

**TOWN OF GREENWICH
PURCHASING DEPARTMENT
101 Field Point Road
Greenwich, CT 06830
203 622-7881**

NO.: 7705

ISSUE DATE: 05/05/2022

DEADLINE DATE: 05/24/2022

DEADLINE TIME: 11:00 AM

REQUEST FOR BID

REQUEST FOR PROPOSAL

PREBID CONFERENCE: _____

TIME AND DATE: _____

LOCATION: _____

RFB/RFP TITLE: UNIFORM SUPPLIER

LOCATION: GREENWICH, CT

PREQUALIFICATION

STANDARDS/SPECIFICATIONS (ATTACHED)

INSURANCE REQUIRED (SEE ATTACHED)

PLEASE NOTE:

- 1. Sealed Bids/Proposals are due at the Town of Greenwich Purchasing Department on date noted. NO bids/proposals will be accepted after the date and time specified above. Bidder is responsible for actual delivery of the bid/proposal sent by mail or commercial express service to the PURCHASING DEPARTMENT before the deadline time. Bids/proposals received after the deadline time will not be considered. PLEASE CLEARLY INDICATE BID/PROPOSAL NUMBER ON LOWER LEFT-HAND CORNER OF ENVELOPE.**
- 2. BIDS/PROPOSALS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
- 3. COMPANY NAME AND ADDRESS MUST CONFORM ON ALL DOCUMENTS INCLUDING INSURANCE DOCUMENTS. A POST OFFICE BOX ADDRESS IS NOT ACCEPTABLE.**
- 4. Bid/Proposal number must appear on all bids and related correspondence.**
- 5. The Town of Greenwich is exempt from Federal and State Taxes.**
- 6. The Town will consider an alternate bid only if Bidders have been permitted to provide an alternate bid. An alternate bid must be clearly identified as such in order to be considered by the Town.**
- 7. Stated prices are to be FOB destination inside delivery, unless otherwise specified herein.**
- 8. Terms and Conditions indicated on reverse.**

Sharon Strain

Sharon Strain, Procurement Specialist

Terms and Conditions

Bidders shall familiarize themselves with all provisions of the specifications and shall not at any time after submitting bid, dispute any of the specifications or assert that there was any misunderstanding in regard to the furnishing and delivering of the items called for in the proposal.

The Town of Greenwich reserves the right to issue addenda as needed on bids/proposals.

The Town of Greenwich reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich, or to accept that bid which appears to be in the best interest of the Town of Greenwich. The Town of Greenwich reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.

References to a particular trade name or manufacturer's catalog or model number are made for descriptive purposes to guide the Bidder in interpreting the requirements of the Town of Greenwich. They should not be construed as, nor are they intended to exclude proposals on other types of materials, equipment and supplies. However, the Bidder, if awarded a contract will be required to furnish the particular item referred to in the specification or description unless a departure or substitution is clearly noted and described in the proposal.

Respondents shall provide one proposal and Bidders one bid price for each specified required line item with no more than one total lump sum bid, unless allowed to do otherwise by the solicitation. Respondents shall provide no more than one bid reply unless allowed by the solicitation. Bidders shall not include in their prices any Federal or State taxes from which the Town of Greenwich is exempt.

The successful Bidder/s shall indemnify the Town of Greenwich against all losses, claims, actions and judgments brought or recovered against the contractor or the Town of Greenwich. Any respondent that takes exception to the insurance requirements set forth by the Town of Greenwich Risk Manager shall be deemed unresponsive.

No proposal shall be received from or contract awarded to, any person, firm or corporation who is in default or in debt to the Town of Greenwich for non-performance of any contract, or who is a defaulter as surety or otherwise from any obligation to the Town of Greenwich.

Bids must be signed in ink by the vendor. No bids shall be made in pencil. Any bids showing any erasures or alterations must be initialed by the Bidder in ink. Failure to sign and give all information requested in the proposal may result in the bid being rejected.

Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period. However, the Town of Greenwich reserves the right to increase or decrease the quantities by 10%.

Unit prices quoted shall be net exclusive of all taxes, and must include all transportation, delivery and unloading costs; fully prepaid F.O.B. destination in place inside delivery. Debris, if any, removed.

