

Augusta County, Virginia

Notice of Invitation for Bids



Issue Date: March 12, 2020

IFB No. 31020-20-01

Title: Uniforms-Sheriff's Office

Location: 127 Lee Highway, Verona, Virginia

Sealed bids, subject to the conditions and instructions on the attached hereof, will be received at the following location until, but not later than, **2:00 p.m. Thursday, April 2, 2020**, and then publicly opened and read aloud for furnishing the County of Augusta Sheriff's Office with Uniforms.

Where to submit Bids: Elana Sorrell, VCA, Purchasing Assistant
Finance Department
18 Government Center Lane
P. O. Box 590
Verona, VA 24482

Additional copies of the Notice or requests for information relating to the Invitation to Bid or its services may be obtained by contacting:

Elana Sorrell, Purchasing Assistant
Finance Department
Phone: (540) 245-5741 ext. 1
Email: esorrell@co.augusta.va.us

All requests for additional information should be provided in writing by means of a Pre-Bid Question Form available from the Bid Officer. The Pre-Bid Question Form must be directed to the Bid Officer.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Augusta County, Virginia

Proposed Schedule of Events

Schedule of Events:

1. Advertise: March 12, 2020
2. Bid Due Date: Thursday, April 2, 2020 by 2 P.M.
3. Review Initial Lowest Bid: Week of April 6th
4. Notice of Intent to Award: Week of April 13th
5. Contract Signing: April 24, 2020
6. Notice to Proceed: May 1, 2020

COUNTY OF AUGUSTA, VA

18 Government Center Lane

P. O. Box 590

Verona, Virginia 24482-590

IFB #31020-20-01

GENERAL TERMS AND CONDITIONS

FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN DISQUALIFICATION OF BID.

The General Terms and Conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the County of Augusta, unless otherwise specified. Bidders or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and relief cannot be secured on the plea of error.

Subject to all state and local laws, policies, resolutions, and regulations and all accepted rules, regulations, and limitations imposed by legislation of the federal government, bids on all solicitations issued by the County of Augusta will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. DEFINITIONS:

AGENCY: Any department, agency, authority, commission, board or other unit in the administrative service of the County of Augusta.

BEST VALUE: As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public need.

COUNTY: County of Augusta, VA

CONTRACTOR: Any person having a contract with the County or a using agency thereof.

GOODS: All material, equipment, supplies, printing and automated data processing hardware and software.

INFORMALITY: A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

PURCHASING AGENT: The County's principal public purchasing official is responsible for the purchasing of all good, services, insurance and construction needed by the county. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned Purchasing Assistant's.

SERVICES: Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

STATE: Commonwealth of Virginia

2. RECEIPT AND FORM OF BID:

a. To be considered, the Bid must be received at the address indicated above on or before **2:00 PM Thursday, April 2, 2020**. Sealed bids received after the date and hour identified are automatically disqualified, and will not be considered.

b. Bids shall be submitted on the Price Schedule form furnished, and must bear an original signature by an individual authorized to bind the company submitting the bid. Bid submittal must be sealed, enclosed in two (2) envelopes, outer/inner, both of which shall be sealed and clearly labeled so as to indicate the Bidders name and "**Bid Number: IFB #31020-20-01**" to guard against accidental opening prior to the specified bid opening time.

c. Bids shall include all costs as described and indicated by the specifications. Unit price will prevail.

d. If the bidder is a corporation, partnership or limited liability company, bid must be signed with the legal name of the corporation, partnership or limited liability company, and the signature of a person authorized to bind a corporation, partnership or limited liability company to a contract.

e. It is the sole responsibility of the bidder to have his bid submitted at the place and by the time shown on the bid form. Bids received after this time will not be considered. The County does not accept proposals delivered via USPS, FEDEX or UPS on weekends, holidays or outside of our normal business hours of 8 a.m. to 5 p.m. Eastern Standard Time.

f. After three (3) consecutive "no responses" in any given commodity/service classification, the County reserves the right to remove the company from the bid list for that commodity.

g. Facsimile or emailed bids shall not be accepted as responses for competitive sealed bidding.

