

Administrative Services

Purchasing Division

CITY OF FORT COLLINS INVITATION TO BID

BID #5833

UTILITIES AND POUDE FIRE AUTHORITY APPAREL

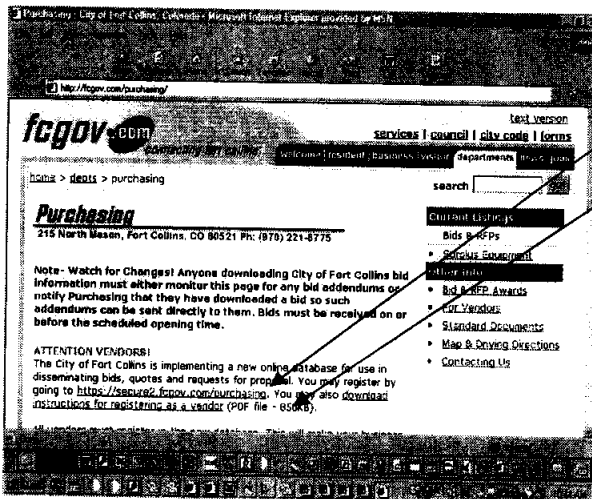
Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:00p.m. (our clock), January 30, 2004.

A copy of the Bid may be obtained as follows:

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: www.fcgov.com/purchasing.
2. Registration: The City of Fort Collins Purchasing Division has implemented an on-line vendor registration system. This system allows vendors to register, view and update their business information and commodities. In the future, vendors will also be able to receive Requests for Proposals (RFP's) through the on-line system. All vendors doing business with the City of Fort Collins are requested to register.

The vendor registration system is accessible through the City of Fort Collins Purchasing Department internet webpage at www.fcgov.com/purchasing.



The vendor registration form is located by clicking <https://secure2.fcgov.com/bs0/login.jsp>

Note the printable instruction pages link.

If you have any difficulty completing the registration process, please call the Purchasing Division at (970)221-6775 for assistance.

3. Come by Purchasing at 215 North Mason St., 2nd floor., Fort Collins, and request a copy of the Bid.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.

Sincerely,


James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

CITY OF FORT COLLINS
BID PROPOSAL
BID #5833

BID OPENING: JANUARY 30, 2002, 2:00P.M. (Our Clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR UTILITIES & POUDDRE FIRE AUTHORITY APPAREL, PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

BID GUIDELINES & OBJECTIVES:

- Select a vendor (or vendors) to provide apparel for Fort Collins Utilities AND The Poudre Fire Authority. Award may be split at the City's discretion; quality of product to be provided must meet the City's requirements.
- Vendors must provide representative samples of all items they are bidding; ***for items with more than one color listed, it is acceptable to supply one sample along with fabric color swatches of the others.*** Samples are not expected to include silkscreened or embroidered logos. All samples must be tagged with the Item # from the Bid Sheet and the Bidder's Firm Name, so that they can be identified. Sample evaluation, as well as price, will be a key determinant in selecting the low "responsible and responsive" bidder or bidders. ***Line Items bid without submitted samples will not be considered.***
- ***City of Fort Collins will be the final authority on determination of acceptable quality.***
- ***For both Utilities and Poudre Fire Authority: Cost of the logo (silkscreened or embroidered) must be included in the quoted cost of the clothing item.*** City of Fort Collins will provide camera-ready artwork for the "City of Fort Collins Utilities" logo; Poudre Fire Authority will provide camera-ready artwork for the Poudre Fire Authority logos.
- Items stipulated as "must be 100% cotton" must meet that specification. This is a safety requirement for the Light and Power division of Utilities. ***Please do not bid on that item if you cannot meet the required specification!***
- Apparel will be procured on a Direct Purchase basis. Leasing is not an option for this initial award.
- Vendors will include lead time for initial order as part of their bid. Please fill it in where indicated on the Bidsheet. All prices will be quoted as delivered to facilities in Fort Collins, Colorado, USA.
- This will be an annual contract. At the option of the City, the Award from this Bid may be extended for additional one year periods not to exceed four (4) additional one year periods. The City of Fort Collins reserves the right to add/change/delete items to this bid over the course of the anticipated renewal period(s).

