



The regional transit authority for Lake County

Address: 555 Lake Shore Boulevard • Painesville, Ohio 44077

Phone: (440) 350-1000 • Fax: (440) 354-4202

REQUEST FOR PROPOSALS

for

DRIVER'S UNIFORMS

RFP # 2304

PROPOSALS DUE BY: February 6, 2023 at 12:00 p.m.

Pre-Proposal Conference: January 25, 2023 at 10:00 a.m. EST at Laketransit 555 Lakeshore Blvd.
Painesville Twp., OH 44077

or via teleconference:

<https://us02web.zoom.us/j/85341329236>

Meeting ID: 853 4132 9236 / +13092053325,,85341329236# US

Date Issued: January 5, 2023

Contact:

Andrea Aaby

Director of Compliance & Development

440-350-1022

aaaby@laketransit.com

1.0 GENERAL

Laketran is the regional transit authority for Lake County, Ohio. Lake County is located 35 miles east of Cleveland. The western portion of Lake County is located within the Cleveland Urbanized area and is densely developed. The eastern half is rural in nature.

1.1 Purpose

Laketran seeks proposals from qualified firms to provide high quality, durable uniforms for Laketran's drivers.

The requirements for the submittal and content of proposals, the timetable for this procurement, performance requirements, and contract terms are detailed in this Request For Proposal.

The terms "proposal", "Invitation for Bid", "IFB", "proposal", "Request for Proposals", "RFP", "bidder", "proposer", "contractor" and the like are used interchangeably throughout this IFB/RFP. Similarly, the terms "Laketran", "buyer", "purchaser" and "Authority" are used interchangeably. All terms, including "his" and "his/her", are used in a gender-neutral manner.

1.2 Due Date and Location

Proposals are due in Laketran's offices by: 12:00p.m. on February 6, 2023.

Proposals received after that date and time will not be accepted.

- Laketran's offices are located at 555 Lake Shore Boulevard, Painesville Township, Ohio 44077.

Proposals shall be in a sealed envelope. The exterior shall be explicitly labeled as follows:

RFP Driver's Uniforms
Due 2/6/2023

- Proposer bears total responsibility for ensuring their proposal is complete and arrives on time.
- Proposals submitted by electronic submission will not be considered.
- Proposer must comply with each and every requirement of this RFP to be considered responsive.

1.3 Schedule

The following schedule will be followed for this procurement:

January 12, 2023	Issuance of RFP
January 25, 2023 at 10:00 a.m.	Pre-Proposal Conference at Laketran 555 Lakeshore Blvd. Painesville Twp., OH 44077 Zoom call information: https://us02web.zoom.us/j/85341329236 Meeting ID: 853 4132 9236
February 6, 2023 at 12:00 p.m.	Proposals & Sample Uniforms Due
February 27, 2023	Laketran Board of Trustees approves contract award

1.4 Length of Time Proposals Shall be Good

Proposals shall be good for ninety (90) days.

The length of time proposals shall be good - plus the schedule for the project - will be automatically extended by the amount of time required for Laketran and the Federal Transit Administration to process any Single Proposal (Section 1.23 below).

1.5 Number of Copies and Delivery

One (1) original plus three (3) copies of proposal(s) must be submitted. Please include one (1) electronic copy of the proposal(s) either on USB or emailed to aaaby@laketran.com (this is for administrative purposes only).

1.6 Proposal Bond, or Certified or Cashier's Check

Not required.

1.7 Performance Bond

Not Required.

1.8 Insurance

The successful proposer shall maintain throughout this assignment the following insurance coverages:

- a) Workers Compensation statutory coverage.
- b) Insurance shall have commercial general liability limits of \$1 million per

occurrence for bodily injury, personal injury and property damage. Minimum general aggregate shall be \$1 million.

- c) Automobile liability limit shall be at least \$1 million per accident for bodily injury and property damage where applicable.
- d) Ohio stop gap employer's liability with a \$1 million limit.
- e) Laketran, its officials, agents, employees and volunteers shall be named as an additional insured. This coverage shall be primary to the additional insured's and not contributing with any other insurance or similar protection available to the additional insured whether available coverage is primary, contributing or excess.
- f) All subcontractors to the prime contractor shall be included under the prime contractor's policies or shall finish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all requirements of this section.
- g) All coverages shall be written on an occurrence basis.
- h) All must give Laketran at least 30 days written notice of cancellation, non-renewal and/or material changes.

All policies shall be provided by an insurer with an A.M. Best rating of A- or better.

1.9 Minimum Specifications

The specifications contained in this IFB/RFP are the minimum specifications needed to meet Laketran's needs.

1.10 Request for Clarification/Approved Equal (RFAE)

All requests for clarification of these specifications and for an approved equal (RFCAE) must be in writing on the form provided in Section 4 and must be received by the time specified in Section 1.3 above.

- Please note the items specified herein were selected through product comparisons and evaluation.
- Proposed alternates must match dimensions, finishes, performance and design features of the products specified herein.
- Catalogs, product information and/or specifications must accompany all RFCAE's.
- Bidders/proposers whose product or service exceeds the minimum specifications herein need not submit an RFCAE. Such bidders/proposers may be required to prove they exceed these minimum specifications before being awarded a contract.

1.11 Disadvantaged Business Enterprise (DBE)

This contractor shall not discriminate on the basis of race, color national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as Laketran deems appropriate. Each

subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 C.F.R. 26.13(b)).

