

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR UNIFORM SERVICES RFP # 23-1021

Issue Date: April 11, 2023

Pre-Bid Question Deadline: April 28, 2023 at 5:00 p.m. local time

Bid Deadline: May 12, 2023 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: shane.young@visitsandiego.com

Procurement Contact: Shane Young
Procurement Manager
E-mail: shane.young@visitsandiego.com
Phone: (619) 782-4392

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide either uniform rental services, or uniform purchase services along with laundry, alterations, and repair services for Corporation employees. For full details of the scope of work, see Section 3 – Uniform Rental Scope of Work, and Section 4 – Uniform Purchase Scope of Work.

Exhibits incorporated in this RFP:

- Exhibit A – Bid Form (Line Items)
- Exhibit B – Corporation’s Current Uniforms
- Exhibit C – Corporation’s Logo
- Exhibit D – Corporation’s Public Safety Logos

Exhibits and addenda issued for this RFP can be found at: [RFP 23-1021 - Uniform Services - San Diego Convention Center \(visitsandiego.com\)](https://visitsandiego.com/RFP-23-1021-Uniform-Services-San-Diego-Convention-Center)

Written questions regarding the substance of the RFP must be submitted via E-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to shane.young@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

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Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (Local Time)
Bid Issue	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	April 11, 2023	5:00 p.m.
Deadline for Pre-Bid Inquires	E-mail: shane.young@visitsandiego.com	April 28, 2023	5:00 p.m.
Responses to Inquires Posted	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	May 5, 2023	5:00 p.m.
Samples Drop Off Day	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	May 11, 2023	1:00 p.m. – 3:00 p.m.
Bid Deadline	E-mail Proposals to: shane.young@visitsandiego.com	May 12, 2023	5:00 p.m.
Bid/Sample Evaluation for Shortlist	Contractor will be notified by E-mail	May 15, 2023 – June 2, 2023	TBD
Shortlist Interviews/Revised Samples Testing	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	June 5, 2023 – June 30, 2023	TBD
Final Evaluation	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	July 3, 2023 – July 6, 2023	TBD
Notice of Intent to Award (contingent on approvals)	Contractor will be notified by E-mail	July 7, 2023	TBD
Budget Committee Approval	Internal Approval Process	Mid-July, 2023	TBD
Board of Directors Approval	Internal Approval Process	Late July, 2023	TBD
Anticipated Award Date	Contractor will be notified by E-mail	Late July, 2023	TBD
Employee Fittings/Measurements	Contractor will be notified by E-mail	August 1, 2023 – August 31, 2023	TBD
New Garments Delivered by Contractor	Contractor will be notified by E-mail	November 10, 2023	TBD

Section 2 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
4. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **e-mail** to shane.young@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firmly for a minimum of 60 days.
5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
6. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.
7. **REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director,

Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a contractor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.

8. The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
9. **PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
10. **NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
11. **BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:
 - A. **Price – 40%**
 - B. **Sample Design/Quality – 40%**
 - C. **Comparable Projects – 10%**
 - D. **Shortlist Interview (if shortlisted) – 10%**
12. **CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Contractor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
13. **DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
14. **DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.
15. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder

shall reduce any substantial oral clarification of a bid in writing.

- 16. SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
- 17.** Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between the subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation's approval.
- 18. INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 19. DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
- 20.** Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder's personnel shall be subject to disqualification.
- 21. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 22. CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation's Board of Directors approval where required, and subsequent execution of the Corporation's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
- 23. LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

Section 3 – Uniform Rental Scope of Work

1. **OVERVIEW:** The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide uniform rental, laundry, alterations, and repair services for Corporation employees. Approximately six hundred (600) employees will be provided uniforms which is a combination of full-time and part-time staff. This number will fluctuate throughout the duration of services due to staffing levels. There are currently fourteen (14) uniform variations which correlate to the employee’s position and is outlined in Exhibit A – Bid Form (Line Items). All clothing must have male and female sizing offerings.

