll-White-LRG	\$	5.00	Continuous Roll Towel
	85050000	Roll Towel Cab-Black	\$	-	Continuous Towel Dispenser
	12240000	Towel-Shop-Dyed	\$	0.05	Towel - Shop. 100% cotton. Minimum size 16 x 16
	12940000	Cover-Fender-Auto	\$	0.75	Fender Seat Cover 36 x 60
	87399023	Mop-Wet-Tube-MF-BL-L	\$	0.75	Mop - Wet. Antimicrobial
	7062 xx00	Dust Mop-xx-Untreat	\$	0.70	Mop - Dust. Electrostatic
	86990305	Mat-Comfort-Flow-BLK	\$	2.25	Mat 3 x 5 Gripper. Nitrate Rubber. Vented for air flow.
	86940305	Mat-Kleen-Scrape-3X5	\$	1.00	Mat 3 x 5 Scraper. Nitrate Rubber. Raised Pattern.
	41340000	Towel-Bath Jumbo	\$	0.19	Towel - Bath. 100% cotton. Minimum size 22 X 44
	83300000	Fmatic-Air Frsh-Disp	\$	1.75	Air Freshener Dispenser
Shasta County Fire 875 Cypress Ave Redding 00391 Weekly Delivery	1812 xxxx	Coverall-Navy-Cot	\$	0.80	Coverall. 100% Cotton. Two chest pockets. Two front and two back bottom pockets. Snap closure. Name only
	12240000	Towel-Shop-Dyed	\$	0.05	Towel - Shop. 100% cotton. Minimum size 16 x 16
	86990305	Mat-Comfort-Flow-BLK	\$	2.25	Mat 3 x 5 Gripper. Nitrate Rubber. Vented for air flow.
	80121100	Towel-Roll-White-LRG	\$	5.00	Continuous Roll Towel
	85050000	Roll Towel Cab-Black	\$	-	Continuous Towel Dispenser
	76080304	Mat-Ny/Rb Ox Gry 3X4	\$	1.50	Mat 3 x 4 Walk Off. Heavy Traffic. Rubber back
	76080406	Mat-Ny/Rb Ox Gry 4X6	\$	2.25	Mat 4 x 6 Walk Off. Heavy Traffic. Rubber back
Sheriff/Coroner's Office 4555 Veterans Ln Redding 28700 Weekly Delivery	9180 9900	Top-Scrub-Medline	\$	0.45	Scrub Top. 65% Polyester / 35% Cotton blend. Two pockets.
	9179 9900	Pant-Scrub -Medline	\$	0.45	Scrub Bottom. 65% Polyester / 35% Cotton blend. Drawstring Waist. Rear Pocket
	76080310	Mat-NY/RB Ox Gry-3X10	\$	3.00	Mat 3 x 10 Walk Off. Heavy Traffic. Rubber back.
	76100305	Mat-Kex-Antig-fatigu	\$	2.25	Mat 3 x 5 Anti-fatigue
	86940305	Mat-Kleen-Scrape-3X5	\$	1.00	Mat 3 x 5 Scraper. Nitrate Rubber. Raised Pattern.
	40766615	Sheet-Sngl-DC-66X115	\$	0.30	Sheet - Single. 50% Cotton/50% Polyester
	44320000	Laundry Bag PVC-LG	\$	-	Laundry Bag
	44300000	Lndry BG-BIO-HAZ-YLW	\$	-	Biohazard Soil Bag(s)
	41340000	Towel-Bath-Jumbo	\$	0.19	Towel - Bath. 100% cotton. Minimum size 22 X 44
	11281619	Towel-Barmop-blstr	\$	0.14	Towel - Bar. 100% cotton. Minimum size 16 X 19

SHASCOM	7062xx00	Dust Mop-xx-Untreat	\$	0.70	Mop - Dust. Electrostatic
3101 South St	11421836	Towel-Dish	\$	0.10	Towel - Dish. 100% cotton. Minimum size 18 X 36
Redding	40766615	Sheet-Sngl-DC-66X115	\$	0.30	Sheet - Single. 50% Cotton/50% Polyester
00928	76100305	Mat-Kex-Antig-fatigu	\$	2.25	Mat 3 x 5 Anti-fatigue
Bi-Weekly	86940305	Mat-Kleen-Scrape-3X5	\$	1.00	Mat 3 x 5 Scraper. Nitrate Rubber. Raised Pattern.
	76080310	Mat-NY/RB Ox Gry-3X10	\$	3.00	Mat 3 x 10 Walk Off. Heavy Traffic. Rubber back.
	44320000	Laundry Bag PVC-LG	\$	-	Laundry Bag
	40304234	Slip-P-42X36	\$	0.14	Pillowcase - Standard. 50% Cotton/50% Polyester

LAUNDERING OF COUNTY OWNED GARMENTS AS SOILED:

Agriculture/Weights & Measures	97220000	SHIRTS COG	\$	0.40	County Owned SHIRTS
3179 Bechelli Lane, Suite 210	97240000	Coverall COG	\$	0.80	County Owned Coverall
Redding					
28000					

