



NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Tuesday, August 29, 2023, at which time bids duly delivered and submitted will be considered for:

ANNUAL CONTRACT FOR MAINTENANCE UNIFORMS

Bids should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the City Secretary before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

**NAME AND ADDRESS OF BIDDER
MAINTENANCE UNIFORM BID
BID NUMBER 3325**

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3325

STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

The City of Stephenville reserves the right to award this bid in whole or in part.

STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

**City of Stephenville
Special Conditions**

1. Length of the price agreement shall run from October 1, 2023 until September 30, 2024 with an option of renewal for an additional one (1) year.
2. Contract will be for the ***purchase*** of uniforms, not rental.
3. City of Stephenville reserves the right to cancel this agreement upon 30 days written notice with good cause.
4. City of Stephenville reserves the right to require samples on any item prior to bid award.
5. Once the bid has been awarded, the vendor will be required to come to the Municipal Service Center for a fitting of all employees OR any returns of items that don't fit, will be at the cost of the vendor regardless of logo/name embroidery completion.
6. Uniforms must be delivered within five (5) weeks of order date.
7. For boots, vendor must have a local store or a shoe mobile, and it will be required to come to the MSC location for fittings and disbursement of boots.
8. Vendor reliability, and product quality and availability will be included with the price in determining the lowest responsible bidder.
9. Items may be awarded to more than one vendor, but will be grouped together as follows:
 - a. shirts (long sleeve and short sleeve button downs, polos, t-shirts)
 - b. outerwear (jackets, chore coats, coveralls, bibs)
 - c. jeans
 - d. boots
10. Bids must be submitted on the pricing forms included for that purpose in this packet. Bid must be signed by a person having the authority to bind the firm in a contract.
11. Shipping will be at the expense of the vendor and therefore should be included in the bid price.

Emblems/Embroidery – All items (except for bib overalls) will have the City Logo and the department on the left side. Department name will be in Black thread. All items (except for the bib overalls and t-shirts) will have the employee name on right side in Royal Blue. Placement will be above pocket and embroidered directly on fabric. Font used for employee names and departments will be Block Open with the department names 8.8mm tall and the employee name 9mm tall. The City Logo will be 30mm tall and 87.5mm long. Please include all costs associated with the emblems in bid price. Thread color: Royal Blue #2210, Black #0020 and Red #1902.



Quantity – Bid should be based upon initially supplying approximately six shirts and five pants each for 30 - 40 employees. Outerwear items and boots will be purchased only on replacement basis. Items may also be ordered throughout the year on an as needed basis as new employees are hired.

MINIMUM SPECIFICATIONS FOR UNIFORMS

MEET SPECS
YES NO

ITEM 1. BUTTON-DOWN SHIRTS

Material shall be 65/35 polyester cotton blend, short and long sleeve shirts. Machine washable, available in sizes from small to 4XL and tall. Two breast pockets – **with button down flaps**. Color options: White, Tan and Light Gray

ITEM 2. POLO SHIRTS

5 to 6 oz, 50/50 cotton/poly preshrunk jersey knit with sport shield stain resistance. Welt collar. Double-needle sleeves and hem. One pocket on chest. Color options: True Navy, Red and White. Machine washable and available in extra-large and tall sizes. *Jerzees 436MP or equal*.

ITEM 3. POLYESTER T-SHIRTS

100% polyester 4oz. tee shirt with moisture-wicking technology. Reinforced shoulder seams. Cover seamed neck. Double-needle sleeves and bottom hem. Machine washable and available in extra-large and tall sizes. Color options: Royal, Sand, Graphite and Safety Yellow. *A4 Cooling Performance Crew N3142 or equal*.

ITEM 4. COTTON T-SHIRTS

6oz or greater, 100% cotton tee shirt. Shoulder to shoulder taping. Cover seamed neck. Double-needle sleeves and bottom hem. One pocket on chest. Heather gray. Machine washable and available in extra-large and tall sizes.

ITEM 5. LIGHTWEIGHT JACKETS (WITH OPTIONAL HOOD)

Jacket shall be 65/35 poly/cotton blend. All weather twill with side pockets, 100% polyester lining and ribbed knit collar, cuffs and waist. Machine washable and available in extra large and tall sizes. Navy blue color. *Red Kap JT38 jacket or equal*.

ITEM 6. LIGHTWEIGHT POLYESTER JACKET

Jacket shall have 100% polyester (solid) and 92/8 poly/spandex shell (heather colors) bonded to a water-resistant film insert and a 100% polyester microfleece lining, 1000MM fabric waterproof rating, 1000G/M2 fabric breathability rating, zip-through cadet collar with chin guard, front zippered pockets with open cuffs and hem. Machine washable and available in extra-large and tall sizes. Black color. *Port Authority J317 jacket or equal*.