The Town of Greenwich reserves the right to make awards on an item by item total or lump sum basis. Where an award is made on an item by item basis, the unit price prevails. The Town reserves the right to make award in best interest of its own operation. All awards are contingent upon certification by the Town Comptroller that funds are available in appropriate accounts.

It is understood that prices shall hold firm and prevail for the actual quantities required or ordered as needed during the life of the contract whether more or less than estimated quantities. Unit prices shall not be subject to any increase during the life of the contract.

All deliveries are to be made within the time period specified in the bid proposal upon receipt of written purchase order or authorized verbal requests except as may be otherwise arranged by Supplier and Purchaser. Receipt of contract is not authority to ship. Emergency deliveries are to be made within twenty-four (24) hours from receipt of a telephone request from the Town of Greenwich. All deliveries are to be made on business weekdays between the hours of 9:00 A.M. and 4:00 P.M. except as may be otherwise arranged by the Supplier and Purchaser.

In the event deliveries are not made as specified to a Town delivery point, the Town of Greenwich shall reserve the right to purchase any such bid item on the open market and to charge any increase in price paid over the current contract price to the account of the vendor.

All bids will be awarded or rejected within sixty (60) days of bid opening date or for the stated period of validity, if different. Therefore, Bidder agrees that prices will remain firm for acceptance for that period.

Terms of payment to the Contractor shall be net/30 days after receipt of invoice and acceptance and approval of the services by the Town of Greenwich.

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The contractor, however, will take affirmative action to insure that minority group members are employed and are not discriminated against during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, a notice advising the labor union or worker's representative of the contractors' commitments under this specification and under rules, regulations and orders promulgated by the State.

"Affirmative Action" means procedures which establish hiring and employment goals, timetables, and practices to be implemented, with good faith efforts, for minority group members.

"Minority Group Members" as identified in EEO-4 reports shall mean Black, Hispanic, Asian or Pacific Islanders, American Indian, and Alaskan Natives.

The contractor or subcontractor offers and agrees to assign to the public purchasing body all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

TOWN OF GREENWICH, CT

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLIER

BACKGROUND

The Town of Greenwich Purchasing Department, on behalf of the Department of Public Works (DPW), is seeking bids for the supply of uniforms for its employees. Based on the terms of various union contracts, the Town offers an annual uniform allotment to approximately 150 DPW employees.

The Commodity Award may be utilized by other Departments such as the Board of Education, Parks & Recreation, Parking Services, as well as the Fleet Department. Only Department of Public Works quantities are reflected on the Reply Sheets. Bidders should note that the Departments engaging the Commodity Award have collectively averaged \$80,000 annually over the last three calendar years.

BIDDER'S REPLY

Bidders are to respond to this Request for Bid by completing the attached Reply Sheets. Bidders shall indicate their pricing and all other required information on the Reply Sheets. The pricing on the Reply Sheets shall be complete and shall include the costs of all shipping, delivery, installation, labor, insurance, certificates, permits, and/or other prices pertaining to this Award.

PACKAGING

Each bid must be sealed to provide confidentiality of the information prior to the submission date and time. Please note the **RFB #** on the outside of the package. The Town will not be responsible for the premature opening of bids that are not properly labeled.

DELIVERY OF BIDS

Bids shall be delivered via USPS or commercial delivery service (UPS, FedEx etc.) to the Town of Greenwich Purchasing Department, First Floor, Town Hall, 101 Field Point Road, Greenwich, CT 06830 by:

11:00 AM on Tuesday, May 24th, 2022

The Purchasing Department is accepting hand delivered bids. Bids received after the deadline will not be accepted and will be returned unopened to the Bidder. The Reply Sheets must be completed and returned with the bid in a sealed envelope. Please clearly indicate **RFB #7705** on the lower left-hand corner of the envelope.

ISSUANCE OF ADDENDA

The Town of Greenwich reserves the right to amend this solicitation by addenda. Addenda will be posted to the Town's website (www.greenwichct.gov/bids) up to 48 hours in advance of the deadline. **It is the responsibility of the Bidder to check the Town's website for addenda, the Town will not provide notification.** If in the Town's opinion revisions are of such a magnitude,

the deadline for this solicitation may be extended in an addendum. In addition, addenda can change Specifications, Reply Sheets, and times/dates for Pre-Bid Conferences, as well as deadlines for questions and submissions.

