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## **Public Works Department Uniforms**

**Pre-Bid Meeting: Tuesday, June 11, 2019 @ 10:00AM**

**Bid Due Date: Tuesday, July 9, 2019 @ 2:00PM**

**Location: Public Works Department  
1500 Beatty Street  
Greenville, NC 27834**

**For Questions Concerning the Bid:**

**Ms. Denisha Harris**

**Purchasing Manager**

**Telephone: 252-329-4862**

**[dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)**

**Technical Specifications:**

**Ross Peterson**

**B&G Supervisor**

**Telephone: 252-329-4921**

**[rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov)**

**INVITATION TO BID  
GREENVILLE PUBLIC WORKS DEPARTMENT UNIFORMS**

**INSTRUCTIONS TO BIDDERS**

The City of Greenville will receive sealed bids for supplying “Greenville Public Works Department Uniforms” as per specifications. Bids will be received until **2:00 p.m., local time, on Tuesday, July 9, 2019**, and at that time will be publicly opened and read aloud in the Conference Room of the Public Works, located at 1500 Beatty Street, Greenville, NC 27834

**A pre-bid conference will be held at Public Works conference room located at 1500 Beatty Street, Greenville, NC on Tuesday, June 11, 2019 at 10:00 AM. All interested vendors should attend.** Questions regarding bid shall be submitted by email to Ross Peterson, Building and Grounds Supervisor at [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov). All questions shall be submitted by 5:00pm Wednesday, June 19, 2019. Answers will be submitted by an Addendum by 5:00pm Monday, June 24, 2019. This addendum will be posted to the City of Greenville web page. Acknowledgment of addendum should be noted on bid form.

The person, firm or corporation submitting a bid shall submit it in a sealed envelope to the B&G Supervisor or his duly designated representative, at the reception of Public Works located at 1500 Beatty Street, Greenville, NC 27834, on or before the hour and the day stated above. **Bidding firms are asked to mark the envelope “Greenville Public Works Department Uniforms” in lower left hand corner** shown on the front of the envelope in which the bid is submitted. NOTE: LATE BIDS WILL NOT BE ACCEPTED.

The Bidder shall insert the required responses and supply all the information, as requested, on the enclosed Bid Pricing Forms. The prices inserted shall be net and shall be the full cost, including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

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 B&G Supervisor.

**The successful vendor must be a brick and mortar establishment, no cyber business will be accepted. The successful bidder must also have a retail/warehouse outlet within 45 miles from the City of Greenville, NC. A representative must be available for onsite visits at least one day each month or more if needed.**

The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid it deems most advantageous to the City. Any bid submitted will be binding for 90 days after the date of the bid opening. The option of selecting a partial or complete bid shall be at the discretion of the City of Greenville.

Time of delivery to Greenville, N. C. will be a factor along with quality, cost, etc. in awarding the bids.

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, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties, except in cases where formal contracts are warranted.

Each proposal shall specify delivery time. Bids shall be FOB, Greenville, NC

Each bidder 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.

The City 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 Clerks Office, City Hall, Greenville, N. C. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

### **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 (MWBE) 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 MWBE 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 MWBE Program should be directed to the MWBE Office at (252) 329-4462.

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.

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.

If your firm is unable to bid for any reason, please send a letter of explanation.

# SPECIAL INSTRUCTIONS

## Uniform Requirements

### 1. CONTRACT COVERAGE

This invitation to bid includes estimated requirements for City of Greenville Public Works Department regulation dress uniforms for the upcoming fiscal year. New uniforms are requested for all existing personnel (approximately 175) as well as new hires for the life of the contract. Replacements uniforms will be requested annual for all personal. Unit prices must be bid firm for the entire contract period. It is to be a twenty-four (24) month contract with two (2) one (1) year options to extend at the same price after the effective date of delivery. The City has the option of cancellation after either party gives a 60 day notice to the other party in writing or in the event the funds are not budgeted/appropriated by the City in the future years. The City of Greenville also reserves the option to extend or renew this contract if deemed to be in its best interest. The City of Greenville also reserves the right to cancel the contract for non-performance or compliance at any time it deems necessary, but will provide a 30 day notice to the vendor in writing.

### 2. COMPLIANCE WITH SPECIFICATIONS

All vendors, by submission of their bid, agree to comply with all of the conditions, requirements, and specifications of this proposal, as stated or implied herein.

**Wherever brand, manufacturer, or product names are indicated, they are intended to identify the style, fit, wear, design and color of the approved uniform. Equal or similar items may be bid. Time is of the essence in making this bid award. Therefore, samples sent separately from the bid package will not be accepted. Uniforms must be accepted by the City of Greenville as an approved equal or similar in order to receive bid award.**

**The City of Greenville reserves the right to accept or reject a submitted item and to make the award that is deemed in the best interest of the City of Greenville.**

Any questions regarding these specifications should be asked during the scheduled pre-bid conference. Should a bidder be unable to attend the pre-bid meeting, questions regarding these specifications should be submitted to Ross Peterson at [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov) prior to Wednesday, June 19, 2019.

### 3. FITTING – ALTERATIONS

Bids shall be taken on complete uniforms produced by experienced uniform makers in a variety of sizes. The successful bidder will be required to take individual measurements of existing personal and supply uniforms that best fits these measurements. Fittings must be performed as needed for all new hires and to acquire replacements for existing personnel. Employees must be individually fitted for uniform apparel within one (1) week after the bidder receives notification of a new hire with the City.