It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR, Parts 23 and 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is 0%, Laketrans welcomes DBE participation.

1.12 Buy America Certification

Not Required.

1.13 Presentations

Laketrans may ask Proposer to explain elements of their proposal.

1.14 Inquiries

All questions pertaining to this RFP should be directed to Andrea Aaby, Director of Compliance & Development, at (440) 350-1022 or sent to aaaby@laketrans.com.

1.15 Clarifications, Approved Equals, Supplements

Clarifications, Approved Equals and other supplements to this RFP may be issued to modify, change or clarify one or more points. All parties who request the RFP will be forwarded copies of supplements. Proposers are reminded to read and adhere to such supplements as compliance with them is integral to having your proposal reviewed.

1.16 Form of Proposal

All forms must be completely filled in, signed and otherwise executed as indicated. Failure to do so can result in your proposal being declared "unresponsive".

Unless otherwise specified in this RFP, only the forms prescribed in Section 4 shall be included with your proposal. Additional material is not required and will not be reviewed.

1.17 Explanations (Written and/or Oral)

Should a proposer find a discrepancy in or omissions from these specifications, or should he/she be in doubt as to their meaning, he/she shall at once make inquiry of Laketrans.

1.18 Alternate Proposals

Alternate proposals may be submitted by the Proposer - at his/her discretion and risk - to achieve the essential purpose and intent of these specifications at a lower cost, without increasing Laketrans's risk or exposure. Such alternate proposals must be clearly identified and prominently

labeled as such. Laketran is not obligated to accept or review any alternate proposal.

1.19 Withdrawal of Proposal

No proposal will be allowed to be withdrawn after it has been opened by Laketran.

1.20 Consideration of Proposal

ORC 9.28 stipulates that for RFPs no information will be released about any proposer or proposal until a contract award is made.

1.21 Rejection or Acceptance of Proposal

Laketran reserves the right to accept or reject any or all proposals, and any parts of any proposal. In awarding a contract, Laketran reserves the right to consider all elements entering into the question of determining the responsibility of the Proposer. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the proposal. In case of any discrepancy between the price written in the proposal and that given in figures for any item, the price in writing will be considered as the proposal price.

1.22 Unacceptable Proposals

No proposal will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to Laketran upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to said Laketran or has failed to perform faithfully any previous contract with Laketran.

1.23 Tie-Breaking (IFB only)

In the event of a tie, Laketran shall make an award based upon federal and state law and regulations.

1.24 Right to Perform Pre-Award Survey (IFB only)

Laketran retains the right to review the apparent low contractor's production schedule and past delivery performance to determine responsibility.

1.25 Right to Verify Proposal - Single Proposal (IFB only, Contracts > \$100,000)

Laketran shall verify proposals. In the event of a single proposal response, this solicitation will be automatically converted to a negotiated purchase which shall require the Contractor/Proposer to negotiate a fair and equitable price. Laketran retains the right to request certifiable cost analysis data which the Proposer must provide. Laketran reserves the right to negotiate an adjustment in Proposer's price if warranted by said analysis. FTA review of a single proposal may be required and will automatically extend the time proposals shall be good.

1.26 Vehicle Trade-ins

Not Required.

1.27 Form of Bid

Not Required.

1.28 Authorized Negotiators

Bidder shall identify person(s) who may represent the firm in contract negotiations.

1.29 Award of Contract

A responsive bid/proposal is one which complies with the terms, conditions and specifications of this IFB/RFP. A responsible proposal/proposal is one submitted by a company or joint venture possessing the capability and capacities to perform as required by this IFB/RFP.

Laketrans reserves the right to award one, more than one or no contracts as Laketrans deems to be in its best interests. If an RFP, Laketrans further reserves the right to make an award on the basis of an original proposal(s) without any negotiating with any offeror.

1.30 Contractual Terms and Conditions

The terms and conditions of any contract that results between Laketrans and the successful Proposer are discussed in Section 2. This will be a three year firm, fixed, unit-price contract.

1.31 Cost of Preparation

All costs incurred by any Proposer prior to notice-to-proceed will not be reimbursed by Laketrans.

1.32 Additional Information, Rejection

Laketrans reserves the right to request additional information from any Proposer, or none. It also reserves the right to reject any and all proposals without prior notice; to waive informalities and technicalities; to extend deadlines without notice; to negotiate directly with only those respondents deemed to be qualified according to the criteria on this RFP; and to enter into one, more than one, or no contracts as it shall deem to be in its best interests.

1.33 Terminology

The terms "proposal", "Invitation for Proposal", "IFB", "proposal", "Request for Proposals", "RFP", "bidder", "proposer", "contractor" and the like are used interchangeably throughout this IFB/RFP. Similarly, the terms "Laketrans", "buyer", "purchaser" and "Authority" are used interchangeably. All terms, including "his" and "his/her", are used in a gender-neutral manner.

1.34 Late Proposals

Proposals received by Laketran after the exact time set for receipt in Section 1.2 above are considered "late". Late proposals will be considered only if received before contract award, and the following objective, bona fide proof is submitted showing reason or cause for delay as follows:

1. It was sent by registered or certified mail not later than 5 calendar days before the proposal receipt date specified;
2. It was sent by mail and it is determined by Laketran that the late receipt was due solely to mishandling by Laketran after receipt; or
3. It was sent by an overnight express service not later than 5:00 PM at the place of mailing 1 working day prior to the date specified for receipt of proposals and is marked for delivery by next business morning. The term "working days" excludes weekends and holidays.

