

CITY OF OPELIKA
PURCHASING DEPARTMENT

INVITATION TO BID

LILLIE FINLEY
PURCHASING REVENUE-MANAGER
OFFICE: (334) 705-5120
FAX: (334) 705-5128

BID DATA

BID NUMBER: 16002
COMMODITY TITLE: Uniform Purchase and Rental
USER DEPARTMENT: All City Departments
BUYER: Lillie Finley
BUYER TELEPHONE: (334) 705-5120
ISSUE DATE: November 10, 2015

BID OPENING

DAY/DATE: December 7, 2015
TIME: 2:00 p.m.
LOCATION: Opelika City Hall
Conference Room
MAILING ADDRESS: City of Opelika
Purchasing Department
PO Box 390
Opelika AL 36803-0390

The City of Opelika Purchasing Department will receive sealed bids for a three-year (3) contract to provide **Uniform Purchase and Rental** as per the attached specifications for the City of Opelika. Bids must be received by 2:00 PM on December 7, 2015, at which time they will be opened and read aloud. Late bids will not be considered nor returned.

BIDS MAY BE MAILED TO:
City of Opelika
Purchasing Department
PO Box 390
Opelika, AL 36803-0390

BIDS MAY BE DELIVERED TO:
City of Opelika of Opelika
Purchasing Department
204 S. 7th Street
Opelika, AL 36801

PART ONE
GENERAL TERMS AND INSTRUCTIONS

SECTION I TERMS AND CONDITIONS

- 1.1 All bids submitted shall be firm for a minimum of 60 days, unless otherwise specified.
- 1.2 The equipment furnished under these specifications shall be the latest improved model in current, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under these specifications shall be new. USED, SHOPWORN. DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE, UNLESS SPECIFICALLY STATED OTHERWISE IN THE SPECIFICATIONS.
- 1.3 The City reserves the right to cancel or make null and void, any purchase order, if delivery cannot be made on the specified delivery date.
 - 1.3.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- 1.4 All items shall be delivered F.O.B. destination. Delivery costs and charges shall be included in the bid, unless otherwise stated in the specifications or proposal.
- 1.5 The name and manufacturer, trade name, manufacturer or vendor catalog number mentioned in the specifications and proposal sheet is for the purpose of designating a minimum standard of quality and type and for no other reason. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceed the quality of the specifications listed for any items unless, otherwise stated in the specifications or proposals.
- 1.6 Bid tabulations will not be given over the telephone. Vendors desiring a bid tabulation shall enclose a stamped and self addressed envelope with their bid.
- 1.7 Bid awards are not official until a purchase order is issued or the Purchasing Department notified the successful vendor in writing.
- 1.8 By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- 1.9 Vendors who are not listed on the City's bid list shall submit with bid a completed W-9 form (attached).

SECTION II SUBMISSION OF BID

- 2.1 Bid received after the designated date and time will not be opened nor returned.
- 2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.
- 2.3 All bids are to be submitted in sealed, plainly marked envelope. Envelopes shall be marked in the bottom left corner with the Title of the Invitation to Bid, the Bid Number and the Opening Date. Facsimile and telephone bids will not be accepted.
- 2.4 All bids shall be typewritten or completed in black ink.
- 2.5 An authorized officer or agent of the company submitting the bid must sign all bids in order to be considered.
- 2.6 Bid documents shall be submitted, in DUPLICATE, to the City of Opelika, Purchasing Department.**
- 2.7 Bids, which show omission, irregularity, alteration of forms, additions not called for, or conditional or unconditional unresponsive bids may be rejected.
- 2.8 Any bids submitted with corrected errors shall have the correction initialed by the person signing the bid.
- 2.9 Bidder shall submit with bid, the latest printed literature and detailed specifications on equipment they propose to furnish. This literature is for informational purpose only and shall be used to help determine a product's compliance with specifications.**
- 2.10 Successful bidder shall measure each employee fitted for uniforms to ensure that uniforms fit.**

SECTION III BID EVALUATION

- 3.1 The City reserves the right to evaluate all bids, waive any technical or informalities, reject any and/or bids and proposals, and further specifically waves the right to make the award and/or awards in the best interest of the City.
- 3.2 The bid evaluation will be made on the following criteria:
 - 3.2.1 Bid price
 - 3.2.2 Compliance with specifications
 - 3.2.3 Ability to deliver product or service
 - 3.2.4 Prompt pay discount, if offered, and meeting requirements of **Section 3.4
 - 3.2.5 Availability of warranty service and parts
 - 3.2.6 Delivery date
- 3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items being purchased nor increase the estimated maintenance and repair cost to the City.
- 3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after the receipt of a correct invoice.

