

CITY OF JOHNSON CITY
PURCHASING DEPARTMENT
 209 WATER STREET, P.O. BOX 2150
 JOHNSON CITY, TN 37601/37605
 PHONE 423-975-2715 FAX: 423-975-2712
 purchasing@johnsoncitytn.org



Invitation to
Quote

DATE 3/22/2024	QUOTE NOT LATER THAN 4/5/24 by 2:00 PM	DELIVERY TIMEFRAME:	TIMEFRAME PROPOSED:
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ITQ 2024-06 Uniform Rental Services Contract -Fleet Management & Transit

QUOTE RESPONSE MUST BE SUBMITTED TO: City of Johnson City Purchasing Office REPLY VIA MAIL, EMAIL or FAX Purchasing@johnsoncitytn.org Electronic Responses - click here	WE QUOTE YOU AS BELOW	
	NAME OF COMPANY: _____ ADDRESS: _____ _____ PHONE: _____ BY: (SIGNATURE) _____ OFFICAL TITLE: _____ QUOTATION DATE: _____ EMAIL ADDRESS: _____	
DEPARTMENT CONTACT (for inquiries only): Wendy Phillips wphillips@johnsoncitytn.org		
F.O.B. DELIVERED, FREIGHT PREPAID & ALLOWED. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS INCLUDED AND/OR PRINTED HEREON. TERMS: NET 30 DAYS QUOTE ON THIS FORM AS BELOW:		

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Weekly uniform rental services contract for Fleet Management and Transit Department employees per attached specifications which are and integral part of this quote		
	Shirt - price per each	\$ _____	
	Pants - price per each	\$ _____	
	Jacket - price per each	\$ _____	
	Specify brand of uniform proposed: _____ Product literature /brochures must be included with quote response		
	Supplemental(replacement) costs: Pants \$ _____/pair Shirts \$ _____/each Jackets\$ _____/each		
	List any depreciation _____		

Vendor's past performance may be a consideration in the awarding of this contract

**City of Johnson City Uniform Rental Service Contract
Specifications For Fleet Management/Transit Department**

Term contract to provide uniform rental services for the Fleet Management/Transit Department employees. This is a four (4) year contract subject to renewal in two years for an additional two years provided all terms, conditions, and prices remain unchanged and the vendor is in agreement. Prices contained herein shall remain firm for each term of the contract. The City reserves the right to re-quote at the end of any two (2) year period or additional years if in the City's best interest.

General Conditions:

1. Provide rental uniforms and weekly cleaning of uniforms for approximately thirty-two Fleet Management/Transit employees.
2. Apparel to be 65% polyester and 35% cotton. (**Button type shirts are preferred except for the collar, snaps are allowed only**). Bidder to state brand name of uniforms proposed and enclose descriptive literature with return bid. No additional charge for special sizes.
3. Provide five (5) changes per employee per week or eleven (11) sets total. The employee per week total would include: 5 pair of pants, 5 shirts (long or short sleeve), and 2 jackets. Total employees (currently) 29 but this is subject to change.
4. Provide long sleeve shirts and jackets as needed starting in October and short sleeve shirts as needed starting in April.
5. Uniforms for all employees must be new at the beginning of the contract and the beginning of the renewal period. Vendor will maintain uniforms in good condition, without any signs of major repairs, fading or staining.
6. Replacement uniforms shall be new and provided at no charge should the City feel such replacement is necessary due to excessive wear, shrinkage, fading, staining or other conditions which contribute to unsightly and shabby appearance.
7. Necessary repairs, i.e.: buttons, zippers, seams, belt loops, pockets, torn patches, etc., shall be made prior to the next regularly scheduled delivery and shall be done to the satisfaction of the City.
8. The vendor shall provide employee's name on each shirt and title on 6 employee's shirts. Fleet Management/Transit will provide patches (4" x 2-3/4" –sample available upon request) to be sewn onto or removed from the sleeves of shirts & jackets (as indicated at time of order placement) by the vendor at no additional charge. Patches could range from zero to four (0-4) as per individual employees.
9. Vendor will sort uniforms according to soil content and will launder accordingly.

10. Two (2) Jackets shall be provided to each employee, with all nametags and patches as required to each employee, at no additional charge and shall be the color of the trousers. Jacket to be hip length, 7-1/2 oz. twill, 65% polyester/35% cotton with full permanent quilt lining. Full length metal zipper closure, slash front pockets, 2-button adjustable cuff closure, and regular shirt collar with stays. Jackets to be delivered at beginning of contract.
11. The vendor will provide weekly invoices. Vendor will be responsible for inventorying items with a Fleet Management employee each week. The City's payment terms are Net 30.
12. Successful vendor will be responsible for measuring all employees on-site at Fleet Management/Transit Department.
13. Should an employee be terminated or cease-using uniforms, the uniforms will be returned to the Company. For uniforms not returned, the City will be charged the cost of the uniform less the accumulated monthly depreciation. Bidder must stipulate cost of new uniforms and amount of monthly depreciation on the bid form.
14. All uniforms must be provided by no later than thirty (30) working days from the beginning of the contract period.
15. Contract prices, shall be firm for the duration of the contract including any renewable periods.
16. Uniform colors will be as follows:

24 employees Navy shirt, trousers, jackets
5 employees Lt blue shirt / navy trousers & jackets
17. The City of Johnson City reserves the right, to cancel the contract upon thirty (30) days notice to the Vendor, without penalty, for any of the following reasons:
 - a. Failure to provide new uniforms when requested.
 - b. Failure to supply weekly uniform requirements.
 - c. Failure to supply clean uniforms .
 - d. Failure to repair or replace uniforms satisfactorily.
 - e. Failure to comply with any of the requirements stipulated in this bid.
18. Past performance of bidder will be a consideration in the bid award. If previous performance is unknown, references of similar contracts will be required upon request.
19. Uniforms – **Include complete product literature/brochures on uniforms offered.** Any deviations from these specifications must be clearly indicated by bidder. A sample of proposed uniforms (all items) may be required for evaluation at no cost to the City. Samples must be delivered within two (2) days of request.



INVITATION TO QUOTE GENERAL TERMS AND CONDITIONS (Read Carefully)

1. ACCEPTANCE, REJECTION AND POSTPONEMENT

Issuance of a request for quotation does not commit the City to make an award. The City reserves the right to postpone or reject any or all submittals, to waive informalities and to accept the ITQ judged to be in the best interest of the City.

2. ADDENDA

Addendum's will be issued to all known interested parties and posted on the City's website (listed above). All addenda issued shall become part of the ITQ documents. It is the vendor's responsibility to determine and acknowledge any or all addenda's issued for a solicitation.

3. AWARD

An award, if made, shall be to the lowest responsible, responsive vendor(s) or best quotation meeting quality and performance standards as described in the solicitation documents and whose ITQ is determined to be in the best interest of the City. The City also reserves the right to award this product/service based on other contracts in-place (state or cooperative contracts), as maybe in our best interest.

4. AWARD PERIOD

The City shall have 60 days to issue a contract. Any contract past that period must be mutually agreed upon by both parties.

5. ITQ TABULATIONS & AWARD RECOMMENDATIONS

ITQ tabulations will be posted and available no later than the next business day on our above website. Select "awarded/opened solicitations".

Award recommendations, when ready, will also be posted there.

6. BRAND NAMES

By referencing a brand name or equal, the City intends to establish a minimum level of quality by which alternate offers can be judged. If an alternate is offered, the vendor must include complete descriptive literature and specifications that clearly describe the item and how it differs from the referenced item. Vendor reference to literature previously submitted will not satisfy this provision. Unless specified otherwise, it is understood that the referenced product will be furnished. The City alone will determine whether an alternate is equivalent and meets the standards of quality and performance for the City's use. A sample or demonstration may be required at the expense of the vendor.

7. CONDITION STANDARDS

It is understood and agreed that any item offered or shipped as a result of this solicitation shall be new and unused and the manufacturer's latest model unless otherwise called for in the solicitation.

8. DEFAULT

In case of contractor default or failure to provide material or service according to the solicitations, the City may cancel this contract and acquire from another source and may recover any excess cost by (1) invoice; (2) deduction from an unpaid balance due; or (3) a combination of the aforementioned remedies or other remedies provided by law. All costs associated with default will be borne by the contractor. The City reserves the right to remove a company in default from the active vendor list for a time period to be determined by the Director of Purchasing.

9. DELIVERY

Delivery/completion schedule must be clearly identified and realistically stated, as this may be a determining factor in the award.

10. DISCOUNT AND PAYMENT

Payment terms are Net 30 following receipt of the material or service and a correct invoice unless otherwise stated in the solicitation document. Discounts for prompt payment will not be considered. Partial payment will be allowed only if addressed in the solicitation.

11. EQUAL OPPORTUNITY

It is the policy of the City of Johnson City to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to that end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, vendors agree to comply with the same non-discrimination policy.

12. EVALUATION

ITQ's will be evaluated according to the criteria set forth in the document with the degree of importance determined by the City.

13. EXAMINATION OF ITQ'S

ITQ's and associated documents may be examined after award.

14. FOB (FREE-ON-BOARD) POINT

All prices quoted shall be FOB destination, freight prepaid and allowed unless otherwise stated in the solicitation document. The seller pays and bears the freight charges and owns the goods while they are in transit. Title passes at the designated City location.

15. INDEMNIFICATION

The vendor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend the City against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to contractors personnel, subcontractors, city employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold the City, its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.

16. INSPECTION

All supplies or materials purchased as a result of this solicitation are subject to inspection and rejection by the City. Rejected materials will be returned at the vendor's expense.

17. INSURANCE

The contractor shall maintain, at their expense, such insurance as required by the solicitation. Such insurance shall protect the City for claims of damages which may arise during operations under this contract whether such operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by either of them. Any required insurances shall be maintained for the term of the contract and beyond the term of the contract when so required in the solicitation.