The only acceptable evidence to establish the date of mailing by registered or certified mail is a U.S. or Canadian postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both must show a legible date or it shall be deemed to have been mailed late.

The only acceptable evidence to establish the time of receipt at the Buyer's facility is the time/date stamp of such facility on the proposal wrapper or other documentary evidence of receipt maintained by the facility.

The only acceptable evidence to establish the date of mailing by an overnight express service is the date entered by the receiving clerk on the label.

1.35 Protests

It is the policy of Laketran to prepare specifications for requests for proposals that are not discriminatory in nature. All solicitations are to be open and free to all competing vendors whereby all have a reasonable chance to be successful and be awarded a contract.

If a vendor feels that a particular solicitation is unfair for whatever reasons, the following procedure must be followed to register a proper protest and said procedure shall be a part of all solicitations:

STEP 1 - Protest must be made in writing and addressed to the General Manager no later than (1) three days before the scheduled proposal due date, (2) three days after the proposal opening, or (3) three days after contract award, as applicable. Such protest must cite what the solicitation was for, and for what reason the protest is lodged.

STEP 2 - The General Manager shall make all reasonable attempts to resolve the protest prior to the proposal opening or award of a contract, as applicable, and reserves the right to reschedule same if -at his discretion - deemed necessary. The General Manager must make his decision no later than ten (10) working days from date the protest is lodged.

STEP - If the protest is not satisfactorily resolved at Step 2, the person or firm making the protest may request a hearing with his legal counsel and Laketran, with Laketran's legal counsel serving as arbitrator on the matter. Request for such a hearing must be made within 15 working days of the original date the protest was filed.

The decision at Step 3 shall be final and binding on all parties.

If the vendor believes that Laketran did not follow the above process, he/she may appeal to the Federal Transit Administration (FTA) as follows:

Office of Program Management
Federal Transit Administration
Suite 320
200 West Adams Street
Chicago, IL 60606
(312) 353-2789

The Federal Transit Administration will hear appeals only where a local protest procedure does not exist or where the local procedure was not followed.

1.36 Addenda to RFP

Laketran reserves the right to amend the RFP at any time. Any amendments to the RFP shall be described in written addenda. Notification of the addenda also will be distributed to all prospective Proposers officially known to have received the RFP. Failure of any prospective Proposer to receive the notification or addenda shall not relieve the Proposer from any obligation under the RFP therein. All addenda issued shall become part of the RFP. Prospective Proposers shall acknowledge the receipt of each individual addendum in their Proposals on the form Acknowledgement of Addenda. Failure to acknowledge in the Proposal receipt of addenda may at the Agency's sole option disqualify the Proposal.

1.37 Notice of Commencement

Not required.

2.0 TERMS AND CONDITIONS IN CONTRACT FORM

To reduce paper consumption, the standard terms and conditions which shall apply to this procurement are not contained here. They can be found in a separate document entitled "Laketran Standard Contractual Terms and Conditions", which is available upon request. And is posted on our website at www.laketran.com. Laketran's Standard Terms and Conditions **are hereby incorporated by reference into and made a part of this IFB/RFP** just as if they were reproduced in their entirety here. Further, Laketran's Standard Terms and Conditions are **extremely important, and are applicable to and binding upon** each bidder/proposer and will become **contractual to and binding upon** each successful bidder/proposer to whom a contract is awarded. **It is the bidder's/proposer's responsibility and obligation to have read and understood** Laketran's Standard Terms and Conditions. A summary of these terms and conditions follows:

2.1	Independent Contractor	2.42	Davis Bacon Act (Prevailing Wage Rates for Construction Contracts)
2.2	Contractor's Obligation	2.43	Interest of Members or Delegates to Congress
2.3	Buyer's Obligation	2.44	Conflict of Interest
2.4	Scope of Work	2.45	False or Fraudulent Statements and Claims
2.5	Contract Period	2.46	No Federal Government Obligations to Third Parties
2.6	Cost	2.47	Privacy
2.7	Performance Bond/Insurance	2.48	Procurement
2.8	Notice to Proceed	2.49	Special Requirements for Transit Service Contracts
2.9	Contract Modification	2.50	Contract Work Hours and Safety Standards Act as Amended
2.10	Subcontract Approval	2.51	Copeland "Anti-Kickback" Act as Amended
2.11	Substitution of Subcontractor/ Independent Contractor	2.52	Seismic Safety
2.12	Disadvantaged Business Enterprise	2.53	Hatch Act/Work Day and Work Week Standards
2.13	Equal Employment Opportunity	2.54	Cargo Preference
2.14	Noncompliance (EEO/DBE)	2.55	Drug and Alcohol Testing
2.15	Delivery	2.56	Clean Air
2.16	Payment	2.57	Clean Water
2.17	Liquidated Damages	2.58	Energy Conservation
2.18	Taxes	2.59	Recycled Products
2.19	Inspection	2.60	Certifications
2.20	Explanations (Written and/or Oral)	2.61	Compliance with Laws and Regulations
2.21	Audit and Inspection of Records	2.62	Severability of Contract
2.22	Right to Adjust Cost	2.63	Applicable Law and Jurisdiction
2.23	Failure to Meet Specifications	2.64	Integrated Agreement
2.24	Quantity & Quality	2.65	Contractor's Representation
2.25	Warranties	2.66	Laketran's Understanding
2.26	Indemnification	2.67	OEM Part Numbers
2.27	Hold Harmless	2.68	Options, Assignment by Laketran
2.28	Disputes	2.69	Non-Smoking Policy
2.29	Rights Upon Breach	2.70	Funding Agencies
2.30	Notification of Proceedings	2.71	Jurisdiction
2.31	Termination/Breach of Contract	2.72	Promoting COVID-19 Safety
2.32	Assignment	2.73	Notification of Legal Matters that affect the Federal Government
2.33	Covenant Against Contingent Fees	2.74	Prohibition on certain telecommunications & video surveillance services or equipment.
2.34	Patent Rights	2.75	Solid Wastes
2.35	Release of Information		
2.36	Ownership of Documents		
2.37	Retention of Records		
2.38	Workmens' Compensation Act		
2.39	Social Securities Act/Unemployment Compensation, Etc.		
2.40	Federal Assistance		
2.41	Work Hours Act		