- 3.5 The City reserves the right to award all bids in their entirety or part, whichever, in its opinion, best serves the interest of the City.
- 3.6 Unless clearly shown on the bid that it is the intent a reduced total price is being offered on the basis of receiving an award of all items covered by the total, an totals should be the actual sum of the extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended price(s) and/or total price(s), unit price shall govern and the bid will be refigured accordingly.
- 3.7 Alabama Bid Law allows a Local Preference to businesses located within the City of Opelika when their bid is within 3% of the lowest responsible bid. The City will extend that preference when applicable.
- 3.8 The City shall be the sole judge as to an item meeting or exceeding the specifications.
- 3.9 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business commerce, or any other fraudulent act punishable under Alabama or United State law.

SECTION IV BILLING AND PAYMENT:

- 4.1 The vendor shall submit a correct invoice to:
 - City of Opelika
 - Accounting Department
 - PO Box 390
 - Opelika, AL 36803-0390
- 4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, subject to any discounts offered.
 - 4.2.1 Any prompt pay discount offered will be computed from the date of delivery of the equipment, supplies, or materials at destination when final inspection and acceptance are at those points, or from the date the correct invoice is received, if the latter is later than the date of delivery.

SECTION V ESCALATION CLAUSE FOR UNIFORM PURCHASE

- 5.1 The bid price stated shall be for all purchases under this contract. Price increases from the manufacturer to the successful vendor may be passed on during the life of this contract for the purchase of uniforms, ONLY when the following conditions are met:
 - 5.1.1 The successful vendor must submit a current manufacturer's price list stating such increase.
 - 5.1.2 Notification to the Purchasing Department of price increase, along with proof of price increase from the manufacturer shall be provided to the Purchasing Department PRIOR to any increase being approved.
 - 5.1.3 Failure to comply with above requirements shall deem the prices to be in effect for the entire life of the contract.
 - 5.1.4 Any price reduction from the manufacturer shall also be passed on the City of Opelika automatically.
 - 5.1.5 The City of Opelika reserves the right to cancel or make null and void any purchase order, if delivery cannot be made on the specified delivery date.

- 5.1.6 In case of default by the vendor, the City may procure the services from other sources and hold the vendor responsible for any excess cost occasioned thereby.

SECTION VI ADDENDA AND INTERPRETATIONS

- 6.1 If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders.
- 6.2 The City is not bound by any oral representations, clarifications or changes made in the written specifications by the City of Opelika employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

SECTION VII CONTRACT PERIOD

- 7.1 Bids submitted in response to this invitation shall be firm for a three-year period. Contract period shall begin January 1, 2016 and end December 31, 2018.
- 7.2 The City may terminate this contract with a thirty (30) day written notice for unsatisfactory service, or inferior product performance.

SECTION VIII INSURANCE

- 8.1 Unless otherwise required by Special Conditions of this Invitation to Bid, if a contract is awarded, the successful bidder will be required to purchase and maintain during the life of the contract, Comprehensive General Liability insurance, comprehensive Automobile Liability insurance, and Workman's Compensation insurance with limits of not less than those set forth below.
 - 8.1.1 Comprehensive General Liability Insurance; Liability limits of a minimum of \$1,000,000.00 each occurrence and \$1,000,000.00 aggregate.
 - 8.1.2 Comprehensive Automobile Liability Insurance: Liability limits of a minimum \$1,000,000.00 any one accident.
 - 8.1.3 Workman's Compensation Insurance: Statutory coverage.
- 8.2 The bidder shall provide the City with Certificates of Insurance evidencing the coverage required above. Certificate shall name the City of Opelika as additional insurer. Such certificates shall provide that the City be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder shall provide Certificates of Insurance before commencing work in connection with the contract.
- 8.3 The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise.
- 8.4 Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

**SPECIFICATIONS
#16002
RENTAL UNIFORMS**

Bids will be accepted for a three (3) year contract for the furnishing of rental uniforms and cleaning of such uniforms, rental and cleaning of area protection mats, and dust mops for the City of Opelika. The types of uniforms and numbers shall be furnished in strict accordance with all specifications and all uniforms shall be new at the beginning of the contract.

