



CITY OF

Bellaire

Public Works Department • 7008 S. Rice Ave. • Bellaire, TX 77401 • 713-662-8170

February 9, 2017

Ladies and Gentlemen:

You are invited to submit bids in accordance with the enclosed specifications for **WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS** for the City of Bellaire.

Bids must be submitted to the City Clerk, 7008 South Rice Avenue, Bellaire, Texas 77401, no later than **10:00 a.m., Wednesday, March 1, 2017** at which time there will be a public bid opening in the Council Chamber in the City Hall shortly thereafter. Any questions relating to these specifications should be directed to the individual named in the General Specification and/or Bid Form.

Bids must be submitted in a sealed envelope marked as follows:

"DO NOT OPEN IN MAIL ROOM"

Bid # 17-007 Enclosed

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

Your consideration of this bid request will be appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shawn Cox".

Shawn Cox

Administrative Services Manager

CITY OF BELLAIRE, TEXAS
7008 SOUTH RICE AVENUE
BELLAIRE, TEXAS 77401
(713) 662-8222

BID INVITATION

BID TITLE: **Work Uniforms for the Department of Public Works**

BID CLOSING TIME: **10:00** (a.m./~~p.m.~~) local time.

(By City Clerk Time Stamp) (Strike one)

BID NUMBER: **17-007**

BID CLOSING DATE: **Wednesday, March 1, 2017**

This bid invitation includes:

Bid Invitation

Instructions to bidders

Bidder's certification form *

Bid proposal form *

Specifications

* Requires bidder's signature, and must be returned with bid.

BID (To be completed by bidder)

The undersigned agrees to fully comply in strict accordance with the bid invitation, specifications and provisions attached thereto for the amounts shown on the bid proposal form. Bids will be accepted within 120 days unless otherwise specified.

Bidder Name: _____

Address: _____

Telephone: _____

Signature of Individual Authorized to sign bid:

Date

Signer's Name and Title:

(Please print or type)

CITY OF BELLAIRE, TEXAS
INSTRUCTIONS TO BIDDERS

PREPARATION OF BIDS

Any explanation desired by a prospective bidder regarding the true meaning or interpretation of the bid invitation, specifications, drawings, or other documents, must be requested in writing to the City Clerk, with sufficient time allowed for a reply to reach the prospective bidder before the submission deadline of bids. Oral explanations or instructions given before the award of any bid will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an amendment to the invitation, if such information is necessary to bidders in submitting bids on the invitation, or if the lack of such information would be prejudicial to uninformed bidders. All addenda so issued shall become part of the bid documents.

1. SPECIFICATIONS

Bidders are expected to examine specifications, drawings, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bidders may provide a product exceeding specifications, as an alternate bid, if they so desire.

2. SUBMISSION OF BIDS

A. Sealed bids, **in triplicate form**, should be returned in an envelope marked on the outside with the bidder's name, address, bid title, bid due date and bid number to:

City of Bellaire, Texas
City Clerk
7008 South Rice Avenue
City Hall
Bellaire, Texas 77401

Bid Title: **Work Uniforms for the Department of Public Works**

Bid Due Date: **Wednesday, March 1, 2017**

Bid Number: **17-007**

B. Sealed bids, **in triplicate form**, may also be delivered in person to the above address and designated accordingly.

C. Bids must be returned in sufficient time so as to be received and time stamped at the above location on or before the published due date and time as shown in the bid invitation. Late bids properly identified will be returned unopened to the bidder. Late bids will not be considered under any circumstances.

D. Bid documents and necessary information are included in the bid invitation, or may be obtained from the Purchasing Technician at the above address. Bids submitted on forms other than those provided in the bid invitation or with different terms and provisions may not be considered as responsive bids. However, bid proposal forms provided in the bid invitation may be photocopied if the bidder is submitting multiple bids.

E. If the bidder, however, believes it necessary to base its price on price adjustment, such a bid may be considered, but only as an alternate bid.

- F. Bidder **MUST** give full firm name and address. Failure to manually sign the bid will automatically disqualify such bid. The person signing the bid should show **TITLE**, and **AUTHORITY TO BIND HIS FIRM IN A CONTRACT**.
- G. Bids will not be accepted via **FAX**.

3. MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written notice received by the City Clerk prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the receipt of bids. Bids **CANNOT** be altered or amended after opening time. No bid may be withdrawn after opening without approval, based on a written acceptable reason.

4. INFORMATION REQUIRED

- A. Each bidder shall furnish the information required by the invitation. The bidder shall sign the bid invitation, bidder's certification form, bid proposal form, and, when appropriate, specifications. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority to bind his firm in a contract, unless such evidence has been previously furnished to the City Clerk.
- B. The City is exempt from State of Texas local retail sales and use taxes, as well as Federal Excise Taxes. The City does not maintain a tax-exempt number, but may provide exemption certificates upon request.
- C. The bidder should quote its lowest and best price, F.O.B. destination on each item. If delivery and shipping quantities affect unit bid price, multiple bids may be made so as to indicate "price break" quantities in order for the City to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered on the bid proposal form in ink or typewritten. Totals shall be entered in the "Total Price" section of the bid proposal form. In case of discrepancy between unit price and extended price, the unit price will be presumed to be correct.
- D. Transportation Charges. If the quoted price does not include transportation charges, such charges must be itemized separately; provided, however, that the City shall have the right to designate the method of transportation to be used to ship the goods.
- E. Time, if stated as a number of days, will include Saturdays, Sundays and holidays. Time of delivery is part of the bid and is very important. The required delivery date indicated is at point of destination. If the indicated date cannot be met or date is not indicated, bidder shall state its best delivery time.
- F. If the bid invitation indicates "approved equal" products are acceptable, the bidder may offer an "equal" product as an alternate bid. Final "approved equal" determination remains with the City.
- G. Attorneys-in-fact who sign bid bonds or performance bonds must file with each bond a certified and effectively dated copy of their Power-of-Attorney.
- H. Laws and Regulations. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over

performance of the bidder shall apply to the contract throughout, and they will be deemed to be included in the bid the same as though written out in full.

- I. Deviations from bid specifications and alternate bids must be clearly shown on the bid with complete information attached. Such bids may or may not be considered.
- J. Investigation of Conditions. Bidders are notified to investigate and become familiar with conditions relating to the item or service to be furnished according to the bid invitation and specifications. Failure on the part of the bidder to so investigate will not be grounds for additional claims under the bid.

5. EVALUATION FACTORS

- A. Most Advantageous Bid. The City will award purchase orders and/or contracts to the lowest and most responsive bidder, which represents the most advantageous bid to the City, price and other factors considered. In determining the most advantageous bid or proposal, price, quantifiable factors, and other factors will be considered. Such factors include, but are not limited to, specifications, delivery requirements, the initial purchase price, life expectancy, cost of maintenance and operation, operating efficiency, training requirements, disposal value, and other factors contributing to the overall acquisition cost of an item. Consideration may be given, but not necessarily limited to conformity to the specifications, product warranty, a bidder's proposed service, ability to supply and provide service, delivery on required schedules, and past performance in other bids with the City, including timely delivery.
- B. Partial Awards. Bidders may furnish pricing for all or any portion of the bid invitation. Unless the bidder specifies otherwise in the bid, the City may award the bid for any individual item, group of items, or any combination of items thereof.
- C. Reservations. The City expressly reserves the right to:
 - 1. Waive as an informality, minor deviations from specifications, provided total cost of the bid is lower and the overall function of the bid item(s) is improved or not impaired;
 - 2. Waive any defect, irregularity or informality in any bid or bidding procedure;
 - 3. Reject or cancel any or all bids;
 - 4. Reissue a bid invitation;
 - 5. Extend the bid opening time and date;
 - 6. Procure any bid item by other means;
 - 7. Increase or decrease the quantity or quantities specified in the bid invitation, unless the bidder specifies otherwise.
 - 8. Consider and accept an alternate bid as provided herein when most advantageous to the City.

6. ACCEPTANCE

Acceptance of bidder's offer for an open market purchase will be in the form of a purchase order or other appropriate written communication. The City Council will award the bid on the date specified herein, or on any other date as determined at that meeting.

7. CONFLICTS OF INTEREST

Bidders must comply with any conflict of interest provisions in the City Charter, Code of Ordinances, State of Texas or Federal laws. Consistent and continually tied bidding may cause rejection of bids by the City and/or investigation for anti-trust violations.