THE BID SCHEDULE IS LISTED AS A SEPARATE FILE ON THE WEBSITE.

Fort Collins Utilities & PFA Apparel Bidsheet
Bid # 5833

Quantities are approximate and are not a guaranteed purchase volume. Bidder must provide samples of all items and colors!

COST PER SIZE

For City of Fort Collins Utilities:

*** Price to include one-color silkscreened "City of Fort Collins Utilities" logo on front of shirt.**

**** Price to include one-color embroidered "City of Fort Collins Utilities" logo on front of shirt.**

Item #	Item	Est Qty	Lead Time	S	M	L	XL	XXL	XXXL
1	* T-shirts, 100% cotton preshrunk, short sleeve, with breast pocket. Quality: Needs to be minimum 6.5 oz or higher (Hanes "Beefy-T" or equivalent). Colors: Navy Blue, Gray	480							
2	* T-shirts, 100% cotton preshrunk, long sleeve, with breast pocket. Quality: Needs to be minimum 6.5 oz or higher (Hanes "Beefy-T" or equivalent). Colors: Navy Blue, Gray	396							
3	** Oxford shirts, 100% cotton preshrunk, button-down collar, breast pocket, short sleeve. Colors (twill): Navy Blue, Forest Green, Maroon. Color (denim): Dark Blue Denim.	240							
4	** Please quote Tall Men's sizes on above item								
5	** Please quote Women's cut sizes on above item								
6	** Oxford shirts, 100% cotton preshrunk, button-down collar, breast pocket, long sleeve. Colors (twill): Navy Blue, Forest Green, Maroon. Color (denim): Dark Blue Denim.	240							
7	** Please quote Tall Men's sizes on above item								

Item #	Item	Est Qty	Lead Time	S	M	L	XL	XXL	XXXL
8	** Please quote Women's cut sizes on above item								
9	* Hooded 1/4 zip sweatshirt, Must be 100% cotton preshrunk; minimum 9 oz or higher. Zippers must be non-metallic. WearGuard or equivalent. This is a Light & Power item. Colors: Navy Blue, Gray preferred; will consider others.	72							
10	* Hooded 1/4 zip sweatshirt, Can be cotton/poly blend, minimum 9 oz or higher. Metallic zipper OK. Colors: Navy Blue, Gray	192							
11	* Hooded full zipper thermal sweatshirt, Must be 100% cotton preshrunk; minimum 10 oz or higher. Zippers must be non-metallic. This is a Light & Power item. Colors: Navy Blue, Gray preferred; will	48							
12	* Hooded full zipper thermal sweatshirt, Can be cotton/poly blend, minimum 10 oz or higher. Metallic zipper OK. Colors: Navy Blue, Gray.	120							
13	* Crew neck sweatshirt, Must be 100% cotton preshrunk, minimum 9 oz or higher. This is a Light & Power item. Colors: Navy Blue, Gray preferred, will consider others.	96							
14	* Crew neck sweatshirt, Can be cotton/poly blend, minimum 9 oz or higher. Colors: Navy Blue, Gray.	192							
15	** Work shirt (Red Kap or equivalent) cotton/poly blend, short sleeve. Color: Light Blue	36							
16	** Work shirt (Red Kap or equivalent) cotton/poly blend, long sleeve. Color: Light Blue	36							
For Poudre Fire Authority (PFA):									
+ Price to include Poudre Fire Authority silkscreened logo (up to five colors) on front, and (one color) on back.									
++ Price to include Poudre Fire Authority silkscreened logo (up to five colors) on front only.									