I. GENERAL SPECIFICATIONS

Uniforms furnished for all employees shall be new from start date of the contract. Rental uniforms shall be delivered on a per week basis throughout the various sites of the City of Opelika. Uniforms shall be clean, pressed and professionally altered when necessary. They should fit, look good, be comfortable and be maintained at a high level of cleanliness and service.

Short sleeve shirts shall be provided for summer and long sleeve for winter. Individual employees may choose to wear short sleeve shirts the year round. In this case the employee shall be provided with a jacket in lieu of the long sleeve shirts. The dates for changing from summer to winter and winter to summer uniforms shall be coordinated with the department heads.

Each employee's uniforms shall be individually tagged with account number, route number and a number assigned to them by successful bidder.

Each employee's uniforms shall be hung individually on hangers and bagged separately.

Uniforms will be delivered on a once-per-week basis. The successful bidder will clean all uniforms and guarantee each person a proper fit.

The City of Opelika requires that all uniform items be delivered looking neat, professional and presentable. All damaged uniforms will be repaired by vendor. All items received as a result of this bid shall have a pleasant aroma or at least aroma neutral.

Employees shall receive the same number of uniforms as were deposited for cleaning.

The City of Opelika will not accept improperly sized, wrinkled, dirty, permanently stained or otherwise unacceptable items.

Employees on leave at any time during this contract shall be considered temporarily inactive and not be charged for uniforms during the absence.

Successful vendor can expect the following laundering issues with City uniforms:

- Parks – grass stains
- Solid Waste – oil spots

II. UNIFORM TYPE AND SPECIFICATIONS

TYPE A: EXECUTIVE TYPE UNIFORMS FOR MEN: To be worn by administrative, inspection and supervisory personnel.

Shirts: Dress type shirts of 65% polyester and 35% cotton blend, oxford fabric. Shirts shall have button down collar, seven button front closure, center pleat on back, pocket on left front, two piece banded top stitched lined collar, automated collar band makeup, two piece top stitched lined cuffs with rounded corners.

Pants: Poplin weave 65% polyester 35% cotton fabric, pleated flex waist pant. Pants shall have double hook and eye closure and French fly treatment, belt loops, quarter top pockets and straight leg silhouette styling.

Color: To be selected at time of actual order.

Number: Five (5) shirts and five (5) pants per week.

These uniforms shall have and maintain bright color, sharp creases, no wrinkles, no patches, no stains (good as new). Uniforms shall be replaced with new ones as needed during the life of this contract. These uniforms, pants, and shirts, are to be washed or dry cleaned and hot pressed. Men wearing these uniforms shall be supplied with one pair of coveralls.

TYPE B: SERVICE TYPE UNIFORMS FOR MEN: To be worn by service employees in all departments and divisions.

Material: Permanent Press, 65% polyester and 35% cotton (year-round type)

Shirts: Constructed of 4-½ oz. Poplin Weave.

Pants: Constructed of 7-½ oz. Poplin Weave.

Color: To be selected from brown, blue, green or gray. To be selected at time of actual order.

Number: 5 shirts and 5 pants per week.

These uniforms shall have good color and crease. Uniforms may have small mends (no more than two (2) per garment). No patches, may have small amount of stain. Uniforms replaced must be good as new. Uniforms that are not clean, neat and do not have good appearance will be rejected and no charge made.

TYPE C: ALTERNATE FOR TYPE B SERVICE UNIFORMS FOR MEN AND WOMEN:

Shirts: Constructed of 4 ½ oz. Plain Weave
Minimum 93% cotton may have 7% other material
Minimum of six button front closure
Minimum of one pocket on left
Automated band makeup collar

Pants: Constructed of 100% sanforized cotton
13-¾ oz. per square yard denim
Traditional five-pocket jean style

These uniforms shall have good color and crease. Uniforms may have small mends (no more than two (2) per garment). No patches, may have small amount of stain. Uniforms replaced must be good as new. Uniforms that are not clean, neat and do not have good appearance will be rejected and no charge made.

TYPE D: SERVICE UNIFORM FOR WOMEN: To be worn by women in areas where their clothing may be soiled.

Employees wearing these uniforms shall have a choice of either slacks with blouse or one-piece coveralls.

