

Invitation to Bid

PennDOT District 11-2 Uniform rental/service

Statement of Work

I. GOVERNING SPECIFICATIONS

- A. Purpose of the RFQ:** To procure a Contractor for Uniform rental services for the PennDOT Engineering District 11-2 at 155 Stewart Avenue, Rochester, PA 15074 Beaver County.
- B. Concurrent contracts:** PennDOT reserves the right to solicit IFB's and award work for additional contracts or Contractors, to run concurrently with this contract, under different payment type structure such as lump sum and or different units of measures.
- C. Contractor qualification:** The Contractor must have an Established (longer than 1 year) Uniform Cleaning Service Company. This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as a DGS Small business through the Small Business Contracting Program may submit a bid for these services.
- D. Pre-Quote Meeting:** There will be no pre-quote meeting for this IFB. All questions pertaining to Solicitation #6100065385 must be made prior to February 20, 2026 by 1:00 pm (EST). All questions and answers will be posted to the Solicitation in emarketplace for public viewing. Please send all questions via email to Lucy Binotto at lbinotto@pa.gov or Tom Fiore at tfiore@pa.gov.
- E. Contract Term:** The initial term of the resulting PO shall be 2 years from the validity start date of the fully executed purchase order. The term may be extended for an additional 3 – 1 year periods at the department's discretion upon written notification of the awarded vendor. Should the Department seek to exercise a contract renewal option, the vendor will be sent a renewal notice at least 90 days prior to the end of each validity period. The department reserves the right to extend any single term, upon written notification to the vendor, of the resulting PO up to 90 days.

- F. Escalation:** In the event the department chooses to exercise the renewal term, the awarded vendor may receive an escalation of up to 2% over the bid price from the initial term determined by the department.
- G. Method of Award:** All Suppliers are required to bid on all lines of the SRM electronic Solicitation. The Purchase will be a single award (one vendor), thus only one supplier will be awarded.
- H. Public Bid Opening:** Bid opening will be held via Microsoft Teams on February 26, 2026 at 11:30 am. (EST). Please contact Lucy Binotto at lbinotto@pa.gov for the meeting invitation.
- I. Project Management:**
1. The PennDOT Project Manager for this contract will be the County Equipment Manager or their Designee. The County management may change the PennDOT Project Manager as they deem necessary.
 2. Contractor must complete and attach the Contractor Information Form to their bid submission . The requested information must contain the name of the Contractor representative, the Contractor's Representative's 24 hour-a-day cell phone number and email address.
 3. Contractor Communications: Contractor will ensure a cell phone is always available at the job site, as a means of communication with the PennDOT Project Manager or designee.
 4. Notification of Work and Project Mobilization:
 - a. The PennDOT Project Manager or designee will give notice of work to the Contract Representative via email, phone or in person. Upon the submission of the notice of work, the Contractor will have 30 days to deliver all requested uniforms unless otherwise approve by the PennDOT Project Manager or department designee. Should the Contractor fail to mobilize and provide the requested items within the prescribed time, the Contractor may be declared in "Default" and their contract may be subject to cancellation as prescribed in the Terms and Conditions for this IFB.
 5. Project Kick-Off Meeting: The Project Kick-off Meeting will be scheduled by the PennDOT Project Manager or designee and will occur within 5 Business days after the Fully Executed Purchase Order is delivered to the awarded Contractor. The Contractor's Representative designee must be present. The meeting will be held at the Beaver

County facility. Topics to be discussed include delivery, ordering procedures, Employee sizing (vendor must bring sample garments). The awarded vendor will be responsible for sizing each employee and ordering appropriate garments at this time.

6. Work Schedule:

a. Work associated with this project may be performed Monday through Friday. The PennDOT Project Manager or designee may authorize work on Saturday or Sunday, as necessary. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by the PennDOT Project Manager or designee:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous People's Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving Day
12. Christmas Day

The following Monday will be recognized as the day when no work is to be scheduled for all holidays occurring on a Sunday, and the Friday before will be recognized as the day when no work is to be scheduled for all holidays occurring on a Saturday.

J. General Requirements:

1. Contractor shall furnish the personnel, garments and equipment of the type, condition and quantity necessary for the proper and productive execution of the contracted work.

2. Contractor shall maintain all equipment in good condition, subject to acceptance by PennDOT, prior to and during use in connection with this contract.

K. Service Details:

1. Beaver Co. PennDOT is in the process of bidding our rental uniforms and Jackets with reflective striping for our Mechanics and Supervisors. Our Mechanics and Supervisors work in our fleet Maintenance Garage located at 155 Stewart Avenue, Rochester, PA 15074. Garments will be subject to heavy soiling, oils, greases and lubricants on a daily basis. The Specifications for this service are listed below. All RFQ submissions must be entered Electronically via the PA Supplier Portal. Please email lbinotto@pa.gov with any questions pertaining to this IFB.