8. EQUAL EMPLOYMENT OPPORTUNITY

Bidders are expected to treat all applicants and employees without discrimination as to race, color, religion, sex, marital status, and age or disability status. Any complaints filed with the City alleging that a bidder is not an Equal Opportunity Employer due to activities arising during any previous City contract may be referred to the appropriate State or Federal agency for the purpose of review and recommendation. Bidders are expected to identify themselves as an "Equal Opportunity Employer" in all help wanted advertising or request.

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB 620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a).

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that _____ is
(company name)

a Resident bidder of Texas as defined in HB 620.

Signature _____

Print Name _____

I certify that _____ is
(company name)

a Nonresident bidder of Texas as defined in HB 620 and our principal place of business is:

(City and State)

Signature _____

Print Name _____

BID PROPOSAL FORM

The undersigned proposes, in accordance with the terms of the bid documents of which this proposal is a part, to furnish to the City the following bid, as described in the bid invitation and specifications, and in accordance with instructions to bidders, which are a part of this proposal.

The undersigned hereby acknowledges having received a full set of bid documents and Addenda Numbers (none unless indicated here) _____

Further, the undersigned being duly sworn deposes and says an oath that said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm, or corporation the terms of said bid or the price herein.

Please print (in ink) or type: (photocopies of this form are acceptable)

Item Number/ <u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Extension</u>	Unit
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(NOTE: BID FORM ATTACHED HEREWITH)

SPECIFICATIONS

(NOTE: BID SPECIFICATIONS ATTACHED HEREWITH)

Public Notice

Sealed bids will be received until 10:00 a.m. **Wednesday, March 1, 2017**. Bid invitations may be obtained at the following office:

City Hall - Finance Dept.
7008 South Rice Avenue
Bellaire, TX 77401



CITY OF

Bellaire

Finance Department • 7008 S. Rice Avenue, Bellaire, TX 77401
• 713-662-8138 • Fax: 713-662-8264 • www.bellairetx.gov

**EXHIBIT TO
BID PACKAGE**

NOTE TO BIDDERS

The City of Bellaire, Texas (City), is subject to the *Texas Public Information Act (Act), Chapter 552, Texas Government Code*. Bids submitted to the City in response to this "Request for Bids" are subject to release by the City as public information. If the bidder believes that the bid, or parts of it, are confidential as proprietary information, (s)he must specify that either all or part of the bid is excepted from required public disclosure, and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All bids or parts of the bids which are not marked as being confidential will be considered public information after a contract has been awarded. The successful bid may be considered public information even though parts are marked confidential.

The City assumes no responsibility for asserting legal arguments on behalf of the bidder. Bidders are advised to consult with their legal counsel concerning disclosure issues resulting from this bid process and to take precautions to safeguard trade secrets and other proprietary information.

*Tracy L. Dutton, City Clerk
City of Bellaire, Texas*

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



CITY OF

Bellaire

Finance Department • 7008 S. Rice Avenue, Bellaire, TX 77401

• 713-662-8138 • Fax: 713-662-8264 • www.bellairetx.gov

STANDARD FORM OF AGREEMENT

Dear Bidder/Quoter,

The City of Bellaire, Texas, may request the execution of a "Standard Form of Agreement" by and between the successful bidder and the City of Bellaire, Texas, upon award of any bid or quote.

A sample "Standard Form of Agreement" is attached hereto for your consideration. "Exhibit 1" to the "Standard Form of Agreement" will be the successful bidder/quoter's proposal, as well as any other required documentation (i.e., insurance, bonds, etc.). The proposal and any other required documentation would be incorporated into the "Standard Form of Agreement" by reference.

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this _____ day of _____, 2017, by and between the **CITY OF BELLAIRE, TEXAS**, of the County of Harris and State of Texas, duly incorporated and existing under and by virtue of the Constitution and laws of the State of Texas, acting by and through the undersigned City Manager, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, thereunto duly authorized to do so, hereinafter referred to as "**CITY**," and _____, hereinafter referred to as "**CONTRACTOR**."

