

## INVITATION TO BID

### TOWN OF NORTH HAVEN

Sealed bids for Work Uniforms for Public Works Employees, 16-23, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Wednesday, March 30, 2016, at which time they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA  
Director of Finance/Administration

### SPECIFICATION

The Town of North Haven will rent Work Uniforms for Public Works Employees as follows:

#### SANITATION

<u>ITEMS</u>	<u>QUANTITY</u>
1. Pants; navy blue	132
2. Short sleeve t-shirts; red	132
3. Long sleeve t-shirts; red	72
4. Sweatshirts; red	72
5. Insulated coveralls with hi-vis tape on legs & sleeves; navy *buy one time, new employee	1
6. Front zipper hoodie Camber thermal 50% cotton 50% polyester; red	24

**STREETS & ROADS MAINTENANCE**

<u>ITEMS</u>	<u>QUANTITY</u>
1. Pants; navy blue	264
2. Short sleeve t-shirts; red	264
3. Long sleeve t-shirts; red	144
4. Sweatshirts; red	144
5. Insulated coveralls with hi-vis tape on legs & sleeves; navy *buy one time, new employee	1
6. Front zipper hoodie Camber thermal 50% cotton 50% polyester; red	24

**MAINTENANCE ONLY**

<u>ITEMS</u>	<u>QUANTITY</u>
1. Long sleeve button down shirt; navy	44

**GENERAL:**

- A. Bidders will submit sample fabric swatches for each item of clothing in the color specified.
- B. All specifications and quantities are MINIMUM.
- C. It shall be understood that required sizes in each type of garment will vary.
- D. Design work for shoulder (round) patches, other embroidery and all screening will be provided on request. Samples of the quality expected may be seen at the Finance Office. No lesser quality will be accepted.
- E. Bidders will provide a formal list of available name/nickname patches in order that selections (up to 35 names), in various quantities, can be made.
- F. Prices will include the sewing/iron on of patches on all long-sleeve shirts, jackets, and coveralls (2 per garment – D & E).
- G. Each garment will be equipped with radio frequency identification device (R.F.I.D.)
- H. Fittings will be the responsibility of the Vendor selected and are to be conducted at locations to be determined by the Town. Coordination with designated Town management and supervisory personnel, prior to the posting of fitting schedules, is the responsibility of the Vendor.
- I. Bidders are expected to be able to re-supply all items selected, in odd-lot sizes/quantities, at the bid price, for one (1) year from the date of bid award.
- J. Bidders will indicate a firm date of weekly delivery in number of days ARO.
- K. Uniform delivery will be adjusted to the Town of North Haven holiday schedule.
- L. Bidders will provide weekly pick-up of soiled garments for cleaning.

- M. Pick-ups and deliveries shall take place during normal Town of North Haven business hours, or during alternate agreed upon times that are convenient and acceptable to the Town of North Haven.
- N. The Town reserves the right to extend the bid award for up to two (2) additional one year periods.
- O. Bidders will provide with their bid, a list of client and financial references.
- P. Pricing shall remain fixed for this commodity award. The bidder shall indicate if pricing may either increase or decrease prior to the start of the optional years of the agreement.
- Q. Bidders shall submit a certified check or bid bond, made out to: Treasurer, Town of North Haven, in the amount of five (5%) percent of the total bid.
- R. All prices shall be FOB, North Haven, CT.
- S. All items shall be of American Manufacture.
- T. Contract to be completed by June 30, 2016.
- U. Envelope(s) must be plainly marked BID, with the purpose and time of opening.
- V. Bids MUST be on this form – do not append any unnecessary or unsolicited information.

BID

SANITATION

<u>ITEM</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____

STREETS & ROADS

<u>ITEM</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____

MAINTENANCE ONLY

<u>ITEM</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1.	_____	\$ _____
2.	_____	\$ _____

TOTAL \$ \_\_\_\_\_

BIDS SUBMITTED BY:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number