2. Initial Issue:

- a. **Mechanics Uniforms:**

- i. **During the initial issue, the awarded vendor must provide to our employee's brand new Un-worn garments with reflective striping. The department will not accept used garments. The only exception would be that the Department will accept garments that have already been issued and worn by our employee from a previous contract.**

- ii. **Mechanic Shirts:**

1. The awarded Vendor shall issue to our Mechanics 11 Uniform Shirts with reflective striping. Employee can initially choose their size and between long and short sleeve or a mixture of both. Shirts must be 100% cotton, wrinkle resistant, button or snap. The shirt must have a PennDOT logo on the left and Employee's first name on the right.
2. Colors: Light Blue. There will be no more than 10 Employee's receiving sets of uniforms.

- iii. **Mechanics/Supervisor Pants:**

1. Pants – The awarded vendor shall issue to our Mechanics 11 uniform pants with reflective striping . Employees are to initially choose their size. Pants must be Blue-Jean material

or cotton dark blue, have four pockets and have reflective striping across the legs.

b. Mechanics/Supervisors Jackets:

i. The awarded vendor shall issue to our Mechanics and Supervisors 2 Jackets each, dark blue in color with safety reflective striping on sleeves. The mechanics, welder & Supervisors can initially choose their size. The Jackets must have PennDOT logo on the left front and the Employee's first name on the right. There will be no more than 12 Employee's receiving Jackets.

c. Supervisor shirts:

ii. The awarded vendor shall issue to our Mechanic Supervisors 11 Uniform shirts with reflective striping. The Supervisor can initially choose their size and between long and short sleeve shirt or a mixture of both. Shirts must be 100% cotton, wrinkle resistant, button or snap. The shirt must have PennDOT logo on the left front and the Employees first name on the right.

iii. Colors: Gray. There will be no more than 2 Supervisors receiving these shirts.

3. Laundering Services:

a. Pick Up's and Drop Offs

i. The awarded Vendor shall choose the day of the week M-F (7am – 3pm) to deliver and pick up laundered garments and pick up garments that need to be laundered. Vendor must arrive on that same day per week of the initial 24 months. Of the contract, and every term thereafter. Vendor must bring back cleanly laundered garments in like new condition within 1 calendar week from the day the garments were picked up. Vendor must choose alternate days of service when a PennDOT observed holiday falls on the service day, no less than one week in advance.

4. Garment Tracking

a. Vendor must uniquely identify each garment by RFID chip, barcode label or serial number plus the employee's full name. Garments need to be identified as (# of 11) by wearer. A detailed report of

garments the driver picked up and delivered that day must be provided at the time of service, along with a completed confirmation of service for identifying the number of weekly rentals broken down by garment type.

5. Damage Repair

- a. Vendor must keep garments in like new condition, laundered garments must arrive in like new condition. Vendors may charge the department for any damage caused by the wearer. Damages are defined as rips, tears, holes, missing buttons or missing patches. Vendor may charge the Department at 1 each for the amount they bid for damage repair. In the event a garment is damaged beyond repair, and the damage is clearly the result of the wearer, the vendor shall show the damaged garment to PennDOT's Storeroom Clerk, RPC or Equipment Manager. If the PennDOT employee approves the vendor may charge the department for the replacement costs of the garment. Garments that show signs of heavy wear, or severe aging must be replaced by the vendor at no-cost to the department.

6. Size Alteration

- a. Vendor may charge a re-sizing fee to the department in the event an employee needs a larger or smaller size garment during the course of the contract. The vendor may not charge a sizing fee for the initial issue of uniforms. Any sizing change must be approved by the County Equipment Manager prior to being made.

7. Material Contingency

- a. The department shall add an additional dollar amount of \$1,000.00 to each rolling calendar year on the awarded PO. This is to be used for any lost, damaged or replacement garments when cause by the Department. Prior to billing to this line, a vendor must seek written permission from the County Equipment Manager to do so.

- L. Estimated Quantities:** All quantities are estimated and may not reflect actual quantities. The estimated quantities are indicated on the IFB. PennDOT reserves the right to award any or all of the Pay Items on the Cost sheet. All cost must be inclusive of delivery fees, services charges, etc.

M. Subcontracting: If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business services. Upon award of the contract resulting from this RFQ, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide: Information, if applicable must be included with the bid submission.

1. Name of the contractor
2. Primary contract name and email
3. Address of subcontractor
4. Description of employees by job category assigned to this project and
5. Resumes (if appropriate and available)

N. Equipment: The awarded vendor shall provide all equipment necessary to transport, launder, repair or alter any items being provided to the department. The vendor shall incorporate all aspects of service and delivery into the weekly rental price of the garments.

