



Notice of Request for Proposals

Proposals will be received at:

Prospect Heights City Hall
8 N Elmhurst Rd
Prospect Heights IL 60070
for:

Uniform Rental and Laundry Services of Workwear and Apparel for Public Works

The RFP specifications may be obtained from Prospect Heights City Hall, 8 N Elmhurst Rd, Prospect Heights, Illinois, 60070 or online at the City of Prospect Heights website found at www.prospect-heights.org. Further questions may be directed to Jennifer Pfeifer, Public Works Administrative Assistant, at (847) 398-6070 extension 268, jpfeifer@prospect-heights.org.

Proposals will be accepted until 5:00 p.m. Central time on April 3, 2026.

The City reserves the right to reject any or all proposals and to waive irregularities or technicalities.

Timeline	
February 16, 2026	RFP is released
March 2, 2026	Questions or requested clarifications or additional information due
April 3, 2026	Proposals due to City
April 27, 2026	Recommendation to City Council
May 18, 2026	Estimated contract start date

CITY OF PROSPECT HEIGHTS, ILLINOIS
Department of Public Works

The Prospect Heights Public Works Department is seeking requests for proposals for uniform rental and service. The following guidelines will be used to administer the uniform program:

1. All employees who are assigned a uniform **must** wear a uniform.
2. Garments must be clean and free of holes, rips and/or tears.
3. Employees must maintain a minimum number of uniform garments.
 Full-time employees
 11 shirts (to be laundered by the uniform company)
 11 pants (to be laundered by the uniform company)
4. Uniforms are the property of the uniform company. Employees are responsible for those garments. Missing items should be reported immediately. Damaged uniforms will be repaired or replaced by the uniform company.

Specifications for Uniform Rental and Laundry Services of Workwear and Apparel

The City of Prospect Heights Public Works Department is seeking requests for proposal for uniform rental and laundry services of workwear and apparel for its employees. The City of Prospect Heights reserves the right to choose one vendor for the entire contract or multiple vendors for various options within the contract. The Vendor shall complete every space in which the Vendor will provide a quote by marking the line with an "X" to indicate that the item can be furnished exactly as specified; marking the line with a "D" and include a separate sheet with a description to indicate any deviations of items from the specifications; or by marking with an "N" to indicate that the item cannot be furnished. Any additions, deletions, or variations from these published specifications must be outlined and attached. All work to be performed under this contract shall comply with these specifications except to the extent deviations are specifically noted by the Vendor.

I: UNIFORM RENTAL AND LAUNDRY SERVICES

	Specifications	Vendor's Offer
1.1	At initiation of contract, all uniforms are to be supplied new and unused.	1.1 _____
1.2	All uniforms supplied for the life of the uniform rental and laundry services contract are to be manufactured by Red Kap, Carhartt, Dickies, or an approved equal.	1.2 _____
1.3	Work shirts will be 65% polyester/35% combed cotton twill, poplin weave with buttons (no snaps). Shirts to be permanent press with two (2) pockets. Shirts to be provided in either regular, tall, or extra-large sizes depending upon each individual employee's size requirements.	1.3 _____
1.4	Work pants will be 65% polyester/35% cotton. Pants to be permanent press.	1.4 _____
1.5	An option of 65% polyester/35% cotton cargo work pants will be made available.	1.5 _____
1.6	An option of work jeans will be made available.	1.6 _____

UNIFORM PROGRAM AND COLOR SELECTION

2.1 2.1 _____

Number of employees	Number of pants per employee	Number of shirts per employee	Changes per week per employee	Frequency	Work shirt color	Work pant color
6	11	11	5	Weekly	65/35 Blend - Light Blue	65/35 Blend – Navy Or Denim

2.2 The number and types of uniforms listed in Section 2.1 are estimations. The City reserves the right to add and drop employees at the per employee cost listed in **Attachment A**. 2.2 _____

PICKUP/ DELIVERY

- 3.1 Pickup and delivery to be once per week, 52 weeks per year. 3.1 _____
- 3.2 Items under contract will be located at the Prospect Heights Public Works Building - 401 Piper Lane, Prospect Heights. Weekly delivery and pick-up service will be on Friday each week. 3.2 _____

CONTRACT PERIOD

- 4.1 The Contract shall commence no later than xx and remain in effect for a two (2) year period through May 31, 2028. All quoted prices shall be firm fixed prices for the entire contract period. Under Item IV-D, the City will entertain additional contract terms for a third year extension of the base contract. Vendors, as alternate requests for proposal, may propose firm fixed three (3) year contracts. The City shall have sole discretion in deciding which contract period is awarded. 4.1 _____

REPAIRS & REPLACEMENTS

- 5.1 All uniforms supplied will be in good condition and will be maintained and repaired as needed. New garments will be supplied when uniforms are beyond reasonable repair. The City recognizes its financial obligation for any garments that are ruined by actions of the employee. Such obligations will be negotiated between the vendor and the City for a mutually acceptable and fair arrangement consistent with items I-D, I-E, and I-F of **Attachment A**. 5.1 _____
- 5.2 Repaired or replaced uniforms will be received within 2 weeks of the pickup date. 5.2 _____

CLEANING

- 6.1 In accordance with modern standard practices and the state of the art, any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the City. Garments to be 6.1 _____

cleaned shall be picked up and returned weekly. Each person's cleaned garment shall be identified to facilitate issuing of uniforms.

