

**CITY OF MIDDLETOWN
Request for Quote**

CITY OF MIDDLETOWN
PURCHASING OFFICE
ONE DONHAM PLAZA
MIDDLETOWN, OH 45042
513/425-7832

Bid Ref. No.: 08-01
Bid Opening: Tues., March 4, 2008,
11:00 a.m.

The City of Middletown is requesting quotes from vendors to supply embroidered and imprinted items for the Division of Fire. Please also indicate if there is a separate price for “tall” sizes.

T-Shirts and Sweat Shirts	Estimated Quantity	Standard Size Unit Price	Tall Size Unit Price
Tee Shirts, LS (S, M, L, XL)	60		
Tee Shirts, LS (XXL)	30		
Tee Shirts, LS (XXXL)	1		
Tee Shirts, SS (S, M, L, XL)	375		
Tee Shirts, SS (XXL)	100		
Tee Shirts, SS (XXXL)	30		
Sweat Shirts (S, M, L, XL)	60		
Sweat Shirts (XXL)	30		
Sweat Shirts (XXXL)	10		
Opt. 1: Job Shirts (patch left chest)	120		
Opt. 2: Job Shirts (patch left shldr)	120		
Mock Turtleneck, LS (S, M, L, XL)	40		

Mock Turtleneck, LS (XXL)	30		
Mock Turtleneck, LS (XXXL)	5		
Stocking Cap	50		
Wool Baseball Cap	144		
White Tee Shirts – NOT Imprinted	200		

Terms: ___ % discount _____ days; Net _____ days. Cash payment discounts will be considered in determining lowest and best bid.

Estimated delivery time after receipt of individual orders: _____

The undersigned represents and warrants that he/she has full and complete authority to submit this proposal to the City and to enter into a contract if this proposal is accepted.

Bidder: _____

By: _____

Title: _____

Address: _____

Telephone: _____/Fax no. _____

E-mail address: _____

Date: _____

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices the will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend and save harmless the City against any demand for payment for use of any patented material, process, article or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind it in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.
8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

CITY OF MIDDLETOWN
AFFIDAVIT FOR DELINQUENT PERSONAL PROPERTY TAX

_____, being first duly sworn says that he is the _____

of _____, which company is submitting a bid

to the City of Middletown for _____

on _____. (date)

Affiant says that no personal property taxes are currently due to Butler/Warren County, Ohio, as of the date of said bid.

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of _____, 200__.

Notary Public

My Commission expires _____, 200__.

(ORC 5719.042)

CITY OF MIDDLETOWN
AFFIDAVIT

RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES TO BE SIGNED BY AN OFFICER OF BIDDER

STATE OF OHIO
COUNTY OF _____,ss

_____ (name and title) being first duly sworn says that he/she is related by blood or marriage to the following City of Middletown officials or employees _____
(if none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

<u>Name of Company Person</u>	<u>Relationship</u>	<u>City Official or Employee</u>
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_____	_____	_____
_____	_____	_____

(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title and Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me a notary public this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20 _____.

CERTIFICATION

ORC Section 3517.13 (I)(3) & (J) (3)

The undersigned hereby certifies that the entity entering into this contract with the City of Middletown is in compliance with ORC Section 3517.13 (I) (1) * or ORC 3517.13 (J) (1)*, whichever is applicable.

Print Name of Business

By: _____

Printed Name _____

Title: _____

By: _____

Printed Name _____

Title: _____

Knowingly making a false statement on the certification is a felony of the fifth degree and the contract shall be rescinded. ORC Sections 3517.13 (A) (A) and 3517.992 (R) (3).

* These sections of the Ohio Revised Code deal with political contributions to members of City Council by individuals or business entities seeking to do business with the City of Middletown. Vendors should take adequate steps to be sure they are in compliance with these statutes prior to signing this certification.

This certification must be attached to all contracts involving the purchase of goods costing more than \$10,000.00 or services costing more than \$10,000.00.

GENERAL SPECIFICATIONS
Embroidered and Imprinted Goods
City of Middletown Fire Division

1.0 SCOPE

The City of Middletown is actively seeking proposals for embroidered and imprinted items for the Division of Fire. Patches to be sewn on will be supplied by the City of Middletown.