3.0 SCOPE OF WORK

Laketrans seeks to streamline its uniform program to reduce the number of offerings and introduce safety features such as high visibility. Laketrans seeks a vendor that can provide professional, durable, and high quality uniforms. Laketrans does not rent uniforms. This is a uniform purchasing program.

3.1 Uniform Program

Please note, Laketrans is making a change to the uniform shirt when compared with past solicitations. Please review the new requirements carefully.

Laketrans's drivers, road supervisors, and dispatchers wear a professional uniform consisting of a light blue, white, or grey collared dress shirt and dark blue pants.

Laketrans is introducing enhanced visibility to its uniform to promote safety in our workforce. Reflective, high visibility piping and/or striping is requested for driver's uniform shirts and polos. Location of the enhanced visibility may differ from manufacturer to manufacturer. Laketrans is not requiring a specific location for high visibility features, but driver's shirts must come with high visibility to be considered responsive. If possible, Laketrans would prefer logo embroidery with reflective thread on all uniform pieces.

Variations in color are expected. For example, "dark blue" can mean different things to different vendors. Vendors may propose colors that are in the same spectrum and provide subtle color variations. Similarly, variations in fabric composition are acceptable.

If there are significant deviations from what Laketrans has requested, explain why in your proposal.

3.1.1 Enhanced Visibility Uniform Shirt for Drivers

Color: Light blue

Logo: Right upper arm (embroidered patch)

Sleeve: Both long and short must be proposed. Long sleeve should have adjustable sleeve cuffs.

Knit: poly/cotton blend

Pockets: Minimum one

Collar: Two-piece collar, button down is acceptable

Safety: High visibility, reflective stripe or piping on cuffs, hems, pockets, across the back and/or down the sleeve or sides.

Sizing: Extra-small up to 4XL or 5XL

- Shirts must button top to bottom with buttons - snaps, velcro, etc. are not acceptable.
- Men's and women's style are preferred, if available.

3.1.2 Enhanced Visibility Polo for Drivers

Color: Light blue or royal blue

Logo: Laketrans logo embroidered on left chest and embroidered patch on right upper arm

Sleeve: Short sleeve

Knit: No pill, snag-proof polyester, moisture wicking, wrinkle resistant

Collar: No-roll collar

Safety: High visibility, reflective stripe or piping on cuffs, hems, pockets, across the back and/or down the sleeve or sides.

Sizing: Extra-small up to 4XL or 5XL

Men's and women's style are preferred, if available.

3.1.3 Uniform Shirt for Supervisors and Dispatchers

Color: Both white and light grey

Logo: Right upper arm (embroidered patch)

Sleeve: Both long and short must be proposed. Long sleeve should have adjustable sleeve cuffs.

Knit: poly/cotton blend

Pockets: Minimum one

Collar: Two-piece collar, button down is acceptable

Epaulets: button down epaulets

Sizing: Extra-small up to 4XL or 5XL

- Shirts must button top to bottom with buttons - snaps, velcro, etc. are not acceptable.
- Laketrans requires both men's and women's style for this uniform shirt.
- This shirt can be in the style of a safety officer.
- Does not require high visibility or safety features.

3.1.4 Dress Pants

Color: Dark blue

Waistband: Belt loops

Fabric: poly or poly/cotton blend

Rise: Short/Regular/Long

Pockets: 2 quarter top (sides), 2 (rear) with or without buttons

Sizing Men's: 28 – 60 or larger

Sizing Women's: 4 – 32 or larger

- Laketrans requires both men's and women's cut for the uniform pants.
- Permanent crease in pant legs, non-pleated, metal zippers and tab closures.
- If safety features or high visibility are available on the uniform pants, Laketrans would be interested.
- Identify the largest size available for both men's and women's pants.