WITNESSETH:

SECTION 1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and complete the project described as provision of "Work Uniforms for the Department Of Public Works," said project involves the purchase and delivery of This bid consists of the purchase and delivery of six (6) sets (i.e., pant and shirt) of uniforms and one jacket for approximately 45 employees; for a one (1) year period under the terms as stated in the **CITY'S** "Work Uniforms for the Department Of Public Works," as attached hereto and marked Attachment "1," and as stated in the **CONTRACTOR'S PROPOSAL**, as attached hereto and marked Attachment "2," all of which are made a part hereof, collectively evidence and constitute the entire **CONTRACT**.

SECTION 2. That the **CITY** may, upon mutual agreement of the **CONTRACTOR** regarding price increase(s) and service, extend and renew the terms of this **CONTRACT** for an additional four (4) years, one (1) year at a time.

SECTION 3. That the **CITY** agrees to pay the **CONTRACTOR** in current funds for the performance of the **CONTRACT** in accordance with the terms stated in said **CONTRACT** within thirty (30) days of receipt of an approved invoice from **CONTRACTOR**.

SECTION 4. That the undersigned person executing this **CONTRACT** and all other documents executed simultaneously herewith, does certify and attest that he or she is

executing the same in his or her capacity as an officer or employee of **CONTRACTOR** and has the authority to do so.

CITY OF BELLAIRE, TEXAS

Paul A. Hofmann
City Manager

IN WITNESS WHEREOF, the **CONTRACTOR**, whose name is hereinafter set out, does certify and attest that he or she has executed this **AGREEMENT** in his or her capacity as herein stated, for and on behalf of said **CONTRACTOR** and that he or she has the authority to do so.

Printed Name:
Title:
Name of Contractor:

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

GENERAL SPECIFICATIONS

INITIAL ORDER

The estimated order will consist of six (6) sets for each of approximately 45 employees. (A set consists of a pant and shirt) One jacket will be supplied to each employee

The initial fitting shall be within 14 calendar days after the bid award, unless otherwise directed by the City of Bellaire.

- The City of Bellaire shall be given twenty-four (24) hours notice prior to the initial fitting by contacting Velvia Whiting at 713-662-8150 and email at vwhiting@bellairetx.gov with "Public Works Uniforms" in the Subject line. A uniform company representative shall take measurements of each individual prior to any order being placed.

The uniform company shall provide samples of the clothing, in a suitable range of sizes to afford employees the opportunity to actually try on (wear) the uniform for proper fit.

The recording of individual employee's uniform sizes shall be coordinated with the City of Bellaire.

The uniform company shall provide each employee a copy of his/her own uniform order with his/her signature on the order form. The uniform company shall do whatever is necessary to minimize their return rate to less than 1% of the entire uniform order.

DELIVERY

Delivery shall be at City Hall, located at 7008 S. Rice, Bellaire, TX 77401; unless otherwise specified by the City of Bellaire. The bidder shall guarantee to the City of Bellaire delivery of the complete uniform order within 21 calendar days of the initial fitting.

The order shall be delivered in person to check sizes and fit. Delivery of order will not be considered complete until each employee has physically tried on their uniform to assure that the proper fit has been obtained. A "Fit Acceptance Form" will be signed off on by the employee confirming fit satisfaction and a copy of such form shall be kept by the Department of Public Works and the Uniform Supplier.

Any necessary resizing and/or corrections shall be delivered within 14 calendar days from the initial delivery date.

The City of Bellaire shall be given twenty-four (24) hours notice prior to the delivery of all shipments by contacting Velvia Whiting at 713-662-8150 and email at vwhiting@bellairetx.gov with "Public Works Uniforms" in the Subject line.

TARDY DELIVERY/EXCESSIVE RETURNS

The City of Bellaire reserves the right to cancel the purchase order due to tardy delivery, improper sizing causing excessive uniform return or for any other reason causing excessive uniform return.

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

SUPPLEMENTAL ORDERS

Additional garments may be purchased during the contract period for the amounts stated on the Bid Forms. Within 7 calendar days of this request, a uniform company representative shall come and take measurements of each individual prior to any order being placed. The City of Bellaire shall be given twenty-four (24) hours notice prior to the fitting by contacting Velvia Whiting at 713-662-8150 and email at vwhiting@bellairetx.gov with "Public Works Uniforms" in the Subject line.

These additional garments shall be delivered within 14 calendar days from the order date. **The order shall be delivered in person to check sizes and fit.** The City of Bellaire shall be given twenty-four (24) hours notice prior to the delivery of all shipments by contacting Velvia Whiting at 713-662-8150 and email at vwhiting@bellairetx.gov with "Public Works Uniforms" in the Subject line.