3. QUESTIONS:

a. Questions concerning specifications or other provisions in this Invitation to Bid shall be submitted on **Attachment C** (Pre-Bid Question Form) to the Purchasing Agent or his designated appointee not less than 5 days prior to the bid opening by e-mail, facsimile or in writing.

b. Necessary replies will be posted on eVa as well as the County's website so all bidders have record of an addendum which becomes part of the bid package.

c. Oral instructions do not form a part of the bidding instrument.

4. BID ADDENDUMS

All addendums issued by the County shall be signed by a person authorized to bind the contractor and returned prior to the date established for receipt of bids or included with the bid submitted. By doing so, vendor acknowledges receipt of the addendum and assures full compliance with the addendum. The addendum becomes a part of the bid package and supercedes original specifications that are changed by the addendum.

5. CONDITIONS OF BID:

a. Each bidder is responsible for informing himself fully of the conditions relating to the project. Failure to do so will not relieve a successful bidder of his obligation to perform as per the provisions of the contract.

b. After bid opening, all bids submitted and not withdrawn pursuant to paragraph c shall be binding and may not be withdrawn for a period of 180 calendar days unless otherwise specified by the "Special Terms and Conditions" found in the Invitation to Bid.

c. The procedure for bid withdrawal shall be stated as follows: The bidder shall submit to the Purchasing

Agent his original work papers, documents, and materials used in the preparation of the bid within two (2) days after the date fixed for opening of bids. The work papers shall be delivered by the bidder in person or by registered mail. Such mistake shall be proven only from the original work papers, documents, and materials delivered as required herein.

6. USE OF BRAND NAMES:

a. Unless otherwise provided in the Invitation to Bid, the name of a certain brand, make or manufacturer shall not restrict bidders to the specific brand, make or manufacturer named and shall be deemed to convey the general style, type, character, and quality of the article desired. Any article that the public body in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. VA Code 1982, c. 647, § 11-49; 2001, c. 844.

b. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacture specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive.

7. QUALIFICATIONS OF BIDDERS:

a. The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish the County all such information and data for this purpose as may be requested.

b. Bidders are to submit a list of clients to whom you have supplied the goods or services required with addresses, phone numbers and contact person [**Attachment A**]. We reserve the right to contact owners of the product or service.

c. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

8. TESTING/INSPECTION:

a. The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

b. The County may require more complete detailed specifications on items quoted or samples prior to bid award, at no expense to the County. If not destroyed or used during testing, samples will be returned at the bidder's request and expense.

9. BID OPENING:

a. The County encourages vendors to attend bid openings. During bid openings, the basic data of each submittal is publicly read.

b. Bid documents are then made available for inspection by all those in attendance. (See section 2.2-4342 of the Code of Virginia.)

c. Otherwise, bid records shall be open to public inspection only after award of the contract.

10. AWARD OF CONTRACT:

a. The contract will be awarded to the lowest responsible and responsive bidder whose bid conforming to the contract documents, is most advantageous to the County, considering price and any other evaluation criteria set forth in the bid documents.

b. In the case of a tie bid, preference shall be given to goods, services and construction produced in Virginia or

provided by Virginia persons, firms or corporations, if such a choice is available; otherwise the tie shall be decided by lot.

c. By submitting their bids, all bidders certify and warrant that the price offered is delivered FOB: County of Augusta, Sheriff's Office, 127 Lee Highway, Verona, VA 24482 with all transportation charges prepaid, unless otherwise specified elsewhere in the "Invitation for Bids: Special Terms and Conditions."

d. Includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description and quantity.

e. Where the bid involves the furnishing of separate items or groups of items, the County reserves the right to make partial awards to different bidders for certain items or groups of items of the bid unless bidder qualifies his bid otherwise.

f. In the case of an award of a bid or cancellation of a contract in which the low bidder is declared non-responsive or non-responsible, the bid may be awarded to the next low bidder, at the original bid price of that bidder, during the initial term of the contract.

g. Certain bid invitations request that pricing be submitted for multiple years. Unless otherwise indicated in the bid specifications, bid will be awarded based on first year bid prices only. The County reserves the right to exercise contracts for subsequent years as an option based upon appropriation of funds, current needs, and service record of the vendor.

h. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the County.

i. Ten (10) days prior to actual award of the contract, the County will issue a NOTICE OF INTENT TO AWARD with a bid tally to all bidders.