PRICE GUARANTEE / DURATION OF BID

Bids will remain in effect for a minimum of ninety (90) days from the deadline for submission of the bid.

BID COSTS

The Bidder shall be responsible for all costs incurred in the development and submission of their bid. The Town assumes no contractual obligation as a result of the issuance of this RFB, the preparation or submission of a bid by a Bidder, or the evaluation of an accepted bid. The Town shall not be contractually bound until the Town and the successful Bidder have executed a written Contract for the performance of the work.

TAXES

The Town of Greenwich is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut, and such taxes shall not be included in the bid prices.

PAYMENTS

The Town of Greenwich shall make payment net thirty (30) days of receipt of invoice, submittal of documentation, and acceptance of the products and/or services.

RESERVATION OF RIGHTS

The Town of Greenwich reserves the right to reject any and all bids not deemed to be in the best interest of the Town, or to accept that bid which appears to be in the best interest of the Town. The Town reserves the right to waive any and all informalities, or to reject any or all bids or any part of any bid.

CANCELLATION OF AWARD/CONTRACT

If the Vendor fails to perform or observe any material term or condition of the bid or Award/Contract and such failure continues for thirty (30) days after the Vendor's receipt of written notice, the Town of Greenwich may cancel the Award/Contract without liability for cancellation or termination charges.

MODIFICATION OR WITHDRAWAL OF BID PRIOR TO DEADLINE

A Bidder wishing to withdraw a bid prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signed the Reply Sheets. The Town will verify that the signature on the letter matches the signature on the Reply Sheets.

The Town will also verify the request to withdraw the bid by calling the Bidder at the telephone number provided on the Reply Sheets.

After the Town is satisfied that a request to withdraw a bid before the established deadline is valid, the bid will be returned to the Bidder. The Bidder may then withdraw completely from the bidding process or may modify the bid and resubmit before the deadline.

MODIFICATION OR WITHDRAWAL OF BID AFTER DEADLINE

If a bid security is required and a Bidder does not honor their bid for the specified time, the bid check shall become the property of the Town; or, if a Bid Bond was furnished, the Bid Bond shall become payable to the Town.

After the deadline, the submitted bids become the property of the Town and are valid offers to be honored by the Bidder for ninety (90) days or longer, as specified in the Request for Bid.

Bidders who do not honor their bids for the ninety (90) days (or as specified) period, shall be disqualified.

PERMITS

If applicable, the Contractor shall ascertain any permits required to perform the service as described in the Specifications. All required permits shall be obtained and paid for by the Contractor unless otherwise specified in the Request for Bid. Various permits may be obtained at the Building Department, Town Hall, 101 Field Point Road, Greenwich, CT 06830.

FEDERAL, STATE, AND LOCAL LAWS

The Bidder shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all Federal, State, and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to this project.

APPLICABLE LAW

The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

CONFIDENTIALITY/DISCLOSURE

“Contractor” refers to all Bidders/Respondents submitting a bid/proposal.

The Town will afford due regard to the Contractor’s request for the protection of proprietary or confidential information received. However, all materials associated with the Bid/Proposal and the Contract are subject to the terms of the Connecticut Freedom of Information Act (“FOIA”) and all corresponding rules, regulations and interpretations. In making such a request, the Contractor may not state generally that the materials are proprietary or confidential in nature and therefore not subject to release to third parties. The specific sentences, paragraphs, pages or sections that the Contractor believes are exempt from disclosure under FOIA must be specifically identified as such. An explanation and rationale to justify each exemption consistent with FOIA must accompany the request. The rationale and explanation must be stated in terms of the

prospective harm to the competitive position of the Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to FOIA.

If the Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, the Town will endeavor to keep said information confidential to the extent permitted by law. The Town, however, shall have no obligation to initiate, prosecute or defend any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Town, or any representative of the Town, be liable for the disclosure of any documents or information in its possession which the Town believes are required to be disclosed pursuant to FOIA or other requirements as mandated by policy/law.

Additionally, as per Section 1-210(b) of FOIA – Nothing in the Freedom of Information Act shall be construed to require the disclosure of:

(24) Responses to any request for proposals or bid solicitation issued by a public agency, responses by a public agency to any request for proposals or bid solicitation issued by a private entity or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file.

