



The regional transit authority for Lake County  
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**RFP # 2304 Driver’s Uniforms**

**ADDENDUM #1  
 January 26, 2023**

*New additions are in \*red\*.*

**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: <a href="https://us02web.zoom.us/j/85341329236">https://us02web.zoom.us/j/85341329236</a> Meeting ID: 853 4132 9236
<b>February 1, 2023 at 4:00p.m.</b>	<b>Final day for questions</b>
February 6, 2023 at 12:00 p.m.	Proposals & Sample Uniforms Due
February 27, 2023	Laketran Board of Trustees approves contract award

**3.1 Uniform Program**

Laketran 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. Laketran 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, Laketran would prefer logo embroidery with reflective thread on all uniform pieces.

- **Laketran prefers garments with integrated high visibility features, however, this is not mandatory. High visibility tape is acceptable.**
- **Propose the best solution for Laketran.**
- **ANSI is not required.**

### 3.1.3 **Enhanced Visibility** 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

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

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.~~

### 3.1.5 **Winter Weight** Hooded Parka

Color: Dark blue

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

Shell: Nylon wind and water resistant/waterproof

Lining: **Winter Weight**. Nylon and fleece. **May be removable.**

Pockets: One each side with flap and hand warmers

Safety: High visibility, reflectivity is required

Sizing: Small up to 4XL or 5XL

### 3.1.7 **Fleece Jacket**

Color: Dark blue

Collar: **Can be any style**

Logo: Laketrans 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

### 3.1.13 Logo and Patch

- Laketran would prefer logo embroidery with reflective thread on all uniform pieces. **This is not a mandatory requirement and can be priced separately as necessary.**
- 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>

### 3.1.14 Enhanced Visibility Polo for Supervisors and Dispatchers

Color: Both white and light grey

Logo: Laketran 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.

## 3.9 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 costs should be built into the cost of the item.**
- 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.
- **There must be a backend approval process to allow for administrators to approve orders before the order is finalized.**
- **Laketran will provide winning vendor with names and email addresses of all employees to set-up username/passwords for ordering portal.**
- **Orders and invoices must be organized by each individual employee not in total quantities for easy reconciliation.**

## 3.10 Expectations of Vendor Performance

Laketrans 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 Laketrans for use in our uniform program.

Laketrans also seeks a quick turnaround on our orders. The winning vendor is expected to proactively communicate with Laketrans staff on back orders, long lead times, and/or price changes.

### 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 enhanced visibility uniform shirt for Road Supervisors	Dark blue baseball hat
Light grey enhanced visibility 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	Light grey enhanced visibility polo
White enhanced visibility polo	

2. Vendors will be required provide a pre-paid shipping label to return the sample garments. Please provide pre-paid shipping label(s) OR make plans to pick up the sample items at Laketrans after the award has been made.
3. The label on the garment should correspond with the names on pricing proposal.
4. Laketrans will evaluate the quality, color, and adherence to the uniform program of the garments provided. Laketrans expects the vendor, as the subject matter expert, will propose the best solution for Laketrans. Price is only one aspect of the evaluation.
5. Identify any garments that are Made in America.
6. The online portal/store must be described.

- Provide screenshots and describe the capabilities of the ordering portal.
  - **Confirm that Laketrans administrative staff will be able to approve orders before the order is finalized.**
  - Sample invoicing would be helpful.
  - Backend reporting capabilities should be described.
  - Returns process must be defined.
7. A fixed unit-price contract will be awarded. Laketrans 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.
8. **Identify any exceptions to the scope of work clearly in your proposal.**

### **Questions & Answers**

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

A1. Fully Promoted is Laketrans 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. Laketrans 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 Laketrans would like these new pieces to encompass that the current one doesn't?

A4. No.

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

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

Q6. Does Laketrans 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?

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.

Q13. Once the proposals are submitted, can you walk me through the decision making process?

A13. Review section 3.13 for Evaluation criteria.

Q14. When would the participants be able to walk you through the ordering portal capabilities and how the ordering process would work for their specific program?

A14. Per section 3.12 of the RFP, the proposal must include information regarding the online portal capabilities. The winning vendor will be notified of the award after the Board of Trustees

meeting scheduled for February 27<sup>th</sup>. At that time, a demo can be set up.

Q15. Question about the below insurance requirements. We don't make the clothing, we buy them from manufactures, decorate them and sell them to you. Due to this, we wouldn't carry the below insurances. If were awarded the project, would we need these insurances knowing we don't make the product

A15. It is something that we can negotiate and revise when finalizing the agreement with the winning vendor. Regardless of whether or not they make the product, once they accept it from the manufacturer, alter it and/or rebrand it in any fashion, it is arguable that they do have some liabilities and implied warranties, etc. So, in our effort to protect Laketran, we require that they have a CGL policy, etc.

**ATTACHMENT A – LAKETRAN PRICING FORM Addendum#1**

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*Laketrans will award a firm, fixed unit-price contract.*

*Pricing should be inclusive of the addition of the Laketrans patch, embroidery, **shipping/freight**, overhead and profit.*

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



**ATTACHMENT A – LAKETRAN PRICING FORM Addendum#1**

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

<b>Cost Inflation</b>	
<b>2024 %</b>	<b>2025%</b>

<b>Cost of Online Ordering Portal</b>			
<b>Initial Set-up Fee</b>	<b>Annual Fee 2023</b>	<b>Annual Fee 2024</b>	<b>Annual Fee 2025</b>

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Name of Authorized Individual: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_