3.1.5 Hooded Parka

Color: Dark blue

Logo: Laketran logo directly-embroidered on left chest and embroidered patch on right upper arm

Shell: Nylon wind and water resistant/waterproof

Lining: Nylon and fleece

Pockets: One each side with flap and hand warmers

Safety: High visibility, reflectivity is required

Sizing: Small up to 4XL or 5XL

3.1.6 Rain Jacket

Color: Dark blue

Logo: Laketran logo directly-embroidered on left chest and embroidered patch on right upper arm

Shell: Polyester/Polyurethane – wind and water resistant

Lining: breathable and/or vents for air-flow circulation

Safety: High visibility, reflectivity is required

Sizing: Small up to 4XL or 5XL

3.1.7 Fleece Jacket

Color: Dark blue

Collar: Mock neck

Logo: Laketran logo directly-embroidered on left chest and embroidered patch on right upper arm

Fabric: 100% polyester fleece, fade resistant, easy care

Front zipper

Safety: High visibility, reflective stripe or piping on cuffs, hems, pockets, across the back and/or down the sleeve or sides

Sizing: Small up to 4XL or 5XL

3.1.8 Fleece Vest

Color: Dark blue

Logo: Laketran logo directly-embroidered on left chest

Fabric: 100% polyester fleece, fade resistant, easy care

Front zipper

Safety: High visibility, reflective stripe or piping on pockets, across the back and/or down the sides

Sizing: Small up to 4XL or 5XL

3.1.9 Hats

Three styles: baseball, knit stocking cap for winter, and fleece headband
Color: Dark blue
Logo: Laketran logo directly embroidered on the front and centered.

Additional embroidery beyond the Laketran logo may be requested throughout the life of the contract.

3.1.10 Belt

Black leather with silver buckle.

3.1.11 Clip-on Tie

Color: Dark Blue
Logo: Laketran L logo embroidered in the center
Clip-on style is required for safety.

3.1.12 Optional Items

Vendors can propose optional or additional items that they believe would be of value to Laketran. The uniform program as described is Laketran's minimum requirements and must be met for a vendor to be considered responsive. However, vendors can propose additional garments and/or solutions to the uniform program. Additional or extra garments must be clearly identified and the pricing must be submitted separately.

3.1.13 Logo and Patch

- Laketran would prefer logo embroidery with reflective thread on all uniform pieces.
- Laketran's brand guidelines for our logo and patches are included as an attachment at the end of Section 3.0.
- Download logo and patch files from Dropbox:
<https://www.dropbox.com/scl/fo/zolzfmxgh12yl3enp2a9u/h?dl=0&rlkey=5bilo4aabe15tr5r9yidopqjj>

3.2 Fabric

All items shall be wash-and-wear fabric comprised of cotton or polyester in a blend. Most items shall be wearable after washing and drying without needing ironing or other attention to eliminate wrinkles.

3.3 Durability and Workmanship

All items shall meet the normally rugged demands of public transit for two to three years before replacement is necessary. Workmanship shall be first rate to present a crisp, professional image.

3.4 Quantities/Ordering

Employees are ordered replacement items in the spring and are provided a stipend to purchase additional items in the fall.

Each full and part-time driver, Dispatcher or Road supervisor is allocated the following quantities as they are hired or promoted:

	New Employees	Current Employees Ordered in once yearly in spring	
	Quantity	Part-Time	Full-Time
Shirts	6	1	2
Pants	3	1	2
Outerwear	Any 2	one piece of outerwear of their choice replaced every three years	

In 2021, Laketran hired 24 new drivers and, in 2022, Laketran hired 70 drivers. Laketran hires new drivers every year as need arises based upon attrition and service requirements.

Laketran makes no commitment to purchase a minimum number of garments.

3.8 Workforce Composition

- Laketran’s workforce consists of 110 full-time drivers and 101 part-time drivers.
- Laketran has 10 Road Supervisors and eight Dispatchers.

3.9 Electronic Ordering

The winning vendor will establish an online portal or online store that would be available to employees to order their uniforms and manage returns. This store should be populated with only Laketran’s approved items in the approved colors, styles, and sizes. Annual employee stipends must be able to be loaded and if employees order more than their stipend, employees should be billed directly for the remainder and payable with a credit card.

- The electronic ordering system should ship items directly to Laketran. Shipping should be consolidated in order to reduce cost to Laketran.
- Backend order reconciliation should be easy to understand and invoices should be easy to reconcile with purchases.
- Describe one-time set-up fees and any annual fees in your proposal.

3.10 Expectations of Vendor Performance

Laketran seeks a vendor who will work to achieve high standards. Garments should be of consistent color and quality.

Should a manufacturer discontinue an item, and a new item is substituted, the replacement item must have prior approval from Laketran for use in our uniform program.

3.11 Invoicing/Billing

The contractor will invoice Laketran based upon the costs proposed/negotiated by this solicitation.

Laketran does not pre-pay for items. Laketran will only pay invoices once the items have been delivered and accepted. Laketran is a Net-30 organization from the day the items are delivered to Laketran.

3.12 Proposal Requirements

Proposals are being requested. Do **not** submit only a price - this will not be considered a responsive submission.

1. Proposers **must** provide samples of all the garments as part of their proposal. **If sample garments are not provided, your proposal will be considered non-responsive. One of each type of garment must be submitted for evaluation (see chart below).**

Driver's light blue enhanced visibility uniform shirt	Dark blue fleece jacket
Driver's light blue or royal blue enhanced visibility polo	Dark blue fleece vest
White uniform shirt for Road Supervisors	Dark blue baseball hat
Light grey uniform shirt for Dispatchers	Dark blue knit stocking cap
Men's dark blue pants	Dark blue fleece headband
Women's dark blue pants	Black leather belt
Dark blue hooded parka	Dark blue clip-on tie
Dark blue rain jacket	

2. Vendors will be required to pay for shipping to return the sample garments. Please provide pre-paid shipping label(s) OR make plans to pick up the sample items at Laketran after the award has been made.
3. The label on the garment should correspond with the names on pricing proposal.
4. Laketran will evaluate the quality, color, and adherence to the uniform program of the garments provided.
5. Identify any garments that are Made in America.
6. The online portal/store must be described.
 - o Provide screenshots and describe the capabilities of the ordering portal.
 - o Sample invoicing would be helpful.
 - o Backend reporting capabilities should be described.
 - o Returns process must be defined.

