



REQUEST FOR WRITTEN BIDS

TO: All Prospective Contractors
DATE: February 17, 2021
BID MANAGER: Michelle Vargas, Recreation Supervisor
BID DUE DATE: March 11, 2021 10:00 AM

PROJECT NAME: DA-21-015 LINEN RENTAL AND LAUNDRY SERVICES

PROJECT DESCRIPTION:

The work to be performed under this contract includes the furnishing of all labor, materials, equipment, transportation and services necessary for linen rental and laundry services at owned and/or managed by Cosumnes Community Services District ("CSD").

COSUMNES COMMUNITY SERVICES DISTRICT:

The Cosumnes Community Services District is an independent special district focusing on essential quality of life services including parks and recreation, fire protection and emergency medical services. The CSD is comprised of three departments: Administrative Services, Fire, and Parks and Recreation. The Fire Department services Elk Grove and Galt, while the Parks and Recreation Department serves exclusively the Elk Grove area.

SCOPE AND SCHEDULE OF SERVICES:

Scope and Schedule of Services are set forth in the attached **Exhibit "A"**, incorporated herein by this reference.

Please direct all questions regarding **Exhibit "A"** Scope and Schedule of Services, in **writing** to Michelle Vargas, at MichelleVargas@csdparks.com. All questions are due to Michelle Vargas **by 10:00 AM on Thursday, February 25, 2021**. All questions/answers will be posted to the www.yourcsd.com bid website by Tuesday, March 2, 2021.

BID FORM:

All Proposals shall be made upon the Bid Form (**Exhibit "B"**). Contractor may submit supporting documents which outline the final cost of the Bid (e.g., line-item costs, etc.).

All bids, to be considered complete, must include the following:

- 1) Legal name and address of business
- 2) Name, title, address, telephone number, and email address of the individual to whom correspondence and other contact should be directed to during the selection process.
- 3) Description of the cleaning and delivery process that ensures items are sanitized.
- 4) Brief description of the processes or standards that demonstrate the Contractor's commitment to energy efficiency and environmental responsibility.

- 5) Three reference that have been customers within the past three years. Include name of business, contact name, phone number, email, and a brief description of services provided.
- 6) Completed Bid Sheet (**Exhibit "B"** – Bid Form) signed by the individual who is authorized to bind the agreement. The prices quotes shall include full compensation for furnishing labor, materials, tools, equipment, delivery, tax, and incidentals necessary to complete the services as provided in this Request for Bid.

Proposals shall be submitted to the CSD by email or in person no later than **10:00 AM on March 11, 2021:**

Cosumnes Community Services District
Parks and Recreation Department
Attn: Michelle Vargas
8820 Elk Grove Blvd.
Elk Grove, CA 95624
Phone: 916-405-5319
Email: MichelleVargas@csdparks.com

Any submission to CSD by email, will receive a reply that the proposal has been received (during regular business hours). If a reply is not received please contact Michelle Vargas at MichelleVargas@csdparks.com.

Incomplete proposals and proposals received after the time specified above will be returned. Proposals shall be valid for 90 calendar days after the time specified above.

AWARD OF CONTRACT:

The CSD shall award the contract for the project to the bid that is deemed most advantageous to the CSD. The Board of Directors of the Cosumnes Community Services District reserves the right to reject any or all proposals and to waive any informality in any Proposal.

INSURANCE:

The Contractor must provide evidence of commercial general liability and professional liability insurance from an insurance company authorized to be in business in the State of California in an amount of not less than one million dollars (\$1,000,000) for each occurrence. Contractor will be required to provide an insurance certificate naming the CSD as additionally insured. Contractor must provide certificate showing active policies of automobile liability, commercial general liability and property damage insurance from an insurance company authorized to be in business in the State of California for the entire length of the contract. **The following statement must appear on the certificate: "Additional insured endorsement names the Cosumnes Community Services District its directors, agents or employees are included as additional insured."**

PAYMENT:

The prices paid for the various items in the bid proposal shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the finished product as provided in these specifications. Whenever it is specified that the Contractor is to do work or furnish materials of any class for which no price is fixed in the bid proposal, it shall be understood that the Contractor is to do such work or furnish such materials without extra charge or allowance or direct payment of any kind. The cost of doing such work or furnishing such materials is to be included in the price bid for such other items of work, as the Contractor may consider appropriate.

