

UNIFORM SERVICES FOR PARK MAINTENANCE

The purpose and intent of this bid is to obtain one vendor to supply the County of Union with a **Uniform Service** for its employees as specified in the following pages. The term of the contract will be for 24 consecutive months.

Pursuant to the agreement between the County and the Park Maintenance Union (PMU), each employee receives an allotment of \$500 for calendar year 2015 and \$600 for calendar year 2016 towards their required uniforms. Budgets for the 24-month extension, if mutually agreed to contract, will be similar in amount.

The County of Union will require uniforms for the following divisions/bureaus:

- ~ Department of Parks & Recreation: Division of Park Maintenance, Bureau of Horticulture and Bureau of Recreation
- ~ Department of Public Works & Facilities Management: Division of Facilities and Division of Public Works (Bureau of Shade Tree)

In order to allow the employees to replenish their wardrobe specifically based on need, it has been determined that bidding a line catalog that contains ALL of the employees needs would be in the best interest of the County. The employees may then order the items that need replacement the most and this method should eliminate redundancy. After the bid award the County will have the need to indicate the exact items that the employees will be allowed to purchase.

The vendor that the County seeks to contract for this service is to be an authorized dealer of a catalog line and must be able to provide ALL the items contained in the specified catalog/line.

The COUNTY OF UNION has evaluated different types of Uniform Service and has determined that the CARHARTT UNIFORM line is best suited for the County's needs in safety, quality, performance, and long term operational costs. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all bids will be compared, therefore in order to best serve the needs of the County, vendor(s) shall be selected who bids the highest discount taken off the pricing provided by Carhartt for the **Fall 2014 Workwear Price List effective July 1, 2014**. The County will entertain the submission of a price list from an alternate brand. The equivalency of alternate brands will be at the sole discretion of the County.

EQUIVALENT PRODUCT: Bids will be accepted for consideration on any catalog/line that is equal to or superior to the Carhartt brand specified. The variety of and quality of goods in the Carhartt catalog shall set the standard and minimum that the County requires towards this commodity. The similarity and necessary variety of goods of alternative brands meeting standards shall be decided upon as by the County of Union towards its own best interests. Decisions of equivalency will be at the sole interpretation of the COUNTY OF UNION. A blanket statement that goods and services proposed will meet all requirements will not be sufficient to establish equivalence. The original manufacturer catalog(s) of the proposed goods should be submitted with the bid package. Bidder must be prepared to demonstrate brand(s) proposed, post bid.

STANDARD: The specification herein states the minimum requirements of the County. Unauthorized conditions, limitations, or provisions will be cause for rejection. The COUNTY OF UNION may consider as "irregular" or "non-responsive" and reject any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient literature to enable the County to make a reasonable determination of compliance to the specification. It will be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to indicate any variation to each section of the specification will cause the bid proposal to be rejected without review as "non-responsive".

PRICING: Pricing on this bid is to be based on a MARK-DOWN percentage from known and published LIST PRICE. Price sheets showing list prices are to be submitted with this bid and clearly marked as such. Other price levels may be included with this information. Computer-generated price listing either on paper or cd is acceptable. All parts are to be invoiced at catalog list price less the percentage (%) mark down of the bid. List pricing page references should be marked for each invoice to the County to facilitate the review of their accuracy.

PRICE INCREASES: In the event of a price increase over the twenty-four month period of the contract and subsequent new price sheets with higher list prices, it shall be the exclusive decision of the County as to whether the price increase shall be accepted or that the contract should be rebid.

INSTRUCTIONS FOR CALCULATING GRAND TOTAL ON BID FORM PAGE: For the purpose of this Bid: assume uniform services estimate of \$110,000. Calculate percentage of discount on retail cost of uniforms by multiplying \$110,000 by your standard discount %, subtract that product from \$110,000 and put that difference on the appropriate line of the bid form page.

e.g.: \$1,000 x 1% = \$10. Subtracting that from \$1,000 would give you a difference of \$990.

$$\$1,000 - (\$1,000 \times _1_) = \$990$$

1. EXPERIENCE AND QUALIFICATIONS

In order to establish the ability of the lowest responsible bidder, to be identified in these pages as "The Vendor," to complete the particulars of this bid, bidders will be expected to provide documentation demonstrating the following in their bid package:

- At least five years of experience in the supply of uniforms to governmental entities in the State of New Jersey including references from current customers and their contact persons names and phone numbers.
- Proof of authorized distribution for the line (s) of the catalog that the bidder will reference.
- A summary of the standard procedures of the bidder in the custom fitting of the uniforms as required by these specifications.
- If available, a location of retail store or other site owned by the vendor where supplemental employees could be sent for fittings.

2. IDENTIFICATION PATCH & SILK SCREENING

Embroidered Stitching to be monotype Corsiva type font to read *County of Union*, sized to approximately 4"- 5" in total length. Sample of identification is to be supplied with samples of uniforms. The location and color of the embroidery on each garment will be determined at the time of fitting. Embroidery design to be determined at the time of the fitting. The design for silk screening of the t-shirts will also be determined at the time of the fitting.

