

ADVERTISEMENT FOR BIDS

Sealed proposals will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (EDST) on November 14, 2012 and immediately thereafter publicly opened and read for the furnishing of employee uniforms.

Instructions for submitting bids and complete specifications will be available in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina during regular office hours, which are 8:30AM – 5:00PM Monday through Friday.

Greenville Utilities Commission reserves the right to reject any or all bids.

SECTION I

GENERAL INSTRUCTIONS FOR FORMAL BIDS

RELATED TO THE PURCHASE OF APPARATUS, SUPPLIES,

MATERIALS, AND EQUIPMENT

NOVEMBER 14, 2012

NOTICE TO BIDDERS

Sealed bids, subject to the conditions made a part hereof, will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (EDST) on November 14, 2012 the day of opening. Bids submitted in a fax or e-mail in response to this Invitation for Bids **will not be acceptable.**

2.0 STANDARD FORMS REQUIRED

Each bidder must submit a proposal on the enclosed bid forms. **The bid must be signed by an authorized official of the firm. Return only the attached Proposal Form. Do not return the Advertisement for Bids, Instructions to Bidders or Specifications.**

3.0 PREPARATION OF BID

Bids must be in sealed envelopes clearly marked on the outside with the name of the bid and the bid opening date and time. Bid shall be addressed to PURCHASING TECHNICIAN, GREENVILLE UTILITIES COMMISSION, 401 S. GREENE STREET, GREENVILLE, NORTH CAROLINA 27834.

4.0 TIME FOR OPENING BIDS

Bids will be opened promptly and read at the hour and on the date set forth in the advertisement in the Office of the Purchasing Technician, Greenville Utilities Main Office, 401 S. Greene Street, Greenville, North Carolina. Bidders or their authorized agents are invited to be present.

5.0 DEPOSIT

A deposit is **NOT** required for this bid.

6.0 NC SALES TAX

Do **not** include NC sales taxes in bid figure; however, Greenville Utilities Commission (GUC) does pay sales tax. Sales tax should be added to the invoice as a separate item.

7.0 FEDERAL EXCISE TAX

GUC is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate upon request to the successful bidder.

8.0 EXCEPTIONS TO BE CLEARLY STATED

If bid is not in strict accordance with Section II, "Specifications," bidder must list or note all exceptions **on the Request for Proposal Form**, otherwise, it is fully understood that the successful bidder will furnish equipment and/or materials exactly as specified. GUC reserves the right to accept or reject bids with noted minor deviations from specifications and to determine the lowest responsible, responsive bid from the standpoint of quality, performance, and price.

9.0 EVALUATION AND AWARD OF BIDS

GUC reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. In evaluating bids, GUC shall consider whether the bids comply with the prescribed requirements, plus all alternates or options requested. GUC reserves the right to include or exclude any option or alternative in GUC's opinion is in GUC's best interests. If a bid is to be awarded, it will be awarded to the lowest responsible, responsive bidder whose evaluation by GUC indicates that the award will be in GUC's best interests. Only firm prices will be considered for award of this bid.

10.0 PROMPT PAYMENT DISCOUNTS

Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it may be considered in the award of the contract.

11.0 NUMERICAL ERRORS

In the case of a discrepancy between a unit price and the extension (the unit price multiplied by the number of units), the unit price governs. In the case where numerical bids are stated both in numbers and in words, the words govern.

12.0 BID WITHDRAWAL

A bidder must notify GUC in writing of its request to withdraw a bid within seventy-two (72) hours after the bid opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the bid was submitted in good faith.

13.0 MINORITY BUSINESS PARTICIPATION PROGRAM

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

14.0 DELIVERY TIME

Delivery time is to be stated and will be considered in the evaluation of bids. Failure by the successful bidder to meet quoted delivery shall be interpreted as non-compliance with these specifications and may be deemed sufficient cause for removal of the manufacturer and/or distributor from our lists as acceptable manufacturers or bidders.

15.0 DELIVERY

Shipments will be made only upon individual releases from a blanket purchase order issued by GUC in accordance with GUC's current needs.

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) GUC Warehouse, 801 Mumford Road, Greenville, North Carolina 27834, unless otherwise specified. The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. Delivery hours are between 8:00 AM and 4:30 PM Monday-Friday only. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

16.0 CONTRACT PERIOD

It is the intent of Greenville Utilities Commission (GUC) to enter into a multi-year contract at the time the contract is awarded by GUC to the successful bidder for a total contract period not to exceed three (3) years. **Prices shall remain fixed during the first year** with option for annual extensions at the same or negotiated unit prices for up to two (2) additional years if market and service conditions so warrant and prove to be in the best interest of GUC.

17.0 MANUFACTURER

Bidder is to specify the manufacturer of items being quoted.

