



## **PUBLIC NOTICE**

### **REQUEST FOR PROPOSALS (RFP)**

#### **DRY CLEANING AND ALTERATIONS SERVICES**

for the

Citrus Heights Police Department

6315 Fountain Square Drive

Citrus Heights, CA 95621

**Release Date:** April 28, 2025

**Deadline for Submission:** May 16, 2025, 4:00 PM

**Contact person:** Cassandra Kinnan

# **REQUEST FOR PROPOSALS**

## **FOR DRY CLEANING AND ALTERATION SERVICES**

**RELEASE DATE:** April 28, 2025

**CLOSING DATE:** May 16, 2025 at 4:00 PM – All submissions must be received at the Citrus Heights Police Department by the deadline, postmarks will not be accepted.

**CONTACT PERSON:** Cassandra Kinnan  
Senior Management Analyst  
(916) 727-5561 (phone)  
ckinnan@citrusheights.net

Citrus Heights Police Department  
6315 Fountain Square Drive  
Citrus Heights, CA 95621

Hours: Monday-Friday 8:00 AM – 4:00 PM

### **Purpose**

The City of Citrus Heights is seeking itemized proposals for dry cleaning and alteration services for its police department.

### **The City**

The City of Citrus Heights, located in northwest Sacramento County, adjacent to the Placer County border, incorporated as a General Law city with a Council/Manager form of government in January 1997. The City has a population of approximately 90,000 residing in a 14 square mile area, in a mature, urbanized area estimated to be approximately 95% built out. Citrus Heights is not a full-service city. The City currently employees over 200 full-time employees, providing services in the areas of community development, public works, general administration, economic development, finance and police services. Various special districts within Citrus Heights provide such services as water, fire, schools, and parks & recreation. The City Council priorities include providing diverse opportunities for community involvement and communication; maintaining financial stability; improving quality of life for the community; providing an accessible, innovative, responsive City government; and strengthening the City's economic base.

### **Project Background**

The City of Citrus Heights provides dry cleaning services, and basic uniform repairs for approximately 100 sworn and 60 professional staff personnel of the Citrus Heights Police Department. These items, including uniforms and bedding, are estimated at around 400 pieces each month. The department is currently seeking itemized bids for dry cleaning companies in the area to provide these services to include transporting the items to and from the department three times a week; on Mondays, Wednesdays, and Fridays during lobby business hours.

## **Scope of Work**

### ***Project Goals***

Vendor is requested to provide a cost efficient proposal to the Citrus Heights Police Department for dry cleaning services by the deadline of 4:00 PM on Friday, May 16, 2025.

### ***Project Tasks***

The vendor will provide bags in which employees will contain the items to be cleaned. Vendor will also provide bags, of different color, for items that have been contaminated with biological fluids and substances. These items will include but are not limited to twin fitted sheets, twin flat sheets, twin blankets, standard pillowcases, dress jackets, dress blazers, short and long-sleeved uniform shirts, and uniform pants. The vendor will provide receptacles where the bags will be placed. The vendor will also provide a mechanism to ensure dry cleaning items and items being altered are identified to specific employees at pickup and drop-off. An example of this type of mechanism is having the dry-cleaning bag marked with employee information, as well as a barcode type system that tracks individual clothing items.

The vendor will pick up, clean, and drop off said items at the department at a minimum of three times per week (Monday, Wednesday, Friday). All garments picked up are to be cleaned and returned on the next delivery day to that location. The police department has one facility. The cleaning receptacles will be in the women's and men's locker rooms. Vendor's employees will be allowed access to the restricted areas with a department escort upon having a clear history check. All fees associated with history checks, to include fingerprinting, will be paid by the vendor.

Items are to be returned pressed and clean in smell and appearance. Garments returned with an odor will not be accepted. The uniforms vary in material, but blended materials consist of polyester, rayon, cotton, lycra or wool. Shirts and pants with obvious creases shall be pressed appropriately, additionally all uniform shirts shall have military creases ironed in. All cleaned uniforms need to be individually bagged and legibly identified by last name and first initial and returned alphabetized only as far as the first letter of the last name.

If an item is lost or damaged, the vendor shall reimburse the City of Citrus Heights the full replacement amount of the item. The City of Citrus Heights shall provide a receipt for the cost of the replacement item. The vendor will submit one summary monthly billing with totals for the police department. The City of Citrus Heights shall pay invoices on a net 30 basis. The bills will need a monthly individual breakdown or changes per employee.

The vendor shall provide minor repairs and uniform tailoring, including but not limited to the following needs; repairing of torn items, buttons, holes and the like, hemming and basic tailoring of uniform shirts and pants, as well as adding and removing patches from uniform items.

### **Vendor Qualifications**

Vendors shall have the ability to efficiently clean an estimate of 400 pieces monthly as well as the ability and insurance to cover the transportation of the items to and from the department at a minimum of three times per week.

## **Proposal Format**

All submitted proposals shall be formatted as follows.

### ***Cover Letter***

### ***Company Overview***

The submitted proposal should contain a brief description of the vendor's company and its qualifications and technical capacity, and explanation of past projects relevant to all phases of the project described in this RFP, and a minimum of three references and contact information.

### ***Project Approach***

The submitted proposal should include a statement of the project as vendor understands it, and a description of vendor's execution plan. It should also describe the vendor's quality control.