Material: Permanent Press, 65% Polyester and 35% Cotton

Shirts: Constructed of 4-½ oz. Poplin Weave.

Coveralls: Constructed of 7 ½ oz. Poplin Weave

Color: To be selected from brown, blue, green, or gray. To be specified at time of actual order.

Number: Five (5) shirts, and five (5) pants, or five (5) pair of coveralls per week.

TYPE E: SERVICE UNIFORM FOR MEN & WOMEN:

ENHANCED VISIBILITY BLENDED WORK SHIRT-LONG AND SHORT SLEEVE:

Flame Resistant

Materials: 65% Polyester and 35% Cotton
Button front work shirt
Two piece lined banded collar
Two chest pockets with button closure and pencil stall in left pocket
One-piece lined cuffs with button closures
Melamine buttons
Sewn with Nomex® fiber thread
Yellow enhanced visibility trim at shoulder, around arms and across back

ENHANCED VISIBILITY BLENDED WORK PANTS:

Flame Resistant

Materials: 65% Polyester and 35% Cotton
Plain front, full cut with interlined waistband and button closure
Two slack-style front pockets, two-set in hip pockets
Left pocket with button closure
Heavy-duty Nomex® taped brass zipper
Sewn with Nomex® fiber thread
Yellow enhanced visibility trim around leg calves

ENHANCED VISIBILITY COVERALLS:

Materials: 65% Polyester and 35% Cotton
Industrial, three-piece action back coverall
Convertible collar

- Cuffs with concealed snaps
- Two-way brass zipper with Nomex® tape, and concealed snap closure and concealed snap closure
- Two chest pockets, left pocket with snap flap
- Two set-in front pockets and side vent pass-throughs with concealed snap closure
- Two back patch pockets and reinforced tool pocket on right leg
- Elastic back waistband for enhanced fit
- Sewn with Nomex® fiber thread
- Yellow enhanced visibility at shoulders, across back, and around sleeve biceps and calf legs

ENHANCED VISIBILITY BOMBER JACKET 9 OZ. ULTRASOFT:

- Extra-wide cut and action back for ease of movement
- Two extra-large front combination pockets, billowed in front, slit on the sides
- Pocket flaps with concealed snaps
- Brass zipper protected by fabric
- Elastic waistband and cuffs
- Hidden breast pocket
- Concealed hood snaps
- No exposed metal parts
- Concealed inner zippers for optional liner (below)
- Yellow enhanced visibility trim at shoulders, around arms and across back

ENHANCED VISIBILITY JACKET/LINER:

- 7 oz. UltraSoft outershell and 10 oz. Moda-Quilt Insulation
- Versatile Jacket/Liner can be worn by itself, zipped into the Bomber Jacket (above)
- Knit collar and cuffs
- Brass zipper protected by fabric
- Elastic waist in back
- Two welt pockets
- Yellow enhanced visibility trim at shoulders, around arms and across back

These uniforms are to have good color and crease. Uniforms may have mends (no more than two per garment), no patches, may have small amount of stain. Uniforms replaced must be as good as new. All uniform shirts and pants shall be washed or dry cleaned and hot pressed.

III. ESTIMATE UNIFORM REQUIREMENT BY DIVISION AND TYPE

DEPARTMENT	TYPE A	TYPE B	TYPE C
ENGINEERING	2	1	
PARKS AND RECREATION		4	
CITY HALL ADMINISTRATION		1	1
INSPECTION	3		
SOLID WASTE	2	22	

IV. AREA PROTECTION MATS

A. Slip resistant interior walk-off mats to be used in various municipal buildings listed below.

DEPARTMENT	NUMBER	SIZE
CITY HALL	8	3 X 5
LIGHT AND POWER	14	3 X 5
	1	3 X 10
PARKS & RECREATION	20	3 X 5
	11	4 X 6
ENGINEERING	9	3 X 5

V. DUST MOP

30" DUST MOP	38
24" DUST MOP	3

Listed above are an estimated number of employees who are required to wear uniforms. The decision to purchase or rent will be made at the time of award.

**SPECIFICATIONS
#16002
UNIFORM PURCHASE**

Bids will be accepted by the Purchasing Department for the purchase of Executive type and Service type uniforms. The Contractor shall provide new uniforms for each person purchasing uniforms. The City shall be able to purchase new uniforms as needed.

The contractor shall measure each person and ensure the proper fit of the uniform.

