

Invitation to Bid
20150707 UNIFORMS

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 20150707 UNIFORMS until 9:00 a.m. CDT July 7, 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. 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.

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 JULY 7, 2015** for **20150707 UNIFORMS**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

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 **20150707 UNIFORMS** 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: 20150707 UNIFORMS
DEADLINE: JULY 7, 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 **20150707 UNIFORMS** 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.

20150707 UNIFORMS

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 semi-annual 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. The vendor shall provide pricing based on one weeks service, lease or laundry.

Technician Shirt	Standard:	Button Up Woven Blend - 65% Polyester / 35% Cotton Long / Short Sleeve Name Badge – First Name; Positioned on Left "SCS – Maintenance Dept." Badge; Positioned on Right
	Optional:	Button Up Woven Blend – 65% Polyester / 35% Cotton MicroCheck Pattern Name Badge – First Name; Positioned on Left "SCS – Maintenance Dept." Badge, Positioned on Right *Badges are to be fabric matched emblems.

Lease Contract Quantity: 12 shirts total per technician

Laundry Service Quantity: 11 short sleeve or 11 long sleeve per technician

Supervisor Shirt: Polo Shirt
Dri-Fit
Long / Short Sleeve
Name Badge – First Name; Positioned on Left
“SCS – Maintenance Dept.” Badge; Positioned on Right
Lease Contract Quantity: 12 shirts total per technician
Laundry Service Quantity: 11 short sleeve or 11 long sleeve per supervisor

Technician/
Supervisor Pants: Blue Jeans
Lease Contract Quantity: 6 pants total per technician/supervisor
Laundry Service Quantity: 11 pants total per technician/supervisor

or

Work Pants
Plain Front
100% Pre-Shrunk Cotton Twill
Lease Contract Quantity: 6 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
Quantity: 1
*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 / Long 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 20150707 UNIFORMS

DEADLINE JULY 7, 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

**Pricing must reflect the price for one week's service per item.*

	LEASE	LAUNDRY SERVICE	
TECHNICIAN SHIRT			
Standard			
Long Sleeve	_____	_____	<i>per week</i>
Short Sleeve	_____	_____	<i>per week</i>
Optional			
Long Sleeve	_____	_____	<i>per week</i>
Short Sleeve	_____	_____	<i>per week</i>
SUPERVISOR SHIRT			
Long Sleeve	_____	_____	<i>per week</i>
Short Sleeve	_____	_____	<i>per week</i>
TECHNICIAN/SUPERVISOR PANTS	_____	_____	<i>per week</i>
TECHNICIAN/SUPERVISOR JACKET	_____	_____	<i>per week</i>
COVERALL	_____	_____	<i>per week</i>

TRANSPORTATION DEPARTMENT

	PURCHASE	
SHIRT		
Long Sleeve	_____	each
Short Sleeve	_____	each
T-SHIRT	_____	each
PANTS	_____	each
JACKET	_____	each
COVERALL	_____	each

COMPANY NAME

DATE