

**ROANOKE REGIONAL AIRPORT COMMISSION  
INVITATION FOR BIDS  
BID NO. 20-008  
UNIFORM RENTAL SERVICES**

**Part I-Instructions to Bidders**

**A. General Conditions**

1. The Roanoke Regional Airport Commission (RRAC) is seeking bids for:
  - (i) the rental of Facilities and Grounds uniforms including washing, pick-up and delivery; and
  - (ii) the rental of Building Services uniforms including washing, pick-up and delivery;as may be necessary for a period of approximately five (5) years.
  
2. Submit bid quotation on the bid form(s) attached herein, filling in all spaces and information; failure to answer all questions, provide all information and return all pages may be cause for disqualification of the bidder. Each bid must be submitted on the bid forms provided herein.
  
3. **Bids are due on: May 20,2020**  
There will not be a public opening of the bid packages. Vendors will be notified of the results once the bids have been reviewed.
  
4. All bids must be signed by an authorized representative of the responding company; and, each bid must be submitted on the bid forms provided herein.
  
5. The bid must be presented in an envelope and must be sealed, marked and addressed as follows:

Roanoke Regional Airport Commission  
Attention: Erin Henderson, Contracts Administrator  
5202 Aviation Drive  
Roanoke, VA 24012

Place in the lower left hand corner the following:

Uniform Rental Services  
Bid No. 20-008

6. Only bids received in the Commission's Administrative Offices, Second Floor Terminal Building, prior to the bid opening time and time specified above shall be considered. Bids received after the bid opening will be returned unopened.
7. Please note that the Commission desires to rent with laundry service the Building Services uniforms and RENT-with laundry service the Facilities and Grounds uniforms.
8. Bids will be evaluated on the basis of the lowest total bid price for rental of the Building Services uniforms and rental of the Facilities and Grounds uniforms for the five (5) year Contract and commercial references.
9. Bids must include in their price:

Delivery to the Roanoke Regional Airport Commission, fuel adjustments, cost of replacement of worn uniform (if any); freight charges and any other hidden cost(s) such as environmental charges.
10. Quoted prices shall be cost per week for 52 weeks per year. Supplier shall be available to pick up uniforms 52 weeks per year.
11. Any questions concerning this Request for Bids should be emailed to: Erin Henderson-Contracts Administrator at [erinh@flyroa.com](mailto:erinh@flyroa.com) by May 12, 2020 otherwise, Bidders shall not contact any Commission employee concerning the bid until the bids have been opened.
12. Any changes, including corrections of omissions and discrepancies that may be made in the Request for Bids will be in the form on an Addendum which will be provided to all Bidders. Receipt by the Bidder of such addenda shall be acknowledged on the bid form.
13. The scope of work, including specifications and other requirements, terms and conditions which will be imposed on the successful bidders are included in the attached proposed Contract.
14. Bids must include pricing for both men's and women's uniforms for the Building Services uniforms. Men's uniforms are not acceptable for our female employees.

**B. Additional Requirements**

1. Prices shall be quoted for a five (5) year Contract. The rental term shall begin on approximately July 1, 2020 and extend through June 30, 2025. **All prices shall be firm for the Contract period; NO price adjustments,**

2. All bidders shall furnish a list of no less than three (3) customers currently being supplied uniforms including a contact person and telephone numbers. Bidders not complying with this term will be deemed non-responsive.
3. **NOTE: All bidders must furnish at the time they submit their bid a copy of their UNIFORM catalog and, a range of color choices of the uniform shirts and pants available for the Commission to select from.**
4. All uniforms shall be new at the time of inception of the Contract and, when a new employee is added to the Contract. In addition, new uniforms shall be provided annually to all employees. The Commission's employees are in contact with the public and it is important that their uniforms are presentable.
5. **The Commission requires that NEW/UNUSED uniforms be provided on a yearly basis for both Building Services and Facilities and Grounds personnel.**
6. **The Roanoke Regional Airport Commission shall retain the right to add or delete uniforms without penalty according to the Commission's needs.**
7. The successful vendor shall maintain, alter, or replace all uniforms to the extent necessitated by normal wear and tear during the Contract period at no additional charge to the Roanoke Regional Airport Commission. If the condition of the uniform(s) becomes unacceptable to the Commission, the uniform(s) in question will be replaced by the Vendor with a new uniform at no additional cost other than the weekly Contract rental cost. In addition, if the Vendor damages or stains a uniform that is in regular rotation, they must replace at no additional cost to the Commission immediately.
8. All uniforms shall remain the property of the Vendor. In the event the uniforms are lost, destroyed or become un-presentable through misuse, the Commission shall pay for such uniforms at their depreciated value. All bidders shall provide with their bids, a "Depreciation Schedule" for the Contract period. Bidders not complying with this term will be deemed non-responsive.
9. The successful Vendor shall deliver and pick-up one day per week the Facilities and Grounds and Building Services uniforms. Such day is to be agreed upon by Vendor and the Commission.
10. **The successful Vendor shall be required to provide a representative of their company to take measurements. Uniform measurements will be scheduled within two weeks of the execution of the Contract. This shall be done at no additional charge to the Commission.**