CONTRACT TERM:

Contract will begin **April 1, 2021**. The initial term of the Professional Service Agreement (PSA) will be for a twelve (12) month term. The CSD reserves the option to extend the contract for up to two (2) additional twelve (12) month periods, upon the same terms and conditions as provided in the PSA. The Contractor can propose a price increase, if desired. The contractor should include a cost schedule for years 1, 2 and 3 on the Bid Form (**Exhibit "B"**).



EXHIBIT A
SCOPE AND SCHEDULE OF SERVICES – Page 1 of 1
LINEN RENTAL AND LAUNDRY SERVICES

SCOPE AND SCHEDULE OF SERVICES:

- Contractor will provide linen rental (towels, mops, rags, and dusters), laundering, and delivery to the following locations:

MINIMAL SERVICE/DELIVERY LOCATIONS

Wackford Community and Aquatic Complex	9014 Bruceville Rd., Elk Grove, CA 95758
Emerald Lakes Golf Course	10651 E. Stockton Blvd. Elk Grove, CA 95624
Elk Grove Park Corp Yard	9950 Elk Grove-Florin Rd., Elk Grove, CA 95624
Big Horn Maintenance Shop	7012 Big Horn Blvd., Elk Grove, CA 95758
Elk Grove Aquatics Center	9701 Big Horn Blvd., Elk Grove, CA 95757

OTHER SERVICE/DELIVERY LOCATIONS

Laguna Town Hall	3020 Renwick Ave. Elk Grove, CA 95758
Cosumnes CSD Main Office	8820 Elk Grove Blvd., Elk Grove, CA 95624

- Contractor shall provide clean linen and shall not deliver to service/delivery locations, by way of example but not limitation, any stained, torn, or any other substandard items. Contractor shall replace items when linen has reached the end of its lifespan. The Contractor will be required to replace linen with new or gently used items when as needed at no cost to the CSD.
- The Contractor shall provide hampers, bags, clips, and any related equipment where appropriate.
- The Contractor must always insure the separation of clean and dirty linen. The contractor shall deliver clean linen with protective covering.
- Contractor shall make regularly scheduled deliveries and pick-ups biweekly as specified in Exhibit B. Contractor shall collect soiled linen, includes occasional heavily soiled items, biweekly from various locations.
- Items are to be picked up and delivered on weekdays between 8:00 am and 4:30 pm. A delivery schedule will be prepared and agreed upon with the selected Contractor.
- The CSD reserves the right to change schedules for operational efficiency with no additional cost to the CSD.
- The CSD has the option to reschedule delivery due to CSD closures or holidays.
- CSD has the option to add service/delivery locations as needed with amendments to the Agreement.
- CSD has the option to temporarily reduce/hold services to minimal service/delivery location with one week (7 days) notice if due to Local, State, or Federal restrictions.
- Contractor shall submit invoices monthly. The invoice shall include account number, facility location, delivery location, delivery date, and number and type of linen provided.

EXHIBIT B
BID FORM – Page 1 of 3
LINEN RENTAL AND LAUNDRY SERVICES

TO: CSD Project Manager

Re: Linen Rental and Laundry Services

THIS PROPOSAL IS SUBMITTED BY: _____
(Firm/Company Name)

1. The undersigned Bidder proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Cosumnes Community Services District to perform and furnish all services as specified or indicated in the Scope and Schedule of Services and in accordance with all other terms and conditions of the signed agreement.

2. In submitting this Bid, Bidder represents: (a) Bidder has reviewed the Scope and Schedule of Services; and (b) Bidder has performed all tasks, research, investigation, reviews, examinations, and analysis regarding this RFP.

3. In response to the RFP for the service referenced above, the undersigned Bidder hereby proposes to the Cosumnes Community Services District to perform the Services for **Linen Rental and Laundry Services** and to furnish all supplies, materials, labor, labor supervision, tools and equipment, and to perform all operations necessary to provide full Services per the attached Scope of Services.