QUALITY

Uniforms shall be brand new from the manufacturer and shall not consist of seconds or irregulars.

Uniform quality shall be of consistent sizing.

OTHER

This bid shall consist of the direct purchase of new uniforms. Uniforms shall not be rented.

The bidder shall provide the City of Bellaire with one (1) designated full-time customer service representative to answer inquiries and provide shipping and order information. This person shall be the initial contact person. The City of Bellaire shall be notified of any changes in the representatives within 2 weeks of the change. Additionally, the bidder shall maintain a complete purchase history for the City of Bellaire. The vendor shall respond to all inquiries by the City of Bellaire within 24 hours.

Bidder shall have store/storefront within a fifty (50) mile radius of 7008 S. Rice, Bellaire, TX 77401.

The vendor shall include with their Bid Form a current company catalogue, with pages marked to indicate which uniforms and caps have been bid. Bid Forms received without a catalogue shall not be evaluated by the City of Bellaire.

A sample of items being bid shall be made available to the City of Bellaire for comparison, upon request from the City. Samples provided shall be returned to the vendor and post marked no later than 7 days after receipt.

Bidder shall comply with all Federal and State laws and City Ordinances and Codes applicable to the Bidder's operation under this contract. These Specifications and the contract resulting herefrom shall be fully governed by the laws of the State of Texas, and shall be fully performable in Harris County, Texas, where venue for any proceeding arising hereunder will lie.

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

LIGHT INDUSTRIAL-WEAR UNIFORM SPECIFICATIONS

PANT

- Material: Various Material Blends Accepted
- Pockets: Two (2) quarter top pockets and two (2) set-in single welted on hip
- Color: Dark Blue
- Size Range: All sizes, availability to 54" waist with tall sizes and men's and women's styles available
- Length: Finished to appropriate measure

SHIRT

Golf Shirt (Option 1)

- Material: 100% polyester (or other wickable material)
- Pockets: With or without
- Color: Available in solid colors, Choice of colors available (royal blue preferred)
- Sleeve: Short, with banded sleeve, and Long
- Size Range: S – 6XL with tall sizes and men's and women's styles available
- Optional: High Visibility (Reflective)

Golf Shirt (Option 2)

- Material: 100% cotton
- Pockets: With or without
- Color: Available in solid colors, Choice of colors available (royal blue preferred)
- Sleeve: Short, with banded sleeve, and Long
- Size Range: S – 6XL with tall sizes and men's and women's styles available
- Optional: High Visibility (Reflective)

JACKET

Slash Pocket Team Jacket

- 7.5 oz twill, 65/35 poly cotton blend
- Pre-cure durable press
- Solid brass zipper
- Two-piece collar, topstitched, sewn-in stays
- Waist length, elastic waist
- Two lower inset slash pockets with utility pocket on left sleeve
- Permanently lined, black 100% nylon taffeta quilted to 3.3 oz 1/8" polyurethane foam
- Color: Dark Blue
- Size Range: S – 4XL regular and M – 3XL tall and men's and women's styles available
- Optional: High Visibility (Reflective)

Perma-Lined Panel Jacket

- 7.5 oz twill, 65/35 poly cotton blend
- Pre-cure durable press
- Solid brass zipper
- Two-piece collar, topstitched, sewn-in stays
- 29" length

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

- Two lower inset slash pockets with utility pocket on left sleeve
- Permanently lined, black 100% nylon taffeta quilted to 3.3 oz 1/8" polyurethane foam
- Color: Dark Blue
- Size Range: S – 4XL regular and M – 3XL tall and men's and women's styles available
- Optional: High Visibility (Reflective)

NAME/LOGO

The name of the employee shall be embroidered onto the front of each shirt; above the right shirt pocket and the embroidered City of Bellaire logo shall be located above the left shirt pocket.

Names shall not be sewn onto the jackets but the embroidered City of Bellaire logo shall be located above the left breast on the jackets.