18.0 QUANTITIES

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

19.0 CONTACT INFORMATION

Questions regarding this bid request should be directed to Cleve Haddock, Finance/Purchasing, Buyer II, at (252) 551-1533, haddocgc@guc.com.

20.0 TERMS AND CONDITIONS

The attached Terms and Conditions apply to all purchases made by Greenville Utilities Commission (GUC) and must be considered as part of the bid proposal.

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SECTION II
GREENVILLE UTILITIES
SPECIFICATIONS FOR EMPLOYEE UNIFORMS
NOVEMBER 14, 2012

GENERAL

- A. It is the intent of Greenville Utilities to contract for work uniforms for approximately 300 employees (57 supervisors, 45 foremen, 189 workers and 9 garage mechanics).
- B. Each designated employee will receive five (5) pants, six (6) shirts, one (1) jacket and one (1) coverall.
- C. The successful bidder will be responsible for (sewing) the Greenville Utilities' emblems on each shirt and jacket as indicated on attached proposal form. Emblems will be furnished by Greenville Utilities to the successful bidder. FR thread must be used for all FR items.

MEASUREMENTS

The successful bidder will be responsible for taking the measurements for all employees utilizing this service; including employees hired during the contract period, and will be responsible for proper and correct fit upon receipt of all orders.

PACKAGING, LABELING AND INVOICING

All articles (i.e. shirts, pants, etc.) that an employee receives are to be packaged in one individual box and labeled outside with the employee's name and department. A separate packing list will be provided for each employee's uniforms and each employee's uniforms will be billed on a separate invoice by department.

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SAMPLES

Samples of items if requested, must be furnished free of expense to GUC and if not destroyed, will upon request be returned at the Provider's expense. Request for the return of samples must be made at the bid opening; otherwise, the samples will become GUC's property. Each individual sample must be labeled with Provider's name.

UNIFORMS

- A. **Work Shirts:** 65% polyester/35% cotton blend, permanent press, wash and wear, long sleeve, minimum weight-4 ¼ oz. per square yard. All shirt fasteners shall be high quality non-metallic buttons, no metal snaps. Uniform shirts are to be dress type with top stitched collar and cuffs, permanent collar stays, breast pockets with button-type flaps. Color--solid medium blue (i.e. Petrol) for workers (Red Kap #SP50MB), blue stripe for crew leaders (Red Kap #SL50WB) and 5.25 oz. navy blue for Garage mechanics (Red Kap #ST52NV).
- B. **Alternate Work Shirts:** 100% combed cotton, preshrunk, long sleeve and minimum weight-5¼ oz. per square yard. Uniform shirts are to have lined collar and cuffs, stitched down fronts and two button-thru pockets with bartacked top corners. Color - light blue for workers (Red Kap #SC10LB).
- C. **Alternate Work Shirts:** Flame-resistant, 6 oz. 88% cotton/12% nylon, full side seam gusset, long sleeve, Arc Rating ATPV 8.7 Cal., (Bulwark #SLU8KH, khaki) for workers or (Bulwark #SLU8LB, light blue) for crew leaders.
- D. **Executive Shirts:** Oxford cloth, long sleeve, dress-type with top stitched button down collar and cuffs. Color - light blue (Edwards #10-77-001) and/or white (Edwards #10-77-000) as chosen by the supervisor.
- E. **Pique Knit Shirt:** 6.4 oz., short sleeve knit shirt with pocket & rib knit collar, wrinkle resistant, hemmed sleeves, 50% cotton/50% polyester. Colors - black (BK), khaki (KH), light blue (LB), navy (NV), royal blue (RB) or white (WH). (Red Kap #SK82).
- F. **Work Pants:** 65% polyester/35% cotton blend, permanent press, wash and wear, no cuffs. Color - navy blue with liner and pockets made of dark color material (Red Kap #PT10NV).
- G. **Alternate Work Pants:** 100% cotton twill, preshrunk, minimum weight-8 ½ oz. per square yard, heavy duty zipper and zipper chain. Pants shall have no cuffs. Color - navy blue with pearl gray liner and pockets (Red Kap #PC10NV).
- H. **Alternate Work Pants:** 100% cotton pre-washed denim jeans, minimum weight-13.75 oz., fineweave blue denim, heavy duty brass zipper and zipper chain and reinforced at stress points. Denim jeans are to have deep scoop front pockets, two oversize hip pockets (Red Kap #PD60PW or Ladies #PD61PW).
- I. **Mechanics / Alternate Executive Pants:** 65% polyester/35% cotton blend, permanent press, wash and wear, minimum weight-8 oz. per square yard, heavy duty zipper and zipper chain. Pants shall have no cuffs. Color - navy blue with liner and pockets made of dark color material (Red Kap #PT62NV) or khaki (Red Kap #PT62KH).

