



**City Of Hammond
Purchasing Department**

**RFP # 27-03
For**

Employee Rental Uniforms & Services

**Sealed Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P. O. Box 2788
Hammond, Louisiana 70404-2788**

Until

10:00 a. m. on May 15, 2026

At Which Time All Proposals Will Be Opened and Read Aloud

**Advertisement in the Official Journal, Daily Star, to be published (2) Times
April 23 & 30, 2026**

**For Additional Information or Questions, Contact:
Jana Thurman – Purchasing Director
purchasing@hammond.org**

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

Instructions to proposers

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc. The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection.

The RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP. All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Director, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If

proposing “equivalent” products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a “certificate of insurance” meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor. The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker’s Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker’s Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker’s Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

Scope of Work

The City of Hammond is seeking proposals for uniform rental services. This contract is intended for routine and continuous usage. The quantities are estimates based on the previous usage. These estimates are for acquainting the proposer with probable quantities to be expected during the contract period. Proposed quantities are estimates and may be subject to additions or deletions prior to award. No damage fees or replacement costs will be charged by the proposer except for loss by employee, or deliberate misuse of garment beyond normal wear and tear. All damaged garments must be made available for examination by a City of Hammond representative to make final determination as to the damage or replacement cost.

The intent of this RFP is to award a contract to a responsible proposer, whose proposal, conforming to this RFP, is most advantageous to the City, price and other factors considered. Should additional work be required that falls under the subject of the awarded contract during the contract term the City reserves the right to separately procure the individual requirements and subsequently requesting the vendor to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

SCHEDULE OF SERVICE REQUIRED

- Each person must be individually measured and fitted prior to first delivery of garments. During the first two weeks of service, vendor shall make necessary adjustments and provide necessary replacements at no additional cost.
- Furnish brand new never worn pants, shirts, and shop towels and fender covers for starting inventory; within 14 calendar days after fitting measurements have been taken.
- Provide cleaned uniforms, cleaned floor mats, cleaned shop towels and fender covers once per week per City of Hammond location.
- Replace all irreparably damaged, or permanently stained, or worn-out uniforms with all brand new ones within 7-14 calendar days of pick up.

The successful proposer shall, at minimum, provide the City with the following services:

- Provide the City with “Uniform Rental and Laundering Services” as required herein, including but not limited to furnishing new shirts, pants, emblems, shop towels; measuring, fitting, hemming, taking in and letting out, adjusting, stitching, sewing, repairing; laundering, stain-removing, pressing; inventorying, delivering, picking up, and replacing uniforms.
- Provide the City with color coordinated carpeted entrance mats
- Provide and maintain “new” uniform lockers onsite at each location as required. Service complaints that are reported to the Contractor will be responded to within twenty- four (24) hours with a course of corrective action to be completed within 48hours.

The City of Hammond, with notification, reserves the right to change the amount of uniforms due to additions and deletions of employees, and/or mats at our discretion without monetary penalties from the vendor, including option to terminate contract if service is unsatisfactory

This base proposal for the cleaning and rental of uniforms per week, per person for approximately 75 employees.

PROPER FIT

Measure each City employee individually at City designation location to assure that the to-be-provided uniforms fit properly. Each employee will be individually measured by trying on sample uniforms to determine proper sizing, including any unusual sizes necessary to insure comfortable wear, and first-class appearance. Any size mistakes or corrections will be performed by the vendor at no additional charge.

Check with each City employee individually to assure that the provided uniforms fit properly; make necessary alterations to the uniforms at no additional cost.

After the initial acceptance of the uniforms fitting properly, the vendor must make necessary alterations or supply new never worn uniforms for employees whose uniforms no longer fit properly; at no additional charges.

STARTUP INVENTORY

Furnish startup inventory consists of new uniforms as follows:

Provide each employee with the following: 11 long sleeve shirts or 11 short sleeve shirts, 11 pants, or any combination of the tops and bottoms. (See current uniform description)

Provide the Garage department with 100 shop towels.

Provide the Garage department with 15 fender covers.

Note that new employees must be furnished with startup inventory of brand new never worn uniforms within two weeks at no additional prep charges or any other charge.