2. **UNIFORM RENTAL GENERAL SCOPE:** Contractor shall provide all management, labor, equipment, materials, pick-up, and delivery required to provide full-service uniform rental to Corporation (“Services”). The Services shall include providing the uniform garments (“Garments”) as specified within Exhibit A – Bid Form (Line Items). The Services shall include, but shall not be limited to, the following:

- Initial sizing and outfitting
- Regularly scheduled pick-ups and deliveries
- Dry cleaning/laundry
- Size adjustments and repairs as needed
- Barcoding of the Garments
- Confirmation of orders
- Full program management

The Garments shall be new: sized/fitted for newly hired employees or replacement Garments for current employees throughout the duration of the Contract. The cleaned, repaired (if needed), and inspected Garments shall be delivered to Corporation as specified in Section 3.1 - Pick-up and Delivery Schedule. The Services shall be performed by Contractor’s qualified workforce and in a manner that demonstrates the highest degrees of customer service, quality control, and professional collaboration. Contractor shall maintain, at its own expense, adequate inventories of materials and supplies to perform the Services.

3. **LAUNDRY:** Contractor shall provide dry cleaning/laundry services per the following:

3.1 **Pick-up and Delivery Schedule:** Contractor shall pick up soiled Garments and deliver cleaned/pressed Garments to the San Diego Convention Center (the “Center”) on a weekly basis, fifty-two (52) weeks per year, on an agreed upon day of the week. Pick-up and delivery shall be made during normal business hours of 7:00 a.m. to 4:00 p.m. local time, unless otherwise authorized in writing by Corporation’s Representative. Contractor personnel shall check in with Corporation Security personnel and park Contractor’s vehicle only at an assigned loading dock. Contractor shall deliver the cleaned Garments to a designated location inside the Center with all Garments sorted by employee and marked accordingly. Contractor shall pick up soiled Garments at Corporation’s designated location(s). Should Corporation and Contractor agree that additional deliveries are to be made per week at any time during the Contract term, Contractor shall charge Corporation an additional fee as listed within Exhibit A – Bid Form (Line Items).

Contractor shall provide a count of all Garments picked up on site which must be verified by Corporation and acknowledged in writing. Contractor must obtain Corporation signature when delivering cleaned Garments to indicate the item(s) were received and accepted by Corporation. Only Garments which were actually cleaned, laundered, repaired, replaced, altered, wrinkle-free, grouped by employee, and delivered on-time are accepted.

3.2 **Delay Notification:** Should unexpected complications arise which could delay delivery or pick-up of Garments, Corporation must be notified as soon as possible in writing with a new time for pick-up and/or

delivery. Corporation will allow Contractor a reasonable amount of time to rectify and resolve the issue. However, in the event Contractor cannot deliver the cleaned Garments by 12:00 p.m. local time the next business day following a scheduled delivery, Corporation may elect to clean, by alternate contractor, a sufficient number of soiled Garments to meet scheduled employees needs until the delay is rectified. Contractor shall reimburse Corporation the full cleaning costs of said soiled Garments.

3.3 Cleaning Specifications: All Garments shall be cleaned: pants pressed with sharp creases, and free of wrinkles. All items must be hung on hangers with commercially approved covering. Dry cleaned pants are required to be placed on a roller (cardboard) hanger. Visible stains, tears, rips, etc. are not acceptable for Garments and shall be corrected prior to delivery to Corporation. Garments which retain an offensive smell/residual odor, or excessive stains will not be acceptable and must be replaced at no additional cost.

Contractor shall never use cleaning agents that are potentially hazardous or harmful to health, property, environment, or finishes of any items being services.

3.4 Repairs: Contractor shall maintain all rental Garments in a good and serviceable condition including the replacement of zippers/buttons and sewing of rips and tears. Good and serviceable condition shall be determined by Corporation and said determinations shall be accepted by the Contractor. Repairs shall be made to all Garments as identified through Contractor's inspection during the cleaning process, or as noted by Corporation employees. A tag system must be provided so Corporation employees can call attention to areas needing repairs/alterations.

3.5 Barcoding/Tracking of Garments: Contractor shall use Radio-frequency identification (RFID) scanning technology to log each piece of Garment throughout the duration of the Contract. Contractor shall provide Corporation with an itemized invoice by employee name and department upon delivery of each Garment dropped off and an itemized receipt of each Garment picked up. Contractor shall provide reports to Corporation upon request outlining the current Garment inventory. This report shall include number of Garments issued to each employee with their name, department, size of Garment, and description of Garment (color, type, SKU, etc.).