1. The initial issue of any garment is subject to inspection. Any costs associated with garments that need re-sized during the initial issue will be covered by the awarded vendor, the department shall not be billed for these changes.

O. Garment changes: No changes to garments may be made after the award, with the written permission of the PennDOT Project Manager or designee.

P. License and Certification Requirements: The awarded vendor shall be responsible for any costs and obtaining any licenses or certifications needed to rent, transport and launder garments they are providing to the Department.

Q. Property Damage: The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.

R. Reporting:

1. Confirmation of Services Reporting

- a. A completed Confirmation of Service Form (Form OS-501) shall be submitted by the Contractor to the PennDOT Project Manager or designee, for review and verification, on a weekly basis.
- b. The PennDOT Project Manager or designee will notify the Contractor if corrections are needed.

c. Each Form OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order.

2. Reporting Forms Modifications: PennDOT reserves the right, throughout the life of the contract, to make changes to Form OS-501, including instructions, content, and all other requirements.

S. Billing and Payments:

1. Invoices shall be submitted by the Contractor on a weekly basis for further instructions regarding invoicing, see the contract Terms and Conditions.

2. Untimely and incomplete submissions of Form OS-501 and any required supporting documentation may delay processing of a “proper invoice” as required by the IFB’s Terms and Conditions.

3. PennDOT is tax exempt – no taxes are to be included in bid price.

T. Worker Protection: Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections Afforded them through labor laws. To that end, contractors, and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with bid, proposal or quote.

U. Exhibits: The following exhibits must be downloaded, completed and uploaded as part of the bid submission to be responsible:

Contractor Information Form

Trade Secret – Confidential Proprietary Information Form

Iran Free Procurement Certification Form

Domestic Workforce Utilization Form

Ant--Sweatshop Clause

Reciprocal Limitations Act GSPUR-89

Enhanced Minimum Wage Provisions

For information only will be the OS-501 and the OS -502

II. PAY ITEMS

Note: The Unit of Measure for Pay Items are identified at the bottom of each Pay Item and on the Cost Sheet. The Unit of Measurement reflected on the Purchase Order will reflect “each”. All other cost must be inclusive in the pricing.

Pay Item 1: Mechanic Shirts LS

As specified in section I-2-ii Each Mechanic up to 10 Mechanics shall have 11 total long sleeve shirts issued to them. Vendor shall bill per shirt per week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4. Unit of Measure = Each, vendor cost per garment per week.

Pay Item 2: Mechanic Shirts SS

As specified in section I-2-ii Each Mechanic up to 10 Mechanics shall have 11 total short sleeve shirts issued to them. Vendor shall bill per shirt per week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4. Unit of Measure = Each, vendor cost per garment per week.

Pay Item 3: Mechanic/Supervisor Pants (cotton)

As specified in section I-2-iii. The total of 10 Mechanics and 2 Supervisors shall have 11 total pants issued to them. Vendor shall bill per pair of pants, per week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4.

Unit of Measure = Each, vendor cost per garment per week.

Pay Item 4: Mechanic/Supervisor Pants (Denim)

As specified in section I-2-iii. The total of 10 Mechanic and 2 Supervisors shall have 11 total pants issued to them. Vendor shall bill per pair of pants, per week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4.

Unit of Measure = Each, vendor cost per garment per week.

Pay Item 5: Supervisor Shirts LS

As specified in section 1-2-c. Each Supervisor, up to 2 Supervisors shall have 11 Supervisor long sleeve shirts issued to them. Vendor shall bill per shirt each week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4.

Unit of Measure = Each, vendor cost per garment per week.

Pay Item 6: Supervisor Shirts SS

As specified in section 1-2-c. Each Supervisor, up to 2 Supervisors shall have 11 Supervisor short sleeve shirts issued to them. Vendor shall bill per shirt each week. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4.

Unit of Measure = Each, vendor cost per garment per week.

Pay Item 7: Mechanics/Supervisors Jackets

As specified in section 1-2-b. Each Mechanic and or Supervisor, up to 12 Mechanics and or Supervisors shall have 2 jackets issued to them. Vendors bid to include laundering 1 time per week as defined in section I-3 and include the cost of garment tracking defined in section I-4.

Unit of Measure = Each, vendor cost per garment per week.

Pay Item 8: Damage Repair

As specified in section I-5-a. this will be the vendors flat rate for "Repairing" any garments damaged by the department. Garments that show heavy wear or severe aging must be replaced by the awarded vendor at no-cost to the department.

Unit of measure = Each, vendors cost to repair the one garment.

Pay Item 9: Size Alteration

As specified in section I-6-a. This will be the vendors flat rate for changing garment sizes for an individual during the contract period. Vendor is not

permitted to charge for size alteration during the initial period before the wearer gives final approval for fitment.

Unit of Measure = Each vendor cost to alter the size of any one garment