



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

Request for Proposals

Uniform Rental and Laundry Services

Contact Information:

Daniel Gonzalez
Property Manager
dgonzalez@bnydc.org
929-337-1207

Release Date: February 11, 2025
Submission Deadline: March 10, 2025

A. EXECUTIVE SUMMARY

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is issuing this Request for Proposals (this “RFP”) to seek proposals (“Proposals”) from entities (“Respondents”) interested in providing uniform rental and laundry services for approximately 130 Brooklyn Navy Yard employees, as described in the Scope of Services set forth in Section D hereof (the “Services”).

Locally Based Enterprises (“LBEs”) and Minority and Women-owned Businesses (“M/WBEs”) are encouraged to respond to this RFP. Respondents are also encouraged, if applicable, to include LBEs and M/WBEs as sub-consultants. Any Respondent must identify in its proposal whether it or, if applicable, any of its proposed sub-contractors are LBEs or M/WBEs.

This RFP contains the following:

- A. Executive Summary
- B. Pertinent Dates
- C. BNYDC Background
- D. Scope of Services
- E. Proposal Submission Requirements
- F. Proposal Administration
- G. Selection Process
- H. Miscellaneous Conditions
- I. Exhibits
 - a. Uniform Specifications
 - b. Cost Proposal Form
 - c. Vendor Qualifications Form
 - d. References
 - e. Declaration of Understanding
 - f. Confirmation of PASSPort Compliance



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

- g. Doing Business Data Form
- h. M/WBE Information Form
- i. Form of Contract

B. PERTINENT DATES

1. A mandatory pre-submission conference will be held at 10:00 am on February 21, 2025, at BNYDC's offices, 141 Flushing Avenue, Suite 801, Brooklyn, NY 11205.
2. All Respondents who plan to attend should contact Daniel Gonzalez via email (dgonzalez@bnydc.org) to provide names of attendees and email addresses so that attendees can receive a visitor barcode for entry into the Brooklyn Navy Yard (the "Yard").
3. All questions are due no later than 3:00 pm on February 28, 2025.
4. All Proposals are due no later than 5:00 pm on March 10, 2025.
5. BNYDC anticipates conducting interviews on or about the week of April 14, 2025.
6. BNYDC anticipates awarding a Contract on or about April 28, 2025.
7. BNYDC Contract Start on or about May 26, 2025

C. BNYDC BACKGROUND

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Yard on behalf of its owner, the City of New York (the "City"). The 300-acre industrial park on the Brooklyn waterfront is home to over 450 businesses employing more than 11,000 people and generates over \$2.5 billion per year in economic impact for New York City. BNYDC's mission is to fuel New York City's economic vitality by creating and preserving quality jobs, growing the City's modern industrial sector and its businesses, and connecting the local community with the economic opportunity and resources of the Yard.

D. SCOPE OF SERVICES

BNYDC is seeking proposals from Respondents to provide uniform rental and laundering services for approximately 130 employees, consisting of approximately 80 security officers ("BNYDC Security Employees") and approximately 50 employees providing facilities services within the Brooklyn Navy Yard ("BNYDC Facilities Employees"). The specifications for the uniforms are attached as Exhibit A hereto. The materials for all uniforms to be provided pursuant to this RFP shall be equivalent to the material brand of BNYDC's current employee uniforms.

Respondents must provide the following services:

- a. Proper Fit. Upon award, the selected Respondent will visit the site with samples and take accurate fitting measurements of all employees requiring uniforms within 7 calendar days after award and within 7 calendar days after receipt of notification for any new measurements. Any size mistake or corrections will be performed by the selected Respondent at no additional charge.
- b. Startup Inventory. Furnish brand-new, never worn uniforms meeting the specifications attached as Exhibit A hereto for starting inventory, including the approved BNYDC emblem(s) for each set of uniforms. The startup inventory for BNYDC Security Employees and BNYDC



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

Facilities Employees shall consist of the following: 11 long sleeve shirts, 11 short sleeve shirts and 11 pants. Certain BNYDC Facilities Employees will require flame resistant uniforms as set forth on Exhibit A hereto. The selected Respondent shall make and complete any necessary alterations of uniforms within 7 calendar days after furnishing the uniforms.