Service type uniforms shall be furnished with an embroidered emblem with the employees name and department on it.

UNIFORM TYPE AND SPECIFICATIONS

TYPE A: EXECUTIVE TYPE UNIFORMS FOR MEN: To be worn by administrative, inspection and supervisory personnel.

Shirts: Dress type shirts of 65% polyester and 35% cotton blend, oxford fabric. Shirts shall have button down collar, seven button front closure, center pleat on back, pocket on left front, two piece banded top stitched lined collar, automated collar band makeup, two piece top stitched lined cuffs with rounded corners.

Pants: Poplin weave 65% polyester 35% cotton fabric, pleated flex waist pant. Pants shall have double hook and eye closure and French fly treatment, belt loops, quarter top pockets and straight leg silhouette styling.

Color: To be selected at time of actual order.

TYPE B: SERVICE TYPE UNIFORMS FOR MEN: To be worn by service employees in all departments and divisions.

Material: Permanent Press, 65% polyester and 35% cotton (year-round type)

Shirts: Constructed of 4-½ oz. Poplin Weave.

Pants: Constructed of 7-½ oz. Poplin Weave.

Color: To be selected from brown, blue, green or gray. To be selected at time of actual order.

TYPE C: ALTERNATE FOR TYPE B SERVICE UNIFORMS FOR MEN AND WOMEN:

Shirts: Constructed of 4 ½ oz. Plain Weave
Minimum 93% cotton may have 7% other materials
Minimum of six button front closure
Minimum of one pocket on left
Automated band makeup collar

Pants: Constructed of 100% Sanforized cotton
13-¾ oz. per square yard denim
Traditional five-pocket jean style

TYPE D: SERVICE UNIFORM FOR WOMEN: To be worn by women in areas where their clothing may be soiled.

Material: Permanent Press, 65% Polyester and 35% Cotton

Shirts: Constructed of 4-½ oz. Poplin Weave.

Coveralls: Constructed of 7 ½ oz. Poplin Weave

Color: To be selected from brown, blue, green, or gray. To be specified at time of actual order.

TYPE E: POLO SHIRTS: To be worn by men and women in administrative functions.

Materials: Heavy weight, 6.5 oz., 60% cotton/40% polyester, stain resistant and fade resistant. Reinforced taped neck, soft ribbed collar, with pocket. Must be available in men's and women's. Shirts shall be equal to WearTuff Mesh Polos. Price shall include embroidered logo and department name. Sizes shall be available up to 5XL, Tall to 2XL.

TYPE F: T-SHIRTS: To be worn by men and women in administrative and service functions.

Materials: 60% cotton/40% polyester, extra long length, long lasting, machine wash, color resistant. Must be available in sizes up to 5XL. Color to be determined at the time of order. Price shall include screen-printing of Department name and City logo.

T-SHIRTS: To be worn by men and women in administrative and service functions.

Materials: 100% cotton, extra long length, long lasting, machine wash, color resistant. Must be available in sizes up to 5XL. Color to be determined at the time of order. Price shall include screen-printing of Department name and logo.

TYPE G: COVERALLS: To be worn by service personnel.

Materials: 7 oz. 88% cotton/12% nylon twill, solid brass breakaway zipper, snap wrist closures. Tool pocket on right let, two pockets on the front, and two in back and two on the breast. Sizes must be available up to 56. Color to be determined at time of order.

TYPE H: JACKET: To be worn by administrative personnel.

Materials: 7.5 oz. twill fabric
65% polyester/35% combed cotton
Pre-cure durable press finish
Solid brass zipper
100 % polyester 1x1 rib knit collar, cuffs and waistband
Welled slash pockets
Waist length
Permanently lined with black 100% nylon taffeta quilted to a 1/8" polyurethane foam

JACKET: To be worn by service personnel.

Materials: 7.5 oz twill fabric
65% polyester/35% combed cotton
Pre-cure durable press finish
Solid brass zipper
Two-piece, topstitched w/sewn-in stays
Cuffs – two position adjustable
Pockets – two lower insert slash pockets and patch pocket on left sleeve.
Waist length
Permanently lined with black 100% nylon taffeta quilted to a 1/8" polyurethane foam
Adjustable waistband tabs

NOTE: Vendors submitting bids on rental and purchase of uniforms shall submit with bid samples of uniforms to be supplied. These samples shall be picked up by vendors after bids are awarded.