The City of Middletown, Ohio, will accept bids to supply the Division of Fire with clothing for a period of 3 years, beginning March 1, 2008 through February 28, 2011, unless extended otherwise by mutual agreement.

It is the intent of these specifications to describe items in sufficient detail to obtain bids from several companies.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown shirts most suitable for its requirements.

2.0 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate features, additions, or deletions to the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

3.0 CONTRACT LENGTH

The contract period will be for a period of 3 years, beginning March 1, 2008, and ending February 28, 2011, unless extended by mutual agreement.

5.0 PRICE AGREEMENT

All prices must be firm for 60 days.

Terms are to be listed on the proposal page.

All prices quoted are to include freight and any other charges for delivery to 2300 Roosevelt Blvd.. All prices are to be firm for the 3 year period beginning March 1, 2008, and ending February 28, 2011. If, however, the price of the commodity or transportation

charges decrease, the contract price shown above shall be adjusted. Failure to do so may result in cancellation of the balance of the order.

6.0 AWARD CRITERIA

In making an award, the City of Middletown will evaluate the bids received considering such facts as listed below, as well as other factors which are considered pertinent:

- 6.1 Compliance with specifications
- 6.2 References
- 6.3 Delivery time
- 6.4 Total delivered net price
- 6.5 Availability of quick response to service requests
- 6.7 Guarantees/warranties
- 6.8 Bidder past history in performance

Bidder shall submit with the proposal complete specifications and descriptive literature of shirts bid.

The City of Middletown reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City of Middletown.

7.0 QUANTITIES

All quantities are the City's *estimated* usage for a one year period. Actual quantities ordered may be more or less as determined by the using division, and will be ordered on an as-needed basis periodically through the contract period.

9.0 FREIGHT

All price quotes shall be submitted with freight costs included.

10.0 DELIVERY

Delivery must be made to the City of Middletown, Fire Headquarters, 2300 Roosevelt Blvd., Middletown, OH 45044.

Delivery time shall be stated on page 1 of this proposal.

11.0 INVOICES

Invoices shall be mailed to the City of Middletown, Division of Fire, 2300 Roosevelt Blvd., Middletown, Ohio 45042.

12.0 SAMPLES

Bidder must submit samples of the items listed on the proposal page (one LS t-shirt, one SS t-shirt, one sweatshirt, one job shirt, one mock turtleneck, one stocking cap, and one ball cap) with the bid.

13.0 ADDITIONAL SERVICES

The City recognizes that the vendors participating in this bid may have a great deal of expertise at their disposal concerning the mechanics of this bid. Other services or benefits not specifically mentioned in these specifications which the vendor may be able to provide to assist Purchasing and the Division of Fire will also be considered in the bid evaluation. If applicable, please submit a complete description of these extra services or benefits on company letterhead and submit with the bid.

14.0 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 AM, Tuesday, March 4, 2008. Envelopes must be clearly marked, "Fire Imprinted Items, Bid 08-01." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made in sufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above. Faxed bids will be accepted at 513-425-7869. Although discretion will be maintained, the City accepts no responsibility for the confidentiality of faxed bids.

15.0 CONTACT PERSON

Please provide name and telephone number of contact person:

Name: _____ Phone No.: _____

16.0 ADDITIONAL INFORMATION

Additional information needed in the preparation of the bid package may be obtained by contacting Cindy Strayer, City of Middletown Purchasing Agent, 513/425-7832, or Deputy Chief Tom Snively, 513-425-7996.

SPECIFICATIONS
Imprinted T-shirts and Sweatshirts

1.1 Short Sleeve T-shirt

- 1.1.1 Weight: 50/50 classification
- 1.1.2 Color: DARK NAVY BLUE
- 1.1.3 Style: JERZEES; Stock # 29M or FRUIT OF THE LOOM (BEST) Stock # 5930R, or equal
- 1.1.4 Imprint Color: WHITE (Athletic Imprint Quality)
- 1.1.5 Logos: Front left breast to be Standard *Middletown Fire logo* (3 ½” x 3 ½”). Back to be Standard *Middletown Fire Logo* (12” x 5”). Both Logos to be provided by the City.
- 1.1.6 Vendor is also requested to provide a price for a plain white t-shirt of above quality with no imprinting.