ISSUING AUTHORITY

Ms. Sharon Strain, Procurement Specialist, has been designated to be responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement must be submitted in writing to Ms. Strain to the address below **by 11:00 AM on Thursday, May 12th, 2022:**

Town of Greenwich
Purchasing Department
101 Field Point Road
Greenwich, CT 06830

Email: Sharon.Strain@greenwichct.org

SPECIFICATIONS

Annual Uniform Process:

DPW centralizes the ordering and distribution of uniforms to add efficiency and cost effectiveness to the program. The orders are reviewed and compiled by DPW and are submitted over to the vendor either manually or electronically. Items are confirmed by the Department prior to distribution. The Awarded Vendor is expected to fulfill orders submitted on or around July 30th, no later than October 1st.

Embroidery:

All clothing must be either embroidered with the DPW logo, with the letters “DPW” or “DPW” silk screened onto the items (i.e., waterproof jackets). **Prior to the award, the Bidder will be required to submit a sample of the embroidery of the DPW logo as well as the DPW silkscreen.**

Logo 1: Embroidery is white. See attached **Exhibit A** for size and stitch count.



Logo 2: Embroidery is black. See attached **Exhibit B** for size & stitch count.



Logo 3: Silkscreened on back of garments that are waterproof – **BLACK**. 3.5” height x 8” length. **No Exhibit**

DPW

Logo 4: Embroidery is **WHITE**. Font: Arial Black Bold. See attached **Exhibit C** for size & stitch count.

DPW

Product Specifications:

All Bidders shall be able to supply and embroider/silkscreen all garments as listed.

The Awarded Vendor shall supply the ‘base’ garment in all categories. The Bidders shall provide pricing for manufacturers as specified. If a manufacturer is not specified, the Bidder shall disclose the manufacturer they intend to purchase from for each item.

The Bidder shall be able to hem all pants to order with a sewn hem.

The Awarded Vendor shall provide at a minimum the following items:

1. Carpenter Pants: Heavy-duty 14oz. 100% stonewashed denim with triple-stitched seams hammer loops & tool pockets, brass rivets at stress points, and heavy-duty brass zipper. **No Logo**
2. Carpenter Pants with Double Reinforced Knees: 15-ounce 100% cotton double front knees with cleanout, multiple tool & utility pockets, left leg hammer loop, sits at the waist, straight leg. **No Logo**
3. Twill Pants: 65% polyester & 35% cotton fabric blend. Flat front, four pockets (2 front, 2 back) with zip fly front and button, belt loops. **No Logo**
4. Poplin Work Shirts: Long & Short Sleeve 65/35 poly/cotton blend with two button-thru front pockets, hex-style, bartacked pencil stall on left pocket, and six-button placket. **Logo #1**
5. Thermal Underwear: 50/50 cotton/poly blend in a circular knit pattern. Long sleeve crew neck tops and bottoms. **No Logo**
6. Thermal Lined hooded zip sweatshirts: 82/20 Cotton/poly blend with large front pockets, a full zipper front & attached hood. Must be available in Grey and Safety Yellow. **Logo #2**
7. Crewneck sweatshirts: 50/50 cotton/poly blend. Rib-knit cuffs, collar & hem. Must be available in Safety Yellow (**Logo #2**) & Navy Blue (**Logo #1**).
8. Pocket T-shirts: 50/50 cotton/poly blend with two needle stitching on sleeves, neck & hem. Must be available in Red, Safety Yellow (**Logo #2**) & Navy Blue (**Logo #1**).
9. Turtleneck: 60/40 cotton/poly blend with two needle stitching on hem, stain/fade resistant, wrinkle free, spandex rib knit collar & cuffs. Black only. **Logo #4**
10. Long Sleeve Henley: 100% cotton with 3 button placket and front pocket, tagless. **Logo #2**
11. Nylon Windbreaker (aka Year-Round Protector): Outer shell 100% polyester 150 Denier PU coated with sealed seams for waterproofing, lined with 100% nylon brushed tricot, 4.6oz. snap front closures, meets ANSI/ISEA 107-2010 Class 3 Standards, 2" Silver/Grey reflective tape, self-lay down collar, heavy-duty lined pockets. The hood shall be wind and waterproof with a drawstring concealed in the collar with a Velcro closure. Safety Yellow only. **Logo #3**
12. Coaches Jacket: Lined coaches jacket. Snap front and side pockets. Forest Green only. **Logo #1**
13. Heavyweight Parka: Must be ANSI/ISEA 107 Class 3 certified. Waterproof, snap-off hood, drawstring waist with toggles, storm flap, 2-way zipper, hand warmer pocket, bellow pockets, reflective tape. **Logo #3**

