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Invitation to Bid

Miscellaneous Apparel Bid Per Specifications Informal Bid Request #16-17-23

Bid Due Date: Thursday, February 9, 2017 @ 4:00 PM

Pre-Bid Meeting: Wednesday, February 1, 2017 @ 10:00AM

Location: City of Greenville
Purchasing Office
Attention: Denisha Harris
201 W. Fifth Street
Greenville, NC 27858

Contact Persons:

Questions regarding the bid package:

Denisha Harris
Purchasing Manager
Telephone: 252-329-4862
Email: dharris@greenvillenc.gov

Questions regarding the specifications:

Angel Maldonado
Fleet Superintendent
Telephone: 252-258-9639
Email: amaldonado@greenvillenc.gov

**INVITATION FOR INFORMAL BID ON
Miscellaneous Apparel Bid
Per Specifications**

_____ **Informal Bid # 16-17-23** _____

Bid Due Date: Thursday, February 9, 2017 at 4:00 P.M.

INSTRUCTIONS TO BIDDERS

1. The person, firm or corporation submitting a bid shall submit it to the Purchasing Manager or her duly designated representative at one of the following:

Hand Delivered/or Carrier:

Purchasing Office
Attn: Denisha Harris
201 W. Fifth Street
Greenville, N.C. 27834

By Postal Mail:

City of Greenville-Purchasing
Attn: Denisha Harris
P.O. Box 7207
Greenville, N.C. 27835-7207

EMAIL:

Denisha Harris
dharris@greenvillenc.gov

2. This is an Informal Bid and therefore bids will be received at stated day/time, however, no public bid opening will be held. Bids will be reviewed and evaluated by staff at a later time and an award will be made at the earliest possible date. Bid results will be made available after award and by written request.
3. **Award of Bid:** Bids shall be awarded to the lowest responsive responsible bidder taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.
4. **Each bid submitted must be clearly marked “Miscellaneous Apparel Bid per Specifications” Informal Bid #16-17-23 along with Bidder’s name and address. Bids may be submitted via mail, hand delivery or email. NO BIDS WILL BE ACCEPTED BY FAX.**

PLEASE NOTE: IT IS THE BIDDER’S RESPONSIBILITY TO ENSURE THAT BIDS ARE RECEIVED BY THE PURCHASING MANAGER BY THE STATED DAY/TIME. No late bids will be accepted.

All submittals should be on the attached BID FORMS, regardless to the method of delivery. Any bids/quotes not submitted on the attached bid form may be considered non-responsive.

5. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
6. The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost including all factors whatsoever. **Any bids not submitted on such forms provided may be considered unresponsive.**

7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Purchasing Manager.
8. The City of Greenville reserves the right to reject any and all bids, to waive any informalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 60 days after the date of the bid opening.
10. It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties except in cases where formal contracts are warranted.
11. **Each proposal shall specify a delivery time. Time of delivery to Greenville, NC will be a factor along with quality, cost, etc. in awarding the bids.**
12. Bid price shall be FOB, Greenville, NC with delivery to be to Public Works Department located at 1500 Beatty Street Greenville, NC 27834. The City reserves the option to pick up items at vendor's location if the awarded vendor is local.
13. Technical questions regarding the specifications of this bid shall be directed to Angel Maldonado, Fleet Superintendent, telephone (252) 258-9639; email: amaldonado@greenvillenc.gov. All other questions regarding the bid shall be directed to Denisha Harris, Purchasing Manager, telephone (252)329-4862; email: dharris@greenvillenc.gov.

GENERAL TERMS AND CONDITIONS

1. **NON-DISCRIMINATION:** The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
2. **NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.
3. **PAYMENT TERMS:** The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.
4. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
5. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.
6. **CONFLICT OF INTEREST:** Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.
7. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
8. **MWBE PROGRAM:** Minority and Women Business Enterprise (MWBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 2% Minority Business Enterprise (MBE) and 2% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

9. **FEDERAL LAW** : Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.
10. **TAXES**: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.
11. **WITHDRAWAL OF PROPOSALS**: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for sixty (60) days after the date of submittal.
12. **SERVICES PERFORMED**: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
13. **INDEPENDENT CONTRACTOR**: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers's compensation, pension or retirement benefits.
14. **VERBAL AGREEMENT**: The City will not be bound by any verbal agreements.
15. **INSURANCE REQUIREMENTS**: Contractor shall maintain at its own expense
 - (a) **Commercial General Liability** Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.
 - (b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;
 - (c) **Workers Compensation Insurance** as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;
 - (d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per

occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

16. **IRAN DIVESTMENT ACT:** Vendor certifies that; (i) it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.
17. **LOCAL PREFERENCE POLICY:** The City of Greenville has implemented a Local Preference Policy effective February 1, 2014. The Local Preference Policy applies to all contracts for purchases of apparatus, supplies, and equipment costing less than \$30,000. Please be advised that should the lowest, responsible, responsive bid be less than \$30,000, the Local Preference Policy may be applied.

