



CITY OF VICTORIA, TEXAS

www.victoriatx.org

PURCHASING DIVISION

REQUEST FOR QUOTE
AND
SPECIFICATIONS

FOR

ANNUAL SUPPLY CONTRACT FOR FIRE DEPARTMENT UNIFORMS

BID OPEN DATE: FRIDAY, NOVEMBER 6, 2009 @ 2:00 P.M. CST

Sealed Bids will be received at the City of Victoria Purchasing Office, 1201 E. Pine Street, Victoria, TX 77901 until 1:30p.m. on Friday, November 6, 2009. After 1:30p.m. all bids shall be delivered to City of Victoria - 700 Main Center, 702 N. Main Street, Suite 204, Victoria, TX 77901.

Bids will be publicly opened and read aloud at City of Victoria - 700 Main Center, 702 N. Main Street, Suite 204, Victoria, TX 77901 at 2:00p.m. on Friday, November 6, 2009.

INVITATION FOR BID

Sealed Bids, addressed to the City of Victoria, Purchasing Department, will be received for:

Annual Supply Contract for Fire Department Uniforms

in accordance with the specifications and contract documents. Bids will be received at the City Purchasing Department, 1201 E. Pine Street, Victoria, Texas until 1:30p.m. on Friday, November 6, 2009. After 1:30p.m. all bids shall be delivered to the 700 Main Center Building, 702 N. Main Street, Suite 204, Victoria, Texas, 77901.

Bids will be opened and publicly read aloud at 2:00p.m. on Friday, November 6, 2009. Any bid received after 2:00p.m. will be returned unopened. The envelope containing the bid shall be clearly marked "Bid for Annual Supply Contract for Fire Department Uniforms."

Specifications are available at the City of Victoria Purchasing Department, 1201 E. Pine Street, Victoria, Texas 77901 and also at www.victoriatx.org/purchasing/bidlist.asp

The City of Victoria reserves the right to reject any and/or all bids, to waive any and/or all formalities and to accept the one deemed most advantageous to the City of Victoria.

Lana Schultz,
Purchasing Agent
City of Victoria

CITY OF VICTORIA, TEXAS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. PURCHASE CONTRACT

The successful bidder will be asked to enter into a Purchase Contract with the City of Victoria for Annual Supply Contract for Fire Department Uniforms. The Purchase Contract will include the specifications herein listed and any other pertinent information.

2. DESCRIPTION OF SUPPLIES

Any catalog or manufacturer's reference used is merely descriptive, and not restrictive, unless otherwise noted and is used only to indicate type and quality of material. Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.

3. DISCOUNTS

Bids submitted will be considered as competitive and should reflect any and all discounts offered to the City of Victoria.

4. WITHDRAWAL OF BIDS

Bids may not be withdrawn after the time set for the bid opening. A bid that has been opened is not subject to amendment, alteration, or change for the purpose of correcting an error in the bid price. Bids containing an error may be offered "as is" or withdrawn in accordance with applicable State Laws.

5. FIRM TIME OF BIDS

The Bidder shall state the length of time for which bid prices are firm. The City of Victoria requests a minimum of 30 days.

6. LEAD TIME

Lead-time must be specified on the Bid Sheet as the number of calendar days from receipt of release. Bids submitted on the basis of "as required" may be rejected as being non responsive.

7. PAYMENT

Invoices must be submitted by the vendor to the City of Victoria, Finance Office, P.O. Box 1758, Victoria, Texas 77902. Full payment will be made within 30 days of the delivery of each completed order.

8. SALES TAX

These items will be exempt from payment of State and Local Sales Tax. The City of Victoria will furnish Exemption Certificate to successful bidder in the amount of merchandise cost, if required.

9. TRANSPORTATION

All bids must include the cost of transportation. F.O.B. Victoria, Texas No freight or delivery charges will be accepted unless shown on bid.

10. LATE BIDS

Bids received after the specified opening time and date will be returned to the Bidder unopened.

11. FUNDING SOURCE

The purchases will be funded by the City of Victoria subject to annual appropriations. **TWO complete Bid Documents which contain the Invitation to Bid, Bid Specifications and Bid Forms must be returned in its entirety.**

12. BID EVALUATION FACTORS

- A. Most Advantageous Bid. The City of Victoria will award purchase orders and contracts to the lowest and best responsible bidder which presents the most advantageous bid to the City of Victoria. In determining the most advantageous bid or proposal, price and other factors are considered. These other factors would include specifications, delivery requirements, the initial purchase price, life expectancy, cost of maintenance and operations, operating efficiency, training requirements, disposal value, and other factors contributing to the overall cost of an item. Consideration may be given to, but/or not necessarily limited to, conformity to the specifications, product warranty, a bidder's proposed service, ability to supply and provide service, delivery to required schedules, and past performance in other contracts 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 his/her bid, the City of Victoria may award the contract for any item or group of items shown on the bid invitation. The City of Victoria reserves the right to award a contract based on the "low total bid" for all items.
- c. Reservations: The City of Victoria expressly reserves the right to:
 - 1. Permit minor deviations from specifications that do not impair overall function;
 - 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 items by other means;
 - 7. Increase or decrease the quantity 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 of Victoria;
 - 9. The City of Victoria will not consider unsolicited alternate bids unless provided for herein.