7. A fixed unit-price contract will be awarded. Laketran will compare prices among proposers based upon the cost of: one long sleeve driver’s shirt, one short sleeve driver’s shirt, one men’s pants, and one women’s pants.

3.13 Evaluation Criteria

Proposals will be evaluated based upon the criteria as described:

Evaluation Criteria	Maximum Points
Garment Quality – available sizing, color, and adherence to the specifications. Overall quality of the submitted sample uniform pieces.	50
Enhanced Visibility – garments that incorporate high visibility elements will receive additional consideration.	15
Qualifications and capability to perform the work – other agencies your firm has worked with, references, related projects.	15
Online Store or Electronic Ordering Platform – ease of use, reporting, order reconciliation, and cost.	10
Price – the total unit cost of one long sleeve driver’s shirt, one short sleeve driver’s shirt, one men’s pants, and one women’s pants.	10
TOTAL Points	100

Laketran reserves the right to award a contract based upon the best value for the agency.

Attachment – Uniform Patches

Original files can be downloaded from Dropbox -

<https://www.dropbox.com/scl/fo/zolzfmxgh12yl3enp2a9u/h?dl=0&rlkey=5bilo4aabe15tr5r9yidoqjji>

Patches are 3.5 inches diameter.

Dispatch Uniforms



Driver Uniforms



Maintenance (outer wear only)



Road Supervisor Uniforms



COLOR

Laketrans uses one primary color (PANTONE 300C) along with two secondary colors spread across various branding elements. The logo should be used in its primary color whenever possible. Secondary colors are determined per use case. Black and white variations are used when on-top of photography or solid blocks of color, depending on the background color.

Primary



PANTONE 300C
RGB 0 94 184
HEX 005EB8
CMYK 99 50 0 0

Secondary



PANTONE 299C
RGB 0 163 224
HEX 00A3E0
CMYK 86 8 0 0



PANTONE 199C
RGB 213 0 50
HEX D50032
CMYK 0 100 72 0

Black

White



SPACE REQUIREMENTS

Clear Space: The Laketrans logo uses a clear space determined by the height of the letter “L” stroke to maintain clarity around the Laketrans logo. The height should be equally maintained around the entire logo. The surrounding area should be clear of any graphics, photography, or typography unless otherwise specified.



Minimum Size: To maintain legibility, the Laketrans logo should not be used below the necessary minimum size requirements. Do not scale the logo smaller than 1.25” wide for print or approximately 120 pixels wide for digital use depending on the output resolutions DPI.

1.25”

120px

4.0 REQUIRED FORMS

The following forms must be included with your Bid:

CHECKLIST	# of Pages	Signature	Notary
Acknowledgement of Addenda	1		
Attachment A - Pricing Form	2		
Attachment B - Contact Information and References	1		
Attachment C - Lobbying Form	1		
Attachment D - Debarment Form	1		
Attachment E - Standard Project Assurances	1		
Attachment F - Non-Collusion Form	1		
Attachment G - Delinquent Personal Property Form	1		
Attachment H - Disadvantaged Business Enterprise (DBE) <i>[Note: only complete if hiring subcontractors]</i>	1		
Attachment I - Bidder Registration Form	1		
W-9			
Sample Garments must be submitted to be considered a responsive proposal			
Information requested in Section 3.12.			
Certificate of Insurance			
Original and <u>3</u> copies of the proposal and 1 electronic copy on USB or emailed to aaaby@laketrans.com			

Bids shall be good for 90 days after bid opening. Bid price is based on payment of net 30 days. The undersigned understands that terms and conditions demanded other than those in Section 2.0, or listed or referred to above will render the bid unresponsive.

Laketrans reserves the right to award a unit price contract for the lowest, responsive and responsible bid/proposal that Laketrans deems is in its best interests. Laketrans further reserves the right to award one, more than one or no contracts as may be in its best interests.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render bid unresponsive.

(Name of Individual, Partnership or Corporation)

(Address)

(Authorized Signature) (Title)

ATTACHMENT A – LAKETRAN PRICING FORM

Page 1 of 2

Laketrans will award a firm, fixed unit-price contract. Pricing should be inclusive of the addition of the Laketrans patch, embroidery, overhead and profit.

Items	Style Manufacturer	Style Name / Style Number	Unit Price	Sizing Upgrade Cost	Made in USA (Y or N)
Enhanced Visibility Uniform Shirt for Drivers - Short Sleeve					
Enhanced Visibility Uniform Shirt for Drivers - Long Sleeve					
Enhanced Visibility Polo					
Uniform Shirt for Supervisors and Dispatchers - Short Sleeve					
Uniform Shirt for Supervisors and Dispatchers - Long Sleeve					
Dress Pants - Men's					
Dress Pants - Women's					
Parka - Hooded					
Rain Jacket					
Fleece Jacket					
Fleece Vest					
Baseball Hat					
Knit Stocking Cap					
Fleece Headband					
Belt - black leather w/ silver buckle					
Clip-on Tie					

ATTACHMENT A – LAKETRAN PRICING FORM

Page 2 of 2

Laketrans will award a firm, fixed unit-price contract. Pricing should be inclusive of the addition of the Laketrans patch, embroidery, overhead and profit.