TECHNICAL AND PERFORMANCE REQUIREMENTS

PURPOSE:

The City of Greenville has several employees within the Public Works Department required to wear particular clothing to perform their job duties. Apparel is required to on board new employees and to replace worn or damaged items for existing employees. These clothing items must be consistent in style, color, and branding to identify various divisions and/or functions of the employees. To maintain consistency and reduce the administrative burden of purchasing apparel as needed, the City is seeking a term contract from a single source.

SCOPE:

Pricing established under this Informal Bid Request applies to the purchase of T-shirts (regular and safety), Safety Vests, Rain Coats, Hard hats, Caps, and toboggans for the Public Works Department of the City of Greenville. For the purpose of establishing prices, quantities have been identified based on the estimated needs.

TERMS:

The City is seeking to establish a contract with a MINIMUM period of twelve (12) months from date of award with the option to extend pricing for two (2) additional twelve (12) month period(s) upon mutual agreement of both parties. During that time, prices from the bid items cannot be higher than the prices included in this bid, but can be lower.

QUANTITIES:

All quantities identified represent estimated total number of items. Each division of the Public Works Department (listed below) will be responsible for placing orders of the items needed in the required quantities. Employees will be permitted to pick and choose total number of items from those listed ONLY.

CONTACTS:

Sanitation: Delbert Bryant, Sanitation Manager, 252.329.4337, dbryant@greenvillenc.gov

Streets: Ronnie Donley, Street Superintendent, 252.329.4344, rdonley@greenvillenc.gov

Traffic: Rik Dicesare, Traffic Engineer, 252.329.4066, rdicesare@greenvillenc.gov

Fleet: Angel Maldonado, Fleet Superintendent, 252.258.9639, amaldonado@greenvillenc.gov

Engineering: Lisa Kirby, Civil Engineer III, 252.329.4683, lkirby@greenvillenc.gov

Transit: Lamont Jackson, Transit Manager, 252.329.4047, lmjackson@greenvillenc.gov

Buildings & Grounds: Devin Thompson, Buildings & Grounds Supervisor, dthompson@greenvillenc.gov

GENERAL REQUIREMENTS:

1. All items purchased as a part of this contract must include an embroidered or screen printed Public Works OR GREAT full-color logo. Include pricing for logo application in your submission. The following colors will be used to print the logos.

Light green: PMS 376

Dark green: PMS 554

Logos on safety apparel must be reflective. Camera ready artwork will be provided upon request from city representative to the vendor. A copy of each logo is available in Exhibit A. Logos are not true to size. Logo size will be specified by the ordering division, considering vendor recommendation. It will be the responsibility of the successful bidder to obtain camera ready artwork logos from each city employee.

2. Safety items must meet ANSI Class 3 standards. There is no preference in color as long as all safety items are the same color.
3. Pictures of select bid items are available in Exhibit B. **These items are NOT intended to be an exact match to the specifications provided but to give a general idea of items to be purchased. When in conflict, written specifications supersede pictures.**
4. Before bid is awarded, vendor will be required to provide samples of requested items submitted that the city would be purchasing.

EXHIBIT A

Logos to be embroidered or screen printed on bid items. Logos are not true to size. Logo size to be specified by the ordering division, considering vendor recommendation. It will be the responsibility of the successful vendor to obtain camera ready artwork for each division's logo.