All Inventories shall remain the property of the Contractor, in the event that a uniform is damaged, and the City is being charged a replacement cost, the City should be given the option of keeping the damaged uniform at no additional cost.

GARMENT CONTROL IDENTIFICATION

Provide a garment control identification tag for each employee uniform and location as follows: Employee name, department, location, date uniform was placed into service, and service record of pick up, delivery, and repairs.

Ensure that the garment control identification permits the grouping together of uniforms by each employee and are deliverable to the correct location. A bar-coded identification label should be affixed to each garment and clean and soiled garments should be scanned to verify the completeness and accuracy of each delivery. A weekly report should be supplied to the internal point of contact.

UNIFORM PICK UP AND DROP OFF:

A laundry collection uniform locker for both clean and soiled work uniforms must be installed at each location. Pick up all to-be-laundered shop towels and fender covers once a week; note only the number of shop towels and fender covers that are actually being laundered are to be billable. Submit a numbered pick-up list of items to be picked up from each location.

Drop Off and Pick Up Locations

Street Department	18104 Hwy 190 East, Hammond, LA 70401
Parks & Grounds Department	18104 Hwy 190 East, Hammond, LA 70401
Water Department	18104 Hwy 190 East, Hammond, LA 70401
Garage Department	18104 Hwy 190 East, Hammond, LA 70401
Hammond Airport	600 Judge Leon Ford Dr., Hammond, LA 70401
Hammond Recreation Department	601 West Coleman St., Hammond LA 70403
Building Department	711 Pecan St., Hammond, LA 70401
Code Enforcement	219 E Robert St., Hammond LA 70401

UNIFORM CLEANING

On a weekly basis, the vendor will pick up soiled shirts, pants, rugs and shop towels, for laundering. Ensure that all uniforms and items are cleaned in a manner that is appropriate to remove all soils, dirt, grease, and oils without damaging the material to the point of detracting from the appearance of the uniform. Uniforms which retain an offensive smell or residual odor, or excessive stains will not be acceptable and should be replaced at no additional cost. Ensure that all delivered uniforms are wrinkle-free; the City of Hammond may reject or not pay for any uniforms delivered with wrinkles. Any special orders for persons allergic to soaps, cleaning solutions, starches will be handled on an individual basis at no additional cost.

UNIFORM REPAIRING

Make repairs to all uniforms as required. Note that such repairs are for sewing and stitching of uniform seams or patches and replacement of buttons. Supply uniform repair tags that may be affixed to the to-be-repaired uniforms for each location at no additional cost.

UNIFORM REPLACEMENT

Uniforms that are worn out, dingy in color, damaged, lost, or stained from cleanings or exchanges will be replaced at vendor’s sole expense and the City of Hammond has the right to request these uniforms. Uniforms that are damaged beyond repair, permanently visibly stained, or lost due to employee’s misuse will be replaced at the prorated uniform costs. Replacement uniforms requested by the City due to change of color, style, etc., will be replaced at the prorated uniform costs.

Note: Uniforms shall be replaced with brand new never worn uniforms only.

UNIFORM DELIVERING

Provide hangers for all uniforms to be delivered to ensure that the uniforms are dry, clean, wrinkle-free, and ready to wear. Also provide hanger recycling stands. Ensure that the delivered uniforms are grouped together by each employee and department and

delivered to the correct location according to the garment control identification.

Note that only the exact number of shirts, pants, shop towels, fender covers and rugs that were actually laundered, cleaned, repaired, replaced, furnished as new wrinkle-free grouped and delivered to the correct City location are billable, NO EXCEPTIONS.

UNIFORM REJECTIONS

The City Representative may reject any items that do not meet the requirements of the proposal specifications. Reload rejected items immediately on the same delivery as they were originally being delivered. Pickup rejected items within 2 business days if such rejection was discovered by City after delivery was made. Restore to acceptable state or replace, as necessary, rejected items within 7 business days after the rejection was made, at Contractor's sole expense.

