

**CITY OF MUSKEGON
REQUEST FOR PROPOSALS
UNIFORM DRY CLEANING SERVICES – POLICE AND FIRE DEPARTMENT**

I. Introduction

The City of Muskegon is seeking sealed proposals from qualified vendors to provide **professional dry cleaning and laundry services** for the **Police and Fire Department uniforms**. This service contract will ensure that uniforms are maintained to the highest standards of cleanliness and presentation for public safety personnel.

II. Scope of Services

The selected vendor will be responsible for providing the following services:

- Dry cleaning and pressing of uniforms for Muskegon Police and Fire Department personnel
 - Proper handling of garments to maintain patches, embroidery, and reflective materials
 - Minor repairs (such as buttons or small tears), if applicable
 - Optional pick-up and delivery services to designated city locations
 - Reliable turnaround time with provisions for emergency or expedited services
 - Itemized billing and uniform tracking (tagging, logging, etc.)
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III. Uniform Items to be Serviced

Uniform types may include but are not limited to:

- Uniform shirts
 - Uniform pants
 - Dress uniforms
 - Jackets and outerwear
 - Fire-resistant (FR) garments (as applicable for dry cleaning)
 - Other specialty items as requested by departments
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IV. Proposal Requirements

Each proposal must include the following:

1. Company overview and relevant experience, especially with municipal or public safety clients
2. Description of services and capabilities
3. Pricing structure, including per-item pricing and any delivery fees

4. Turnaround times and emergency service options
 5. Quality assurance measures and handling of specialty garments
 6. References from at least two current or former clients
 7. Proof of insurance and applicable licenses
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V. Submission Details

All proposals must be submitted in a sealed envelope clearly labeled "UNIFORM DRY CLEANING SERVICES – POLICE & FIRE."

Submission Deadline:

2:00 PM (EST) on Thursday, May 22, 2025

Location:

City of Muskegon
City Clerk's Office
933 Terrace Street
Muskegon, MI 49440

Late proposals will not be considered.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications
 - Quality and range of services offered
 - Pricing and cost-effectiveness
 - Responsiveness and turnaround times
 - References and reputation
 - Ability to meet the specific needs of public safety departments
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VII. Questions and Contact Information

Any questions or requests for clarification regarding this RFP must be submitted in writing to:

City of Muskegon – Police Department

VIII. Reservation of Rights

The City of Muskegon reserves the right to reject any or all proposals, waive informalities, and to accept the proposal deemed in the best interest of the City.

City of Muskegon Police & Fire Department

BID FORM
CITY OF MUSKEGON POLICE AND FIRE UNIFORM DRY
CLEANING CONTRACT

The proposer declares that they will provide the City's Police and Fire Departments with Dry Cleaning Services in accordance with the specifications of this document, and comply with all federal, state and local laws and requirements for the following rates:

Proposed Dry Cleaning and Pressing Rates:

Uniform Long Sleeve Shirt	\$_____	each
Uniform Short Sleeve Shirt	\$_____	each
Trousers	\$_____	each
Winter Uniform Jacket	\$_____	each
Fabric Tablecloths	\$_____	each
Honor Guard Jacket/sport coat	\$_____	each
Shorts	\$_____	each

Proposed Laundering, Starching and Pressing Rates:

Uniform Long Sleeve Shirt	\$_____	each
Uniform Short Sleeve Shirt	\$_____	each
Trousers	\$_____	each
Winter Uniform Jacket	\$_____	each
Fabric Tablecloths	\$_____	each
Honor Guard Jacket/sport coat	\$_____	each
Shorts	\$_____	each

Note: This Bid Form should be included with the above referenced information in a sealed envelope. All bids must be returned to the Muskegon City Clerks Office, 933 Terrace St., Muskegon, MI 49440 by Thursday, May 22, 2025 @ 2:00 pm.

Name of Bidder and Company (Please print or type)

Contact Person

Telephone No.

Street Address

City, State and Zip code

Signature

Date