14. Carhartt Artic Coat: Brown **Logo #1**
15. Ocumonix Oculux Safety Bomber Jacket: Black collar, cuffs, and waistband, rollaway hood, reflective tape. Inside pocket along with chest radio pocket and 2 lower front pockets. **Logo #2**
16. Men's Zip Fleece Jacket: 10.5 oz. heavyweight 100% spun polyester anti-pilling Panda Fleece. Two front pockets with zippers, full zipper front, and elastic waistband & cuffs. **Logo #1**
17. Women's Zip Fleece Jacket: 100% polyester that is specially finished to prevent pilling. Fleece chin guard, concealed brushed tricot-lined lower pockets. Full front zipper. **Logo #1**
18. Zip Fleece Vest: Must offer men's & women's styles. 100% polyester that is specially finished to prevent pilling. Fleece chin guard, concealed brushed tricot-lined lower pockets. Full front zipper. Black only. **Logo #1**
19. 3-Season Jacket: Windproof/water-resistant nylon, fully lined with heavyweight 11.5 oz. anti-pilling fleece. Full cut, 2 front pockets with zippers and one inner right chest pocket with zipper. The seams are double stitched. **Logo #1**
20. Carhartt Insulated Coverall: Brown & Black. **Logo #1**
21. Uninsulated Coverall: Bi-swing back, elastic inserts at waist, chest pocket, large bartacked back pockets. Heavy-duty, two-way front brass zipper with concealed snaps at neck & waist. Ruler/tool pocket on right leg. **Logo #1**
22. Carhartt Bib Overall: **No Logo**
23. Blended Pique Polo Shirt: 60/40 cotton/poly blend with knit collar and rib-knit cuffs. Variety of colors must include Safety Yellow. **Logo #2 Safety Yellow only all others Logo #1.**
24. Men's Twill Shirts: 6 oz cotton twill. Must be available in long and short sleeve & tall. Full shirt-tail, button-down collar, two-button cuff, yoke back, and chest pocket. **Logo #1**
25. Women's Twill Shirts: 4.5 oz 55/44 cotton/poly blend. Must be available in long or short sleeves. No front pocket, button placket. Same color availability as men's. **Logo #1**
26. Men's Birdseye Hi-Viz Black bottom T-shirt. ANSI Class 2 - 2" Silver reflective tape, 100% ANSI Wicking Birdseye, 3.8 oz. fabric weight, Black bottom front, pocket: 1 left chest. **Logo #3**

Returns:

The Town shall be able to return items that have not been embroidered or altered for size. Additionally, errors that are found upon receipt to be the fault of the Awarded Vendor shall be corrected at no cost to the Town.

Submittals:

The Bidder shall provide with the bid a written description, manufacturer's brand name, and pictures of all clothing that will be available for sale under this Commodity Award. The Bidder must provide pricing for each item.

Alternative Products:

The Bidder may provide additional pricing for alternative or additional items along with an explanation of why the product should be considered by the Town.

Hemming:

The Bidder shall not substitute pant sizes without first discussing the substitutions with the ordering authority. The Bidder shall provide hemming at no additional cost to the Town for pants to ensure correct lengths are provided.

TOWN OF GREENWICH, CT
REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM
UNIFORM SUPPLIER
Reply Sheet (Page 1 of 6)

Minimum Requirements

The Bidder shall provide answers to each of the questions below.

Question #1: Does the Bidder have the capability and capacity to meet all the requirements specified in this RFB?

Answer #1: YES _____ NO _____

Question #2: How will the Bidder accept orders from the Town for processing?

Answer #2: _____

Question #3: Will the Town have a dedicated sales person & customer service representative to handle their account?

Answer #3: YES _____ NO _____

Question #4: Will the Bidder be able to invoice the Town by Department/Division/Sub Location?

