

## Request for Proposals to Provide Uniforms, Rugs, and Related Services

Posted: September 8, 2025

This Addendum No. 1 shall be considered part of the Request for Proposals (RFP) to Provide Uniforms, Rugs, and Related Services and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

Included in this Addendum No. 1 are the agenda/minutes and list of attendees from the pre-submission meeting that took place on August 25, 2025.

Listed below are questions received with answers from SWACO:

**Question #1:** *In the RFP document there is references to the sheet below. Formulas currently do not work. Are you asking for the total price for 4 mats of a certain size per week in the file (see admin office in file) or the unit price for a single mat of that size weekly? Just looking for clarification so that all proposals are evaluated the same.*

**Answer:** Keep in mind the numbers in the spreadsheet reflect the numbers in Exhibit A, Sections VI and VII of the RFP Documents for Uniforms and Rugs. There are no formulas in the spreadsheet as SWACO is requesting unit costs per line item.

**Example:** The Uniform tab shown to the right states on line 1 there are 6 changes per week for cotton/poly work shirts & trousers per uniformed employee for a minimum of 12 changes per week.

UNIFORMS					
Scope of Services					
A. Listed are approximate quantities	Changes per week	Uniformed employees		PRICE	
		Minimum	Total		
1	Cotton/Poly work shirts & trousers	6	12	82	
2	Supervisor shirts & trousers	6			
3	Cotton/Poly coveralls	3	6		
4	Cotton (100%) work shirts & trousers	6	12		
5	Cotton (100%) coveralls	3	12		

Exhibit A, Section VI(A), states there are 82 uniformed employees. Section VI(D) states there shall be no less than 12 shirt and pant sets per employee.

The spreadsheet shows changes per week, minimum sets per employee, and total number of uniformed employees. The PRICE column is for unit costs. A Proposer would fill in the unit price for cotton/poly work shirts & trousers taking into consideration there are 82 employees with a minimum of 12 changes per week.

You are more than welcome to use a similar method of displaying unit cost per line item. The spreadsheet is provided as guidance for submitting unit cost per requested item or set of items with no formulas.

*Question #2: In the pricing sheet you call for an inventory of 12 per employee but ask for 6 changes a week. This number will short all employees in the second week by one set. Do you wish to clarify that employees need 13 sets to accommodate 6 changes per week. This works out to 6 sets of clean/6sets of dirty and one on the employee the day of delivery. As written proposal will not accurately reflect weekly bill totals. Also, is the district interested in any option insurance programs to cover damage and replacement. There is nowhere to quote such items.*

**Answer: Please see the answer to Question #1. When including separate costs associated with the RFP Services, please list them separately from the uniform and rugs.**

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Attachments: Pre-Proposal meeting agenda & Sign-In Sheet  
Exhibit A – Scope of Work

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**The deadline for questions relating to this RFP is 4:00 p.m., September 10, 2025.**

**Proposals are due no later than 1:30 p.m., September 19, 2025.**

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++ This completes Addendum No. 1 ++

# Pre-Bid Meeting Agenda

## Uniforms & Rug Services RFP

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**Date:** 8/25/25

**Time:** 10:00am

**Location:** SWACO Operations Building Training Room A

### 1. Welcome & Introductions

- Greeting by SWACO project lead.
- Introduction of SWACO staff in attendance and their roles.
- Explanation of how the meeting will be conducted.
- Purpose: ensure all proposers understand the scope, requirements, and process.

### 2. Purpose of the Meeting

- Clarify objectives of the Uniform & Rug Services RFP.
- Provide consistent information to all proposers.
- Review key contract elements and service expectations.
- Stress the importance of compliance with RFP instructions.
- Remind attendees: proposals must meet all specifications to be considered.

### 3. Scope of Services (Exhibit A Review)

- Contract Term: Three (3)-year contract.
- Measurements: Vendor responsible for fittings, alterations, and exchanges.
- Samples: Must provide within 5 business days after RFP opening.
- Uniform Specifications: Colors, logos, patches, name patches.
- Uniform Types: Work uniforms, supervisor uniforms, coveralls, cotton options, Hi-Vis ANSI 3 uniforms.
- Rugs: Sizes and quantities specified; alternatives must be clearly stated.
- Customer Portal: Needed for invoices, service review, and change orders.
- Delivery & Locations: Weekly pickup and delivery at all SWACO sites.

