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555 Lakeshore Blvd. Painesville Twp., OH 44077

January 23, 2023

RFP # 2304 Driver's Uniforms

Questions

Q1. I am inquiring who your current uniform provider is now and how long have they been in contract?

A1. Fully Promoted is Laketran's current vendor. They have been our vendor since 2021.

Q2. I see the employee total and that these will be ordered once a year through an online store. However since there is a change from the last uniform, will there be a bulk order of uniform items ordered upfront for existing employees that reflects the "new employee" quantity? Or is this program going forward and we should expect the quantities indicated on the chart for 1 or 2 items per existing employee in the spring?

A2. Laketran is currently not considering purchasing a bulk order of new uniform shirts (although that is subject to change at our discretion). The uniform program consists of bulk orders placed in the spring and employees are issued a stipend in the fall to purchase additional uniform pieces.

Q3. 3.15 Parka, 3.16 Rain Jacket, 3.17 Fleece Jacket, 3.18 Fleece Vest - When you refer to "High Visibility" do you require ANSI compliance ?

A3. No, ANSI compliance is not required.

Q4. I see that you're changing the drivers uniforms to be more visible. Besides the visible factor, is there any other quality Laketran would like these new pieces to encompass that the current one doesn't?

A4. No.

Q5. If anything, what does Laketran not like about the current uniform?

A5. Laketran is looking to institute a uniform program that incorporates more off-the-shelf pieces and less custom work.

Q6. Does Laketran currently have an inventory program for uniforms with current provider or is it all on demand?

A6. On demand.

Q7. Do you have any current reports that break down the ordering per month from your current provider?



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A7. No reports are available. Invoices can be sent upon request. Invoices contain employee information and will not be posted to Laketran.com.

Q8. When orders are placed, are they produced and shipped as they come in or do you hold and ship bulk on a weekly basis to cut down on freight.

A9. The current uniform orders are shipped in bulk. Propose the best solution for Laketran.

Q9. If you could change anything about the current store technology, what would you say you want to see improved?

A9. Laketran does not currently have an online store for uniform orders.

Q10. For the Pre-proposal meeting, is it more of a Q&A or is there additional data that is going to provide at this meeting? I have every intention in coming in person but wanted to properly prepare for the that day.

A10. At the pre-proposal meeting there is the opportunity for vendors to ask questions. It is informal. The highlights of the RFP will be discussed.

Q11. Can you confirm we can bid on some items or we have to bid on all items.

A11. Laketran is looking to award one uniform contract. The core uniform – shirts and pants must be included in your proposal.

Q12. Can you give more insight to what you are looking for in the website? Is the intention for every employee to have their own login/ password or are you looking for a general site where anyone can go on and order using their stipend?

A12. The purpose of the online portal is to streamline uniform ordering for employees. The portal should be unique to Laketran and restrict purchasing to only approved garments that comprise the official Laketran uniform. Employees should be able to choose their size and quantity from the available garments. There must be a backend approval process that allows Laketran staff to review orders and make changes before approving the purchase. The portal should provide backend reporting for Laketran administrators to verify purchasing, quantities, costs, etc. The ordering website should have the ability to restrict quantities and/or dollar value of garments; load stipend for each employee so they can easily determine how much they are spending; and/or able to charge employee directly for purchases made above the stipend amount – such as prompting for credit card payment. The proposer is responsible for proposing the best method to achieve this requirement whether that includes a login/password for each employee or other solution.