18. LICENSES, FEES, PERMITS

The contractor is responsible for furnishing the proper licenses, fees, and permits required by law to do business with the City of Johnson City in completion of the project. All work shall be done in accordance with the latest building codes, state and federal laws relative to the contract.

19. MULTIPLE ITEM AWARD

The City will determine the successful vendor(s) either on the basis of the individual line items or the total of all items. ALL OR NONE submittals must be clearly identified on the quote form and will be considered only if in the City's best interest.

20. NON-COLLUSION AGREEMENT

By submitting this solicitation, the agent representing all officers, partners, owners, representatives, employees or interested parties of the vendor's firm certifies to the best of his/her knowledge and belief this itq to the City of Johnson City, Tennessee has not been prepared in collusion with any other seller, proprietor, or manufacturer of similar products or services. The agent also certifies that the prices, terms and conditions of said ITQ have been arrived at independently and have not been communicated by the submitter, nor by any of the aforementioned firm associate to any other seller, proprietor, or manufacturer of similar products or services and will not be communicated prior to the official opening of said solicitation. The agent further states that no official or employee of the City of Johnson City has promised any personal, financial

or other beneficial interest, either directly or indirectly, in order to influence award of this solicitation.

21. PARTS AND SERVICE

The successful vendor must be able to provide adequate parts and service for all items awarded. Service location and ability to perform may be a consideration in the award.

22. PENALTIES

Vendors may be removed from our active vendor system for any of the following:

- ◆ Failure to respond to three consecutive solicitations
- ◆ Failure to meet delivery requirements
- ◆ Failure to furnish items as a result of a solicitation
- ◆ Failure to provide service or material as a result of the award
- ◆ Offers of gratuities or favors to any City employee

23. PRICING

All pricing must appear in the spaces provided on the city's form (if applicable) and be in ink or typed. Changes or corrections by the vendor must be initialed in ink by the person signing. No corrections may be made in pencil. Unit prices will prevail in case of an extension error. The City will correct math computation errors (unit price & totals). No pricing may be altered or amended after submittal deadline. Obvious mistakes will be given special consideration upon receipt of written request and full disclosure or evidence regarding pricing error.

24. PROPRIETARY/CONFIDENTIAL INFORMATION

Vendors are hereby notified that all information submitted as part of, or in support of, itq's will be available for public inspection after award of such itq, in compliance with Tennessee Statutes.

25. PROTEST PROCEDURE

Any protest to the award of a contract by the City of Johnson City shall be submitted in writing to the Director of Purchasing with a copy to the City Manager and delivered not later than seven (7) calendar days from the date of the city's award decision. Such protest must include a protest bond in the amount of \$350 (cashier's check payable to the City of Johnson City or Cash) submitted to the Purchasing Director before the City will consider the protest. This protest bond will serve as a guarantee by the protester of the validity and accuracy of the protest. If the protest is denied by the City Manager the bond will be retained to cover costs associated with the protest.

26. QUESTIONS

Questions must be received by the City at least two (2) working days prior to the submittal deadline. No oral interpretations or instructions given by any city employee or any other person shall apply. Changes relative to any solicitation will be in writing, in the form of an addendum. ,

27. SAFETY STANDARDS

All manufactured items and fabricated assemblies shall comply with applicable requirements of OSHA/TOSHA and any related standards thereto.

28. SAMPLES

Samples will be furnished at no charge to the City. They will remain in the Purchasing Department for testing and evaluation until an award is made. Vendors are responsible for picking up their samples within two (2) weeks after the award. Samples not collected after that time shall become the property of the City. Samples from the successful vendor will be held until delivery is received and accepted as being equal to the sample.

29. SIGNATURE ON ITQ'S

The itq form must contain the full name and address of the company and be signed in Ink by a person authorized to bind that company to a contract.

30. SUBMITTAL OF ITQ'S

Any forms furnished by the city must be completed and returned as specified in the solicitation, otherwise response will be considered as non-responsive. FACSIMILE OR E-MAIL RESPONSES ARE ACCEPTABLE. Quotes are due by the deadline posted on the ITQ.

31. TAXES

The City is exempt from Federal excise tax, State, and city sales tax. Contractors are not exempt from the use tax on materials and supplies used in the production of an item or in the performance of a repair or construction contract. Tax exemption certificates will be furnished upon request.

32. TERM OF CONTRACT

Unless otherwise stated, the City reserves the right to purchase like items at the same contract price for a period of one year from the award date subject to agreement of both parties. The City may cancel any contract for cause following written notification of ~~itert~~

33. WARRANTY

Unless otherwise specified by the City, all items shall be guaranteed for a minimum period of one (1) year against defects in material and workmanship.

34. ADDITIONAL DOCUMENTS

Any document superfluously provided and not requested in the solicitation document may not be considered.

March 18, 2024