### 4. Questions & Answers

- Open floor for clarifications from proposers.  
Written submission of follow-up questions: [procurement@swaco.org](mailto:procurement@swaco.org)
- Reminder: Only written addenda are binding.

## **5. Logistics and Service Expectations**

- Weekly exchange process for uniforms and rugs.
- Locker system for dirty clothing (currently 4).
- Turnaround expectations for repairs/alterations.
- Replacement policies: lost/stolen prorated; no fee for uniforms older than 1 year.
- Responsiveness to special requests or employee changes.

## **6. Administrative Details**

- Invoicing & Billing: Clear, itemized invoices required.
- Customer Service: Dedicated representative required.
- Change Orders: Defined process for adding/removing employees or rugs.
- Performance Monitoring: SWACO may review compliance during the contract.

## **7. Closing Remarks**

- Reminder of proposal submission deadline and instructions.
- Reiterate evaluation process (criteria: compliance, pricing, quality, service).
- Provide procurement contact information.
- Thank all proposers for attending and their interest in SWACO.



## Exhibit A

### Scope of Services

The Project, as defined in the RFP Documents, is for a three (3)-year contract. The Successful Proposer shall perform the services required, as outlined in the RFP Documents, and in accordance with the requirements listed below. Please note that all quantities and sizes listed below are approximate.

#### I. REQUIREMENTS

The Successful Proposer is required to measure all employees to ensure proper garment fit and shall be responsible for providing all necessary sizes. All items must be available in both men's and women's sizes. Garment sizes should include longs, shorts, and huskies; making all necessary alterations and/or exchanges necessary to properly fit all employees.

#### II. MEASUREMENTS

Upon a contract award to the Successful Proposer, dates will be scheduled for taking measurements at SWACO's place of business. The available hours are Monday through Friday, 6:00 a.m. to 4:00 p.m. for taking measurements.

#### III. SAMPLES

Proposers are required to provide samples of all requested items to the address listed below and delivered no later than five (5) working days after the RFP opening date. SWACO shall hold the samples no more than thirty (30) days. Proposers will be notified when samples may be picked up. **All clothing samples submitted shall be clearly marked with the item number and the Proposer's name.** Samples are to be delivered to:

SWACO  
Attention: Gary McDaniel  
4109 London-Groveport Road  
Grove City, Ohio 43123

#### IV. COLORS

Colors shall be as follows:

|                      |                                   |
|----------------------|-----------------------------------|
| Work Shirts:         | Navy blue                         |
| Work Trousers:       | Navy blue                         |
| Supervisor Shirts:   | White with light blue pin stripes |
| Supervisor Trousers: | Navy blue                         |
| Coveralls:           | Navy blue                         |

### V. UNIFORM MARKING AND LOGO

- A. A U. S. flag patch shall be affixed to the left sleeve on all work shirts.
- B. An embroidered logo patch should be affixed over the left pocket. If there is no pocket, the logo patch shall be affixed to the left chest area of all items furnished as shown below:



- C. The patch is to have a white background and white border.
- D. An embroidered name patch with the employee's first name only must be supplied and durably affixed to each employee's shirts.
- E. The name patch should be affixed above the right breast pocket. If there is no pocket, the name patch shall be affixed to the right chest area. The name patch is to have a white background with navy lettering and white border.
- F. All patches and emblems are to be supplied by the Successful Proposer (SWACO will furnish the Successful Proposer with a file of the logo).

