

Uniform Vendor Introduction

COMMUNICATIONS BRIEF

August 27, 2015

ST. MICHAEL'S LAUNDRY UNIFORM PURCHASE/RENTAL VENDOR

St. Michael's Laundry is announcing its' preferred vendor status to provide departmental uniform purchases and weekly rental services.

St. Michael's Laundry has provided a variety of garment cleaning and linen rental services to the University since 1934. St. Michael's Laundry is a member of the Drycleaning and Laundry Institute (formerly International Fabricare Institute). With over 50 trained employees, St. Michael's is committed to exceeding University customer expectations. To learn more about St. Michael's Laundry, visit the website at www.laundry.nd.edu.

St. Michael's Laundry main office and production plant is located behind the Notre Dame Federal Credit Union on Moreau Drive and the Laundry Distribution Center is located on campus at the corner of Sorin Court and Holy Cross Drive (A15 parking Lot).

ORDER PROCESS WITH ST. MICHAEL'S LAUNDRY

Campus clients may request a quote and presentation of uniform options from St. Michael's Laundry by calling the uniform team at 574-631-4222 or email uniforms@nd.edu

- St. Michael's will provide options and a price quote for approval
- Campus clients provide a FOAPAL with approved quote and the goods will then be ordered
- Weekly uniform rental programs require a signed service level agreement

STANDARD UNIFORMS AND CUSTOM UNIFORM TYPES

Some available uniforms types include such items as:

- Chef coats/pants/hats/aprons
- Wait staff pants/shirts & blouses/vests/aprons/ties
- Housekeeping smocks/pants/polo's/coats
- General maintenance shirts/pants/shorts/belts/coats
- Walk-off mats/hot pads/bar wipes

As St. Michael's collects orders over time for repeat business, more standard products will be added.

Custom products include those items that are specifically designed and planned for a campus client's use, such as:

- Logoed walk-off mats
- Logoed sweaters/ties/jackets
- Safety vests, etc.

STANDARD ITEM ORDER PROCESS

Most standard items have a pre-negotiated and assigned price. These prices have been negotiated with our vendors.

PERTINENT INFORMATION TO PROVIDE

When requesting a quote from St. Michael's, be prepared to provide as much information as possible. The following items are critical to streamline the process and ensure that St. Michael's provides a final product that meets expectations.

- Overall measurement requirements (from smallest size to largest size)
- Basic description (functionality)
- Color and material information
- Departmental logo in digitized format (conversion from jpeg, gif, etc. at additional charge)
- Provide a sample, if available

If matching or replacing an item, provide a picture of the original product. After the quote is received from St. Michael's Laundry, a proof approval will be provided.

QUOTE LEAD TIMES

- Standard item: Lead time for a quote for a standard product is 3-7 days
- Custom item: Lead time for a quote for a custom product is 5-10 days

PRODUCTION LEAD TIMES

- Standard item: 10 days to 3 weeks
- Custom item: 3-6 weeks from approval

DELIVERIES

Orders will be delivered by St. Michael's Laundry driver to your department contact person.