Norwalk

The Right Place – The Right Time

Purchasing Department

Finance Group

August 10, 2011

SUPPLY OF UNIFORMS (Work Apparel)		
PROJECT NUMBER	**3076**	**Document length - 11 pages**
DUE DATE	**2:00 PM**	August 30, 2011

Dear Sir/Madam:

The City of Norwalk is seeking proposals from qualified firms for the Supply of Uniforms (Work Apparel) for the Department of Public Works.

BID DOCUMENTS are available upon receipt of this invitation over the Internet at http://www.norwalkct.org Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided on the Internet bid page.

All questions must be directed, in writing, via e-mail to David Carroll, Purchasing Officer, dcarroll@norwalkct.org. The deadline for submission of questions is 2:00PM, August 23, 2011.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Sincerely,

David Carroll
Purchasing Officer

SECTION 1 _ RESPONSE FORMS

SPECIAL NOTES ON RESPONDING

BID ADDENDA information is available via the Express Request Line. Dial 203_854_7897 from any phone. Request document #1001. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline. This service is also available over the Internet at http://www.bid.ci.norwalk.ct.us where the document is stored under the title of "ADDX" (where "X" corresponds with the last digit in the bid number, i.e. 2250 would be found under "ADD6").

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening via FAX. Call the Express Request Line. Dial 203-854-7897 from any phone, the document number to request will be the same as the project number indicated in the invitation to bid. This service is also available over the Internet at http://www.bid.ci.norwalk.ct.us where the document is stored under the title of "SUMX" (where "X" corresponds with the last digit in the bid number, i.e. 2250 would be found under "SUM6"). Bid results will not be provided over the phone.

AWARD NOTIFICATION Awards will be indicated on the bid summary document, which can be accessed as indicated above. Regret letters will not be mailed out.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203_854_7712 for this information.

1.1 RESPONSE FORM #3076

Vendor Name _		
Address _		
Phone _	**Fax _**	**Email _**
Manager _		**Fed ID#**

The undersigned hereby declares that he has or they have carefully examined the specifications and has satisfied him as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PRICING PERIOD: July 1, 2011 – June 30, 2012

Item #	ITEM	Clothing Line / Brand / Model	Cost Per Article $	Number Units	Extended Cost $
1.	*Dickies* Work Pants			420	
2.	*Dickies* Short Sleeve Work Shirts			210	
3.	*Dickies* Long Sleeve Work Shirts			210	
4.	*Red Kap* Jackets			70	
TOTAL COST					**$**

PROPOSAL PRICING (Based on 70 Employees)

Pants: 6 units x 70 employees = 420 units
Summer shirts: 3 units x 70 employees = 210 units
Summer shirts: 3 units x 70 employees = 210 units
Jackets: 70 employees = 70 units

B. PRICING PERIOD: July 1, 2012 – June 30, 2013

Item #	ITEM	Clothing Line / Brand / Model	Cost Per Article $	Number Units	Extended Cost $
1.	*Dickies* Work Pants			420	
2.	*Dickies* Short Sleeve Work Shirts			210	
3.	*Dickies* Long Sleeve Work Shirts			210	
4.	*Red Kap* Jackets			70	
TOTAL COST					**$**

C. PRICING PERIOD: July 1, 2013 – June 30, 2014

Item #	ITEM	Clothing Line / Brand / Model	Cost Per Article $	Number Units	Extended Cost $
1.	*Dickies* Work Pants			420	
2.	*Dickies* Short Sleeve Work Shirts			210	
3.	*Dickies* Long Sleeve Work Shirts			210	
4.	*Red Kap* Jackets			70	
TOTAL COST					**$**

GUARANTEE / WARRANTY OFERED

Item #	**ITEM**	**GUARANTEE / WARRANTY**
1.	*Dickies* Work Pants	
2.	*Dickies* Short Sleeve Work Shirts	
3.	*Dickies* Long Sleeve Work Shirts	
4.	*Red Kap* Jackets	

DELIVERY

Item #	**ITEM**	**DELIVERY -** (Calendar days from receipt of order)
1.	*Dickies* Work Pants	
2.	*Dickies* Short Sleeve Work Shirts	
3.	*Dickies* Long Sleeve Work Shirts	
4.	*Red Kap* Jackets	

NOTE: The City of Norwalk will not consider substitute products and pricing for this project.

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	.	Dated	.	Addendum #	.	Dated	.
Addendum #	.	Dated	.	Addendum #	.	Dated	.