- J. **Executive Pants:** 65% polyester/35% cotton blend, permanent press, wash and wear, minimum weight-8 oz. per square yard, heavy duty zipper and zipper chain. Pants shall have no cuffs. Color - either tan (Red Kap #PT10TN) and/or charcoal gray (Red Kap #PT10CH) as chosen by the supervisor with liner and pockets made of dark color materials.
- K. **Alternate Women's Executive Pants:** 7.5 oz., 65% polyester/35% cotton blend, permanent press, wash and wear, heavy duty zipper and zipper chain. Pants shall have no cuffs. Color - navy blue (Red Kap #PT 61NV), Khaki (Red Kap #PT61KH) or Charcoal (Red Kap #PT61CH)
- L. **Jacket:** Waist length jacket, permanent lined, 65% polyester/35% cotton, wash and wear, solid brass zipper front, two button adjustable cuffs; two lower inset slash pockets and patch pocket on left sleeve, made-in quilted liner (body and full sleeves). Color - navy blue (Red Kap #JT22NV) to match work pants (Item F. above).
- M. **Alternate Jacket:** Heavy-weight parka, 65% polyester/35% cotton poplin shell, Teflon treated detachable hood, 4 exterior patch pockets, 1 interior pocket, and drawstring waist (Red Kap #JP70NV).
- N. **Coveralls:** One piece, zipper front, long sleeves, minimum weight-7.25 oz. per square yard, 65% polyester/35% cotton blend, wash and wear, two patch hip pockets and two swing front pockets. Color - navy blue (Red Kap #CT10NV) to match work pants (Item F. above).
- O. **FR Knit Shirt:** 6.2 oz. jersey knit, short sleeve golf style shirt with rib knit polo style collar & rib knit sleeve welts, ARC rated 5.2 cal/cm². Color- navy (Bulwark #SNK8NK).
- P. **Alternate FR Knit Shirt:** 6.2 oz. jersey knit, short sleeve golf style shirt with rib knit polo style collar & rib knit sleeve welts, 93%, Nomex, ARC rated 5.2 cal/cm². Colors - stripes (Bulwark #SNK8NT).
- Q. **FR Denim Shirt:** 100% cotton, long sleeve, button front denim shirt with left pocket, 7 oz. Indura, ARC rated 8.1 cal/cm². Color - light denim (Bulwark #SEG2LD).
- R. **FR Executive Pants:** Full cut with plain front, heavy duty Nomex taped brass zipper, inner lined waistband, 9 oz. twill Indura 100% cotton, ARC rated 10.6 cal/cm². Colors - charcoal (Bulwark PEW2CH), khaki (Bulwark PEW2KH) or navy (Bulwark PEW2NV); Ladies (Bulwark #PEW3NV).
- S. **FR Work Jacket:** Zip-in/zip-out **Indura** flame resistant, 100% cotton jacket, heavy duty, brass zipper, two large inset pockets and one sleeve pocket, ARC rated 10.6 cal/cm² and 61.3 cal/cm² when combined with "Item T" below. Color - navy (Bulwark #JEW2NV).
- T. **FR Zip-in/Zip-out Liner:** For Bulwark Indura jacket #JEW2NV (Item S above), ARC rated 11.2 cal/cm² and 61.3 cal/cm² when combined with "Item S" above. (Bulwark #LML2GY)

