

THE SCHOOL DISTRICT OF PITTSBURGH
(Pittsburgh, Pennsylvania)
Department of Food Service

REQUEST FOR PROPOSALS
FOR FEMALE AND MALE FOOD SERVICE UNIFORMS
AND SHOES FOR FULL SERVICE OPERATIONS CAFETERIA FOOD
SERVICE WORKERS

Issuance Date: May 19, 2015

Submission Date: June 2, 2015

Introduction

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from an experienced and qualified uniform company to provide male and female shirts, pants and shoes for the Local 297 food service workers of the School District of Pittsburgh’s (“the District” or “School District”) full service cafeterias ending June 2, 2016.

The Department of Food Service is seeking durable, easy care apparel for approximately 140-155 employees with the specifications are stated below:

Shirt/Top

#1

Jerzees Ladies JERZEES, SPORT Polyester Polo Shirt with moisture-wicking – Sizes S-2XL, Royal Blue with *Pittsburgh Schools Food Service logo* on the left front side of the shirt.

Key Features:

- 100% Polyester
- 4.1 oz, moisture-wicking micro-pointelle mesh
- contoured side seam construction
- self fabric collar
- rolled forward shoulders with single-needle topstitching
- single-needle topstitching on armholes

#2

Jerzees Men’s JERZEES, SPORT Polyester Polo Shirt with moisture-wicking – Sizes S-3XL, Royal Blue with *Pittsburgh Schools Food Service logo* on the left front side of the shirt.

Key Features:

- 100% Polyester
- 4.1 oz, moisture-wicking micro-pointelle mesh
- contoured side seam construction
- self fabric collar
- rolled forward shoulders with single-needle topstitching
- single-needle topstitching on armholes

The sizes and quantities needed are listed below

Jerzees Ladies Shirt (Blue)	X SMALL	SMALL	MEDIUM	LARGE	X IARGER	2X IARGER
		15	58	93	101	95
Jerzees MENS Shirt (Blue)	MEDIUM	LARGE	X IARGER	2X IARGER	3X LG	
			23	20	18	

Pants/Bottoms

#1

ScrubZone by Landau Women's Full Elastic Waist Cargo Pant – Black Size XS to 5X

- 65% Polyester/35% Cotton
- Imported
- Machine Wash
- Full elastic waistband
- Traditional rise
- Straight leg
- Relaxed hip and thigh

The sizes and quantities needed are listed below

Elastic Waist Black Pant	6	8	10	12	14	18	20
ScrubZone	8	23	23	31	30	35	24
	22	24	26	28	4x		
	13	15	10	10	6		

Shoes

Women's and Men's Slip-Resistant Shoes> Athletic – Freestyle – Black

Description and Features - Patented SFC Mighty Grip slip resistant outsole, Padded collar, Removable cushioned insoles , Made of leather and man-made upper.

The sizes and quantities needed are listed below.

Shoes	3 1/2	4 1/2	5 1/2	6	6 1/2	7	7 1/2
	1	1	1	7	3	12	12
	8	8 1/2	9	9 1/2	10	10 1/2	11
	20	8	20	8	23	1	4
Men's Shoes	8	8.5	9.5	13			
	1	1	1	1			

Timetable/Response Submittal

The Department of Food Service envisions an agreement through the 2015-2016 school year with an option to extend the agreement after June 2, 2016 for 1 year and then and up to a total of 4 years.

Apparel and shoes are expected to be completed and delivered to Pittsburgh Schools Food Service, 8 South 13th Street, Pittsburgh, PA 15203-1230 by Friday, August 21, 2015. Contact Curtistine Walker, Director of Food Service at 412-529-3302 or by emailing cwalker2@pghboe.net to make arrangements for the delivery of items.

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s) or agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

All proposals shall be submitted to the department of Food Service as follows:

Curtistine Walker
Food Service Director
Pittsburgh Public Schools Food Service
8 South 13th Street
Pittsburgh, PA 15203-1230
Tel: (412) 529-3302
Fax: (412)488-3311

One (1) original and four (4) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. on Tuesday, June 2, 2015.

Proposal including any/all attachments, cover letter and tabs should not exceed fifty (10) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

The School District will not be held liable for any cost incurred in the preparation of proposals.

The proposer shall provide the School District with additional information, if necessary.

The School District reserves the right to interview one or more finalists.

Any questions regarding this RFP should be addressed to Curtistine Walker.

Specific Response Requirements

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

I Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

II Company's Experience and Qualifications

- A. Please provide an overview of the company and its qualifications. Please include the location of the companies' office(s) in the Commonwealth of Pennsylvania.
- B. Please describe the companies experience with providing apparel and shoes to school food service or food service operations for the past 3 years.
- C. Please include a list of your clients that you have serviced with food service apparel and shoes.

III. Fee Proposal

- Please provide a fixed price for each of type of apparel and shoes including price differences as they relate to size:
 1. Jerzees Ladies JERZEES, SPORT Polyester Polo Shirt
 2. Jerzees Men's JERZEES, SPORT Polyester Polo Shirt
 3. ScrubZone by Landau Women's Full Elastic Waist Cargo Pant
 4. Women's Slip-Resistant Shoes> Athletic – Freestyle – Black Shoe
 5. Men's Slip-Resistant Shoes> Athletic – Freestyle – Black Shoe
- Please provide return/exchange policies and procedures as they relate to each type of apparel and shoes.

Evaluation Criteria and Selection Process

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those companies determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation. The School District will not be liable for any cost incurred by the proposer in connection with such oral presentation.

The School District anticipates selecting one company using the following criteria to determine which firm meets the needs of the School District best.

<u>School District's Evaluation Criteria</u>	<u>Points</u>
Ability to Meet the Specific Needs of the Department of Food Service	20
Experience and Qualifications	30
Plan of Work	30
Fee	20