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555 Lakeshore Blvd. Painesville Twp., OH 44077

RFP Driver Uniforms Pre-Proposal Meeting Minutes

January 13, 2021

In Attendance:

Matt Maier, Director of Operations

Tammy Skaggs, Assistant Director of Operations

Diane Mazzarella, Administrative Assistant for Operations

Andrea Aaby, Director of Compliance and Development

Brian Dorris, Unifirst

Lee Pilious, Garment Specialties

Zach Smith, Garment Specialties

Please address all questions to Andrea Aaby at aaaby@laketrans.com. This will ensure that all vendors can see the response.

If there are any question about the mandatory forms, reach out to Andrea Aaby aaaby@laketrans.com.

Each spring, drivers are issued new oxford shirt(s) and pants. See table in section 3.5.1.

Each fall, the drivers are provided a \$90 credit to purchase supplemental items such as sweaters, belts, bomber jackets, etc. See sections 3.5.6 – 3.5.10.

Laketrans hires a new class of drivers several times per year. New drivers are issued a set of uniforms described in the table in section 3.5.1 – “initial offering”. Laketrans requires on site size measuring by the vendor – particularly for inseam measuring. If the vendor has a local shop where measuring can be formed, this is also acceptable.

Proposals are being evaluated on the quality of the garments in the “initial offering.”

Please be aware that oxford shirts have an epaulet on each shoulder.

Attached to the meeting minutes are the manufacturer and items numbers of the current garments Laketrans uses for the uniform program.

The pricing form must be completed so that vendors can be compared equitably. However, you may attach additional information to supplement or further explain your pricing.



INITIAL HIRE-PART TIME WOMENS UNIFORM

Driver Name and Number: _____

Item/Style#	Size	Quantity	Price	Total
Women's Pant				
Style #HS2432 Horace Hvy. Wt. Cool Flex Band	Size: 4-54 _____ X Inseam _____			
Style#8759-Edwards Poly/Wool Fitted Style Narrow Waistband	Size: 2-20 _____ X Inseam _____ Size: 22-24 _____ X Inseam _____ Size: 26-28 _____ X Inseam _____			
Style # 2203 Executive Apparel 100% Polyester SZ 20-28 elastic waistband	Size: 2-18 _____ X Inseam _____ Size: 20-28 _____ X Inseam _____			
Women's Shirts				
Long Sleeve Dress Shirt Style #5077 Oxford Style Edwards	XXS _____ XS _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL _____			
Short Sleeve Dress Shirt Style #5027 Oxford Style Edwards	XXS _____ XS _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL _____			
Charles River Rain Jacket Navy A-Line with Hood Style #5099	S M L XL 2XL 3XL 4XL 5XL 6XL			
Winter Parka #9900 Tri-Mountain (Brand)	XS _____ S _____ M _____ L _____ XL _____ 2XL 3XL 4XL 5XL 6XL			
TOTAL ORDER AMOUNT:				



INITIAL HIRE-PART TIME MENS UNIFORM ORDER

Driver Name and Number: _____

Item/Style#	Size	Quantity	Price	Total
Men's Pant				
Style HS 2331 Horace Hvy.Wt. Cool Flex Band	Size ____ X Inseam ____ 28-54			
Style-2750 Edwards Poly/Wool Light Weight Pant	Size ____ X Inseam ____ 28-42 Size ____ X Inseam ____ 44-48 Size ____ X Inseam ____ 52-54			
Men's Shirts				
Long Sleeve Dress Shirt Style #1077 Edwards	Neck ____ Sleeve ____ SM-XL _____ Neck ____ Sleeve ____ 2XL ____ _____ 3XL-4XL _____ 5XL-6XL _____			
Short Sleeve Dress Shirt Style #1027 Edwards	Neck ____ SM-XL ____ Talls _____ Neck ____ 2XL ____ _____ 3XL- 4XL ____ _____ 5XL- 6XL ____			
Charles River Apparel Hooded Rain Coat Mens Style #9199	S ____ M ____ L ____ XL ____ 2XL 3XL 4XL 5XL			
Winter Parka #9900 Tri-Mountain (Brand Name)	XS ____ S ____ M ____ L ____ XL ____ 2XL 3XL 4XL 5XL 6XL			

TOTAL ORDER AMOUNT: \$ _____

Driver Signature: _____ Driver # _____