4. GARMENT SPECIFICATIONS: Contractor shall provide Garments per the following:

4.1 Quantity and Uniform Specifications: There are multiple variations for Garments depending on the employee's role within the Corporation. The variations of shirts, pants, jackets, etc. are detailed within Exhibit A – Bid Form (Line Items). Full-time staff are provided eleven (11) sets and part-time staff are provided seven (7) sets to allow for cleaning time and repairs/alterations if needed. A "set" is defined as one shirt and one pair of pants. However, in the instance the employee's variation of uniform includes the option of shorts, a set will consist of one shirt, one pair of pants, and one pair of shorts. Contractor shall provide the required number of Garments to allow each employee to have clean uniforms for the week, while one set of weekly Garments are being washed. At any time during the Contract term, Corporation may add other work groups and other uniform selections/specifications to be included in the Services.

4.2 Ongoing Fittings: After the initial fitting is conducted at the beginning of the Contract, Corporation shall take measurements and provide these measurements to Contractor in writing. All new employees will receive the appropriate Garments depending on their department/position. Contractor shall deliver the appropriate new and cleaned Garments as specified by Corporation in writing within two (2) weeks of receiving notification from Corporation detailing the employee's name/department, measurements, number of Garments, and type of Garments. If Garments are not delivered within the two (2) week timeframe, Corporation may seek a credit from Contractor on the following invoice to reflect the delay.

4.3 Logo/Emblem: Contractor shall embroider the Corporation-approved logo to certain Garments as directed by Corporation. The placement and type of logo is listed within Exhibit A – Bid Form (Line Items). Embroidery shall meet specifications for color, size, and placement of the logo/emblem as specified by Corporation. Contractor shall provide a sample embroidered logo and placement location of logo/emblem on a sample Garment for Corporation approval prior to implementation of the Services. If the Garment is a Flame-Resistant (FR) item, stitching for the logo must also be FR rated and cannot degrade the integrity/rating of the Garment.

4.4 Flame-Resistant (FR) Clothing Specifications: Flame-Resistant Garments shall comply with OSHA 1910.269 requirements to protect employees from an arc flash event. Garments must pass the testing standards as outlined in the American Society for Testing and Materials (ASTM) requirements and must meet the performance/care requirements as outlined in the National Fire Protection Association (NFPA) requirements listed below:

- NFPA 2112 - Standard on Flame-Resistant Clothing for Protection of Industrial Personnel Against Short-Duration Thermal Exposures from Fire
- NFPA 2113 - Standard on the Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire
- ASTM F1506 - Standard Performance Specification for Textile Material for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards
- ASTM F1930 - Standard Test Method for Evaluation of Flame-Resistant Clothing for Protection Against Flash Fire Simulations Using an Instrumented Manikin
- ASTM F1959 - Standard Test Method for Determining Arc Thermal Performance (Value) of Textile Materials for Clothing by Electric Arc and Related Thermal Hazards

Repairs of flame-resistant clothing should be made from components equivalent to those used in the original manufacturing to avoid reducing the performance properties of the flame-resistant Garment. Garments that have non-repairable damage, are worn out, or are unusable for other safety reasons, are not to be reused and should be discarded.

5. GARMENT MAINTENANCE PROGRAM: The Garment Maintenance Program shall cover lost, stolen, damaged, or destroyed beyond repair Garments, including unreturned Garments by a terminated employee. The costs for this program are reflected in the item price listed within Exhibit A – Bid Form (Line Items). There shall be no restocking fees charged to Corporation throughout the duration of the Contract.

5.1 Replacement of Garments: Garments requiring replacement due to normal wear and tear shall be replaced at no additional cost to Corporation, except as provided herein. Corporation retains the right to determine whether Garments are acceptable to Corporation standards at any time during the Contract period. Replacement of Garments not meeting the inspection criteria, or items damaged or lost by Contractor shall be automatically replaced at Contractor's expense. Contractor shall replace Garments within fourteen (14) days following written notification from Corporation that replacement shall be required and after the receipt of damaged or worn Garment by Contractor.

5.2 Lost or Destroyed Garments: Corporation shall notify Contractor of terminated or leave of absence employees in writing. Garments which belonged to employees in either instance shall be given to Contractor as soon as possible. Corporation will make a commercially reasonable effort to return all Garments of terminated employees to Contractor. Contractor shall notify Corporation in writing of any proposed lost or missing items as soon as possible. Corporation will assist with the recovery and there will be no charges for proposed lost Garments until Corporation has been given ten (10) business days to recover uniforms.

