



## REQUEST FOR QUOTE (RFQ)

**Quote No. 10-2021-UNIFORMS**

**Closing Date: November 10, 2021, 4:00 P.M.**

The Superior Court of California, County of Fresno (Court), is seeking a qualified vendor to provide **the rental and cleaning services of uniforms and mats** as specified on the attached RFQ Detail Sheet.

### GENERAL PROVISIONS

1. Quotes must be submitted using the RFQ Detail Sheet on the next page.
2. Quotes must include all costs for the quantities provided. Costs not included in the submitted quote will be ineligible for payment.
3. The Court will award to the lowest responsible bidder.
4. The awarded vendor will be required to sign a Services—Short Form Agreement (see Attachment A for a sample).
5. All correspondence, including final quotes, shall be submitted in writing to the solicitations box ([solicitations@fresno.courts.ca.gov](mailto:solicitations@fresno.courts.ca.gov)). Quotes submitted after the closing date and time listed above will not be accepted.
6. Incomplete quotes may be grounds for rejection of the submitted quote.
7. The Court may cancel this RFQ for any or no reason after the due date and time listed above, the Court may reject all quotes and cancel this RFQ if the Court determines that: 1) the quotes received are not competitive; 2) the cost is not reasonable; 3) the cost exceeds the amount expected; or 4) awarding the quote is not in the best interest of the Court.

### NOTICES

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and nonresponsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is **November 8, 2021**.

It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in section 17030 of the Business and Professions Code.

#### Attachments:

Attachment A – Services—Short Form Agreement

Attachment B – Digital file of Court Seal

**RFQ DETAIL SHEET  
QUOTE: 10-2021-UNIFORMS**

Services Needed:

1. Provide rental services for uniforms, and door mats as described in Table A below. The Court may change the quantities as needed but makes no minimum guarantee of uniforms and mats to be provided at any given time.
2. Each uniform has the court logo (See Attachment B) on the left-side of the shirt and employee's first name on the right-side.
3. All uniforms are picked up from one location: 1963 E Street, Fresno, CA 93706
4. Mats are located at: 1100 Van Ness Avenue, Fresno, CA 93724

Company Name	
Address	
Contact Name and Title	
Contact Phone Number	
Contact Email Address	

TABLE A

Description	Cleaning Frequency	Current Court Count	Monthly Rental Price for Each	Replacement Price for Each
Men's Pants, Flat Front, Tan	Weekly	44		
Women's Pants, Flat Front, Tan	Weekly	0		
Men's Shirts – Short Sleeve, Cotton, Navy	Weekly	44		
Women's Shirts – Short Sleeve, Cotton, Navy	Weekly	0		
Bag Laundry	Weekly	1		
Mat-Classic-Cleated, Dark Color, 3 x 4	Monthly	1		
Mat-Classic-Cleated, Dark Color, 4 x 6	Monthly	1		
Court Emblems	As needed	55		
Name Emblems	As needed	55		

Applicable fees, **if any**, are to be noted in the table below and under the correct column. Fees not included will not be payable under the contract:

Fee Description	No Fee (Check Box)	One-Time Fee	Recurring Fee	If recurring – frequency?
Startup fees				
Delivery minimums				
Service charge				
Annual increase fee %				
Other (please describe):				
Other (please describe):				

Authorized Printed Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Signature Date \_\_\_\_\_