- U. **FR Supervisor/Engineering Jacket:** Bomber jacket, ARC rated 30.4, equipped for zip-in liners. Color - navy. (Bulwark #JLJ8NV or #JLJ8RB Royal Blue)
- V. **FR Jacket Liner:** 10 oz. Quilted Nomex 111A jacket ARC rated 44.1, (Item U above). Zip-in full sleeve, Color - navy only. (Bulwark #LNL2NV)
- W. **FR Zip-in Insulated Vest Liner:** 10 oz. quilted Nomex 111A jacket (Item U above). No sleeves, ARC rating 44.1cal. Color - navy only. (Bulwark #LNS2NV)
- X. **FR Coveralls:** One piece, two-way brass zipper front, long sleeves, minimum weight-9 oz. 100% cotton twill Indura, ARC rated 10.6 cal/cm², preshrunk, two breast pockets, two hip pockets and pocket on right leg. (Bulwark #CEC2NV).
- Y. **FR Alternate Shirt Long Sleeve Knit - Navy Excel Mock Turtleneck** – Double-layer, FR cotton rib-knit collar, sized to protect the neck, FR cotton rib-knit cuffs, Flame-Resistant 6.25 oz., 100% cotton, ARC rating ATPV 9.6. (Bulwark #SEK2NV)
- Z. **FR Alternate Dress Shirt Long Sleeve** – banded, topstitched, button-down collar, topstitched cuff with button closure, placket front with button closure, tailored sleeve placket, colors – Red/Khaki, #SLG8RK, Red/Navy #SLG-8RN, Navy/Kahaki #SLG8NK, Hunter/Navy #SLG8HN, Bulwark 6.5 oz., ARC rated ATPV 8.7 cal.
- AA. **FR Alternate Long Sleeve Knit Shirt** – button-front closure, rib-knit polo-style collar, ribbed-knit cuffs, colors – navy/khaki, nomex, 6.2 oz., ARC rated 5.2 cal/cm² or Jersey Knit Long Sleeve – colors – navy with tan trim (Bulwark #SNK2NK) or tan with navy trim (Bulwark #SNK2KN).
- BB. **FR Alternate Work Pants** – One-piece waistband with button closure, five jean style pockets, two deep scoop pockets, two oversized reinforced hip pockets, rule pocket on right leg, hammer loop on left leg, Excel-FR 11.75 oz., ARC rated 15.2 cal/cm², 100% cotton, Carhartt #FRB13, or Women's Carhartt #WFRB160DNM)
- CC. **Alternate Pique Knit Shirt** – Pique knit shirt polo, no screen print, no pocket, 7 oz., 100% combed ring spun cotton, back locker patch, matching twill tape in collar seam and side vents, drop tail, colors – black, stone, royal, navy, steel gray, blueberry, bluegrass, and hunter green (Port Authority #K420).
- DD. **FR Alternate Work Jacket** – Two-ply hood with drawstring closure, rib knit Excel-FR cuffs and waistband, zip front, flame-resistant, 13.0 oz. knit, elastic waist, ARC Rating ATPV 18, color – navy (#SEH6NV)
- EE. **Alternate Work Jacket** – Plain, not FR, Navy, 9 oz., 60/40 ring spun combed cotton/poly, full zip hooded jacket, twill tape on inside of neck, fully cover seamed, rib knit cuffs and waistband, features set-in sleeves, locker patch, matching draw cord, dyed to match zipper, and front slash pockets (Sport Tek #F258).
- FF. **FR Alternate Work Pants** – Loose fit midweight canvas jeans. 8.5 oz., ARC Rated ATPV 12.1 cal., (Carhart #FRB159GKH) color – golden kahki.

GG. **Alternate Work Tee Shirts:** Hi-visibility short sleeve T-shirts, 5.6 oz. Jersey, 100% polyester, 360 degree visibility with front and back 2" silver reflective striping, spandex rib knit collar, single chest pocket, Class 2 Level 2 Compliant. Red Kap #SYK6HV.

HH. **Alternate Work Tee Shirts:** Same as GG. above, except long sleeve. Red Kap #SYK2HV.

II. **Alternate Work Shirts:** flame-resistant, 5.5 oz., 3 x 1 Twill, AHC style Tecgen select blend, banded, top stitched, button collar, placket front, seven button closure, adjustable button cuff, pleated back yoke. Tecgen #011202 (Tan) for workers or Tecgen #011902 (light blue) for crew leaders.

The above garments will be quality workmanship, double stitched and reinforced in points of stress to insure that each garment will be adequate to withstand normal wear and tear.

SUBMIT QUOTES ON ATTACHED REQUEST FOR PROPOSAL FORM

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Vendor Name: _____

GREENVILLE UTILITIES COMMISSION

EMPLOYEE UNIFORMS

PROPOSAL FORM

The undersigned bidder hereby declares that it has carefully examined the enclosed detailed specifications for furnishing GUC with the below listed item(s). The undersigned bidder further agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish any or all of the item(s) upon the quoted price.

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
I	110	Work Shirts (A) – with GUC emblem stitched on; color – medium blue (Red Kap #SP50MB)	\$ _____	\$ _____
II	130	Crew Leader Shirts (A) – with GUC emblem stitched on; color – blue stripe (Red Kap #SL50 WB)	\$ _____	\$ _____
III	30	Garage Mechanic Shirts (A) – with GUC emblem stitched on; color – navy (Red Kap #ST52NV)	\$ _____	\$ _____
IV	60	Alternate Work Shirt (B) – with GUC emblem stitched on; color – light blue (Red Kap #SC10LB)	\$ _____	\$ _____
V	460	FR Alternate Work Shirt (C) – with GUC emblem stitched on; color – khaki (Bulwark #SLU8KH)	\$ _____	\$ _____
VI	140	FR Alternate Work Shirt (C) – with GUC emblem stitched on; color - light blue (Bulwark SLU8LB)	\$ _____	\$ _____
VII	15	Executive Shirts (D) – no GUC emblem; colors – white (Edwards #10-77-001) or light blue; long sleeve (Edwards #10-77-000)	\$ _____	\$ _____
VIII	240	Pique Knit Shirt (E) – with screen printed GUC emblem; colors – black (BK), khaki (KH), light blue (LB), navy (NV), royal blue (RB) or white (WH) (Red Kap #SK82)	\$ _____	\$ _____
IX	200	Work Pants (F) – (Red Kap #PT10NV)	\$ _____	\$ _____
X	25	Alternate Work Pants (G) – (Red Kap #PC10NV)	\$ _____	\$ _____

