

Direct Purchase Uniform Program

10/24/2013

City of Gallatin

1.0 Introduction

The City of Gallatin is seeking bids for a Direct Purchase Uniform Program for the Public Works Department. Bids will be due November 7th at 1:00 p.m.

1.1 Scope of Work

The City of Gallatin seeks to provide uniforms for approximately 40 to 50 employees. Each employee will receive 5 shirts, 5 pants, and 1 jacket.

2.0 Technical Requirements

All shirts and jackets will have employee's name embroidered on the right chest. Department name will be embroidered on the left chest in script or block. Prices on the shirts and jackets will include embroidery cost. Enhanced visibility shirts and jackets must meet ANSI 107-2004 Class2, Level 2 Lime Green. Red Kap uniforms are preferred but not required.

3.0 Vendor Requirements

- 3.1** Vendor shall provide a high quality uniform.
- 3.2** Must be able to provide a sample of each item upon request.
- 3.3** Vendor agrees to furnish additional uniforms to employees at contract price.
- 3.4** Vendor must complete attached price sheet.
- 3.5** Pricing good for 1 year, with contract extension up to 3 years.

4.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service
- Quality of product

5.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above.

6.0 Question Submissions

Public Works Office
Attn: Dianna Johnson
641 Long Hollow Pike
Gallatin TN 37066
Telephone: 615-451-5909
Email: dianna.johnson@gallatin-tn.gov

7.0 Proposal Submission

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“DIRECT PURCHASE UNIFORM PROGRAM BID”

Bid Due: November 7th, 2013 @ 1:00pm

Proposals shall be directed to the attention of:

Finance Department
Attn: J.R.Smith
Direct Purchase Uniform Program
132 West Main Street
Gallatin, TN 37066
Telephone: 615-451-5899

DIRECT PURCHASE UNIFORM PROGRAM

PRICES ARE TO BE GOOD FOR 1 YEAR

| <u>ITEM</u> | <u>COLOR</u> | <u>BLEND</u> | <u>COST</u> | |
|---|--------------|---------------------|--------------------|--------------------------|
| | | | <u>(S-XXL)</u> | <u>(TALL OR 3XL)</u> |
| S.S. Shirt* | Lime | 100% Polyester | _____ | _____ |
| L.S. Shirt* | Lime | 100% Polyester | _____ | _____ |
| Panda * | Lime | Fleece | _____ | _____ |
| Jacket | Lime | Fleece | _____ | _____ |
| Team Jacket | Solid | 65/35 (cotton/poly) | _____ | _____ |
| S.S. Oxford | Solid | 60/40 (cotton/poly) | _____ | _____ |
| L.S. Oxford | Solid | 60/40 (cotton/poly) | _____ | _____ |
| S.S. Oxford | Stripe | 60/40 (cotton/poly) | _____ | _____ |
| L.S. Oxford | Stripe | 60/40 (cotton/poly) | _____ | _____ |
| S.S. Shirt | Solid | 100% Cotton | _____ | _____ |
| L.S. Shirt | Solid | 100% Cotton | _____ | _____ |
| Work Pants | | 65/35 (cotton/poly) | <u>Waist 28-42</u> | <u>Waist 44 & up</u> |
| * Requires Enhanced Visibility Reflective Tape | | | _____ | _____ |

Delivery Time from time of measurement (# of work days)

Initial Order: _____

Reorders: _____

Name of Company: _____

Address: _____

Telephone: _____

Signature: _____

Print Name: _____

Title _____

Email address: _____