13. INDEMNIFICATION

The successful bidder shall defend, indemnify and hold harmless the City of Victoria and its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees/expenses brought for any injuries to persons or damages to property in connections with this contract including any claims for damages accruing during the delivery of the item supplied hereunder. Any money due the successful bidder under this Contract as shall be considered necessary by the City of Victoria may be retained for the use of the City to secure this indemnity. The successful bidder expressly agrees to defend, indemnify and hold harmless the City of Victoria and its officers, agents, and employees in accordance with this clause regardless of whether the injury or damage is caused in whole or in part by the acts or omissions, including negligence, of the City of Victoria, its officers, agents or employees.

CITY OF VICTORIA, TEXAS

BID SPECIFICATIONS

General Provisions

The City of Victoria is soliciting bids from qualified vendors to establish firm pricing for an annual price agreement for the purchase of Fire Department uniforms in accordance with the terms and conditions set forth. Quantities and/or dollar amounts indicated in the bid are estimated based upon the best available information. The City does not guarantee to purchase any given quantities or dollar amount during the annual contract or any extensions thereafter. Orders will be placed by the City of Victoria on an "as/if needed" basis.

The intent of these specifications is to set minimum requirements, not to otherwise limit bidding, for Fire Department uniforms. Any manufacturer's names, trade names, brand names, catalog numbers, technical data, etc. used in the specifications are included for the sole purpose of establishing and describing the desired general performance, quality level, type and materials, and such references are not intended to be restrictive. Alternate bids on similar or comparable uniforms of any manufacturer or vendor equal to the uniforms described in the specifications are invited and will be given careful consideration provided the alternate(s) will accomplish the same task. The City shall be the sole judge on whether the alternate(s) is equal to and in compliance with the uniforms specified herein. The decision of the City shall be final.

Details and specifications representing the minimum acceptable standard of quality are based on the following product lines: Topps

Product Quality

Only first quality fabrics and other components are to be used in the manufacture of all items in this request for bid. No "seconds", "irregulars", "job lots", etc. will be acceptable. All loose threads shall be removed prior to delivery. All garments must comply with and meet or exceed the most current edition of National Fire Protection Association (NFPA) Standard 1975-2009 Station Work Uniforms. Items not meeting these requirements shall be replaced at no cost to the City of Victoria upon notice of deficiency.

Minimum Order

There are no minimum order requirements associated with this contract.

Delivery

Delivery is an important factor to the City and is required to be a part of each bid. The City of Victoria considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the City at the specified delivery location. The delivery date indicates a guaranteed delivery at Victoria, Texas. All orders must be delivered, F.O.B. destination (inside delivery), by the specified time quoted by the successful bidder or the City reserves the right to cancel the order with no obligation to the successful bidder. Failure of the successful bidder to meet guaranteed delivery dates or service performance will affect future City orders. The packing list/invoice grouping for each order will correlate to the grouping order of the original purchase order, enabling the City's receiving department to easily match and process the deliveries.

All deliveries shall be made to the City of Victoria Fire Department at the location specified at the time of order.

Product Discontinuance

In the event a product and/or model is discontinued or changed by the manufacturer, the successful bidder is required to immediately notify the City of Victoria of the circumstances. The City of Victoria, at its sole discretion, may allow the successful bidder to provide a substitute for the discontinued item. Requests for product substitutions shall be accompanied by the following:

- Documentation from the manufacturer that the product or model has been discontinued
- Documentation that specifies the replacement product or model
- Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model
- Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Returns

The City of Victoria may return non-conforming or defective products to the successful bidder at no charge to the City. Immediate pick up and replacement is expected, if required by the Fire Department. No restocking charge is authorized for items returned under non-conforming or defective conditions. If the nonconforming or defective product is not picked up within fifteen (15) calendar days after notification by the City of Victoria, the item(s) will become the property of the City of Victoria, at no cost to the City.

Inventory/Excess Stock

The successful bidder is expected to maintain a sufficient level of inventory, to adequately and satisfactorily service the City of Victoria account, at the distribution facility within forty-five (45) calendar days after notification of award. The City shall not be liable or responsible for purchasing any excess stock carried by the successful bidder upon termination of the contract except those items ordered prior to termination.

Submittals

Bidders are required to submit the following with their bid:

- The City of Victoria Fire Department has determined that the specifications in this bid request will meet its requirements for Fire Department uniforms and accessories. **Bidders proposing alternate bids for other brands of uniforms and accessories must provide samples and detailed technical specifications, including warranty information, to show evidence that said alternates meet the quality level and style set forth by these specifications.** Samples shall be provided for every alternate bid item at no cost to the City. Samples submitted by bidders will be compared for tailoring, styling, construction, materials and components with the standard sample on file with the department. Nonconformity of the sample to the specification will be cause for rejection.
- Bidders requiring samples to be returned shall submit a pre-paid return-shipping label with their bid. Bidders who prefer to pick up their samples shall do so within ten (10) working days after receipt of authorization from the City of Victoria. Samples not picked up within ten (10) working days after receipt of authorization will become the property of the City of Victoria at no cost to the City. Returns are the responsibility of the bidder.
- Bidders are required to submit a complete/current catalog for the proposed brand of uniforms with their bid.