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
XI	250	Alternate Work Pants (H) – (Red Kap #PD60PW or Ladies #PD61PW)	\$ _____	\$ _____
XII	40	Mechanic Pants (I) – (Red Kap #PT62NV, Alternate Executive Pants – (#PT62KH)	\$ _____	\$ _____
XIII	35	Executive Pants (J) – (Red Kap #PT10TN, #PT10CH;	\$ _____	\$ _____
XIV	32	Alternate Womens Executive Pants (K) – Women’s #PT61NV, #PT61KH, or #PT61CH)	\$ _____	\$ _____
XV	20	Jackets (L) – with GUC emblem stitched on (Red Kap #JT22NV)	\$ _____	\$ _____
XVI	10	Alternate Jacket (M) – with GUC emblem stitched on (Red Kap #JP70NV)	\$ _____	\$ _____
XVII	47	Coveralls (N) – no GUC emblem (Red Kap #CT10NV)	\$ _____	\$ _____
XVIII	65	FR Knit Shirt (O) – with GUC emblem embroidered on (Bulwark #SNK8NK)	\$ _____	\$ _____
XIX	50	Alternate FR Knit Shirt (P) – with GUC emblem embroidered on (Bulwark #SNK8NT)	\$ _____	\$ _____
XX	35	FR Denim Shirt (Q) – with GUC emblem embroidered on (Bulwark #SEG2LD)	\$ _____	\$ _____
XXI	120	FR Executive Pants (R) – (Bulwark #PEW2CH, Bulwark #PEW2NV, Bulwark #PEW2KH or Bulwark #PEW3NV Ladies)	\$ _____	\$ _____
XXII	25	FR Work Jacket (S) – with GUC emblem stitched on (Bulwark #JEW2NV)	\$ _____	\$ _____
XXIII	25	FR Zip-in/Zip-out Liner (T) – (Bulwark #LML2GY)	\$ _____	\$ _____
XXIV	5	FR Supervisor/Engineering Jacket (U) – (Bulwark #JLJ8NV Navy or #JLJ8RB Royal Blue)	\$ _____	\$ _____
XXV	5	FR Jacket Liner (V) – (Bulwark #LNL2NV, Navy)	\$ _____	\$ _____
XXVI	5	FR Zip-in Insulated Vest Liner (W) – (Bulwark #LNS2NV)	\$ _____	\$ _____
XXVII	25	FR Coveralls (X) – (Bulwark #CEC2NV)	\$ _____	\$ _____
XXVIII	35	FR Alternate Shirt Long Sleeve Knit - Navy Excel Mock Turtleneck (Y) – (Bulwark #SEK2NV)	\$ _____	\$ _____

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
XXIX	40	FR Alternate Dress Shirt Long Sleeve (Z) – (Bulwark #SLG8RK), #SLG8RN, #SLG8NK, #SLG8HN	\$ _____	\$ _____
XXX	20	FR Alternate Long Sleeve Knit Shirt (AA) – (Bulwark #SNK2NK or Bulwark #SNK2KN)	\$ _____	\$ _____
XXXI	820	FR Alternate Work Pants (BB) – (Carhartt #FRB13 or Women’s Carhartt #WFRB160DNM)	\$ _____	\$ _____
XXXII	65	Alternate Pique Knit Shirt (CC) – (Port Authority #K420)	\$ _____	\$ _____
XXXIII	100	FR Alternate Work Jacket (DD) – (#SEH6NV)	\$ _____	\$ _____
XXXIV	40	Alternate Work Jacket (EE) – (Sport Tek #F258).	\$ _____	\$ _____
XXXV	50	FR Alternate Work Pants (FF) – (Carhartt #FRB159 GKH, golden kahaki)	\$ _____	\$ _____
XXXVI	50	Alternate Work Tee Shirts (GG) – (Red Kap #SYK6HV)	\$ _____	\$ _____
XXXVII	50	Alternate Work Tee Shirts (HH) – Long Sleeve (Red Kap #SYK2HV)	\$ _____	\$ _____
XXXVIII	140	FR Alternate Work Shirts (II) – (Tecgen #011902 – Light Blue)	\$ _____	\$ _____
IXL	460	FR Alternate Work Shirts (II) – (Tecgen #011202 – Tan)	\$ _____	\$ _____
Total Items I-IXL			\$ _____	\$ _____