The holder of this contract is responsible for taking all measurements and guaranteeing fit of all personnel regardless of size.

Re-measurements and exchanges are to be at the contract holder's expense and carried out on a timely basis.

#### 4. OVERSIZE CHARGES

No oversize charges will apply to any items listed as a stock size by the manufacturer as determined by the size range listed in the manufacturer's catalog and price lists.

#### 5. ONLINE ORDERING

The successful vendor will be required to set up an online ordering process accessible by each division's supervisor or designee. This process must be able to obtain and maintain records of items and sizes ordered for each individual that is accessible online.

#### DELIVERY

Delivery date of uniforms will be a major factor in considering award of this bid.

Delivery of orders placed during the contract period must be accomplished within thirty (30) days from receipt of order. Maximum delivery of non-stock special cut sized will be 60 days.

All deliveries must be made to 1500 Beatty Street, Greenville NC 27834 address to designated Supervisor.

#### 6. PACKING AND LABELING

Uniform articles for each individual are to be packaged separately, with each package labeled to indicate the individual's name and contents of the package.

#### 7. EMBROIDERING

Bids shall be taken on complete uniforms. Embroidering of all must be included in the bid price. **Embroidering must be furnished by the vendor.** Logo to be embroidered on the upper left chest of each shirt prior to shipment. Logo will be approximately 4" wide and 1 ½" tall. The following are examples of logos. Logo requirement for each shirt will be determine by individuals job description.



Graphic standards can be viewed at <https://www.greenvillenc.gov/Home/ShowDocument?id=15092>

#### 8. QUANTITIES

The quantities listed in this bid are approximations only and are subject to change. The intent of this contract is to outfit all employees and new hires and replace uniforms as needed. It is our intent to outfit each employee with ten (10) shirts of their choice (long-sleeve, short-sleeve and/or polo); five (5) pair of pants of their choice (carpenter or standard). The quantities listed are not to be interpreted as a minimum that must be bought and they are not binding on the City of Greenville.

## **9. CITY COUNCIL ACTION**

The City Council of the City of Greenville reserves the right to reject any and all proposals, waive informalities, and to make the award/purchase which is in the best interest of the City of Greenville. The City of Greenville reserves the option to extend or renew the successful vendor contract if it is deemed to be in the best interest of the City of Greenville or if it is necessitated by need.

## **10. BID SUBMITTAL**

Proposals must be made upon the Bid Pricing Form attached hereto along with provided samples. They must be enclosed in a sealed envelope and endorsed with the title of the bid. They must be filed with the Building and Grounds Supervisor on or before the time stated in the advertisement. Mailed proposals should be mailed to the Office of the Building and Grounds Supervisor, 1500 Beatty Street, Greenville, NC 27834. Note: It is the bidder's responsibility to ensure that their bid is in on time. Late bids will not be accepted.

## **11. CONTRACT AGREEMENT**

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, the advertisement, these instructions and the detailed specifications as the entire form of contract between the parties.

City of Greenville

Public Works Department

Telephone: 252-329-4522

**BID PRICING FORM**

Greenville Public Works Uniforms

**\*Note: No bids will be accepted that are not submitted on this form.** Items that are not being bid should be left blank. If not bidding specified brands, please include mfr. and item number for the items that are being bid. Sales tax may be listed but as a separate item. Prices must be bid FOB Destination. Bids must be binding for ninety (90) days

<b>Item No.</b>	<b>Description</b>		<b>Unit Price</b>
1.	<b>Womens/Mens Short Sleeve Button Down Shirt</b> Brand: Doc & Amelia Manufacturer: Cintas Fabric: Polyester/Cotton blend, comfort work shirt Color: Classic Navy MFR./Item #: _____	<i>Women</i> <i>Men</i>	\$ _____ \$ _____
2.	<b>Womens/Mens Long Sleeve Button Down Shirt</b> Brand: Doc & Amelia Manufacturer: Cintas Fabric: Polyester/Cotton blend, comfort work shirt Color: Classic Navy MFR./Item #: _____	<i>Women</i> <i>Men</i>	\$ _____ \$ _____
3.	<b>Womens/Mens Moister Control Short Sleeve Polo</b> Brand: 8818 Manufacturer: Core 365 Fabric: 100% Polyester pique, moisture wicking, antimicrobial and UV protection Color: Classic Navy MFR./Item #: _____	<i>Women</i> <i>Men</i>	\$ _____ \$ _____
4.	<b>Womens/Mens Carpentry Cargo Pants</b> Brand: Carhartt Force Tappen Cargo Pant 101148 Manufacturer: Carhartt Fabric: Polyester/Cotton blend, Relaxed Fit Color: Gravel MFR./Item #: _____	<i>Women</i> <i>Men</i>	\$ _____ \$ _____
5.	<b>Womens/Mens 5 Pocket Pants</b> Brand: Rugged Flex Rigby 5-Pocket Work Pant Manufacturer: Carhartt Fabric: Cotton/Canvas blend, Relaxed Fit Color: Gravel MFR./Item #: _____	<i>Women</i> <i>Men</i>	\$ _____ \$ _____

SUB- TOTAL: \$ \_\_\_\_\_  
FLAT RATE SHIPPING COST: \$ \_\_\_\_\_  
SALES TAX: \$ \_\_\_\_\_  
GRAND TOTAL: \$ \_\_\_\_\_

**Addendum(a) Acknowledgement** (if applicable) \_\_\_\_\_

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_ **Delivery Date** \_\_\_\_\_

**Authorized Representative Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_