ADMINISTRATIVE STAFF UNIFORM SPECIFICATIONS

WORK PANT

- Material: Various Material Blends Accepted
- Pockets: Two (2) quarter top pockets and two (2) set-in single welted on hip
- Color: Dark Blue
- Size Range: All sizes, availability to 54" waist with tall sizes and men's and women's styles available
- Length: Finished to appropriate measure

SHIRT

Oxford Shirt

- Material: Optional
- Pockets: With or without
- Color: Available in solid colors, Choice of colors available
- Sleeve: Short, with banded sleeve, and Long
- Size Range: S – 6XL with tall sizes and men's and women's styles available

Golf Shirt (Option 1)

- Material: 100% polyester (or other wickable material)
- Pockets: With or without
- Color: Available in solid colors, Choice of colors available (royal blue preferred)
- Sleeve: Short, with banded sleeve, and Long
- Size Range: S – 6XL with tall sizes and men's and women's styles available

Golf Shirt (Option 2)

- Material: 100% cotton
- Pockets: With or without
- Color: Available in solid colors, Choice of colors available (royal blue preferred)
- Sleeve: Short, with banded sleeve, and Long
- Size Range: S – 6XL with tall sizes and men's and women's styles available

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

NAME

Names will not be required on any of the Administrative Staff uniforms.

LOGO

This is optional and as directed.

WORK CAP SPECIFICATIONS

WORK CAPS

The caps should come in two (3) styles:

- Baseball Cap Style – Summer (with mesh) – Fitted and One-Size Fits All Options
- Baseball Cap Style – Winter - Fitted and One-Size Fits All Options
- Beanie Style

The embroidered City of Bellaire logo shall be located on the front of the cap. **The successful bidder shall supply samples prior to ordering.**

DEPARTMENT OF PUBLIC WORKS EMBROIDERED LOGO

EMBROIDERED LOGO

This logo shall be placed on shirts and jackets above the left pocket unless otherwise directed by the City of Bellaire.



PUBLIC WORKS

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

BID FORM (PAGE 1)

LIGHT INDUSTRIAL-WEAR UNIFORM

Name of Manufacturer: _____

<u>Description</u>		<u>Unit Price</u>
PANT		
Standard Size	Specify Size Range: _____	
Non-Standard Size	Specify Range: _____	
- Standard Size	_____	\$ _____
- Non-Standard Size	_____	\$ _____

<u>Description</u>		<u>Unit Price</u>
SHIRT		
Golf Shirt Option 1		
(Include the cost of embroidered name and logo in unit price.)		
Standard Size	Specify Size Range: _____	
Non-Standard Size	Specify Range: _____	
- Standard Size (Short Sleeve)	_____	\$ _____
- Standard Size (Long Sleeve)	_____	\$ _____
- Standard Size (Extra Long Sleeve)	_____	\$ _____
- Non-Standard Size (Short Sleeve)	_____	\$ _____
- Non-Standard Size (Long Sleeve)	_____	\$ _____
- Non-Standard Size (Extra Long Sleeve)	_____	\$ _____

Golf Shirt Option 2		
(Include the cost of embroidered name and logo in unit price.)		
Standard Size	Specify Size Range: _____	
Non-Standard Size	Specify Range: _____	
- Standard Size (Short Sleeve)	_____	\$ _____
- Standard Size (Long Sleeve)	_____	\$ _____
- Standard Size (Extra Long Sleeve)	_____	\$ _____
- Non-Standard Size (Short Sleeve)	_____	\$ _____
- Non-Standard Size (Long Sleeve)	_____	\$ _____
- Non-Standard Size (Extra Long Sleeve)	_____	\$ _____

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

BID FORM (PAGE 2)

<u>Description</u>	<u>Unit Price</u>
JACKET	
Team	
(Include the cost of embroidered logo in unit price.)	
- Standard Size Specify Size Range: _____	
- Non-Standard Size Specify Range: _____	
- Standard Size _____	\$ _____
- Non-Standard Size _____	\$ _____
Panel	
(Include the cost of embroidered logo in unit price.)	
- Standard Size Specify Size Range: _____	
- Non-Standard Size Specify Range: _____	
- Standard Size _____	\$ _____
- Non-Standard Size _____	\$ _____

ADMINISTRATIVE STAFF UNIFORM

Name of Manufacturer: _____

<u>Description</u>	<u>Unit Price</u>
PANT	
Standard Size Specify Size Range: _____	
Non-Standard Size Specify Range: _____	
- Standard Size _____	\$ _____
- Non-Standard Size _____	\$ _____