Any uniforms recovered after Corporation has been charged for a loss will be subject to a full credit from the Contractor. At no time will charges for lost or missing Garments prohibit, delay, or suspend regularly scheduled services. Payment for lost or destroyed Garments shall be based on the depreciated value for the item.

Destroyed or severely damaged Garments will only be paid based on the depreciated value when it is proven that the Garment was damaged through negligence. Normal damage from typical wear and tear such as a stain or minor rip does not constitute as "severely damaged" condition and will not be paid by Corporation for replacement or repairs of this item.

5.3 Reporting: Contractor shall provide a quarterly report to Corporation detailing the following information on all Corporation employees:

- Employee Name
- Employee Department/Position
- Number of Garments with Garment item detail provided to each employee
- Number of times each Garment item has been laundered, repaired, and altered
- Days Garment has been "in service" and worn by employee

Detailed reports may also be requested by Corporation more frequently than the quarterly basis. Reports shall be provided within two (2) business days of the written request sent by Corporation to Contractor Representative. Should discrepancies be identified in the report, Contractor shall meet with Corporation to discuss the discrepancies and resolution methods to correct said discrepancies. Corporation may seek a credit for discrepancies.

6. OPTIONAL DIRECT PURCHASE UNIFORMS GENERAL SCOPE: Contractor shall sell new uniforms to Corporation for certain employee work groups, which may or may not also require rental uniforms, on an as-needed basis. Contractor shall sell new uniforms to Corporation that adhere to, or exceed the specifications at the price set forth in Exhibit A – Bid Form (Line Items).

Corporation shall be responsible for maintaining, including embroidery, cleaning, and pressing of the direct purchase uniforms, or pay Contractor a fee for cleaning and pressing services as specified within Exhibit A - Bid Form (Line Items). In the event Corporation-owned items are to be sent to Contractor to provide cleaning/pressing services, Contractor shall not charge Corporation an additional delivery fee.

6.1 Delivery/Inventory: Direct purchase uniforms shall be delivered to the Center on an F.O.B. Destination basis, with no additional delivery cost to Corporation, except in instances when Corporation requests expedited delivery. Contractor shall deliver direct purchase uniforms to Corporation fourteen (14) days after receipt of an order.

7. INITIAL SIZING AND OUTFITTING: Upon award of Contract, Contractor shall conduct on-site measurements of all employees to determine appropriate size of Garments before providing Services. This includes offering on-site try-on sessions for employees. All Garment offerings per department/uniform variation must be provided in common sizes for fittings.

Section 4 – Uniform Purchase Scope of Work

1. OVERVIEW: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide uniform purchase and laundry services for Corporation employees. Approximately six hundred (600) employees will be provided uniforms which is a combination of full-time and part-time staff. This number will fluctuate throughout the duration of services due to staffing levels. There are currently fourteen (14) uniform variations which correlate to the employee’s position and is outlined in Exhibit A – Bid Form (Line Items). All clothing must have male and female sizing offerings.

2. UNIFORM PURCHASE GENERAL SCOPE: Contractor shall provide all management, labor, equipment, materials, pick-up, and delivery required to provide garments to Corporation (“Services”). The Services shall include providing the uniform garments (“Garments”) as specified within Exhibit A – Bid Form (Line Items). The Services shall include, but shall not be limited to, the following:

- Initial sizing and outfitting
- Regular scheduled pick-ups and deliveries
- Dry cleaning/laundry and maintenance
- Professional pressing and finishing
- Barcoding of the Garments
- Confirmation of orders
- Program management

The Garments shall be new: sized/fitted for newly hired employees or replacement Garments for current employees throughout the duration of the Contract. The cleaned Garments shall be delivered to Corporation as specified in Section 3.1 - Pick-up and Delivery Schedule. The Services shall be performed by Contractor’s qualified workforce and in a manner that demonstrates highest degrees of customer service, quality control and professional collaboration. Contractor shall maintain, at its own expense, adequate inventories of materials and supplies to perform the Services.