GREAT logo



Public Works logos:



Exhibit B

Pictures of **select** bid items. Items are NOT intended to be an exact match to the specifications provided but to give a general idea of items to be purchased. **When in conflict, written specifications supersede pictures.**

Item #1



Item #2



Item #3



Item #4



Item #5



Item #7



Item #9



Item #10



Item #12



ATTACHMENT A – BID SHEET

SECTION ONE - HATS AND TOBOGGANS						
Bid Item No.	Est. Qty.	Item Description	Size Ranges	Unit Price	Extended Cost Based on Est. Qty.	Description if different from listed description
1	104	Summer cap with fabric front and mesh back; adjustable Color: Navy Logo: Embroidered/Front Only	Adult			
2	236	Safety (florescent colored fabric) Mesh hat with reflective taping; Wide Brim; Drawstring for secure fit Color: No preference Logo: Embroidered/Front Only	Adult			
3	104	Knit Toboggan Color: Navy Logo: Embroidered/Front Only	Adult			
4	236	Safety (florescent colored fabric) Cap with reflective taping. Color: No preference Logo: Embroidered/Front Only	Adult			
5	104	Winter cap with all around fabric; adjustable. Color: Navy Logo: Embroidered/Front Only	Adult			
6	236	Safety (florescent colored) toboggan with reflective taping. Color: No preference Logo: Embroidered/Front Only	Adult			

7	7	OSHA Approved Hard Hats: Certified Model to CSA Z94. 1-05 Type 1 Class E with 1-touch and Fas-trac. Round Front brim with attached sweatband or cloth; Manufactured within the last 6 months. Color: White Logo: Front Only	Adult			
8	27	OSHA Approved Hard Hats: Certified Model to CSA Z94. 1-05 Type 1 Class E with 1-touch and Fas-trac. Round Front brim with attached sweatband or cloth; Manufactured within the last 6 months. Color: Safety Orange Logo: Front Only	Adult			
SECTION TWO - T-SHIRTS						
9	220	Shrink resistant; Round-neck, short-sleeved, left - front pocket. Color: Navy Logo: Screen printed/Above pocket	Adult			
10	535	Short-sleeved, Safety T-shirt; Left - front pocket. Color: No preference Logo: Screen printed/Back	Adult			
11	1	100% cotton or an approved fire-retardant blend; Round-neck, short-sleeved, left - front pocket. Color: Navy Logo: Screen printed/Above pocket	Adult			

SECTION THREE - VESTS							
12	411	Safety Vests Color: No Preference Logo: Screen printed/Back	Adult				
SECTION FOUR - RAINCOATS							
13	125	Weatherproof rain jacket; Safety material; zip or button closure; at least two outer pockets. Color: No preference Logo: Screen printed/Back	Adult				

ATTACHMENT B – BID PRICE SHEET

**The City of Greenville, North Carolina
PURCHASING OFFICE**

Date _____

Miscellaneous Apparel Bid Per Specifications

Informal Bid#16-17-23

Pursuant to General Statutes of North Carolina, Section 143-131, as amended, bids and proposals subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services, or repair work. **All bids must be received by the City of Greenville’s Purchasing Manager by 4:00 PM on Thursday, February 9, 2017.**

Terms: Net 30

SHIP: **FOB DESTINATION
CITY OF GREENVILLE**

By: Denisha Harris, Purchasing Manager

NOTICE TO BIDDERS: All Tax imposed upon any article on which you are bidding shall be shown as separate items and in no case included with price bid. Failure to comply with these conditions will be considered grounds for rejection.

BID RECAP (Totals are calculated using the extended price.)

TOTAL SECTION ONE – HATS AND TOBOGGANS \$ _____

TOTAL SECTION TWO – T-SHIRTS \$ _____

TOTAL SECTION THREE – VESTS \$ _____

TOTAL SECTION FOUR – RAINCOATS \$ _____

GRAND TOTAL BID \$ _____

DELIVERY: DELIVERED TO CITY OF GREENVILLE PUBLIC WORKS DEPT. LOCATED AT 1500 BEATTY STREET GREENVILLE, NC.

Freight charges shall be included in bid price

Sales Taxes should be listed separately and not included in Lump Sum Bid Total

Attachment C—Signature Form

****MUST BE ATTACHED TO BID****

City of Greenville

Financial Services Department/Purchasing Division

Informal Bid#16-17-23 Miscellaneous Apparel Bid Per Specifications

A. Please complete Attachments A and B and submit along with this bid signature form. Sales Taxes may be listed, but list as a separate line item. All items bid are bid FOB Greenville NC, with shipping location as City of Greenville Public Works Dept.

B. Delivery/Turnaround Time for Items Bid:
_____ **Days After Receipt of Order**

C. List any exceptions taken to specifications:

Non-Collusion Compliance:

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Greenville in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

The following are enclosed: (check all applicable)

- ___ Brochures
- ___ Samples
- ___ Other

OFFICIAL LEGAL NAME OF COMPANY

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

(____) _____ (____) _____
TELEPHONE NO FAX NO.

FEDERAL I.D. NUMBER

EMAIL/WEB SITE ADDRESS