



ANN ARBOR AREA TRANSPORTATION AUTHORITY
Request for Information (RFI) 2027-01
for:
Transit Employee Uniform Program Options

Issuing Office:

ANN ARBOR AREA TRANSPORTATION AUTHORITY
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SECTION 1 - INTRODUCTION

1.1 OVERVIEW

The purpose of this Request for Information (RFI) is to conduct market research to explore potential options for a comprehensive transit employee uniform program for Ann Arbor Area Transportation Authority (also known as AAATA, TheRide, and The Authority).

AAATA seeks information from qualified uniform suppliers. Uniforms are to be for purchase only, not rent or lease. The uniforms will be worn by motor coach operators (MCOs), bus mechanics, facility service employees, information specialists, supervisors, and additional staff as designated.

This RFI is not to be construed as commitment by AAATA to issue a solicitation or award a contract. Participation or lack thereof in the RFI process will not aid nor hinder a firm's standing with AAATA for the purposes of evaluating proposals offered in response to any resulting solicitation. AAATA retains the right to use none, some, or all of the information and/or results of this RFI in a formal solicitation if it is in the Authority's best interest. AAATA will not pay Respondents for any costs associated with the preparation or submittal of responses to this RFI.

1.2 SUBMITTING INFORMATION

- A. Please provide a response to this RFI by **Thursday, November 12, 2026, at 1:00 pm EST** (local Ann Arbor, MI time).
- B. Responses must be in a Portable Document Format (PDF). No Zip files, external links, or other file formats are allowed.
- C. **Responses must be submitted through the online system www.BidnetDirect.com by the deadline to RFI 2027-01.** AAATA's decision on the timeliness of proposals shall be final.

Users must register with BidNet Direct to access the web site on www.BidnetDirect.com. BidNet Direct offers multiple Vendor Registration plans: The Search Only Access plan is free; the Automatic Email Notification plans have an annual fee.

For all website assistance regarding this RFI including help registering, downloading documents, uploading responses, etc. you must call **BidNet's Vendor Support Line at 800-835-4603, Monday through Friday, 8:00 am - 8:00 pm EST.** Vendor is wholly responsible for submitting a response in accordance with the RFI by the deadline.

1.3 IMPORTANT NOTIFICATIONS – PLEASE READ CAREFULLY

- A. AAATA is not responsible for any misdelivered, delayed, rejected, unopenable, unreadable, or otherwise errant, missing or late emails, communications, or response submissions.
- B. AAATA is not soliciting or accepting any responses containing confidential, proprietary, or trade secret information. If a respondent marks any pages of the submittal with such designations, they shall not be binding on AAATA.
- C. Under the State of Michigan Public Act no. 442 of 1976 known as the Freedom of Information Act (FOIA), AAATA is obligated to provide access to, or copies of, material it has in its

possession when another party makes a FOIA request. AAATA is not allowed to withhold or redact material. Respondents are advised that **any documents and material they submit to AAATA in response is open to public inspection.** This includes but is not limited to documents and material that the respondent may deem to be confidential or proprietary in nature.

SECTION 2 – AAATA BACKGROUND

Ann Arbor Area Transportation Authority (AAATA), a not-for-profit unit of government and operates the local public transit system for the greater Ann Arbor-Ypsilanti area in Michigan. AAATA enables area residents to reach their destinations at a reasonable cost and offers the region efficient, environmentally sound transportation alternatives.

AAATA operates a maintenance and administrative facility that features storage for its fleet, a repair and maintenance garage, and business offices. AAATA also operates two transit centers: The Blake Transit Center (BTC) in downtown Ann Arbor and the Ypsilanti Transit Center (YTC) in downtown Ypsilanti.

In addition to fixed-route buses, AAATA offers many other services such as A-Ride, an ADA paratransit service, and FlexRide, a shared shuttle service. In 2025, TheRide's fixed-route service had 5.3 million annual rides.

SECTION 3 – PROPOSED SCOPE OF SERVICE

3.1 PURPOSE

AAATA is exploring options for an employee uniform supply program. AAATA will purchase the uniform items and will not consider leasing or renting. All items will be purchased on an as-needed basis, and no set amount of purchased quantities or dollar amounts would be guaranteed. Note that information provided by AAATA may change prior to the issuance of a formal solicitation.