3. LAUNDRY: Contractor shall provide dry cleaning/laundry services per the following:

3.1 Pick-up and Delivery Schedule: Contractor shall pick up soiled Garments and deliver cleaned/pressed Garments to the San Diego Convention Center (the “Center”) on a weekly basis, fifty-two (52) weeks per year, on an agreed upon day of the week. Pick-up and delivery shall be made during normal business hours of 7:00 a.m. to 4:00 p.m. local time, unless otherwise authorized in writing by Corporation’s Representative. Contractor personnel shall check in with Corporation Security personnel and park Contractor’s vehicle only at an assigned loading dock. Contractor shall deliver the cleaned Garments to a designated location inside the Center with all Garments sorted by employee and marked accordingly. Contractor shall pick up soiled Garments at Corporation’s designated location(s). Should Corporation and Contractor agree that additional deliveries are to be made per week at any time during the Contract term, Contractor shall charge Corporation an additional fee as listed within Exhibit A – Bid Form (Line Items).

Contractor shall provide a count of all Garments picked up on site which must be verified by Corporation and acknowledged in writing. Contractor must obtain Corporation signature when delivering cleaned Garments to indicate the item(s) were received and accepted by Corporation. Only Garments which were actually cleaned, laundered, repaired, replaced, altered, wrinkle-free, grouped by employee, and delivered on-time are accepted.

3.2 Delay Notification: Should unexpected complications arise which could delay delivery or pick up of Garments, Corporation must be notified as soon as possible in writing with a new time for pick-up and/or delivery. Corporation will allow Contractor reasonable amount of time to rectify and resolve the issue. However,

in the event Contractor cannot deliver the cleaned Garments by 12:00 p.m. local time the next business day following a scheduled delivery, Corporation may elect to clean, by alternate contractor, a sufficient number of soiled Garments to meet scheduled employees needs until the delay is rectified. Contractor shall reimburse Corporation the full cleaning costs of said soiled Garments.

3.3 Cleaning Specifications: All Garments shall be cleaned: pants pressed with sharp creases, and free of wrinkles. All items must be hung on hangers with commercially approved covering. Dry cleaned pants are required to be placed on a roller (cardboard) hanger. Visible stains, tears, rips, etc. are not acceptable for Garments and shall be corrected prior to delivery to Corporation. Garments which retain an offensive smell/residual odor or excessive stains will not be acceptable and should be replaced at no additional cost.

Contractor shall never use cleaning agents that are potentially hazardous or harmful to health, property, environment, or finishes of any items being services.

3.4 Barcoding/Tracking of Garments: Contractor shall use Radio-frequency identification (RFID) scanning technology to log each piece of Garment throughout the duration of the Contract. Contractor shall provide Corporation with an itemized invoice by employee name and department upon delivery of each Garment dropped off and an itemized receipt of each Garment picked up. Contractor shall provide reports to Corporation upon request outlining the current Garment inventory. This report shall include number of Garments issued to each employee with their name, department, size of Garment, and description of Garment (color, type, SKU, etc.).

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4.2 Ongoing Fittings: After the initial fitting is conducted at the beginning of the Contract, Corporation shall take measurements and provide these measurements to Contractor in writing. All new employees will receive the appropriate Garments depending on their department/position. Contractor shall deliver the appropriate new and cleaned Garments as specified by Corporation in writing within two (2) weeks of receiving notification from Corporation detailing the employee's name/department, measurements, number of Garments, and type of Garments.

If Garments are not delivered within the two (2) week timeframe, Corporation may seek a credit from Contractor on the following invoice to reflect the delay.

4.3 Logo/Emblem: Contractor shall embroider the Corporation-approved logo to certain Garments as directed by Corporation. The placement and type of logo is listed within Exhibit A – Bid Form (Line Items). Embroidery shall meet specifications for color, size, and placement of the logo/emblem as specified by Corporation. Contractor shall provide a sample embroidered logo and placement location of logo/emblem on a sample Garment for Corporation approval prior to implementation of the Services. If the Garment is a Flame-

Resistant (FR) item, stitching for the logo must also be FR rated and cannot degrade the integrity/rating of the Garment.