11. Uniforms shall be deemed unacceptable for use when the Commission refuses the uniforms when delivered. Uniforms shall be replaced at the next scheduled delivery.
12. In the event an employee's uniforms are not delivered within the weekly delivery, the Vendor has forty-eight (48) hours to make delivery. In the event the Vendor cannot deliver the uniform(s), the Commission shall not be charged for that/those uniform(s).
13. The Vendor awarded the Contract shall have 21 days or sooner, if available, after employees have been sized to provide uniforms to the Commission.
14. If Uniforms are added or deleted from the Contract the Commission's Contracts Administrator shall be emailed of the change at [erinh@roanokeairport.com](mailto:erinh@roanokeairport.com).
15. This bid will require the Vendor to maintain a stock of the listed items to include a variety of sizes that can be delivered to the Commission within forty-eight (48) hours after requested or the next scheduled delivery date, whichever is sooner and during a Monday through Friday work week.
16. Every bidder shall include in its bid the identification number issued to it by the State Corporation Commission (SCC) confirming that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50. If the Bidder is not required to be authorized under Title 13.1 or Title 50 or as otherwise required by law, the Bidder shall include in its bid a statement why the Bidder is not required to be so authorized.
17. By submitting a bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents and materials submitted to the Commission shall be the exclusive property of the Commission and are not subject to copyright and, as such, may be copied; however, the release of such documents shall be governed by applicable law, including, without limitation, the Virginia Freedom of Information Act.
18. Each Bidder shall complete and submit with its bid, the Workers' Compensation Certificate of Coverage. No award shall be made to any Bidder who fails to show such evidence of required Workers' Compensation Coverage.

### **Additional Federal Requirements**

#### **1. Title VI Solicitation Notice**

The Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that for any contract

entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2. Federal Fair Labor Standards Act (Federal Minimum Wage)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

3. Occupational Safety and Health Act of 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

**C. Bid Award**

1. The Commission reserves the right to award the Contract to a Bidder other than the apparent low Bidder. Should a Contract be awarded to a Bidder other than the apparent low Bidder, it will be awarded to the lowest responsive and responsible Bidder meeting all specifications and having positive commercial references.
2. The Commission reserves the right to waive any informality in any bid and to reject any and all bids should any action be deemed in the best interest of the Commission.
3. Bids shall be valid for 30 days. Within thirty (30) consecutive calendar days after the Bid Opening date, the Commission may give written "Notice of Bid Acceptance". The successful Bidder shall be required, within ten (10) consecutive calendar days after receipt of the "Notice of Bid Acceptance" to execute the Contract.

Should the successful Bidder fail or refuse to execute and return the Contract within the time allowed, the Commission may proceed to contract with the next lowest Bidder meeting all specifications and reference requirements, and may debar the first successful Bidder from future bidding opportunities.

4. The bid award shall not be final and effective, nor the Commission legally bound, until the fully executed Contract is returned to the successful Bidder.
5. Failure to perform the Contract in a reliable manner shall constitute a basis to determine for future Contracts that the Vendor is not a responsible Bidder and the Commission may refuse to award such future Contracts to Vendor.
6. This procurement is subject to and governed by the Virginia Public Procurement Act, as amended, as modified by the Roanoke Regional Airport Commission Procurement Regulations, as amended, which are incorporated by reference herein.