11. FORM OF CONTRACT:

The form of contract shall be our Standard Contract unless otherwise stated herein. These terms and conditions shall also become part of the contract documents and shall be binding upon the bidder to whom award is made.

12. REJECTION OF BIDS:

The County may reject a bid if:

- a. The bidder misstates or conceals any material fact in the bid, or if,
- b. The bid does not strictly conform to the law or the requirements of the bid, or if,
- c. The bid documents are in any respect incomplete or unsigned, or if,
- d. The bid is conditional, except that the bidder may qualify his/her bid for acceptance by the County on an "All or None" basis or a "low item" basis. An "All or None" basis bid must include all items upon which bids are invited.

13. CANCELLATION OF BIDS:

The County reserves the right to cancel the Invitation to Bid, and to reject any or all bids in whole or in part whenever the Purchasing Agent or designee determines that such action is in the best interest of the County. The reasons for cancellation or rejection shall be made part of the contract file. The County may also waive any minor informalities or irregularities in any bid where such action serves the County's best interest.

14. NON-APPROPRIATION:

Contracts are made subject to the appropriation of funds by the Board of Supervisors of the County and are null and void in the event of non-appropriation. Non-appropriation shall be deemed a cancellation and shall terminate this contract without recourse and with no liability on the part of the County.

15. CONTRACT EXTENSIONS:

The County reserves the right to offer contract extensions to successful bidders with no increase in bid price or with pricing as specified within the bid package.

16. PAYMENT TERMS:

a. Upon receipt and acceptance of the goods or services from the successful bidder, the vendor shall issue an invoice or Statement of Amount Due which shall include the County's Purchase Order number. The County will pay the bidder's Statement of Amount Due within thirty (30) days of acceptance.

b. After the receipt of the invoice or goods which is found to be defective or impropriety, the County shall notify the supplier about the details of the condition within twenty days of this receipt that the condition will prevent payment by the payment date.

17. CANCELLATION OF CONTRACT:

The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the contractor.

18. LAWS AND REGULATIONS:

a. This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the County of Augusta any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

b. References to the Code of Virginia, Chapter 43 – Virginia Public Procurement Act 2.2-4300.

19. PRECEDENCE OF TERMS:

In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

20. ANTI-DISCRIMINATION:

It is the policy of the County not to discriminate on the basis of race, religion, color, sex, national origin, age or disability in employment or the provision of goods and services. By submitting their bids, all bidders certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act and that during the performance of this contract, the bidder agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. Notices, advertisements and solicitations placed by or on behalf of the contractor will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

21 ANTI-DISCRIMINATION FAITH BASED ORGANIZATION:

It is the policy of the County not to (i) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except for sectarian worship, instruction, or proselytizing; however, this prohibition shall not apply to

expenditures pursuant to contracts, if any, for the service of chaplains, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

22. DRUG-FREE WORKPLACE:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

23. ETHICS IN PUBLIC CONTRACTING:

By submitting their proposals, all bidders certify that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

25. SPECIFICATIONS:

Each bidder must also indicate any variances from specifications and/or conditions, NO MATTER HOW SLIGHT. If variations are not stated in the bid, it will be assumed that the product or service fully complies with the County of Augusta's specifications. The Purchasing Department is not responsible for locating or securing any information which is not included in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of his bid all descriptive material, (i.e., Catalog Cuts, illustrations, drawings, specifications, or other information) necessary for the Purchasing Department to determine whether the goods or services offered meet the salient characteristic requirements of the bid.

THE COUNTY RESERVES THE RIGHT TO WAIVE INFORMALITIES IN BIDS AND TO PURCHASE ANY PART OF OR THE WHOLE OF THE ITEMS LISTED.

COUNTY OF AUGUSTA, VA
18 Government Center Lane
P. O. Box 590
Verona, Virginia 24482-590
IFB #31020-15-01

SPECIAL TERMS AND CONDITIONS

1. INSURANCE:

a. The Contractor shall obtain and maintain a commercial general liability insurance policy with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined limit. The policy shall name the County of Augusta as an additional insured.

b. The Contractor shall obtain and maintain a workers' compensation and employers' liability insurance policy for all of Contractor's employees in an amount not less than the statutory limits of the Commonwealth of Virginia.

c. The policies required by this paragraph may not be cancelled or materially amended without thirty (30) days prior written notice to the County of Augusta. Such policies shall be carried with an insurance company licensed to do business in the Commonwealth of Virginia. Certified copies of the insurance policies or other evidence of current coverage reasonably satisfactory to the County of Augusta shall be delivered to the County of Augusta.