1.2 Long Sleeve T-Shirt

- 1.2.1 Weight: 50/50 classification
- 1.2.2 Color: DARK NAVY BLUE
- 1.2.3 Style: JERZEES; Stock # 29LS or FRUIT OF THE LOOM (BEST) stock # 7930R, or equal
- 1.2.4 Imprint Color: WHITE (Athletic Imprint Quality)
- 1.2.5 Logos: Front to be Standard *Middletown Fire logo*. Back to be Standard *Middletown Fire Logo*. Both Logos to be provided by the City.

1.3 Long Sleeve Sweatshirt

- 1.3.1 Weight: 9 ounce classification
- 1.3.2 Color: DARK NAVY BLUE
- 1.3.3 Style: JERZEES SUPERSWEATS Stock #4662M or JERZEES HIGH COTTON Stock #7562, or equal
- 1.3.4 Imprint Color: WHITE (Of Athletic Imprint Quality)
- 1.3.5 Logos: Front to be Standard Middletown Division of Fire logo. Back to be Standard *Middletown Fire Logo*. Both Logos to be provided by the City

1.4 Imprints

Imprints on all shirt items are to be silk-screened. The ink used shall be of standard white industrial ink used for textile printing. An athletic style imprint shall be used on both shirt items. There shall be no fading or deterioration of ink after washing. There shall be no fade through of shirt color through the ink after printing. All inks shall be properly cured prior to delivery of product to the City of Middletown Division of Fire. Embroidered items to white using standard industry rayon thread. Thread count should be of proper density to assure no fading of navy color through the thread. Logo is to have NO cross threads between letters after embroidery and prior to delivery to the City of Middletown Division of Fire.

SPECIFICATIONS
Job Shirts

2.0 GENERAL

Fleece Work Shirt – Game Sportswear, Style 811, or equal.

2.1 FABRIC

20 oz. linear (12 oz. square), 95/5 cotton/polyester superweight fleece.

2.2 COLLAR

Self-material laydown collar

2.3 SLEEVES

Set-in sleeves with knit cuffs and bottom band

2.4 POCKETS

Right chest pocket with 9” depth. Side seam pockets.

2.5 ZIPPER

7” brass zipper at neckline

2.6 EMBROIDERY

Please quote pricing on two different options for shirt as follows:

2.6.1 Option 1

Embroidered Middletown logo over left chest; flag patch sewn on right shoulder, IAFF patch sewn on left shoulder; embroidered rank on right chest 1” above pocket (see below for rank listing)

2.6.2 Option 2

Middletown patch sewn on left shoulder, flag patch sewn on right shoulder, small IAFF patch on left sleeve, embroidered rank on right chest 1” above pocket (see below for rank listing).

2.6.3 Rank Listing:

Chief

Asst. Chief

Deputy Chief

Captain

Lieutenant

Firefighter EMT-P (or EMT-B)

Paramedic (or Squad person)

Apparatus Operator EMT-P (or EMT-B)

Fire Marshall

2.7 SIZES

The job shirt shall be available in the following sizes:

Regular: S-XXXL

Tall: S-XXXL

SPECIFICATIONS
Mock Turtleneck

3.1 FABRIC

Mock turtleneck to be made of 100% cotton, with Lycra neck and cuffs.

3.2 COLOR

Color to be navy blue

3.3 SLEEVE LENGTH

Sleeves to be long sleeve.

3.4 EMBROIDERY

The letters "MFD" shall be embroidered in ¾" block letters on the left neck.

3.5 SIZES

The turtleneck shall be available in the following sizes:

Regular: S-XXXL
Tall: S-XXXL

SPECIFICATIONS
Stocking Cap

4.1 FABRIC

Stocking cap to be woven of 100% acrylic yarns.

4.2 COLOR

Color to be Navy Blue

4.3 EMBROIDERY

The letters "MFD" shall be embroidered in $\frac{3}{4}$ " block letters on the cuff of the cap. The employee unit number (various numbers) will be embroidered in $\frac{1}{2}$ " block letters on the opposite side of the cuff.

SPECIFICATIONS
Wool Baseball Cap

5.1 COLOR

Dark Navy Blue

5.2 STYLE

New Era Wool with adjustable back, or equal.

5.3 EMBROIDERY

To be embroidered in white thread. Logo to be 2-1/2" in height and to be the standard *Middletown Fire logo*. Design to be furnished by the City.