Item #	Item	Est Qty	Lead Time	S	M	L	XL	XXL	XXXL
	+++ Price to include Poudre Fire Authority embroidered logo (five colors) on front only.								
	++++Price to include Poudre Fire Authority embroidered logo (three colors) on front only.								
17	+ T-shirts, 100% cotton preshrunk, short sleeve, with breast pocket. Colors: Navy Blue, White	480							
18	+ T-shirts, 100% cotton preshrunk, long sleeve, with breast pocket. Colors: Navy Blue, White	192							
19	+++ Polo pique, 100% cotton preshrunk, short sleeve, no pocket. Can be two or three-button style. Colors: Navy Blue, White	72							
20	++++ Hooded 1/4 zip sweatshirt with pockets, no hood. Can be cotton/poly blend, minimum 90/10. 12 oz or higher. Metallic zipper OK. Colors: Navy Blue	120							
21	++++ Please quote Tall Men's sizes on above item								
22	+ Crew neck sweatshirt, Can be cotton/poly blend, minimum 90/10. 11.3 oz or higher. Colors: Navy Blue	96							
23	+ Please quote Tall Men's sizes on above item								
24	+ Hooded sweatshirt, Can be cotton/poly blend, minimum 90/10. 11.3 oz or higher. Colors: Navy Blue	60							
25	+ Please quote Tall Men's sizes on above item								
26	++ Heavy Weight Sweat Pants with pockets and elastic leg bottoms, Can be cotton/poly blend, minimum 90/10. 8.0 oz or higher. Colors: Navy Blue	60							
27	++ Please quote Tall Men's sizes on above item								
28	++ Light Weight Sweat Pants with pockets and elastic leg bottoms, Can be cotton/poly blend, minimum 90/10. 6.0 oz or higher. Colors: Navy Blue	60							

Item #	Item	Est Qty	Lead Time	S	M	L	XL	XXL	XXXL
29	++ Please quote Tall Men's sizes on above item								
30	++ Light Weight Sweat Pants with pockets, without elastic leg bottoms, Can be cotton/poly blend, minimum 90/10. 6.0 oz or higher. Colors: Navy Blue	60							
31	++ Please quote Tall Men's sizes on above item								
32	++ Workout Shorts, with pockets, 6" inseam, 100% cotton preshrunk. Colors: Navy Blue.	60							
	Charge to apply Reflective Appliques to T-shirts (small screen on front, large screen on back). PFA will supply the appliques.	72							
FIRM NAME:									
RESPONDANT (PLEASE PRINT):									
ADDRESS:									
TELEPHONE:									
SIGNATURE:									

Fort Collins Utilities & PFA Apparel Bid Checklist
Bid # 5833

Firm Name:

**Ack.
 Addendu
 m? (Y/N)**

For City of Fort Collins Utilities:

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**** Price to include one-color embroidered "City of Fort Collins Utilities" logo on front of shirt.**

Item #	Item	Est Qty	Sub mit Sam ple? (Y/N)	Item Requese d Specs? (Y/N)	Meet (Y/N)	Samples tagged with Vendor Name & Item #? (Y/N)	Item Pass Look & Touch Exam? (Y/N)	Silkscre n/Embroi der inc. in Cost? (Y/N)	Price F.O.B. Ft Collins? (Y/N)	Submit alt. color swatches ? (Y/N)	Bid include Lead Time? (Y/N)	Bidder Provide all Requeste d Sizes? (Y/N)
1	* T-shirts, 100% cotton preshrunk, short sleeve, with breast pocket. Quality: Needs to be minimum 6.1 oz or heavier (Hanes "Beefy-T" or equivalent, or heavier). Colors: Navy Blue, Gray	480										
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3	** Oxford shirts, 100% cotton preshrunk, button-down collar, breast pocket, short sleeve. Colors (twill): Navy Blue, Forest Green, Maroon. Color (denim): Dark Blue Denim.	240										
4	** Please quote Tall Men's sizes on above item											
5	** Please quote Women's cut sizes on above item											

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