The City promotes environmentally safe and sustainable laundry practices. Thus, the City will give preference to vendors using products and practices that promote pollution prevention and toxin reduction. The Vendor must list the types of laundry chemicals used to clean garments at its facility.

SEASONAL AND SIZE SWITCH OVER

- 7.1 Employees shall be able, at no additional charge to the City, to seasonally switch from long sleeve to short sleeve shirts and vice versa and from work pant to denim and vice versa. Historically, approximately 50% of uniformed employees switch shirts each season. Additionally, those employees whose pant or shirt size increases or decreases will be allowed to switch sizes at no charge to the City. 7.1 _____

BILLING AND CREDITS

- 8.1 Other Leave Credit: If an employee will be on leave, other than vacation, for a period of three weeks or more, the City will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work. 8.1 _____
- 8.2 Invoices to be provided weekly. 8.2 _____
- 8.3 A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered. 8.3 _____

MISCELLANEOUS UNIFORM PROVISIONS

- 9.1 The City **will not allow** miscellaneous charges to the quoted weekly uniform price including but not limited to: 9.1 _____
- A) route bag charges
 - B) make-up charges
 - C) name emblems
 - D) shipping and handling charges
 - E) large and/or tall sizes charges

The quoted garment price shall include any of these charges.

- 9.2 All garments are to be supplied new and unused within three weeks of the placement of orders. Vendor must notify the City immediately if there are any delays. 9.2 _____
- 9.3 Any defective garments received shall be replaced at no cost to the City. 9.3 _____
- 9.4 The vendor to provide emblems for each employee's shirts and include any charge in as part of the proposal price. There will be no additional charge to the City for the emblems. Emblems can be embroidered or silk-screened. One emblem, approximately 3" x 1½", saying "PROSPECT HEIGHTS PUBLIC WORKS" should be located above left shirt pocket. A second emblem, approximately 2½" x 1", should be located above right shirt pocket saying the employee's name. 9.4 _____

MISCELLANEOUS ITEMS

- 10.1 The City will not pay any soiled "minimum guarantee" quantities for mats or shop towels. The City will only pay for the actual quantity of soiled items exchanged. 10.1 _____
- 10.2 Mats 10.2 _____
Four - 3' x 5' mats with heavy rubber backing.
Color: Gray/Black

Once per week pickup and delivery.
- 10.3 Shop Towels 10.3.A. _____
10.3.A.
Size - 18'x18'
Average use of 50 soiled towels per week

10.3.B. 10.3.B. _____
10.3.B.
No minimum guarantee. Weekly replacement charge acceptable or City will pay for replacement on an actual loss basis.

Vendor agrees to buy back any surplus inventory accumulated through weekly replacement charge.

III. SELECTION PROCESS

The City will select a vendor or vendors using a Quality Based Selection (QBS) process. Vendors shall be asked to supply product sample(s) prior to final selection. Critical factors in that selection will include responsiveness of the proposal to this RFP, relevant experience, client references, price and the ability to meet specifications. The City reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials.

Interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements, if such information cannot be satisfactorily obtained over the telephone or via e-mail.

Questions about these specifications should be directed to:

Jennifer Pfeifer, Public Works Administrative Assistant

PROSPECT HEIGHTS PUBLIC WORKS

401 Piper Lane, Prospect Heights IL 60070

jpfeifer@prospect-heights.org

(847) 398-6070 extension 268

IV. MISCELLANEOUS REQUIREMENTS

- A) Attach sample of weekly and monthly billing format.
- B) Attach sample of customer order agreement or contract, if such document required by vendor.
- C) Vendor to submit an all-inclusive listing of current accounts serviced. Listing should detail:
 - Name of account
 - Address
 - Telephone number
 - Contact person
- D) What contract terms, if any, would you offer the contract for a third year through May 31, 2029?

- E) If Uniform Rental and Laundry Services contract is awarded, scheduled pickup day will be:

SIGNATURE OF COMPANY OFFICIAL

FIRM NAME

PRINT NAME OF OFFICIAL

FIRM ADDRESS

DATE

CITY/STATE/ZIP

TELEPHONE

Attachment A
Request for Proposal Response Summary

UNIFORM RENTAL AND LAUNDRY SERVICES

I. UNIFORMS

- A) \$ _____ Per work shirt, per week, per employee
- B) \$ _____ Per work pant, per week, per employee
- C) \$ _____ Per cargo work pant, per week, per employee
- D) \$ _____ Per denim jeans, per week, per employee
- E) \$ _____ Work shirt - City cost for replacement due to loss by City
- F) \$ _____ Work pants - City cost for replacement due to loss by City
- G) \$ _____ Cargo work pants - City cost for replacement due to loss by City
- H) \$ _____ Denim work pants – City cost for replacement due to loss by City

II. MATS

- A) \$ _____ Price per 3' x 5' mat per week
- B) \$ _____ City cost for replacement of 3' x 5' mat

III. SHOP TOWELS

- A) \$ _____ Price per soiled shop towel
- B) \$ _____ City cost for replacement of lost shop towel