



4050 Esplanade Way  
Tallahassee, FL 32399-0950  
850-488-2786

**Ron DeSantis, Governor**  
Jonathan R. Satter, Secretary

## **Department of Management Services**

### **REQUEST FOR INFORMATION**

### **FOR**

### **UNIFORM PURCHASE AND RENTALS**

**RFI Advertisement Number: DMS-19/20-005**

**Begin Date: January 14, 2020**

**End Date: February 6, 2020**

Pursuant to 60A-1.042, an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation.

## **I. INTRODUCTION**

The Department of Management Services (Department) is issuing this Request for Information (RFI) to Florida's vendor community to obtain industry information regarding uniform rentals for its facility maintenance needs.

This is an RFI as defined in section 287.012(22), Florida Statutes, for planning purposes only. This is not a solicitation for offers. The information gathered from this RFI may be used to develop a future competitive solicitation. Please monitor the Vendor Bid System for any changes or notices prior to submitting a response.

## **II. PURPOSE OF AN RFI**

Rule 60A-1.042, Florida Administrative Code, provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation. A vendor's response to an RFI is not an offer and the agency may not use the vendor's submission to justify a contract with that vendor without otherwise complying with Chapter 287, Florida Statutes (F.S.) and Rule 60A-1.042, F.A.C. Vendors submitting a response to an agency's RFI are not prohibited from responding to any related subsequent solicitation.

Any future purchase of the services will be conducted in accordance with Chapter 287, F.S. The Department may use responses to this RFI to prepare one or more competitive solicitations and as the basis for any subsequent vendor meetings.

## **III. GOAL**

Through providing uniforms, the Department desires a solution that provides a combination of style, comfort, appearance and options of uniforms in fulfilling the daily job responsibilities of uniformed staff.

The Department's objective's in providing uniforms includes, but is not limited to, the following:

- Standardizing uniform attire
- Providing a recognizable uniform for tenant needs
- Convey a professional appearance
- Provide attire for trades that require specific safety measures
- Reduce costs
- Providing at a minimum:
  - Breathable, snag-resistant work and polo shirts
  - Flat-front work and cargo pants
  - Flame-resistant uniforms
  - Zip-in lined jackets
  - Hats
  - Neon safety colored shirts
  - Laundering services

The Department is looking for organizations that will provide solutions to meet the state's current and future needs and would appreciate responses to Section V., below.

#### **IV. RESPONSE**

In order to potentially develop a new solicitation for uniforms, the Department is requesting the following information:

##### **A. Company information:**

Primary contact  
Address  
Phone  
Email

##### **B. Product and Services Summary:**

- 1) Please provide a general description of the products, services, and technologies offered by your company related to uniform rental/leasing and purchasing.
- 2) Please provide a typical process and timeline for ordering new uniforms and modifying existing uniform provided by your company.
- 3) Please include a description of best practices used to train, implement, and maintain the uniform rental/leasing program successfully.
- 4) Please describe common benefits and outcomes and well as potential issues and concerns relating to uniform rental/leasing.
- 5) Please provide information, including pros and cons, regarding all methods by which logos can be integrated into uniforms and associated costs. Examples include iron-on, stitched, etc. ease provide a general description and pricing structure along with an explanation of how costs are typically invoiced for the services that your company provides.
- 6) If your company has a current contract within Florida, that has cooperative purchasing language and may be utilized by the Department to obtain uniform services, please provide the details of that agreement.
- 7) Please describe your customer service model and how your company approaches dispute resolution.

#### **V. RESPONSE FORMAT**

Potential vendors should respond at least to the following sections at a minimum:

- A.** Company Information;
- B.** Product and Services Summary;
- C.** Response to Section IV.

**PLEASE NOTE:** Any submitted material is subject to the Public Records Act, section 119.07 of the Florida Statutes.

#### **VI. RESPONSE SUBMISSION**

Responses should address each request and question in Section IV., point by point. Responses shall be submitted via email only. Additionally, a redacted copy, if applicable (please see section XII).

Please submit the above to the Procurement Officer noted below within the required date and time, identified in Section IX, below. **The response must be submitted to the Procurement Officer and email address identified below:**

## VII. PROCESS

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

The Department will review the responses to determine the feasibility of issuing a competitive solicitation for uniform solutions.

Any request for cost information is for budgetary purposes only.

If necessary, the Department may ask to hold presentations with one or more of the responding vendors.

Responding to the RFI does not prevent a vendor from being eligible to contract with an agency pursuant to section 287.057(17)(c), Florida Statutes.

## VIII. PRESENTATIONS

After the Department receives responses to this RFI, and at the sole discretion of the Department, one or more Respondents may be selected to demonstrate to the Department the Respondent's products and services relating to the information submitted in the RFI response. The purpose is to learn about the most current solutions available. This economy of presentation will be applied to all verbal discussions as well. The meeting moderator will be polite but direct to keep discussions on topic and will not allow the meetings to take on a sales tone. Vendors are encouraged to bring technical and legal representatives to the presentation meetings.

## IX. TIMELINE

Listed below are important dates and times when actions should be taken or completed. If the Department finds it necessary to update any of the dates and, or times noted, it will be accomplished by an addendum to the RFI. All times listed below are in Eastern Standard Time (EST) in Tallahassee, Florida.

Date	Time	
1/14/2020	4:30 p.m.	Release of RFI
1/23/2020	4:30 p.m.	Questions due to the Procurement Officer
1/28/2020		Answers to vendor questions are posted to VBS
2/6/2020	4:00 p.m.	Responses are due to the Procurement Officer
TBD	TBD	Presentations, if applicable

## X. CHANGES TO THE RFI

DMS will post addenda to the RFI on the Florida Vendor Bid System (VBS) at <http://vbs.dms.state.fl.us/vbs/search.criteria.form>. The Respondent may view addenda by selecting "Department of Management Services" in the "Agency" drop down box. Each Respondent is responsible for monitoring the VBS for new or changing information.

## XI. RFI QUESTIONS AND CONTACT WITH DMS

Respondents shall address all questions regarding this RFI in writing to the Procurement Officer identified in Section XIV. DMS will post answers to questions on VBS as noted in Section IX., Timeline.

## **XII. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION**

If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Respondent must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

## **XIII. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this RFI. The Department will not be responsible for any vendor related costs associated with responding to this request.

## **XIV. PROCUREMENT OFFICER**

If you have questions concerning this RFI, please contact:

Kellie Talbot  
Departmental Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 335  
Tallahassee, FL 32399-0950  
Phone: 850-488-0012 Email: [dms.purchasing@dms.myflorida.com](mailto:dms.purchasing@dms.myflorida.com)

**\*\*\* ALL EMAILS TO PROCUREMENT OFFICER SHALL CONTAIN THE RFI NUMBER  
IN THE SUBJECT LINE OF THE EMAIL \*\*\***

## **XV. SPECIAL ACCOMMODATIONS**

Any person with a disability requiring special accommodations to participate in the RFI shall contact the Department contact person at the phone number above at least five

working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Certified Business Enterprises are encouraged to participate in the RFI process.

**END OF RFI NO.: DMS-19/20-005**