If oversize charges apply on items for purchase, vendor shall submit charges listed on company letterhead and attached to the bid form.

**BID FORM
ITB #16002
UNIFORM RENTAL AND PURCHASE**

The undersigned declares that before preparing their bid, they read carefully the specifications and requirements for Bidders and that their bid is made with full knowledge of the kind, quality, and quantity of service and equipment to be furnished, and their said bid is as stated on these pages. The undersigned offers and agrees, if this bid is accepted, within SIXTY (45) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the time specified. **PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6.**

RENTAL

Item	Qty.	Description	Unit Price
1.	1 Set	Type A Executive Type Uniforms for Men:	
		Short Sleeve Shirts	\$_____ /Week
		Long Sleeve Shirts	\$_____ /Week
		Pants	\$_____ /Week
2.	1 Set	Type B Service Type Uniforms for Men:	
		Short Sleeve Shirts	\$_____ /Week
		Long Sleeve Shirts	\$_____ /Week
		Pants	\$_____ /Week
3.	1 Set	Type C Alternate for Type B Service Uniforms for Men and Women:	
		Short Sleeve Shirts	\$_____ /Week
		Long Sleeve Shirts	\$_____ /Week
		Pants	\$_____ /Week
4.	1 Set	Type D Service Uniform for Women:	
		Short Sleeve Shirts	\$_____ /Week
		Long Sleeve Shirts	\$_____ /Week
		Pants	\$_____ /Week
		Coveralls	\$_____ /Week

5.	1 Ea.	Type E Enhanced Uniforms:	
		Short Sleeve Shirts	\$_____
		Long Sleeve Shirts	\$_____
		Pants	\$_____
		Coveralls	\$_____
		Bomber Jacket	\$_____
		Jacket/Liner	\$_____
6.	Mats, 3 X 5		\$_____ /Week
7.	Mats, 3 X 10		\$_____ /Week
8.	Mats, 4 X 6		\$_____ /Week
9.	Dust Mop, 24"		\$_____ /Week
10.	Dust Mop, 30"		\$_____ /Week
		Total Bid	\$_____

PURCHASE

Item	Qty.	Description	Unit Price
1.	1 Ea.	Type A Executive Type Uniforms for Men:	
		Short Sleeve Shirts	\$ _____
		Long Sleeve Shirts	\$ _____
		Pants	\$ _____
2.	1 Ea.	Type B Service Type Uniforms for Men:	
		Short Sleeve Shirts	\$ _____
		Long Sleeve Shirts	\$ _____
		Pants	\$ _____
3.	1 Ea.	Type C Alternate for B Service Uniforms for Men and Women:	
		Short Sleeve Shirts	\$ _____
		Long Sleeve Shirts	\$ _____
		Pants	\$ _____
4.	1 Ea.	Type D Service Uniform for Women:	
		Short Sleeve Shirts	\$ _____
		Long Sleeve Shirts	\$ _____
		Coveralls	\$ _____
5.	1 Ea.	Type E Polo Shirts	\$ _____
6.	1 Ea.	Type F T-shirts:	
		60% cotton/40% polyester	\$ _____
		100% cotton	\$ _____
7.	1 Ea.	Type G Coveralls	\$ _____
8.	1 Ea.	Type H Jacket:	
		Administrative Personnel	\$ _____
		Service Personnel	\$ _____

DELIVERY INFORMATION: Delivery shall be made within _____ calendar days after receipt of purchase order.

Discount will be allowed for prompt payment: _____ percent, 10 calendar days
_____ percent, 15 calendar days
_____ percent, 20 calendar days
_____ percent, 30 calendar days

COMPANY SUBMITTING BID _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS

TYPED NAME AND TITLE OF SIGNER

TELEPHONE NUMBER

FAX NUMBER

FEDERAL I.D. NUMBER

E-MAIL ADDRESS

DATE

#16002
ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER.

NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE ARE PERMITTED WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME

BY (PRINTED)

BY (SIGNATURE)

TITLE

ADDRESS

#16002
STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Opelika wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this commodity/service list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.

_____ Specifications are unclear (explain below)

_____ We are unable to meet specifications.

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ We are unable to meet bond requirements.

_____ We are unable to meet insurance requirements.

_____ We do not offer this product or service.

_____ Remove us from your proposers list for this commodity or service.

_____ Other (specify below).

REMARKS _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)