Answer #4: YES _____ NO _____

Question #5: How are shipping charges determined?

Answer #5: _____

Question #6: Can the Bidder provide hemming?

Answer #6: YES _____ NO _____

Question #7: What is the minimum number of items required for embroidery?

Answer #7: _____

Question #8: What is the cost of embroidery for a single item?

Answer #8: _____

BIDDER'S COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TOWN OF GREENWICH, CT

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLIER

Reply Sheet (Page 2 of 6)

Shipping fee shall be included in each “Price Per Item”

	Item	Average Quantity Purchased*	Price Per Item
1	Carpenter Pants	100	\$ _____ Each
2	Carpenter Pants with Reinforced Knee	20	\$ _____ Each
3	Twill Pants	7	\$ _____ Each
4	Long Sleeve Poplin Work Shirt	5	\$ _____ Each
5	Thermal Underwear (Tops & Bottoms)	25	\$ _____ Each
6	Thermal Lined Hooded Zip Sweatshirts	25	\$ _____ Each
7	Crewneck Sweatshirts	35	\$ _____ Each
8	Pocket T-shirts: ANSI Other	115	\$ _____ Each \$ _____ Each
9	Turtleneck	15	\$ _____ Each
10	Long Sleeve Henley	75	\$ _____ Each
11	Nylon Windbreaker ANSI	25	\$ _____ Each
12	Coaches Jacket	5	\$ _____ Each
13	Heavyweight Parka	12	\$ _____ Each
14	Carhartt Artic Coat	1	\$ _____ Each
15	Ocumonix – Oculux Safety Bomber Jacket	15	\$ _____ Each

**These are average purchases made by DPW and do not reflect other Departments that will utilize the Commodity Award. These numbers are not a guarantee in any category that the volume listed will be purchased in any calendar year.*

BIDDER’S COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TOWN OF GREENWICH, CT

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLIER

Reply Sheet (Page 3 of 6)

Shipping fee shall be included in each “Price Per Item”

	Item	Average Quantity Purchased*	Price Per Item
16	Zip Fleece Jacket: Men’s	10	\$ _____ Each
17	Zip Fleece Jacket: Ladies	10	\$ _____ Each
18	Zip Fleece Vest Men’s	10	\$ _____ Each
	Ladies	5	\$ _____ Each
19	3-Season Jacket	2	\$ _____ Each
20	Carhartt Insulated Coverall	10	\$ _____ Each
21	Uninsulated Coverall	10	\$ _____ Each
22	Carhartt Bib Overall	5	\$ _____ Each
23	Blended Pique Polo Shirt	20	\$ _____ Each
24	Men’s Twill Shirts: Long Sleeve	15	\$ _____ Each
	Short Sleeve		\$ _____ Each
25	Women’s Twill Shirts: Long Sleeve	5	\$ _____ Each
	Short Sleeve		\$ _____ Each
26	Men’s Birdseye Hi-Viz Black bottom T-shirt	90	\$ _____ Each

**These are average purchases made by DPW and do not reflect other Departments that will utilize the Commodity Award. These numbers are not a guarantee in any category that the volume listed will be purchased in any calendar year.*

BIDDER’S COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TOWN OF GREENWICH, CT

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLIER

Reply Sheet (Page 4 of 6)

ADDITIONAL INFORMATION

The Bidder may add more styles and colors with accompanying pricing following the same format as Reply Sheets Pages 2 and 3:

The Bidder may offer alternative styles within reason and explain why these styles are a better value for the Town and include a sample of said product:

BIDDER'S COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TOWN OF GREENWICH

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLY

REPLY SHEET (Page 5 of 6)

NON-COLLUSION LANGUAGE

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town's Code of Ethics.