3. SAMPLES

The lowest responsible bidder shall provide one sample of each uniform garment and a blank sample of the ID patch prior to the award of the bid so that the using division may approve the brand name and quality that the bidder intends to supply. These samples will be kept by the using division for the duration of the contract. If subsequent orders vary from the samples, the division may refuse the delivery and the irresponsibility of the vendor could result in the cancellation of the contract. Samples will be returned after the contract term upon request of the vendor to do so.

4. EMPLOYEE FITTINGS

The County will allow the employees certain options when choosing the items of clothing on the bid. Each employee will pick the items they need at the time of the fitting. The items picked will need the written approval of a supervisor from the COUNTY OF UNION present at the fitting.

The vendor shall be available to measure all employees to insure the proper fitting of the garments for the employees at the convenience of the COUNTY OF UNION.

After the contract has been awarded, the successful bidder will be required to physically measure each individual employee at various locations throughout the County.

The dates for fittings and/or any other arrangements for fittings will be scheduled (by a representative from each county division with members belonging to the PMU) as needed. A sample range of sizes for each garment shall be provided onsite at the time of the fittings for the employees to try on for perfect fit. After the employee fittings are accomplished to the satisfaction of the County, each garment must be individually packaged and

marked with the appropriate employee name. Any shipments must have packing slips indicating the individual garments and the name of the intended employee.

ALL SHIPPING COSTS SHALL BE INCLUDED. NO AFTERCHARGES TO THE COUNTY SHALL BE ALLOWED.

All uniforms are to be delivered within sixty (60) days after the date of the fitting.

5. ESTIMATES OF QUANTITIES

THE DOLLAR FIGURE ESTIMATES ARE DERIVED FROM HISTORICAL PURCHASING RECORDS OF THE COUNTY AND ARE GIVEN FOR THE INFORMATION OF THE BIDDER AND FOR THE PURPOSE OF BID EVALUATION. ALTHOUGH THE COUNTY HAS THE INTENT TO PURCHASE LIKE DOLLAR FIGURES OVER THE LIFE OF THE CONTRACT, THE BIDDER SHOULD UNDERSTAND THE DOLLAR FIGURE ESTIMATED IN THESE SPECIFICATIONS IS IN NO WAY GUARANTEED AS A MINIMUM OR A MAXIMUM. THE ESTIMATED DOLLAR FIGURE PROVIDED DOES NOT INDICATE THE ACTUAL DOLLAR FIGURE THAT THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH AND DELIVER SINCE THE ACTUAL QUANTITIES OF GOODS AND SERVICE MAY VARY DURING THE TERM OF THE CONTRACT. THERE SHALL BE NO MINIMUM PURCHASE OBLIGATION ON THE PART OF THE COUNTY.

6. OPEN END CONTRACT STATEMENT

PLEASE NOTE THAT THE ENSUING CONTRACT IS INTENDED TO BE AN OPEN END CONTRACT AS ALLOWED UNDER N.J.A.C. 5:30 ET SEQ. AND, IN ACCORDANCE WITH THE RULES, THE MINIMUM NUMBER SET ON THE BID SHALL BE ZERO (0) AND THE MAXIMUM SHALL BE \$110,000.

7. AWARD METHODOLOGY

Contract will be awarded to the responsive and responsible* bidder that proffers the HIGHEST discount.

*responsibility shall include the ability to provide an alternative brand that meets the specified needs of the County including, but not limited to, variety and quality.

Any questions on the particulars of the specifications should be addressed to Mr. Eric Sigmund of Facilities Management at 908-789-3141 (office) or 908-527-4240 (alt. office).

The County of Union has estimated the value of the contract for Uniform Services shall be \$110,000 and that amount will be on the initial award of contract as a "not to exceed" figure to pursuant to the law for opened ended contracts.

BID FORM PAGE

(1 of 1)

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO MEASURE, FURNISH, AND DELIVER UNIFORMS FOR THE PARKS MAINTENANCE UNION OF THE COUNTY OF UNION.

NO ADDITIONS OR ALTERATIONS SHALL BE MADE TO THE BID PAGES.

DESCRIPTION

DISCOUNT OFF LIST PRICE

UNIFORM SERVICES

_____ % *

24 Mos. Estimate

DISCOUNT OFF MSRP

\$110,000.00 - (\$110,000.00 x _____%) = _____
*Discount **GRAND TOTAL**

Brand/Catalog specified _____ / _____

NAME OF BIDDER: _____

**EXTENSION FORM FOR UNION COUNTY
COOPERATIVE PRICING SYSTEM**

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

CHECK HERE IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE PRICING SYSTEM # CK-06-UNION WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

CHECK HERE IF NOT WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE BIDDER AND SPECIFICALLY NOT MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

Initial

NAME OF BIDDER: _____

Experience Statement

At least five years of experience in the supply of uniforms preferably to governmental entities in the State of New Jersey including references from current customers and their contact persons names and phone numbers.

NAME OF BIDDER: _____

Qualifications Statement

Authorized distributor for the line (s) of the catalog that the bidder will reference.

Summary of the standard procedures of the bidder in the custom fitting of the uniforms as required by these specifications.

If available, a location of retail store or other site owned by the vendor where supplemental employees could be sent for fittings.

NAME OF BIDDER: _____