

SUMMARY STATEMENT

LRTA D/B/A Palmetto Breeze, the public transportation provider for the Lowcountry, is requesting quotes from qualified proposers to provide professional laundering services that will include, supply (rental), maintain, launder, and adequately supply uniforms and other items to include but not be limited to floor mats, and mop heads. Note: The services quoted will provide one (1) clean uniform per maintenance employee per day as well as cleaning services. In addition, the services will include rental of uniforms for approximately 40 operations staff and drivers. These uniforms will not be included in the weekly cleaning and will be limited to 5 uniforms for full time drivers and 3 uniforms for part-time drivers. This will be a three (3) year contract with an option for two (2) additional one (1) year terms.

LRTA encourages Small and/or Disadvantaged Business Enterprises to submit quotes in response to this procurement. LRTA has not applied a specific DBE Goal to this project. It is LRTA's policy and practice that DBE's are afforded equal opportunities to participate in the performance of its contracts in whole or part. Our commitment is based on 49 CFR, Part 26.

The LRTA reserves the right to reject any or all responses as submitted by this request for quotes, and to waive informalities and irregularities, as it deems in its best interest.

Procuring Entity

Project Number: 2024-1

Issue Date: October 9, 2024

Procuring Entity: Lowcountry Regional Transportation Authority
25 Benton Field Rd, Bluffton, S.C. 29910

Procurement Specialist(s): Brian Sullivan, Executive Director
Kristine Hepburn, Finance Director

Telephone Number: 843-757-5782

Fax Number: 843-757-5783

Email: bsullivan@palmettobreezetransit.com
khepburn@palmettobreezetransit.com

QUOTES

Quotes will be received by LRTA, 25 Benton Field Rd, Bluffton, S.C. 29910 in person, by mail or via email at: bsullivan@palmettobreezetransit.com in accordance with the scope of work, instructions, and conditions until **Friday, October 25, 2024, by 3:00p.m. (EST)**.

Any quotes received after the time to which reference is made will be returned to Proposer and will not be considered under any circumstances.

It is anticipated that 50 percent of the funding for this project is being provided by the Federal Transit Administration (FTA) . Consequently, this project is subject to all applicable federal laws, standards, and regulations, which are elaborated upon throughout this solicitation. These require, among other things, that purchases be made between LRTA and the successful proposer.

QUOTE INQUIRIES

Communication by any Respondent with any agent or employee of the LRTA on the subject of this Quotation, or the pending process, may result in the Respondent being deemed ineligible with regard to this Quotation. All questions and requests for clarification regarding this solicitation or this process must be submitted in writing to Brian Sullivan via email bsullivan@palmettobreezetransit.com on or before **5:00 PM, Friday, October 18, 2024.**

All questions and the answers to same will be posted on the Palmetto Breeze website www.palmettobreezetransit.com as soon as possible after receipt.

SCOPE OF SERVICES RENTAL AND LAUNDERING OF UNIFORMS, MOP HEADS, AND MATS PROFESSIONAL SERVICES Project Number: 2024-01

GENERAL

LRTA d/b/a Palmetto Breeze, the public transportation provider for the Lowcountry is requesting proposals from qualified proposers to provide professional laundering services that will include, supply (rental), maintain, launder, and adequately supply uniforms and other items to include but not be limited to floor mats, and mop heads. Note: The services quoted will provide one (1) clean uniform per maintenance employee per day.

QUALITY OF PRODUCT

- All garments furnished at the beginning of the contract will be new. Used garments will not be accepted.
- All garments furnished for maintenance will have reflective material for visibility.
- All garments will be made of cotton or cotton blend fabrics. Name patches shall be sewn on shirts, above the breast pocket. Note: Employees' names will be furnished by LRTA.
- All mops will be made of cotton. Note: Floor mats may have synthetic content.
- The laundry service company will clean garments and other items in the best commercial fashion.
- The laundry service company will repair "damaged" or "worn" garments to maintain a "**like new**" appearance.

Note: LRTA will not accept any unclean, torn, badly faded, or damaged garments. Items no longer usable due to normal wear and tear or excessive shrinkage during laundering will be replaced by the laundry services. Garments usage time will not be the determining factor in issuing new garments. Normal wear and tear in a shop environment varies given the duties being performed.