Deduct \$_____ per shirt for short sleeves instead of long sleeves (Red Kap #SP60MB, #SL60WB, or #SC20LB; Red Kap #ST62NV; Edwards #10-27-000 or #10-27-001, Bulwark #SEG2LD)

Additional charge for XXL or 44 & up waist

Shirts \$_____

Jackets \$_____

Coveralls (size 50 & up) \$_____

Pants \$_____

Additional charge for XXXL

Shirts \$_____

Jackets \$_____

Charge for embroidering emblem (per item):

\$_____ **Plain** \$_____ **FR**

Charge for screen printing emblem:

\$_____ per item

Charge for special cut:

\$_____ per item

Delivery: _____

Complete and Check All Math: It is the responsibility of the Bidder to extend bid rates and supply a total for all items.

If invoice is paid within _____ days from date of receipt of goods, a discount of _____% will be allowed.

It is certified that this proposal is made in good faith and without collusion or connection with any other person bidding on the same above listed items. It is also certified that this proposal is made in good faith and without collusion or connection with any GUC employee(s).

Certified check or cash for \$_____n/a_____ or bid bond for \$_____n/a_____ attached.

Firm Name _____ Phone (____)_____

Address _____

City _____ State _____ Zip Code _____

Fax (____) _____ E-Mail _____

Authorized Official _____ Title _____
Typed Name

Signature Date _____

**Three (3) copies of your proposal should be received no later than
November 14, 2012 at 2:00 PM (EDST).**

NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

(RETURN ONLY THIS FORM AND EXCEPTION FORM)

GREENVILLE UTILITIES COMMISSION

GREENVILLE, NORTH CAROLINA

SPECIFICATION AND BID DOCUMENTS FOR EMPLOYEE UNIFORMS

EXCEPTION FORM

Specifications for: Employee Uniforms

Bidder's Certification: This is to certify that it is our intent to furnish equipment, material, services, etc. in absolute compliance with the bid specification except where expressly noted below.

Instructions: The following is a list of exceptions to the bidding documents and/or specifications pertaining to the furnishing of employee uniforms. Bidders shall identify each exception by specification page and paragraph number on this form. The omission of exception assumes complete compliance with the Specifications.

<u>Page/Paragraph #</u>	<u>Exception/Variation</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Firm Represented: _____

Typed Name: _____

Authorized Signature of Certification: _____

Date: _____

SECTION III

TERMS AND CONDITIONS FOR THE PURCHASE OF APPARATUS, SUPPLIES, MATERIALS, AND EQUIPMENT

These Terms and Conditions, made and entered into on this the ____ day of _____, by and between GREENVILLE UTILITIES COMMISSION OF THE CITY OF GREENVILLE, PITT COUNTY, NORTH CAROLINA, with one of its principal offices and places of business at 401 S. Greene Street, Post Office Box 1847, Greenville, Pitt County, North Carolina 27835-1847, hereinafter referred to as "GUC" and _____, a _____ organized and existing under and by virtue of the laws of the State of _____, with one of its principal offices and places of business at _____, hereinafter referred to as "PROVIDER";

1.0 TAXES

No taxes shall be included in any bid prices. GUC is exempt from Federal Excise Tax. GUC is not exempt from North Carolina state sales and use tax or, if applicable, Pitt County sales and use tax. Such taxes shall be shown as a separate item on the invoice.

2.0 INVOICES

It is understood and agreed that orders will be shipped at the established contract prices and quantities in effect on dates orders are placed. Invoicing at variance with this provision may subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate line item. All invoices must bear the GUC purchase order number. Mail all invoices to Greenville Utilities Commission, Finance Department, P. O. Box 1847, Greenville, NC 27835-1847.

3.0 PAYMENT TERMS

Payments for equipment, materials, or supplies will be made after the receipt and acceptance of the equipment, materials, or supplies and after submission of a proper invoice. GUC's normal payment policy is thirty (30) days. GUC will not be responsible for any goods delivered without a purchase order having been issued. Payment will be made in U. S. currency only.

4.0 QUANTITIES

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

5.0 AFFIRMATIVE ACTION

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

6.0 CONDITION AND PACKAGING

Unless otherwise indicated in the bid, it is understood and agreed that any item offered or shipped shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

7.0 SAMPLES

Samples of items, if required, must be furnished free of expense to GUC, and if not destroyed, will, upon request, be returned at the Provider's expense. Request for the return of samples must be made at the bid opening, otherwise, the samples will become GUC's property. Each individual sample must be labeled with Provider's name.