UNIFORM RETURN CONDITIONS

The City of Hammond shall notify the vendor of termination, leave or new hires by verbal or written notice. Garments of terminated employees shall be given to the pick-up driver within two (2) weeks of notice. No charges shall be made for the rental of the terminated employee upon return of uniforms. New hires shall be furnished with startup inventory of brand "new" uniforms without any additional charges for proper fit. Employees on extended leave, four (4) weeks or longer will not be charged rental until their resumption of duty. It is the sole responsibility of City of Hammond to notify the Vendor of leave and return dates, failure to notify the Vendor will result in additional rental fees. At the termination of the contract, all rental uniforms will be returned to the vendor within thirty (30) working days.

LOST/DAMAGED ARTICLES

State the full cost of each shirt, and pants. Prorate each uniform article by the number of weeks in service by taking the full amount the item cost and dividing it by 52 weeks and multiplying it by the number of weeks in service; Example: if a shirt is \$5.20 at full cost of replacement, \$5.20 divided by 52 weeks equals \$0.10 per week; if it has been in service for 26 weeks, then the prorated replacement cost is \$2.60. These prorated charges apply to any emblems on the uniform and are in addition to the weekly uniform rentals. Note that shop towels are not subject to prorating. If items are lost or damaged by any means by the City contractor shall charge the City for the then current replacement value for each item. All garments and other rented items shall remain the property of the contractor. All garments that require replacement due to normal wear shall be replaced by the contractor at no charge to the city with a brand "new" garment.

UNIFORM DESCRIPTION

Provide each employee with the following: 11 long sleeve shirts or 11 short sleeve shirts, (Or any combination of the two), 11 pants. Below are descriptions from our current provider's Unifirst specifications.

CODE	Description
100105	PNT-100%COTTON PLAIN FRONT
112205	PNT-65POLY/35COTT PLEATED TWIL
112231	PNT-65POLY/35COTT PLEATED TWIL
112287	PNT-65POLY/35COTT PLEATED TWIL
04MM12	SS POLO-100%POLY NO PKT MOIST
04MM25	SS POLO-100%POLY NO PKT MOIST
100205	PNT-65/35 SOFTWILL PLAIN FRONT
04MM05	SS POLO-100%POLY NO PKT MOIST
04MMDH	SS POLO-100%POLY NO PKT MOIST
04MMHP	SS POLO-100%POLY NO PKT MOIST
05MM14	SS POLO-WOS100%POLY NOPKT MOIS
05MMNP	SS POLO-WOS100%POLY NOPKT MOIS
096007	LS SHT-WOS CASUAL P/C POP BUT
096012	LS SHT-WOS CASUAL P/C POP BUT
013C03	SPOTLITE LX LSSHT-ENHANC-YELLOW REFL 65/35
023C03	SPOTLITE LX SSSHT-ENHANC VIS-YELL REFL 65/35
123C31	PNT-65/35DBL YELLW REFL STRPG
538812	MAT 3X5 SCRAPER
538912	MAT 4X6 SCRAPER
76GF12	MAT-3X5 HD GREAT IMPR
76GF13	MAT-3X5 HD GREAT IMPR
76GH03	MAT-3X10 HD GREAT IMPR
802310	WIPERS 18X18 BAGGED
76GG12	MAT-4X6 HD GREAT IMPR
063606	SS SHIRT CASUAL 65/35 POPLIN
063625	SS SHIRT CASUAL 65/35 POPLIN
010202	LSSHT-65/35 WORKSHIRT
010205	LSSHT-65/35 WORKSHIRT
010206	LSSHT-65/35 WORKSHIRT
010212	LSSHT-65/35 WORKSHIRT
010213	LSSHT-65/35 WORKSHIRT
100212	PNT-65/35 SOFTWILL PLAIN FRONT
100205	PNT-65/35 SOFTWILL PLAIN FRONT
752131	COVERS-FENDER 60X36
811602	WET MOP LARGE WITH RED BAND 24
813007	MOPS-HANDLE 15/16X60
816500	MOPS WET MOP HANDLE-WOODEN 60"
836017	MOPS-UNFRAMED 60"
020209	SSSHT-65/35 WORKSHIRT

RENTAL OF ENTRANCE MATS

Rental of entrance mats. Rotated and cleaned weekly or when additionally requested.