2. CONTRACT TERM:

The term of this contract is two (2) years, commencing on a date to be determined by the County of Augusta (the "Commencement Date"). The Commencement Date shall be identified on the Notice to Award. The initial term of this contract shall expire on the date which is two (2) years from the Commencement Date. The right is reserved by the County of Augusta to renew this contract for an additional 3 (three) years on each anniversary date. If agreement is reached to extend this contract for any optional year, the successful Bidder may not increase prices but may offer pricing decreases with the same terms and conditions upon mutual consent of the Bidder and the County of Augusta. The County of Augusta reserves the right to cancel this contract immediately for cause upon written notice.

3. INDEMNIFICATION, LIMITATION OF LIABILITY AND NOTICE:

a. Contractor shall be responsible for, shall defend against and shall indemnify and hold the County of Augusta harmless against any and all suits, claims, demands, losses or actions made against the County of Augusta based upon, arising from or incident to the provisions of services by the Contractor under this contract.

b. The Contractor shall notify the County of Augusta of any suit, claim, demand, loss or action made or filed against the Contractor immediately upon the Contractor's receipt or learning of it.

4. NON-WAIVER:

The failure of Contractor or the County of Augusta to exercise any right, power or option arising under this contract, or to insist upon strict compliance with the terms of this contract, shall not constitute a waiver of the terms and conditions of this contract with respect to any other or subsequent breach thereof, nor a waiver by Contractor or the County of Augusta of their rights at any time thereafter to require exact and strict compliance with all the terms hereof.

5. USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS:

The Bidder is advised that the resultant contract will be extended, with the authorization of the Bidder, and subject to receipt of necessary approvals to the Central Shenandoah Planning Commission member jurisdictions and other Jurisdictions and Political Subdivisions of the Commonwealth of Virginia to permit their ordering of services

at the prices and terms of the resultant contract. If either of such localities decides to use the resultant contract, the Bidder must deal directly with such locality concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of a bid. It is the awarded bidder's responsibility to notify the jurisdictions and political subdivisions of the availability of the contract(s).

Each locality has the option of executing a separate contract with the firm selected. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the firm selected, the firm selected may withdraw its extension of the award to that locality.

The County **shall not** be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the firm selected.

6. PATCHES:

Patches will be provided to the successful Bidder by the County of Augusta. Bidder will be responsible for sewing patches on the shirts in the location designated by the Augusta County Sheriff's Office.

7. TRANSPORTATION AND PACKAGING:

By submitting their bids, all bidders certify and warrant that the price offered is delivered FOB destination and includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description and quantity. **Until further notice all items shall be shipped to the following address:**

County of Augusta
Sheriff's Office
127 Lee Highway
Verona, VA 24482

8. FEES:

No service fees or additional costs will be invoiced to the County of Augusta by the Bidder during the term of this contract. Under certain conditions, the Bidder will be permitted to add charges for special services and rush delivery. Any rush delivery that occurs as a result of the Bidders error (e.g. stock-outs, etc.) will be free of charge. No handling surcharges will be added or discounts lost for any rush or expedited orders.

9. QUALITY ASSURANCE GUARANTEES:

The Bidder guarantees its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices, or other documents produced by the bidder, manufacturer, or other sources. The bidder is to agree to repair and/or immediately replace without charge (including freight both ways) to the contract users any product or part thereof which proves to be defective or fails within the warranty period as specified.

10. PRODUCT AVAILABILITY:

The Bidder agrees that there will be no cancellations of products used without an equal and acceptable replacement approved by the County of Augusta representative during the term or the contract. Bidders must communicate manufacturer's discontinuation of any products to the contract office in writing within five (5) business days. In such instances, the Bidder shall work with the Contract Officer to identify and implement alternative options that shall maintain or reduce costs associated with the replacements. Bidders shall offer detailed quarterly reports if requested by the County of Augusta 1, displaying removed SKUS off a contract list and suggested replacements. Bidders will be prepared to offer suggested replacements of discontinued products at least thirty (30) days prior to substitution, including replacement part number, description, list price, applicable discount, and final price.

