

EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY

RFP TITLE: Linen Sales, Rentals, and Related Goods & Services- ESC Region 19 Purchasing Cooperative
RFP NUMBER: 12-6812
RFP OPENING DATE: July 19, 2012
CONTRACT TERM: Date of award until August 31, 2013 with the option to extend in 12 month increments not to exceed 36 months in the aggregate
(Extended by Region 19 until August 31, 2014)
(Extended by Region 19 until August 31, 2015)
FUNDING SOURCE: Various
RFP's ISSUED: 5
RESPONSES: 4
ADVERTISEMENT DATES: July 5th & 12th, 2012
BOARD MEETING DATE: August 16, 2012

RECOMMENDED FOR AWARD **Mission Linen & Uniform Service**

TOTAL (estimated) **\$250,000.00 / year**

EXPLANATIONS:

Award of this contract will enable ESC Region 19 Purchasing Cooperative members to procure the stated goods and services during the contract term. A proposal from Prudential took exception to terms and special conditions and only had five trucks in the El Paso area, therefore its proposal was not considered. A proposal from Unifirst would only agree to service 30% of the ESC Region 19 Purchasing Cooperative members and assessed a minimum \$40 per stop charge before they would deliver not in the best interest of members. Additionally, Unifirst had a 4% replacement fee over replacement cost on dish clothes and towels, therefore its proposal was not considered. The proposal from Mission Linen agreed to service all ESC Region 19 members.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Nancy Alvarado
ESC Region 19

Martin Camacho
ESC Region 19

ORDER INFORMATION:

Mission Linen and Uniform Service

Attn: ~~Rudy Villalobos~~ Shawn Swingholm as of June 2014
1409 Texas Avenue
El Paso, TX 79901-1641
915-532-6539
Cell Phone- ~~915-799-7967~~ 915-238-8496
Fax: 915-532-6042
Swingholm@missionlinen.com

SPECIAL CONDITIONS

1. Current membership in the Region 19 Purchasing Cooperative includes approximately 90% of local governments, school districts, charter schools, and other non-profit agencies in the El Paso market; a complete listing is available at the end of this proposal. Additionally, the Region 19 Purchasing Cooperative has over 135+ members throughout Texas.
2. This bid will be open for use by any of the Member Districts who choose to utilize it in the El Paso/Southern New Mexico market unless otherwise designated by the vendor upon submission of proposals.
3. Deliveries under this contract will be made once per week during the contract term unless specified otherwise by the individual Region 19 Purchasing Cooperative members.
4. Delivery times will either be between 6AM – 9 AM or between 1:00 PM – 2:00 PM unless specified otherwise the individual Region 19 Purchasing Cooperative members.
5. Replacement of supplies during the contract term will be the same or comparable in quality.
6. Services shall include but not limited to furnishing soiled laundry bags and holders, weekly delivery to cafeterias, and replacement of all items being picked up.
7. **No invoicing for lost or stolen linen or other rented service goods will be used unless notation is made by the driver in writing to the end user at the time items are being picked up.**
8. All invoices with itemized charges must be signed for at the time of delivery; items not delivered will be crossed out with the adjustment to the invoice made by the delivery person with acknowledgement by the person receiving the services.
9. Proof of Workers Compensation, General Liability, Auto Liability, and Professional Liability must be provided by the awarded vendor before commencement of services.
10. Any products not meeting specifications will be picked up at vendor's expense and replaced within 24 hours after notification.
11. This contract will be awarded in a manner which is in the best interest of ESC Region 19 and its purchasing coop membership.
12. **Award basis will be 60% pricing, 25% selection of services, quality of supply samples, and ability of vendor to service the ESC Region 19 Purchasing Coop members, and 15% reference checks.**
13. Due to current economic factors, any price increases during the term of the contract will require specific data and backup documentation for possible consideration. No price increases will be accepted during the first 6 months of the contract.
14. **No delivery fees, surcharges, or other costs will be added to invoices during the contract term, unless the vendor has stated these charges with its original proposal.**

LOT 1-LINEN-RENTAL

<u>Item</u>	<u>Description</u>	<u>Unit Price</u>
1.	Dish Clothes -20" x 20", 100% cotton -Waffle weave -Sample required Brand/ Model <u>AS SPECIFIED</u>	<u>\$.16</u>
2.	Dish Towels -22" x 16", 100% cotton -Terry cloth -Sample required Brand/ Model <u>AS SPECIFIED</u>	<u>\$.14</u>
3.	Bib Aprons -White, 50% cotton, 50% poly -15" Bodice -36" long x 32" wide Brand/ Model <u>AS SPECIFIED</u>	<u>\$.28</u>