### VI. UNIFORMS

- A. There are currently eighty-two (82) uniformed employees. Listed below are the approximate quantities:
  - 1. Cotton/Poly Work Shirts and Trousers –
    - Six (6) changes per week
  - 2. Supervisor Shirts and Trousers –
    - Six (6) changes per week
  - 3. Cotton/Poly Coveralls –
    - Three (3) changes per week (Not all employees request coveralls)
  - 4. One Hundred Percent (100%) Cotton Work Shirts and Trousers –
    - Six (6) changes per week
  - 5. One Hundred Percent (100%) Cotton Coveralls –
    - Three (3) changes per week for up to twelve (12) employees
- B. Hi-Viz uniforms need examples and pricing for both shirt and trousers. These need to be at least Ansi<sup>3</sup>.
- C. There is one (1) dirty clothes locker at each location. Total of four (4) lockers.
- D. There shall be no less than twelve (12) shirt and pant sets per employee and no less than six (6) coveralls per employee to accommodate the required number of changes per week.
- E. Replacement cost for lost and stolen uniforms will be pro-rated according to the age of the garment. No replacement fee will be paid for any uniform one (1) year old or older.

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## VII. RUGS

All rugs are to be gray unless otherwise noted. Listed below are sizes and approximate quantities:

- A. Administrative Office .....Four (4) 3' x 5' | Ten (10) 3' x 10'
- B. Fleet/Operations Garage.....Six (6) 3' x 5' | Two (2) 3' x 10'  
     Landfill Operations .....Eleven (11) 3' x 5' | Twelve (12) 3' x 10' | Four (4) 4' x 6'
- C. Landfill Scale House .....Two (2) 3' x 5' | Three (3) 3' x 10'
- D. Jackson Pike Transfer Station.....Three (3) 3' x 5' | Two (2) 3' x 10'
- E. Morse Road Transfer Station.....Four (4) 3' x 5' | Two (2) 3' x 10'

If Proposer does not have these exact rug sizes, please state what size rugs would be supplied instead.

## VIII. DELIVERY AND LOCATIONS

The Successful Proposer shall pick up soiled uniforms and rugs, and deliver clean and mended uniforms on a weekly basis to all SWACO locations:

- |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>A. Administrative Office (rugs only)<br/>4239 London Groveport Road<br/>Grove City, Ohio 43123</li> <li>B. Fleet / Operations Garage<br/>4109 London-Groveport Road<br/>Grove City, Ohio 43123<br/><br/>Landfill Operations<br/>4109 London-Groveport Road</li> </ul> | <ul style="list-style-type: none"> <li>C. Landfill Scale House (rugs only)<br/>3851 London-Groveport Road<br/>Grove City, Ohio 43123</li> <li>D. Jackson Pike Transfer Station<br/>2566 Jackson Pike<br/>Columbus, Ohio 43223</li> <li>E. Morse Road Transfer Station<br/>4262 Morse Road<br/>Columbus, Ohio 43230</li> </ul> |
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## IX. PROPOSAL PRICING

A working spreadsheet is provided as a separate download that has a tab for each category (Uniforms, Rugs). Shown below is the spreadsheet in which Proposers should use, or something similar, when submitting their pricing structure:

| UNIFORMS                             |                                      |                     |       |       |
|--------------------------------------|--------------------------------------|---------------------|-------|-------|
| Scope of Services                    |                                      |                     |       |       |
| A. Listed are approximate quantities | Changes per week                     | Uniformed employees |       | PRICE |
|                                      |                                      | Minimum             | Total |       |
| 1                                    | Cotton/Poly work shirts & trousers   | 6                   | 12    | 82    |
| 2                                    | Supervisor shirts & trousers         | 6                   |       |       |
| 3                                    | Cotton/Poly coveralls                | 3                   | 6     |       |
| 4                                    | Cotton (100%) work shirts & trousers | 6                   | 12    |       |
| 5                                    | Cotton (100%) coveralls              | 3                   | 12    |       |

  

| RUGS                             |         |       |          |       |         |       |
|----------------------------------|---------|-------|----------|-------|---------|-------|
| Scope of Services                |         |       |          |       |         |       |
| VII. Locations                   | 3' x 5' | PRICE | 3' x 10' | PRICE | 4' x 6' | PRICE |
| A. Administrative Office         | 4       |       | 10       |       |         |       |
| B. Fleet /Operations Garage      | 6       |       | 2        |       |         |       |
| Landfill Operations              | 11      |       | 12       |       | 4       |       |
| C. Landfill Scale House          | 2       |       | 3        |       |         |       |
| D. Jackson Pike Transfer Station | 3       |       | 2        |       |         |       |
| E. Morse Road Transfer Station   | 4       |       | 2        |       |         |       |