3.2 GENERAL REQUIREMENTS

- A. There are approximately 200 Motor Coach Operators (MCOs) and 10 Information Specialists within the Operations Department that require uniforms. These employees are public-facing and the most visible representatives of AAATA. Their uniform is designed to convey authority and professionalism. Their basic uniform consists of a white button-up dress shirt and tie, or polo shirt, with navy slacks, and black belt. Dark navy mock turtlenecks, sweater vests, sweaters, rain jackets, winter jackets, fitted baseball caps and knit hats are also provided to provide protection in inclement weather.

There are approximately 50 Fleet and Facilities Personnel within the Fleet and Facilities Departments that require uniforms. While these employees most often work behind the scenes, they may be in front of the public when test driving AAATA motor coaches or maintaining bus stop facilities. Their work is labor intensive and requires clothing that is very durable, allows easy movement, and is forgiving of dirt and grime. Their uniform typically consists of t-shirt, button-front shirt, and trousers, including double-knee padding, all in dark navy blue. Sweatshirts, sweaters, rain jackets, winter jackets, baseball caps and knit hats are also provided to provide protection in inclement weather. Presently, one jacket option has high-visibility properties, but AAATA would like to include additional Hi-vis items.

There are approximately 15 Operations Supervisors that have the option to purchase company-approved apparel including black polo shirts, black sweaters, windbreakers, rain jackets, and black fitted baseball caps. We would also like to make these items available in various colors for infrequent, one-time purchases by other Non-Union departments in preparation for public events.

- B. Employee benefits include an annual uniform allowance for each eligible employee, with selection of replacement uniform items to be determined by each new union employees beginning one year after receiving the initial standard uniform complement. The current complement for employees in the Operations Department includes five (5) pants, five (5) shirts, a belt, a lightweight jacket, and a warm jacket. The complement for employees in the Fleet and Facilities Departments includes five (5) pair of pants, five (5) t-shirts, five (5) work shirts, a belt, a lightweight jacket, and a warm jacket. Footwear is provided to MCOs and Information Specialists. However, Fleet and Facilities employees have a safety boot allowance which is handled separately at this time.

3.3 GENERAL PRODUCT AND ITEM REQUIREMENTS

- A. All products and items must be new and made with high-quality materials, construction, and embroidery and have approved and consistent colors. Used, irregular, damaged, soiled, mis-sewn seams, holes, loose threads, faded, or otherwise compromised or poorly constructed items are not acceptable.
- B. Almost all shirts, sweaters, jackets, caps, and hats have either a patch affixed or an embroidered logo. Embellishments such as embroidery and patches will be of the designs, colors, and sizes approved by AAATA. Logos are typically one or two colors.
- C. All items shall be in a variety of sizes and cuts to fit adult body types. Items must be constructed to minimize shrinking, fading, logo distortion, etc. Different fabrics for trousers and skirts should be offered to allow for comfort in warmer and cooler temperatures.

3.4 ADDITIONAL SPECIFICATIONS

AAATA may wish to offer the following items including, but not limited to:

- A. Shirts for MCOs with Shoulder Straps and Epaulettes

The current shirts worn by MCOs are both long sleeve and short sleeve button downs with collars and have shoulder straps that may be fitted with epaulettes or shoulder marks. The shirts have a patch securely affixed with the AAATA logo.

- B. Other Shirts and Sweaters with embroidered logo
 1. Long sleeve industrial shirts
 2. Short sleeve industrial shirts
 3. Polo-style shirts
 4. Mock turtleneck shirts
 5. Heavy weight T-shirts
 6. Cardigan sweaters
 7. V-neck sweaters
 8. Sweater vests

- C. Hats with embroidered logo
 - 1. Fitted and adjustable baseball-style caps
 - 2. Knit hats
 - 3. Knit Headbands
- D. Trousers, Shorts, and Skirts
 - 1. Poly trousers
 - 2. Poly/wool blend trousers
 - 3. Industrial trousers
 - 4. Cargo-style shorts
 - 5. Dress Shorts
 - 6. Knee-length skirts
- E. Outerwear with embroidered logo
 - 1. Lightweight jackets
 - 2. Heavyweight jackets
 - 3. Rain jackets
 - 3. High-visibility jackets
 - 4. Duck overalls
 - 5. Insulated overalls
- F. Footwear
 - 1. Shoes: S.W.A.T.-style dress Oxford shoes
 - 2. Boots: 5" Sport-style public service boot
 - 3. Boots: 6" WP heavy duty work boot
- G. Additional items
 - 1. 1-1/4" to 1-3/4" Leather belts
 - 2. Clip-on tie
 - 3. Cross-over tie
 - 4. Collar brass
- H. Changes and Special Runs

AAATA must have the ability to add or delete items to the product line as necessary, and order one-off runs, ex. ordering polo shirts for employees for a special event.