Cost Inflation	
2024 %	2025%

Cost of Online Ordering Portal			
Initial Set-up Fee	Annual Fee 2023	Annual Fee 2024	Annual Fee 2025

Name _____

Company _____

Address _____

Phone _____ Email: _____

Name of Authorized Individual: _____

Signature of Authorized Individual: _____

**ATTACHMENT B
CONTACT AND REFERENCE FORM**

Laketrans requires a primary point of contact and a back-up. Please list them below.

Primary Contact:

Name: _____

Phone: _____

Back-up Contact:

Name: _____

Phone: _____

REFERENCES:

(only include references for work completed in the last 3 years)

Reference #1

Name: _____

Phone: _____

Email: _____

Work Completed: _____

Years of Service: _____

Reference #2

Name: _____

Phone: _____

Email: _____

Work Completed: _____

Years of Service: _____

Reference #3

Name: _____

Phone: _____

Email: _____

Work Completed: _____

Years of Service: _____

ATTACHMENT C
CERTIFICATION OF PRIMARY PARTICIPANTS
REGARDING RESTRICTIONS ON LOBBYING

I, _____ (Name and Title of authorized official), hereby certify on behalf of _____ (Company Name) that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____ 20____

By _____
Signature of Authorized Official

Title of Authorized Official

**ATTACHMENT D
CERTIFICATION OF PRIMARY PARTICIPANT
REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The Primary Participant (applicant for a potential contractor for a major third party contract), _____
_____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification;
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
4. Are not included in the U. S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.

If the primary participant (applicant for a potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT (APPLICANT FOR A POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), _____ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C., SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

Date

ATTACHMENT E
CERTIFICATION OF PRIMARY PARTICIPANT
REGARDING STANDARD PROJECT ASSURANCES

The Primary Participant (applicant for a potential contractor for a major third party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

1. The Primary Participant hereby agrees that Laketran has the right to reject any and all bids, to waive informality in any bid, to negotiate directly with only qualified respondents, to award one, more than one, or no contracts. Bidder further agrees it shall not dispute the correctness of the quantities used in computing the lowest and best bid.
2. If the Primary Participant is not the parent company, insert below the name and main office address of the parent company. (A parent company is one that owns at least a majority, fifty-one percent of the voting rights and/or assets in that company.) By execution of this section, the parent company acknowledges the Proposer is authorized to submit this Proposal on parent company's behalf.

Company Name _____
Address _____
City, State, Zip _____
Phone _____
Fax _____
E-mail _____
Website _____

3. Primary Participant hereby assures and certifies that it will comply with the Federal statutes, regulations, executive orders and requirements which relate to the applications made to and grants received from the Federal Transit Administration. Proposer acknowledges such statutes, regulations, Executive orders and administrative requirements include - but are not limited to - the following:

The Primary Participant certifies that it is not on the Controller General's list of ineligible contractors.

Primary Participant further acknowledges the provisions of Section 1001 of Title 18, U.S.C., apply to any assurance or submissions under this section.

Signature and Title of Authorized Official

Date

Notary Executes Here:

Taken, subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

Notary Public in and for the County of _____, State of _____.

My commission expires _____.

**ATTACHMENT F
CERTIFICATION OF PRIMARY PARTICIPANT
REGARDING NON-COLLUSION**

This affidavit is to be filled out and executed by the Primary Participant; if a corporation makes the bid, then by its properly executed agent. The name of the individual swearing to the affidavit should always appear on the line marked "Name of Affidavit." The affidavit's capacity, when a partner or officer of a corporation, should be inserted on lines marked "Capacity." The affidavit should sign individual name at end not partnership or corporation name, and swear to said affidavit before a notary public, who must attach his/her seal.

State of _____,
County of _____,

I, _____ being first duly sworn, do hereby state that
(Name of Affidavit)

I am _____ of _____
(Capacity) (Name of Firm, Partnership, Corporation)

Whose business is _____

And who resides at _____

And that _____
(Give names of all persons, firms, or corporation interested in the bid)

is/are the only person(s) with me/us in the profits of the herein contained contract; that the contract is made without any connection or interest in the profits thereof with any persons making any bid or bid for said work; that the said contract is on my/our part, in all respects fair and without collusion or fraud, and also that no members of the Board of Trustees, head of any department or bureau, or employee therein, or any employee of the Authority, is directly or indirectly interested therein.

Signature and Title of Authorized Official

Date

Notary Executes Here:

Taken, subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

Notary Public in and for the County of _____, State of _____.

My commission expires _____.

ATTACHMENT G
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DELINQUENT PERSONAL PROPERTY STATEMENT

_____ (Primary Participant), hereby affirms under oath, pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted by _____ (company) **was / was not (please circle one)** charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below. A copy of this statement shall be transmitted to the Lake County Treasurer within thirty (30) days of the date it is submitted. If a contract is entered into, a copy of this statement shall also be incorporated into the contract between Laketrans and the Primary Participant and no payment shall be made with respect to any contract unless such statement has been so incorporated as a part thereof.