4.4 Flame-Resistant (FR) Clothing Specifications: Flame-Resistant Garments shall comply with OSHA 1910.269 requirements to protect employees from an arc flash event. Garments must pass the testing standards as outlined in the American Society for Testing and Materials (ASTM) requirements and must meet the performance/care requirements as outlined in the National Fire Protection Association (NFPA) requirements listed below:

- NFPA 2112 - Standard on Flame-Resistant Clothing for Protection of Industrial Personnel Against Short-Duration Thermal Exposures from Fire
- NFPA 2113 - Standard on the Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire
- ASTM F1506 - Standard Performance Specification for Textile Material for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards
- ASTM F1930 - Standard Test Method for Evaluation of Flame-Resistant Clothing for Protection Against Flash Fire Simulations Using an Instrumented Manikin
- ASTM F1959 - Standard Test Method for Determining Arc Thermal Performance (Value) of Textile Materials for Clothing by Electric Arc and Related Thermal Hazards

Repairs of flame-resistant clothing should be made from components equivalent to those used in the original manufacturing to avoid reducing the performance properties of the flame-resistant Garment. Garments that have non-repairable damage, are worn out, or are unusable for other safety reasons, are not to be reused and should be discarded.

5. REPORTING: Contractor shall provide a quarterly report to Corporation detailing the following information on all Corporation employees:

- Employee Name
- Employee Department/Position
- Number of Garments with Garment item detail provided to each employee
- Number of times each Garment item has been laundered, repaired, and altered
- Days Garment has been “in service” and worn by employee

Detailed reports may also be requested by Corporation more frequently than the quarterly basis. Reports shall be provided within two (2) business days of the written request sent by Corporation to Contractor Representative. Should discrepancies be identified in the report, Contractor shall meet with Corporation to discuss the discrepancies and resolution methods to correct said discrepancies. Corporation may seek a credit for discrepancies.

6. INITIAL SIZING AND OUTFITTING: Upon award of Contract, Contractor shall conduct on-site measurements of all employees to determine appropriate size of Garments before providing Services. This includes offering on-site try-on sessions for employees. All Garment offerings per department/uniform variation must be provided in common sizes for fittings.

Section 5 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name

Other Entity Name(s) (if applicable)

Primary Contact Name

Primary Contact Position

Primary Contact Phone Number

Primary Contact E-mail

BID:

Please use Exhibit A – Bid Form (Line Items) in Excel format. There is no need to adjust the fields in the blue boxes as the formulas are already set. Cost is inclusive of all materials, equipment, labor, delivery, applicable taxes, and all overhead costs. The term of the awarded Contract shall be in effect for an initial term of three (3) years. Prior to the expiration of the initial term, the contract may be extended by Corporation for two (2) additional extension terms of one (1) year each. Bidders shall include any annual price escalation percentages (if applicable) in Exhibit A – Bid Form (Line Items).

PROMPT PAYMENT DISCOUNT:

The price(s) proposed in Exhibit A – Bid Form (Line Items) can be discounted by _____%, if payment is made within _____days. Unless Prompt Payment Discount is specified, a Net 30 will be considered.

UNIFORM SAMPLES:

Bidders must provide one (1) uniform sample for each category marked “Yes” in Column B under the Pricing tab on Exhibit A – Bid Form (Line Items), per description and color. The samples must be the same uniforms that are being priced/proposed on Exhibit A – Bid Form (Line Items). All samples must be sent in large size for men’s and women’s variations, and must be labeled by the uniform descriptions listed in Exhibit A – Bid Form (Line Items). Corporation may request logo samples and alternate uniform samples from shortlisted bidders. Uniform samples must be delivered/postmarked to the Procurement Department at the address below before the bid deadline for consideration. Bidders may drop off the uniform samples with the Procurement Department in-person on Thursday, May 11, 2023 between 1:00 p.m. – 3:00 p.m. local time outside of Lobby A at the San Diego Convention Center, or mail uniform samples to:

San Diego Convention Center Corporation
ATTN: Procurement Department
111 West Harbor Drive
San Diego, CA 92101

Bidders must provide a return address with uniform samples. Corporation will return all samples to bidders at the conclusion of the RFP evaluation process via USPS Certified Mail.

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (*use additional sheets of paper as needed*): _____

COMPARABLE PROJECTS: Provide four (4) comparable projects similar in size and complexity:
(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

☐ Women owned Business (WBE – SWBE) – 51% ownership and active management

☐ Minority Owned Business (MBE – SMBE) – 51% ownership and active management

☐ Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

☐ Disabled Veteran Business Enterprise (DVBE)

☐ Small Business Enterprise (SBE)

☐ Small Local Business Enterprise (SLBE)

☐ None Apply

Certifications

☐ Yes ☐ No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

☐ African American

☐ Asian

☐ Caucasian

☐ Hispanic

☐ Filipino

☐ Native American

☐ Pacific Islander

☐ Other: _____