COMPLIANCE WITH ETHICS CODE

In submitting this bid, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Greenwich Board of Ethics or has received an advisory from the Board of Ethics with respect to such involvement.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

BIDDER INFORMATION:

BIDDER'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** **Yes** **No**

TOWN OF GREENWICH

REQUEST FOR BID #7705 DEADLINE: 5/24/2022 AT 11:00 AM

UNIFORM SUPPLY

REPLY SHEET (Page 6 of 6)

The Greenwich Code of Ethics can be found at www.greenwichct.gov. Relevant provisions of the Code of Ethics state as follows:

2. **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.
3. **GIFTS AND FAVORS.** No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
4. **IMPROPER INFLUENCE.** No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned declares that they have read the non-collusion and compliance language contained herein and agrees to abide by its contents:

AUTHORIZED SIGNATURE _____

PRINT NAME _____

BIDDER'S COMPANY NAME _____

AWARD/CONTRACT SIGNATURE

The Bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:

Production Worksheet		Stitches: 8607
Wilcom EmbroideryStudio – Lettering		Colors: 1
DPW5		Height: 3.86 in
Exhibit A		Width: 3.05 in
Design: DPW5		Zoom: 1:1
Colorway: Colorway 1		
		Machine: Tajima
		Color changes: 0
		Stops: 1
		Trims: 8
		Auto fabric: Custom Fabric
		Required stabilizer: Topping:
		Backing: Tear Away x 2
		Left: 38.7 mm
		Right: 38.7 mm
		Up: 46.5 mm
		Down: 46.5 mm
		EndX: 0.00 in
		EndY: 0.00 in
		Max stitch: 10.0 mm
		Min stitch: 0.3 mm
Max jump: 7.0 mm		
Total bobbin: 45.85ft		
Stop Sequence:		
#	NE	St. Code Description Brand
1.	1	<input type="checkbox"/> 8605 15 White Wilcom
<p>Created by: Last saved: 5/22/2014 11:49:28 AM Printed: 7/31/2017 5:07:04 PM Page 1 of 1</p>		

Production Worksheet		Stitches: 8092		
Wilcom EmbroideryStudio – Lettering		Colors: 4		
NOBACKGROUND		Height: 3.22 in		
Exhibit B		Width: 2.53 in		
Design: NOBACKGROUND		Zoom: 1:1		
Colorway: Colorway 1				
		Machine: Tajima		
		Color changes: 3		
		Stops: 4		
		Trims: 7		
		Auto fabric: Custom Fabric		
		Required stabilizer: Topping:		
		Backing: Tear Away x 2		
		Left: 32.1 mm		
		Right: 32.1 mm		
		Up: 40.9 mm		
		Down: 40.9 mm		
		EndX: 0.00 in		
		EndY: 0.00 in		
		Max stitch: 9.2 mm		
		Min stitch: 0.3 mm		
Max jump: 6.8 mm				
Total bobbin: 46.38ft				
Stop Sequence:				
#	N#	St. Code	Description	Brand
1.	<input type="checkbox"/>	7	15 White	Wilcom
2.	<input type="checkbox"/>	2856	15 White	Wilcom
3.	<input checked="" type="checkbox"/>	2357	13 Black	Wilcom
4.	<input type="checkbox"/>	2870	15 White	Wilcom
Created by: Last saved: 7/31/2017 5:05:09 PM Printed: 7/31/2017 5:05:48 PM Page 1 of 1				

Production Worksheet		Stitches: 1441								
Wilcom EmbroideryStudio – Lettering *DPWNECK* Design: DPWNECK Colorway: Colorway 1		Colors: 1 Height: 0.85 in Width: 2.40 in Zoom: 1:1								
		Machine: Tajima Color changes: 0 Stops: 1 Trims: 3 Auto fabric: Custom Fabric Required stabilizer: Topping: Backing: Tear Away x 2 Left: 30.5 mm Right: 30.5 mm Up: 8.2 mm Down: 8.2 mm EndX: 0.00 in EndY: 0.00 in Max stitch: 9.2 mm Min stitch: 0.3 mm Max jump: 6.2 mm Total bobbin: 10.02ft								
		Stop Sequence: <table border="1"> <thead> <tr> <th>#</th> <th>NE</th> <th>St. Code</th> <th>Description</th> <th>Brand</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1</td> <td><input type="checkbox"/> 1439</td> <td>15 White</td> <td>Wilcom</td> </tr> </tbody> </table>	#	NE	St. Code	Description	Brand	1.	1	<input type="checkbox"/> 1439
#	NE	St. Code	Description	Brand						
1.	1	<input type="checkbox"/> 1439	15 White	Wilcom						
Created by: _____ Last saved: 5/22/2014 11:53:52 AM		Printed: 8/1/2017 3:18:53 PM Page 1 of 1								