- c. Garment Control identification. The selected Respondent shall provide a garment control identification tag for each employee uniform and location as follows: employee name, department, location, date uniform was placed into service, and service record of pick up, delivery and repairs. The selected Respondent shall ensure that the garment control identification permits the grouping together of uniforms by each employee. A bar-coded identification label should be affixed to each garment and clean and soiled garments should be scanned to verify the completeness and accuracy of each delivery. A weekly report should be supplied to the internal point of contact.
- d. Uniform Pick up and drop off. Uniforms will be picked up and dropped off at the location specified by BNYDC once a week.
- e. Uniform Cleaning. On a weekly basis, the selected Respondent will pick up soiled uniforms for laundering. Uniforms which retain an offensive smell or residual odor, or excessive stains will not be acceptable and should be replaced at no additional cost.
- f. Uniform Repairing. The selected Respondent shall make all repairs to uniforms as required.
- g. Uniform Pressing. The selected Respondent shall press uniforms and ensure that all delivered uniforms are wrinkle-free.
- h. Uniform Replacement. The selected Respondent shall replace all irreparably damaged, or permanently stained, or worn-out uniforms with all brand-new uniforms within 7 calendar days of pick up. The selected Respondent would be permitted to charge BNYDC for lost clothing at the then current replacement cost for such item(s). All garments that require replacement due to normal wear shall be replaced by the contractor at no charge to BNYDC with a brand-new garment.

BNYDC may reject any items that do not meet the requirements of the Uniform Specifications attached as Exhibit A hereto.

BNYDC will notify the selected Respondent of termination, leave or new hires by verbal or written notice. The selected Respondent shall maintain sufficient stock to provide complete new uniform sets within one week for newly hired employees.

The selected Respondent will be responsible for all costs associated with having the uniforms available for wearing including: Proper fit, any patches/emblems, pickup of soiled uniforms, drop off cleaned uniforms, no charge for size changes (one per year per employee), no charge for repairs, no charge for replacement due to normal wear.

E. PROPOSAL SUBMISSION REQUIREMENTS

Each Respondent to this RFP must submit its Proposal on or prior to the Proposal Deadline following the submission procedure set forth in this RFP.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

The proposal shall include all the following information (failure to include all the information could result in disqualification):

- (1) Cost Proposal Sheet in the form of Exhibit B attached hereto
- (2) Vendor Qualifications Form in the form of Exhibit C attached hereto
- (3) References: List three (3) references that Respondent has provided for similar uniform rental and cleaning in the form of Exhibit D attached hereto. Include company name, contact name & phone number.

In addition to the information described above, Respondent's Proposal must include:

- Declaration of Understanding (attached as Exhibit E hereto)
- Confirmation of PASSPort compliance (attached as Exhibit F hereto)
- Doing Business Data Form (attached as Exhibit G hereto)
- M/WBE Information Form (attached as Exhibit H hereto)
- Acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to Respondent's Proposal.
- If a Respondent desires any material or substantive change(s) to the form of Contract (attached as Exhibit I hereto), Respondent must include any such proposed change(s) in its response to this RFP.

F. PROPOSAL ADMINISTRATION

1. Pre-Submission Conference:

A mandatory pre-submission conference will be held at **10:00 AM on Friday, February 21, 2025**, at BNYDC's offices, 141 Flushing Avenue, Suite 801, Brooklyn, NY 11205. Attendance at the mandatory pre-submission conference is a condition precedent to BNYDC acceptance of a Proposal. Therefore, if you have not attended the mandatory pre-submission conference, do not submit a Proposal.

2. Inquiries:

Any questions or explanation desired by Respondents regarding the meaning or interpretation of this RFP must be emailed and received by no later than **February 28, 2025**, one week after the date of the mandatory pre-submission conference. BNYDC will evaluate the need to respond to inquiries. No verbal responses will be provided, and any information given to a prospective Respondent will be furnished to all prospective Respondents as an addendum to the RFP (an "Addendum"). All questions must be directed to:

Daniel Gonzalez
Property Manager
dgonzalez@bnydc.org



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

3. Submission Deadline:

Respondents shall deliver a PDF of their Proposal, including all attachments, appendices, exhibits by email to the email address set forth below on or before **March 10, 2025** (the "Proposal Deadline"). Any Proposal received after the Proposal Deadline will be considered for evaluation solely at the discretion of BNYDC. Proposals shall be delivered to:

Daniel Gonzalez
Property Manager
Brooklyn Navy Yard Development Corporation
dgonzalez@bnydc.org

4. Addenda:

Receipt of an Addendum to this RFP must be acknowledged by attaching a signed copy of the Addendum to the Proposal. Any Addendum shall become a part of the requirements for this RFP.

G. SELECTION PROCESS

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the selected Respondent will be at the discretion of the BNYDC and will be based on the proposal that the BNYDC deems to be the most responsive and responsible and serves the best interests of the BNYDC.

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria which are listed in descending order of importance:

1. Company Experience and Qualifications
 - a. Experience with projects of similar type and scope.
 - b. Experience with private and public-sector organizations, and institutions in a similar industry.
2. Staff Expertise / Implementation and Operational Teams
 - a. The experience of staff proposed to be involved in the project.
 - b. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
 - c. Demonstrated expertise in being a strategic partner with clients.
3. Cost Proposal
4. Relevant References

It is the intention of BNYDC to award the entire proposal to one vendor.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

Upon selection, the successful Respondent must execute a Contract for the Services substantially in the form attached hereto as Exhibit I (the "Contract"). If a Respondent desires any material or substantive change(s) to the Contract, it must include any such proposed change(s) in its response to this RFP. The contents of the selected Proposal, together with this RFP and any formal questions and answers provided during the Proposal processes, may be incorporated into any final Contract at BNYDC's discretion. The anticipated Contract length is three (3) years, with two one-year renewals at the option of BNYDC.