11. INVENTORY LEVEL/STOCK:

The Bidder shall maintain a sufficient level of inventory to provide satisfactory service.

12. ORDERING METHODS:

The Bidder will accept orders placed by purchase order only. Any orders received without a written purchase order shall not be accepted by the vendor. Any services received or orders fulfilled without a written purchase order will be a vendors expense.

13. LATE DELIVERYS AND NON-PERFORMANCE:

Late deliveries or non-performance resulting from any act, negligence or default of the part of ordering agencies, public enemy, war, embargo, fire, explosion, flood, or any other acts of God not caused by negligence or intentional act of the Bidder or his supplier(s), by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond control or fault of the bidder or his supplier(s), a reasonable extension of time as the ordering agency deems appropriated may be granted. Upon receipt of a written request and justification for an extension from the contractor, the purchasing agent may extend the time for performance of the contract or delivery of goods herein specified at the purchasing agent's sole discretion for good cause shown.

14. INVOICING:

Bidder shall invoice only for items shipped to the agency. Ordering agency shall provide contract number, ship to and bill to address, contact name and phone number on the purchase order.

15. RETURNS:

Any materials delivered with hidden damage, in poor condition, in excess of the amount authorize by the order or not included on the purchase order may, at the discretion of the contract user, be returned to the Bidder's warehouse at the Bidder's expense within thirty (30) days. Credit for returned goods shall be made immediately once the Bidder receives the returned goods.

16. CUSTOMER SERVICE:

The Bidder shall provide the contract user a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative must be available during the Bidder's operating hours. All service representatives must have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped and pending), compliance requirements, and general product information. Representatives should be available by phone, fax, or email.

17. CERTIFICATION LABELS:

Each garment will have sewn in, an individual label which states that the garment is guaranteed to meet the specifications outlined in the IFB. Unless a garment requires a sewn label, all labels in garments should be made of a durable fabric and printed with indelible ink. (No paper labels.) The inside of trousers shall be permanently marked with the waist size and rise. Collars of summer and winter shirts shall be permanently marked with the collar size and sleeve length. The sleeve length applies only to long sleeve shirts. All clothing items shall be labeled with manufacturer's name, size, fabric content and washing instructions according to the Federal Fiber Identification Act. Sizes shall be according to Federal Commercial Standards.

18. WEARING APPAREL SPECIFICATIONS:

All apparel shall be firsts, no seconds or irregulars. All apparel shall be packed with clean, pressed, shaped finish items free from any defects which may affect appearance or service ability. All apparel threads and other findings shall have color fastness equal to that of the fabric so that it can be handled without bleeding. All trim used shall have color fastness equal to remainder of garment or trim shall be easily removable. All cotton or part cotton fabrics shall be Sanforized material. All apparel shrinkage shall be a minimum of 1% not to exceed a maximum of 5%. All clothing apparel shall be machine washable and dryable many items must withstand repeated laundering.

19. MATERIAL:

Uniform fabric material shall be cold water shrunk and shall be Kamugraphed. Dimensions and locations shall be within + or – 1/8” as listed in the respective specifications except as otherwise stated or approved. Fabric content shall be within + or – 5% as listed in the respective specifications.

20. SIZING:

When shipping different sizes of any items, Bidder will package each size separately.

21. PACKAGING:

All deliveries for uniforms shall be packaged individually. Standard commercial packaging is acceptable for off the shelf items. Uniform shirts shall be packaged individually in poly bags with up to two (2) shirts per box and with the shirt size and quantity marked on the outside end of each box. Uniform slacks shall be packaged individually in poly bags with up to four (4) pair per box, quantity, size, including rise, marked on the outside end of each box. Box ends shall also indicate whether the box contains slacks, long or short sleeve shirts.

22. PRICE ADJUSTMENTS:

During the contract term price escalation for essential items may be allowed every 365 days, if justified. The contract office makes the decision to allow or deny a request for increase based upon the documentation submitted by the Bidder. The Bidder is required to pass on any price reductions immediately.

IMPORTANT! All price increases must be approved by the contract officer.

23. DELIVERY SERVICE:

Delivery of all contract items shall be made within the time frame specified by the Bidder on **Attachment B**. Bidder shall carry an adequate stock to insure delivery service for the duration of the contract.