BILLING REQUIREMENTS & PROCEDURES

The requirements for the weekly billing of our accounts must be followed as noted. There are approximately 7 delivery locations that require weekly invoices. Detailed weekly invoices noting the wearers name and garment inventory and weekly rental rate or the floor mat quantity, size and weekly rate must be prepared for each delivery location. Each invoice must be emailed to the corresponding department superintendent.

ADDITIONAL WORK

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the vendor will be requested to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

Financial Proposal

The proposal should detail all costs related for the services requested, as well as an estimate of any additional fees that may accrue over the course of the contract. The City will not pay any surcharges or fuel charges not listed.

Clothing

Vendor shall provide City employees with eleven (11) sets of new and unused uniforms. Each employee shall be authorized five (5) uniform changes a week. Clothing, when first issued, whether at start of contract or to new employees, shall be new and of quality and processing must be comparable to generally accepted standard of the industry. Each proposer shall submit a policy for upgrade of uniforms due to excessive wear, soiled or torn clothing, and poor fitting. Proposers shall also submit number of days to supply initial clothing and start of service after contact award, as well as time needed to supply new employees' uniforms during contract period.

Emblems

Regular uniforms shall have two (2) emblems on each shirt. The employees name tag over the right shirt pocket. The other emblem shall be the City logo, which will be provided to the successful vendor, and shall be placed over the left shirt pocket.

Measurement

The vendor will measure all current and subsequent employees. Employees may select uniform shirt sleeve length at the time of initial order only. All alterations, mending and size exchanges on all uniforms shall be provided by the Vendor at no additional cost to the City. The vendor will provide a breakdown for any special garment price for tall size or oversize garments.

Samples

Vendors may be requested to provide samples.

Colors

Samples of garment color options of each garment type shall be furnished under this RFP and must be submitted with the proposal.

Proposal Amount

Proposer agrees to Furnish All Materials, Supplies and Services in complete accordance with all RFP 27-03 Specifications for the sums indicated:

Description	Weekly Cost	Replacement Cost
PNT-100%COTTON PLAIN FRONT		
PNT-65POLY/35COTT PLEATED TWIL		
PNT-65/35 SOFTWILL PLAIN FRONT		
SS POLO-100%POLY NO PKT MOIST		
SS POLO-WOS100%POLY NOPKT MOIS		
LS SHT-WOS CASUAL P/C POP BUT		
SPOTLITE LX LSSHT-ENHANC-YELLOW REFL 65/35		
SPOTLITE LX SSSHT-ENHANC VIS-YELL REFL 65/35		
PNT-65/35DBL YELLW REFL STRPG		
MAT 3X5 SCRAPER		
MAT 4X6 SCRAPER		
MAT-3X5 HD GREAT IMPR		
MAT-3X5 HD GREAT IMPR		
MAT-3X10 HD GREAT IMPR		
WIPERS 18X18 BAGGED		
MAT-4X6 HD GREAT IMPR		
SS SHIRT CASUAL 65/35 POPLIN		
LSSHT-65/35 WORKSHIRT		
COVERS-FENDER 60X36		
WET MOP LARGE WITH RED BAND 24		
MOPS-HANDLE 15/16X60		
MOPS WET MOP HANDLE-WOODEN 60"		
MOPS-UNFRAMED 60"		
SSSHT-65/35 WORKSHIRT		

Company's Fee

All additional rates and fees must be submitted as part of this RFP 27-03. Describe how and when the fees apply. The City will not be responsible for paying any fees not specifically listed. The fees and charges presented shall remain firm for the original term of agreement. Additional fees shall reflect:

- Initial contract Prep charges/ embroidery fees
- Restocking fees
- Up Charge fees for special garment sizes 2X and above on shirts or 44 and above on pants
- Special garment charge for tall or oversized garments
- Unreturned inventory
- No additional surcharges will be permitted if not submitted with proposal

Sealed RFP Form for Public RFP 27-03

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal.

List by date and Addendum number _____

Signature of Proposer

Company Name

The above signature on this Sealed Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this Seal Proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this sealed RFP.