<u>Description</u>	<u>Unit Price</u>
SHIRT	
Oxford	
(Include the cost of embroidered name and logo in unit price.)	
Standard Size Specify Size Range: _____	
Non-Standard Size Specify Range: _____	
- Standard Size (Short Sleeve) _____	\$ _____
- Standard Size (Long Sleeve) _____	\$ _____
- Standard Size (Extra Long Sleeve) _____	\$ _____
- Non-Standard Size (Short Sleeve) _____	\$ _____
- Non-Standard Size (Long Sleeve) _____	\$ _____
- Non-Standard Size (Extra Long Sleeve) _____	\$ _____

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

BID FORM (PAGE 3)

Golf Shirt Option 1

(Include the cost of embroidered name and logo in unit price.)

Standard Size Specify Size Range: _____
Non-Standard Size Specify Range: _____

- Standard Size (Short Sleeve) \$ _____
- Standard Size (Long Sleeve) \$ _____
- Standard Size (Extra Long Sleeve) \$ _____
- Non-Standard Size (Short Sleeve) \$ _____
- Non-Standard Size (Long Sleeve) \$ _____
- Non-Standard Size (Extra Long Sleeve) \$ _____

Golf Shirt Option 2

(Include the cost of embroidered name and logo in unit price.)

Standard Size Specify Size Range: _____
Non-Standard Size Specify Range: _____

- Standard Size (Short Sleeve) \$ _____
- Standard Size (Long Sleeve) \$ _____
- Standard Size (Extra Long Sleeve) \$ _____
- Non-Standard Size (Short Sleeve) \$ _____
- Non-Standard Size (Long Sleeve) \$ _____
- Non-Standard Size (Extra Long Sleeve) \$ _____

Description

Unit Price

WORK CAPS

Baseball Style Summer (w/Mesh)

(Include the cost of embroidered logo in unit price.)

Fitted Size Specify Size Range: _____

- One Size Fits All (aprox. 100 Units) \$ _____
- Fitted (aprox. 100 Units) \$ _____

Baseball Style Winter

(Include the cost of embroidered logo in unit price.)

Fitted Size Specify Size Range: _____

- One Size Fits All (aprox. 100 Units) \$ _____
- Fitted (aprox. 100 Units) \$ _____

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

BID FORM (PAGE 4)

Beanie

(Include the cost of embroidered logo in unit price.)

Standard Size

Specify Size Range: _____

Non-Standard Size

Specify Size Range: _____

- Standard Size _____ \$ _____

- Non-Standard Size _____ \$ _____

Description

Unit Price

EMBROIDERED LOGOS

- To be placed on shirt and jacket above left chest pocket _____ \$ _____

CITY OF BELLAIRE

WORK UNIFORMS FOR THE DEPARTMENT OF PUBLIC WORKS

BID FORM (PAGE 5)

BID DETAILS:

1. **PURCHASE PERIOD:** The effective dates of purchase for this bid shall commence on the day of award to the successful bidder and last for one year from the date of awarding. The City of Bellaire retains the option to extend to the bidder awarded this bid, an extension at the end of the above purchasing period, for the purpose of purchasing Work Uniforms for the Department of Public Works specified in this bid proposal, upon agreement with the bidder and the City of Bellaire, said optional extension and renewal of contract up to four years, one year at a time subject to price increases, service and mutual agreement between the City Manager on behalf of the City of Bellaire and the successful bidder.
2. **Prices FOB 7008 S. Rice, Bellaire, TX 77401**
3. **The City of Bellaire reserves the right to increase/decrease the actual quantity at the time of purchase.**
4. **The vendor shall include with their Bid Form a current company catalogue, with pages marked to indicate which uniforms, shoes and caps have been bid. Bid Forms received without a catalogue shall not be evaluated by the City of Bellaire.**
5. **For additional information, please contact Velvia Whiting at 713-662-8150 or by email at vwhiting@bellairetx.gov with "Public Works Uniforms" in the Subject line. Please allow twenty-four (24) hours for a response.**

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

BIDDER'S NAME _____

(Please print or type)

SIGNATURE OF BIDDER _____

TITLE _____

TELEPHONE _____

EMAIL ADDRESS _____

DATE _____