COUNTY OF AUGUSTA, VA

18 Government Center Lane

P. O. Box 590

Verona, Virginia 24482-590

IFB #31020-20-01

SPECIFICATIONS

1. GENERAL:

The County of Augusta is seeking bids from qualified vendors to furnish the Augusta County Sheriff's Office, as specified herein, with Uniforms.

2. REQUIREMENTS:

The County of Augusta will purchase a complete set (to include safety trousers and shirts) of Uniforms for new Officers as well as replacing worn and damaged uniforms on existing Officers. The Augusta County Sheriff's Office currently is providing uniforms for eighty-six (72) sworn officers and twenty (20) reserves.

The County would also like to see what alternative fabric options are available that are cooler than the 75/25 Polyester/Wool blend.

SIZE CHARTS: The Bidder shall submit a SIZE CHART.

OFFICER UNIFORM

<u>Description</u>	<u>Quantity</u>
Flying Cross by Fechheimer Public Safety Trousers 100% VISA® System 3™ Polyester Stock Style Number #3909 Brown with sewn on 1-1/4" Brown Stripe OR EQUIVALENT	1
Flying Cross by Fechheimer Public Safety Shirts 75/25 Polyester/Wool, Tropical, Long Sleeved Stock Style Number #05W8704 Silver Tan with Brown Epaulets OR EQUIVALENT	1
Flying Cross by Fechheimer Public Safety Shirts 75/25 Polyester/Wool, Tropical, Short Sleeved Stock Style Number #55R8704 Silver Tan with Brown Epaulets OR EQUIVALENT	1
Sewn On Hash Marks (2 1/2" long x 3/4" wide, silver tan with brown marks to be sewn on bottom of the left sleeve near the cuff) (Sewn on Flying Cross Shirts, long sleeved only)	1

Sewn On Patch (Patches will be provided by County) (Sewn on the Flying Cross Shirts only, both long & short sleeved)	1
Straw Triple Brim Campaign Hat	1

The County of Augusta also requests pricing for the following optional uniforms items. These items may be purchased by the County, at its discretion, at the pricing provided on the bid sheet. However, the County is not obligated to purchase these optional items from winning bidder.

OPTIONAL UNIFORM ITEMS

Bates Men's Lites™ High Gloss Oxford Cordovan Black B11 OR EQUIVALENT	1
Elbeco Regulation™ Mock Turtleneck, Black, Monogram ACSO on front collar in gold Stock Style Number #8602 OR EQUIVALENT	1
Duty Belt, Gould & Goodrich Leather Company, Best Quality OR EQUIVALENT	1
Bianchi AccuMold Duty Belt. Ballistic weave fabric, two layers of closed cell foam and a polyethylene internal stiffener for support, rigidity and unsurpassed durability, 2"W, lightweight, weatherproof, and washable, molded Tri-Release™ polymer buckle OR EQUIVALENT	1
5.11 Tactical Pants- 6.1 oz ripstop 65% polyester, 35% cotton fabric, treated with Teflon, fade and wrinkle resistant, diamond gusset added, welded pocket added to right side OR EQUIVALENT	1

See Special Terms and Conditions for the following:

PATCHES
TRANSPORTATION AND PACKAGING
WEARING APPAREL SPECIFICATIONS
PRODUCT AVAILABILITY
INVENTORY LEVEL/STOCK
ORDERING METHODS
LATE DELIVERYS AND NON-PERFORMANCE
INVOICING

RETURNS CUSTOMER SERVICE
CERTIFICATION LABELS
FEES
MATERIAL
SIZING
PACKAGING
PRICE ADJUSTMENTS
DELIVERY SERVICE

COUNTY OF AUGUSTA, VA

18 Government Center Lane

P. O. Box 590

Verona, Virginia 24482-590

IFB #31020-20-01

Attachment A

Reference List

To Be Completed by Bidder

1. QUALIFICATION OF BIDDER: The bidder certified it has the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of services ____ years ___ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided this type of service. Include the date equipment and services were furnished and the name and address of the person the County has your permission to contact.