MEET SPECS
YES NO

ITEM 7. CHORE COAT NO HOOD (BLANKET LINED JACKET)

Coat shall have a 100% cotton duck outside with soft premium polyester blanket lining. Details shall include: hand warmer pockets, bi-swing back construction, corduroy collar and triple needle seam construction. Machine washable and available in extra-large and tall sizes. Brown duck color. *Dickies 758 blanket lined jacket or equal.*

ITEM 8. CHORE COAT WITH HOOD (BLANKET LINED JACKET)

Coat shall have a 100% cotton duck outside with soft premium polyester blanket lining. Details shall include: hand warmer pockets, hood with dyed to match drawstring and triple needle seam construction. Rib knit cuffs and waistband. Machine washable and available in extra-large and tall sizes. Brown duck color. *Dickies TJ350 or equal.*

ITEM 9. COVERALLS NON-INSULATED – DARK BLUE

Material should be 65/35 poly/cotton blend, soil release treated. Two-way solid brass zipper front closure; pass through side pockets and chest pockets. Machine washable and available in extra large and tall sizes. *Cintas 912 coveralls or equal.*

ITEM 10. COVERALL INSULATED - BROWN

Side entry chest pockets. Double knees. Nylon scuff guards. Water repellent finish. Zip close chest pockets & left back pocket. Heavy duty brass 2-way front zipper. Heavy duty brass zipper on lower pant leg. Machine washable and available in extra large and tall sizes. *Dickies TV261 insulated coverall or equal.*

ITEM 11. INSULATED BIB OVERALL

Material shall be 100 % cotton with 100% nylon lining. Chest pockets with zip close. Heavy duty 1-way front zipper – zipper must be from ankle to waist. Brown Duck color. Machine washable and available in extra large and tall sizes. *Dickies TB839 insulated bib overalls or equal.*

ITEM 12. JEANS

Wrangler # 13mwz and 31mwz blue denim

MEET SPECS
YES NO

ITEM 13. STEEL TOE WORK BOOTS

- Men's 6" lace-up Red Wing #2212 (or equal)
- Men's 8" lace-up Red Wing #2408 (or equal)
- Men's 11" round toe pull on Red Wing #2231 (or equal)
- Men's 11" square toe pull on Workwear #4690J (or equal)
- Men's hiker Red Wing #3503 (or equal)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City of Stephenville
Bid sheet (Please state ALL sizes)

		Sizes	Price
ITEM 1	Button Down Shirts Short Sleeve (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
	Button Down Shirts Long Sleeve (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 2	Polo Shirts (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 3	Polyester T-Shirts (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 4	Cotton T-Shirts (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 5	Jackets, Cotton/Poly (each)		
	Regular sizes	_____	\$ _____
	XL sizes	_____	\$ _____
ITEM 6	Jackets, Polyester (each)		
	Regular sizes	_____	\$ _____
	XL sizes	_____	\$ _____
ITEM 7	Chore Coats, no hood (each)		
	Regular sizes	_____	\$ _____
	XL sizes	_____	\$ _____
ITEM 8	Chore Coats, with hood (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____

		Sizes	Price
ITEM 9	Coveralls: Non-insulated (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 10	Coveralls: Insulated (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 11	Bib Overalls: Insulated (each)		
	Regular sizes	_____	\$ _____
	XL & Tall sizes	_____	\$ _____
ITEM 12	Jeans #13mwz or 31mwz (each)		
	Regular sizes	_____	\$ _____
	XL sizes	_____	\$ _____
ITEM 13	Boots: (each)		
	Men's 6" lace-up Red Wing #2212 (or equal)		\$ _____
	Men's 8" lace-up Red Wing #2408 (or equal)		\$ _____
	Men's 11" round toe pull on Red Wing #2231 (or equal)		\$ _____
	Men's 11" square toe pull on Workwear #4690J (or equal)		\$ _____
	Men's hiker Red Wing #3503 (or equal)		\$ _____

I or we agree to furnish the described maintenance uniforms within 5 weeks of the order date, for the prices shown, in accordance with specifications attached. By execution of this bid, I hereby represent and warrant to the City of Stephenville that I have read and understood the Bid Documents and this bid is made in accordance with those documents.

Maintenance Uniforms for City of Stephenville
Bid # 3325

Vendor must meet or exceed specifications

Please do not include tax, as the City is tax-exempt. **Use the bid sheet provided. **

Company

Telephone Number (include area code)

Mailing Address

Fax Number (include area code)

City, State, Zip Code

Email Address

Representative Name (print)

Date

Representative Signature

BID MUST BE SIGNED BY A PERSON HAVING THE AUTHORITY TO BIND THE FIRM IN A CONTRACT. BIDS NOT MANUALLY SIGNED WILL BE REJECTED.

Shipping will be at the expense of the vendor and therefore should be included in the bid price.