Item	Description	Unit Price
4.	Colored Bib Aprons -Assorted colors, 50% cotton, 50% poly -15" Bodice -36" long x 32" wide -Sample required Brand/ Model <u>AS SPECIFIED</u>	<u>\$.31</u>
5.	Grill Pads -Heavy Sac type -11" x 9" -for pot holder applications -Sample required Brand/ Model <u>AS SPECIFIED</u>	<u>\$.15</u>
6.	Dish Clothes (Yellow #2) -Used for cleaning stoves, grills, and related -no loss charge for these towel rentals -22" x 16" 100 % cotton -sample required Brand/ Model <u>AS SPECIFIED</u>	<u>\$.09</u>
7.	Replacement Cost for Lost or stolen linens	
	Dish Clothes	<u>\$ 1.90</u>
	Dish Towels	<u>\$ 1.50</u>
	White Bib Aprons	<u>\$ 4.18</u>
	Colored Bib Aprons	<u>\$ 6.18</u>
	Grill Pads	<u>\$ 2.10</u>

LOT 2-MATS

8.	Entrance Mats to be cleaned and changed out weekly (available in slate or red)	
	3' x 4'	<u>\$1.75 /week rental</u>
	4' x 6'	<u>\$3.60 / week rental</u>
	3' x 10'	<u>\$4.50/ week rental</u>
	Other sizes NOT AVAILABLE	<u>\$ ____/ week rental</u>
9.	Safety Mats to be cleaned and changed out weekly	
	3' x 4'	<u>\$2.00/ week rental</u>
	3' X 5'	<u>\$ N/A / week rental</u>
	Other sizes NOT AVAILABLE	<u>\$ N/A/ week rental</u>

NOTATION: MISSION LINEN REQUIRES A MINIMUM ORDER OF \$25 PER STOP; ALSO THERE IS A 10% SERVICE CHARGE AND 10% INVENTORY MAINTENANCE CHARGE PER INVOICE. FOR EXAMPLE, A \$25 ORDER WOULD BE \$30 AFTER ADDING THE 10% INVENTORY AND 10% SERVICE CHARGE.

RFP #12-6812

Date: _____

BID RESPONSE FORM-COMPLETION REQUIRED FOR AWARD CONSIDERATION AND EVALUATION PURPOSES

10. Please indicate which if any of the Purchasing Cooperative Members your company could not or would not be able to provide services to under this agreement?

MISSION LINEN AGREED TO SERVICE ALL LOCAL MEMBERS OF THE ESC REGION 19 PURCHASING COOPERATIVE WITH AGREED PRICING

A complete listing of Statewide members is available at the ESC Region 19 Purchasing website under Vendor and Community.

11. Number of years doing business in the El Paso Market: 53 YEARS

12. Number of employees living and working in El Paso: 49 EMPLOYEES

13. Number of delivery trucks for use exclusively in El Paso: 13 DELIVERY TRUCKS

14. List 3 large accounts vendor has done business within the last 24 months including the name of the business, the name of the contact person, their phone number, and mailing address: ON FILE AND VERIFIED QUALITY OF SERVICE AS ABOVE AVERAGE

15. Currently, this contract is utilized by Region 19 Head Start, San Elizario ISD, Socorro ISD, Ysleta ISD, Anthony ISD, Canutillo ISD, and others on an as required basis.

BID RESPONSE FORM

LOT 3- OTHER RELATED PRODUCTS INCLUDING TABLE TOPS, NAPKINS, WET MOPS, DUST MOPS, SHIRTS, PANTS, LAB COATS, SMOCKS, JACKETS, AND MICRO FIBER CLEANING AND MAINTENANCE PRODUCTS WHETHER FOR RENTAL, PURCHASE, OR BOTH. IF RESPONDING TO THIS SECTION, PLEASE PROVIDE A PRICE LIST AND DESCRIPTION OF ITEMS UNDER PURCHASE, RENTAL AND/OR BOTH. ALSO, ANY DISCOUNTS, EARLY PAYMENT TERMS, AND OTHER DETAILS SHOULD BE PROVIDED IN THIS SECTION:

<u>DESCRIPTION</u>	<u>WEEKLY RENTAL</u>	<u>DIRECT SALE PRICE</u>
TOPS 54 X 120 (ALL COLORS)	\$2.50	\$25
TOPS 85 X 85 (ALL COLORS)	\$2.50	\$25
NAPKINS (ALL COLORS)	\$.12	\$1.95
WET MOPS	\$2.00	\$12
DUST MOPS 24	\$1.50	\$ 9
DUST MOPS 36	\$1.75	\$ 11
DUST MOPS 48	\$2.00	\$ 13
SHIRTS (65/35)	\$.50/ CHANGE	\$ 15
PANTS (65/35)	\$.50/ CHANGE	\$ 21
LAB COATS	\$1.25/ CHANGE	\$ 28
SMOCKS	\$1.25/ CHANGE	\$ 28
MICRO FIBER TOWELS	\$.23	\$1.75

LOGO'S TO BE PRICED ON INDIVIDUAL BASIS

Approved by: _____
 (James R. Vasquez- Executive Director)
 (James R. Vasquez- Executive Director)
 (Armando Aguirre – Executive Director)

Date: _____
 (August 8, 2012)
 (June 19, 2013)
 (July 22, 2014)