County Of Shasta Request for Proposal Schedule No. 8-21							
Attachment 1							
Garment Depreciation Schedule							
Age of Garment		Used 1-3 Months	Used 4-6 Months	Used 7-9 Months	Used 10-12 Months	Used 13-15 Months	Used 16-18 Months
Description	Cost of New Garment	90% of Cost	70% of Cost	50% of Cost	30% of Cost	20% of Cost	10% of Cost
Button Shirt 65/35 2 PKT LS	\$10.00	\$9.00	\$7.00	\$5.00	\$3.00	\$2.00	\$1.00
Button Shirt 65/35 2 PKT SS	\$10.00	\$9.00	\$7.00	\$5.00	\$3.00	\$2.00	\$1.00
Polo K500P Royal BI	\$12.00	\$10.80	\$8.40	\$6.00	\$3.60	\$2.40	\$1.20
Denim Wrangler SD20BL	\$14.00	\$12.60	\$9.80	\$7.00	\$4.20	\$2.80	\$1.40
Mechanic Shirt 2 PKT 65/35 LS	\$14.00	\$12.60	\$9.80	\$7.00	\$4.20	\$2.80	\$1.40
Mechanic Shirt 2 PKT 65/35 SS	\$14.00	\$12.60	\$9.80	\$7.00	\$4.20	\$2.80	\$1.40
Mechanic Style Pant 65/35	\$12.00	\$10.80	\$8.40	\$6.00	\$3.60	\$2.40	\$1.20
Jean Pant PD54	\$20.00	\$18.00	\$14.00	\$10.00	\$6.00	\$4.00	\$2.00
100% Cott Button Shirt 2 PKT LS	\$14.00	\$12.60	\$9.80	\$7.00	\$4.20	\$2.80	\$1.40
100% Cott Button Shirt 2 PKT SS	\$14.00	\$12.60	\$9.80	\$7.00	\$4.20	\$2.80	\$1.40
Hi Vis "ANSI 2" 65/35 SS/LS	\$27.00	\$24.30	\$18.90	\$13.50	\$8.10	\$5.40	\$2.70
Standard Coverall Cotton	\$30.00	\$27.00	\$21.00	\$15.00	\$9.00	\$6.00	\$3.00
Lab Coat 80/20 Knit Cuff/Snap	\$22.00	\$19.80	\$15.40	\$11.00	\$6.60	\$4.40	\$2.20
Unisex Scrub Top 65/35 2 PKT	\$8.00	\$7.20	\$5.60	\$4.00	\$2.40	\$1.60	\$0.80
Unisex Scrub Bottom 65/35 Drawsting	\$8.00	\$7.20	\$5.60	\$4.00	\$2.40	\$1.60	\$0.80
Product Depreciation Schedule							
Age of Product		Used 1-3 Months	Used 4-6 Months	Used 7-9 Months	Used 10-12 Months	Used 13-15 Months	Used 16-18 Months
Description	Cost of New Product	90% of Cost	70% of Cost	50% of Cost	50% of Cost	50% of Cost	50% of Cost
Mat Ny/Rb 3'X4'	\$32.00	\$28.80	\$22.40	\$16.00	\$16.00	\$16.00	\$16.00
Mat Ny/Rb 4'X6'	\$47.00	\$42.30	\$32.90	\$23.50	\$23.50	\$23.50	\$23.50
Mat Ny/Rb 3'X10'	\$62.00	\$55.80	\$43.40	\$31.00	\$31.00	\$31.00	\$31.00
Mat 3'X5' Antifatigue	\$40.00	\$36.00	\$28.00	\$20.00	\$20.00	\$20.00	\$20.00
Mat 3'X5' Flow Through	\$45.00	\$40.50	\$31.50	\$22.50	\$22.50	\$22.50	\$22.50
Mat 3'X5' Scraper	\$40.00	\$36.00	\$28.00	\$20.00	\$20.00	\$20.00	\$20.00
Mop - Wet	\$12.00	\$10.80	\$8.40	\$6.00	\$6.00	\$6.00	\$6.00
Mop - Dust	\$12.00	\$10.80	\$8.40	\$6.00	\$6.00	\$6.00	\$6.00
Fender Cover	\$8.00	\$7.20	\$5.60	\$4.00	\$4.00	\$4.00	\$4.00
Towel - Blue Shop	\$0.32	\$0.29	\$0.22	\$0.16	\$0.16	\$0.16	\$0.16
Towel - White Bar	\$0.40	\$0.36	\$0.28	\$0.20	\$0.20	\$0.20	\$0.20
Towel - Dish	\$0.68	\$0.61	\$0.48	\$0.34	\$0.34	\$0.34	\$0.34
Single Sheet	\$11.00	\$9.90	\$7.70	\$5.50	\$5.50	\$5.50	\$5.50
Pillow Slip	\$6.00	\$5.40	\$4.20	\$3.00	\$3.00	\$3.00	\$3.00
Bath Mat	\$9.00	\$8.10	\$6.30	\$4.50	\$4.50	\$4.50	\$4.50
Towel - Jumbo Bath	\$8.00	\$7.20	\$5.60	\$4.00	\$4.00	\$4.00	\$4.00
Towel - Face/Hand	\$2.65	\$2.39	\$1.86	\$1.33	\$1.33	\$1.33	\$1.33
Towel White CRT	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Soil Container	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Bio Hazzard Bag	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Laundry Bag	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Soap Dispenser	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Air Fresh Dispenser	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Towel - CRT Dispenser	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00