H. MISCELLANEOUS CONDITIONS

1. Non-binding Acceptance of Qualifications: This RFP does not commit BNYDC to award a contract for any work or services described herein.
2. Incurring Costs: BNYDC is not liable for any costs incurred in the preparation of a response to this RFP.
3. Modifications: Respondents may be asked to make such revisions, additions or deletions to their Proposals as may be required by BNYDC.
4. Reserved Rights: All Proposal material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:
 - a. Reject any and all Proposals received in response to this RFP at any time prior to signing of a contract with respect to the Services;
 - b. Award a contract to other than the lowest fee Respondent;
 - c. Waive, modify, or correct any irregularities in Proposals received, after notification to the Respondent;
 - d. Change the structure of the proposed fee, if such is in the interest of BNYDC;
 - e. Negotiate the final scope, staff participation, and fee before entering into contract with successful Respondent;
 - f. Revise the fee as BNYDC may require subsequent to receipt of a competitively bid proposal for the Services;
 - g. Extend the time for submission of all Proposals after notification to all prospective Respondents;
 - h. Terminate negotiations with a selected Respondent and select the next most responsive Respondent, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable amount of time from the commencement of negotiations.
 - i. Terminate or modify the RFP process at any time and reissue the RFP;
 - j. Approve or reject any sub-consultants proposed by the Respondent; and
 - k. Request a change of any sub-consultant at any time in the contract process.
5. Contractual Requirements:
 - a. Any Respondent awarded a contract as a result of this RFP process will be required to sign a Contract substantially in the form as attached hereto as Exhibit I, except as otherwise provided for in this RFP.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

- b. Any information which may have been released verbally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither BNYDC nor the Respondent.
- c. Any Respondent awarded a contract as a result of this RFP will be required to obtain clearance through the City's Procurement and Sourcing Solutions Portal ("PASSPort"). PASSPort moves the VENDEX process online, eliminating paper submissions. Since PASSPort clearance is a pre-requisite to BNYDC's award of a contract, Respondents are required to be registered and up to date in PASSPort prior to submitting their response to this RFP and to include their PASSPort identification number with submission of their Proposal. Non-compliance with these submission requirements shall result in the disqualification of the Proposal and/or the Respondent and/or the cancellation of any contract after its award.
- d. Notice to Vendors: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Exhibit G hereto and return it with this proposal. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

BNYDC appreciates your interest in this RFP and looks forward to receiving your Proposal.



Brooklyn Navy Yard
 Development Corporation
 BrooklynNavyYard.org

Building 77
 141 Flushing Ave, Suite 801
 Brooklyn, NY 11205

EXHIBIT A

UNIFORM SPECIFICATIONS

The materials for all uniforms to be provided pursuant to this RFP shall be equivalent to the material brand of BNYDC’s current employee uniforms.

Security Personnel Uniforms (APPROXIMATE QUANTITY: 80)

ITEM	COLOR	SPECIFICATIONS
Short Sleeved Shirts (Quantity: 11)	White	Fabric: 65% Dacron polyester/35%cotton Style: Security Fit: Gender Specific (Men’s and Women’s) Approved Emblem on left lapel/shoulder
Long Sleeved Shirts (Quantity: 11)	White	Fabric: 65% Dacron polyester/35%cotton Style: Security Fit: Gender Specific (Men’s and Women’s) Approved Emblem on left lapel/ shoulder
Pants (Quantity: 11)	Grey	Fabric: 65% polyester/35% cotton Style: Flat Front Security Style Fly: Brass Hem: to size Fit: Gender specific (Men’s and Women’s)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

Facilities Employee Uniform (APPROXIMATE QUANTITY: 30)

ITEM	COLOR(S)	SPECIFICATIONS
Short Sleeved Shirts (Quantity: 11)	Laborer: Charcoal Grey Dockmasters: White Carpenters: Dark Brown	Fabric: 100% polyester Texture: Wrinkle/snag resistant Style: Security Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/shoulder
Long Sleeved Shirts (Quantity: 11)	Laborer: Charcoal Grey Dockmasters: White Carpenters: Dark Brown	Fabric: 100% polyester Texture: Wrinkle/snag resistant Style: Security Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/shoulder
Pants (Quantity: 11)	Black	Fabric: 65% polyester/35% cotton Style: Industrial Cargo Pockets: 2 Fly: brass Hem: To size Fit: Gender specific (Men's and Women's)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

