

## Invitation to Bid

### 20150616 UNIFORMS RE-BID

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150616 UNIFORMS RE-BID until 9:00 a.m. CDT June 16, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Chris Harrison – Purchasing Coordinator at [chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org) All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time JUNE 16, 2015** for **20150616 UNIFORMS RE-BID**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)**

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150616 UNIFORMS RE-BID** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: 20150616 UNIFORMS RE-BID**  
**DEADLINE: JUNE 16, 2015 @ 9:00 A.M.**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150616 UNIFORMS RE-BID** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

## 20150616 UNIFORMS RE-BID

The Sumner County Board of Education, herein known as "School System", is soliciting bids for a uniform service contract. The contract will be utilized by the Maintenance, Operations, and Transportation Departments. The contract will include regular uniform laundry service, leasing of uniforms, and an option to purchase.

The contract for laundry service and leasing of uniforms shall be valid beginning July 1, 2015 thru June 30, 2018 with the option to extend for up to two, one-year extensions. The School System reserves the right to review the contract on a yearly basis. The School System reserves the right to cancel the contract due to deficiencies in service. Includes but is not limited to:

- Laundered uniforms are not clean upon return.
- Laundered uniforms are not returned in a timely manner.
- Torn/Worn uniforms are not repaired or replaced.
- Repaired or Replaced uniforms are not returned in a timely manner.

The contract for purchase of uniforms shall be valid beginning July 1, 2015 thru June 30, 2016.

### SPECIFIC INFORMATION

Each department has indicated specific requirements. All merchandise shall be new at the beginning of the contract. The contract shall be for 50 weeks a year, laundry service only. The vendor shall provide personnel to conduct field measurements to ensure proper uniform fit. The fitting shall take place over the course of several days in order to minimize disruption to daily activities.

#### **Maintenance & Operations Department – Lease / Laundry Service**

The Maintenance and Operations Departments consist of an estimated seventy-six (76) employees. Employees may be added at the bid price and a decrease in employees shall not affect the bid price.

Technician Shirt:            Button Up  
                                        Woven Blend - 65% Polyester / 35% Cotton  
                                        Color: Red, White, or Tan  
                                        Long or Short Sleeve  
                                        Name Badge – First Name; Positioned on Left  
                                        "SCS – Maintenance Dept." Badge; Positioned on Right  
                                        Lease Contract Quantity: 7 shirts total per technician  
                                        Laundry Service Quantity: 11 short sleeve or 11 long sleeve per technician

Supervisor Shirt: Polo Shirt  
Dri-Fit  
Color: Red, White, Tan or Blue  
Long or Short Sleeve  
Name Badge – First Name; Positioned on Left  
“SCS – Maintenance Dept.” Badge; Positioned on Right  
Lease Contract Quantity: 7 shirts total per technician  
Laundry Service Quantity: 11 short sleeve or 11 long sleeve per supervisor

Technician/  
Supervisor Pants: Blue Jeans  
Lease Contract Quantity: 7 pants total per technician/supervisor  
Laundry Service Quantity: 11 pants total per technician/supervisor  
or  
Work Pants  
Color: Tan or Blue  
Lease Contract Quantity: 7 pants total per technician/supervisor  
Laundry Service Quantity: 11 pants total per technician/supervisor

Technician/  
Supervisor Jacket: Permalined Hip Jacket  
65% polyester / 35% cotton  
“SCS – Maintenance Dept.” Badge; Positioned on Right  
Lease Contract Quantity: 1 jacket per technician/supervisor  
Laundry Service Quantity: 2 jackets per technician/supervisor

Coverall: Quilted Lining  
100% Cotton  
Insulated  
Zip Front  
Color: Dark Brown or Navy  
\*This item is optional and may not be utilized by personnel.

### **Transportation Department – Purchase Option**

The Transportation Department has requested the ability to exchange items, if not worn. The vendor must indicate any restrictions, if applicable, in the notes section of the Bid Sheet. More or less of any item may be purchased at the bid price.

Shirt: Button Up  
Short Sleeve  
100% Cotton Twill  
Color: Light Blue  
“SCS Transportation Dept.” Badge; Positioned on Left  
Quantity: 7

T-shirt: Short Sleeve  
100% Spun Polyester Jersey  
Color: Gray or Navy  
"SCS Transportation Dept." Badge; Positioned on Left  
Quantity: 77

Pants: Work Pants  
65% Polyester / 35% Cotton  
Color: Navy  
Quantity: 84

Jacket: Quilted Permanent Lining  
100% Polyester  
Color: Navy  
"SCS Transportation Dept." Badge; Positioned on Left  
Quantity: 12

Full Coverall: Quilted Lining  
100% Cotton  
Zip Front  
Color: Tan or Navy  
"SCS Transportation Dept." Badge; Positioned on Left  
Quantity: 12

**SUMNER COUNTY BOARD OF EDUCATION**

Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *PRINTED*

DATE \_\_\_\_\_

BID TITLE 20150616 UNIFORMS RE-BID

DEADLINE JUNE 16, 2015 @ 9:00 A.M.

BID AMOUNT See Attached.

BID GOOD THRU July 1, 2015 – June 30, 2018 LEASE / LAUNDRY  
July 1, 2015 – June 30, 2016 PURCHASE OPTION

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAINTENANCE and OPERATIONS DEPARTMENT**

Technician Shirt	Lease Contract	\$_____ /Short Sleeve
		\$_____ /Long Sleeve
	Laundry Service	\$_____ /each
Supervisor Shirt	Lease Contract	\$_____ /Short Sleeve
		\$_____ /Long Sleeve
	Laundry Service	\$_____ /each
Technician/Supervisor Pants	Lease Contract	\$_____ /each
	Laundry Service	\$_____ /each
Technician/Supervisor Jacket	Lease Contract	\$_____ /each
	Laundry Service	\$_____ /each
Coverall	Lease Contract	\$_____ /each

**TRANSPORTATION DEPARTMENT**

Shirt	Purchase Option	\$_____ /each
T-shirt	Purchase Option	\$_____ /each
Pants	Purchase Option	\$_____ /each
Jacket	Purchase Option	\$_____ /each
Coverall	Purchase Option	\$_____ /each

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**COMPANY NAME**

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**DATE**