Date	Client	Phone Number and Person to Contact
------	--------	------------------------------------

_____	_____	_____
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		Phone _____
--	--	-------------

_____	_____	_____
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		Phone _____
--	--	-------------

_____	_____	_____
-------	-------	-------

		Phone _____
--	--	-------------

COUNTY OF AUGUSTA, VA

18 Government Center Lane

P. O. Box 590

Verona, Virginia 24482-590

IFB #31020-20-01

Attachment B

Price Schedule

In compliance with this Invitation for Bids, and with all the conditions imposed herein, the undersigned offers and agrees to complete all requirements and conditions in accordance with the attached signed bid as follows:

OFFICER UNIFORM

<u>Description</u>	<u>Unit Price</u>
Flying Cross by Fechheimer Public Safety Trousers 100% VISA® System 3™ Polyester Stock Style Number #3909 Brown with sewn on 1-1/4" Brown Stripe OR EQUIVALENT	\$ _____ each
Flying Cross by Fechheimer Public Safety Shirts 75/25 Polyester/Wool, Tropical, Long Sleeved Stock Style Number #05W8704 Silver Tan with Brown Epaulets OR EQUIVALENT	\$ _____ each Alternative Fabric _____ At \$ _____ each
Flying Cross by Fechheimer Public Safety Shirts 75/25 Polyester/Wool, Tropical, Short Sleeved Stock Style Number #55R8704 Silver Tan with Brown Epaulets OR EQUIVALENT	\$ _____ each Alternative Fabric _____ At \$ _____ each
Sewn On Hash Marks (2 1/2" long x 3/4" wide, silver tan with brown marks to be sewn on bottom of the left sleeve near the cuff) (Sewn on Flying Cross Shirts, long sleeved only)	\$ _____ each
Sewn On Patch (Patches will be provided by County) (Sewn on the Flying Cross Shirts only, both long & short sleeved)	\$ _____ each
Straw Triple Brim Campaign Hat	\$ _____ each
GRAND TOTAL:	\$ _____ Alternative Fabric Total: \$ _____

OPTIONAL UNIFORM ITEMS

Bates Men's Lites™ High Gloss Oxford Cordovan Black B11 OR EQUIVALENT	\$ _____ each
Elbeco Regulation™ Mock Turtleneck, Black, Monogram ACSO on front collar in gold OR EQUIVALENT	\$ _____ each
Duty Belt, Gould & Goodrich Leather Company, Best Quality OR EQUIVALENT	\$ _____ each
Bianchi AccuMold Duty Belt. OR EQUIVALENT	\$ _____ each
5.11 Tactical Pants OR EQUIVALENT	\$ _____ each
Select Snag-Proof Tactical Polo CS410, long sleeve OR EQUIVALENT	\$ _____ each
Select Snag-Proof Tactical Polo CS410, short sleeve OR EQUIVALENT	\$ _____ each

DELIVERY SERVICE:

DELIVERY TIME – **STOCK** ITEMS: _____ days After Receipt of Order

DELIVERY TIME – **NON-STOCK** ITEMS: _____ days After Receipt of Order

DELIVERY TIME – **OVERSIZE** ITEMS: _____ days After Receipt of Order

In compliance with this Invitation to Bid, and subject to all the conditions thereof, the undersigned offers, if this bid be accepted within thirty (30) days from the date of the opening, to furnish the goods at the price quoted on Attachment B, delivered at the point specified within thirty (30) days after receipt of order. Terms Net 30.

Company: _____ Date: _____

Address: _____ City: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Print Name: _____

Official Signature: _____ Title: _____

COUNTY OF AUGUSTA, VA

18 Government Center Lane

P. O. Box 590

Verona, Virginia 24482-590

IFB #31020-20-01

Attachment C

Pre-Bid Question Form

Project Title: Uniforms

IFB #31020-20-01

The undersigned potential Bidder would like to request a written clarification, interpretation, or explanation to the following question or question(s):

Please note that all questions should be directed to the Bid Officer designated on the Notice of Invitation to Bid and should be received at least five (5) days prior to the time set for the receipt of bids to allow for sufficient time for an addendum to reach all Bidders.

The County of Augusta will endeavor to respond to all inquiries in the most timely manner possible. However, if in its discretion, it determines the inquiry to be inappropriate for any reason, the County of Augusta may refuse to respond. Multiple inquiries of substantially the same question may be answered in one addendum.

Firm Name and Address:

Telephone: (____) _____

Fax: (____) _____

Email: _____

Signature: _____

Date: _____

Title: _____