### ***Project Pricing***

Proposals should include an itemized price list for dry clean services for the following items:

1. Twin fitted sheet (laundered)
2. Twin flat sheet (laundered)
3. Twin blanket (laundered)
4. Standard pillowcase (laundered)
5. Dress jacket
6. Dress blazer
7. Short-sleeved uniform shirt
8. Long-sleeved uniform shirt
9. Uniform pants
10. Items contaminated with biological hazards, to include items sprayed by skunks (include a description of how these contaminated items are to be packaged for pickup)
11. Tablecloths

Proposals should also include an itemized price list for alterations performed on uniform items:

1. Repairs
  - a. Buttons,
  - b. Tears/holes
  - c. Zippers
2. Tailoring
  - a. Add / remove patches, service stripes, rank insignias
  - b. Add zippers
  - c. Pant and shirt hems
  - d. Tapering or letting out shirts/pants

### ***Proof of Insurance***

Vendor must also include a copy of their current insurance.

### **Evaluation Criteria**

All submitted proposals meeting the deadline will be carefully reviewed and considered.

### **Approximate Key Action Dates/Timeline**

Release of RFP	Monday, April 28, 2025
Deadline for Receipt of Questions	Tuesday, May 6, 2025
Deadline for Receipt of Proposal	Friday, May 16, 2025
Notice of Intent to Award	Monday, June 2, 2025
Anticipated Contract Award Date	Tuesday, July 1, 2025

### **General Terms & Conditions**

Limitation: The Request for Proposals (RFP) does not commit the City of Citrus Heights (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Insurance: The consultant shall maintain in full force and effect the insurance as outlined in **Attachment A**. The City reserves the right to waive or modify such insurance coverage. However, consultants meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement, acceptable to the Risk Manager, prior to execution of a contract. The consultant shall state their ability to meet the City's insurance requirements within their submittal.

Signature: The consultant's RFP response shall provide the following the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Required Products: List products required for response to the RFP.

### **Submission Instructions**

One (1) unbound original and three (3) bound, sealed copies of the proposal must be received no later than **4:00 PM PST, FRIDAY, MAY 16, 2025** at the City of Citrus Heights, or mailed to: Cassandra Kinnan, Senior Management Analyst, Citrus Heights Police Department, 6315 Fountain Square Drive, Citrus Heights. Late proposals will not be accepted.

## **Attachment A**

### **Standard Insurance Requirements**

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Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Consultant's negligent performance of work hereunder or its negligent failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the [active negligence, (*only if contract involves design services in connection with a public works project - see Civil Code §2782(b), §2783*)] sole negligence, or willful misconduct of the City.

In order to comply with the bonding and insurance requirements contained in your contract with the City of Citrus Heights there are several things that we require. It is our intent to facilitate consideration of every project, so we are including here a **summary** checklist for your convenience.

**All bonds and insurance requirements need to be complete and submitted prior to your contract being approved.**

#### **I. GENERAL**

- A. Send these requirement sheets to your insurance broker for immediate compliance.**
- B. NO CONTRACTS WILL BE APPROVED UNTIL ALL CERTIFICATES ARE IN ORDER.**
- C.** New and renewal Certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.
- D.** All contractors and subcontractors working on a project or jobsite must meet the same insurance requirements you do, prior to starting work on the project or site.
- E.** All insurance companies must have an AM Best rating of A:VII or better.
- F.** Any deductibles must be declared to and approved by the City.
- G.** All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.
- H.** A 30-day cancellation notice is required, and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.
- I.** Expiration dates are required on all certificates.

#### **II. SPECIFIC COVERAGE**

##### **A. GENERAL LIABILITY/AUTOMOBILE LIABILITY**

###### **GENERAL LIABILITY**

\$2,000,000 General Aggregate

\$2,000,000 Products and/or Completed Operations

\$1,000,000 Each Occurrence

###### **AUTOMOBILE LIABILITY**

\$1,000,000 Combined Single Limit

**B. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY**

\$1,000,000 Employer's Liability

STATUTORY Workers' Compensation

**III. ENDORSEMENTS**

**A. The GENERAL LIABILITY AND AUTOMOBILE LIABILITY policies are to be endorsed to contain, the following provisions:**

1. The Entity, its officers, officials, employees, and agents are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an **Additional Insured endorsement** (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
2. There must be an **endorsement** indicating that coverage is primary and non-contributory with respect to additional insureds.
3. There must be an **endorsement** that includes a severability of interest clause. (cross liability).
4. Where applicable, the General Liability policy shall contain an endorsement or provision stating that such insurance applies to the liability assumed by any subcontractor. (Owners and Contractors Protective)
5. The General Liability coverage shall be at least as broad as ISO form CG 00 01 (ed. 10/01).
6. The auto coverage shall be provided for owned, hired, and non-owned autos.
7. The auto coverage shall be as broad as ISO form CA 00 01.

**B. The WORKERS COMPENSATION/EMPLOYERS LIABILITY policy must contain an endorsement with a waiver of subrogation in favor of the City of Citrus Heights for all work performed by the contractor, its employees, agents and subcontractors.**

**C.** Acceptance of any bond, certificate of insurance, or endorsement showing proof of insurance required by your contract does not constitute approval or agreement by the City of Citrus Heights that the insurance requirements have been met or that the bond or insurance policies referenced on any certificates and endorsements are in compliance with your contractual requirements.