1.2 QUALIFICATION SUBMISSION

If a qualification statement is not on file with Purchasing, or is over one year old, please answer the following questions. Attach a financial statement or other supportive documentation.

A. Number of years in business - _____

B. Number of personnel employed Part time - _____, Full - _____,

C. List six contracts of this type/size your firm within the last five years:

Project	**Date**	**Contact Person**	**Phone No.**
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

Information on the vendor(s) that will provide support to your proposed operation

D. Location of your supporting vendor's facility (if necessary, submit under separate cover)
_____
_____

E. Size of supporting vendor's operation (sq. ft.) - _____

F. Dollar value of products relating to this bid in inventory $ _____

G. Number of full time technicians employed and qualified to handle your product: _____

H. Number of delivery trucks: _____

Attach any additional information, which demonstrates your qualification for this work including, but not limited to, letter of reference

SECTION 2 - PROJECT SPECIFICATIONS

2.1 SCOPE OF SERVICES

The City of Norwalk's Department of Public Works is seeking a supplier of uniforms for approximately 70 employees with the ability to purchase in the future for new hires and personnel changes. The awarded vendor must be able to customize their clothing to meet the requirements and needs that are listed blow in more detail.

It is the intent of the City of Norwalk to award this project to a single firm for a contract period of three (3) years. Please submit pricing for the next three fiscal periods (see Pages 3 through5 of this document).

Note: The City of Norwalk's Department of Public Works has standardized on the products specified below, and therefore, will not consider substitute products and pricing for this project.

<u>WORK CLOTHING SPECIFICATIONS</u>

Clothing specifications are based on *Dickies* Shirts and Pants, and *Red Kap* Jackets.

1. All items shall be new and of first quality.

2. All items shall be constructed in accordance with the best practices of the trade as to insure the best wearing qualities, best appearance and a minimum of pulling, twisting or puckering.

3. The vendor shall include the cost of preparing and affixing embroidered emblem and as required and detailed herein.

4. The vendor shall be responsible to supply and sew on two patches per shirt and jacket.

5. Clothing must be machine washable.

6. All vendors prices to include all delivery costs.

7. Measurements shall be at the Department of Public Works while personnel are on duty.

LIST OF WORK APPAREL

Pants: *Dickies* Work Pants

- 65% polyester
- 35% cotton
- Mfg# 8740OG
- 8 1/2 oz
- Color: forest green
- Sizes: waist sizes from 28'' to 58''

Short Sleeve: *Dickies* Work Shirts

- 65% polyester
- 35% cotton
- Mfg# 1574OG
- 5 1/4 oz
- Button down
- Color: forest green
- Sizes: Medium, large, extra large, 2XL, 3XL, and 4XL

Long Sleeve: *Dickies* Work Shirts

- 65% polyester
- 35% cotton
- Mfg# 574OG
- 5 1/4 oz
- Color: forest green
- Sizes: Medium, large, extra large, 2XL, 3XL, and 4XL

Jacket: *Red Kap* Jackets

- 65% polyester
- 35% cotton
- 7 1/2 oz
- Mfg# JT38SG with permanent quilted liner
- Color: forest green
- Sizes: Medium, large, extra large, 2XL, 3XL, and 4XL
- Hip Length Jacket

EMBLEMS:

All shirts and jackets shall have emblems as detailed herein, sewn to the garment above the left breast pocket or in that location where there is no breast pocket and emblems with individual first and last name above the right breast.

Emblems, 4inch by 2 inch, shall be white background with green text and green border.

CITY OF NORWALK

DEPARTMENT OF PUBLIC WORKS

Firms providing submittals for this project must describe in written detail how their firm plans to meet the requirements listed in this supply specification.

CRITERIA FOR EVALUATING PROPOSALS

The City of Norwalk Purchasing Department will be responsible for reviewing the proposals received and will further evaluate them, using the following criteria. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposals despite its compliance with these criteria if it determines that to do so would be in its best interests.

REVIEW CRITERIA

1. Proposed project fees.
2. Quality of proposed product.
3. Prior experience in a similar environment, Municipal, State, or Governmental.
4. Experience & qualifications of the contractor with projects of similar size, nature & scope.
5. Recommendations from clients.
6. Schedule of time needed to deliver the apparel.
7. Total number of years in business; financial stability of the contractor.
8. Responsiveness of the proposal.

SECTION 3 _ GENERAL INFORMATION

NOTE: SECTION 3 _ GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 050102 or later on file you may request a copy via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document number 1002 this service is also available over the Internet at http://www.bid.ci.norwalk.ct.us.