3.5 SERVICE REQUIREMENTS

The Contractor will be responsible for the following at a minimum:

A. Site Visits & Measurements

The Contractor will meet and measure groups of employees, typically MCOs, at AAATA as needed for remeasurements and new employees. Employees shall have access to samples of current products.

B. Customer Website

The Contractor shall maintain an active website whereby employees may access descriptions, sizes, and pictures of available items, current prices, and a means to directly communicate with a Contractor Representative during normal business hours of Monday through Friday, 8 am ET to 5 pm ET, at a minimum, such as web chat service or a toll-free or local phone number. Artificial Intelligence technology is not preferred. Vendor technology solutions will include review and approval from AAATA's IT Department.

AAATA employees must be able to place approved web orders, review their account, track order statuses, and manage their profiles on the Contractor's web site.

C. Packaging and Delivery

The Contractor shall bag all uniform pieces for any one AAATA employee in a bag marked clearly with the AAATA employee's first and last name. Each employee's order is to be shipped FOB destination or delivered by the Contractor to AAATA.

D. Purchase Tracking and Reports

Vendor will provide regular purchase reports to AAATA Project Manager as directed.

E. Stock-outs, Substitutions, Discontinuations

Vendor must carry sufficient inventory and have a system for fulfilling orders within the specified lead times, handling stockouts, delays, and product discontinuations.

F. Customer Support/Follow-up Service

Vendor must have a means for AAATA administrative staff and employees to directly communicate with the vendor regarding options, orders, lead times, pricing, and issues. Vendors must timely respond and resolve issues.

G. Warranty

All uniforms, uniform alterations, workmanship, and materials shall be warranted against failures or defects.

SECTION 4 – INFORMATION AND INPUT REQUESTED

Please submit answers to the following in your response to this RFI.

4.1 VENDOR INFORMATION

Please provide the following information.

- A. Company name and contact person's name, address, telephone, and email address.
- B. Provide a brief profile of the company, including:
 - 1. Company overview
 - 2. Form of organization (corporation, partnership, sole proprietorship)

3. Year founded
4. Locations, size, and number of employees
5. Identify the number and approximate size of government accounts serviced, and especially transit agencies

4.2 TECHNICAL CAPABILITIES

Please address the following in your response to this RFI below.

- A. Give a brief description of the products and services that your firm offers. Do you offer all items listed in Section 3.4 (or similar)?
- B. Describe how your firm works with public agencies to provide employee uniforms for purchase. Please address inventory, ordering, measuring, embroidery, shipping/delivery, expedited order fulfillment, alterations/returns, warranties/guarantees, billing, and any other operations that are critical to fulfill staff uniform orders.
- C. Please answer the following questions:
 - a. Would employees order from a set item list specifically for the agency?
 - b. Would other catalog items be available?
 - c. How do you handle larger scale orders versus orders for single pieces for employees?
 - d. Provide specific timelines for a typical bulk order and a single order, from ordering to delivery to AAATA.
- D. What are the current capabilities of your website platform?
 - a. Can each employee have an individual account?
 - b. Can the agency monitor accounts, track orders, and run reports?
 - c. Can the website accept various types of payment and/or track payment balances for allowances?
- E. **This RFI does not request any pricing. Do not provide Prices.** Respondents are asked to describe the pricing mechanism or structure they typically offer to public agencies (for example, offering one all-inclusive price for each item available, offering pricing for the item plus add-ons such as embroidery and alterations, offering category pricing, etc.)
- F. AAATA will likely wish to see samples of items during the solicitation process. Are there any concerns with this? If so, what are the concerns?
- G. Please provide a brief narrative or a list of other relevant information or other considerations, if any. What may be some best practices of successful programs?

Please provide a Response to this RFI by **Thursday, November 12, 2026, at 1:00 pm EST** (local Ann Arbor, MI time). See instructions in Section 1. AAATA reserves the right to contact vendors for questions and clarifications.

Respondents are advised that **any documents and material they submit to AAATA in response is open to public inspection.** This includes but is not limited to documents and material that the respondent may deem to be confidential or proprietary in nature. **Do not include confidential or proprietary information or material.** See section 1.3 – Important Notifications.