PICKUP AND DELIVERY

Laundry services will consist of picking-up soiled laundry and delivering clean laundry to designated points at LRTA, 25 Benton Field Road, Bluffton, SC 29910. The laundry service company will also pick up soiled floor mats and replace them with clean floor mats at LRTA, 25 Benton Field Road, Bluffton, SC 29910. Additional pick-up and delivery locations may be added or discontinued during the term of the contract.

The laundry service company may establish a pick-up and delivery schedule to suit its own needs subject to LRTA's approval provided that:

- The intervals between visits to the required location are consistent.
- The intervals are no longer than one week; and
- Each visit occurs at a time when the location is open for operation.

Credit will be issued for maintenance uniforms that are not delivered in a timely fashion that cause the maintenance personnel to work in their street clothes. One week's credit will be given for each maintenance employee that has not received uniforms for the week (after a one-day grace period) – credit will be issued for the week on day 2 of non-delivery.

VENDOR CONTACT

The laundry company will designate a representative on its behalf to assist LRTA with proper measurements and overall alterations of personnel for the initial stock of uniforms. At this same time, a designee (s) selected LRTA personnel will be instructed on proper measurement and alteration procedures.

The laundry company representative will designate a representative on their behalf to be available to assist LRTA personnel with questions and/or problems that may arise on a day-to-day basis.

PRICING

All quotes (prices) submitted must include all labor, materials, equipment, environmental charges, and other costs necessary to fully complete any and all of the services/supplies listed.

All quotes (prices) shall be firm for one (1) year from award of the contract. A company representative must provide a WRITTEN NOTICE to LRTA at the end of each contract year of INTENT to increase pricing. The company representative must include with the notification a new price list.

Note: If a price increase is accepted in writing by LRTA, the price increase will be implemented 30 days following initial submission of **INTENT** of price increase.

LRTA MAY REJECT ANY ITEMS THAT DO NOT MEET THE REQUIREMENTS.

GARMENT TYPES AND QUANTITIES

- The quantities contained below reflect the estimated needs of LRTA.
- Quantities may differ based upon the method being proposed. Quantities may also increase or decrease during the life of the contract due to fluctuation of employees and/or function.
- Quantities are based on providing one (1) clean uniform per employee per day (5-day work week). The current program is on a weekly pick up/exchange schedule for uniforms for maintenance employees only. All other employees will receive 5 uniforms for full-time employees and 3 uniforms for part-time employee and will not exchange them unless there is a size or defect issue to be corrected.

GARMENTS

Quantities are based on approximate values, ***SUBJECT TO CHANGE***

Operations (No cleaning required)

Garment Type (Wrinkle Free)	Quantity
Shirts	205
Pants	205

Maintenance (cleaning required)

Shirts	77
Pants	77
Coveralls	7

SPECIFIC ITEMS- MOP HEADS and MATS

Item Quantity

Large Wet Mop Heads 2 per week

Floor Mats

Sizes

1. 3'X5'- Mat 3 per week

2. 4'X6'- Mat 2 per week

MISCELLANEOUS

Note

1. A variety of colors and styles will be considered. Please include a complete itemized listing to include photographs of all available garments and additional items with proposal.
2. A variety of supplementary products will be considered. Please include a complete itemized list to include specifications of any / all additional items.

LOST ARTICLES

- State the cost of each item above at full cost.
- Prorate each uniform article by the number of weeks in service by taking the full cost of the item and dividing it by 52 weeks and multiplying it by the number of weeks in service; Example: if a shirt is \$5.20 at full cost of replacement, \$5.20 divided by 52 weeks equals \$0.10 per week; if it's been in service for 26 weeks, then the prorated replacement cost is \$2.60. These prorated charges apply to any emblems on the uniform and are in addition to the weekly uniform rentals.

FEDERAL CLAUSES REQUIRED

LRTA has the responsibility for ensuring compliance with applicable federal and state laws, rules, and regulations, including those regulations that relate to this procurement. The required federal clause will be attached to the contract with the last page "Government-Wide Debarment and Suspension" requiring the bidder's signature.