

 <b>THE CITADEL</b>	<b>Request for Quote</b> <b>Date Issued</b> <b>Procurement Officer</b> <b>Phone</b> <b>E-Mail Address</b>	<b>RFQ 25002-JM</b> <b>September 23, 2024</b> <b>Jeff Molloy</b> <b>843-953-6873</b> <b>procurement@citadel.edu</b>
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**DESCRIPTION:** The Citadel is seeking written quotes for Dry Cleaning and Laundry Services

**SUBMIT WRITTEN QUOTE by: Thursday, October 24, 2024 at 11:00 AM via email attachment to the Procurement Officer listed above.**

**QUESTIONS:** All questions regarding this quote request shall be submitted in writing to the email address of the Procurement Officer listed above at least two (2) business days before quotes are due.

**CONFERENCE – PRE-QUOTE/PROPOSAL (JAN 2006):**

Pre-Bid/Proposal Conference Date and Time: Thursday, October 10, 2024 @ 10:00 am.

Location of Pre-Bid/Proposal Conference: Citadel Dry Cleaning 3 Courvoisie Avenue Charleston, SC 29409

Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference of potential offerors will be held on the date specified on the cover page. Bring a copy of the solicitation with you. Any changes resulting from this conference will be noted in a written amendment to the solicitation. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State. The State assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available at the conference. Nor does the State assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

**Dry Cleaning Requirements:**

The Citadel Dry Cleaning and Laundry Services serves the Corps of Cadets (2,300), students, employees, and the public. The department cleans a variety of garments including cadet uniform items, military uniform items, and civilian apparel. The Citadel seeks to enter into an agreement with a local company for dry-cleaning services on an as-needed basis.

This scope of work document outlines the requirements and responsibilities for the pick-up, cleaning, and delivery of uniform items and garments at 3 Courvoisie Avenue Charleston, SC 29409 (Dry-Cleaning and Laundry Services). This service is intended to be used only when Citadel Laundry and Dry Cleaning Equipment is not operational. The Citadel intends a one (1) year agreement with four (4) options to renew.

1. Turnaround Time: maximum of two business days.

2. Billing: Vendor shall maintain adequate records of items serviced, including the pick-up and return dates, and bill The Citadel monthly.
3. Quality Control: Finished work must meet the requirements of The Citadel. Unacceptable work shall be returned to the Vendor for proper cleaning, at no cost to The Citadel. Replacement cost of lost or damaged items will be deducted from payment to the Vendor.
4. Pick-Up: The Citadel will place items in a suitable Vendor provided bag and include a list of contents. Vendor will pick up items from 3 Courvoisie Avenue Charleston, SC 29409 (Dry-Cleaning and Laundry Services). When items are picked up the Vendor will verify inventory with The Citadel staff. Pick-up and drop off will be done by noon daily.
5. Return: All items will be returned on hangers and bagged by individual customer. Vendor will return all items to 3 Courvoisie Avenue Charleston, SC 29409 (Dry-Cleaning and Laundry Services). When items are returned the Vendor will verify inventory with The Citadel staff.
6. Service Capacity: Vendor must have resources to handle peak periods of usage such as Inspection, Graduation, etc.

Information for Vendor to provide: (additional items may be added as need requires)

1. Vendor's company experience and qualifications.
2. Three references including the name, contact information of the appropriate representative.
3. Describe the Vendor's capacity and capability to meet the requirements herein.
4. Provide a cost to clean each of the following uniform items:
  - a. Cadet Full Dress Coatee
  - b. Cadet Wool Dress Blouse
  - c. Cadet Wool Trousers
  - d. Cadet Blazer
  - e. Cadet Trousers (that go with blazer)
  - f. Cadet All Weather Trench Coat
5. Provide a cost to clean general civilian articles of clothing, including but not limited to the following:
  - a. Men's two-piece suit
  - b. Dress
  - c. Tie
  - d. Men's Trousers
  - e. Women's Slacks
  - f. Men's Shirt
  - g. Women's Blouse
  - h. Long Coat
  - i. Short Coat
6. Provide the cost to pick-up and return items from 3 Courvoisie Avenue Charleston, SC 29409 (Dry-Cleaning and Laundry Services).

<b>IFB 25002 Dry Cleaning Services</b>			
Dry Cleaning Items Lot A			
Cadet Full Dress Coatee			\$ _____
Cadet Wool Dress Blouse			\$ _____
Cadet Wool Trousers			\$ _____
Cadet Blazer			\$ _____
Cadet Trousers (that go with blazer)			\$ _____
Cadet All Weather Trench Coat			\$ _____
Kilt			\$ _____
Scarves			\$ _____
Men's two-piece suit			\$ _____
Men's Dress Shirt			\$ _____
Tie			\$ _____
Men's Trousers			\$ _____
Women's Slacks			\$ _____
Women's blouse			\$ _____
Long Coat			\$ _____
Short Coat			\$ _____
Pick-Up			\$ _____
Delivery			\$ _____
Total			\$ _____
<u>Potential vendors will be evaluated by the total price</u>			

**The Citadel reserves the right to make award(s) either by item or lot to one or multiple responsible and responsive offerors.**

**Vendors who are claiming preferences must make it clear which preferences are being requested and include a signed copy of this page with their quote.**

**US End Product** \_\_\_\_\_ **SC End Product** \_\_\_\_\_ **Resident Vendor** \_\_\_\_\_

**Resident Contractor** \_\_\_\_\_ **Resident Sub-Contractor** \_\_\_\_\_

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C) (1) (i) & (ii)) or the Resident Contractor Preference (11-35-1524(C) (1) (iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).  
 \_\_\_\_\_ In-State Office Address same as Home Office Address  
 \_\_\_\_\_ In-State Office Address same as Notice Address (check only one)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension                      Facsimile _____ E-mail Address

You must submit a signed copy of this form with your quote if claiming any vendor preferences.

NAME OF OFFEROR (Full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE  (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
PRINTED NAME & TITLE (Name and Business title of person signing above)	STATE VENDOR NO.  (Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )
TAXPAYER IDENTIFICATION NO.	STATE OF INCORPORATION  (If you are a corporation, identify the state of incorporation)