TECHNICAL SPECIFICATIONS

Uniform Shirt 4.5 Ounce Topps Style SH96 5520

1. The shirt shall be constructed of Nomex IIIA, autoclave processed.
2. The shirt shall have short (half) sleeves.
3. The color of the uniform shall be French blue.
4. Pleats shall be sewn together not glued, two front, three back.
5. Button down epaulets on both shoulders.
6. Shirts shall have extra long tails to prevent shirt pullout when bending over or stretching above the head.
7. Badge tabs will be installed on the inside left chest to prevent the metal pin from contacting the wearers skin.
8. Front pockets will be installed with double stitch construction.
9. Front pocket closure flaps will be secured with Velcro on both sides of the pockets with a minimum of a 1/2" x 1" tabs.
10. The left pocket will have a one inch pen/pencil slot inserted in the top right of the left pocket.
11. The traditional "scalloped" style pocket flap is required. Mitered, Trapezoidal or Squared-Off Pocket Flaps are unacceptable.
12. No exterior heat conductive equipment may come in contact with the wearer's skin.
13. Ladies to have same features as men's except on a ladies pattern.
14. Shirts shall be carefully pressed by hand in a first class manner. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed in individual polyethylene bags.
15. Size tab to be sewn in with neck label to the inside yoke of shirt.
16. Standard Size Range:
Men's:
Body Length Regular: sizes 14.5-17
Body Length Regular: sizes 14.5-18.5
Body Length Regular: sizes 15.5-18.5
Body Length Regular: sizes 15.5-19.5
Body Length Tall: Length: sizes 16.5-19.5

Women's: Regular Length: even sizes 32 – 46
17. **MEASUREMENTS**
Men's: Regular Length: Size 16.5:
a. Neck 17 (plus or minus 0.5 inches)
b. 1/2 Chest: 25.25 (plus or minus 0.75 inches)
c. Back Length: 32.5 (plus or minus 0.5 inches)
Women's: Regular Length: Size 38

- d. Neck 15.5 (plus or minus 0.5 inches)
- e. 1/2 Chest: 22 (plus or minus 0.75 inches)
- f. Back Length: 28.5 (plus or minus 0.5 inches)

18. The Victoria Fire Department "VFD" will provide a Fire Department uniform patch for vendor to sew on the left sleeve per FD specifications. Supplier will provide Texas Department of State Health Services EMS Certification patches for supplier to sew on the right sleeve per VFD specifications.

Uniform Pants 9.0 Ounce Topps Style: PA08-7905

- 1. Shall be constructed of 55% FFR tm fiber and 45% cotton product also known as "Firewear tm" or approved equivalent.
- 2. Midnight navy blue in color.
- 3. Heavy duty fly zipper (brass) protected front and back with concealed hook closure.
- 4. Two western cut deep front pockets.
- 5. Two rear pockets (left pocket will be secured with a button).
- 6. Supplier will provide hemming for all pants purchase with a maximum turn around time of 8 business days from the date items are received.

7. Standard Size Range

Men's: Regular Length: even waist sizes 28 - 54; odd sizes 31 - 37
 Women's: Regular Length: even dress sizes 6 – 24

8. Measurements

Men's: Regular Length: Waist Size 36:

- a. 1/2 Waist: 18 (plus 0.25 inch)
- b. Seat: 24 (plus 0.25 inch)
- c. 1/2 Knee: 10.875 (plus 0.25 inch)
- d. 1/2 Bottom Leg: 8.75 (plus 0.25 inch)
- e. Inseam: 37 (plus 0.50 inch)
- f. Out seam: 46.25 (plus 0.50 inch)
- g. Front Rise: 10.375 (plus 0.25 inch)
- h. Back Rise: 16.875 (plus 0.25 inch)

Women's: Regular Length: Dress Size 12

- i. 1/2 Waist: 15.25 (plus 0.25 inch)
- j. Seat: 22.625 (plus 0.25 inch)
- k. 1/2 Knee: 10.125 (plus 0.25 inch)
- l. 1/2 Bottom Leg: 8.5 (plus 0.25 inch)
- m. Inseam: 35.875 (plus 0.50 inch)
- n. Out seam: 45.875 (plus 0.50 inch)
- o. Front Rise: 11.625 (plus 0.25 inch)
- p. Back Rise: 15.25 (plus 0.25 inch)

Contract Period

- 1. This supply contract shall be for a period of one (1) year with option for renewal for an additional two (2) one (1) year periods if agreeable with both the successful bidder and the City of Victoria.

BIDDER INFORMATION

Firm Name_____

Address_____

Phone Number_____

Fax Number_____

E-mail_____

Signature of Authorized

Representative_____

Print Name_____