Bidder agrees that this Bid constitutes a firm offer to District which cannot be withdrawn for ninety (90) days from and after the Reply-By date, or until a contract is fully executed by the District and a Bidder, whichever is earlier.

4. The undersigned Bidder understands that District reserves the right to reject this Bid.

5. Notice of Award or request for additional information may be addressed to the undersigned Bidder at the address set forth below.

6. The undersigned Bidder acknowledges that District has reserved the right to delay or modify the commencement date.

Contractor Information

Company/Firm Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Bidder Submitted Date

Print Name Title

EXHIBIT B Page 2 of 3
BID FORM

Facility	Qty	Frequency	Per Service Year 1	Annual Cost	Per Service Year 2	Annual Cost	Per Service Year 3	Annual Cost
Wackford Ctr & Aquatic Complex <i>Deliver to 9014 Bruceville Rd.</i>								
Bar Towel	420	Biweekly						
24" Dust Mop	4	Biweekly						
60" Dust Mop	2	Biweekly						
Wet Mop - One Color	3	Biweekly						
Wet Mop - One Color (different)	3	Biweekly						
Stephenson Recreation Center <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Castello Recreation Center <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Johnson Recreation Center <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Wet Mop - One Color	1	Biweekly						
Wet Mop - One Color (different)	1	Biweekly						
Elk Grove Recreation Center #2 <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Elk Grove Recreation Center #3 <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Elk Grove Recreation Center - Modular <i>Deliver to 9014 Bruceville Road</i>								
Bar Towel	40	Biweekly						
Laguna Town Hall <i>Deliver to 3020 Renwick Ave.</i>								
Bar Towel	200	Biweekly						
24" Dust Mop	4	Biweekly						
42" Dust Mop	4	Biweekly						
60" Dust Mop	2	Biweekly						
Wet Mop - One Color	4	Biweekly						
Wet Mop - One Color (different)	4	Biweekly						
Pavilion <i>Deliver to 3020 Renwick Ave.</i>								
Bar Towel	40	Biweekly						
Glass Towel	25	Biweekly						
42" Dust Mop	1	Biweekly						
Wet Mop - One Color	1	Biweekly						

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BID FORM

Wet Mop - One Color (different)	1	Biweekly						
Elk Grove Aquatics Center <i>Deliver to 9701 Big Horn Blvd.</i>								
Bar Towel	160	Biweekly						
Glass Towel	75	Biweekly						
24" Dust Mop	1	Biweekly						
Wet Mop - One Color	1	Biweekly						
Wet Mop - One Color (different)	1	Biweekly						
Cosumnes CSD Administration Building <i>Deliver to 8820 Elk Grove Blvd.</i>								
Bar Towel	80	Biweekly						
24" Dust Mop	1	Biweekly						
Wet Mop - One Color	1	Biweekly						
Wet Mop - One Color (different)	1	Biweekly						
Emerald Lakes Golf Course <i>Deliver to 10651 E. Stockton Blvd.</i>								
Bar Towel	60	Biweekly						
Terry Blue Towel	80	Biweekly						
Rags - Terry	1	Biweekly						
Big Horn Maintenance Shop <i>Deliver to 7012 Big Horn Blvd.</i>								
Towel Bath Industrial	120	Biweekly						
30" Dust Mop	1	Biweekly						
Wet Mop - large	1	Biweekly						
<i>Deliver to 9950 Elk Grove Florin Rd.</i>								
Towel Bath Industrial	50	Biweekly						
Albani Recreation Center <i>Deliver to 9014 Bruceville Rd.</i>								
Bar Towel	100	Biweekly						
Glass Towel	25	Biweekly						
42" Dust Mop	1	Biweekly						
Wet Mop - One Color	1	Biweekly						
Wet Mop - One Color (different)	1	Biweekly						

*Biweekly: Once every two weeks

Total Annual Cost

The undersigned bidder agrees, if this bid is accepted, to enter into an agreement with the Cosumnes Community Services District to perform all services and provide all products provided in these specifications at the prices quoted.

Name of Authorized Signer (please print) Title

Signature of Authorized Signer Date