



# Parish of Ascension

[www.ascensionparish.net](http://www.ascensionparish.net)

**KENNY MATASSA**  
ASCENSION PARISH PRESIDENT

## ***REQUEST FOR PROPOSAL***

The Parish of Ascension hereby issues a Request for Proposal (RFP) for Industrial Uniforms, Other Clothing Items and Flat Supplies. Proposals will be received by the Ascension Parish Government Purchasing Department, 615 E. Worthey Street, Gonzales, Louisiana 70737 (mailing P.O. Box 2392, Gonzales, LA 70707), until 04:00 p.m. on March 1, 2016. RFP's received after 04:00 p.m. will not be accepted.

### **Industrial Uniforms, Other Clothing Items and Flat Supplies**

Parish of Ascension is seeking proposals from qualified companies to provide Industrial Uniforms, Other Clothing Items and Flat Supplies services. The Parish of Ascension intends to award one contract. The service provider will be asked to bid a one year contract with 2 one year options to renew (36 month term). This RFP establishes a general scope and terms of services that should form the basis of each bidder's proposal, and the Parish will tentatively select a successful bidder on the basis of the submitted proposals.

#### **Uniform Requirements:**

General Type:

65% Polyester

35% Combed Cotton

100% Cotton

All work shirts will be embroidered with custom Parish logo.

Every person (except where noted) will have 11 uniforms assigned to them personally. Five (5) at the beginning of the cycle that are ready to wear, one (1) in use and five (5) back at the contractors for cleaning, repairs, etc.

Upon award vendor will visit each site with samples and take measurements. Arrangements must be made with supervisors.

Vendor would be allowed to charge back to Ascension Parish Government charges for lost clothing.

Vendor will be responsible for all costs associated with having the uniforms available for wearing including:

\*Proper fit

\*Any patches/emoles

\*Pickup of soiled uniforms

\*Drop off of cleaned uniforms

\*No charge for size changes

\*No charge for repairs

\*No charge for replacement due to wear

Vendor will allow additional locations to be added to drop off and pick up locations at no additional cost.

**Vendor Information:**

1. Vendor Qualifications: Years in business, size of operation, number of employees.
2. References: List three (3) references that bidder has provided similar uniform rental and flat supplies. Include: Company name, contact name and telephone number
3. State the location from where the services would be provided.
4. Describe your procedure for delivery and pickup of uniforms and flat supplies from various departments.

**Term:**

The term is for three (3) years with two (2) one (1) year options to renew. NO PRICING CHANGES ARE ALLOWED DURING THE TERM OF THE CONTRACT (INCLUDING RENEWAL OPTIONS).

A list of industrial uniforms, other clothing items and flat supplies being solicited may be obtained at the Ascension Parish Government, Purchasing Department located at 615 E. Worthy Street, Gonzales, LA 70737.

**Six (6) copies of proposal required.**

**RFP Documents** may be obtained at the Ascension Parish Government, Purchasing Department located at 615 E. Worthy Street, Gonzales, Louisiana. Electronic Bids are accepted at Central Bidding. Central Bidding can be accessed at <http://www.centralauctionhouse.com>. "Official" RFP Documents are available at Central Bidding. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814."

The Parish of Ascension reserves the right to disqualify any Bid, response to a Request for Qualifications, or Request for Proposals if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana.

Ascension Parish Government reserves the right to reject any and all proposals for just cause.

Ascension Parish Government  
Kenny Matassa, Parish President

ADVOCATE - Please publish 02/04, 02/11, 02/18  
CHIEF - Please publish 02/04, 02/11, 02/18  
WEEKLY- Please publish 02/04, 02/11, 02/18