

State of Ohio Department of Administrative Services  
Office of Procurement Services  
State of Ohio Department of Transportation

**Request for Information (RFI) - RFI # DOT001-14**

Date: July 30, 2014

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**Title: Ohio Department of Transportation Work Uniforms and Garments for Highway and Garage Technicians and Field Staff**

The state of Ohio Department of Administrative Services Office of Procurement Services on behalf of The Ohio Department of Transportation requests information on work uniforms and garments for their field staff from interested providers. Information received may be used in a future solution (Request for Proposal or Invitation To Bid) for a work uniform/garment contract for the Ohio Department of Transportation field staff.

**This Request for Information (RFI) is a solicitation for INFORMATION. It is not a bid and no contract will be awarded as a result (please review the BACKGROUND and SCOPE below). Questions concerning this RFI may be emailed to [walter.schneider@das.ohio.gov](mailto:walter.schneider@das.ohio.gov)**

**BACKGROUND:** The State of Ohio Department of Administrative Services Office of Procurement Services (DAS OPS) on behalf of The Ohio Department of Transportation (ODOT) seeks detailed information from work uniform and work garment manufacturers and suppliers on the types of work garments available for both purchase and rental for individuals who fill positions on ODOT field staff work crews performing maintenance and repair on Ohio's highways and for individuals assigned to ODOT's garage and maintenance facilities in the state charged with the responsibility of repair and maintenance of ODOT's vehicle fleet.

**SCOPE:** The Ohio Department of Transportation employs approximately 2,500 field staff at over 100 locations in Ohio including 12 district offices and over 88 county garage operations statewide. Field staff are charged with the responsibility of maintaining the state's network of roads and highways consisting of road, bridge and guardrail repair and maintenance, mowing, obstacle, debris and snow removal, trimming brush and trees and other critical roadway maintenance functions. ODOT garage personnel are charged with the repair and maintenance of ODOT's extensive fleet of vehicles used to maintain Ohio's roads and highways.

ODOT management is interested in exploring the possibility of providing high quality, durable, cost effective garments for its field staff. Garments must offer the protection and utility necessary for the completion of field staff's duties, must be easy care and should provide a distinctive presence or profile to the public. ODOT is open to considering direct purchase of suitable garments as well as garment rental including laundering and other garment care.

**RESPONDENTS SHOULD:**

1. Review the contents of this RFI in its entirety to obtain a thorough understanding of questions the RFI's asks
2. Review and understand DAS OPS and ODOT's general requirements on pages 2 and 3 of this RFI.
3. No later than **4:30 PM EST, Friday August 22, 2014**, submit a brief containing a complete description of the types of clothing your company provides which meet ODOT's needs as described in the REQUEST FOR INFORMATION – GARMENTS sections X through X below. Garment description should include product literature, photos and brief specifications which adequately describe the garments.

Informational submissions are due to the address below **by 4:30 PM EST, Friday August 22, 2014.**

State of Ohio  
DAS State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Attn: Walt Schneider, CPPB / RFI DOT001-14

**Submissions may be transmitted on paper, via file transfer, by CD or thumb drive (as a .pdf) by U.S. Mail to the address above, by FAX to (614) 485 1056 or by eMail to [walter.schneider@das.ohio.gov](mailto:walter.schneider@das.ohio.gov)**