Facilities Employee Uniform (FIRE RESISTANT) (APPROXIMATE QUANTITY: 20)

<u>ITEM</u>	<u>COLOR</u>	<u>SPECIFICATIONS</u>
Short Sleeved Shirts (Quantity: 11)	Plumbers: Navy Blue Electricians: Light Brown Engineers: Light Grey	Fabric: Fire resistant polyester blend Texture: Wrinkle/snag resistant Style: Security Style Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/ shoulder
Long Sleeved Shirts (Quantity: 11)	Plumbers: Navy Blue Electricians: Light Brown Engineers: Light Grey	Fabric: Fire resistant polyester blend Texture: Wrinkle/snag resistant Style: Security Style Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/ shoulder
Pants (Quantity: 11)	Black	Fabric: Fire resistant polyester blend Style: Cargo Fit: Gender specific (Men's and Women's)



Brooklyn Navy Yard
 Development Corporation
 BrooklynNavyYard.org

Building 77
 141 Flushing Ave, Suite 801
 Brooklyn, NY 11205

EXHIBIT B
COST PROPOSAL

UNIFORM TYPE	MONTHLY FEE PER UNIFORM SET
SECURITY OFFICER (QUANTITY: 80)	\$ _____
FACILITIES EMPLOYEE (QUANTITY: 30)	\$ _____
FACILITIES EMPLOYEE – FIRE RESISTENT (QUANTITY: 20)	\$ _____
APPOXIMATELY 130 UNIFORMS – TOTAL MONTHLY FEE	\$ _____

In addition to providing uniform rental and laundering services, there will be a need to purchase additional items to supplement the uniform rental program. Certain garments are listed below. The selected Respondent should stock these styles to reduce the lead time necessary to supply.

SUPPLEMENTAL ITEMS

ITEM	PRICE PER ITEM
Safety Vest – VY6YE (yellow)	\$ _____
Baseball cap – Grey (Unisex universal fit / BNYDC logo)	\$ _____
Neck Gator – Black (BNYDC logo)	\$ _____
Winter knit hat (BNYDC logo)	\$ _____
Belt (black)	\$ _____
Rain gear	\$ _____
Tee shirt (grey /BNYDC logo)	\$ _____

(Fees to include all costs and fees, including travel and expenses during the engagement)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT C

Vendors Qualifications

Please briefly describe years in business, size of operation, and number of employees.

Also, please provide the following information:

Company Experience and Qualifications

- a. Experience with projects of similar type and scope.
 - b. Experience with private and public-sector organizations, and institutions in a similar industry.
2. Staff Expertise / Implementation and Operational Teams
- a. The experience of staff proposed to be involved in the project.
 - b. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
 - c. Demonstrated expertise in being a strategic partner with clients.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT D

References

Please list three (3) references that Vendor has provided similar uniform rental and cleaning services. Include the company name, contact name & phone number:

Company Name	Contact Name	Phone Number



Brooklyn Navy Yard
 Development Corporation
 BrooklynNavyYard.org

Building 77
 141 Flushing Ave, Suite 801
 Brooklyn, NY 11205

EXHIBIT E

DECLARATION OF UNDERSTANDING

DECLARATION OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the Respondent (i) has read and understands the scope and requirements of the Services, as described in the RFP and all attachments; (ii) has the capacity to provide the Services, (iii) agrees to accept payment in accordance with the requirements of this RFP and the standard Contract, attached hereto as Exhibit I, and (iv) will, if its Proposal is accepted, enter into the attached Contract with the Brooklyn Navy Yard Development Corporation.

The undersigned further stipulates that the information in his/her Proposal is, to the best of his/her knowledge, true and accurate.

 Authorized Signature, Title Date

 Consultant Firm

 Business Address

 City State Zip

 Telephone Number Fax Number

 Federal Tax Identification Number

- Corporation Partnership
- Individual Other (State)

 (Seal, if a Corporation)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT F

CONFIRMATION OF PASSPORT COMPLIANCE

CONFIRMATION OF PASSPORT COMPLIANCE

The Respondent shall submit this Confirmation of PASSPort Compliance, which replaces VENDEX, and shall include its PASSPort identification number. All VENDEX processes are now completed in the PASSPort Portal, this replaces the paper forms. Please register and complete new questionnaires as soon as possible. PASSPort will not be importing any information from VENDEX. The main purpose of PASSPort is to be a completely paperless interactive system.

Please access to the NYC.gov PASSPort website thru the link below:

<https://www.nyc.gov/site/mocs/passport/about-passport.page>

[to attach Confirmation Form of PASSPort Compliance]



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT G

DOING BUSINESS DATA FORM



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT H
M/WBE INFORMATION FORM



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Ave, Suite 801
Brooklyn, NY 11205

EXHIBIT I
FORM OF CONTRACT