8.0 SPECIFICATIONS

Any deviation from specifications must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with specifications, and the Provider will be held responsible. Deviations must be explained in detail. **The Provider shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

9.0 INFORMATION AND DESCRIPTIVE LITERATURE

Providers are to furnish all information requested. Further, as may be specified elsewhere, each Provider must submit with its proposal: cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid does not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

10.0 AWARD OF CONTRACT

As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsible, responsive bid most advantageous to GUC as determined upon consideration of such factors as prices offered, the quality of the article(s) offered, the general reputation and performance capabilities of the Provider, substantial conformity with the specifications and other conditions set forth in the bid, the suitability of the article(s) for the intended use, the related services needed, the date(s) of delivery and performance, and such other factors deemed by GUC to be pertinent or peculiar to the purchase in question.

Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions, and specifications as shown on this set of Terms and Conditions and in this order or attached to and made a part of this order.

The conditions of this order cannot be modified except by written amendment in the form of "Amended Purchase Order," which has been approved by GUC's Purchasing Technician.

In the event of a Provider's failure to deliver or perform as specified, GUC reserves the right to cancel the order or any part thereof, without prejudice to GUC's other rights. The Provider agrees that GUC may return part of or all of any shipment at Provider's expense. GUC may charge the Provider with all reasonable expenses resulting from such failure to deliver or perform.

11.0 MEDIATION/BINDING ARBITRATION

In the event of any dispute between the Parties, the Parties agree to submit any dispute to non-binding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation.

In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed-upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

12.0 GOVERNMENT RESTRICTIONS

In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the successful Provider to notify the GUC Purchasing Technician, at once, indicating in its letter the specific regulation which required such alterations. GUC reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or, in the sole discretion of GUC, to cancel the contract.

13.0 INSURANCE

13.1 Coverage – During the term of the contract, the Provider at its sole cost and expense shall provide commercial insurance of such type and with the following coverage and limits:

13.1.1 Workers' Compensation – The Provider shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000 each accident, covering all Provider's employees who are engaged in any work under the contract. If any work is sublet, the Provider shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

13.1.2 General Liability – Commercial Liability Coverage written on an “occurrence” basis in the minimum amount of \$1,000,000 per occurrence.

13.1.3 Automobile – Automobile Liability Insurance, to include coverage for all owned, hired, and non-owned vehicles used in connection with the contract with a minimum combined single limit of \$1,000,000 per accident.

13.2 Requirements - Providing and maintaining adequate insurance coverage is a material obligation of the Provider. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in North Carolina by the Commissioner of Insurance. The Provider shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any of such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Provider shall not be interpreted as limiting the Provider’s liability and obligations under the contract. It is agreed that the coverage as stated shall not be canceled or changed until thirty (30) days after written notice of such termination or alteration has been sent by registered mail to GUC’s Purchasing Technician.

14.0 PATENTS AND COPYRIGHTS

The Provider shall hold and save GUC, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, including reasonable attorney fees, on account of any copyrighted articles or any patented or unpatented invention, device or appliance manufactured or used in the performance of this contract.

15.0 PATENT AND COPYRIGHT INDEMNITY

The Provider will defend or settle, at its own expense, any action brought against GUC to the extent that it is based on a claim that the product(s) provided pursuant to this agreement infringe any U.S. copyright or patent; and will pay those costs, damages, and attorney fees finally awarded against GUC in any such action attributable to any such claim, but such defense, settlements, and payments are conditioned on the following: (1) that Provider shall be notified

promptly in writing by GUC of any such claim; (2) that Provider shall have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise; (3) that GUC shall cooperate with Provider in a reasonable way to facilitate the settlement of defense of such claim; (4) that such claim does not arise from GUC modifications not authorized by the Provider or from the use of combination of products provided by the Provider with products provided by GUC or by others; and (5) should such product(s) become, or in the Provider’s opinion likely to become, the subject of such claim of infringement, then GUC shall permit Provider, at Provider’s option and expense, either to procure for GUC the right to continue using the product(s), or replace or modify the same so that it becomes non-infringing and performs in a substantially similar manner to the original product.

16.0 EXCEPTIONS

All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a Provider's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Provider may be grounds for rejection of the Provider's proposal. The Provider specifically agrees to the terms and conditions set forth in this set of Terms and Conditions by affixing its name on the signatory page contained herein.

17.0 CONFIDENTIAL INFORMATION

Except as provided by statute and rule of law, GUC will keep trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Provider. Cost information shall not be deemed confidential. The determination of whether a matter is confidential will be determined by North Carolina law.