\$ _____ Delinquent Personal Property Tax *

\$ _____ Penalties *

\$ _____ Interest *

\$ _____ Total *

* Mark "N/A" if not applicable

Signature and Title of Authorized Official

Date

Notary Executes Here:

Taken, subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

Notary Public in and for the County of _____, State of _____.

My commission expires _____.

**ATTACHMENT H - DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
INFORMATION FOR BIDDERS**

The only eligible source of Disadvantage Business Enterprise firms is the ODOT Unified Certification Program DBE directory:

<https://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>

DBE Program Purpose:

The DBE program is a federal program operating under the guidance of the United States Department of Transportation (U.S. DOT). Authorization for the program comes from 49 Code of Federal Regulations Part 26 (49 CFR 26).

The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient in order to create a level playing field on which they can compete fairly for contracts and subcontracts in the transportation industry.

Laketrans recognizes certifications only from the Ohio Department of Transportation Unified Certification Program (UCP).

Laketrans has set a 0 % DBE participation goal for this contract.

If a DBE goal has been established for this contract, all proposers/bidders must submit the following with their proposals/bids:

Enclosure 1 – Schedule of Subcontractors

Enclosure 2 – Declaration of Proposed DBE Utilization

Enclosure 3 – Affidavit of DBE Intent to Perform as a Subcontractor/Supplier/Consultant

Enclosure 4 – DBE Subcontractor/Consultant Good Faith Effort Log

LEGAL NOTICE:

Use of false, fraudulent or deceitful statements, representations or information by a prime contractor or subcontractor in furtherance of satisfying Laketrans's DBE Program requirements or objectives may subject the prime contractor, the subcontractor, or both to legal action pursuant to 49 CFR Part 26, including but not limited to 49 CFR 26.107, in addition to any other legal remedies available to Laketrans under the contract or pursuant to applicable law.

Laketrans Contact Person:

If you are in need of assistance, or have questions regarding Laketrans's DBE Program, please contact: Laketrans DBE Liaison Officer at 555 Lakeshore Blvd., Painesville Twp., OH 44077 or aaaby@laketrans.com.

ATTACHMENT I
Laketrans BIDDING REGISTRATION FORM

Per 49 CFR Part 26.11, Laketrans is required to collect the following information on contractors and sub-contractors who seek to work on Federally-assisted Contracts

Legal Name of Business _____

Contact Person's Name (first, last) _____

Age of your business (in years) _____

Type of Business (choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Fuel Systems and Technology |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Functional Capacity Assessment |
| <input type="checkbox"/> Auction Services | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Automobile Sales or Distributor | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Industrial Equipment & Components |
| <input type="checkbox"/> Bus and Automobile Maintenance Products and Services | <input type="checkbox"/> Lawn & Landscaping |
| <input type="checkbox"/> Bus Exterior Products/Services | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Bus Interior Products/Services
faxes | <input type="checkbox"/> Office Products including printers and |
| <input type="checkbox"/> Bus Manufacturer | <input type="checkbox"/> Printing Services |
| <input type="checkbox"/> Bus Sales or Distributor | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Bus Technology | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Cleaning or Janitorial | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Computer Services & IT | <input type="checkbox"/> Snowplowing & Snow Removal |
| <input type="checkbox"/> Construction (includes Roofing, Windows, Cement, etc.) | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Engineering Services | <input type="checkbox"/> Temporary Employment Agency |
| <input type="checkbox"/> Fare Collection and Fare Technology | <input type="checkbox"/> Transit Partner |
| <input type="checkbox"/> Financial, Banking, & Auditing | <input type="checkbox"/> Uniforms & Shoes |
| <input type="checkbox"/> Fuel | <input type="checkbox"/> Utilities - electric, plumbing, sewer |
| <input type="checkbox"/> Other - describe using key words _____ | <input type="checkbox"/> Vehicles (non-bus) |

Business Street Address _____

City _____ State ____ Zip Code _____

Email Address _____ Website URL _____

Gross Annual Receipts – circle the category that best applies to your business. [A requirement per 49 CFR Part 26.11.]

\$0 - \$500,000 \$500,000 - \$1 million \$1 million - \$2 million \$2 million - \$ 5 million \$5 million or more

Is your business registered as a DBE? YES NO

**ATTACHMENT N
NO BID/PROPOSAL REPLY FORM**

To assist Laketran in obtaining good competition on its solicitations, we ask that if you received an invitation or notification but do not wish to submit a response to this solicitation, please state the reason(s) below and return this form to:

Andrea Aaby, Director of Compliance & Development
aaaby@laketran.com

555 Lakeshore Blvd., Painesville Twp., OH 44077

NOTE: This information is specific to this solicitation and will not preclude receipt of future invitations unless you request removal from the Bidder's List by indicating below.

Unfortunately, we must offer a "No Submission" at this time because:

1. We do not wish to participate in the solicitation process itself.

2. We do not wish to submit under the terms and conditions of this particular solicitation document. Our objections are as follows:

3. We do not feel we can be competitive. (Please elaborate below)

4. We do not provide the particular goods/services described in the solicitation.

5. Other: _____

We wish to remain on Laketran's Bidder's List for these services/as a general vendor.

We wish to be removed from Laketran's Bidder's List

COMPANY NAME _____

COMPANY REP SIGNATURE _____

DATE _____