**REQUEST FOR INFORMATION, GARMENTS:**

1. Work Short Sleeve T-Shirts. ODOT desires information from potential suppliers on quality, cost effective, durable, easy care, stain resistant short sleeve T style shirts. Garments must be comfortable, breathable and offered in multiple colors, including ANSI III, Lime Green in sizes XS through 6XL. Please provide information on the type(s) of garments you offer including fabric type and weave, fabric blend, various weights per square yard and the pros and cons of each given the ODOT field staff work environment as described on page #1 of this RFI. Include manufacturer's specifications, photos, and descriptions and literature on each type of garment you mention or describe in your reply.
2. Work Short Sleeve Polo Style Shirts ODOT desires information from potential suppliers on high quality, cost effective, durable, stain resistant easy care short sleeve polo style shirts with a button placket, durable seams, bottom and sleeve hems, Garments should be ample cut for a comfortable fit which permits a wide range of movement. Garments must be breathable, designed to hold their shape and available in multiple colors including ANSI Class III, lime green in sizes XS through 6XL. Please provide information of the types of garments your organization offers including fabric type and weave, fabric blend, various fabric weights per square yard and the pros and cons of each type garment given the ODOT field staff work environment as described on page #1 of this RFI. Include manufacturer's specifications, photos descriptions and literature on each type of garment you mention or describe in your reply.
3. Work Trousers ODOT desires information from potential suppliers on work trousers made from denim and/or other suitable fabrics. Trousers must be durable, high quality, easy care, stain resistant and cost effective. They must be reinforced and/or bar-tacked, or riveted at all stress points, cut amply to permit a comfortable, wide range of movement and be available in a wide range of sizes and colors and both male and female cut. Please provide information on the types of work trouser garments your organization offers including fabric, fabric type, weave, blend, various fabric weights and the pros and cons of each type garment given the ODOT field staff work environment described on page #1 of this RFI. Include manufacturer's specifications, photos, descriptions and literature on each type work trouser garment you mention of describe in your reply.
4. Work Outerwear Garments: - ODOT is interested in receiving information on durable, cost effective, easy care, stain resistant work outerwear options which provide wearers warmth and protection from the elements in the ODOT field staff work environment as described on page #1 of this RFI. Garments must be designed to withstand the rigors of wear associated with ODOT's field staff duties, reinforced, riveted and/or bar tacked at all stress points. Garments must be designed to permit a wide range of movement and available in multiple colors and sizes from XS through 6XL. Please provide information on the types of outerwear garments your organization offers including fabric, fabric type, weights, lining and lining materials and other features as well as the pros and cons of each type garment mentioned in your reply given the ODOT field staff work environment. Include manufacturer's specifications, photos, descriptions and literature on each type garment you mention in your reply.
5. Work Coveralls ODOT is interested in receiving information of durable, cost effective, easy care, stain resistant overall garments suitable for both inside and outside wear in a wide range of temperature environments and working conditions. Garments must be designed to permit a wide range of movement and amply cut to be worn over other garments and perhaps other outerwear, be available in a wide range of colors and sizes. Please provide information on the types of outerwear garments your organization offers including fabric type, weights, lining, closure and other features as well as the pros and cons of each type garment mentioned in your reply given the ODOT field staff work environment mentioned on page #1 of this RFI. Include manufacturer's specifications, photos, descriptions and literature on each type overall garment you mention in your reply.

**GARMENT PURCHASE VERSUS RENTAL**

1. If you are a direct sale garment provider, in your reply please discuss the advantages (to ODOT) for the direct sale purchase of the types of garments described in your reply. Please be specific and back up your statements with figures and examples. Please feel free to include references to other organizations of about the same size and scope as ODOT for which you are or have provided similar garment programs to in the past. If you elect to do this, please provide name and phone contact information for the organization(s) you cite.
2. If you are a rental garment provider, in your reply please discuss the advantages (to ODOT) for the rental purchase of the types of garments described in your reply. Be specific and back up your statements with figures and examples. Please feel free to include references to other organizations of similar size and scope as ODOT for which you are or have provided similar rental garment programs to in the past. If you elect to do this, please provide name and phone contact information for the organization(s) you cite.

**SUBMISSION OF INFORMATION:** If your organization is capable of providing the types of garments listed on page #2 of this RFI DAS Office of Procurement Services and ODOT are interested in hearing from you about your garments and your capabilities. Respondents should submit a description or product literature including specifications, photos, etc. for each garment or garment type you feel may meet ODOT's needs and a summary of your company's capability to provide them.

**ADDITIONAL INFORMATION:** Respondents should include any additional information the respondent deems pertinent or necessary to describe and/or highlight garments and/or your capabilities of providing same.

**WHAT'S IN IT FOR YOU:**

After review of all responses, ODOT and DAS may elect to contact any respondent for a meeting to clarify information or further discuss the types of garments mentioned in the response. The decision on whether or not to hold meetings will be based solely on the quality of the information included in each response. Likewise ODOT and DAS may elect to move forward without vendor meetings.

The information obtained by DAS as a result of the RFI will be used by DAS and ODOT to aid ODOT in making a decision whether or not to move forward with a solicitation for a contract for the types of garments mentioned.