18.0 ASSIGNMENT

No assignment of the Provider's obligations or the Provider's right to receive payment hereunder shall be permitted without the express written consent of GUC, provided however, upon written request approved by the GUC Purchasing Technician, solely as a convenience to the Provider, GUC may:

- Forward the Provider's payment check directly to any person or entity designated by the Provider, and
- Include any person or entity designated by Provider as a joint payee on the Provider's payment check.
- In no event shall such approval and action obligate GUC to anyone other than the Provider, and the Provider shall remain responsible for fulfillment of all contract obligations.

19.0 ACCESS TO PERSON AND RECORDS

GUC shall have reasonable access to persons and records of Provider as a result of all contracts entered into by GUC.

20.0 INSPECTION AT BIDDER'S SITE

GUC reserves the right to inspect, at a reasonable time, the item, plant, or other facilities of a prospective Provider prior to contract award and during the contract term as necessary for GUC's determination that such item, plant, or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract. Provider may limit GUC's access to restricted areas.

21.0 AVAILABILITY OF FUNDS

Any and all payments of compensation of this specific transaction and any continuation or any renewal or extension are dependent upon and subject to the allocation of GUC funds for the purpose set forth in this Agreement.

22.0 GOVERNING LAWS

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

23.0 ADMINISTRATIVE CODE

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

24.0 EXECUTION

In the discretion of GUC, failure of a duly authorized official of Provider to sign the Signatory Page may render the bid invalid.

25.0 CLARIFICATIONS/INTERPRETATIONS

Any and all questions regarding these Terms and Conditions must be addressed to the GUC Purchasing Technician. Do not contact the user directly. **These Terms and Conditions are a complete statement of the parties' agreement and may only be modified in writing signed by Provider and the GUC Purchasing Technician.**

26.0 SITUS

The place of all contracts, transactions, agreements, their situs and forum, shall be North Carolina, where all matters, whether in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

27.0 TERMINATION OF AGREEMENT

GUC or Provider may terminate this Agreement for just cause at any time. Provider will be paid for all time and expenses incurred as of the termination date. Termination for just cause by either party shall be by certified letter and shall be effective thirty (30) days after signed and acknowledged receipt of said letter. Just cause shall be based on reasonable grounds, and there must be a fair and honest cause or reason for such action. The causes for termination, include, but are not limited to: (1) Provider's persistent failure to perform in accordance with the Terms and Conditions, (2) Provider's disregard of laws and regulations related to this transaction, and/or (3) Provider's substantial violation of the provisions of the Terms and Conditions.

28.0 DELIVERY

Shipments will be made only upon releases from a purchase order issued by GUC in accordance with GUC's current needs.

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) GUC Warehouse, 801 Mumford Road, Greenville, North Carolina 27834, unless otherwise specified. The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. Delivery hours are between 8:00 AM and 4:30 PM Monday-Friday only. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

29.0 INDEMNITY PROVISION

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, shall be provided by Provider.

30.0 FORCE MAJEURE

Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. In any such event of force majeure, the parties shall advise each other of such event, and the parties shall negotiate an equitable adjustment to their respective obligations under this Agreement.

31.0 WARRANTY(IES)

The Provider hereby includes all warranties, whether expressed or implied, including, but not limited to, the Implied Warranty of Merchantability and the Implied Warranty of Fitness for a Particular Purpose.

32.0 INTEGRATED CONTRACT

These Terms and Conditions, Instructions to Bidders, Specifications, and the selected Provider's bid represents the entire contract between the Parties. No verbal or other written agreement(s) shall be held to vary the provisions of this Agreement.

33.0 CONTRACT PROVISIONS

Each of the provisions of these Terms and Conditions shall apply to the full extent permitted by law, and the invalidity in whole or in part of any provision shall not affect the remainder of such provision or any other provisions.

34.0 NOTICES

Notices to the Parties should be sent to the names and addresses specified below:

Cleve Haddock
Finance/Purchasing, Buyer II
Greenville Utilities Commission
P.O. Box 1847
Greenville, NC 27835-1847

Vendor Specified on Page 1 of Section III when awarded.

[Balance of page left blank intentionally]

GREENVILLE UTILITIES COMMISSION

By: _____
Anthony C. Cannon

Title: General Manager/CEO
(Authorized Signatory)

Date: _____

Attest: _____

Name (Print): Amy Carson Quinn

Title: Executive Secretary

Date: _____

(OFFICIAL SEAL)

COMPANY NAME:

By: _____

Name (Print): _____

Title: _____
(Authorized Signatory)

Date: _____

Attest: _____

Name (Print): _____

Title: Corporate Secretary

Date: _____

(CORP. SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____
Jeff W. McCauley

Title: Chief Financial Officer

Date: _____

APPROVED AS TO FORM AND LEGAL CONTENT:

By: _____
Phillip R. Dixon

Title: Commission Attorney

Date: _____